

Delivery and packaging instructions

The following provisions form part of the general terms and conditions of purchase of X-Compound GmbH and apply to all deliveries. Deviations shall be regarded as defects in quality insofar as they have not been agreed to individually or if X-Compound has not expressly approved such deviations beforehand.

We reserve the right to charge the additional handling costs incurred due to our instructions being disregarded to the account of the Supplier.

Our incoming goods department shall be notified telephonically at +41 62 869 10 34 of shipments with a gross weight in excess of 4,0 tonnes, and / or which exceed a delivery volume of 4m³, as well as the delivery of raw materials, prior to the day of despatch.

1. Contents of the delivery documentation

1.1 The delivery note shall contain (to be issued in accordance with DIN4991)

- X-COMPOUND order number
- Delivery note number
- Delivery note date
- Item designation of the supplied goods
- Delivery quantities
- Quantity and type of the load carriers used
- Total gross weight including unit
- Name and address of the Supplier including a contact person for possible enquiries
- Shipping method
- Conditions of delivery in accordance with Incoterms 2010
- Special instructions such as
 - Information regarding the expiry date/date of manufacture in the case of products with a limited time of usability,
 - Batch information,
 - Factory or serial number,
 - TÜV (Technical Inspection Authority) approval,
 - Certificates of origin
 - Inspection certificates,
 - Safety data sheets in the case of hazardous substances

2. Delivery specifications

Delivery address: X-Compound GmbH, Hardmatt 932, CH-5082 Kaisten

2.1 Unloading of trucks by means of forklift

- Unit weight less than 4,0 t
- Assurance that truck can be unloaded on both sides
- All packages to be placed on squared timber, in order to assure that forklifts may be used
- The centre of gravity is identified on the material.
- The goods must be separated physically from other items
- Should the nature of the goods not be suitable for unloading by means of a forklift, then the material shall be supplied on pallets in order for the load not to be damaged by its own weight

2.2 Unloading of trucks by means of overhead crane

- Unit weight less than 16,0 t
- Max. overall height of the truck: 3,80 metres
- Assurance that the truck tarpaulin can open completely (Edscha roof)
- The attachment points for unloading may not be located beneath the retracted Edscha roof.
- Goods are to be equipped with eyebolts for unloading
- The centre of gravity is identified on the material.

Should these instructions be disregarded, we reserve the right to return the goods for reloading at no cost to X-COMPOUND. This rejection does not constitute a refusal of acceptance.

3. Packaging specifications

3.1 Basic principles

- Suitable packaging protects employees from industrial accidents and the material from being damaged, as well as incorrect handling.
- The Supplier is responsible for ensuring that the general and specific packaging instructions are adhered to.
- We reserve the right to inspect the packaging at the supplier at any time.

3.2 Packaging materials

- All timber used (including crates, pallets, dunnage) is to be treated in accordance with the IPCC standard and marked accordingly.
- Padding paper, air bags and bubble wrap are to be used as padding and void-filling material.
- Foam sheeting, foam mats, styrofoam chips, excelsior, straw are not acceptable.

3.3 Exchange of Europool pallets

- As a rule, exchange is carried out on delivery.
- An exchange is rejected in the event of damaged Europool pallets being delivered.
- Should an exchange of Europool pallets not take place on delivery, this must be acknowledged by the incoming goods department.
- This letter of confirmation is issued on delivery. Unacknowledged claims for Europool pallets are not refunded by X-Compound.

4. Direct dialling:

Incoming goods / Warehouse management	Telephone: +41 62869	Extension:	- 1034
Reception			- 1030
Management			- 1005