

# Guideline for deliveries to the Companies of the HARTING Technology Group

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## 1. Introduction

This delivery guideline applies to all shipments to the companies of the HARTING Technology Group, hereinafter HARTING, unless special written arrangements are in place. The guideline is intended to guarantee an undisturbed and ideal flow of material between the supplier and HARTING.

Contact: HARTING Logistics GmbH & Co.KG  
Central Goods Receipt  
Phone: +49 5772 / 47 - 256

HARTING strives for a partnership-based, long-term relationship with suppliers. The Technology Group expects from its suppliers:

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

## 2. Scope of application

Among others, the Delivery Guideline applies to, but is not limited to, the delivery of the following materials:

- Production materials and merchandise
- Raw materials
- Chemicals
- Electrical components and printed circuit boards
- External service providers which process components

The Delivery Guideline also applies to delivery in HARTING containers.

## 3. Basic Requirements

Country-specific packaging regulations must be observed. Packaging materials must be recyclable and be easy for HARTING to dispose of without additional effort and expense.

## 4. Packaging Requirements

For each delivery, the supplier shall ensure that the following packaging requirements are met:

- Protection against damage
- Protection against contamination
- Protection against atmospheric exposure (weathering)
- The structural stability of cardboard boxes may not be impaired by moisture
- Recyclability of packaging- and filling materials
- Packaging must be designed so that no parts can fall out when closed

Filling materials must meet the following requirements:

- Cardboard, paper and polyethylene bags, inserts, tissue paper, etc.
- No polystyrene

All shipping documents (waybills, transfer notes, delivery notes, quality certificates, factory test certificates) must be secured and protected against damage and contamination.

If several article items are delivered in one box, the individual items in the carton must be clearly separated from each other by being packed in bags, boxes or similar. The sub-packages must be marked in accordance with section 5.2.

In Europe, pallet deliveries must be made on undamaged, fully usable, disposable wooden or plastic pallets or EURO exchange pallets (EPAL). For all deliveries on pallets, the permissible maximum dimensions (see section 6) must be observed.

Alternatively, by arrangement with HARTING Purchasing delivery may be made in lattice boxes. Delivery in pallet boxes is only permitted after prior agreement with HARTING. The respective country-specific regulations apply worldwide.

## 5. Labelling

### 5.1. Delivery note

At a minimum, the following information must be indicated on the delivery note:

	Products <b>with</b> HARTING article number	Products <b>without</b> existing HARTING article number
HARTING order number	<b>X*</b>	<b>X*</b>
HARTING article number	<b>X*</b>	not available, then supplier article number
HARTING article description	<b>X</b>	not available
Delivery note number	<b>X*</b>	<b>X*</b>
HARTING order item	<b>X</b>	<b>X</b>
Article description of the supplier (merchandise)	<b>X</b>	<b>X</b>
Quantity in delivery	<b>X*</b>	<b>X*</b>
Date of manufacture / production code	<b>X</b>	<b>X</b>

\* This information is additionally requested as barcode A039.

(X) Indication is optional

### 5.2 Transport Packaging

All transport packaging must (unless otherwise agreed) be provided with an externally visible description of the contents. This is not required for delivery in HARTING containers.

At a minimum, this description of the contents must contain the following:

	Products <b>with</b> HARTING article number	Products <b>without</b> existing HARTING article number
HARTING order number	<b>X*</b>	<b>X*</b>
HARTING article number	<b>X*</b>	not available, then supplier article number
HARTING article description	<b>X</b>	not available
Delivery note number	<b>X*</b>	<b>X*</b>
Quantity in delivery	<b>X*</b>	<b>X*</b>
Gross weight / net weight	<b>X</b>	<b>X</b>
Name of the supplier	<b>(X)</b>	<b>(X)</b>

\* This information is additionally requested as barcode A039.

(X) Indication is optional

Only for HARTING Automotive GmbH: Label design according to VDA

## 5.3 Product Packaging

All product packaging must (unless otherwise agreed) indicate the following information:

	Products <b>with</b> HARTING article number	Products <b>without</b> existing HARTING article number
HARTING article number	<b>X*</b>	not available, then supplier article number
HARTING article description	<b>X</b>	not available
Number of pieces / Quantity per packaging unit	<b>X*</b>	<b>X*</b>
Date of manufacture / production code	<b>X*</b>	<b>X*</b>

\* This information is additionally requested as barcode A039.

Batch traceability must always be assured.

The barcode height must be at least 4mm. The main colour of the labelling field must be white, with printing in black. All text must have a font size of at least 4 mm.

Only for HARTING Automotive GmbH: Label design according to VDA

### Labelling of merchandise / "Private Label Products"

Packaging and products shall be labelled according to the specifications of HARTING Purchasing Department.

Labelling on product packaging must always be neutral in style and refrain from using manufacturer logos. Deviations shall need a prior special consent by HARTING in writing. This does not apply to transport packaging provided by the manufacturer.

## 6. Requirements for the dimensions of packaging units

The following dimensions must be observed in order to guarantee problem-free handling of packaging units at good receipt and for placement into warehouse storage (please inquire with respect to all other dimensions):

## Permissible dimensions for parcel deliveries:

Size: max. 60 x 40 x 30 (L x W x H) cm  
Exception: electronic components are rolled goods  
Weight: max. 15 kg

## Permissible dimensions for pallet deliveries:

Pallet base: 80cm x 120cm; alternatively 80 cm x 60 cm (Düsseldorf pallet)  
Pallet height: max.: 120 cm

*Note:* Stacked goods and packaging may not exceed the pallet base area.

The following is in effect for delivery in HARTING containers, unless other arrangement is agreed:

- Packing height max. 130 cm, the uppermost layer may be filled with empty containers
- 2 pallets may be delivered stacked on top of each other
- Weight per container: max. 25 kg
- Fill height of containers
  - Container with handle opening = max. lower edge of handle opening
  - Container without handle opening = max. 2/3 of the container height
- At a minimum, the topmost container must be covered with a fixed cardboard ply layer

HARTING containers may not be covered with labels. Lettering and other changes are also prohibited.

The structural stability of the containers may not be affected by e.g. load securing.

## **7. Delivery Instructions**

Shipments weighing more than 30 kg for which HARTING is the carrier must be dispatched by HARTING's internal forwarding agent. Please inquire regarding carriers and/or forwarding agents. Exceptions by special agreement only. In the event of non-compliance, a chargeback of the freight difference and the processing fee will be charged. Should you have questions, please contact HARTING Purchasing.

## **8. Goods delivery times for unloading points in 32339 Espelkamp, Germany**

### HARTING Logistics GmbH & Co. KG Central Component Warehouse (Wilhelm-Harting-Str. 1):

Phone: +49 5772 / 47 – 256  
Monday thru Friday  
07:00 am – 09:00 am  
09:15 am – 12:00 pm  
12:15 pm – 04:00 pm

### HARTING Logistics GmbH & Co. KG European Distribution Center (Marie-Harting-Straße 1), tentatively beginning June 2019:

Phone: +49 5772 / 47 – n.n.  
Monday thru Friday  
07:00 am – 09:00 am  
09:15 am – 12:00 pm  
12:15 pm – 04:00 pm



Pushing Performance

## HARTING Delivery Regulations

### HARTING Automotive GmbH (Unloading point: Masurenweg):

Phone: +49 5772 / 47 – 652

Monday thru Thursday

07:00 am– 12:00 pm

01:00 pm – 03:00 pm

Friday from 07:00 am – 12:00 pm

### HARTING Systems GmbH (Unloading point: Max-Planck-Str. 1)

Phone: +49 5772 / 47 – 763

Monday thru Friday

07:00 am – 09:00 am

09:15 am – 12:00 pm

12:15 pm – 04:00 pm

### HARTING Electric GmbH& Co.KG: (only coils and bar material)

(Unloading point: Sostmeier Internationale Spedition GmbH & Co. KG, Fritz-Souchon-Straße 11, 32339 Espelkamp)

Phone: +49 5772 / 47– 266 (coil warehouse)

Phone: +49 5772 / 47 – 9607 (bar warehouse)

Monday thru Friday

09:00 am to 01:00 pm

When unloading goods, both sides of the delivering truck must be opened.

*Please enquire regarding deviating delivery times.*

## **9. Delivery address / Billing address**

Please note: Check delivery and billing address on the order. Addresses may differ.