



Directorate General Customs and Taxation
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Transport and packaging guidelines (TuV) of Ganter Interior GmbH

Ganter Interior GmbH has been AEO F certified since 27.06.13.

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Ganter Interior GmbH's goods receiving times are from Monday to Friday from 7:30 am to 12:30 pm and from 1:00 pm to 4:00 pm. Goods are not accepted on public holidays.

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1. Fundamentals

The following transportation and packaging guidelines (TuV) are an integral part of the terms and conditions of purchase and contracts with Ganter Interior GmbH, irrespective of the agreed delivery conditions. They must be complied with. The supplier is responsible for compliance with and implementation of the T&Cs. Any violations could have a negative impact on the supplier assessment. Ganter Interior GmbH reserves the right to pass on any costs incurred as a result of non-compliance, as well as any resulting processing fees, to the party responsible.

- 1.1. Earlier versions of the TuV are no longer valid.
- 1.2. Deliveries to Ganter Interior GmbH or to all branches of Ganter Interior GmbH must be made with the agreed shipping conditions.
- 1.3. Transportation costs shall be borne by Ganter Interior GmbH in accordance with the agreed delivery conditions.
- 1.4. The T&Cs lose their validity if Ganter Interior GmbH stipulates otherwise in individual cases.
- 1.5. The supplier is free to insure the consignments at its own expense.

However, insurance costs invoiced to Ganter Interior GmbH will not be recognized.

- 1.6. Deliveries must be made using a means of transportation suitable for the goods.

2. Shipping and transportation

2.1. General conditions between supplier, logistics service providers and Ganter Interior GmbH

- 2.1.1. In the case of the shipping conditions "freight collect" or "ex works", transportation must only be by the forwarding agent commissioned by Ganter Interior GmbH.
- 2.1.2. Higher transportation costs due to transportation by a service provider other than that specified by Ganter Interior GmbH shall be borne by the supplier.
- 2.1.3. Deviations and special cases regarding the assumption of costs are generally in advance with the responsible contact person at Ganter Interior GmbH.
- 2.1.4. Special and express transports must be coordinated with the responsible person in charge. Without their written approval, no special trip at the expense of the Ganter Interior GmbH - in principle, special trips must be notified in writing in advance. Costs for special trips are then distributed according to the polluter-pays principle.



2.2. Notification of readiness for dispatch

2.2.1. In order to be able to carry out efficient transportation planning, the following information must be sent to the project manager in good time:

- Type of package (loading equipment)
- Number of packages and their dimensions
- Gross weight per package
- Type of shipment (parcel or freight shipment)
- Different charging points

2.3. Choosing the right package

2.3.1. Parcel shipments

2.3.1.1. A parcel shipment may not exceed a total gross weight of 30 kilograms.

2.3.2. Freight shipments

2.3.2.1. Consignments with a total weight of more than 30 kilograms must always be loaded onto undamaged pallets. If no special instructions have been given by Ganter Interior GmbH, these consignments will be transported as general cargo. The sender must ensure that the packaging is suitable for general cargo, see 3.3. and 3.4.

2.3.2.2. Consignments of goods that are transported directly to construction sites must always be packed on disposable load carriers. These load carriers will not be exchanged.

Only deliveries that are transported directly to Ganter Interior GmbH can be packed on Euro pallets. These Euro pallets will be exchanged in the course of delivery or at a later date.

2.3.2.3. The packages are to be handed over exclusively to the commissioned logistics service provider. The shipping costs shall be settled between Ganter Interior GmbH and the service provider.

2.3.2.4. The packing of goods in special containers (glass racks, lattice boxes, hazardous goods containers) must be agreed separately with the project manager. See 3.4.

2.4. Shipping of dangerous goods

The regulations for the transportation of dangerous goods and limited quantities [Limited Quantity (LQ)] must be observed. The supplier shall be liable for all Damage resulting from non-compliance with legal regulations, in particular from the guidelines of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) valid at the time of transportation.

- 2.4.1. Only type-approved containers must be used for the transportation of dangerous goods in accordance with the regulations of the respective dangerous goods class of the ADR.
- 2.4.2. The required ADR transport documents must be handed over to the freight forwarder.
- 2.4.3. All packages must be marked on the outside with the prescribed hazard labels.

2.5. Delivery address

- 2.5.1. The exact delivery address is specified in the order or by named separately by the project manager. All packages must be l a b e l e d with the delivery address.

3. Packaging

3.1. General

Sufficient packaging appropriate to the goods and safe for transportation must be selected for all types of shipment. Transport damage resulting from inadequate packaging and not recognized by insurers shall be borne by the supplier.

- 3.1.1. Goods must be labeled as shown on the delivery bill.
- 3.1.2. The delivery of partial quantities should generally be avoided. If the target quantity cannot be achieved on the agreed delivery date, a partial delivery must be clarified with the project manager. The delivery documents must be adjusted accordingly.
- 3.1.3. When packing the goods in closed containers (cardboard box, crate), the following should be used
packed at a protective distance. Bubble wrap, air cushions or paper are suitable as protective padding. For larger goods, additional edge protection should be used, especially for goods that are transported as general cargo.

3.2. Packages

- 3.2.1. Always use new cardboard. Cardboard that has already been used may have lost its protective function.
- 3.2.2. Pack the cardboard boxes in a tamper-proof manner. Possible access attempts



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must be immediately recognizable (packaging or strapping is damaged).

3.2.3. The parcels must be marked with the details of the sender and recipient (customer).

be labeled.

If the consignment consists of several parcels, this must be made clear. Example:



- 3.2.4. As soon as a delivery comprises several parcels, the delivery bill with In addition to the total quantity, packing lists showing the quantity per carton must also be available.

3.3. Pallets

- 3.3.1. All shipments must be delivered on undamaged pallets.
- 3.3.2. The pallets must be assembled without overhangs to form a compact, secure transport unit, which is also packed and secured for safe transportation.

Example:



- 3.3.3. Article items may not be distributed in partial quantities over several pallets if they fit as a total quantity on one pallet.
The labeling of the pallet must be clearly visible.
- 3.3.4. The weight of the consignment must be evenly distributed on the pallet so that it is not exposed to any risk of tipping during the loading and unloading process.

3.4. Special packaging

3.4.1. Wooden crates

- 3.4.1.1. Deviating loading aids are only to be used for bulk or long goods or are planned for onward shipment by air or sea freight (see 3.5).

For the delivery of articles with a length of more than 120 centimeters, the supplier must select the load carriers and packaging in such a way that safe transport of the goods is guaranteed.

- 3.4.1.2. Wooden crates are screwed together, nails are not to be used. They must also be enclosed with strapping tape.
- 3.4.1.3. The wooden crates must be constructed in such a way that transportation by Ideally, they can be driven under from both sides.
- 3.4.1.4. Appropriate warning labels must be sprayed onto the wooden crate if these instructions are used.

Example:



3.5. Air and sea freight shipments

- 3.5.1. Consignments intended for transportation by air or sea freight must generally be packed in wooden crates. The import regulations of the respective receiving country with regard to wooden packaging must be observed. Any treatment methods for wooden packaging must be implemented.
- 3.5.2. The goods must be enclosed and padded inside the crates (see 3.1.3.), dry bags must be placed in the crates.

4. Accompanying papers and documents

The freight forwarder must be provided with proper freight and accompanying documents.

4.1. Bill of lading

4.1.1. The forwarder, carrier or logistics service provider must be provided with a transport order for each shipment.

4.1.2. The following details must be included in the transport order:

- Sender (supplier), address with supplier number
- Receiving address
- Order number of Ganter Interior GmbH
- Number of packages
- Total weight of the shipment
- Handover or dispatch date of the consignment

4.2. Delivery bill

4.2.1. An original delivery bill must be enclosed with each shipment. The delivery bill must be attached to the package so that it is clearly visible and protected from the weather.

4.2.2. Goods that are delivered directly to customers, final recipients or other suppliers must be accompanied by a delivery bill from Ganter Interior GmbH.
This is provided by the project manager.

4.2.3. For shipments directly to Ganter Interior GmbH, the supplier must provide a delivery bill.

4.2.4. The delivery bill must contain the following details:

- Order number from Ganter Interior GmbH
- Customer of Ganter Interior GmbH
- Item number from Ganter Interior GmbH, if available
- Article text
- Delivery quantity
- Delivery note number and possibly shipment number
- Country of origin of the goods

if relevant:

- Customs tariff number of the articles
- Dangerous goods class, UN number or packing group

4.3 Other accompanying documents

4.3.1 If other accompanying documents are required, e.g. for the transportation of dangerous goods, these must be provided by the sender (see 2.4.).

Any consequential damage resulting from inadequate documentation in the shipping documents will be charged on in accordance with the "polluter pays" principle.

4.4 Export documents

4.4.1 Ganter Interior GmbH provides appropriate export documents for deliveries of goods to third countries.

4.5 . Origin of goods with preferences

4.5.1 Supplier declarations must be provided by the supplier. The supplier is responsible for the accuracy of the declarations submitted to the recipient and the customs authorities. An incorrectly completed supplier's declaration may have consequences under tax law, civil law and/or criminal law.

4.5.2 Further evidence such as certificates of origin must be provided if required.

4.5.3 In the event of non-compliance with this obligation, the supplier shall be liable for any damage incurred by Ganter Interior GmbH as a result and for additional claims for foreign customs duties.

4.5.4 A copy of requested certificates must be enclosed with the shipment of goods, even if the original is sent separately by post to Ganter Interior GmbH.