

Delivery Terms

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1 Purpose

The delivery guideline aims to

- describe Rohm & Werner’s procedural and logistical standards,
- make the supply chain more transparent,
- simplify processes and procedures across the entire supply chain, and
- identify and realise opportunities for optimisation
- and thereby achieve Rohm & Werner’s quality targets and delivery commitments.

The guideline also set out the minimum requirements for the delivery of goods to Rohm & Werner Seifen- und chemisch-technische Fabrik GmbH (hereinafter referred to as Rohm & Werner) in order to ensure that everything runs smoothly.

2 Scope

These guidelines apply to all suppliers and service providers who supply Rohm & Werner with raw materials, intermediate products or marketable finished products.

3 Delivery address and delivery times

3.1 Delivery address

Rohm & Werner Seifen- und chemisch-technische Fabrik GmbH
Bahnhofstraße 11-15
36391 Sinnthal-Sterbfritz
Germany

The delivery area can be accessed via the street 'Im Eichfeld'.



3.2 Delivery times

Deliveries of goods, tankers and jerry cans

Monday – Friday 07:30 AM - 14:30 PM

Any deviations regarding delivery must be agreed separately and in good time during the ordering process.

3.3 Contact details

Purchase: dispo@roh-m-werner.com
Warehouse: lager@roh-m-werner.com
Head office: info@roh-m-werner.com, 0 6664 / 91 90 -70
Lab / QA: labor@roh-m-werner.com
Accounting: buchhaltung@roh-m-werner.com
Emergency: 06664 / 218 92 -51

4 material flow

4.1 transport

All transport services used must comply with the statutory requirements. This applies, for example, to driving times, safety equipment, signage, load securing, as well as vehicle technology and certification.

4.2 Packages and Packaging

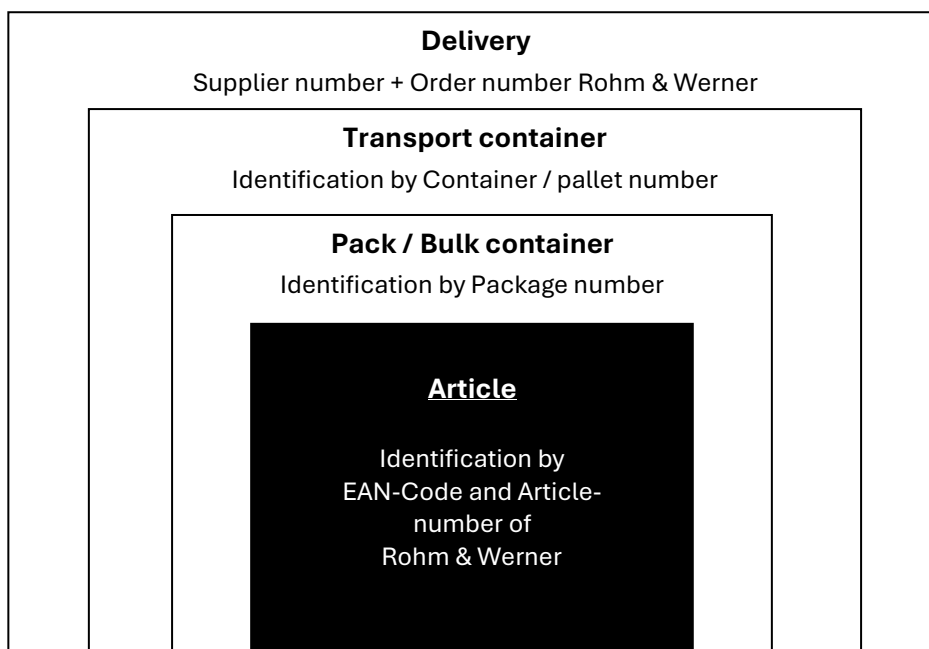
Transport containers and packaging, as well as their contents, must be clearly labelled, and this information must match the details on the delivery note.

As a general rule, containers should be delivered containing only one type of product and from a single batch. If, due to the packing structure or a mix of items, containers containing only one type of product are not cost-effective, mixed containers may be used.

The requirements for the formation of mixed containers are:

- Marking the container, for example with a 'mixed contents' sticker.
- Labelling on the container, e.g. a sticker stating 'mixed contents'
- The different items or batches within a container must always be physically separated using a cardboard divider. Depending on the packing structure, this can be inserted vertically or horizontally.
- Information on the delivery note regarding the number of single-variety containers or mixed containers, including the contents of the containers.
- If mixed packs cannot be avoided, a single item number must not be split across multiple mixed packs.

Separate orders must be packed separately if they are to be delivered together. The following diagram provides an overview of the packaging structure of the deliveries:



In principle, deliveries should be made on Euro pallets or on load carriers with a standardised base area. CP1 or CP3 pallets are also acceptable. Any dimensions exceeding the standard pallet dimensions cannot be accommodated in our warehouse for technical reasons and are therefore not permitted.

In addition, the following parameters must be taken into account:

- Maximum pallet height: 1.70 m, due to the maximum height of the storage bays
- Maximum pallet weight: 1000 kg due to conveyor technology

The restrictions on maximum height and weight do not apply to cardboard boxes and consumables, such as cling film or rolls of labels.

At Rohm & Werner, sustainability is a top priority, including in our logistics operations. We therefore ask our suppliers to use recycled and recyclable materials wherever possible, ideally those made from renewable or natural raw materials. For example, cardboard packaging made from recycled material should be preferred to plastic containers wherever possible.

4.3 Acceptance

Goods are received by Rohm & Werner in accordance with internal procedures.

Rohm & Werner reserves the right to refuse acceptance if the delivery does not meet the specified requirements. In such cases, Rohm & Werner will inform the supplier of the reasons and any further action to be taken. Rejected deliveries must be collected at the supplier's expense.

5 Information flow

5.1 Delivery note or CMR

As an alternative to a delivery note, Rohm & Werner also accepts a CMR consignment note.

Delivery notes and CMR consignment notes must comply with legal requirements and must also include the following information specific to Rohm & Werner

- the Rohm & Werner order number(s)
- the Rohm & Werner-Article number(s)
- a list of all items, including quantities
- Information relevant to RSPO certification (if the consignment contains relevant items)

Please send up-to-date safety data sheets and certificates of analysis to labor@rohmn-werner.com with every delivery of raw materials.

The batch numbers must be stated either on the delivery note or on the certificate of analysis.

5.2 **Supplier Invoices**

Supplier invoices must comply with legal and tax requirements. The invoices must contain at least the following information:

- Supplier's name and full address
- Delivery address
- Billing address
- Invoice number and date
- Item number
- Supplier's Item number (optional)
- Quantity of each item
- Unit price, including the currency
- Total amount, stating the currency
- Country of origin and statistical product code

As an alternative to sending them by post, invoices can be sent in PDF format to **buchhaltung@rohmwerner.com**.