

## **General Packaging and Delivery Specifications of WIKA Mobile Control GmbH & Co. KG**

### **1. Applicability and Purpose**

These packaging and delivery specifications apply to all deliveries to the WIKAL company indicated in section 2.

No machines or equipment, bulk materials, hazardous goods, gases or oil may be delivered without prior consultation with the person indicated in section 2. In the event that this condition is not met, you will be charged for any additional transport costs incurred plus a processing fee of 120 euros.

### **2. Receiving Company**

WIKAL Mobile Control GmbH & Co. KG  
Hertzstrasse 32-34  
76275 Ettlingen  
Germany  
Tel.: +49 (0) 7243 709-3235

Responsible: Mr Günther Schäfer  
Hans-Guenter.Schaefer@wika.com

Merchandise acceptance hours:  
Monday to Thursday: 8 am to 12.30 pm and 1 pm to 3.30 pm  
Fridays: 8 am to 12.30 pm and 1 pm to 2 pm

### **3. General Provisions**

#### **3.1 Test and Other Certificates**

Articles delivered with a certificate (eg to enable backwards tracing of the materials used in a lot) may not be packed together with articles from other lots. When delivering multiple article lots together, each lot must be separately packaged, individually documented with certificates and placed in a different container. All lots must also be indicated on the delivery note.

### **3.2 Acceptance of Duty Unpaid Merchandise**

No merchandise may be delivered duty unpaid. It will be refused by WIKA.

## **4. Packaging and Designation**

### **4.1 Permissible Transport and Packaging Products and Materials**

The following transport and packaging products and materials may be used:

- Euro-pallets
- Euro mesh box pallets
- One-way pallets with a mark certifying that they meet the requirements of ISPM 15
- Wooden crates for pipes and rods
- Plastic film:
  - Bubble wrap
  - Stretch and/or shrink film
  - Welding film
- Insulating materials:
  - Packing paper
  - Bubble wrap
  - Foamed plastic

Fill materials may not be mixed inside the same packaging unit. With the exception of Euro-pallets, which can be reused, only new materials may be used. To avoid contaminating the environment, no styrofoam chips or foamed polystyrene may be used.

### **4.2 Accompanying Documents**

A single copy of the delivery note containing the following information must be attached:

- Sender (supplier and address)
- Address of recipient as in the order
- WIKA order number and item
- Delivery terms acc. to our order
- Number of items delivered
- Dangerous goods class if relevant
- WIKA article with change index
- Delivered quantity

### **4.3 Designation of Merchandise**

The delivery note contains crucial identifying information and must therefore be attached to the outside so that it is readily visible. All delivered merchandise must be appropriately declared in it. Delivery notes must also be readily accessible (i.e. not hidden amongst the merchandise).

If multiple orders are delivered together, it is preferable to separately attach each delivery note to the corresponding package instead of combining them. If the delivery notes are nevertheless combined, it must still be made clear which delivery note covers which merchandise, order number and item (eg by printing them on the merchandise).

### **4.4 Palletisation Rules**

It must always be clear which delivery note and order correspond to which merchandise. Please refer to section 4.3 Designation of Merchandise.

Loaded pallets may not be higher than 1.7 metres and their loads must not protrude over the edge on any side. Only special contractually agreed exceptions to this rule are permitted.

## **5. Choice of Carrier**

With deliveries for which WIKAL pays for freight (as a rule, EXW or FCA), only the forwarders listed below may be used. WIKAL will reject all freight invoices that do not include a WIKAL order number as reference or are handled by a forwarder which is not included in the list below unless an exception has been contractually agreed.

Please note that every delivery weighing more than 31.5 kg (packed) must be securely transported on a pallet.

### **5.1 Domestic and EU deliveries**

5.1.1 Unpalletted goods weighing up to 31.5 kg with a max. girth of 300 cm and no longer than 175 cm: DPD Deutschland GmbH:

Register via the MyDPD portal at <https://business.dpd.de/home.aspx> (for more information, please contact the responsible agent at WIKAL).

5.1.2 Unpalletted goods weighing up to 50.0 kg with a max. girth of 300 cm and max. length 175 cm, as well as express shipments: TNT Express GmbH:

Register as an express service at the nearest TNT office or [www.tnt.com](http://www.tnt.com) while indicating the WIKAL customer number 70658625.

5.1.3 Palettet goods weighing more than 31.5 kg: DSV Road GmbH, Aschaffenburg:

Register by emailing a completed DSV form to [auftragsannahme.aschaffenburg@de.dsv.com](mailto:auftragsannahme.aschaffenburg@de.dsv.com) or faxing it to +49 (0) 6021-863-229. If you have any questions, you can personally contact the DSV team on +49 (0) 6021-863-256.

## 5.2 International Shipments

5.2.1 Unpalettet goods weighing up to 50.0 kg: TNT Express GmbH:

Register as an express service at the nearest TNT office or [www.tnt.com](http://www.tnt.com) whilst indicating the WIKA customer number 70658625.

Register by sending the required documents with tracking number such as delivery notes, invoices and/or return requests further to: [import.wmc@wika.com](mailto:import.wmc@wika.com)

5.2.2 Palettet goods weighing more than 31.5 kg: Logwin Air + Ocean Deutschland GmbH, Frankfurt

Register by sending the required documents such as delivery notes, invoices and/or return requests to:

- [fra.airimport.wika@logwin-logistics.com](mailto:fra.airimport.wika@logwin-logistics.com) (by air)  
cc: [import.wmc@wika.com](mailto:import.wmc@wika.com)  
or
- [ABG.oceanimport.WIKA@logwin-logistics.com](mailto:ABG.oceanimport.WIKA@logwin-logistics.com) (by sea)  
cc: [import.wmc@wika.com](mailto:import.wmc@wika.com)