

# Shipping and transport regulations

LUK GmbH + Co. OHG

as at 01<sup>st</sup> May 2005

## 1. Scope of application:

Following shipping and transport regulations are part of our „General Conditions of Purchase“ and are valid for all deliveries to LUK Bühl, Kappelrodeck, Sasbach and Bussmatten.

## 2. Terms of delivery:

In case of „EXW“ or „FCA“ delivery term, please report your dispatch readiness to our logistic-department by fax using the number +49 / 7223 / 941-349.

## 3. Full lorry:

Full lorry deliveries can only take place after prior consultation of Mr. Andreas Frietsch or Mr. Togay Erdem; department: LAOBHL- PL (logistic- department).

## 4. Courier-, special transports and express transports of all kinds:

Special transports have to be coordinated in any case with the responsible LUK purchasing - department in advance and require a prior written confirmation from the responsible materials planner or purchaser.

## 4. Packaging:

The consignments have to be handed over to the carrier packaged appropriately and conforming industry practice; in this connection the LuK-packaging regulations must be respected.

In general, neither bandages for the KLT-pallets shall be used nor shall they be shrink-wrapped with foil. Transports of hazardous materials, delicate, fragile and similar consignments have to be labeled in accordance with the appropriate regulations!

Legal requirements have to be followed.

## **5. Labeling:**

5.1. The shipping address has to indicate in any case the unloading place or the storage place (LGO) as shown in our orders.

5.2. Following regulations are in principle valid for our **serial production material**:

The delivery notes have to be attached to the consignment notes, not onto the container!

The labeling has to be realized according to the VDA- or Odette-standards.

It is prohibited to stick the labels directly onto the container!

Only label bags are allowed for the fixation of the labels, alternatively adhesive strips or adhesive dots. Old labels must be removed.

5.3. Following regulations are in principle valid for our **non serial production material**:

The delivery note has to be fixed outside of the container, if possible in a clear plastic folder, clearly visible.

In case of more than one container, the container with the delivery note has to be marked clearly.

## **6. Transport- accompanying documents and delivery notes:**

6.1 Deliveries have to be handed over to the carrier only with accompanying documents (consignment note, delivery note) properly and completely drawn up.

Consignments without delivery note will not be accepted!

6.2 Delivery note or packing list as well as invoice and other delivery documents have to contain the following:

- name of the product with part number ( with drawing change index if existing!)
- number of parts
- number of containers
- sort of packaging
- packing list with the number of parts per container.
- gross-and net weight
- volume (bulky goods)
- other documents demanded in the order
- place of unloading

### **6.3 Terms of delivery:**

The agreed terms of delivery in accordance with Incoterms 2000 must be indicated every time on the consignment note and on the dispatch order

### **7. Directions:**

The delivery address might be different either from the order address or from the invoice address! All important details are explicitly mentioned in our orders. In case that instructions are incomplete, please contact the person from LUK who issued the order or your responsible purchaser from LUK.

### **8. Partial deliveries:**

Partial deliveries are only allowed if they were explicitly demanded by us or if they are demanded in our order or if necessary by request of the supplier after prior consultation of LUK's responsible purchasing-department .

### **9. Collective consignments:**

More than one deliveries per day have to be combined to one transport.

### **10. Insurance:**

We are our own insurer and the transport insurance is principally covered by us.

It has to be marked on the consignment notes that LUK is a TVS- renunciation / prohibition client.

### **11. Damages and additional costs:**

All damages as well as the relevant additional costs resulting from reasons of non-observance of our dispatch- and transport regulations are principally chargeable to the supplier.

### **12. Reception of goods:**

The regulations of the individual plants have to be respected. Deliveries outside the business hours are only possible after checking this with the relevant purchase- or reception

**For general questions please contact:**

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Speditionslogistik

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