

General

Delivery Specifications

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1. Shipping document

1.1 Delivery note

- a) The delivery note (Appendix 1) should be issued in accordance with DIN 4991 and **must** include the following data fields:
 - 1. Woodward L'Orange purchase order number(s) or delivery schedule number
 - 2. Woodward L'Orange purchase order item number (only in the case of purchase orders with several items)
 - 3. Delivery point (as defined in the purchase order)
 - 4. Woodward L'Orange material number(s)
 - 5. Component name
 - 6. Delivery quantity
 - 7. Name and address of the supplier, including contact details for queries
 - 8. Delivery note number
 - 9. Delivery note date
 - 10. Shipping type (e.g. by truck)
 - 11. Important information, e.g. reference to the ESD directives (in the case of electronic components),
expiry date/date of manufacture as per purchase order in the case of materials with limited time use, off-center position of center of gravity, reference to special agreements or consignment goods if consignment stock processing has been agreed
- b) A separate delivery note is to be issued for each delivery point.
- c) If requested by Woodward L'Orange: details of date of manufacture, batch and material test certificate(s)
- d) Shipping document must be attached to the outside of the goods so that it is easily visible (see 4 "Identification")

1.2 Bill of lading

- a) The supplier must provide the forwarding agent with a bill of lading for **each delivery point**.

The bill of lading should include the following details in addition to those on the delivery note:

 - 1. Type and quantity of the individual load carriers/packaging (Euro pallets, disposable cardboard boxes etc.); in the case of Woodward L'Orange load carriers (see 4 d in this regard), material no. acc. To Woodward L'Orange container catalog (bill of lading)
 - 2. Total gross weight incl. unit (bill of lading)
 - 3. Name of the haulage contractor / forwarding agent (bill of lading)

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4. Shipping condition (e.g. FCA) (bill of lading)

Details of package-specific features, e.g. off-center position of center of gravity or non-stackability, must be indicated.

- b) If Europool load carriers are used, their type and quantity must be indicated on the bill of lading.
- c) The corresponding delivery note duplicates must be attached to the bill of lading. Bills of lading together with delivery notes must be handed to the haulage contractor separately.
- d) In the case of self-delivery, a bill of lading is not required, and items 1.2.a.1-4 must be included on the delivery note.

1.3 Customs documents (in the case of non-EU deliveries)

For processing of import transactions, the following are required in addition to the delivery note and bill of lading (road: CMR bill of lading, air: AWB, sea: bill of lading):

- Commercial invoice or, in the case of free delivery, pro forma invoice
- Original movement certificates (only if the goods come from a country with which the EU has signed an agreement), e.g. EUR.1, UZ Form A. Alternatively to the preference documents a "declaration of origin on the invoice." In the case of goods trade with Turkey, the original free circulation certificates: A.TR.
- Non-Wood-Packing Declaration or (if wood packing is used) a certificate verifying the heat treatment of the wood packing in accordance with ISPM No. 15.

We can of course only insist on the preference or free circulation certificates if the supplier is allowed or able to issue these.

Three copies of the commercial or customs invoice must be issued (2 for the forwarding agent, 1 on the package). These must include the following details:

- Heading: Commercial invoice or customs invoice
- Invoice number and date
- Addresses of vendor, purchaser and consignee
- Forwarding agent
- Port of departure/arrival
- Incoterms
- Terms of payment
- Woodward L'Orange purchase order number
- Woodward L'Orange material number and name
- Customs tariff number (HS Code)
- Indication of country of origin
- Quantity

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- Unit price/currency and total price (unit price per item, total price per item, total invoice amount) or a note stating "for customs clearance only; do not make any payment!" The correct value of the goods must be indicated nevertheless. If the goods are being returned, this should also be indicated: Repair/Warranty Woodward L'Orange rejection notification number, customer rejection notification number, Woodward L'Orange part designation or the like.
- Net and gross weight
- Type and quantity of packages

1.4 Language for supporting documents

Supporting documents, identifications and the shipping documents provided for identification of the shipment must be in German or English.

If statutory requirements (e.g. customs regulations) specify a language other than these two languages, a German or English translation must be attached.

2. Component protection and packaging

2.1 General component protection

All components must always be packed to ensure that they are suitable for the particular transport type and protected against:

- a) Corrosion (see 3)
- b) Dirt
- c) Shocks
- d) Damage, in particular to functional surfaces or mating faces
- e) Static charge (if required)
- f) Buckling or breakage

In this case, the smallest possible packaging with the largest possible filling degree must be selected.

Furthermore, the packaging selected must allow stacking of the individual packages. In addition to this, components are not allowed to protrude, e.g. above the load carrier at the top. If they protrude at the side, a collision protection guard must be attached.

If cardboard packaging is used, it must be robust in design so that, even after the transport protection is removed, safe storage and individual withdrawal of components is possible.

2.2 Specific component protection

- a) Packaging requirements that go beyond general protection are defined in the purchase order (delivery specifications).

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- b) Product-specific packaging (e.g. disposable or special load carriers) is defined and agreed separately with the supplier.

3. Corrosion protection for metallic components

3.1 Packing with VCI products

The parts to be protected must be clean. All rust, water, salt, cleaner residue, dirt etc. must be removed beforehand. Coated gloves (not cotton gloves) must be worn to prevent corrosion (fingerprints).

- Products to be packed must be completely cleaned of non-PH-neutral contaminants (preceded by a test procedure if necessary).
- No other corrosion inhibitor must be used additionally unless its compatibility has been verified.
- Items to be packed must not come into contact with sweaty hands.
- Items to be packed must be completely dry; this also applies to crevices, ducts, bores and pores. To ensure that the component is completely dry, it must be left to dry until it has reached room temperature.
- When using foils, ensure that the functional side (evaporation side) is facing the right way.
- Keep humid and warm air away from the packing location.
- Direct water ingress into the packing (foil) must be prevented.
- The packing must be tightly closed (e.g. foil is folded over and secured with PE tape); large-volume exchanges with ambient air must be avoided.
- In order to build up a protective atmosphere, VCI packing systems need a 'rest' period the length of which depends on component size and the VCI materials in use. Information can be obtained from the VCI supplier.
- During this period, the packing must not be subjected to ambient changes (temperature/ humidity).
- Firm contact of the foil with the component does not affect the efficiency.
- Repeated, brief opening and closing of the packing does not cause any problems if the rules referred to above are observed.
- The use of packaging materials containing adhesive (e.g. corrugated card, cardboard packaging without VCI effect etc.) or consisting of wood within VCI foil bags is not permitted.
- Phosphated finished parts must be preserved. The phosphate layer alone does not constitute corrosion protection, especially in the case of longer storage times.

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3.2 Unpacking VCI-protected components

- The packaging unit must have assumed ambient temperature.
- After removal of individual components, reseal the package in order to avoid large-volume gas interchange with the ambient air and to ensure corrosion protection for the residual components.
- VCI protection exists for approx. one hour after removal of the components from the VCI atmosphere.

3.3 Storage of VCI products

- Packing materials must be so stored that evaporation is minimized (for example, cardboard in a VCI sack, foil not exposed over a large area).
- Minimum of undercover storage with no exposure to water.
- VCI products must not be stored immediately adjacent to foodstuffs.
- Do not expose VCI products to sunlight (they are not UV-resistant).

3.4 Preservation without VCI

- Coat the surfaces of the cleaned and dry items to be packed evenly and completely with corrosion inhibitor by brush-coating, spraying or immersion.
- Allow items to be packed to drip dry, if necessary, rotate or tilt to ensure that all residual fluids are discharged from chambers and ducts.
- Allow to dry at room temperature until a grasp-able film is established.

4. Identification

4.1 Identification of packages

The package identification must include the following data fields - as shown in the example below (corresponds to VDA Recommendation 4902):

- Woodward L'Orange material number (also as barcode, EAN Type 128, if possible)
- Component name
- Quantity per package (font size at least 12 mm)
- Delivery point (font size at least 12 mm)
- Delivery note number

In the case of non-stackable transported goods, off-center position of the center of gravity and/or other special requirements (e.g. lashing), a separate, clearly visible note as per ISO 780 must be attached to the package.

Sample label for package:

Materialnummer 123 456 7890 	Menge 500
	Verpackungsdatum 01.10.2012
Lieferschein - Nummer	2758965
Benennung	Dichtring
Anlieferstelle	Werk Glatten

4.2 Specifics for grouped packaging


- If the goods are delivered in grouped containers, the individual material numbers must be summarized in individually manageable inner packages.
- Grouped containers may only contain packages for one delivery address.

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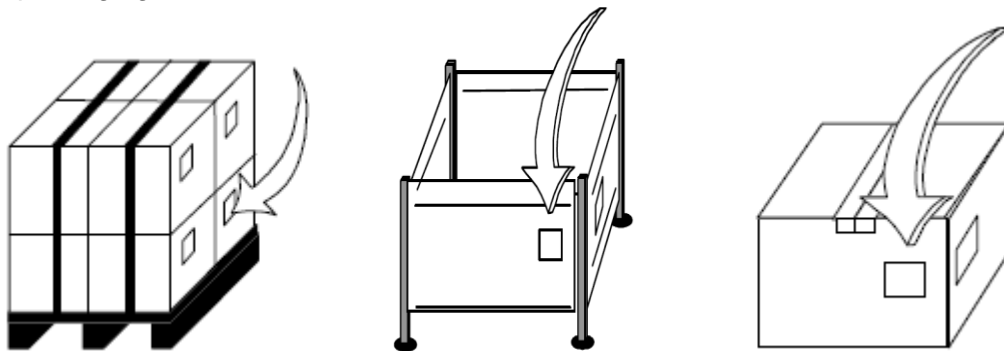
4.3 Identification of inner packaging

- a) The inner packaging must include the following identification:
- Woodward L'Orange material number (also as barcode, EAN Type 128, if possible)
 - Component name
 - Quantity per package (font size at least 12 mm)
 - If necessary: Date of manufacture or expiry date (depending on indication on the purchase order)

Sample label for inner packaging/small load carrier:

Materialnummer 1112223333 	Menge 500
Benennung Flansch	
Verpackdatum 12.02.201	Herstelldatum 12.02.201

- b) The identification must be easily legible and attached on the side of the load carrier or inner packaging:



- c) If the material consignment is accompanied by a test certificate and/or an initial sample inspection report, this must be attached on the outside of the package so that it is easily visible and well protected as per 3.3 b).

4.4 Miscellaneous

- a) To prevent a risk of confusion, any remaining old identifications (or remains thereof) must be removed from load carriers.
- b) If a material number consists of several components, these must each be packaged together in a single set and identified so that clear assignment is assured. If packing togeth-

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er is not possible, the packages must be clearly (min. font size 12 mm) numbered consecutively based on the following convention: "Package <x> from <y>" (e.g. "Material no. 123, package 2 of 5"). Furthermore, in this special instance a packing list must also be supplied, indicating the assignment of the components to packages, along with a packing list for each package level, which must be attached to the load carriers.

- c) The identification of small load carriers and wire-mesh boxes must be placed in suitable card pockets Woodward. L'Orange load carriers may only have adhesive dots or removable adhesive labels.
- d) In the case of cardboard boxes, the identification must be affixed as per 3.3 b).
- e) The use of VCI packaging must be indicated.

5. Handling

- a) The satisfactory condition of EUR flat pallets and EUR box pallets must be assured in accordance with the Exchanging Criteria published by the European Pallet Association EPAL (Internet: www.epal-pallets.org) .
- b) If wood packaging is used for deliveries from non-EU countries, the requirements of the IPPC ("International Plant Protection Convention") Standard ISPM ("International Standards for Phytosanitary Measures") No. 15 must be met.
- c) The use of printed material (e.g. newspaper or similar) as packaging material is not permissible.
- d) Woodward L'Orange reusable transport containers/load carriers (e.g. small load carriers, pallets, etc.) may only be used if this has been expressly agreed in packing instructions for the particular material number.
- e) In the case of mixed shipments/grouped packaging, different revision levels may not be summarized in a package. Each material number must be packaged separately and be transportable individually.
- f) Packages are to be grouped together into a safely transportable unit on the shipment and must be secured to prevent slipping during transport. To this end, suitable options for securing the load (e.g. strapping eyelets, lashing points) must be provided.
- g) Load carriers and packages weighing more than 20 kg must have underclearance (min. drive-under height 100 mm). The weight of inner packaging/small load carriers must not exceed 20 kg. For small load carriers and cardboard containers, the max. height is 100 mm and the max. weight is 1000 kg (providing the component geometry permits this).

6. Disposal of packaging

- a) If disposable packaging is used, its weight and volume must be limited to a minimum.
- b) Environmentally compatible and recyclable materials must be used for all packaging.
- c) Material combinations (e.g. iron clasps, nails in wood) must be kept to a minimum and be easily removable after use.
- d) Packaging material / filler material must be delivered correctly sorted (i.e. not mixed).
- e) Packaging identifications must not impair recyclability (e.g. no PVC stickers on cardboard packaging).
- f) Packaging is not to be returned to the supplier unless specifically agreed between the supplier and Woodward L'Orange. Reusable packaging must be appropriately identified (e.g. "Property of").
- g.) The supplier undertakes to meet all statutory requirements pertaining to environmental protection. In this case, industry-related harmful effects on people and the environment must be kept to a minimum. Woodward L'Orange recommends environmental certification to DIN ISO 14002.

7. Miscellaneous

Any deliveries that do not comply with these general delivery specifications must be approved by Woodward L'Orange GmbH beforehand and indicated specifically on the delivery note and the package(s).

These general delivery specifications do not absolve the supplier from the obligation to meet the currently applicable statutory requirements.

Date: April 2019

Woodward L'Orange Glatten GmbH

Date / Signature (Purchasing)

Date / Signature (Supplier)