

Suppliers Guideline



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1. Preamble

The purpose of this guideline is to ensure that ordered materials and items are supplied to logistics centers or drop-shipped directly to customers in the right quantities, the right quality and at the right time as well as in the right order and in the most cost-efficient way possible.

The following basic principles aim at ensuring the proper handling of these processes:

- ⇒ 0 errors in logistics and quality
- ⇒ High delivery readiness/service degree
- ⇒ Low stocks
- ⇒ Avoiding special shipments
- ⇒ Avoiding stock-outs
- ⇒ Flexibility to react to changes in demand
- ⇒ Correct delivery handling
- ⇒ Standardized booking and transport processes and documents, information and communication processes while avoiding the use of different types of media.

2. General scope

Without prejudice to the agreed terms of delivery, the following ordering, transport and packaging instructions shall be deemed an integral part of our contractual agreements which must be observed.

2.1 Incoming goods

The transport and packaging instructions shall apply to all orders/deliveries to our central German warehouse in Künzelsau-Gaisbach, to the Würth Logistics Center and all external Würth warehouses.

2.2 Compliance and implementation

The supplier shall be responsible for complying with and implementing the delivery agreement from its own warehouse/production site incl. any sub-suppliers to the agreed passing of risk at the Würth incoming goods department in question.

These ordering, transport and packaging instructions shall be subject to specific instructions or agreements between the supplier and the customer (Würth) in individual cases. Oral agreements are generally deemed invalid.

2.3 Deviations

Any deviations from the process description and delivery dates or quantities have to be reported immediately (within two working days after receipt of the order). Corrective action has to be taken and communicated accordingly without delay.

In the event of deviations caused by or within the reasonable control of the supplier, any additional costs incurred shall be borne by the supplier responsible.

3. Ordering instructions

The ordering instructions (see appendix 1.1) generally distinguish between two different types of processes. All instructions have to be observed regardless of the type of booking and the type of process.

3.1. Orders and consignment stock withdrawals

Orders are placed in the generally used formats (e-mail, fax, letter), constituting the basis of the following workflows.

- Stock differences, changes of quantities and delivery dates by our customers and other unplanned influences must be taken into account.
- Withdrawals from consignment stock reflect the current demand situation
- Should there be any problems with quantities or delivery dates, the responsible material requirements planning controller has to be informed as soon as the problem is discovered (no later than two working days after discovery)
- Any deviations which have not been approved prior to delivery will not be accepted and any resulting costs are charged to the supplier

3.2. Electronically transmitted orders and consignment stock withdrawals

- Orders are placed by remote data transmission or in the WEB portal (Integratix)
- Stock differences, changes of quantities and delivery dates by our customers and other unplanned influences must be taken into account.
- Withdrawals from consignment stock reflect the current demand situation
- Should there be any problems with quantities or delivery dates, the responsible material requirements planning controller has to be informed as soon as the problem is discovered (no later than two working days after discovery)
- Any deviations which have not been approved prior to delivery will not be accepted and any resulting costs are charged to the supplier

Delivery schedules for all incoming goods departments are transmitted at the pre-defined times. Based on the lead times agreed with the service provider as well as the delivery hours at the incoming goods departments, a continuous workflow can be ensured.

3.3. Communication

As set out in section 3.2, our purchase orders will be transmitted mostly electronically in the future.

In this case, the transmission is facilitated via EDI remote data transmission (for contacts see enclosure). Until the supplier has established such an interface, orders by fax are also accepted, provided they contain all required information as set out in section 3.1.

The remote data transmission connection (EDI) is based on the EDIFACT message standard.

- Subset EANCOM

For the implementation of an electronic transmission/data exchange system, the supplier can contact the purchasing department's IT specialist (appendix 6).




Generally, the supplier has to send a DESADV dispatch note (dispatch advice message) to Würth by remote data transmission as soon as the goods have been handed over to the service provider.

3.4. Direct orders of drop shipments

The transmission of so-called drop shipments from the supplier directly to end customers is handled in the same way as the above orders.

3.5. Article number

Generally, all goods have to be marked with the Würth article number (18 digits, incl. spaces). The article number is composed of the following information (example):

0057 4 40	999	1
		
1.	2.	3.

1. Product number: Designation of the product named in the article description.

2. Packaging, e.g. 999 - bulk packaging: For internal use only. Unless agreed otherwise, please delivery in your standard packaging.

3. Packaging unit, e.g. PU 1 pc.

3.6. Order number

The eight-digit order number must always be included on the delivery note.

3.7. Delivery note

Generally, the delivery note has to be transmitted electronically to the customer via EDI connection or similar communication systems (Integratix).

4. Packaging instructions

The packaging chosen for any type of shipment must ensure sufficient and appropriate protection during transport. Transport damage which is not covered by the insurance due to insufficient packaging shall be borne by the supplier. Regulations governing the transport of dangerous goods must be observed. Generally, both disposable and reusable packing systems (EUR pallets) are used for transports.

The objective of the packaging concept is to prescribe the optimum packaging type and marking.

This includes taking into account economic and ecological aspects in the planning process. Generally, environmentally friendly and recyclable packaging is preferred.

For various product groups, Würth uses the "ORSY" cardboard box as product packaging (see appendix 7).

Deliveries which do not correspond to the agreed structure (excess quantities, defective or incomplete packaging, etc.) are not accepted and returned at the supplier's expense or offset against the supplier's invoices where necessary. It is important not to exceed the maximum gross weight of individual packaging units of 25 kg.

The supplier is responsible for managing the availability and cleanliness of the packaging. The parties shall charge each other for the costs incurred.

Before being stored in the high-bay racks, the load carriers undergo so-called contour checks. For this reason, all packages must be arranged properly on the pallet to ensure a compact and secure transport unit without overhang so the customer does not have to repack the pallets.

4.1. Means of transport

All shipments generally have to be loaded onto **undamaged** EUR pallets (basic dimensions 800 x 1,200 mm) with DB quality marking RAL RG 993.

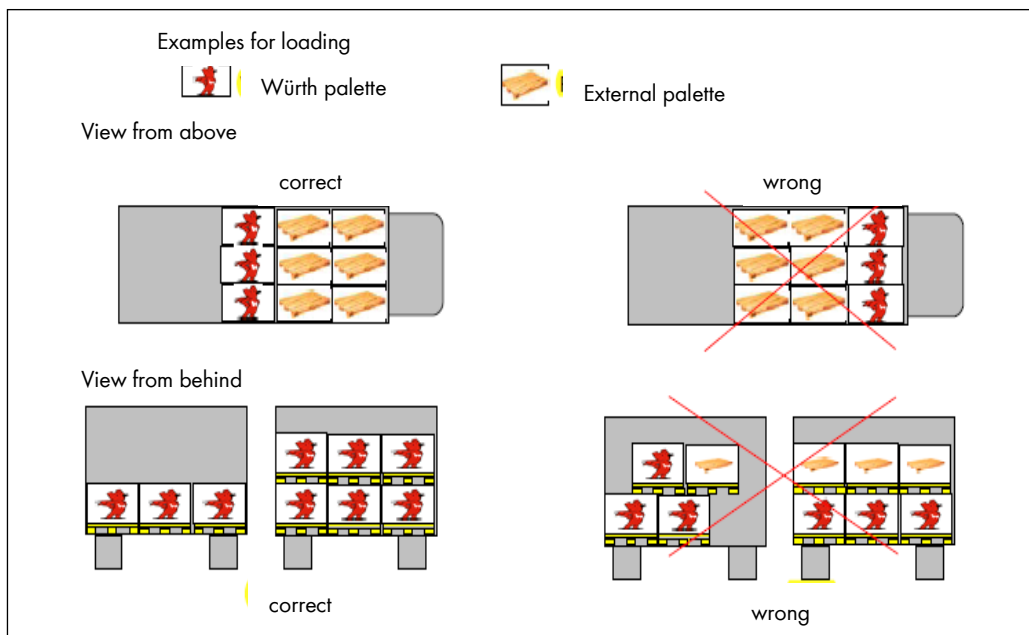
The pallet size must not exceed a certain basic handling size based on the requirements of the incoming goods department.

- For chemical products
 - Maximum load height incl. EUR-pallet: 1,400 mm
 - Maximum weight incl. EUR-pallet: 800 kg
- All other products
 - Maximum load height incl. EUR-pallet: 750 mm, in exceptions max. 1,400 mm
 - Maximum weight incl. EUR-pallet: 1,000 kg

Separate, individual agreements between the purchasing department and the supplier must always be agreed in writing.



Should you deliver goods through a forwarder other than our preferred forwarder in individual cases, the goods to be delivered to us always have to be located at the end of the line of goods still stored on the vehicle, so the goods can be retrieved with industrial trucks via access ramps. Pallets may only be stacked if it can be ensured to 100 % that the goods to be delivered including their packaging remain undamaged.



4.1.1. Transport packing

Loose or bulk goods must be delivered in reusable packages or robust cardboard containers, which may not exceed 25 kg per package, and must be marked with the quantity per package. The same article may not be distributed over several packages.

4.1.2. Secure transportation

Repacking resulting from insufficiently secured goods or bad packing materials is charged to the supplier. The same applies to improperly stacked pallets.

The pallet units have to be shrink-wrapped or secured with plastic or steel straps. The supplier is responsible for choosing appropriate means to secure the loads, i.e. for selecting the right load-securing equipment and sufficiently securing and fastening the goods for the selected shipping method. Pallet units must not exceed the maximum individual weight of 1,000 kg.

If goods are shipped in their finished product packaging, the goods must be protected by an additional cardboard sheet. The total size of the pallet unit must not exceed the standard EUR-pallet size. The height of the cardboard sheet should not exceed 600mm.



Source: AWKG



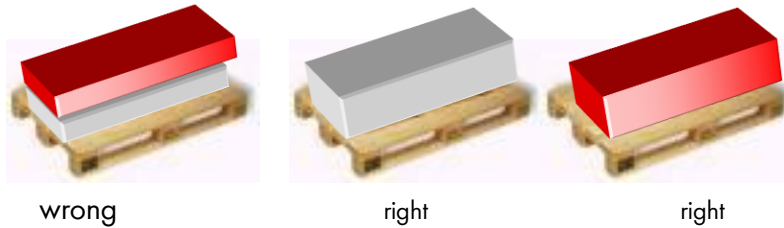
Source: AWKG

Separate, individual agreements between the purchasing department and the supplier must always be agreed in writing.

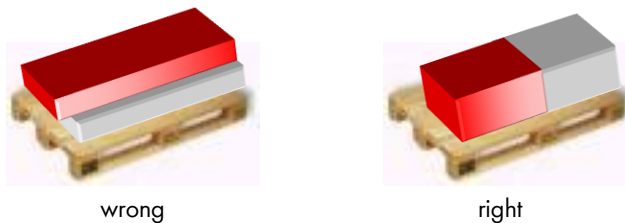
4.1.3. Packages on pallets

Packages and pallets have to be arranged on an order or article basis. Orders and articles may not be distributed in partial quantities across several pallets or packages.

Every color in the following example stands for a separate article.



Mixed pallets (different articles on one transport unit) have to be arranged in such a way that goods are located next to each other and not on top of each other.



Construction products subject to Regulation (EU) 305/2011 may only be loaded onto pallets in single batches.

4.2. Marking

All packaging must be labeled with unambiguous information on the content, including the Würth article number, the quantity and the delivery date. The type of packaging chosen must be included in the preparation of the offer.

- The supplier has to use bar code labels in accordance with the EAN 128 standard. Sample labels for individual containers and packaging units comprising several containers as well as the mandatory fields on the label are included in appendix No. 5.
- Every single piece of packaging/individual container must be marked with a separate label.
- Every packaging unit comprising several individual containers must also be marked with a master label.
- Master labels have to be applied on the upper left of the long side of these packages facing outside so they are clearly identifiable.

Packages have to be marked with the Würth article number (e.g. 0182 815100 999 1).

4.2.1. Shipment labels

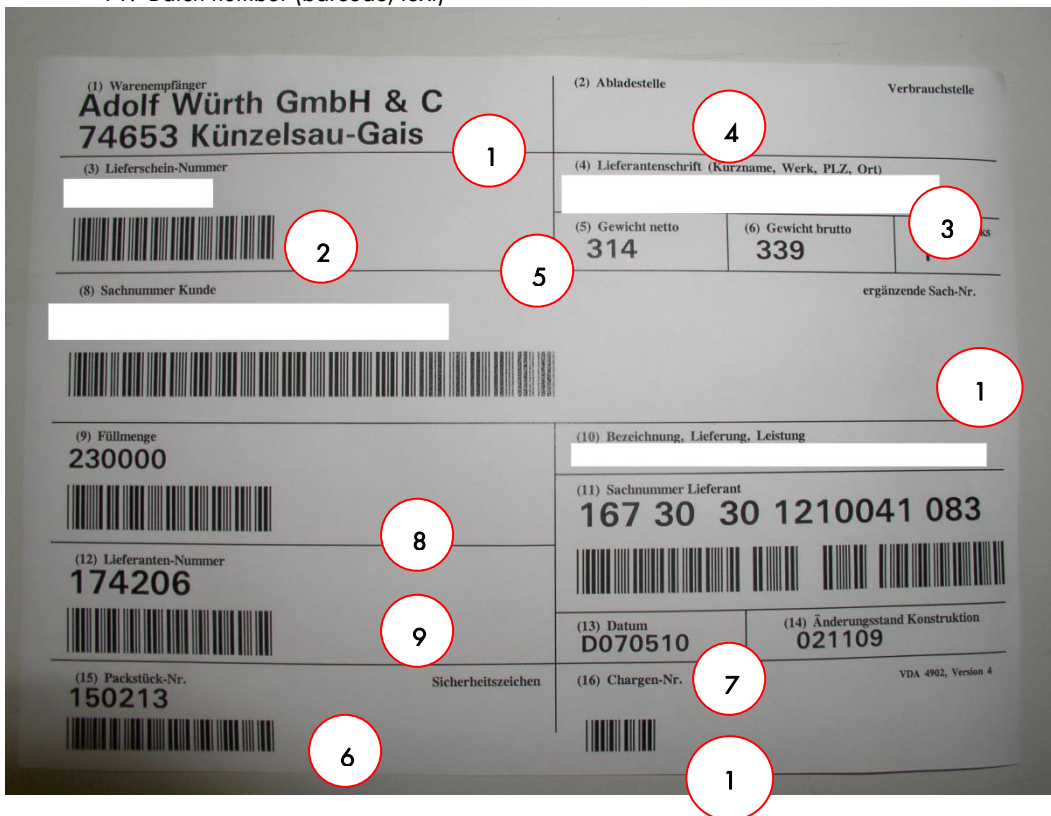
Shipment labels have to be attached to the front side (short side of the package).

The individual fields of the shipment label are not described here. Please refer to the EAN 128 standard.

Sample labels

Mandatory fields are:

1. Consignee
2. Delivery note number (barcode, text)
3. Supplier address (consignor, forwarder)
4. Point of delivery (as indicated in the order)
5. Weight, quantity
6. Package number (barcode, text)
7. Date (date of shipment)
8. Contents
9. Supplier number
10. Customer transaction number
11. Batch number (barcode, text)



These fields are required for the correct receipt of goods (see appendix no. 5).

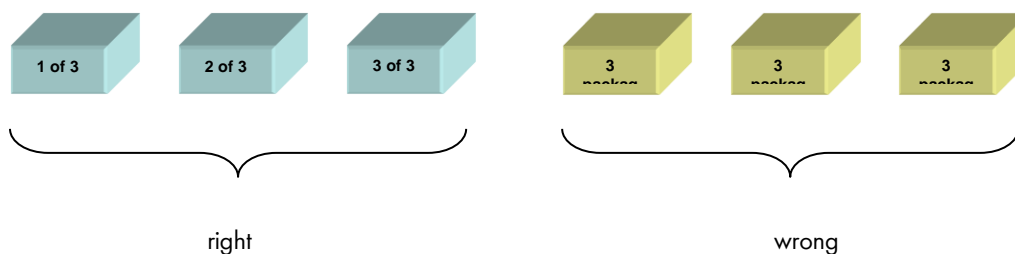
4.2.2. Applying production and expiry dates

When supplying chemicals, the expiry date has to be indicated on each individual packaging, the outer packaging and the delivery note.

4.3. Documentation/additional information

The shipment must be accompanied by the waybill, stating the shipment number and all packages as set out in appendix number 1.2..

Delivery notes always have to be attached to the front of the package with a shipping document pouch. In the event a delivery consists of more than one package, the delivery note always has to be attached to the first package (1 of 3). In addition all packages have to be marked as follows:



In the event of a multiple-piece shipment, the package containing the delivery note has to be marked visibly.

The delivery note has to contain the following order details.

1. Würth order number and shipment address
2. Ordering party (name)
3. Supplier number
4. Würth article number/description and quantity
5. Delivery note number
6. Batch number
7. Expiry date

The information in items 1 to 4 is already included in the order. In addition to the delivery note, a packing list has to be included in deliveries containing different articles or batches.

The packing list must contain the following information:

1. Würth order number
2. Würth article number/description
3. Pallet number
4. Number of packages per article number and pallet
5. Total quantity (per pallet)
6. Batch number (per pallet)

5. Transport instructions

The Europe-wide sourcing logistics are generally structured in such a way that transports are handled separately depending on the type of shipment (parcel shipments and freight shipments). For this purpose, two national logistics service providers were selected as the two main service providers DHL Freight and DPD.

The main tasks of the transport organization include:

- Electronic booking of transports at a Europe-wide central customer office
- Secure booking process
- Preparation of electronic shipping documents and barcode labels (SSCC) where necessary
- Booking processes based on standardized booking times (depending on the type of shipment) with a guaranteed pick-up
- Possibilities for express pick-up
- Possibilities for extra trips in the event of urgent shipments
- Permanent monitoring of processes from the booking to the delivery at the site
- High percentage of direct traffic from the point of collection to the receiving site while at the same time reducing handling steps and agreeing on fixed transport times.
- Consolidated delivery at the sites at fixed delivery hours.

5.1. General regulations

5.1.1. General

All deliveries to our companies have to be made in accordance with the agreed terms of delivery.

5.1.2. Readiness for collection

All booked shipments/deliveries have to be ready for collection when notifying the service provider. Würth will charge the supplier for unsuccessful pick-ups whenever shipments are not ready for pick-up or have accidentally been collected by another forwarding company.

5.1.3. Shipping instructions

In exceptional cases, when "delivery duty paid" is agreed, a different delivery address needs to be used. This process is subject to the express prior approval of the ordering party (purchasing agent). These shipments can be delivered by the supplier's preferred forwarding company to the branch of the of the customer's service provider DHL Freight which is responsible for this type of delivery at the following address: Leimengrube 9, DE-74613 Öhringen.

5.1.4. Freight insurance

Sellers may insure "delivery duty paid" shipments at their own expense. We do not accept any insurance charges.

5.1.5. Handling of shipments

The rules on the handling of shipments only refer to the shipping and/or collection points agreed and defined by both parties at the time this Supplier's Guideline was issued. The supplier has to notify Würth of any additional shipping points which are subject to Würth's prior approval. In the event the supplier fails to deliver only from the agreed shipping points, resulting in higher transport costs, Würth reserves the right to charge these costs to the supplier.

5.2. Types of shipping

All ex works/freight collect shipments to our companies are subject to the following shipping guidelines.

The most attractively priced type of shipment has to be selected. Any handling errors and/or additional charges must be borne by the supplier.

5.2.1. Parcel shipping

All shipments from suppliers in Germany which can be sent by parcel delivery service have to be shipped by our preferred partner DPD:

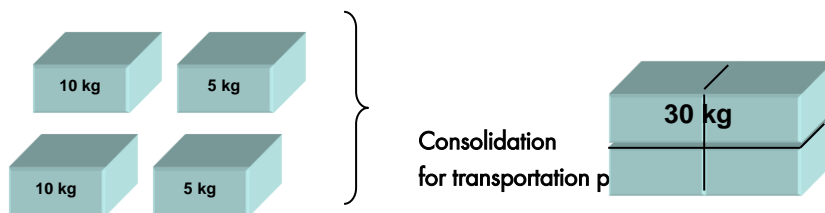
Shipments suitable for parcel delivery services include:

- Individual package weights of up to 30 kg
- Shipments of up to four packages
- Package sizes/length and girth (length + 2x width + 2x height) of up to 3m
- Individual package lengths of up to 1.75m

The supplier must consolidate and optimize shipments in the interest of the customer (several packages on the same day).

e.g. 30kg = 1 package - not two 15-kg packages

e.g. four 5/10-kg packages have to be combined into one 30-kg package



wrong

right

When delivering individual packages, the recipient and sender/supplier must be clearly marked on the outside.

5.2.2. Freight shipping

All shipments from suppliers in Germany which can be sent by forwarding company have to be shipped by our preferred partner DHL Freight:

Freight shipments must be heavier than 31.5 kg per individual package

When delivering individual packages, the recipient/site and sender/supplier must be clearly marked on the outside.

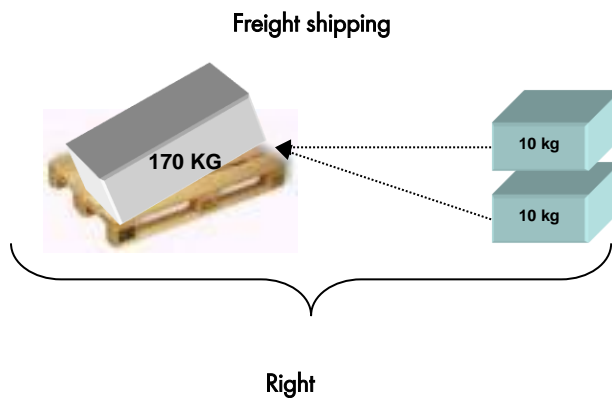
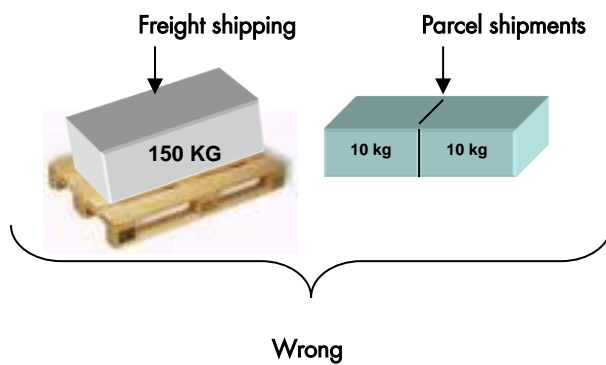
Please note:

When consolidating individual shipments, all packaging/marking/labeling/transport instructions must be complied with.

5.2.3. Priorities

In the event several packages are prepared for the same recipient/customer (drop shipments) on the same day, which would trigger both a parcel shipment and freight shipment, all packages have to be sent by freight shipment. However, this rule only applies if all orders are delivered to the same incoming goods area and thus the same delivery address.

Deliveries to incoming goods dept. Würth, Künzelsau/Bad Mergentheim



5.2.4. Exchanging EUR-pallets

In Germany, the exchange or shipment of EUR-pallets is generally handled by the service provider and the consignor or customer (Würth).

5.2.5. Booking orders/transport releases

A standardized booking process was agreed with all main service providers which has to be observed by all suppliers. Booking an order includes among other things the electronic booking through the WEB ordering system of the main service provider (see appendixes 3.1. and 3.2.) or the customer (Würth). For this purpose, a central customer office was established at these service providers. All bookings are handled centrally through the WEB ordering system. In addition, every supplier is given log-in details and a user password. A standardized booking process by email (Excel) may only be used in exceptional cases (see appendix no. 3.3.). In case of WEB orders of the customer, a similar process is used.

Information process

5.2.6. Times/processes/deadlines

Fixed booking and pick-up times are defined for the entire handling process based on the service providers' lead times for deliveries to the incoming goods departments. Three types of transport are supported by the booking process.

- Regular pick-ups (guaranteed transports) < 2,500 kg
- Regular pick-ups (guaranteed transports) > 2,500 kg
- Express pick-ups
- Special deliveries

The following time frames must be observed (receipt of booking at main service provider):

Type of pick-up	Service provider DHL (forwarding company)	Note DHL	Service provider DPD (parcel service)	Note DPD
Regular pick-ups < 2,500 kg	Before 12.00 pm	On the day of pick-up	Before 4.00 pm	Day before pick-up
Regular pick-ups > 2,500 kg	Before 10.00 am	On the day of pick-up	Not applicable	Not applicable
Express pick-up	Before 3.00 pm	On the day of pick-up	Before 12.00 pm	On the day of pick-up
Special deliveries	Before 5.00 pm	On the day of pick-up	Before 3.00 pm	On the day of pick-up

Please note:

Express deliveries and special deliveries may only be initiated or ordered by Würth.

5.2.7. Access rights (log-in)

DPD and DHL Freight have created a special log-in on their homepages for electronic bookings.

The following process has to be observed:

You can register on the service provider's homepage. DHL freight will provide you with the internet address as well as the supplier-specific ID and password in an activation call.

ID: supplier-specific

Password: supplier-specific

Appendix 3.3. (manual order form) must always be used for direct deliveries to customers (drop shipments) and sent to DHL Freight by email.

Make sure that you enter your delivery note number(s) in the field order/delivery note number.

General

The supplier must ensure these log-in details are not disclosed to unauthorized parties to prevent misuse. All other booking steps are described in greater detail in the attached booking manual in appendix no. 3.2..

Booking DPD shipments (parcel services)

You can book shipments on the service provider's homepage at <https://www.dpd.com/de/Home/Online-Services-MyDPD>.

For deliveries to Würth in Künzelsau

ID: awkgbelog

Password: awkg948

Make sure that you enter your delivery note number(s) in the field order/delivery note number.

General

The supplier must ensure these log-in details are not disclosed to unauthorized parties to prevent misuse. All other booking steps are described in greater detail in the attached booking manual in appendix no. 3.1..

5.2.8. Content of a booking

Shipment bookings must always include all transport and order information (delivery note number and Würth order number).

It needs to be taken into account that a separate shipping order must be entered in the WEB order system of the service providers for each incoming goods department.

After entering all required information, you can generate a forwarding order for the transfer of goods to the pick-up driver of the service provider directly in the system (appendix no. 1.2.). This order serves as a receipt template for the transfer of goods. In addition, every supplier will receive barcode labels (EAN 128) to label each package from the service providers. These labels must be applied to the corresponding packages.

After entering all required information, you will automatically receive a booking confirmation from the service provider DPD and the corresponding barcode labels to mark each package from the pick-up driver upon collection.

The supplier is responsible for the due and complete booking of transports depending on the characteristics of the products which are shipped.

5.2.9. Documentation/Explanations (booking form)

In exceptional cases, a manual process for freight shipments (DHL Freight) using a standard email form (Excel) may be used instead of the automated and electronic process.

This document, the individual items and their explanations on the official form are presented in appendix no. 3.3..

5.2.10. General regulations**5.2.10.1. Transfer of goods**

Goods must be handed over to the forwarding agent at the right time to ensure we receive the goods at the agreed delivery date. The supplier is responsible for the due and careful transfer of the shipment, taking into account the characteristics of the products which are shipped.

5.2.10.2. Partial shipments

Partial shipments are only accepted after prior approval.

5.2.10.3. Transport costs

- Higher transport costs resulting from the use of a forwarder other than our preferred forwarders must be borne by the supplier.
- All shipments have to be handed over to our preferred forwarders without any preliminary expenses. This includes, without limitation, direct shipments to our branches.
- **Insurance- and packing expenses, storage- and transfer costs or potential preliminary freight costs are not accepted.**
- **Any services paid in advance and added to the commercial invoice are refused and the amount deducted accordingly.**
- **Any shipments delivered postage paid with the freight charges added to the commercial invoice are also refused and the amount charged deducted accordingly.**

5.2.10.4. Consolidating shipments

All deliveries made on the same day have to be consolidated into one shipment.

5.2.10.5. Truck registration procedure

In the event the purchasing department has approved DDP deliveries or self-deliveries, i.e. deliveries directly to Würth, or in the event self-deliveries are made within the scope of full truck loads or plant-operated traffic/private carriage, vehicles have to be registered through Cargoclix (electronic booking of time slots).

www.cargoclix.com/timeslot

You can enter this site with your log-in details.

Click on the field "service providers", select the CargoMarket "Adolf Würth GmbH&Co.KG" and the place of unloading under location (see waybill / delivery note for the order).

The system now shows you the available time slots. Only time slots with a white background can be booked.

For more information on how to book a time slot, please click on the "Help" link on the right next to "My Cargoclix". Please use the videos available on this help site to familiarize yourself with the booking process.

A detailed PDF instruction manual can be downloaded from www.wuerth.de in the Services/Applications section.

5.2.10.6. Incoterms

The following applies to all suppliers with whom the Incoterm "ex works, unfree, EXW" has been agreed:

- Unless agreed otherwise, Würth is responsible for the transport.
- The obligation to perform and the risk of transport shall pass to the forwarding agent in the plant/warehouse of the supplier as soon as the transfer of cargo and freight documents has been completed.
- Preparation of freight documents by the supplier.
- Loading times have to be agreed with the responsible forwarding company and supplier or included in the booking. On-time deliveries to Würth have the highest priority.
- Any interruptions, e.g. postponing the loading time slot, have to be reported to the service provider's central customer office without delay stating the reason for the interruption and the type of interruption. Any costs resulting from this interruption are charged directly to the responsible party by Würth or the service provider used.
- The above provision is agreed without prejudice to the passage of title to consignment stock delivered by suppliers of consignment stock.

5.2.11. Returning rejected goods**5.2.11.1. Carriage paid suppliers**

The "carriage paid" supplier has to pick up rejected goods within two working days after receipt of the complaint. Exceptions can be agreed individually with the Würth purchasing department. In the event the rejected goods are not picked up within this two-working-day period, Würth will arrange for the goods to be returned "ex works" by its service providers.

5.2.11.2. Ex works/unfree/EXW suppliers

Rejected goods from "ex works" suppliers are returned by the Würth forwarding agent at the supplier's expense within two working days after the complaint. Exceptions can be agreed individually with the responsible Würth purchasing department.

5.3. Customs duties**5.3.1. EU suppliers**

Generally, all suppliers must submit a supplier's declaration in accordance with regulation EC No. 1207/2011. This supplier's declaration is requested separately by the "Customs Purchasing Department".

The VAT ID number must be stated on all deliveries made within the European Union. All data required for the Intrastat statistics must be included on the shipping documents.

5.3.2. Suppliers from third countries

All export freight charges have to be borne by the supplier. All documents (e.g. certificate of preferential origin) required for cross-border shipments have to be attached to the shipment by the supplier at its own expense. The handling of returned goods is the supplier's responsibility who has to arrange the return in coordination with Würth or Würth's main service provider. Any transport costs of rejected goods have to be borne by the supplier.

5.3.3. Accompanying documents

Our preferred forwarder must be supplied with proper freight and accompanying documents for every shipment to one of our sites. Every shipment has to be handed over to the forwarder together with a transport order

5.3.4. Waybill

The transport order must include the shipment information outlined in section 5.2.8. which is based on the booking information.

5.3.5. Goods having preferential origin status

Shipments from non-EU countries (third countries, EFTA) always have to be accompanied by a certificate of origin (EUR 1 or invoice declaration) where possible.

If an order line in the order is marked with an E in the column following the dimensions column, we have already received your valid long-term supplier's declaration. This way, you can confirm the supply of goods originating in the EC. Should the shipment contain individual articles which do not originate within the EC, the supplier must mark these articles accordingly on the order confirmation and the delivery note with an "originating product", "third-country product" or a similar marking.

Should the supplier fail to comply with this rule, the supplier company shall be liable for any resulting damage incurred by Adolf Würth GmbH & Co. KG, including subsequent claims for foreign import duties.

(Explanation of the labels of origin: D = third country, E = EC, F = EFTA)

5.3.6. Certificates

As any required goods certificates are generally sent by separate mail, shipments have to be accompanied by copies of the corresponding certificates.

5.3.7. Packing list

In the event a shipment consists of more than one package or pallet, the delivery note must be accompanied by a packing list for every transport unit containing the following order details.

- Package or pallet number
- Würth article number
- Article - quantity
- Quantity and contents of the individual packagings

This information must also be included on the labels of each individual packaging.

The contents of the individual packagings must correspond to the information on the labels.

5.3.8. Shipment of dangerous goods

All statutory requirements governing the transport of dangerous goods must be observed. The supplier will be held liable for all damage arising out of the supplier's failure to observe these statutory requirements. Other handling processes or the use of other service providers or shipping methods require the prior written consent of the customer.

The consignor, being the shipper or sender of the goods, is responsible for complying with all requirements of the German regulations on the carriage of dangerous goods (GGV). Only design-tested and approved packaging may be used for transport. All packaging must be labeled in accordance with applicable regulations.

Data sheets, approvals etc. must be made available to Würth in due time before the first shipment. These rules apply to all shipments.

- When packing limited quantities (LQ) in accordance with Chapter 3.4 ADR, the supplier must observe all requirements for combination packagings and the marking of combination packagings.
- Only type-approved packagings (e.g. cardboard packaging, jerricans) may be used to package dangerous goods in accordance with the Hazard Classes set out in the ADR and in accordance with the rules contained in the IMDG in case of sea freight.
- The waybill or delivery note must be added the corresponding dangerous goods information (including, but not limited to, hazard identification number, Hazard Class, packing group) according to RN 202(3a) ADR.
- All packages containing dangerous goods must be clearly marked with all dangerous goods labels as set out in Chapter 5.2. ADR.
- Information on dangerous reactions with water must be added as well.
- The delivery note must contain information on the manufacturing date or expiry date of all articles with a limited shelf life.
- The supplier is responsible for ensuring the proper transportation of dangerous goods.

Shipments of certain goods and the corresponding transport regulations are subject to further restrictions or excluded entirely.

These shipments are listed in appendix no. 4 of this Suppliers Guideline and therefore constitute an integral part of this guideline. In the event an order of the customer results in the shipment of these goods, a separate service provider and thus a different shipping method has to be selected together with Würth.

ADR = European Agreement concerning the International Carriage of Dangerous Goods by Road
IMDG = International Maritime Dangerous Goods Code

5.4. Delivery hours/specifics

The following delivery hours in the incoming goods department have been agreed with the service providers:

Types of Transport to incoming goods dept. (IG)/by service provider	Day	IG DHL Service provider (TSP)	IG South F Warehouse/ ASHG	IG North/ F Warehouse	IG West 1/ West 2
	Mo-Thu	09.00-12.00 h	07.00-16.15 h	07.00-16.15 h	07.00-16.00 h
	Fri	09.00-12.00 h	07.00-15.00 h	07.00-15.00 h	07.00-15.00 h

Types of Transport to/by	Day	IG XXL	IG WLC	IG Stahl	IG Master Service
	Mo-Thu	07.30-16.30 h	07.00-15.35 h	07.00-16.00 h	07.00-16.00 h
	Fri	07.30-16.30 h	07.00-14.00 h	07.00-16.00 h	07.00-16.00 h

Generally, deliveries may not be made during the break times in the incoming goods areas from 9.00 to 9.15 am and 12.30 to 1.00 pm.

5.4.1. Transport times

Fixed transport times have been agreed with the service providers. These transport times apply to all deliveries and must be observed by all suppliers. Taking into account the time required to notify the service provider, transport times of no more than 2 days from pick-up to delivery at the Würth incoming goods department have been agreed for all shipments within Germany.

6. Delivery reliability (short or excess deliveries)

Delivery reliability is measured using the following criteria:

- Delivery quantities with a maximum tolerance of +/- 10 %
- Agreed delivery times to incoming goods depts. must be observed

Delivery reliability analyses and reports are prepared every month in the course of the monthly supplier evaluation.

The results of these evaluations are included in the annual supplier evaluation and the annual supplier rating.

Würth reserves the right to refuse acceptance of quantities delivered in excess of the call off order (the incoming goods department will accept short or excess deliveries of up to +/- 10 %) and/or to return such excess quantities as general cargo to the supplier at the supplier's expense.

Würth reserves the right to order special deliveries at the supplier's expense in case of short deliveries which do not correspond to the call off order and to charge any costs resulting from out-of-stock situations at Würth or Würth's customers to the supplier.

Short deliveries (>10%) have to be balanced with a separate delivery. Otherwise, this negative stock balance would simply continue into the future.

7. Delivery address

Unless otherwise agreed, the receiving addresses are:

No.

Würth Künzelsau

No.	Name	Address	Street	Postal Code	Town	Arrival Time	Specifics	Storage Location
1	Adolf Würth GmbH & Co. KG	Wareneingang VZ-Nord	Dieselstraße	74653	Künzelsau-Gaisbac	Mo.-Do. 07:00 - 16:15, Fr. 07:00 - 15:00	Rampe 1 + 6 mit Hebebühne	1290
2	Adolf Würth GmbH & Co. KG	Wareneingang F-Lager Nord Rampe 15	Dieselstraße	74653	Künzelsau-Gaisbac	Mo.-Do. 07:00 - 16:15, Fr. 07:00 - 15:00	Chemielager	1290
3	Adolf Würth GmbH & Co. KG	Wareneingang VZ-Süd	Reinhold-Würth-Straße 12-17	74653	Künzelsau-Gaisbac	Mo.-Do. 07:00 - 16:15, Fr. 07:00 - 15:00	Rampe 12 mit Hebebühne	1190
4	Adolf Würth GmbH & Co. KG	Wareneingang F-Lager Süd Rampe 5	Reinhold-Würth-Straße 12-17	74653	Künzelsau-Gaisbac	Mo.-Do. 07:00 - 16:15, Fr. 07:00 - 15:00	Chemielager	1190
5	Adolf Würth GmbH & Co. KG	Wareneingang S-Stelle VZ-Süd Rampe 4	Dieselstraße, Tor 8	74653	Künzelsau-Gaisbac	Mo.-Do. 07:00 - 15:30, Fr. 07:00 - 15:00	Streckenabwicklung	ASHG
6	Adolf Würth GmbH & Co. KG	XXL-Lager Würth	Am Bahnhof 36-40	74638	Waldenburg	Mo.-Do. 07:30 - 16:30, Fr. 07:30 - 15:00		XXLN
7	Adolf Würth GmbH & Co. KG	Baulager	Dieselstraße, Tor 8	74653	Künzelsau-Gaisbac	Mo.-Do. 07:00 - 15:30, Fr. 07:00 - 15:00		1190
8	Adolf Würth GmbH & Co. KG	WLC Stahlgebäude	Reinhold-Würth-Straße 12-17	74653	Künzelsau-Gaisbac	Mo.-Fr. 07:00 - 16:00		WSTN
9	Adolf Würth GmbH & Co. KG	Würth masterService	Unterhofer Straße 15 Tor 9	74653	Künzelsau-Gaisbac	Mo.-Fr. 07:00 - 16:00	Werk MS01	1190
10	Adolf Würth GmbH & Co. KG	WLC Würth Logistik Center	Lachenstrasse 37	74740	Adelsheim	Mo.-Do. 07:00 - 12:00; 13:00 - 15:30;		1890
11	Adolf Würth GmbH & Co. KG	Wareneingang VZ West	Dieselstraße	74653	Künzelsau-Gaisbac	Mo.-Fr. 07:00 - 16:00		2090
12	Adolf Würth GmbH & Co. KG	Wareneingang VZ West, Rampe 82 - 84	Dieselstraße	74653	Künzelsau-Gaisbac	Mo.-Fr. 07:00 - 15:00		2190

The receiving addresses are generally indicated in the orders.

8. Reporting faults (penalty system)

Any costs and damage and resulting from a supplier's failure to observe our shipping instructions must be borne by the supplier.

All discrepancies from the defined delivery procedures are included in the supplier evaluation.

Faults include, but are not limited to:

- Missing or incomplete shipping documents
- Missing or wrong marking
- Improper packaging

All discrepancies are recorded for each process by the responsible process supervisor of the customer and documented in a non-conformance report. Discrepancies between the agreed delivery dates and our orders must be confirmed by the responsible material requirements planning controller with a changed order. Otherwise the discrepancy will be included in the supplier evaluation.

Faults are charged directly to the responsible party on the basis of a detailed overview every month.

Logistic discrepancies other than delivery dates and quantities are not included in the supplier evaluation, but an action plan needs to be submitted detailing how such discrepancies can be avoided in the future.

The corresponding procedure is presented and defined in a separate appendix no. 2 of this guideline. Non-conformities include, but are not limited to:

- Packaging instructions
- Mixed deliveries
- Wrong use of reusable systems
- Delivery on damaged EUR pallets
- Delivery exceeds basic handling size
- Transport instructions
- Goods are not ready for pick-up at the agreed time or have been shipped with a different service even though a notification was sent to the service provider
- Wrong choice of shipping method
- Failure to consolidate parcel shipments
- Administration
- Wrong or no order number
- Wrong or no article number
- Wrong delivery
- Missing delivery note
- Missing 3.1 B certificate
- Excess deliveries of more than 10 %
- Insufficient sorting/labeling of articles

9. Final remarks

Should you have any questions in connection with the handling of transports and packaging, please refer to appendix no. 6 (list of contacts).

Any costs resulting from the failure to observe our Suppliers Guideline are charged directly to the supplier. If necessary goods are returned at the supplier's expense.

Due to the extra administrative expenses resulting from such returns, we charge a flat handling fee of EUR 250.00 per delivery, plus the actual costs we incurred.

Orders delivered more than 15 days before the delivery date indicated in our order are automatically assigned a value date, i.e. the agreed terms of payment will take effect from the delivery date indicated in the order.

10. Appendixes/changes

This Suppliers Guideline has the following appendixes:

- 1. Forms
 - 1.1 Ordering instructions
 - 1.2. Shipping orders
- 2 Reporting faults (penalty system)
- 3 Booking process of service providers
 - 3.1 Electronic booking with DPD (parcel shipments)
 - 3.2 Electronic booking with DHL Freight (freight shipments)
 - 3.3 Manual booking by email (Excel form)
- 4. Dangerous goods regulations
- 5. Barcode specifications (EAN 128)
- 6. Contacts
- 7. Manual for ORSY packaging
- 8. Label Manual

Notwithstanding the provisions contained in the framework agreement, the following was agreed directly between Würth and the supplier:

Page	Item	Excluded (yes)	Changed provision	Reason

The following provisions of the Suppliers Guideline were changed:

Page	Item	Part	Responsible	Content

Deliveries were agreed from the following shipping points:

Country	Post code	Town	Name (subsupplier)	Frequency