

Version: 2.0

As of: 27.05.2021

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**Delivery and  
documentation conditions**

AUTOMATION

**baumann**

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documentation conditions**

**BAUMANN GmbH**

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## 1. Introduction

These guidelines apply to all goods deliveries. The delivery conditions of Baumann GmbH are a constituent part of our purchasing conditions and facilitate smooth handling of logistical processes. As such, a supplier must meet these requirements in order to be listed as a supplier of Baumann GmbH.

These delivery and documentation conditions regulate the quality of the delivery and specify the details that must be included on the order confirmation, the delivery note and the invoice of suppliers of Baumann GmbH.

Our general terms and conditions of business and purchase also apply in addition to these delivery and documentation conditions. By accepting the order, our supplier accepts the delivery and documentation conditions defined herein.

Separate and deviating agreements must be taken into account. These take precedence over the definitions described here and must be clearly documented on the delivery note.

In case of non-compliance with the delivery conditions, Baumann GmbH reserves the right to charge any additional expenses incurred to the supplier or to refuse acceptance of the delivery.

## 2. Quality guidelines

The quality of external supplies has a direct impact on the quality of our products. We therefore expect a high level of quality from our suppliers for all delivered materials and production parts. We aim to establish a close and trusting working relationship with our suppliers with the aim of continuously improving quality levels and achieving a zero defect rate and 100% on-time delivery.

## 3. Delivery conditions

### 3.1 Delivery address

When delivering materials, the following address must always be indicated legibly and in full on all delivery notes and accompanying documents:

**Main delivery address:**

Baumann GmbH  
Wernher-von-Braun-Straße 10  
92224 Amberg, Germany  
Tel.: +49 (0)9621 / 6754 – 260, Mr Markus Fleischmann  
Email: wareneingang@baumann-automation.com

**Direct delivery to customer:**

Note address on the order

### 3.2 Delivery times

Acceptance of goods is subject to correct delivery in terms of the delivery date, quality, condition of the goods and the correct quantity, at the following times with the exception of national and international holidays:

<b>Monday to Thursday:</b>	7.00 am to 3.00 pm
<b>Friday:</b>	7.00 am to 1.00 pm

### 3.3 Delivery conditions

**Delivery date:**

All goods shall always be delivered on the delivery date instructed. Deliveries arriving earlier or later can only be accepted in isolated, specially agreed cases.

**Packaging:**

The packaging must ensure protection against mechanical damage. The supplier shall be liable for damages and expenses brought about by defective packaging. The means of transportation and packaging shall only be accepted if they are in perfect condition. In the event of demonstrable damage to the means of transportation by the supplier or carrier, we reserve the right to refuse acceptance or to charge the supplier accordingly for the costs incurred.

The packaging must be designed with due consideration for the logistical processes, quality assurance, environmental compatibility and economic efficiency. The packaging materials must bear the symbols and substance numbers required by law.

**Quality:**

If it becomes evident during the production process that the quality or quantity of the goods delivered by the supplier does not meet Baumann's requirements and that this results in product failures, extra trips, etc., Baumann GmbH reserves the right to charge the resulting costs to the supplier with appropriate evidence. Costs incurred for the quickest possible transportation of goods (express shipping, if applicable) shall only be charged to us if there is fault on our part that made express shipping necessary.

**Partial deliveries:**

If a partial delivery or an over-delivery is imperative, this must be agreed with Baumann's buyer in writing in advance and the delivery must be approved in this way. No freight costs will be incurred by Baumann as a result of partial deliveries by the supplier for which the supplier is at fault. A partial delivery shall be marked as such and noted on the delivery note.

**Packing list:**

If a packing list is available, the delivery must be carried out in accordance with it.

**Under- and over-delivery:**

As a matter of principle, only the quantities ordered should be delivered. Under-deliveries generate higher processing costs that can be charged to the supplier. Over-deliveries are not typically permitted, unless this is agreed with our purchasing department directly. The costs incurred for return delivery can be charged to the supplier.

**Identification marking:**

The package must be marked in such a way that it is possible to identify the goods without opening the packaging. The order number must be visible. In the case of purchased parts, each packaged item or jointly packaged BATCH must be marked with the Baumann item number and quantity. In the case of production parts (custom-made parts), each packaged workpiece or each jointly packaged BATCH must be labelled with the item number and quantity using an easily removable sticker. Small parts must be packaged in pressure seal bags and then labelled.

**Packaging units:**

Packaging units are to be delivered sorted by type. Delivering multiple different items packaged in a single packaging unit is not permitted. Each packaging unit must be labelled on both face sides with the item number and quantity of the packaging unit so that the label is clearly visible from the outside. When quantities in a packaging unit are changed, this information must be clearly visible on the pallet and the packaging unit.

**3.4 Delivery of pallets**

- Delivery should always be made on exchangeable and undamaged Euro pallets. According to the specifications of the European Pallet Association (EPAL), only exchangeable standard Euro pallets can be exchanged. The exchangeable pallets that have been delivered shall be exchanged immediately. The supplier shall ensure that they are able to accept the exchange pallets upon delivery.
- Pallet units must be packaged in such a way as to ensure that the goods are delivered in perfect condition.
- Combining several orders on one pallet is not permitted, unless clip-on frames are used to separate the individual orders.
- Care should always be taken to ensure that the quality of the parts is not impaired due to the weight or type of shipment/packaging.
- The load on the pallet must not exceed the dimensions of the pallet, unless expressly agreed otherwise.
- It must be ensured that the goods can be unloaded and transported within the company without any issues using industrial trucks. The pallet must be 100 mm high, measured from the floor to the bottom edge of the wood.

### 3.5 Delivery of parcels

- If the shipment consists of several shipping units, this must be indicated on the outside of each shipping unit. The shipping unit containing the delivery note must be marked accordingly. The shipping units must be delivered in their entirety.
- Combining several orders on one pallet is not permitted, unless clip-on frames are used to separate the individual orders.
- Care should always be taken to ensure that the quality of the parts is not impaired due to the weight or type of shipment/packaging.
- Especially in the case of parcels, particular attention must be paid to ensuring that the packaging is secure enough for transportation in order to prevent damage in transit.

### 3.6 Delivery note

To enter the goods into Baumann's ERP system in an orderly manner, a delivery note is required for identification purposes. The corresponding delivery note must be included with every shipment. The position of the delivery note must be clearly marked. If a delivery consists of several shipping units (orders), ensure that a delivery note is enclosed with each individual shipping unit. We reserve the right to seek expenses if delivery notes are not completed in full.

#### **The delivery note must contain the following details:**

- Delivery address of recipient
- Delivery note number
- Shipping date/delivery date
- Order date
- Baumann order number
- Baumann item number
- Quantity per delivery unit
- Total number of pieces in shipment, if applicable. Details of remaining quantity outstanding
- Customs tariff number and the country of origin
- Contact person and contact details of the supplier
- Special agreements/exceptions
- Packaging units, if applicable
- Total number of pallets and total number of loose packages

#### 4. Notification

In the event of large deliveries, notification must be sent in a timely manner, i.e. at least 24 hours prior to delivery, by email to [wareneingang@baumann-automation.com](mailto:wareneingang@baumann-automation.com).

**The following info is also required:**

- Consignor
- Delivering forwarding company
- Description of goods
- Number of pallets
- Required delivery date
- Required delivery window

#### 5. Guidelines and legal requirements

Deliveries must comply with applicable EC regulations, all procedures and laws pertaining to the environment, as well as the ecological aspects of production. When shipping hazardous substances, the delivery must be labelled accordingly and an up-to-date EU DIN safety data sheet must be provided. The goods may need to be sent using a special shipping method. To this end, our supplier shall provide information about the options available from their parcel service or forwarding company. Legal requirements for shipping and labelling shall be taken into account. The responsibility lies with the consignor.

Any deviations from the packaging regulations and delivery conditions described above must be specified in writing and approved by Baumann GmbH. In the event of non-compliance with the delivery and documentation conditions, we will invoice the supplier for the additional expenses resulting from this. Should individual provisions of the above packaging regulations and delivery conditions be rendered invalid or unenforceable or become invalid or unenforceable after conclusion of the contract, the validity of the remaining packaging regulations and delivery conditions shall remain unaffected.