

## 1. Reception hours:

All deliveries take place:

MON - THU 8:00 am - 2:00 pm  
FRI 8:00 am - 12:00 pm

Deliveries outside of these times are only possible with early registration and after consultation with our Purchasing or Logistics departments.

As a matter of principle, the incoming goods department will give priority to transports that

- a) have been announced at least 48 hours before delivery in writing with specification of the delivery time,
- b) have an agreed standard delivery time corridor

## 2. Loading aids

### 2.1. Standardised loading aids

Deliveries with shipping companies must be packaged only with compliant loading aids. The following loading aids can be used:

| Pack. ID       | Explanation  | Dimensions (L x W x H)  | Exchange possibilities | Max. weight |
|----------------|--|---|------------------------|-------------|
| EURO-H3        | Euro pallet, standard, high (DIN15146)<br>(utilised EURO pallets must comply with DIN EN 13698-1 and the quality standard UIC 435-2. Repairs on EURO pallets must be performed professionally in accordance with quality standard UIC 435-4) | 1,200 mm x<br>800 mm x<br>970 mm<br>Height: max. 970 mm (incl. pallet!) | Yes                    | 1,000 kg    |
| GIBO           | Pallet cage, standard (DIN 15155)<br>(utilised DB pallet cages must comply with DIN 15155 and the quality standard UIC 435-3. Repairs on DB pallet cages must be performed professionally in accordance with quality standard UIC 435-4)     | 1,240 mm x<br>835 mm x<br>970 mm  | Yes                    | 1,000 kg    |
| STACKING FRAME | Wooden stacking frame for Euro pallets   |   | Yes                    |             |

Other loading aids are only permitted in exceptional cases and only when gigant - Trenkamp & Gehle has agreed in writing. For general cargo shipments with cardboard boxes, we recommend the use of stackable load units (wooden stacking frames, if necessary), because the packages are generally stacked by the shipping company and the boxes can cave in.

### 2.2. Condition of the loading aids

The loading aids must be in perfect and undamaged condition.

The supplier will be charged for any costs incurred if repackaging is required due to damaged or improper loading aids. As a matter of principle, damaged loading aids will **not** be replaced.

### 2.3. Load unit (LU) / packaging specifications

In our automatic high-bay warehouse, an automatic contour check is performed on every unit. The pallets must be in perfect condition. The goods must

- a) be firmly lashed (we recommend additional use of wooden stacking frames) and
- b) not be protruding
- c) Old stickers must always be removed before shipping.

The load units (LU) may not exceed the maximum load height of 970 mm (including the loading aid) and a maximum total weight of 1,000 kg including the loading aid.

If a complete item consists of several parts, it must be packaged as a packaging unit (set) for each load unit. To avoid misunderstandings, only one item should be packed on each carrier.

For some products, there are component-specific packaging regulations (e.g. coating). Of course, these must be complied with!

### 2.4. Unmixed loading aids

**As a matter of principle**, all deliveries should be **unmixed**. This means only one item number per carrier. If this is not possible due to small quantities, it must be clearly indicated.

### 3. Goods-related information

#### 3.1. Bill of lading

The shipping company must be given proper bills of lading and accompanying documents. The shipping and accompanying documents must contain the following information:

- Shipper / delivery address
- Receiving address
- Number of packaging units belonging to the shipment
- Specification of the type and number of pallets
- Total weight of the shipment
- Date of transfer or dispatch of the shipment

#### 3.2. Delivery note

Every shipment must include an original delivery note. The delivery note must be attached to a LU in a delivery note pocket at a visible position. The delivery note must contain the following information:

- Order number for each order item
- gigant - item number
- gigant - item designation
- Quantity
- Delivery note number
- Batch number (quantity per batch)
- Labelling

The packaging units (PU) must be clearly labelled with a VDA label in compliance with recommendation VDA 4902, version 4:

| No.    | Field designation / data content         | Bar code label | Mandatory field | Bar code | Remarks   |
|--------|--|----------------|-----------------|----------|---|
| (1)    | Recipient of the goods                   | -              | Yes             | No       | Name and location of the recipient of the goods   |
| (2)    | Unloading point - storage location - use | -              | No              | No       | Location at the customer's facilities where the delivered goods should be unloaded            |
| (3)    | Delivery note No.                        | (N)            | Yes             | Yes      | Delivery note number  |
| (4)    | Supplier address                         | -              | Yes             | No       | Name, facilities, postal code, city of the supplier   |
| (5)    | Net weight                               | -              | No              | No       | Net weight of the packaging unit to which the transport label belongs [kg]                    |
| (6)    | Gross weight                             | -              | Yes             | No       | Gross weight of the packaging unit to which the transport label belongs [kg]; maximum 1000 kg |
| (7)    | Number of packaging units                | -              | Yes             | No       | Number of delivered packaging units per delivery note no. or delivery                         |
| (8)    | Customer item no.                        | (P)            | Yes             | Yes      | gigant item number  |
| (9)    | Fill quantity                            | (Q)            | Yes             | Yes      | Quantity of the item no. per packaging unit   |
| (10)   | Designation, delivery, service           | -              | Yes             | No       | Designation of the delivery (part designation)  |
| (11)   | Customer order number                    | (B)            | Yes             | Yes      | gigant order number   |
| (11.1) | Supplier item no.                        | -              | Yes             | No       | Supplier item number  |
| (12)   | Supplier no.                             | (V)            | Yes             | Yes      |   |
| (13)   | Date                                     | -              | Yes             | No       | Date of shipment  |
| (14)   | Revision status / construction           | -              | No              | No       |   |
| (15)   | Packaging unit no.                       | (S)            | Yes             | No       |   |
| (16)   | Batch no.                                | (H)            | Yes             | Yes      | Manufacturer's batch number   |

All mandatory data and bar codes must be on the label. Code 39 must be used in compliance with the VDA and ODETTE recommendations.

#### 3.3. Shipping list

If a delivery consists of several packaging units or pallets, the delivery note for each transport unit must include a shipping list with the following information:

- Packaging unit or pallet number
- gigant - item number

- gigant - item designation
- gigant - order number
- Number of items per packaging unit
- Item designation
- Initial samples

Deliveries of initial samples, prototypes and sample items must be clearly labelled to this effect on all sides. The order by gigant must be clearly visible!

The indication of an initial sample must be visible on the delivery note! The original initial sample documents with the required appendices must be included in a weather-proof pocket.

Tested parts must be separately packaged and labelled as initial samples (numbered consecutively if necessary).

Please also refer to our "Initial sample information sheet" for more information

#### **4. Conditions of delivery / expense allowance**

In general, non-compliance with the specifications can lead to return of the goods or refusal of reception.

If there are deviations from the specifications, a flat processing fee of 50 € will be charged. In addition, repackaging will be charged at cost.