

Delivery Guideline



Guideline for Deliveries
to the HARTING Technology Group

1. Introduction

This delivery guideline applies to all shipments to the HARTING Technology Group, unless special agreements between the parties are in place.

Its purpose is to guarantee an undisturbed and ideal flow of material between the supplier and HARTING.

Internal deliveries between the production plants and the central component warehouse are organized by the logistics department of the HARTING KGaA.

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HARTING strives for a long-term relationship in a professional and cooperative way. The Technology Group expects from its suppliers:

- Quality
- Adherence to delivery dates
- Adherence to quantity stipulations
- Flexibility
- Cooperative communication
- Management of customer complaints

The supplier is fully liable for the quality of the delivered services and goods as well as the compliance according to “HARTING Quality Guideline”.

HARTING has to be informed, when service processes or products are influenced due to changes in the production process, method of testing, company structure or affiliation as well as transferring of production facilities. Delivery can only take place, when HARTING agrees to these changes and specifications.

2. Arrival

HARTING conducts an inspection of incoming goods in regard to identity, damages due to transportation or packaging as well as quantity. In general, the company does not carry out any further checks. In case incoming goods are damaged or do not conform to these guidelines, HARTING declines acceptance.

HARTING has the right to conduct supplier assessments. Assessments are based on goods receipts and potential defects. Criteria are quality, adherence to quantity stipulations and delivery dates. The supplier gets informed about his performance on a regular basis.

3. Basic Requirements

As a basic principle country-specific guidelines of packaging must be accomplished. Packaging materials must be recyclable and for HARTING easy to dispose of without any extra costs.



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3.1 Packaging Requirements

For each delivery the following packaging requirements must be accomplished:

- Protection against damage
- Protection against contamination
- Protection against atmospheric exposure
- Robust cardboard boxes (may not be influenced by moisture)
- Recyclability of packaging- and filling materials

Filling materials must comply with the following requirements:

- Cardboard, air cushion, paper, release paper, polyethylene bags, cardboard inserts, soft tissues and so on
- no polystyrene

All shipping documents (bill of lading, delivery note, certificate of quality, certificate of compliance, transfer note, etc.) have to be protected against damages and contamination.

If no special agreement is in place, euro pallets are used in Europe. On a worldwide basis, country-specific regulations apply.

3.2 Packaging Test

Incoming packaging will be inspected in regard to the described requirements. In case packaging material does not conform with the HARTING packaging requirements, the supplier is informed and the shipment will be returned at the supplier's costs. Alternatively, the expenses for disposal will be charged to the supplier's account. In addition the supplier is liable for incurred losses or repacking of the goods.

4. Labeling

4.1 Delivery Note

The delivery note must contain the following information:

- HARTING – order number
- Order item
- Number of delivery note
- HARTING – material number (Automotive: number includes change index and label standards according to VDA 4902)
- Material description of supplier (trading goods)
- Name of HARTING purchaser

4.2 Transport Packaging

(HARTING Automotive: material number includes change index and label standards according to VDA 4902)

Each transport package must be branded with an external description of its contents.

This description of contents must contain the following information:

- name of supplier
- HARTING – order number*
- HARTING – material number*
- HARTING – article description
- lot size *
- gross weight/ net weight

- date of delivery

Information marked with a * has to be described by barcode A039.

4.3 Product Packaging

(HARTING Automotive: material number includes change index and label standards according to VDA 4902)

- HARTING – article description
- HARTING – material number*
- lot size*
- creation date, date of delivery or code for batch traceability*
- HARTING - order number*

Batch traceability has to be assured.

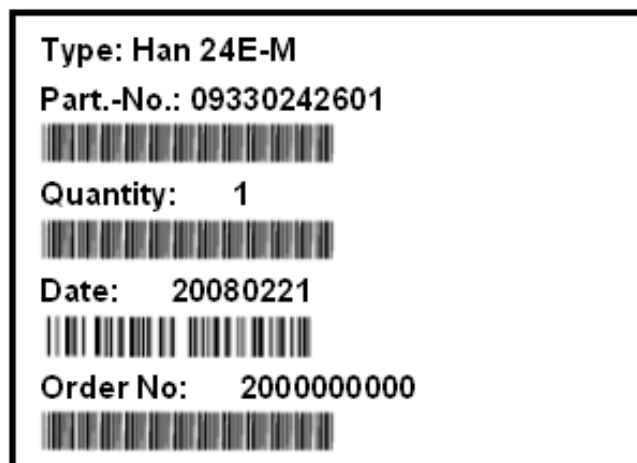
The barcode height is at least 4mm. The main color is white, the printing is in black color. All text must be in English. The font size is at least 1,5cm.

Internal & trading goods/ "private label products"

The labeling of packages of HARTING Electronic and Electric is based on the HARTING company standard HWN 141.00.04.

External

The labeling of product packages has to be neutral. Company logos are not permitted and require specific agreements.



Example: barcode A039 of transport and product packaging

5. Requirements of packaging dimensions

The following dimensions have to be maintained, in order to guarantee a problem-free handling of the packaging units at arrival and while placing them in storage: (all other dimensions have to be asked for)

The approved measures of packages are:

Dimensions: max. 60cm x 40cm x 30cm (l x w x h)



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Exception: electronic units as rolled goods
Weight: max. 15 kg

The approved sizes of pallets are:

Pallet base: 80cm x 120cm

Height: max.: 120 cm (HARTING Systems: max. 100cm; Automotive: 150cm; all other dimensions have to be asked for)

Note: Stacked cardboard boxes and small load carriers may not exceed the pallet base.

6. Delivery Specification

Internal shipments, weighing more than 30 kilograms, must be sent to the shipping department by internal carriers. It has to be asked for a cost-effective freight carrier. Exceptions require a special agreement. In case these conditions do not comply, the supplier is liable for the margin and the service charge.

If you have any question, please do not hesitate to contact the responsible purchasing department.

7. Delivery Times

Deutschland

Central Component Warehouse:

Monday through Friday

7:00am – 9:00am

9:15am – 12:00pm

12:15pm – 4:00pm

(HARTING Systems: after 12:45pm)

HARTING Automotive

(place of unloading: Masurenweg)

Monday through Thursday

7:00am – 12:00am

13:00pm - 15:00pm

Fridays: 7:00am – 12:00pm

All other times have to be asked for.

8. Invoice and delivery address

Please pay attention to the stated delivery and invoice addresses on the order. Addresses can vary.