

## GENERAL

Suppliers are partners that supply products and warranty that such products

- a) are not in any way in violation of any laws or regulatory requirements in the country in which they originate, in any countries through which they transit or in the country in which they are used;
- b) are declared in compliance with their specifications and legal and regulatory requirements and will further, once a year and without being specifically requested to do so, provide us with confirmation thereof in writing in the form of a certificate of compliance with regulations governing materials used in contact with food and, if necessary, present test reports from recognized testing laboratories or other recognized organizations.

## ORDERS

BUNZL Großhandel GmbH  
Elbestraße 1-3  
45768 Marl

or

BUNZL Großhandel GmbH  
Niederlassung Bäume  
Maysweg 11  
47918 Tönisvorst

Orders are placed by e-mail or electronically (VIP/EDI) through one of the above-mentioned locations of BUNZL Großhandel GmbH. The following data can be found on the order form:

- **Order number**
- **Supplier's article number**
- **Our article number**
- **Designation of article**
- **Quantity**
- **Packaging unit**
- **Delivery date**
- **Delivery address**
- **Invoice address**
- **Prices**
- **EAN codes** (if available)

Once the order has been placed, it must be confirmed by the supplier immediately by e-mail or electronically (e.g. VIP/EDI).

## BILLING ADDRESS & DELIVERY ADDRESS

BUNZL Großhandel GmbH  
Elbestraße 1-3  
45768 Marl

or

BUNZL Großhandel GmbH  
Niederlassung Bäume  
Maysweg 11  
47918 Tönisvorst

## PRICES

**Prices and conditions** need to be agreed with our **Purchasing Director**. Please take into account the possible effective dates **January 01<sup>st</sup> or July 01<sup>st</sup>** at least 3 months prior announcement.

## DELIVERY

The supplier is obliged to deliver the ordered goods **on time**. This means:

- delivery on the **agreed day** within the goods acceptance times stated below must be adhered to;
- the agreed delivery quantities must be **100%** identical to the quantity of goods to be delivered;
- in the event of late delivery, we reserve the right **to demand liquidated damages for delay** in the amount of 1% of the delivery value per completed week, but not more than 10%, but at least € 35,-- for each subsequent delivery to our customers caused by the supplier's late delivery.

In addition, the following agreements apply:

- accepted loading aids: **Euro pallet quality** according to EPAL classification new, class A or B and disposable pallets;
- there is no entitlement to the return of loading equipment outside the Euro pallet pool;
- **pallet dimensions**: 800 x 1,200 mm in accordance with DIN UIC standard 435-2 with sufficient load-bearing capacity;
- **damaged pallets** must be repacked by the supplier or will **not be accepted**;
- the pallets must be packed **flush** with a **maximum height of 190 cm**
- the pallets must be packed **by type** (only 1 item with the same number of items per pallet)
- the pallets may only contain **full cartons** (no leftovers);
- very small quantities must be packed on 1 pallet and labelled as a '**collective pallet**';
- the cardboard boxes must be sufficiently **stable** so that the bottom layer can withstand the pressure of the upper layers;
- pallets must be **adequately secured** for transport so that a secure connection between goods and pallet is guaranteed.

## DELIVERY CONDITIONS

Delivery of the goods shall always be **free domicile**. This means that the supplier shall bear all costs and risks of transporting the goods to their destination. Delivery shall be carried out exclusively by **lorry with a loading port rear wall**.

## DELIVERY TO WAREHOUSE

<b>BUNZL Großhandel GmbH in Marl</b>	<b>Acceptance</b> Monday to Thursday: 6 am bis 2 pm Friday: 6 am bis 12 pm
<b>BUNZL Großhandel GmbH in Tönisvorst</b>	<b>Acceptance</b> Monday to Thursday: 6 am bis 12 pm Friday: 6 am bis 11 am  <i>Please note:</i> <i>Delivery on tandem trailers is not possible!</i>

## LABELLING OF GOODS

Unless otherwise agreed, the goods shall be labelled as follows:

- **Item number BUNZL Großhandel GmbH**
- **Article description**
- **Specification of dimensions**
- **Packaging unit**
- **Supplier number**
- **Article number Supplier**
- **EAN code**

## DELIVERY NOTES AND INVOICES

Please note that **no delivery is possible without a delivery note!** If the delivery note is not handed over personally by the driver, it must be attached to the goods/pallet in a clearly recognisable manner.

Details on the delivery note:

- **Order number BUNZL Großhandel GmbH**
- **Item number BUNZL Großhandel GmbH**
- **Quantity**
- **Number of cartons**
- **Quantity per pallet**

Details on the invoice (preferably e-invoice):

- **Order number BUNZL Großhandel GmbH**
- **Item number BUNZL Großhandel GmbH**
- **Quantity**
- **Price per unit**
- **Total value of the order**

## IMPORTANT NOTES

1. If a delivery consists of two or more orders, the **order numbers** must be clearly indicated **for each item**.
2. Invoices cannot be paid if excess or short quantities are delivered that were not announced and agreed before delivery and if no order or article numbers are present on the delivery notes or on the invoices.

## QUALITY CONTROL

Every delivery of goods is randomly checked. Depending on the type, defects may be recognised **immediately or at a later date** (e.g. complaints by customers after receipt of the goods). Depending on the type and scope of the complaint, any costs incurred will be charged to the supplier; these includes:

- Returns from customers of BUNZL Großhandel GmbH
- Storage and order picking costs
- Costs for blocking, securing and provision
- Administrative expenses such as recalculations
- credit notes, returns notes etc.

## REFUSAL TO ACCEPT

Acceptance of goods may be refused if there are compelling reasons, e.g:

- late delivery
- transport damage
- incorrect labelling of the goods
- quality defects that make it impossible to sell the goods
- unauthorised quantity overruns, e.g. for printed items
- general incorrect deliveries.

If acceptance is refused, the supplier will generally be consulted.

BUNZL Großhandel GmbH

- Purchase department -