

## Delivery Specification - A - Transport and Packaging Regulations (TPR) of Würth Industrie Service GmbH & Co. KG (WIS) for suppliers based in Europe

### I. Scope of Application

(1) Delivery Specification A – Transport and Packaging Regulations (TPR) of Würth Industrie Service GmbH & Co. KG (WIS) forms an integral part of all individual purchase orders. If the supplier or the supplier's vicarious agent culpably violates the requirements of the TPR, WIS may impose a fixed processing fee of 100.00 EUR (hundred euro) per defect.

(2) The Incoterm applicable between European suppliers and WIS is FCA (as defined in Incoterms 2020).

### II. Address of the recipient

(1) The recipient's address is specified in the purchase order and must be included in the shipping documents and the invoice for each respective order line.

(2) The four digit storage location and the building numbers may vary and must be considered by the supplier. If multiple purchase orders with different storage locations or building numbers share the same ready for pickup date, they must be packed separately and accompanied by the corresponding shipping documents.

### III. Packaging of Products / Label / Cardboard packaging

(1) The goods must be packed in accordance with the packaging unit specified by WIS in the purchase order. The packaging unit is stated in the WIS order form and corresponds to the last five digits of the WIS material number. Different batches may not be mixed within one packaging unit.

(2) Each packing unit (PU) must be provided with the following information on the top side of the unit, either by means of a label or by direct printing:

- WIS material number in accordance with the WIS order, as well as the GS1-128 barcode (formerly known as barcode 128) with a minimum size of 3.5 cm in width and 2.5 cm in height
- WIS item description in accordance with the WIS order
- Packing unit (PU) in accordance with the WIS order
- Manufacturing batch

(3) The content of the individual packing unit must correspond to the information on the label.

(4) The packing unit (PU) must be:

- suitable for robotic handling and liftable on its top side by a vacuum grip slip-resistant
- sufficiently stable to avoid additional outer packing
- made of virgin-fibre corrugated board (kraftliner or semi-chemical pulp)
- filled to a maximum filled
- sealed centrally along the entire perimeter using at least 50mm wide adhesive tape, if PU closes in the middle
- sealed crosswise using at least 50mm wide adhesive tape for PUs with all other closure methods
- strong enough to support its own weight and the weight of packing units stacked above

Further details are specified in Delivery instruction – H - Packaging Guideline supplementing Transport and Packing Regulation of Würth Industrie Service GmbH & Co. KG (WIS) for suppliers based in Europe.

(5) For oily goods, an additional plastic bag must be used.

### IV Selection of the proper package / Sorting / Batch Number

(1) The supplier must ensure an adequate and transport safe packaging (according to the § 411 of the Commercial Code ("HGB")). Transport damages not accepted by insurers because of inadequate packaging shall be borne by the supplier.

(2) The decision regarding delivery as a pallet or as a parcel shipment shall be determined as follows:

#### Shipment weight

- Shipments weighing 90 kg or more must be delivered on Euro pallets. The maximum number of items per Euro pallet is five. Different articles must be arranged horizontally in layers and clearly separated using non-slip sheets. The heaviest items must be placed at the bottom of the pallet.
- If the shipment weighs less than 90 kg, it must be delivered as parcel shipments, provided that there are no more than five packages. The maximum number of items per package is five. The package weight should not exceed 15 kg and must under no circumstances exceed 25 kg.

#### Weight of item

- Delivery items weighing 90 kg or more must be packed on a separate Euro pallet.

(3) Mixed pallets must be clearly identified with a yellow info sheet marked "Mixed Pallet" placed on top of the pallet. Single variety pallets must be clearly identified with a green info sheet marked "Single Variety Pallet".

(4) Goods delivered as pallet shipments must be transported on Euro pallets.

(5) Undamaged, new Euro pallets must be used. Euro pallets must comply with Class A in accordance with the EPAL classification.

(6) The use of damaged Euro pallets is prohibited.

(7) The maximum height of the loaded pallet, including the pallet base, cannot exceed 75cm. Protrusions beyond the pallet base dimensions are not permitted.

(8) The maximum pallet weight including goods, packaging and load securing cannot exceed 950 kg.

(9) Pallets must be stackable. In order to guarantee this, WIS recommends the use of wooden pallet collars. These must comply with the IPPC standard and have a height of 20 cm and a thickness of 2 cm.

(10) Other loading equipment is permitted only for overlength goods. For items longer than 110 cm, the supplier must select load carriers and packaging that ensure safe handling and secure transport.

(11) Threaded rods with a length of up to 110 cm must always be secured using wooden pallet collars and a closed bottom (e.g., a cardboard insert).

(12) Delivery using railway cage pallets is not permitted.

(13) A purchase order line may not be divided into partial quantities across multiple packages, if the total quantity fits on a single pallet.

(14) A non-slip sheet must be placed on the pallet, under the first layer of goods.

(15) The goods must be delivered in single batches. Different batches of one purchase order line must be packed on separate pallets.

(16) The delivery of partial quantities is to be avoided. Any exceptions must be coordinated in advance with the responsible WIS purchaser. Partial quantities are not permitted for orders with stock locations 2398 (weighing station) and 2399 (finishing).

(17) When delivering partial quantities, it must be ensured that at least one packing unit is provided.

(18) Deliveries must comply with the specified packing units (PU). Partial quantities that do not comply with the packing unit requirements and are attached to the shipment will not be reimbursed to the supplier.

## V Purchasing of Euro pallets (EPAL) and wooden pallet collars

(1) If the supplier requires Euro pallets or wooden pallet collars, these may be obtained through Würth Logistics AG using the following contact details:

- Email: [paletten@wuerth-logistics.com](mailto:paletten@wuerth-logistics.com)

## VI Accompanying documents and labelling requirements for pallet and parcel shipments

(1) The supplier is required to prepare a correct and complete waybill for pallet shipments. This, together with all other accompanying documents, must be provided to the carrier.

(2) The supplier must prepare one packing slip for the entire shipment, as well as one packing list per package for both pallet and parcel shipments. The shipment details specified on the packing slip and the packing lists are identical. The only difference is that the packing slip contains information on all items of the entire shipment, whereas each packing list contains details only for the items in the respective package.

(3) The packing slip and packing list must be issued in German or English. No other languages are permitted.

(4) The packing slip / packing list shall contain:

### Header data:

- Supplier number
- Delivery note number and, if applicable, the explicitly stated shipment number, as well as the GS1-128 barcode
- WIS stock location
- Pallet number or other clear package reference (e.g., 1/4, 2/4, 3/4, 4/4)

### Item details:

- WIS purchase order number and GS1-128 barcode
- WIS order item
- WIS material number
- Batch number
- Customs tariff number
- Individual supplier's declaration or information on the origin of the goods in accordance with the ISO alpha code (see chapter VII: Country of origin)
- WIS item description
- Delivery quantity
- Number of packing units per line item
- Weight per line item
- If relevant for the specific product: best before date or manufacturing date together with the applicable storage period
- For hazardous materials: indication of the hazard class, UN number, and packing group

(5) The packing slip and packing list must be attached in a clearly visible manner using a packing-slip pouch placed on top of the package. If a shipment consists of multiple packages, each individual package must be provided with its respective packing list. The packing slip is to be attached to package number 1 of the shipment.

(6) The SSCC label (Serial Shipping Container Code) must be attached to the top of each package. In addition, it must be clearly indicated on the package—by means of the pallet number or another clear reference—that the shipment consists of multiple related packages (e.g., 1/4, 2/4, 3/4, 4/4).

## VII Country of origin

(1) The supplier is obliged to truthfully declare the origin of the goods using one of the options described below:

### Option 1:

Long-term supplier's declaration

### Option 2:

Individual supplier's declaration on the packing slip / packing list for each delivery item

### Option 3:

Origin information on the packing slip / packing list for each delivery item, together with an individual supplier's declaration on the invoice

### Option 4:

Origin information on the packing slip / packing list for each delivery item and no individual supplier's declaration on the packing slip or invoice: If needed, a legal proof of origin (individual supplier's declaration for EU origin / certificate of origin for non-EU origin) shall be requested from the supplier based on the information provided.

(2) The origin indication "EU" or "third country" is not sufficient for a long-term supplier's declaration and an individual supplier's declaration. WIS requires the precise country of origin, for example "DE" for Germany or "TW" for Taiwan, in accordance with the ISO alpha code.

(3) The long-term supplier's declaration must be submitted proactively for the first delivery of an article at least one week before the delivery date of the goods and, in the case of a follow-up long-term supplier's declaration, at least four weeks before the expiry of the current declaration, to the following contact details:

- E-mail: [suppliers.declaration@wuerth-industry.com](mailto:suppliers.declaration@wuerth-industry.com)

(4) Additional evidence, such as certificates of origin, must be provided to WIS free of charge upon request.

(5) If the supplier breaches the aforementioned obligations, the supplier bears the costs of all expenses, damages, and any resulting disadvantages (e.g., subsequent demands for foreign import duties, fines) incurred by WIS. This obligation shall not apply if the supplier is not responsible for the breach.

(6) Explanations on the labelling of countries of origin and the corresponding ISO alpha codes can be viewed on the homepage of the German Federal Statistical Office.

## VIII Notification of shipment

(1) Shipment notification must be submitted via the TMIS online platform, with reference to the respective item and package (<https://tmis.wuerth-logistics.com>). The supplier can obtain the access information via the following contact details:

- Tel.: +49793 1912572
- E-mail: [tmis.service@wuerth-industry.com](mailto:tmis.service@wuerth-industry.com)

(2) Shipments sharing the same delivery date shall be combined into one shipment.

(3) Special and express transports must be coordinated in advance with the responsible WIS purchaser. Without the written approval of WIS purchaser, no special transport may be carried out at WIS's expense. Costs for special freight will be allocated according to the "cost by cause" principle, i.e. costs are charged to the party responsible for causing them.

## IX Hazardous goods

(1) Hazardous materials must be transported in accordance with the applicable transport regulations for dangerous goods. An ADR-compliant transport document (European Agreement concerning the International Carriage of Dangerous Goods by Road) must be provided to the carrier.

(2) The classification and labelling of hazardous substances must be carried out in accordance with the CLP (Classification, Labelling and Packaging of Substances and Mixtures) / GHS (Globally Harmonized System of Classification and Labelling of Chemicals).

(3) For items with a limited shelf life, the best-before date (BBD) must be clearly indicated on both the packing slip and the product. Alternatively, the date of manufacture together with the storage period may be provided. The date format shall be DD/MM/YYYY. At the time of delivery, items with an expiry date must have at least 85% of their total shelf life remaining.

For items with a limited shelf life, the best-before date (BBD) must be included clearly visible on the packing slip and on the product, or alternatively the date of manufacture together with the storage period. The format of the date shall be DD/MM/YYYY. Items with an expiry date must have at least 85 % of the total shelf life remaining on delivery.

(4) Basic information on chemical substances requested by WIS must be provided by the supplier to the contact details below within one working day:

- E-mail: [msds@wuerth-industrie.com](mailto:msds@wuerth-industrie.com).

(5) For all non-EU suppliers, the registration of chemicals and products shall follow the provisions of REACH (Registration, Evaluation, Authorization and Restriction of Chemicals).

(6) Safety data sheets (SDS) must be provided in German. If the SDS has changed compared to the version supplied with the previous delivery, the updated SDS, including the WIS material number, must be sent to the following contact details:

- E-mail: [msds@wuerth-industrie.com](mailto:msds@wuerth-industrie.com).

(7) Temperature-sensitive goods must be provided in suitable, temperature-maintaining containers.

#### **X Shipping labels**

(1) After shipment notification, the supplier will receive labels that must be attached to the top of the packages in a clearly visible manner.

(2) Each package must include the address of both the recipient and the sender.

(3) For parcel shipments, a package label required by the parcel service provider must be attached in addition to the TMIS label.

#### **XI Returns**

(1) The shipment of returns shall be handled exclusively by the WIS. The costs shall be borne by the party responsible.

#### **XII Concluding remarks**

(1) Any inquiries relating to the Transport and Packaging Regulations (TPR) of the WIS are to be sent to the following contact details:

- E-mail: [TUV@wuerth-industrie.com](mailto:TUV@wuerth-industrie.com)