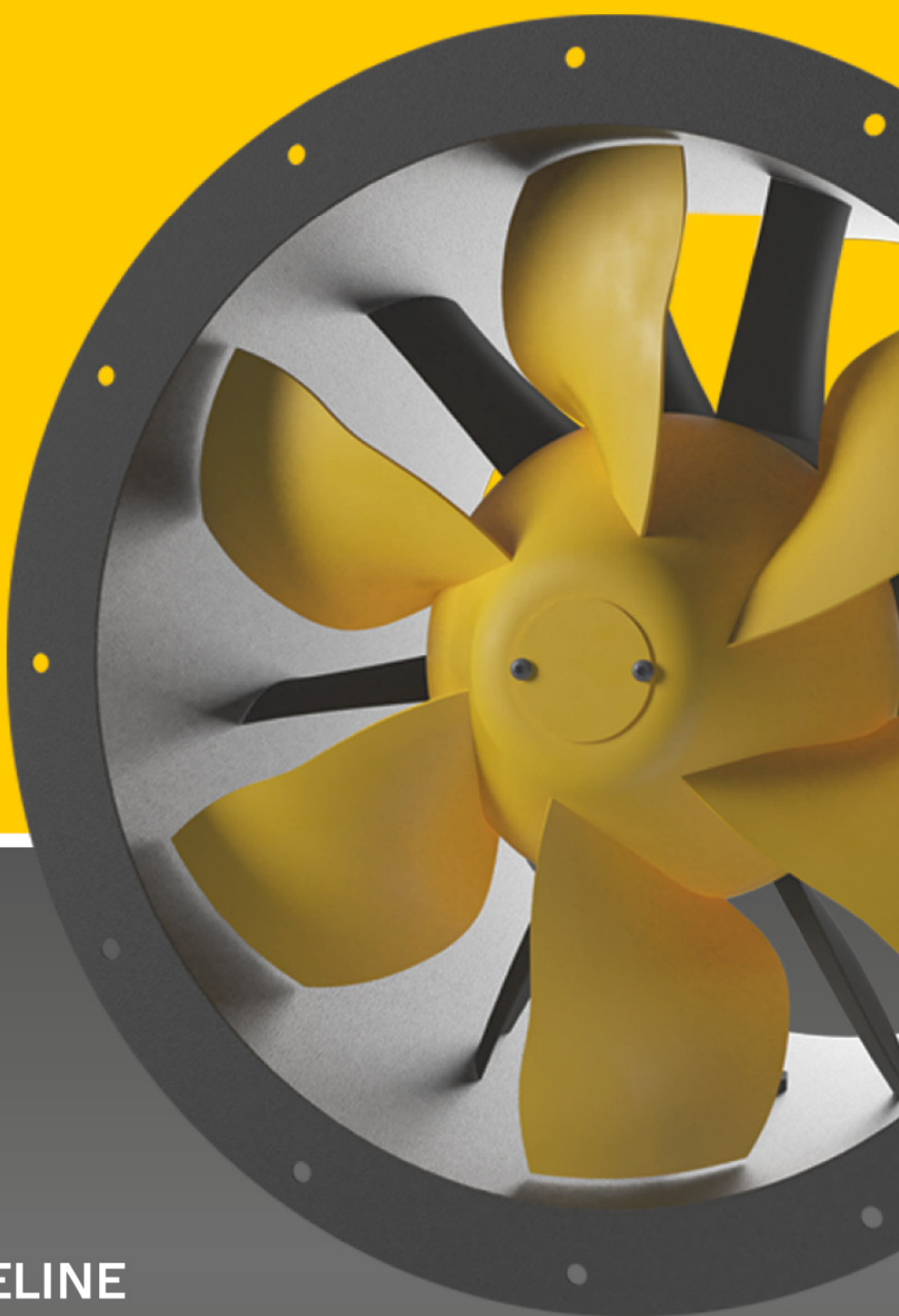




LOGISTICS GUIDELINE
FOR SUPPLIERS OF
RUCK VENTILATOREN GMBH AND
OF RUCK VENTILATOARE S.R.L.

Content

1. Goal	3
2. Scope	3
3. Accompanying Documents	3
3.1. Goods Tag	4
3.2. Delivery Note	4
4. Foreign Trade	4
4.1. Customs Invoice	4
4.2. Proof of Preference, Certificate of Origin and Indication of Origin.....	5
4.3. Export Control, Export Regulations and Notices	5
5. Packaging	6
5.1. Packaging Requirements	6
5.2. Standard Load Carrier	6
5.3. Packaging Marking.....	7
5.4. Maximum dimensions	7
5.5. Empties Account Management.....	7
6. Transport	8
6.1. Terms Of Delivery and Transfer Of Risk.....	8
6.2. Shipments Paid by Supplier.....	8
6.3. Shipments Paid by RUCK	8

1. Goal

The Logistics Guideline of ruck Ventilatoren GmbH and ruck Ventilatoare S.R.L. (hereinafter referred to as "RUCK") defines the basic requirements that RUCK places on its suppliers.

Particular attention shall be paid to the following goals:

- Adequate protection of components to minimize damage
- Ensuring process reliability, ensuring production supply
- Simplified handling of goods/containers
- Minimization of logistics costs along the supply chain.

This agreement is a binding part of the order. By sending its order confirmation, the supplier undertakes to comply with the logistics requirements defined in this Logistics Guideline.

The Logistics Guideline supplements the RUCK General Terms and Conditions of Purchase, which can be found in the current version at <https://www.ruck.eu/download>.

In the event of contradictions, the individual provisions of the purchase order, the framework agreement and the General Terms and Conditions of Purchase have priority.

2. Scope

This Logistics Guideline applies to the following sites:

Site	Telephone	Goods receipt time	
ruck Ventilatoren GmbH Max-Planck-Str. 5 97944 Boxberg Germany	+49 (0)7930 9211-0	Mon. - Thu.	07:00am until 04:00pm
		Fri.	07:00am until 03:00pm
S.C. Ruck Ventilatoare S.R.L. Str. 1 Decembrie 1918 Nr. 44/H Târnăveni 545600 Romania	+40 265 709 500	Mon. - Fri.	06:30am until 11:00pm

Deliveries outside of the above mentioned goods receipt times must be approved in advance and be reported to the incoming goods department of the respective plant. Deliveries on Saturdays, Sundays and public holidays must also be approved.

3. Accompanying Documents

The supplier is responsible for the proper preparation of the shipping documents. He ensures that all data and information required for transport logistics is documented completely and correctly on the shipping documents.

A forwarding order and, if applicable, the export documents are to be handed over to the carrier.

3.1. Goods Tag

The clear and systematic labeling of products and transport units must make it possible to identify them. Basically, the packaging units are to be marked with normalized, standardized and barcode-capable goods tags. The so-called master label, which identifies the entire pallet, must be attached to the middle of the pallet at the front.

The nature of the goods label must be in such a way that it remains machine-readable at the delivery location at all times, despite environmental influences and transport stresses.



100690		RUCK Artikelnr. / RUCK ID	
Menge / Quantity	1	pcs	Barcode Artikelnr. / Barcode ID
Einheit / Unit			
RUCK Bezeichnung / RUCK ID		Blindniete 4x6 Alu/St, DIN 7337	
		26.01.2022	
		Herstelldatum / Date of manufacture	

3.2. Delivery Note

A delivery note must be enclosed with the goods. The delivery note is to be attached to the front of the container using a delivery note pocket.

The following data must be stated on the delivery note:

- Delivery receipt number
- Purchase Order number
- RUCK article number
- RUCK description of goods
- Total quantity and quantity of each packaging unit.

4. Foreign Trade

4.1. Customs Invoice

For customs purposes, the supplier must enclose a commercial invoice in the required language (depending on the recipient country) and in duplicate with the accompanying documents. Deviations from this are only permitted with the prior written consent of RUCK.

In the case of deliveries that are subject to duty, the following must be shown separately on the invoice:

- the correct declaration of value (purchase price of the goods)
- Costs not included in the price (e.g. commissions, brokerage fees, development costs, license costs, production material costs, provisions by RUCK)
- Costs included in the price (e.g. assembly and repair costs)
- the value of repair costs after material and labor costs.

A declaration of value with the note "For Customs Purposes Only" is also required for free deliveries. The reason for the free delivery must be stated on the invoice or the delivery note (e.g. free sample shipment).

If further official documents are required for imports or exports for the intended use of the delivery items, the supplier is obliged to obtain these documents immediately at his own expense and provide them to RUCK.

If RUCK incurs additional costs or disadvantages as a result of foreign trade issues not being handled properly, RUCK reserves the right to charge the supplier for these additional expenses.

4.2. Proof of Preference, Certificate of Origin and Indication of Origin

The supplier undertakes to provide RUCK with all relevant foreign trade data and export control data (in particular the goods tariff number according to the HS code, the origin, the export control data) within a period of 14 days after receipt of the request letter from RUCK.

The supplier agrees to only issue the declarations of origin on the forms provided by RUCK. RUCK does not accept the supplier's own documents and templates.

The supplier undertakes to immediately notify RUCK in writing of any changes to the origin of the goods.

If the supplier delivers goods that can receive preferential treatment in the importing country, the supplier undertakes to enclose a corresponding proof of origin (e.g. movement certificate A.TR, EUR 1, etc.). If proof of origin is required due to other local import regulations in the importing country, the supplier must provide RUCK with this at its own expense for each delivery concerned.

Any changes to the declarations made (e.g. to the origin, the goods tariff number, the export control data, the foreign trade data, etc.) must be reported to RUCK immediately.

The supplier shall support RUCK with all means necessary to reduce or minimize RUCK's payment obligations with regard to customs duties.

4.3. Export Control, Export Regulations and Notices

The supplier is obliged to inform RUCK of any licensing requirements or restrictions with regard to the goods (material, systems, software and technology) that are applicable in the country of manufacture and/or the place of delivery.

If the goods delivered by the supplier to RUCK are subject to approval under European export restrictions and their national implementation (dual-use goods, armaments, etc.), the supplier undertakes to inform RUCK of this in writing.

In addition, the supplier undertakes to inform RUCK if the goods (goods, systems, software and technology) are subject to an export/re-export license under US law/US regulations.

The supplier also informs RUCK of the relevant classification number (e.g. the national "AL number", the ECCN Export Control Classification Number for US goods, etc.) as well as possible export license requirements for goods (goods, systems, software and technology) with.

The supplier is obliged to inform RUCK immediately of any changes in the licensing requirements for the goods delivered due to legal changes, official determinations, technical changes, etc.

5. Packaging

5.1. Packaging Requirements

The specification of the packaging is based on the following requirements:

- Packaging suitable for transport and handling
- Damage-free delivery
- Compatibility with the transport and storage systems of the individual RUCK sites
- Preferably use of reusable packaging, otherwise use of recyclable one-way packaging
- Optimum utilization of the containers
- Stackability
- Protection against dirt.

The responsibility for packaging suitable for transport and handling, which ensures damage-free delivery, lies with the supplier.

It is essential to ensure that old goods tags are removed before loading. The load carriers must meet the component requirements and be undamaged.

The supplier is liable for quality reductions as a result of the use of damaged or soiled packaging.

For packaging materials made of wood, the regulations of the receiving country must be taken into account according to the IPPC standard ISPM number 15.

5.2. Standard Load Carrier

RUCK has approved the following as reusable packaging resp. exchange packaging:

- Euro lattice boxes according to UIC 435-3
- Euro flat pallets according to UIC 435-3

Bezeichnung / Description	Außenmaße [mm] / Outer Dimensions[mm]			Innenmaße [mm] / Inner Dimensions[mm]			Lade- volumen [H]	Mehrweg
	L	B	H	L	B	H		
EURO-Pool-Palette / EURO pallet 1200x800	1200	800	100	1200	800	100	24,00	
Bahngitterbox / EURO lattice box 1200x800x1000	1240	835	970	1210	800	800	85,00	

Load carriers that deviate from this require the prior written approval of the respective RUCK site.

5.3. Packaging Marking

Each packaging unit must be clearly marked. The labeling of the load carrier using GTL must be clearly legible and must not exceed the external dimensions of the load carrier. In addition, the label must not be covered by packing tape.

Unless otherwise agreed with the receiving site, the labeling of the **entire pallet** is to be attached to the front. Labels must be attached so that they cannot be lost (e.g. by securing them with residue-free adhesive dots or a hanging bag).

In the case of **lattice boxes**, the labeling should generally be attached to the front. Markings can only be attached to the top of the long side of the lattice box after agreement with the respective plant.



Carton Boxes must be arranged on the pallet in such a way that all labels on the boxes on the outside of the pallet can be read. The identification of the entire pallet is to be attached to the front, to a box or to the cover.

If the smallest loading unit is a **bag** or similar, this must also be marked with the following minimum information:

- RUCK material number
- Quantity
- Production date.

If no packaging has been defined, the supplier must use disposable packaging.



5.4. Maximum dimensions

The container must not exceed a dimension of 1200x800x1800 mm (Boxberg site) resp. 1800x1800x1800mm (Tarnaveni site), and should be stackable at least twice.

Deviations from this must be agreed with RUCK prior to delivery.

5.5. Empties Account Management

The supplier must carry out a monthly reconciliation of the empties accounts with the incoming goods department of the respective plant.

6. Transport

6.1. Terms Of Delivery and Transfer Of Risk

The delivery (including transfer of risk) is based on the commercial clauses specified in the purchase order (in particular Incoterms 2020) at the point of receipt/use resp. pick-up point specified by RUCK in the purchase order.

If there is no such provision, the delivery must be made DDP (Incoterms 2020) to the place of receipt or use specified in the order. In this case, the risk passes to the agreed place of receipt or use at the time of delivery.

6.2. Shipments Paid by Supplier

In the case of "free domicile" delivery conditions (usually Incoterm "DDP"), the shipment is made via the carrier specified by the supplier.

For deliveries in Germany (Boxberg site), the forwarder commissioned by the supplier has the option of booking a delivery time window electronically to speed up the delivery and unloading. This is done via a time slot booking system. Access to this can be requested via the incoming goods department at the Boxberg site.

6.3. Shipments Paid by RUCK

The transport order for "carriage forward" delivery conditions (usually Incoterm "EXW or FCA") must be placed by the supplier with the forwarding agent approved or specified by RUCK in advance.

The supplier is responsible for correctly determining the gross weight, the loading weight and the dimensions of the shipment. Additional costs resulting from incorrect weight specifications will be passed on to the supplier.

The goods must always be made available on the day of dispatch from 08:00 a.m.

If the goods are not made available ahead of time, the supplier shall bear the costs for any special measures that may become necessary, downtimes of the forwarding agent or the futile journey by the forwarding agent.

The supplier has the option of mutually agreeing a different availability time within normal business hours, but with a delay of up to 4:00 p.m., with the forwarding agent previously approved or specified by RUCK.

The loading and handling must take place immediately after the vehicle has been made available. If the supplier causes unreasonably long processing times, the additional costs incurred will be charged directly by the forwarding agent. A fault of third parties (e.g. customs clearance) is excluded from this.

If proper collection by the forwarding agent is not possible due to the fault of the supplier (e.g. goods not ready for collection at the notified time, unreasonable waiting times, etc.), the supplier must ensure the punctual delivery of the goods on its own and at its own expense.

Version: February 2022