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1 Prologue

This supplier guide is intended to support the improvement of the supplier relationship between the respective supplier and August Vormann GmbH & Co. KG and to minimize the risk of errors.

2 Cooperation with the supplier

2.1 Communications

The communication between suppliers and August Vormann GmbH & Co. KG is the basis for a successful cooperation. Essential for this is the timely and unrequested information in case of changes to all facts concerning the supply relationship.

2.1.1. Contact person

The supplier shall name the contact persons responsible for the support with all necessary information. This includes: Contact person, representative and supervisor, each with e-mail or telephone.

2.2. Information transmission

The following means can be used to exchange information:

- E-mail
- Postal letter
- Verbally

Orders, contracts and delivery schedules as well as their modifications and additions must be made in writing.

2.3. Auftragsbearbeitung

After receipt of the order or the delivery call-off, the supplier checks the completeness and correctness. In case of discrepancies, the responsible Vormann employee is to be contacted immediately and the discrepancies are to be clarified. The order confirmation must be received promptly by August Vormann GmbH & Co. KG with details of the quantity, price and delivery date.



3 Long-term supplier declaration

The supplier is obliged to submit a long-term supplier's declaration for the coming year in due time on an annual basis.

4 Supplier's responsibility for quality

The supplier bears exclusive responsibility for the quality of the products he delivers and the services he provides. In order to meet this requirement, it is necessary for each supplier to establish and maintain a functioning quality management system appropriate to its structure and size.

4.1. Manufacturing monitoring

Each supplier is obliged to comply with the specifications, drawings and initial sample releases required by Vormann. The supplier is obliged to check compliance with the specifications, drawings and initial sample releases before dispatching the goods or after providing the service. He shall ensure that the goods are dispatched in a suitable and coordinated manner. The results of the inspection shall be documented and archived in an appropriate manner.

4.2 Inspection certificates

Each delivery of goods must always be accompanied by acceptance test certificates in accordance with DIN EN 10204.

5 Error prevention

The target is to identify and eliminate potential sources of error as early as possible. Thus, preventive measures for error avoidance must be introduced and maintained even before the start of production. The occurrence of repeat errors must be stopped by suitable measures.

Before accepting the order, the supplier is obliged to check whether he is able to manufacture the requested product in accordance with the specifications, drawings and/or samples provided, on time and technically. If there are doubts about the supplier's ability to fulfill the order within the scope of the available possibilities, August Vormann GmbH & Co. KG must be informed immediately.



6 QM - System of the supplier

Due to its own certification, August Vormann GmbH & Co. KG strives to cooperate with suppliers who are also certified according to DIN EN ISO 9001 or have built up a QM system based on this standard and practice it.

7 Initial procurement and initial sampling

Before delivery, August Vormann GmbH & Co. KG may request the presentation of initial samples. This applies in particular to:

- New suppliers
- change of supplier
- Introduction of a new part

The submitted initial samples must be accompanied by an initial sample test report which contains at least all tolerated dimensions of the article designation.

The promised sample presentation date is equivalent to an agreed delivery date for a delivery. If there are still deviations in the parts at the time of the sample presentation, the deadline shall be deemed not to have been met.

If the deadline cannot be met, August Vormann GmbH & Co. KG must be informed immediately.

The initial samples sent in shall be checked by August Vormann GmbH & Co. KG for their functional and optical correctness. If the result is positive, the supplier will be released for production. However, if there are any deviations, a new sample presentation date must be communicated.



8 General safety rules and regulations

8.1. General regulations

The German Road Traffic Regulations (StVO) apply throughout the company premises. The maximum driving speed is 15 km/h. The instructions of the loading personnel of August Vormann GmbH & Co. KG must be followed.

8.2 Registration

Suppliers or forwarders must report to the goods receiving department by 12:00 noon on the working day prior to delivery indicating the order number, dimensions and weight of the delivery, in order to arrange an exact date. indicating the order number, dimensions and weight of the delivery, in order to arrange an exact date.

Mrs. K. Ernst:

Mr. V. Marangi

Phone.: 02333/978-2105

The driver will report to the goods receiving department on the day of delivery with all documents. Deliveries that have not been announced or have not been notified for the specified day or time will not be accepted.

Possible waiting times as a result of incorrect registration or delivery will not be compensated.

8.3. Regulations for truck drivers

The truck must be parked on the company premises and then registered in the shipping department. If several trucks have to be loaded or unloaded at the same place, August Vormann GmbH & Co. KG determines the sequence. The driver must remain with his vehicle in the period between registration and loading. If he is not present at the corresponding loading time, he loses his place in the sequence.

8.4. Delivery times

- for all suppliers
 - Monday to Thursday: 6.30 – 10.00 a.m. / 10.30 – 13.30 p.m.
 - Friday: 6.30 – 10.00 a.m. / 10.30 – 12.45 p.m.



No receipt of goods outside the specified hours.

9 Transport and packaging regulations

The delivery must always be loaded in accordance with the generally applicable security regulations. In the event of non-compliance, acceptance of the delivery will be refused and any costs incurred will be charged to you.

9.1. Delivery address:

AUGUST VORMANN GmbH & Co. KG
Logistikzentrum
Weichselstrasse 9-11
58256 Ennepetal

Invoice address:

AUGUST VORMANN GmbH & Co. KG
Heilenbecker Strasse 191-205
58256 Ennepetal

9.2. Notification of readiness for shipment

When notifying readiness for shipment, it is mandatory to forward the following information to August Vormann GmbH & Co. KG must be forwarded.

- Order number
- Item number
- Weight information
- Number of Euro pallets used

Please report readiness for shipment at the following addresses:

Mrs. K. Heute

Phone: 02333/978-2162

E-Mail: k.heute@vormann.com

Mrs. K. Swist

Phone: 02333/978-2161

E-Mail: k.swist@vormann.com

Mr. F. Petrowski

Phone: 02333/978-2163

E-Mail: f.petrowski@vormann.com

9.3 Accompanying documents

For deliveries to August Vormann GmbH & Co. KG, the supplier or consignor is responsible for the proper preparation of the accompanying documents and for the safe stowage of the delivered goods in accordance with the statutory provisions.



9.3.1. Frachtbrief

The transport order must contain the following shipment details:

- Supplier, supplier address
- receiving address
- Order number, order number
- Number of packages belonging to the shipment
- Total weight of the shipment
- Day of delivery or shipment of the consignment

9.3.2 Delivery Note

In principle, no deliveries will be accepted without a delivery bill. The delivery bill must be clearly visible and securely attached to the outside of the package or pallet in a delivery note pocket. The delivery bill must not be included with the freight documents!

Delivery note contents:

- our order number
- article number with exact article description
- delivered number of pieces

9.4. Loading equipment

Only the following loading equipment may be used:

- exchangeable Euro pallets, which must always be in a technically perfect condition,
- Euro mesh boxes
- as well as commercially available corrugated cardboard boxes which comply with the statutory environmental and packaging regulations.
- Pallets for container delivery (treated or fumigated) dimensions 1100*800, alternatively plywood pallets (construction similar to a Euro pallet).

The packaging is to be designed in such a way that it endures the transport undamaged. Euro pallets and mesh boxes are exchanged 1:1. Defective loading equipment will not be exchanged.

9.5. Packing instruction

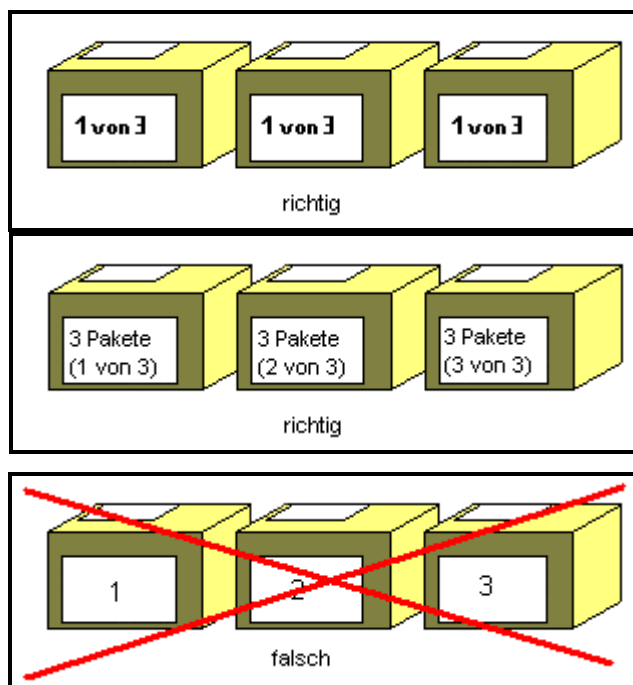
Sufficient packaging appropriate to the goods and safe for transport must be selected for all types of shipment. Transport damages which are not recognized by insurers due to insufficient packaging shall be borne by the supplier.

9.5.1. Package marking

When delivering individual packages, it must already be clearly recognizable from the outside who the recipient and the sender are. If a shipment consists of several packages, all packages must be clearly marked with the total number from the outside.

In order to avoid confusion, errors and long processing times and thus to guarantee or not to disturb your and our processes, the following measures for identification help.

Examples:



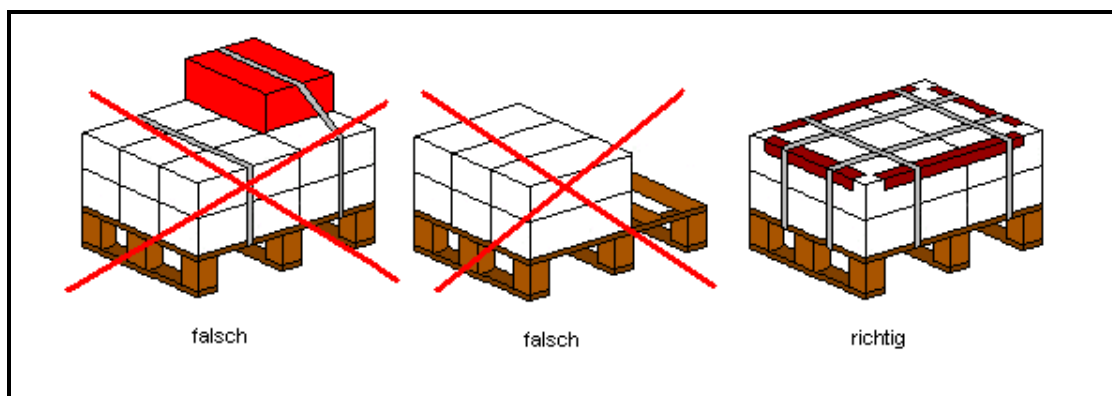
9.5.2 packing instruction of pallets

Shipments are to be loaded on undamaged Euro pallets / import pallets or in Euro mesh boxes suitable for high racking. The storage of defective Euro pallets / import pallets or grid boxes is not possible.

Palletized transport units may not exceed a loading height incl. Euro pallet of 105 mm and a total weight incl. Euro pallet of 800 kg by joining individual packing pieces.

Cartons must be stacked on the pallet in a composite manner and must not protrude beyond the edge of the pallet. They must be arranged in a non-slip, quantity-controllable and clearly arranged manner. The pallet units must be shrink-wrapped or secured with plastic or steel strapping.

Examples:



Preferably, the following standard containers / pallets shall be used for items to be delivered:

Euro pallet



Dimension:
1200 x 800 x150 in mm
weight: 25 kg
Load capacity: 1500 kg
Volume: -
CLAAS code: 1A

Mesh box pallet



Internal dimension:
1200 x 800 x 800 in mm
Weight: 85 kg
Load capacity: 1200 kg
Volume 750 l
CLAAS code: 5A

Heson standard container



Internal dimension:
940 x 740 x 500 in mm
Weight: 64 kg
Load capacity: 1500 kg
Volume: 347 l
CLAAS code: 4A

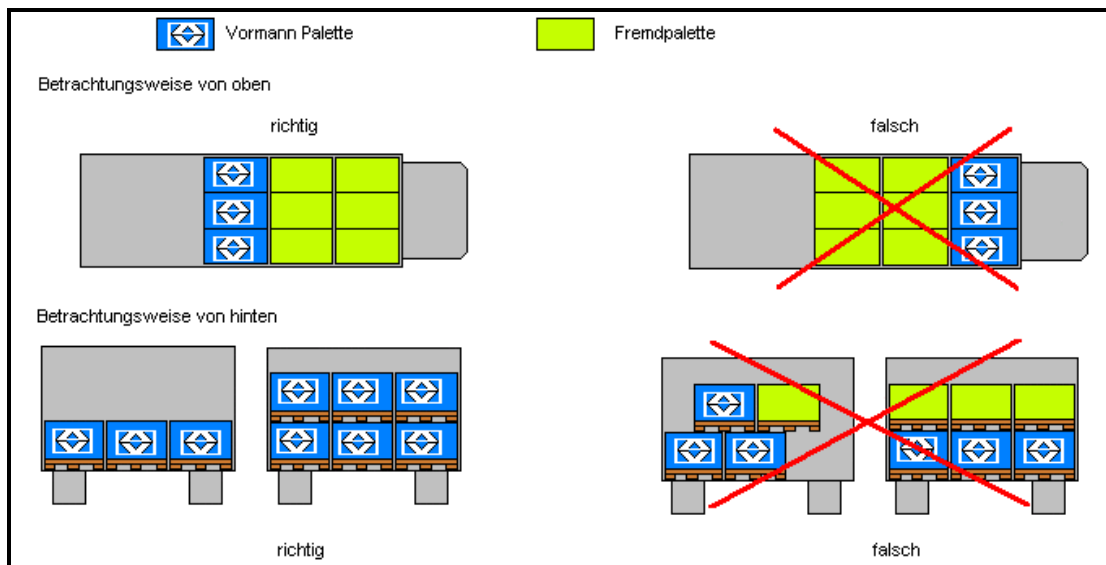
9.5.3. Delivery of palletized goods

If you should not deliver by our contract carrier, the goods intended for us must always be at the end of the goods on the vehicle. The reasons for this are, on the one hand, that unloading takes place via ramps with industrial trucks and, on the other hand, the resulting time expenditure when foreign goods have to be unloaded and then reloaded.

The stacking of pallets is only permitted if it is 100% guaranteed that the goods to be delivered and their packaging will not be damaged.

Since storage in a high-bay warehouse places increased demands on the delivery, it must be made exclusively on undamaged Euro pallets. These will only be exchanged upon receipt of the goods if they are in perfect condition.

Examples:





10 Costs in case of non-compliance with transport and packaging regulations

Compliance with these transport and packaging regulations is checked by our incoming goods department.

1. Non-compliance with individual aspects of these regulations entitles August Vormann GmbH & Co. KG either to refuse acceptance or, in the event of acceptance despite non-compliance, to charge the supplier with specified cost rates.
2. August Vormann GmbH & Co. KG shall be entitled to set off its claims arising from non-compliance with these regulations against claims of the suppliers. In this context, it is irrelevant whether the claims are from the same legal transaction.
3. We charge a basic fee of 50 EUR per delivery for administrative processing in case of non-compliance with transport and packaging regulations. All other costs will be charged according to our valid hourly rates.

In case of any queries related to transportation and packaging, please contact our purchasing department before shipping the goods:

Frau Kathrin Heute	Tel.: 02333/978-2162
Frau Kerstin Swist	Tel.: 02333/978-2161
Herrn Florian Petrowski	Tel.: 02333/978-2163
Herrn Fred Schemmann	Tel.: 02333/978-2160