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Logistics Directive

**Logistical requirements of
Stadler Rail Service Deutschland GmbH for
Suppliers**

As of: 2024/11

Introduction

Stadler Rail Service Deutschland GmbH is a leading provider of maintenance and services for rail vehicles, in particular services for the maintenance, overhaul, repair and conversion of rail vehicles, including technical support as well as the purchase and sale of spare parts together with logistics services.

Our goal is to ensure efficient logistics processes along the entire supply chain within Stadler Rail Service Deutschland GmbH. To this end, it is important to plan and implement our logistical processes relating to purchasing, procurement and quality. Achieving these goals requires close cooperation with our suppliers. The relevant specifications are described in the following sections.

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1 General provisions

The supplier will observe and comply with the current version of the Stadler Rail Service Deutschland GmbH Logistics Directive. In addition, the applicable legal regulations and requirements must be complied with.

This Logistics Directive is subject to the national law agreed between Stadler Rail Service Deutschland GmbH and the supplier for the contractual relationship under which this Logistics Directive is to apply. Unless such an agreement exists or a choice of law has been made, the law applicable to this Logistics Directive is the law of the country in which the respective company of Stadler Rail Service Deutschland GmbH has its registered office. The place of jurisdiction is the country of the registered office of Stadler Rail Service Deutschland GmbH, unless a different, exclusive place of jurisdiction has been agreed. However, Stadler Rail Service Deutschland GmbH is entitled to sue the supplier at another competent court.

Should any provision of this Logistics Directive be or become invalid, the validity of the other provisions shall not be affected. The parties shall, in good faith and to the extent reasonable, be obliged to replace invalid provisions with valid provisions that produce equivalent commercial outcomes.

1.1 Scope of application

The Logistics Directive (LD) serves as a basis for the design and implementation of logistical purchasing and procurement processes for the supply of Stadler Rail Service Deutschland GmbH by external suppliers. It is valid worldwide.

Where a framework agreement (FA) has been concluded or it has been agreed that a quality assurance agreement (QAA) or the purchasing conditions of Stadler Rail Service Deutschland GmbH shall apply, these shall take precedence over the Logistics Directive (LD).

The LD can be adapted in individual cases in order to take account of customer requirements. These adjustments shall be made in consultation with the supplier. The supplier will not unreasonably, i.e. without reason, refuse to make any necessary or appropriate adjustments to the LD.

1.2 General requirements for the supplier and supplied products

The supplier shall be obliged to observe and comply with the legal, administrative or other legally binding requirements and ordinances applicable to them and their products, in particular with regard to applicable foreign trade and customs laws. This applies regardless of the stage of the supply chain at which the supplier is located.

1.3 Conditions of delivery

Stadler Rail Service Deutschland GmbH uses the Incoterms (International Commercial Terms) prepared by the ICC (International Chamber of Commerce) to define the conditions of delivery for the international trade in goods. They are used to ensure an internationally standardised interpretation of common delivery conditions.

Incoterms are to be contractually agreed and documented (e.g. in a (purchasing) framework agreement, general conditions of purchase, logistics agreement, etc.). Unless otherwise stated, the term "conditions of delivery" refers to Incoterms 2020.

1.4 Environmental management

Stadler Rail Service Deutschland GmbH is aware of its responsibility for the careful use of existing resources and the prevention of waste, waste water and emissions. It therefore attaches great importance to the continuous and systematic improvement of environmental protection measures, especially in the planning and optimisation of load carriers and packaging solutions.

Stadler Rail Service Deutschland GmbH has a certified environmental management system in accordance with DIN EN ISO 14001:2015¹ and also ensures compliance with the principles of DIN EN ISO 14001 when selecting and evaluating suppliers.

1.5 Contact

The respective purchaser is the first point of contact for all technical and commercial questions that the supplier may have.

¹ Environmental management systems

1.6 Definition of terms

Please refer to the table below for a better understanding of the terms used in this document.

Designation	Description
Stacking frame	Frame for Euro-pallet
Euro-pallet	Load carrier acc. to DIN EN 13698-1
Lattice box pallet	Load carrier acc. to DIN EN 13626
SLC	Small load carrier
Loading unit	Consists of the package or is a composite of the package and the load carrier
Load carrier	Tools for internal and external transport or storage process
Notice of defects	Official letter of non-compliance
Package	Created by packaging up the material
Packaging	General term for all packaging elements

Table 1: Definition of terms

2 Transportation and delivery

2.1 General information

The following points must be observed when material is delivered:

- The basis for each delivery is a purchase order.
- Deliveries shall be handed over to the freight carrier with duly prepared and complete accompanying documents in accordance with clause 7.
- As a rule, papers are to be handed over to the driver. If desired by the recipient, it can be bilaterally agreed that papers should be affixed to the package.
- The supplier must ensure that the delivery notes are handed over together with the consignment note at the relevant site of Stadler Rail Service Deutschland GmbH.
- Acceptance of shipments without proper accompanying documents may be refused.
- Pallets or containers shall not be tied together for loading.
- All freight carriers must be handed over to the forwarder/freight carrier in a logistically optimised manner.
- Loading (and possible unloading of the empty packaging) must be carried out immediately at the agreed time, but at most within one hour. Late dispatches and inadequate loading and waiting times result in additional costs and may be invoiced. Upon request, the supplier shall be obliged to confirm the beginning and end times of when the vehicle was available on the consignment note.

2.2 Incoterm FCA

- In the case of Incoterm FCA, the supplier must notify the forwarder/freight carrier that the deliveries are ready for collection. The supplier must plan the collection in such a way that the goods can be received on time at the goods-in department of the respective site of Stadler Rail Service Deutschland GmbH. To this end, the transport time of the forwarder/freight carrier must be taken into account.
- If freight forwarding labels are to be used, they must not be stuck on the shipping labels stipulated by Stadler Rail Service Deutschland GmbH. Suppliers are obliged to instruct their forwarders/freight carriers accordingly.
- The billing of transportation and ancillary costs as a separate line on the supplier invoice is not accepted.

2.3 Dispatch notification

The dispatch notification must be sent in PDF form in advance (at least 48 hours before delivery) by the supplier to the email address

Warenannahme-Lager.SWG.SRSDE@stadlerrail.com with the following contents in the subject:

- Supplier,
- commission number and
- Stadler order number

Only items from a purchase order may be entered on the dispatch notification. The dispatch notification shall contain at least the following information, in the order indicated:

1. Supplier address
2. Recipient address
3. Delivery note number
4. PO number
5. Number of packages/pallets
6. Weight and dimensions of each package
7. List of individual items in the same sequence as in the purchase order
8. Product name
9. VAT identification number
10. Delivery date and time

Dangerous goods shipments are given a separate dispatch notification with the indication of dangerous goods.

2.4 Shipping instruction

Stadler Rail Service Deutschland GmbH has concluded framework agreements with logistics service providers for the procurement of our materials. Please note the following shipping instructions for sending our **EXW/FCA** orders. Stadler Rail Service Deutschland GmbH prefers shipping via **WWI Logistik GmbH** and therefore this is to be used as a priority.

2.4.1 Goods > groupage – partial & complete shipments

Registration with **WWI Logistik GmbH** (www.wwilog.com).

Please give WWI our order number and customer number as the consignment reference:
45000XXXXX + 1614147

Contact person Michael Wenke
Phone: +49 (0)30 / 419 380 73
Fax: +49 (0)30/ 420 824 713
E-mail: michael.wenke@wwilog.com

Optional and only in exceptional cases:

2.4.2 Goods up to 30 kg / parcel shipping / within EU / courier

Register with TNT using our customer number: **030011179** Phone: 01806 900 800 or contact the relevant country contact:
https://www.tnt.com/express/de_de/site/home.html

Please give TNT our order number + order number as the consignment reference

2.4.3 Goods up to 30 kg / parcel shipping / ex EFTA (Switzerland, Norway, Iceland - as of 2018) or third country (not in the EU and not EFTA) / courier

Registration with DHL with our customer number: Import-International: **950093776**
Telephone: 0180 6 345300-3 / www.dhl.de/express

Please give DHL our order number + order number as the shipment reference

2.4.4 Stadler Rail Service Deutschland GmbH delivery address

The delivery address must be specified on the transport documents.

Goods are shipped via service providers other than those mentioned above (see chapters 2.4.1 – 2.4.3) no longer recognised and balanced by us.

If you have any questions, please contact the Stadler Rail Service Deutschland GmbH – Shipping department or the respective purchaser.

Please also observe our purchasing and order conditions in the currently valid version.

2.4.5 Dispatch department contact

Andrea Vogel

Tel.: +49 173 2679758

Andrea.Vogel@stadlerrail.com

Nicole Schmidt

Tel.: +49 176 60471134

Nicole.Schmidt@stadlerrail.com

2.5 Delivery date

The date of delivery is specified with the purchase order or material retrieval.

2.6 Logistics complaints

Triggers for logistics complaints are faults in the logistics process caused by the supplier. Examples of these are:

Material

- Deviation of date and quantity
- Incorrect delivery

Information flow

- Missing or incorrect delivery documents
- Insufficient transfer of delivery and transport data, or no transfer of delivery and transport data at all
- Faulty or missing labelling (master label / single label)

Packaging and transport

- Non-compliance with agreed packaging (incorrect or missing packaging)
- Faulty, defective or damaged packing material / packaging
- Insufficient load securing
- Package quantity different from labelling and documents
- Incorrect, dirty or damaged (empty) packaging
- Quantity and/or date deviation of empty packaging (packaging management at the supplier)
- etc.

In the event of non-compliance with the requirements described in this guideline, Stadler Rail Service Deutschland GmbH reserves the right to take measures to comply with the defined requirements.

These measures may include, for example:

- Refusal to accept shipments
- Repackaging of the goods
- Disposal costs for non-compliant packaging
- Storage and handling costs (internal or with a logistics provider)
- etc.

The additional costs incurred by the measures taken will be recorded and evaluated.

Stadler Rail Service Deutschland GmbH is entitled to check the supply chain maturity at the supplier itself or by third parties. This includes the implementation

- of process audits
- a logistics self-assessment (e.g. Global Materials Management Operations Guideline / Logistics Evaluations -> MMOG/LE)

3 Load carriers and packaging

The load carriers and the packaging have a protective, storage and transport function, and they also serve as information carriers. In addition, they combine packages into a loading unit.

The supplier is responsible for the protection and delivery of their products in accordance with the contract. They shall use proper and appropriate packaging.

3.1 General requirements

In general, the load carriers and the packaging material must be designed (dimensioned or configured) in such a way that the occurrence of qualitative and quantitative defects in the goods during transport, storage and handling is ruled out.

When selecting suitable packaging for the delivery of products, the following points should primarily be taken into account:

- Protection of the parts
- Costs for the packaging, handling and use
- Environmental sustainability
- Storability
- Loading and transport capability
- Integration into an existing packaging concept

The packaging (including alternative packaging) must be coordinated with Stadler Rail Service Deutschland GmbH. The use of unauthorised packaging is prohibited.

3.2 Classification of load carriers

Stadler Rail Service Deutschland GmbH classifies load carriers into standard and non-standard load carriers (see Figure 1).

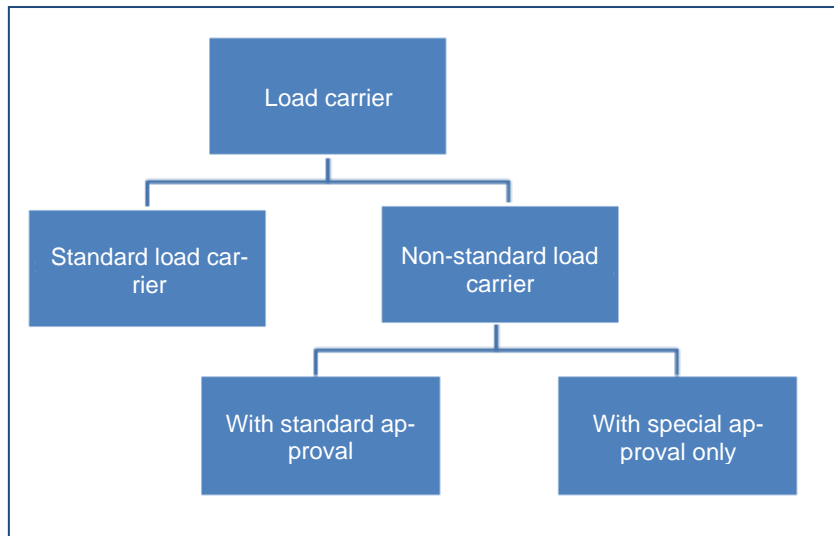


Figure 1: Classification of load carriers

As a general rule, standard load carriers should be used for all deliveries, provided that the requirements of section 4.2 (delivery variation 2) are met.

Non-standard load carriers are only approved up to a maximum dimension of 2,400 mm x 800 mm x 1,100 mm². If non-standard load carriers have greater dimensions or weights, these must be approved by Stadler Rail Service Deutschland GmbH before the first use.

² Length x width x height

4 Formation and description of delivery variations

The prescribed delivery variations are used to orient and determine the correct form of delivery.

These delivery variations below form the basis of all deliveries and are described in this section.

Delivery variations:

- Delivery variation 1 (delivery without load carrier)³
- Delivery variation 2 (delivery on standard load carriers)⁴
- Delivery variation 3 (delivery on non-standard cargo carriers with standard approval)⁵
- Delivery variation 4 (delivery on non-standard load carriers only with special approval)⁶

Annex 1 can be used to select a corresponding delivery variation. In the following sections, the individual delivery variations and their requirements are identified and the individual points are described in detail.

4.1 Definition of delivery variation 1 – Delivery without a load carrier

Supply version 1 describes the material delivery without a load carrier. In this delivery form, the loading unit may not exceed:

- the maximum weight of 30 kg,
- a length of 600 mm,
- a width of 600 mm; and
- a height of 600 mm

³ See 4.1 delivery variation 1

⁴ See 4.2 delivery variation 2

⁵ See 4.3 delivery variation 3

⁶ See 4.4 delivery variation 4

Designation	Section	Requirements
Material		<ul style="list-style-type: none"> See purchase order
Load carrier	5	<ul style="list-style-type: none"> No load carrier required
Packaging	5	<ul style="list-style-type: none"> E.g. cardboard box
Labelling	6	<ul style="list-style-type: none"> Material Packaging Loading unit
Accompanying documents	7	<ul style="list-style-type: none"> Delivery note Certificate (if applicable) Consignment note (if applicable) Customs documents (if applicable) Packing list (if applicable)
Loading unit	8	<ul style="list-style-type: none"> Weight ≤ 30 kg Length ≤ 600 mm Width ≤ 600 mm Height ≤ 600 mm
Transport and shipping	9	<ul style="list-style-type: none"> e.g. parcel service, forwarding

Table 2: Description of delivery variation 1

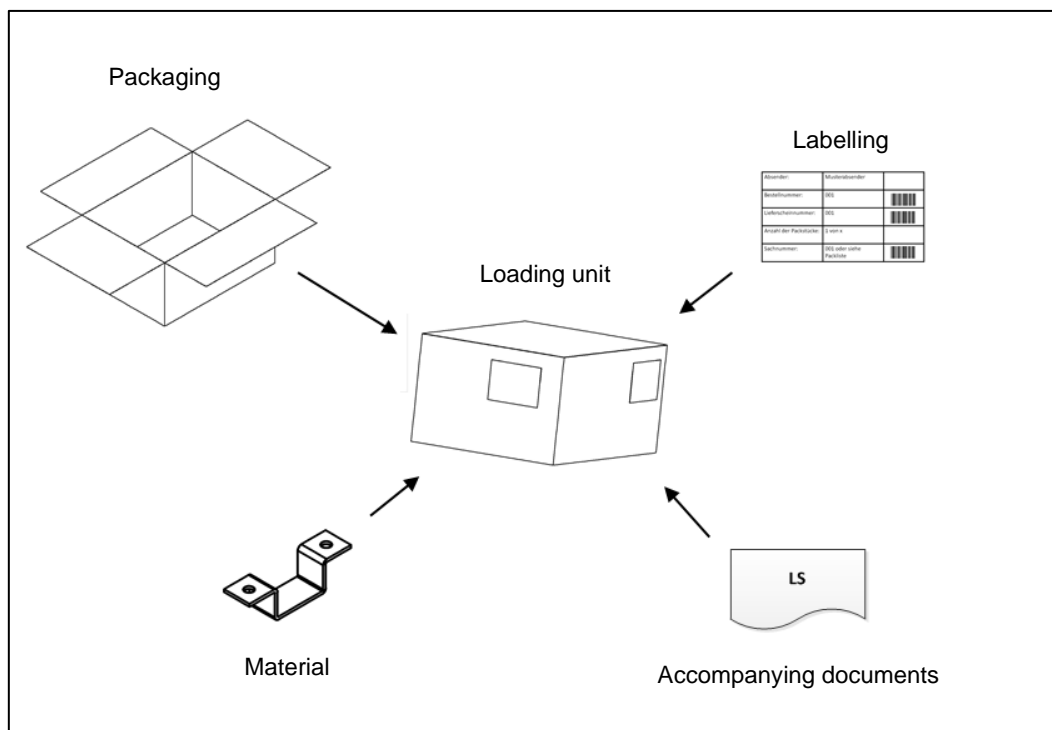


Figure 2: Formation of a loading unit for delivery variation 1

4.2 Definition of delivery variation 2 – Delivery on standard load carriers

Delivery variation 2 describes the material delivery on a standard load carrier. In this delivery form, the loading unit may not exceed:

- the maximum weight of 1,000 kg,
- a length of 1,200 mm,
- a width of 800 mm; and
- a height of 1,100 mm

Designation	Section	Requirement
Material		<ul style="list-style-type: none"> • See purchase order
Load carrier	5	<ul style="list-style-type: none"> • Standard load carriers⁷ (e.g. Euro-pallet, lattice box pallet)
Packaging	5	<ul style="list-style-type: none"> • E.g. cardboard box • E.g. stretch film etc.
Labelling	6	<ul style="list-style-type: none"> • Material • Packaging
Accompanying documents	7	<ul style="list-style-type: none"> • Delivery note • Certificate (if applicable) • Consignment note (if applicable) • Customs documents (if applicable) • Packing list (if applicable)
Loading unit	8	<ul style="list-style-type: none"> • Weight ≤ 1,000 kg • Length ≤ 1,200 mm • Width ≤ 800 mm • Height ≤ 1,100 mm
Transport and shipping	9	<ul style="list-style-type: none"> • E.g. by a forwarder

Table 3: Description of delivery variation 2

⁷ See 3.1. Classification of load carriers

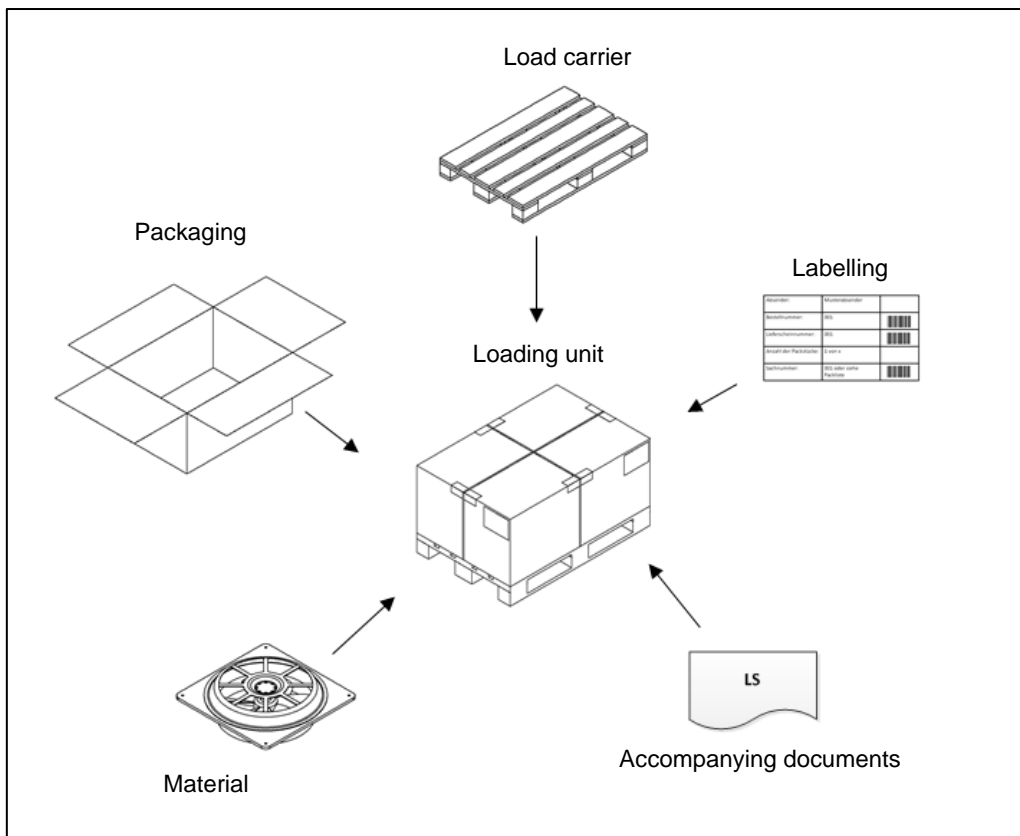


Figure 3: Formation of a loading unit for delivery variation 2

4.3 Definition of delivery variation 3 – delivery on non-standard load carriers with standard approval

Delivery variation 3 describes the material delivery on a non-standard load carrier. In this delivery form, the loading unit may not exceed:

- the maximum weight of 2,000 kg,
- a length of 2,400 mm,
- a width of 800 mm; and
- a height of 1,100 mm

Designation	Section	Requirement
Material		<ul style="list-style-type: none"> • See purchase order
Load carrier	5	<ul style="list-style-type: none"> • Non-standard load carrier⁸ • E.g. stake rack
Packaging	5	<ul style="list-style-type: none"> • E.g. tarpaulin • E.g. stretch film • E.g. cardboard box
Labelling	6	<ul style="list-style-type: none"> • Material • Packaging • Load carrier • Loading unit
Accompanying documents	7	<ul style="list-style-type: none"> • Delivery note • Certificate (if applicable) • Consignment note (if applicable) • Customs documents (if applicable) • Packing list (if applicable)
Loading unit	8	<ul style="list-style-type: none"> • Weight ≤ 2,000 kg • Length ≤ 2,400 mm • Width ≤ 800 mm • Height ≤ 1,100 mm
Transport and shipping	9	<ul style="list-style-type: none"> • E.g. by a forwarder

Table 4: Description of delivery variation 3

⁸ On request we can provide you with a catalogue of free load carriers

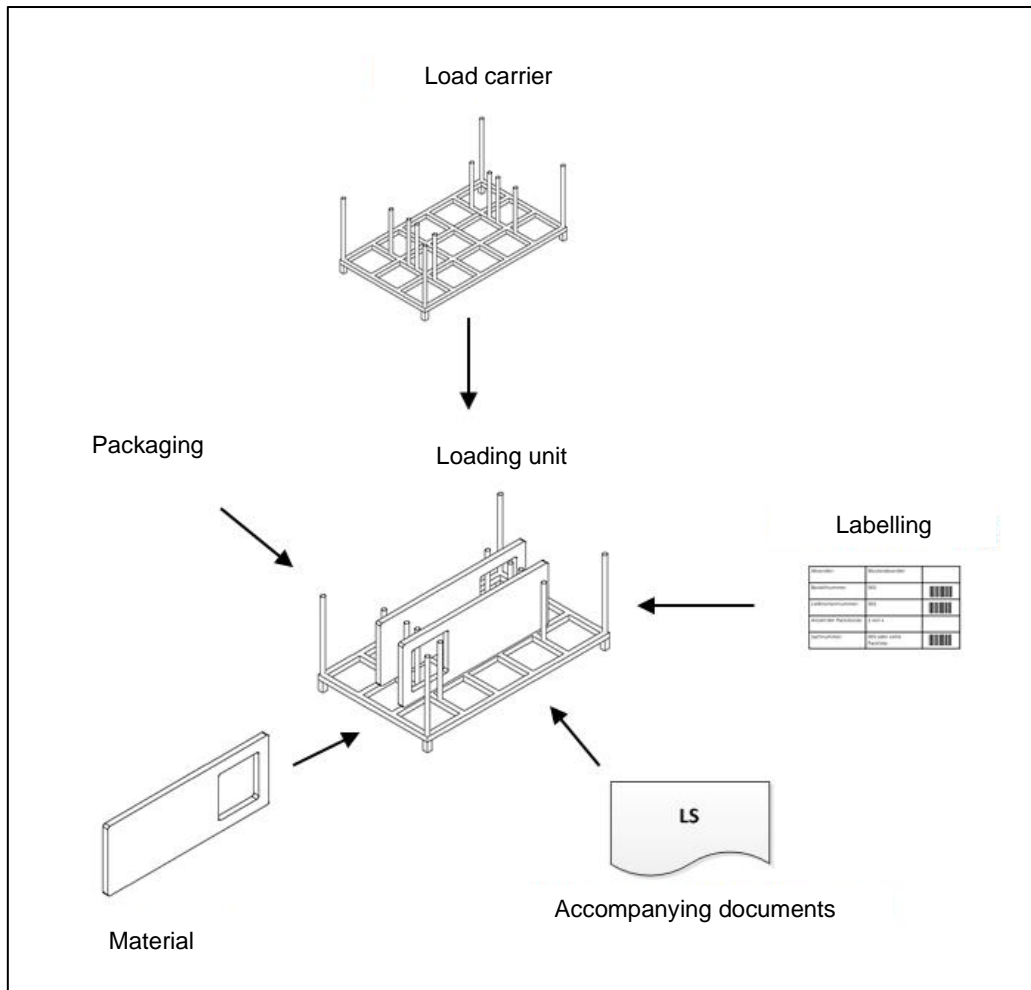


Figure 4: Formation of a loading unit for delivery variation 3

4.4 Definition of delivery variation 4 – delivery on non-standard load carriers with special approval

Delivery variation 4 describes the material delivery on a non-standard carrier⁹. In this delivery form, non-standard load carriers may be used after approval from Stadler Rail Service Deutschland GmbH.

Designation	Section	Requirement
Material		<ul style="list-style-type: none"> • See purchase order
Load carrier	5	<ul style="list-style-type: none"> • Non-standard carriers (e.g. stake rack) • Load carriers must be approved by Stadler Rail Service Deutschland GmbH
Packaging	5	<ul style="list-style-type: none"> • E.g. tarpaulin • E.g. stretch film • E.g. cardboard box
Labelling	6	<ul style="list-style-type: none"> • Material • Packaging • Load carrier • Loading unit
Accompanying documents	7	<ul style="list-style-type: none"> • Delivery note • Certificate (if applicable) • Consignment note (if applicable) • Customs documents (if applicable) • Packing list (if applicable)
Loading unit	8	<ul style="list-style-type: none"> • The loading unit must be approved by Stadler Rail Service Deutschland GmbH
Transport and shipping	9	<ul style="list-style-type: none"> • E.g. by a forwarder

Table 5: Description of delivery variation 4

⁹ See 5. Requirement for load carriers and packaging

5 Requirement for load carriers and packaging

The following characteristics and requirements must be met by the respective load carriers and packaging in order to be used.

5.1 General requirements

All load carriers and packaging must withstand the dynamic and static forces during transport and storage. In addition, load carriers must be dimensionally stable. In addition, the order items are to be packaged individually.

Furthermore, they must be designed in such a way that they can be opened and closed without any aids¹⁰ and by one person. Screw connections within the load carriers or covers must be avoided. Instead, quick-release fasteners should be used for reusable carriers.

5.2 Protection of materials in load carriers and packaging

All materials must be protected from short-term weather¹¹ influences as well as moisture, dust and dirt. In addition, the load carriers and the packaging must be designed in such a way that the material cannot be damaged during proper transport or storage (e.g. due to impacts, friction, etc.). As a general rule, the components must be seated tightly in the load carriers or the packaging. In particular, components which have a surface treatment are to be given (additional) protection. Painted components must be packaged individually or in order batches after approval by the purchasing department. Sensitive electrical materials are also to be supplied in ESD¹² packaging. Metal clips must not be used to close packages.

5.3 Non-standard load carrier structure

In principle, the respective load carrier must be suitable for the material (e.g. material must not protrude) and it must be able to be picked up with the forklift from at least one transverse and longitudinal side (see Figure 5). For this purpose, the substructure of the load carrier must have a height of at least 150 mm. In addition, the load carrier must be constructed in such a way that slipping during stacking is prevented and the load carriers have maximum volume utilisation. In addition, the load carriers must not present any risk of injury (e.g. through sharp edges).

¹⁰ Cutter knives are permitted

¹¹ e.g. weather influences during loading and unloading

¹² Electrostatic discharge

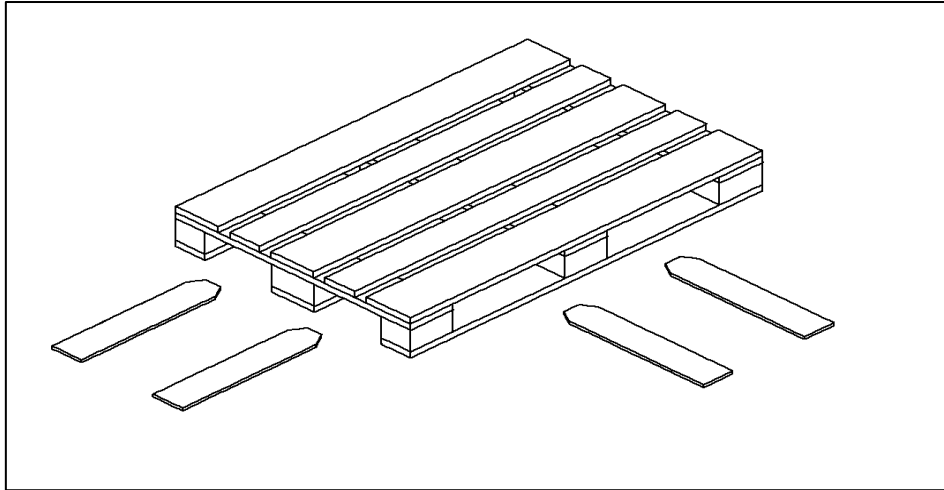


Figure 5: Picking up the load carrier

5.4 Handling of non-standard load carriers and packaging

Load carriers and packaging must be easy to handle and transport. In addition, these should be stackable and foldable. Furthermore, they must be designed in such a way that they can be opened and closed without any aids¹³ and by one person. In addition, the materials must be seated tightly in the load carrier or packaging¹⁴. If components are secured to the load carrier by means of screws, ensure that they are greased during insertion. Load carriers should be stacked on top of each other at least up to a height of 3 m.

5.5 Filling of packaging

Packaging shall be filled with only one product¹⁵ unless an alternative approach is agreed. Furthermore, all order items for an order must be packaged separately. This applies in particular to sensitive components¹⁶ (see 5.2.).

5.6 Economic and environmental aspects

In the production and use of load carriers and packaging materials, care must be taken to ensure that they are designed in accordance with economic and ecological criteria. Standard load carriers must be used¹⁷ for this purpose. Where this is not possible, reusable systems consisting of recyclable materials shall be used.

¹³ cutter knives are permitted

¹⁴ excluding bulk material

¹⁵ as a Stadler item number per package

¹⁶ e.g. coated, painted, electronic, glazed components

¹⁷ See 3.1. Classification of load carriers

6 Labelling

Load carriers, materials and loading units are labelled so that the deliveries and materials can be identified quickly and assigned.

As a general rule, both packages and, where applicable, products themselves must be labelled in accordance with the agreements entered into with Stadler Rail Service Deutschland GmbH and the packaging and shipping requirements specified in this regulation.

6.1 Identification of non-standard load carriers

Non-standard load carriers shall only be labelled if they are circulating at the same time as reusable carriers.

These carriers shall then be labelled as follows:

- Date of manufacture of the load carrier
- Type of use: Reusable carrier
- Carrier weight
- Load capacity of the carrier (e.g. stacking factor)
- Carrier load
- External dimensions of the carrier
- Carrier owner

6.2 Labelling principles

All materials must be provided with the Stadler Rail Service Deutschland GmbH item number, identical to the purchase order. A label with the item number must be affixed to the back of the component.

The labelling of packages and products shall take into account the following points:

- The label shall be legible and clear.
- Old labels must be removed.
- Labels must be affixed as specified.
- Labels must be secured against loss (by securing them with a glue point that can be removed without leaving any residue).
- Empty SLCs shall be labelled accordingly.
- Mixed pallets (different materials on the same pallet) shall be labelled as such.
- Only one Stadler label is permitted per material and package.

It should also be noted:

- Existing label surfaces or insertion pockets must be used, provided they do not contradict other specifications
- It is not permitted to paste labels onto reusable shipping packaging materials (e.g. forwarding label).

All

- Loading units
- Sub-packaging (e.g. SLCs, boxes)
- Primary packaging (e.g. bags in SLC, boxes)

must be labelled separately.

Pasting or labelling additional labels of any kind (e.g. forwarding label) on top of the Stadler label forwarding label) is not permitted.

Components smaller than 40 mm x 20 mm¹⁸ do not have to be labelled. In this case, section 6.5 applies. (Labelling of packaging).

Exceptions must be agreed in writing in advance with Stadler Rail Service Deutschland GmbH.

6.3 Minimum requirements for the label and printing

The label and printing requirements are as follows:

- Length: min. 30 mm
- Height: min. 10 mm
- Font size: min. 12 pt.
- Contents: Stadler Rail Service Deutschland GmbH item number
- Label quality: You must be able to detach the label from the component without leaving any residue.
- Print quality: the print should be waterproof
- Barcode¹⁹: Stadler Rail Service Deutschland GmbH item number
- Spec. of barcode water resistant, service life min. > 10 years, not non-destructive to remove

6.4 Labelling of components with serial numbers

Components that are assigned a serial number based on supplier or customer specifications must be labelled with the same serial number. The serial number must be affixed securely to the component and to the packaging by way of a label. The label must show the

¹⁸ Length x width

¹⁹ Code 128 (DIN EN 799-1995)

serial number and the corresponding barcode of the article. For unique identification, the serial number on the label must be preceded by the prefix "S/N:" of the serial number (e.g. S/N:93U61456).

The requirements for the serial number label and printing are as follows:

- Length: min. 30 mm
- Height: min. 10 mm
- Font size: min. 12 pt.
- Contents: Prefix "S/N:"+ article serial number + barcode "Article Serial Number"
- Label quality: secure from being lost
- Print quality: the print should be waterproof
- Barcode²⁰: Article serial number as barcode (without the above prefix)
- Spec. of barcode water resistant, service life min. > 10 years, not non-destructive to remove

In addition, the serial number must be clearly assigned to a component on the delivery note and must be indicated there as a barcode (see section 7, Accompanying documents).

6.5 Labelling of packaging

Each package must be labelled with an indication of the side from which it can²¹ be opened. The direct packaging of a component shall also be labelled.

6.6 Labelling of loading units

For all deliveries, each loading unit shall be labelled (see Figure 6). This label must contain at least the following information, in the order indicated:

1. Sender (name)
2. Stadler Rail Service Deutschland GmbH PO number
3. Delivery note number
4. Number of packages (x/y)
5. Item number or packing list

The information for points 2, 3 and 5 must also be displayed as a barcode (see Figure 6).

²⁰ Code 128 (DIN EN 799-1995)

²¹ except for transparent packaging




Sender:	Sample sender:	
PO number:	001	
Delivery note number:	001	
Number of packages:	1 of X	
Item number:	001 or see packing list	

Figure 6: Sample label

The label must be created in the following format:

- Format: min. DIN A5 landscape
- Paper: White
- Font size: min. 16
- Barcode: Code 128 or ITF

It shall be affixed on two sides of a loading unit, one end side and one longitudinal side (see Figure 7).

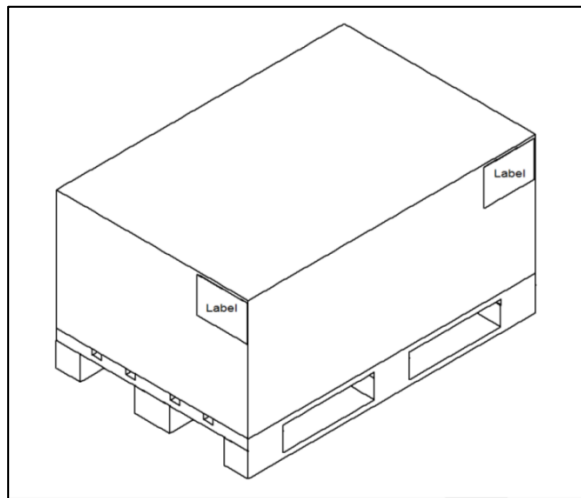


Figure 7: Labelling of loading units

If the loading unit has a length of more than 1.5 m and has a displaced centre of gravity (starting from the centre), this shall also be indicated on the loading unit.

6.7 Labelling of packages

If a loading unit consists of more than one package, each package shall be labelled²² and provided with a packing list²³ (see Figure 8).

²² See 6.6. Labelling of loading units

²³ See 7.2. Packing list

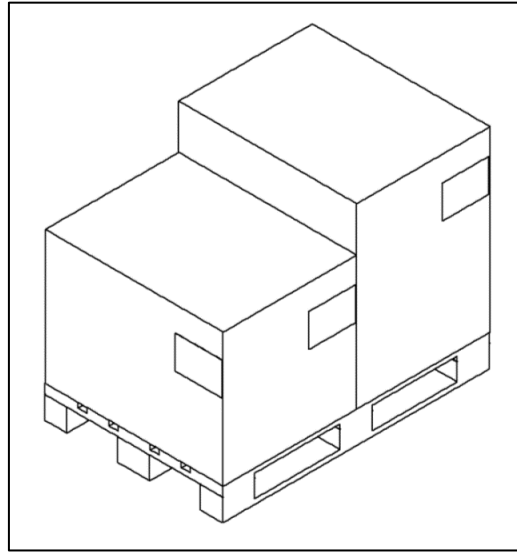


Figure 8: Loading unit with several packages

7 Accompanying documents

The supplier is responsible for the proper execution of the accompanying documents. They must ensure that these are present and match the goods delivered.

Upon delivery, the following documents must be handed over:

- Consignment note
- EDI accompanying note (or delivery note on request if no EDI is agreed)
- Packing list
- Customs documents with customs invoice (if applicable)
- Any other documents required in the purchase order.

7.1 Consignment note

In all cases, the terms of delivery agreed with Stadler Rail Service Deutschland GmbH in accordance with Incoterms shall be stated in their respective version on the consignment note and dispatch order. In the case of bulky goods, the volume shall also be indicated. The freight documents must be completed in accordance with DIN 5018:2011-04.

7.2 EDI accompanying note and delivery note

The delivery note must be made on white A4 paper with black writing. In addition, at least one margin of 2.5 cm on the left side is required. If a shipment consists of several shipping units, the delivery note must always be stored with the first unit (1/x) (including one copy).

In addition, a delivery note may only include the items of the loading units which are on a vehicle (e.g. lorry).

The EDI accompanying note or delivery note must contain at least the following information, in the order indicated:

- Name of the sender
- Recipient (e.g.: Stadler Rail Service Deutschland GmbH)
- Stadler Deutschland PO number
- Delivery note number
- Dispatch date
- Stadler Germany item number(s)
- Materials brief designation
- Quantity per item number (pcs., l, kg, etc.)
- Total quantity delivered
- Number, type and quantity per package
- Gross and net weights
- Unloading point
- Serial numbers and barcode (if serial number is required)
- Use by (use-by date only for parts subject to use-by date)
- Number of pages (x/y)
- Transportation details
- Conditions of delivery
- Error message, complaint or notice of defect number

In addition, the EDI accompanying note or delivery note, if available, should contain the following information:

- Stadler drawing number (n)
- Batch identification
- Stadler Germany project number (n)
- Gross and net weight

7.3 Packing list

A packing list provides information about the type and scope of a loading unit. It shall be attributed if there are several different materials (item numbers) in it. At least the following information must be entered on the packing list:

- Name of the sender
- Delivery note number
- Number of packages (x/y)
- Contents of each package²⁴
- Quantity per item number

7.4 Customs documents

²⁴ If a Stadler Pankow GmbH item number is available, this must be stated in every case.

All deliveries from non-EU countries must be accompanied by the necessary customs documents for the goods.

The supplier, if they are an exporter, shall make available immediately all documents required for customs/import clearance, in particular commercial invoices, packing lists, bill of lading (AWB) origin and preference documents.

Stadler Rail Service Deutschland GmbH may charge the supplier for any import duties due to missing customs documents (in particular origin and preference documents).

The commercial invoices must contain all data relevant to foreign trade, such as

- Normal trade description
- Goods value
- Currency
- Customs tariff no.
- Country of origin
- Weight
- Total
- Conditions of delivery

8 Loading unit

The loading unit is regarded as a shippable composite of the packages and the load carrier.

8.1 Requirements for loading units

All loading units must be constructed in such a way that they have a stable shape and make optimum use of the volume. In addition, loading units shall not exceed²⁵ the base dimension (see Figure 9, right) of the load carrier and a maximum height of 1.1 m. Exceptions to this must be agreed in advance in writing with Stadler Rail Service Deutschland GmbH.

²⁵ Exceptions must be approved by Stadler Pankow GmbH.

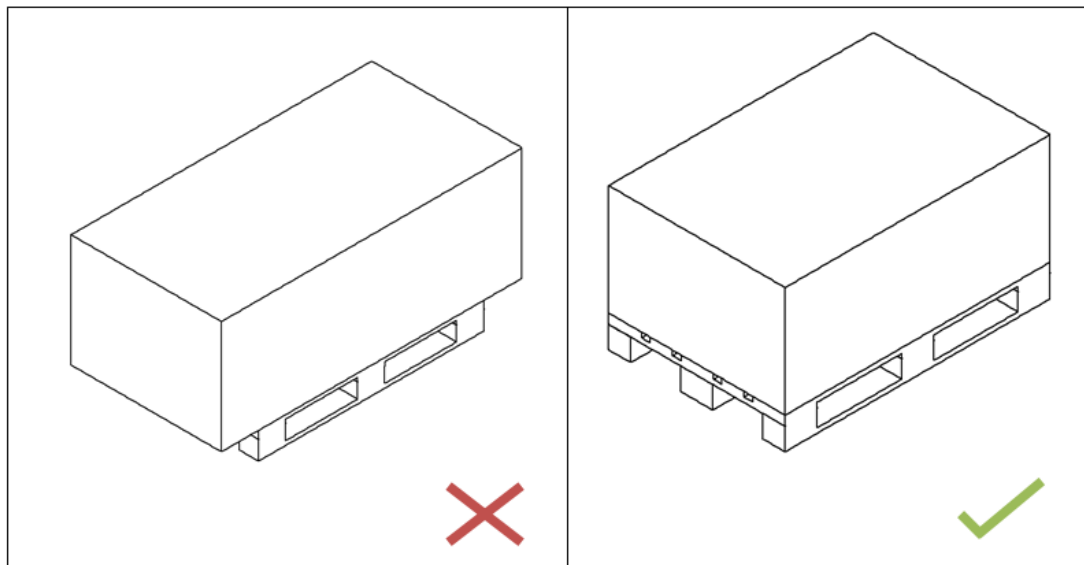


Figure 9: Base dimensions of a loading unit

Furthermore, loading units and packages must be secured against slipping during transport. Packages may be secured by strapping, shrink-wrapping or using stretch film to attach to the load carrier, and the securing of the loading units must comply with the legal provisions on load securing. If the transport lock is released, the material must remain in a stable position. When strapping the loading unit, use a plastic strapping and edge protectors. In addition, the circumference loading unit must be strapped at least once each from the longitudinal and end sides.

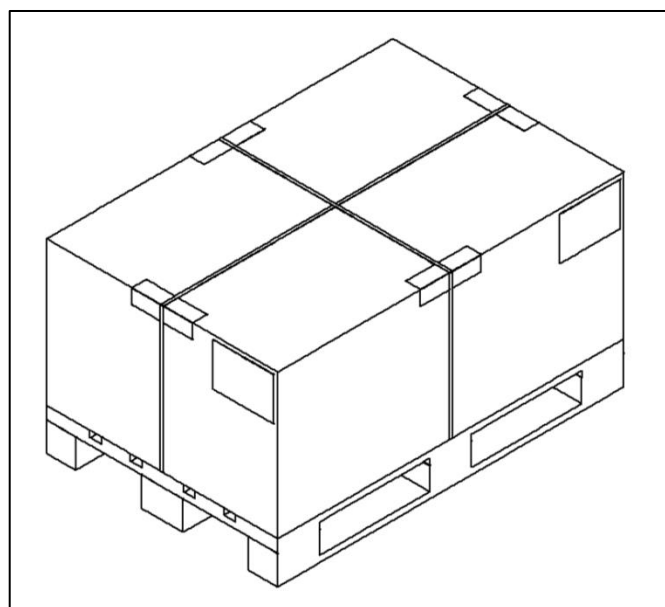


Figure 10: Ready-to-ship loading unit

Furthermore, all loading units should have at least a stacking factor of two (see Figure 11). Exceptions must be agreed and approved in advance in writing with Stadler Rail Service Deutschland GmbH.

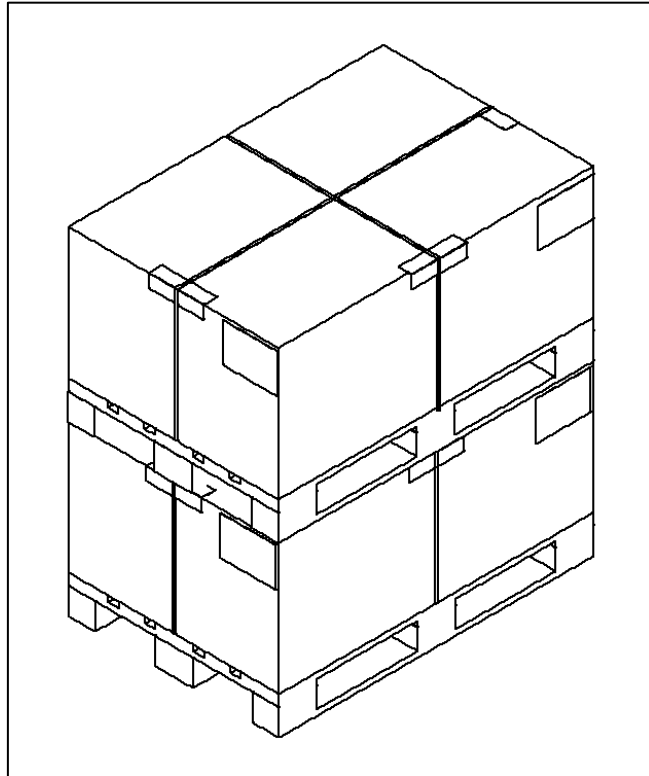


Figure 11: Loading unit with a stacking factor of two

9 Transport and shipping

For the formation of shipping units, loading units can be stacked up to a height of 2.2 metres²⁶.

If all requirements from the preceding sections have been observed, the ready-to-ship loading units can be sent to Stadler Rail Service Deutschland GmbH.

9.1 Address

The delivery address is specified with the purchase order.

9.2 Goods-in opening hours

The opening hours of the goods-in department are also specified with the purchase order.

²⁶ Exceptions must be approved by Stadler Pankow GmbH

9.3 Loading and unloading

When loading cargo units, observe the legal regulations on securing the cargo²⁷.

Stacked loading units shall be vertical. In addition, when stacking loading units, the loading unit with the largest gross weight must be at the bottom.

In addition, the loading units are to be loaded in such a way that unloading with a 2t forklift is possible without additional effort. If this is not possible, this must be agreed and approved in advance with Stadler Rail Service Deutschland GmbH.

9.4 Shipping of dangerous goods

The latest version of the ADR²⁸ must be observed and applied when shipping dangerous goods. In addition, the relevant legal regulations must be observed and applied.

10 Management of empty packaging

At Stadler Rail Service Deutschland GmbH, the following load carriers and aids may be exchanged in the goods-in department:

- Euro-pallets acc. to DIN EN 13698
- Lattice box pallets acc. to DIN EN 13626
- Wooden stacking frames (1200 x 800 x 200) mm
- SLC rack storage (3147, 4280, 4147)

These load carriers and aids are only exchanged at goods-in if they have no damage and are in good condition.

If the load carriers and aids are not available in sufficient numbers for the exchange, the respective supplier/freight carrier receives a signed empty packaging voucher. This voucher entitles the holder to later pick up the load carriers and aids.

The point of contact for empties management is
Mike Junghannß
Tel: 030 9191 1106
E-mail: Mike.Junghannss@Stadlerrail.com

11 Further optimisation in the supply chain

In order to ensure competitiveness and support the continuous improvement process, the supplier is committed to future innovations

- to be assessed in the light of feasibility and cost-effectiveness

²⁷ StVO Section 22

²⁸ European Agreement Concerning the Carriage of Dangerous Goods by Road

- upon consultation with Stadler Rail Service Deutschland GmbH.

12 Appendices:

Selection of loading units

