



## Delivery Specification

This specification describes the requirements that suppliers of ERNI Production GmbH & Co. KG are expected to meet in order to have their deliveries accepted.

By consistently fulfilling this specification the processing time within the supply chain can be significantly reduced, and the cooperation between ERNI Production GmbH & Co. KG and her partners further improved.

The specification consists of three sections:

<b>Section A</b>	<b>Delivery note</b>
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1. The delivery note has to be machine typed. Handwritten delivery notes are not acceptable.
2. The delivery note has to be visibly attached on the outside of the packaging unit.
3. Each delivery note has to state the ERNI purchase order number it refers to.
4. Each delivery note refers to an ERNI purchase order. If a shipment consists of several ERNI purchase orders, then there has to be an individual delivery note for each ERNI purchase order.
5. Each part on the delivery note has to be specified with the ERNI product ID, ERNI description, ordered quantity, delivered quantity, and quantity still open. If the ERNI purchase order consists of several packaging units the quantity of the packaging units has to be specified as well (see also C/2).
6. If with bulk parts the vendor delivers less than the ordered quantity (max. 10% acceptable), then the vendor has to clearly state on the delivery note that the ERNI purchase order is fulfilled with this shipment (P.O. complete).
7. The information on the delivery note regarding quantities has to be unambiguous. If the vendor uses units of quantity then these units have to be uniquely defined on the delivery note. The units of quantity should concur with the units of quantity stated on the ERNI purchase order.

<b>Section B</b>	<b>Products</b>
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1. All products bought by ERNI have to be shipped in the packaging unit specified on the ERNI purchase order.
2. Each packaging unit has to be identified with a product label which includes the following information. The label information are exactly specified on the ERNI label specification.
  - ERNI product ID (part number)  
in human readable form and barcode (Code 128)
  - Quantity of the packaging unit  
in human readable form and barcode (Code 128)
  - Unit of quantity (e.g. pc = pieces)
  - Traceability date code (date when the parts were produced)
  - Additional listings (e.g. UL, CSA, UR, VDE etc.). Especially products with a UL-listing, the ERNI-label specification has to be considered.
  - Products which are delivered on coils, the continuous serial number has to be placed

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3. Instructions or other documentation which exist for a product (e.g. work's test certificates) have to be included within the packaging unit. They have to be in German language (or multilingual and German).

<b>Section C</b>	<b>Shipment</b>
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1. If an ERNI packaging specification exists for specific products bought from our vendors. Then the therein specified and agreed upon terms are applicable, as long as they are not in contradiction to this specification.
2. All products generally have to be packed in a manner that safeguards against damages of all kind. Thereby the vendor preferably uses packaging material which is recyclable (identified with the RESY-sign).
3. When shipping product, which is packed in plastic bags, the bags have to be made of transparent polyethylene (PET). Plastic bags are accepted only when delivered in cardboard boxes.
4. Coils are to be generally delivered lying flat down horizontally on pallets, in no case standing vertically.
5. The vendors have to use, if not otherwise specified, exclusively euro-pallets (1200x800x150 mm) according to DIN 15146, part 2 respectively UIC-standard 435/2 for shipment. The max. acceptable pallet height is 1.600 mm (including the pallet itself).
6. If a shipment for an ERNI purchase order consists of more than one packing unit, the vendor has to mark each packing unit continuously (1 of 3; 2 of 3, etc.)
7. Each packing unit has to be identified at least with ERNI product ID (6 digit part number), quantity, and unit of quantity. Products which are not accordingly identified will be rejected!
8. Unless otherwise explicitly specified the weight of the packaging units are not allowed to exceed the following limits:
  - Cardboard boxes, returnable plastic boxes 16 kg
  - Coils 20 kg
  - Pallets 500 kg
  - Skeleton container, box pallet 500 kg

<b>Section D</b>	<b>Notification of Shipment</b>
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1. Each shipment with more than 10 items has to be advised at least 48 hours before delivery. Please notify in written form to the following address:
  - **ERNI Production GmbH & Co. KG**  
Receiving dept.  
Phone: +49 / 7166 / 50-246  
Telefax: +49 / 7166 / 50-126  
E-mail: import@erni.de
2. Please advise the following information:
  - Name and ERNI vendor number of the supplier
  - ERNI purchase order number (P.O.#)
  - Delivery date (day and appr. time of delivery)
  - Quantity of packing units respectively pallets
3. For vendors without regular shipments it is possible to agree on a fixed delivery day.
4. Shipments that are delivered through forwarding agents can be advised by the forwarding agent.
5. The delivery of products for ERNI purchase orders is accepted only (except where otherwise specified on the purchase order) when delivered to:

**ERNI Production GmbH & Co. KG**

Im Ziegelhau 25  
D-73099 Adelberg  
GERMANY

If a different delivery address is stated on the purchase order, the vendor has to deliver the shipment to this address.

The delivery of shipments is accepted only during the following hours:

Monday – Friday	7:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.
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