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Stadler Rheintal AG

Special supplier's instructions / special regulations for the **PROJECT: Azerbaijan L-4315**



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1. Glossary

ADY	Abbreviation for the order (Azerbaijan)
ADR	Accord européen relatif au transport international des marchandises Dangereuses par Route, Agreement concerning the International Carriage of Dangerous Goods by Road
CR	Complaint report
BY	Belarus
ECN	Export control number
FAI	First article inspection
Incoterms	International Commercial Terms, we work exclusively with Incoterms 2010
IPPC/ISPM 15	Import regulations for solid wooden packaging materials
LC	Load carrier (pallets, containers)
KIT	Assembly kit
SDR	Directive concerning the International Carriage of Dangerous Goods by Road
STAMI	Stadler production facilities in Fanipol (Belarus, near Minsk)

2. General

This functional specification defines the required logistical actions to be taken for processing deliveries ordered by Stadler for the project ADY L-4315. It serves to standardize the processing, identification and tracking of all deliveries.

This specification also defines the provisions for proper packaging. In the event of non-compliance with directives, the supplier shall bear the costs incurred (e.g. processing fees, additional expenditure items etc.).

Furthermore, the supplier agrees to act in accordance with the valid ADR/ SDR regulations regarding the transport of dangerous goods.

3. Order processing

The production of this order is divided between two different locations, Stadler Minsk (BY) and Stadler Rheintal AG (CH).

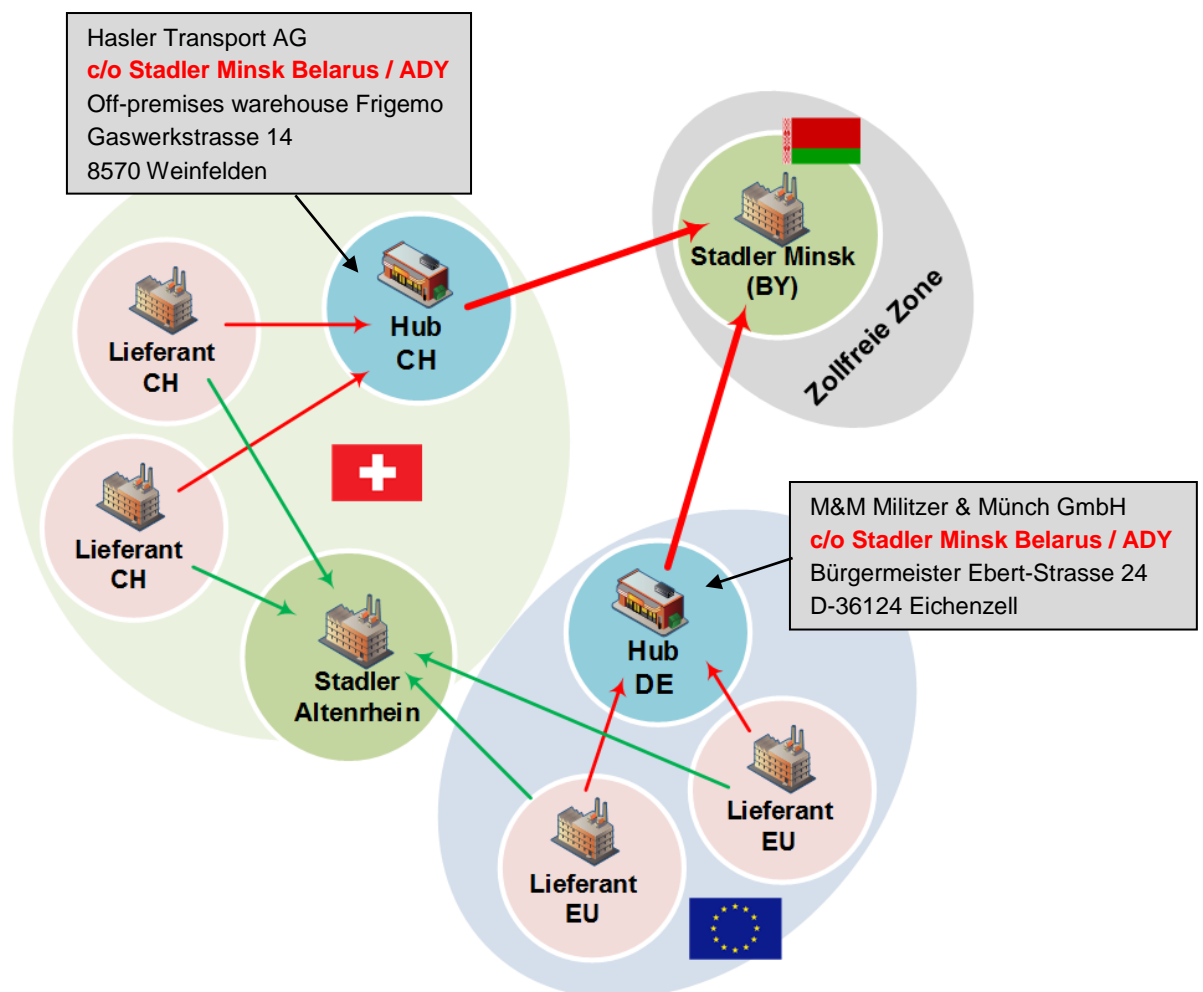
The unfinished car body is manufactured at Stadler Minsk.

The final assembly takes place at Stadler Rheintal AG and Stadler Minsk.

Assembly material for the production:

Stadler Minsk: Processing by our logistics hubs (CH/DE).

Stadler Rheintal AG: Deliveries directly to Altenrhein/St.Margrethen or our warehouses in Staad/Thal



4. Condition at time of delivery

The state of the delivered goods must be in accordance with the order provisions, including all applicable documents such as technical specifications.

4.1 Delivery date / control

The delivery dates must therefore be met and are considered by Incoterms:

- To be FCA the date the goods leave the supplier.
- To be delivered DAP/DDP to the hub or in Altenrhein/St. Margrethen or in the stated off-premises warehouses

In the event of any delay in a delivery, the purchaser must be notified immediately in writing. Incomplete or partial deliveries can only be made in agreement with the Purchasing department.

4.2 Labelling of supply parts

The supply parts must be provided with sufficient permanent labelling.

Attach the labels to the goods or the packaging, not on visible surfaces or connection points such as holes, bonding or welding points. The labelling must display the following content:

- Stadler order number (mandatory)
- Stadler article number (mandatory)
- Article designation (mandatory)
- Drawing number incl. index/version (if present)
- For reel material: length per reel (mandatory)
- Expiry date / Production date (if available)
- Serial number / batch number / lot number (if available)

4.2.1 Position of label on part

Bulk goods / Small parts smaller than 80 mm	On the packaging
Development parts / System components	On every component
KIT (assembly kit)	Attach a list of contents to each long side and broadside of the load carrier (if available).
Cables	Cable tag at each end, at least one article number and the index 1x on the cable and on the reel.

5. Packaging / Transport unit / Load carrier (LC)

5.1 Packaging, general

Unless otherwise mutually agreed, the supply parts should be packaged in standardized, "stackable" packaging / LCs. The supply parts must be arranged in such a way in the packaging/LC that the quantity and the components themselves can be easily identified when they are opened. Furthermore, the supply parts must be arranged and secured in such a way that they are not damaged during correct transport and storage.

Painted and bare metal parts or visible parts must be suitably protected against damage and soiling. If no assembly kits (KIT) are defined, then it must be possible to remove the parts individually and protect every visible part (e.g. painted parts) against damage.

5.2 Transport units / LCs / packaging

For all mailing types, sufficient, safe and suitable packaging must be selected for the particular goods. Wherever possible, containers should be stackable. Any damage during transport caused by inadequate packaging will be charged to the supplier.

The supply parts must not exceed the outside contour of the load carrier.



The packing unit must be labelled on at least one longitudinal side and broadside.

5.2.1 Packing list / Package identification

The relevant packing list constitutes part of every packing unit / packaging unit. This packing list must be attached to the outside of the packaging in a clearly visible location.

The following details must be provided on the packing list:

Multiple trading units of the same goods require each packing unit to be labelled individually (e.g.: 1/2, 2/2).

- General date (supplier)
- Order number
- Stadler article number and article description
- Actual quantity (contents / quantity supplied)

Furthermore, the following must always be displayed on the packing unit:

- Project designation / Project no.: ADY, L-4315
- Vehicle number (mandatory) and carriage number (if available)
- KIT designation (if available)
- **Mandatory for parts with serial numbers**

The packing unit must be labelled on at least one longitudinal side and broadside.

The supplier undertakes to package and declare the dangerous goods shipments in accordance with the applicable "ADR Chapter 5.2, Marking and Labelling" regulations and to notify the carrier in detail and in compliance with the law.

The purchaser must be notified promptly and in writing of special transport and storage conditions. These conditions must also be indicated in a clearly visible manner on the packing unit (e.g. temperature-sensitive goods).

5.2.2. Packing unit / LC requirements

The LC must comply with the following requirements:

- Compliance with safety regulations
- Suitable for safe transport with standard transport equipment (lift trucks, stacker trucks, etc.)
without additional load securing measures
- Protected against partial damage
- Compact and, if possible, stackable
- IPPC / ISPM 15
- Meet demand / meet assembly needs
- Splash water resistant
- Material can be picked individually from the container for further processing

No damage to load carrier

Deliveries to MINSK (BY)

There will be no exchanging empty LCs (e.g. EURO pallets, pallet cages, etc.). Special packaging may only be used by special agreement.

In the case of packaging made of or containing wood, the wood must have been treated in accordance with the IPPC/ISPM 15 standard. This must be indicated on the wood in a clearly visible manner using the appropriate symbols.

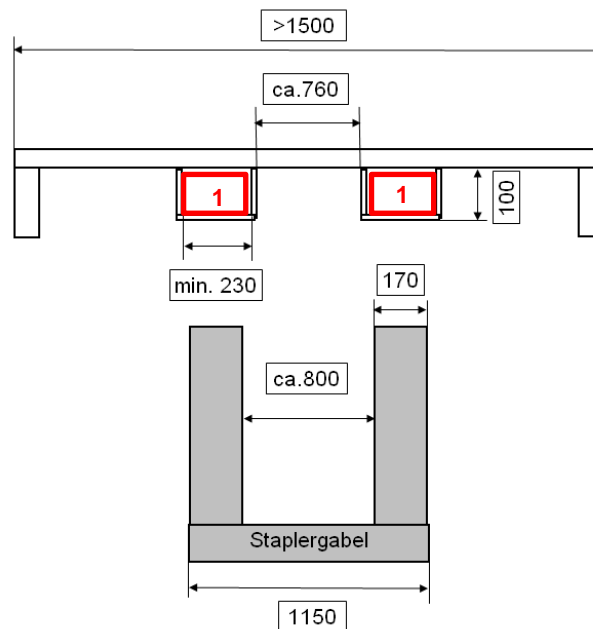
Exchanging multiple-use containers or special crates only in agreement with the Purchasing department.

If the packing units / crates have not been packaged in conformity with these provisions, they will be repackaged or sent back at the supplier's cost.

5.2.3. Exchange of loading equipment (EURO pallets, pallet cages)

Observe the following particulars for oversized items:

At a length of 1.5 m or more and a width of 0.8 m or more, there must be one bracket on each the longitudinal side and the broadside (1) (see the following figure):



Example: Assembly kit (KIT)



- Material is labelled
- Well arranged and simple to remove
- Packed for safe transport and protected
- No damage to load carrier
- Stackable where possible
- Material is easy to identify using a list of contents and drawing (optional: a photo can also be attached)
- Weather-protected and with sealed base

Depending on the component, the centre of gravity must also be clearly indicated and declared. Furthermore, the goods must be protected against any possibility of external damage.

6. Documentation

6.1 Article documentation

Article documentation is necessary for customs clearance to Belarus. This must be provided for every part delivered. The required form can be downloaded from Stadler's FTP server.

<https://ftp.stadlerrail.ch>

Username: Artikeldokumentation

Password: SnG5xgtW

The filename must be the Stadler article number (e.g. 47114711.xls). The completed form must then be sent to the following e-mail address:
artikeldokumentation.ady@stadlerrail.com

6.2 Dual-use goods / export control (export to Belarus)

Swiss as well as EU sanctions are in place against Belarus.

The supplier is responsible for the complete and correct declaration of its deliveries to the purchaser with regards to goods with both civilian and military uses (dual-use articles) subject to special national, European (EU) or US American provisions.

Dual-use goods must be explicitly identified by the supplier with the appropriate classification (ECCN) and be listed on all documents (order confirmation, delivery note, invoice).

The supplier is liable for consequential damages incurred by the purchaser as a result of missing, improper or delayed submission of the required certifications, declarations and classifications by the supplier.

6.3 Data sheets

6.3.1 Test certificates and product data sheets

All documents (certificates, product data / safety data sheets, etc.) that are part of the order must be sent to the following email address:

lieferantendokumente.star@stadlerrail.com

The email subject line and the name of the attachment (document) must have the following format:

Inspection certificate with serial number

Re: Order_Supplier_Order number_Serial number

Example: L-4315_Company sample_BE-452978_A210912

If there are several serial numbers in one document, then these must be specified as follows (e.g. from no. X to no. Y):

Re: Order_Supplier_Order number_Serial number-serial number

Example: L-4315_Company sample_BE-452978_A210912-A210920

Test certificate without serial number

Re: Order_Supplier_Order number

Example: L-4315_Company sample_BE-452978

Attachment (document): Same as subject line plus "Document contents"
(e.g.: _Maintenance instructions or spare parts list...)

If documents are updated, they must be submitted by the supplier on their own initiative.

6.3.2 Safety data sheets

The safety data sheets for chemical products must be sent to the following e-mail address:

Sicherheitsdatenblatt.STAR@stadlerrail.com

Changes to the safety data sheets must be sent automatically by e-mail, without having to be requested.

Safety data sheets in acc. with ChemV SR 813.11 Section 21-22

6.3.3 Package insert: Technical documents / advertising catalogues

No promotional materials, catalogues, brochures, etc. may be included. Technical documents, descriptions, drawings, operating and maintenance instructions can be included, but these must be listed separately on the documents (packing lists and delivery notes).

7 Addressing / details on the invoices

7.1 Deliveries from the EU supplier to Stadler Minsk through the EU logistics hub

The following **delivery address** is to be used for **all deliveries** made to the **EU logistics hub**:

M&M Militzer & Münch GmbH
c/o Stadler Minsk Belarus / ADY
Bürgermeister Ebert-Strasse 24
D-36124 Eichenzell

7.2 Deliveries from the CH supplier to Stadler Minsk through the CH Hub

7.2.1 The following delivery address is to be used for all deliveries made to the CH logistics hub

Hasler Transport AG
c/o Stadler Minsk Belarus / ADY
Off-premises warehouse Frigemo
Gaswerkstrasse 14
8570 Weinfelden
Switzerland

IMPORTANT NOTE: Notification of shipments must be given via the following email address one day before delivery: Stadler-ADY-CH@mumnet.com

If deliveries are made without notification, the receipt will be refused.

7.3 Deliveries to Stadler Rheintal AG (or off-premises warehouses)

Delivery address according to order

7.4 Details on the invoices

7.4.1 From the EU supplier to Stadler Minsk through the EU logistics hub

The German VAT identification number (USt-IdNr. / UID / VAT / TVA etc.) **DE 292883685** **MUST** be indicated on the invoice. Invoices without this number will be rejected and payments delayed!

The **billing address for these deliveries** is:

Stadler Rheintal AG
Neudorfstrasse 8
9430 St. Margrethen, Switzerland

USt-IdNr.: **DE 292883685**

Deliveries within the Federal Republic of Germany with 19 % VAT
VAT-excluded deliveries from the EU (Germany excluded) with the annotation:
Tax-free intra-community delivery according to art. 138 of the VAT directive 2006/112

7.4.2 Deliveries from the Swiss supplier to Stadler Minsk via the Swiss logistics hub

The **billing address for these deliveries** is:

Stadler Rheintal AG
Neudorfstrasse 8
9430 St. Margrethen, Switzerland

USt-IdNr.: **CHE108584752**

7.4.3 The following applies to all invoices:

We require the following details on the invoices:

- Project name / number (ADY L-4315)
- Stadler order number
- Order item
- Invoice and delivery note number
- Point of contact, supplier
- Point of contact at Stadler (purchaser)
- Stadler article number
- Article designation
- Drawing number incl. index (if available)
- Customs tariff number
- Preferential origin¹
- Serial number (if available)
- ECCN if subject to authorization

For deliveries following CRs (complaint reports), repair orders and replacement deliveries, the STADLER-TEC ticket number as well as the order number must always be included on the invoice.

7.5 Goods entitled to treatment as being of preferential origin

When supplying goods entitled to treatment as being of preferential origin, a transport of goods certificate (EUR 1) or an invoice with a valid declaration of origin must be enclosed with the shipment in order to obtain preferential origin status.

If missing preference details lead to customs duties being incurred, these will be charged to the supplier.

The supplier is obliged to provide a certified certificate of origin from the responsible chamber of commerce at the request of Stadler Rheintal AG.

¹ Please note that the declared origin must comply with customs regulations. Link: <http://www.ezv.admin.ch/themen/04095/index.html?lang=de>

7.6 Delivery notes

Deliveries to Stadler Rheintal or Stadler Minsk must be completely separated and marked explicitly. A separate delivery note with the following details must be issued for each delivery:

- Recipients
- Stadler order number / order item
- Delivery note number
- Project name / number (ADY / L-4315)
- Vehicle / carriage number
- Stadler article number
- Article designation
- Drawing number incl. index (if available)
- Third-party article number
- Serial numbers in ascending order and EAN 128 barcode (if available)
- Point of contact, supplier
- Point of contact at Stadler (purchaser)
- ECCN if subject to authorization

The STADLER-TEC ticket number must always be listed on the delivery note for deliveries from CRs (complaint reports), repair orders and replacement deliveries. A separate delivery note must be raised for CR deliveries (*see above). The order number must also be visible.

7.7 Export documents

If the Incoterms state "FCA..." the supplier must prepare the commercial invoice, the export documents (and, if applicable, the customs clearance) and the EUR 1 certificate where applicable. If they are unable to prepare the last two documents, they (or Stadler) can commission the carrier to do so. The costs must be borne by the supplier.

The supplier is liable for any customs duties due to the lack of a EUR1, in spite of a preferential origin. Any costs for production delays due to incorrect or missing documents are charged to the supplier.

8 Incoming goods inspection

An incoming goods inspection for obvious quality and quantity deviations (visual inspection) is performed after delivery. Any defects found must be notified to the supplier as quickly as possible.

Stadler Rheintal AG does not perform 100 % incoming goods inspections, but instead performs random checks of individual shipments. If defects are discovered at a later date, these are communicated to the supplier after they have been detected.

If defects are discovered during the production processes at Stadler Rheintal AG that were not detected during the random test, then Stadler Rheintal AG reserves the right to charge the supplier all the costs incurred therefrom with the corresponding evidence.

Stadler Rheintal AG assumes that the quality of the delivered goods is ensured by the supplier by means of ongoing inspections as part of in-house processes and / or by an outgoing goods inspection.

If the supplier is at fault for a CR (complaint report), they must bear all resulting costs, such as return packaging for the goods by Stadler, transport costs, import customs charges and taxes. Transport is organised by Stadler and billed to the supplier. Any costs for scrapping the goods by Stadler are borne by the supplier.

9 Shipping instructions in acc. with Incoterms 2010

9.1 Incoterms FCA (... named location)

Transport must comply with the FCA delivery conditions and may only be carried out by the partners appointed by Stadler.

Deviations and special cases regarding the type of transport or responsibility for costs must always be clarified in advance with the responsible contact persons at Stadler.

If FCA deliveries are contracted to a partner not authorised by Stadler, then all related costs will be charged in full to the supplier.

9.2 Incoterms DAP/DDP

Deliveries of orders with Incoterms DAP/DDP are done either in our logistics hub CH/DE or directly to the warehouse address of Stadler Rheintal AG

9.2.1 Postal packages

With postal shipments, our named Stadler point of contact must be stated on every delivery note. Shipping documents (packing lists and delivery notes) must be issued in duplicate, one inside the package and the other attached to the outside.

In any cases of lack of clarity or questions, please get in touch with your named point of contact at Stadler.

9.3 Routing order

The transport companies in the following list must be used. This is a binding stipulation in the General Terms and Conditions of Stadler and on the basis of Incoterms FCA.

Notification to the following transport companies applies only to deliveries for which Stadler is paying for the freight, i.e. the haulage costs. Notification is done in the form of a transport job (see appendix of these instructions) and the delivery note of the goods. Incorrectly notified shipments can not be collected.

Delivery from Switzerland

M&M Militzer & Münch AG

CH-4052 Basel

Tel.: +41 61 319 97 15

E-mail: Stadler-ADY-CH@mumnet.com

Delivery from the EU (Switzerland excluded)

M&M Militzer & Münch GmbH

D-36124 Eichenzell

Tel.: +49 6659 98657 14

E-mail: Stadler-ADY-DE@mumnet.com

In any cases of lack of clarity or questions, please immediately get in touch with your named point of contact at Stadler.

9.4 TMS (Transport management system)

Stadler AG has implemented a web-based TMS solution. This project's shipments are excluded from this and are recorded by us in a transport tool and must not be recorded in the TMS.

10 First article inspection (FAI) for containers

The packaging materials and transport containers may be subjected to an FAI by Stadler. This generally takes place at the supplier before first delivery. In the event of any cases of non-compliance in this respect, Stadler reserves the right to instigate appropriate measures.

11 Appendix: Transport order

Project ADY, L-4315

Transport order to Militzer & Münch, mail:

From the EU: stadler-ady-de@mumnet.com

From Switzerland: stadler-ady-ch@mumnet.com

1. Pickup at:

Company / name

Street and house number

Post code / city

Point of contact with telephone / cell phone number

2. Date & time of pickup: Date: _____ 8:00 am to 12:00 noon 12:00 noon to 4:00 pm

3. Self-delivery: Yes No

4. Shipping information:

No. of containers	Order number	Stadler	Total loading metres (LD)	
_____ LxWxH in cm	_____ Volume in LM	_____ Weight in kg	stackable	<input type="checkbox"/> yes / <input type="checkbox"/> no
_____ LxWxH in cm	_____ Volume in LM	_____ Weight in kg	stackable	<input type="checkbox"/> yes / <input type="checkbox"/> no
_____ LxWxH in cm	_____ Volume in LM	_____ Weight in kg	stackable	<input type="checkbox"/> yes / <input type="checkbox"/> no
_____ LxWxH in cm	_____ Volume in LM	_____ Weight in kg	stackable	<input type="checkbox"/> yes / <input type="checkbox"/> no
_____ LxWxH in cm	_____ Volume in LM	_____ Weight in kg	stackable	<input type="checkbox"/> yes / <input type="checkbox"/> no

Note:

Please always include the Stadler reference number (order number) in the subject heading of the email

5. GGVS / ADR notice: NO YES _____

UN – Number

Class

Packaging group

6. Recipient:

.....

7. Deliver by:

Date

Date: _____

Signature: _____