

# Delivery and indication guideline for goods and provisions

The logo for PARTZSCH, consisting of the word "PARTZSCH" in a bold, blue, sans-serif font, enclosed within a blue rectangular border.

**The present guideline is valid for each delivery and without keeping exception!**

**[Registration form for goods and deliveries – click here!](#)**

## 1. Delivery address

For the delivery of materials, the following address is always to be indicated completely and well readable on all delivery notes and shipping document. Registration also takes place only at this address.

Zentrallager PARTZSCH - Halle 16  
PARTZSCH Elektromotoren e. K.  
Richard-Köberlin-Straße 16  
04720 Döbeln

The final unloading point (production hall) is locally announced and can deviate from above mentioned address.

## 2. Conditions for acceptance

Goods deliveries and provisions relating to orders are assumed only at height of the order quantity. Residues will return with costs.

Provisions are assumed only if the job is already official announce in form of an order or delivery schedule at company PARTZSCH. For **every** planned delivery (delivery of goods or provision of goods), [the attached registration form](#) must be used in accordance with the order or offer.

A storage of material provisions before the job start is free up to max. 10 working days, afterwards fees at a value of 14,50 € per square meters and begun work week will incurred. Special features for the storage must also indicated exactly (e.g. corrosion protection, temperature protection, etc.) A liability for accidental loss or deterioration of the goods by PARTZSCH is excluded in this case.

Residues from provisions will return at the expense of the customer.

Deliveries must be notified 48 hours in advance by e-mail at following address:  
[goods.declaration@partzsch.de](mailto:goods.declaration@partzsch.de)

## 3. Documents and specifics

The receipt of goods is only possible if the following documents are attached to the delivery:

- Delivery note
  - Order number (EAB...)
  - Customer name
  - Material description
  - Quantity
  - Unit
  - Weight

- Dimension
  - Specifics (unloading, storage, ...)
- Waybill (national/ international)
  - Packing list for mixed deliveries
  - Safety data sheets for dangerous materials
  - Customs documents for import goods

#### 4. Times for goods reception/accessibility

The following times must be kept for the delivery of goods:

Monday until Thursday	07:00 am until 09:00 am 09:20 am until 12:30 pm 01:00 pm until 03:30 pm and
Friday	07:00 am until 09:00 am 09:20 am until 12:00 pm

Accessibility:

Email: [goods.declaration@partzsch.de](mailto:goods.declaration@partzsch.de)

In the order of goods receipt, it could be possible, that appointment bookings within the agreed time window are always attended before a possible waiting list.

Sooner or later arriving deliveries can be assumed only in tuned individual cases. PARTZSCH is entitled to invoice any additional expenses arising from this.

#### 5. Information for delivery

During the delivery the trucks will basically laterally unload. An unloading of luggage/ container vehicles is possible only in exceptional cases and after previous clearance with company PARTZSCH. In this case as well, company PARTZSCH is entitled to charge for any resulting additional expenses.

When receiving the goods, the number of delivered load carriers (racks, pallets, lattice boxes, boxes, carton) as well as the external integrity of the shipping package are receipted. If any damage can be detected at the delivered goods, the driver must confirm this for company PARTZSCH on the delivery note. In addition to the driver's signature, at the same time his full name must be clearly legible in block letter.

#### 6. Packaging units

Each bundle must be clearly visibly from the outside in at least one of the two faces by article number and quantity of the packaging unit. Additional instructions are to be considered mandatory. Packaging units in which the load center is off-center of the load carrier, a marking with the center of gravity according to DIN 55402 Part 2 is to be marked. For mixed deliveries it is necessary to add part list.

## **7. Loading equipment and packaging**

Deliveries, which are made on euro-pool pallets 1,200 x 800 mm, must be exchangeable after UIC directive 435-4. Euro-pool pallets are exchanged, if they have no damages, directly after the delivery.

Coils of electricals sheet must be delivered at standard packaging H1 wooden pallet ...COIL hollow... with max. 5 tons. Inclined loads by slipping, damages by influences of the weather, mechanical load as well as transport damages are to be excluded by effective transport locks. For a sufficient pallet protection by stretch foil must be ensure a firm composite with the charge carrier. Re-usable packaging must be shown (delivery note, empties delivery note).

## **8. Request of material for the technical subsequent treatment**

All delivered materials (goods delivery or provisions) must ensure a perfect immediate processing in type and form, without an additional manual editing becomes necessary. Materials, which do not indicate this quality, could lead to complaints.

## **9. Valid packing materials and packagings**

Valid materials are cardboard boxes, slides, steel strips or plastic tapes (PE), wooden boards and labels, which do not obstruct the material recycling. Bonding material is not certified. The direct packaging of the commodity in the form of single and/or collecting packagings is part of the supplier. By the selection of the appropriate packaging, loading unit backup and load equipment, the supplier has to ensure that the commodity can reach their target in perfect condition. The appropriate regulations from the cycle economic law and the packaging law are valid. All materials used for packaging are to be indicated in accordance with the legal specifications by the appropriate valuable material symbols unique.

## **10. Deviations/ conditional acceptance of goods**

Deliveries deviating from this guideline are associated with a considerable additional expense in the receipt of goods by the company PARTZSCH. Therefore, in all cases of derogations from this guideline, company PARTZSCH is in principle entitled to refuse to accept the goods or to invoice the supplier for the resulting additional work required.

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