



Transport and Packaging Requirements

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1 Basics

Validity

The Transport and Packing (T+P) requirements at hand are valid for all LUDWIG BECK AG contracts of sale. The T+P in their respective current form are part of our conditions of purchase and subsequently also any completed sales contracts (according to Sections 433 et seq. Civil Code (BGB)). They apply to all deliveries within the Federal Republic of Germany and are independent of the agreed conditions of delivery (PAID/ NOT PAID).

If further conditions have been agreed upon with the product vendor/ manufacturer (logistical services, price labelling, storage, etc.), they serve as a supplement to the Transport and Packing requirements.

Delivery and Invoice Addresses

Please note our different addresses for delivery and invoices! Please refer to our order form for the delivery address appropriate to your order. In case of ambiguity or for orders without a written contract, the following addresses apply:

Delivery Address:

LUDWIG BECK AG

Zentrales Warenlager

Peter-Henlein-Str. 15

85540 Haar

Telefon: 089-460901-10

Invoice Address (for goods and transportation invoices)

LUDWIG BECK AG

Warenwirtschaftsabteilung

Postfach 1160

85529 Haar

Telefon: 089 / 460901-10

Fax: 089 / 460901-36

Mail: WWA_Invoice@ludwigbeck.de

2 DELIVERY OF ORDERS

The supplier delivers the goods exclusively to the LUDWIG BECK Zentral-Warenlager in Munich/ Haar.

Upon receipt we shall acquire title of ownership to all goods delivered to the Zentral-Warenlager.

The delivery of the goods must follow the agreements of the order specifications for each receiving point (store), concerning date of delivery and conditions.

The deliveries of goods must be carried out separately for each store / order. In case of delivering "mixed consignments", the supplier will be charged with the costs for assorting the consignment that occur as a result.

For each store / order a separate delivery note must be generated. Collective delivery notes will not be accepted on principle.

The receipt of the goods is task of the "Wareneingang" (goods receiving department) of LUDWIG BECK. There the incoming goods are posted, which means also that the number of packages will be checked (acknowledgement of receipt for the freight forwarder) and the consignment note will be filed.

If quantities are incorrect and/ or goods are damaged, acknowledgement must be noted upon the consignment note.

The purchaser will check the delivery of goods to verify whether it is consistent with the delivery note. In case of a discrepancy, the supplier will be noted immediately.

In principle the standard packaging of the Supplier will be used as transportation container for the goods. The Supplier is obliged to pack and deliver the goods in a way that meets the requirements of the various products.

The supplier commits himself to carry out the price labelling of his goods according to the standards of LUDWIG BECK (goods ready for selling) and to bear these costs.

3 DELIVERY NOTE AND INVOICE

Delivery note and Promotional Material

As a matter of principle, **no delivery will be accepted without a delivery note.**

Arising costs for return freight, including an administrative charge, will be charged to you.

The delivery note, **inserted in a special pocket, must be attached to a package in a well visible position on the outside of the pallet.** In case of hanging garment distribution, the delivery note pocket must be **securely** positioned on the outside of the first pack.

IT IS ESSENTIAL that neither delivery notes nor invoices are located between the packages of the delivery. Our processing of incoming goods does not allow screening packages for documents!

The EDI delivery note (DESADV) has to be transmitted electronically to LUDWIG BECK by the latest at the time of delivery. Transmission prior to delivery is preferred.

CONTENT of the delivery note

Each page of the delivery note **MUST** contain:

- Goods from only **ONE** order
- **Our** LUDWIG BECK Order / contract number
- **Article number, article description** (in the case of clothing, color number and size)
- **Number of pieces delivered**
- Special remarks/ identification

Promotional Material

Consignments of promotional material must be clearly identified on the outside of the package,

Delivery notes and invoices (as applicable) must be clearly identified with **the comment 'promotional material'** on the cover sheet

Invoices

Basis of a supplier's invoice/ credit note is the sale/ exchange of supplier's articles in a LUDWIG BECK store.

The invoice/ credit note amount is calculated based on the purchase value and eventually changes in the price of the transferred article data. The sales data / exchange data will be transferred via Sales report to the supplier either daily, weekly (Mondays) or monthly and on the first working day of the following month.

Based on this data, Warehouse contract suppliers commit themselves to transmit the billing and crediting data by EDI-Invoice and to send a conventional paper bill simultaneously.

Please make sure to send invoices separately to our invoice address as listed above (see 1. BASICS).

If the delivery note is included on the invoice, please ensure that the requirements for both, delivery notes and in addition the requirements for the content of invoices are complied with.

IT IS ESSENTIAL that neither delivery notes nor invoices are located between the packages of the delivery. Our processing of incoming goods does not allow screening packages for documents!

Content of the invoice

Each page of the invoice must include:

- Your delivery note number
- Please send us ONE appropriate invoice per delivery note
- Our LUDWIG BECK **Order / contract number**
- **Article number, article description** (in case of clothing, color number and size), **purchase**
- **Price (EK), discounts or special conditions** where appropriate
- **Number of pieces delivered**
- **VAT number**
- Your current **bank details**
- In case of **WAREHOUSING INVOICES**, the invoice **must** include our Sales Report Number and date
- As appropriate, special remarks/ labels

4 TRANSPORT

LUDWIG BECK has contracted its own forwarding, logistics and warehouse insurance (SLVS) and is a customer that waives insurance by third parties. Our suppliers are free to insure their consignments at their own cost. We will not accept any insurance costs in invoices.

Advance deliveries require our explicit previous written agreement.

Advance Advice/Dispatch Note

In order to minimize the goods processing time, we would appreciate advance notice of your consignment at least **2 days before** delivery. This applies to all deliveries to the delivery address you find below.

Please send us a copy of your original delivery note at least **2 days before** delivery of the goods, marked 'Advance delivery note' or send us a fax copy to the following Email-address or fax number:

LUDWIG BECK AG
Zentrales Warenlager

Peter-Henlein-Str. 15

85540 Haar
Fax: 089 / 460901-36

or electronically to the following E-mail address
avis@ludwigbeck.de

5 ORDER PICKING OF GOODS

Delivery note, packing slip, freight and accompanying documents etc. all must contain the details necessary to facilitate an orderly intake control. These include in particular our

- **Order number,**
- **Delivery conditions,**
- **Number** of packaging units in the consignment, or for hanging garments, **the number of pieces** and
- **the dispatch or delivery note number.** (for example: 1 of 8, 2 of 8 etc. 8 of 8)

The delivery note, and as appropriate the invoice must be attached to the outside of the relevant package, at a prominent place in a clear plastic sleeve.

Branch Order Picking

Where no branch order picking has been agreed with you, all items must be **packed according to article type and color, within increasing size groups**. The order of the articles must be identical with the order of the delivery note.

In case of branch order picking, the following points must be ensured:

- **one delivery note for each consignment**, i.e. **no individual delivery note** for each branch, and
- **one invoice for each consignment**, i.e. **no individual invoice** for each branch.

Centralized delivery to the above-mentioned delivery address (see 1. BASICS) is mandatory for branch order picking.

6 PICE-/ SEASON LABELING, ARTICLE SURVEILLANCE

The supplier commits himself to carry out price labelling according to his own standard for his goods at his own costs.

7 FREIGHTS

We will pay transportation costs where appropriate, as agreed under the contract's transport conditions or as agreed with you in the general terms (PAID/ NOT PAID).

Higher transport costs incurred through changes in the means of shipment (e.g. air freight, express) will only be recognized when we have agreed to this means of shipment in writing.

The supplier must bear any additional costs for freight, postage, associated charges as well as for damages and delays which occur as a result of disregarding our transport and packing requirements.

Prior carriage charges will not be recognized.

Any packaging costs listed in the invoice will not be recognized.

Freight and Accompanying Documents

Proper freight and accompanying documents must be given to the contract carrier.

The freight / accompanying documentation must include the following basic information:

- Number of packaging units / number of pieces in the consignment
- Total weight of the consignment
- LUDWIG BECK-order number

Dispatch and dispatch processing

UNPAID-Consignments are given to our contracted carrier (see below) who then invoices us directly.

Should **UNPAID** consignments **not be given** to our contracted carrier, the 'carriage paid' condition remains — meaning the sender bears the transport costs.

Our contract carriers **must be properly notified** of the consignment **in due time** (by fax, electronic transmission), so they can collect the consignment.

DTL Deutsche Textil Logistik GmbH

Please refer to the DTL directory to find your local and appropriate DTL branch under www.dtl.de.

Hanging Garment distribution

Consignments of hanging garment should be passed directly - without additional costs or the engagement of an intermediate carrier - as 'Unpaid' to the

DTL Deutsche Textil Logistik GmbH.

Please refer to the DTL directory to find your local and appropriate DTL branch under www.dtl.de.

Quality of Packaging

An adequate, transport safe, environmentally sound and recyclable packaging must be chosen for all modes of dispatch.

Pallets must be **fully protected (also from above)** from unauthorized access with plastic foil (see General German Freight Forwarders' Conditions (ADSp) point 6.2.2 as of 0101.1999). Damages occurring during transportation as a result of inadequate packaging must be borne by the supplier according to Sections 411, 427 Commercial Code (HGB) and the General German Freight **Forwarders'** Conditions (ADSp).

Types of Packaging

Hanging

Clothing must be hung on hangers as per "Rationalization recommendations for the efficient use of clothes hangers in the garment industry" („Rationalisierungsempfehlung für den effizienten Einsatz von Kleiderbügel in der Bekleidungswirtschaft“) and packaged in bundles of 5 to 10 pieces in recyclable or reusable see-through plastic bags which are sealed at the bottom.

Cartons

Standard cartons palletized to a maximum height of 1.7 m including pallet, overhangs are not permitted. Only half or Euro-pallets are to be used. **No clothes hangers** are to be inserted in goods that are horizontally transported.

Tacking back Sales Packaging

We have instructed Vfw GmbH to take back our used, completely emptied sales packaging without green dot. You may hand sales packaging over to Vfw GmbH at no charge.

8 RETURNS

Costs arising from returns necessitated by the supplier are payable by him. They will be returned to the supplier at his risk.

Such returns include:

- goods that were delivered despite a cancellation,
- non-compliance with the delivery
- date,
- excess and incorrect deliveries and
- failure to identify the order number.

9 OTHERS – HANDLING OF SPECIAL LOGISTIC CASES

Goods are delivered damaged

If goods are delivered with damages to the customer, the “Wareneingang” (goods receiving department) at LUDWIG BECK will create a notice of damage that will be transmitted immediately to the supplier.

In case of little damage, the goods will be sold at a discount price, otherwise the goods will be given back to the sales representative of the supplier or will be returned as usual.

Quantity / Content different from Delivery Note

The products will not be returned. Deviations will be noted in the delivery note and immediately transmitted by fax or electronically to the supplier.

The supplier will name the fax number/ Email address and the contact person to LUDWIG BECK.

Die deviations must be corrected immediately in the vendor managed inventory, so that differences between both inventories (LUDWIG BECK / Supplier) will be avoided.

10 FINAL CLAUSE

It is strongly advised that our transport and packing requirements are adhered to. Furthermore, we reserve the right to charge the originator for any additional administrative expenses caused by violation.

Should you have any queries regarding our transport and packing requirements, please get in touch with our logistics department before dispatch of the order (see 1. BASICS).