



Komponenten • Lösungen • Systeme



General Delivery Specification

Marktbreit, August 2023

General Delivery Specification

1. General

The General Delivery Specification is to deepen the partnership-based cooperation between our two companies and to define your deliveries to GOK Regler- und Armaturen-Gesellschaft mbH & Co. KG (subsequently referred to as "GOK"). This shall be a binding document, shall part of the purchase contracts concluded between both companies and shall apply to all deliveries, unless alternative arrangements are made in writing. If the Delivery Specification is not complied with, please see point 6.

2. Conditions of Delivery

2.1 Delivery Address

All deliveries to GOK must be addressed as follows:

GOK Regler- und Armaturen-Gesellschaft mbH & Co. KG
Goods Inward
Obernreiter Straße 2-18
97340 Marktbreit/Germany

2.2 Delivery Times

Please note the following goods acceptance times which are to be communicated to your carrier and/or freight-forwarder:

| Weekday | Morning | Afternoon |
|-----------|---------------------|---------------------|
| Monday | 07:00 AM - 12:00 PM | 12:30 PM - 04:00 PM |
| Tuesday | 07:00 AM - 12:00 PM | 12:30 PM - 04:00 PM |
| Wednesday | 07:00 AM - 12:00 PM | 12:30 PM - 04:00 PM |
| Thursday | 07:00 AM - 12:00 PM | 12:30 PM - 04:00 PM |
| Friday | 07:00 AM - 11:00 AM | ---- |

Please remember that no parking facilities are available for HGVs in the direct vicinity of the business premises.

2.3 Choice of Freight Forwarder

In principle, the "DDP (free domicile, duty paid)" condition of delivery shall apply. If an alternative condition of delivery is agreed with the supplier by way of exception, please note the procedures described under points 2.3.1 and 2.3.2.

2.3.1 Package Consignments (up to 20 kg)

Package consignments shall be subject to individual agreements. In the event of non-compliance, the extra costs shall be at the supplier's expense.

2.3.2 Freight-Forwarding Consignments Requiring Registration

Registration by e-mail to einkauf@gok.de with the following details:

- collection address
- amount of pallets
- total weight
- content of the consignment with GOK item numbers
- collection times
- contact person for enquiries

2.4 Advising of Consignments

In principle, all consignments must be advised.

Please register yourself (or your freight forwarder) 48 hours prior to delivery by e-mail to wareneingang@gok.de or by **fax to +49 (9332) 40441** with the exact consignment details (amount of pallets, content etc.). You will then be provided with a reliable unloading time frame in return. GOK reserves the right to refuse the acceptance of non-registered deliveries or deliveries which do not arrive on time, or to temporarily store them elsewhere. Handling and storage costs incurred to that end shall be at the supplier's expense.

2.5 Consignments of Hazardous Goods

If the goods to be delivered are hazardous, they must be labelled in accordance with the regulations. An ADR-approved carrier is to be engaged to perform dispatch.

3. Documents

3.1 Documents to Accompany Consignments

Compulsory information for delivery notes:

- delivery note number as 128-B barcode
- return address
- GOK delivery address
- GOK item number as 128-B barcode
- name of article
- GOK order number as 128-B barcode
- delivery quantity as 128-B barcode
- delivery unit
- amount of packages in the consignment
- net + gross weight
- delivery date
- In the event of hazardous goods: hazardous goods class
- name of the freight forwarder / forwarding company
- contact for enquiries with the supplier

The delivery note is to be attached so that it is clearly visible and accessible from the outside. If a delivery consists of several packages, the package containing the delivery note is to be clearly labelled accordingly on the outside.

3.2 Documents to Accompany Products

Documents for the corresponding consignments (materials certificates, certificates of conformity, data sheets etc.) are to be sent to the following address in PDF format in advance: materialzertifikate@gok.de

This e-mail must contain the following information: GOK item number + GOK order number

The documents to accompany products must be in the possession of GOK on the day of the delivery.

3.3 Assembly and Operating Manual

In principle, the assembly and operating manual is to be included with the delivery. The assembly and operating manual must be enclosed directly in individual packagings.

4. Packaging

Sect. 411 sentence 1 HGB (German Commercial Code) defines the packaging obligations.

"In so far as the goods, in view of their nature and of the agreed type of transport, require packaging, the sender shall package such goods in such a way that they are protected against loss and damage and that the freight forwarder suffers no detriment.

If the goods are forwarded for transport in a container, on a pallet or on other loading equipment which is used for the securing of freight items, the sender must stow and secure the goods on the loading equipment in such a way that they are safe for transport."

Approved types of packaging:

- EURO-pallet
- lattice box
- disposable pallet
- bag
- carton
- re-usable packaging (in arrangement with GOK)

Approved packaging materials:

- air cushion
- stretch film
- welding film
- wrapping paper
- airpack

The packaging material must not contain any harmful substances.

In general, the use of disposable packaging materials is to be kept to the minimum.

The supplier has to comply with the guidelines of the German Packaging Ordinance (VerpackV), and GOK therefore assumes that the supplier is registered with an authorised provider of environmental services. According to the VerpackV, GOK reserves the right to return transport packaging and sales packaging to the supplier.

Package unit

- The items are to be packaged according to type in the same packaging units
- Changes to the packaging units only after consultation with purchase department of GOK
- Remaining quantities are to be labelled separately
- The maximum weight per carton shall total 20 kg

4.1 Pallet Shipping

- The pallets must not be stacked up.
- Defective pallets shall not be exchanged.
- Mixed pallets are to be avoided. If this is not possible, the goods must be packaged and labelled according to type.
- Maximum weight/height:
 - max. weight: 500 kg,
 - max. height: 1.40 metres (including pallet) (**Please note: with deliveries of cardboard packaging, up to 1.80 metres**)

5. Labelling

In principle, each item of packaging must be clearly labelled.

Sect. 411 sentence 2 HGB defines the labelling obligation:

"The sender must furthermore label the goods if their contractual handling requires it."

The following details must always be provided on the carton and transport label:

- GOK item number*
- GOK order number*
- quantity*
- drawing index (version)
- batch (if available)
- optional: durability (on demand of GOK)
- optional: serial number (on demand of GOK)
- delivery date
- name of article
- name of supplier

*These details shall be additionally required on the labels as 128-B barcode.

Please use a label according to „VDA“.

6. Consequences of Non-Compliance

Incoming goods at GOK shall monitor compliance with the delivery specifications. Infringements of the delivery specifications shall be recorded and incorporated in the assessment of the supplier. In addition to this, the supplier shall be charged for the arising additional expenditure with a minimum cost lump sum of € 50.00.

7. Other Applicable Regulations

- General Purchasing Conditions
- Quality Assurance Agreement
- Buffer Storage Agreement
- Standard Agreement
- Technical Specifications

GOK Regler- und Armaturen-Gesellschaft mbH & Co. KG
Oberebreiter Straße 2-18
97340 Marktbreit / Germany

as of August 2023