

General shipping instructions

Valid from: 07/2010

Version: 4.0

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Revision history

Version	Änderung	Erstellt / Geändert	
		Datum	Name
1.0	First issue	19.11.2007	SnRg
2.0	New address Wilsdruff	23.07.2009	SeDa
3.0	Update Contact persons	18.03.2010	SeDa
4.0	Update Contact persons	28.06.2010	TsGf

1. Validation

The present shipping instructions apply for all suppliers of the plants of ads-tec GmbH until further notice.

Prescribed forwarders

2. General cargo (> 30 kg), partial and complete shipments

International shipments are handled by the forwarder Kühne + Nagel. The contact persons depend on the supplier's home country and can be obtained from the local forwarder subsidiaries. (<http://www.kn-portal.com/>)

3. Small shipments

3.1 International:

Shipments from the European countries up to a gross weight of 30 kg, have to be dispatched exclusively with **UPS Express**. The shipments must be separated according to the General Packing Instruction.

- Package sizes: according to General Packing Instruction; max. 600 x 400 x 400 mm (LxWxH) and 15kg.
- Registrations from foreign countries via the national UPS service-number
- **See Annex 2 for the UPS client-numbers of the local plants and divisions of ads-tec**
- Small shipments have to be dispatched without sub-pallet. Exceptions must be shipped with the responsible regional forwarding agency and the reasons for the exception have to be stated and noted in the bill of lading.
- Dispatch service: foreign shipments with "UPS Worldwide Express Saver". Other service only with written permission of ads-tec.

3.2 Delivery terms:

Deliveries shall be effected according to the agreed Incoterms. The payment of that part, which ads-tec pays the costs, will be effected between the forwarder and ads-tec directly.

4. Transportation of machines and/or facilities (oversize)

These transports must be cleared with the transport management of ads-tec. (see Annex 1)

5. Registration with the forwarding agent

The shipment according to section 2 must be registered until 10 o'clock at the day of the shipment by fax or email if the forwarder is agreed.

Requirements for the registration:

- a. exact pickup address and time
- b. Weight, quantity und measurements of the packages as well as their stackability and necessary their hazardous class
- c. detailed informations for the required vehicle (auto-hoist, cooling, etc) and of the type of loading (fork-lift, crane, etc.)
- d. delivery address with detailed informations of the place of unloading
- e. Invoice and Packing List for export and customs purposes

6. General informations and consequences of non-observance

- **All additional costs created through non-compliance with these Delivery Instructions will be charged at the burden of the supplier, particularly:**
 - **the assignment of the wrong forwarder**
 - **the assignment of the wrong service**
 - **costs, resulting of wrong shipment registration and incorrect transport documents**
- **We will not accept any kind of freight costs by third-party forwarding agents**
- **We will not accept any kind of freight costs, which the supplier bills to ads-tec**
- **In principle, no shipments with cash on delivery are to be dispatched**

Annexes

Annex 1: Ansprechpartner / Contact person

Transportkoordinator / Transportmanagement		
	Mr. Große-Ophoff	Tel.: +49 711 45894-434 Fax: +49 711 4409881 Email: T.GrosseOphoff@ads-tec.de
Wareneingang / receiving department		
Leinfelden-Echterdingen	Mr. Cevher Mr. Tosun	Tel.: +49 711 45894-132 Email: O.Cevher@ads-tec.de
Ostfildern-Ruit	Mr. Pasch	Tel.: +49 711 45894-114 Email: M.Pasch@ads-tec.de
Wilsdruff	Mr. Meltzer	Tel.: +49 35204 391-281 Email: U.Meltzer@ads-tec.de
Versand / shipping department		
Leinfelden-Echterdingen	Mr. Cevher Mr. Tosun	Tel.: +49 711 45894-132 Email: O.Cevher@ads-tec.de
Ostfildern-Ruit	Mr. Pasch	Tel.: +49 711 45894-114 Email: M.Pasch@ads-tec.de
Wilsdruff	Mr. Haase	Tel.: +49 35204 391-253 Email: L.Haase@ads-tec.de
Lager / Warehouse		
Leinfelden-Echterdingen	Mr. Papadopoulos	Tel.: +49 711 45894-269 Email: G.Papadopoulos@ads-tec.de
Ostfildern-Ruit	Mr. Pasch	Tel.: +49 711 45894-114 Email: M.Pasch@ads-tec.de
Wilsdruff	Mr. Barth	Tel.: +49 35204 391-280 Email: R.Ebersbach@ads-tec.de

Annex 2: UPS client-numbers of the local plants and divisions of ads-tec

Location	Address	Customer ID
Leinfelden-Echterdingen	ads-tec GmbH Raiffeisenstr. 14 70771 Leinfelden-Echterdingen	617V00
Ostfildern-Ruit	ads-tec GmbH Senefelder Str. 19 73760 Ostfildern-Ruit	0V5699
Wilsdruff	ads-tec GmbH Dresdner Tor 1 01723 Wilsdruff/Kesselsdorf	ER6880