

1. Scope and Purpose

These instructions apply to deliveries and the dispatch of parts and components to SINGULUS TECHNOLOGIES AG (hereinafter referred to as SINGULUS) and to its affiliated companies. They define the admissible transport equipment and packaging material, differentiated by the respective product categories.

Within the meaning of a value-adding partnership, the supplier is encouraged to regularly make suggestions for improvement regarding the packaging, also in terms of suitability of the entire supply chain in order to minimise forwarding costs, simplify handling and avoid any damage in transit.

2. Responsibilities

The supplier is responsible for implementing the requirements of these instructions in their deliveries. To do so, they must select packaging that protects the goods against the following influences:

- Contamination
- Breakage or deformation, including bending
- Moisture and corrosion
- Damage to the seal faces and/or surfaces
- Static charge

Appropriate packing will be checked upon delivery by the incoming goods personnel. In the case of a deviation from these requirements, receipt of goods may be refused and/or any additional costs incurred as a result may be charged to the supplier.

3. Marking Products, Dispatch Documents

The delivery note must be attached, clearly visible, to the package by means of a dispatch notices pouch.

The delivered materials must be furnished with the following labels or information:

- SINGULUS article number
- For bulk goods the number of products per packing unit
- For parts with a serial number, the latter must be attached visibly to the outer packaging and to the part itself; in addition, a bar code list must be created (an appropriate program for creating bar codes is available from SINGULUS)
- For dangerous goods: all dangerous goods must be marked and labelled in accordance with the effective legal provisions. Upon delivery the personnel will receive the required information and a valid safety data sheet. All dangerous goods must be secured on the load bed in accordance with the transportation directive.

Dispatch documents and delivery notes must contain the following additional data fields:

- Order number and order item
- SINGULUS article number
- Description of the delivered goods (SINGULUS material short text)
- Delivery quantity
- Total weight, net weight (i.e. without packaging)
- Name and address of the supplier, including contact details for queries or further enquiries
- Acquisition list containing the serial numbers (where required)
- Special instructions (e.g. references to guidelines, special agreements, safety data sheets, consignment deliveries)
- For dangerous goods: Substance name, dangerous goods class, packing group UN number and a valid safety data sheet in German and/or English.

Please note that only one delivery note per package must be issued. If a consignment contains several packages, a collective delivery note must also be enclosed.

Parts belonging to the product category “Mechanical production parts” ultraclean parts must be packaged individually without exception in two plastic films, onto which the previously mentioned labels must be attached (see also item 6)

Ordered assembly groups, which consist of individual parts, must be grouped for each assembly group.

4. Transport Equipment and Packaging Material

In due consideration of the effective general safety regulations for transportation, the transport equipment and packaging material listed below is admissible. With the exception of the Euro-pallet, only new materials must be used. As far as possible, uniform packaging material is to be used. SINGULUS attaches great importance to the use of environmentally friendly and recyclable materials for all packaging. Printed matter must not be used as packaging material. Any inseparable mixing of different packaging materials must be avoided, also on the grounds of environmental compatibility.

Packaging must be restricted to the minimum in terms of weight and volume. From a weight in excess of 20kg, the packaging must be labelled accordingly and delivered using suitable transport equipment.

Electrostatic-sensitive devices (ESD) must be packed in standard ESD protective packaging, including the respective labelling.

The packaging (incl. adhesive tape) must be neutral, i.e. without any advertising effect of any of the supplier's logos or overprint.

An appropriate empties system (returnable packaging) is to be sought for parts that are called frequently; this must be agreed with the responsible buyer before its implementation. This returnable packaging must be clearly labelled as the supplier's property with their company name. Reusable packaging that has been paid for by SINGULUS, must be clearly labelled by the supplier with the terms “Returnable packaging”, “Property of SINGULUS TECHNOLOGIES AG” and the full return address, provided such labelling is not already in place. The return transport of returnable packaging must be agreed with the Incoming Goods Manager, Tel.: +49 (0)6188 440-252 (-254, -338). The supplier is responsible for both the organisation and the costs of the return transport.

Admissible transport equipment and packaging material

- Pallets, whereby Euro-pallets are preferable
- Carton, minimum of 2.3 or better
- Films
 - Air cushions
 - Stretch/shrink film
 - Welding foil
- Styrofill (chips)
- Foam packaging (shaped pieces)
 - Insulating materials
 - Packaging paper
 - Polystyrene
 - Airpack
 - Foam panels/pads
 - The requirements of the Hazardous Materials Regulations shall apply to dangerous goods

5. Product Categories

All deliveries to SINGULUS TECHNOLOGIES AG are classified into the following product categories:

- Mechanical production parts
 - Untreated parts
 - Topically treated parts
 - Vacuum-sealed parts
 - Ultraclean parts

- Assembly groups
 - Assembled
 - Pre-assembled with individual parts
- Electronic parts
 - Trade goods
- Other
 - Lamps
 - Fragile goods
 - Dangerous goods
 - Repairs
 - Returns

6. Packaging Requirements

Product category	Description	Requirement
Assembly groups	Complete	Individually packaged, shockproof in cardboard packaging or on pallet
	Pre-assembled with individual parts	Assembly group: see complete assembly group Loose parts: assigned to the assembly group, checked with respect to completeness in accordance with the ticked off accessory list in the package
Mechanical production parts	Untreated parts	Shockproof and transport-proof in appropriate packaging, safeguard surfaces against mechanical damage
	Topically treated parts	Shockproof and transport-proof in appropriate packaging, safeguard surfaces against mechanical damage
	Vacuum-sealed parts	Shockproof and transport-proof in appropriate packaging, safeguard surfaces against mechanical damage, surface treatment pursuant to SINGULUS STN 10002022 standard
	Ultraclean parts	Package shock-proof and transport-proof in plastic film and seal hermetically or keep under vacuum. The parts must have both primary and secondary packaging and labelling, whereby all packaging must be clean room compatible and the surfaces must have been treated pursuant to the SINGULUS STN 10002022 standard
Electronic parts	Trade goods	Packaging in accordance with the country-specific requirements and relevant ESD guidelines
Other	Lamps	Individually packaged, shockproof and shatterproof
	Fragile goods	Individually packaged in packing unit, shockproof and shatterproof, scratch-resistant in appropriate packaging
	Dangerous goods	Pursuant to the Hazardous Materials Regulations with complete safety data sheets
	Repairs	Original packaging if possible or similar appropriate packaging
	Returns	Original packaging if possible or similar appropriate packaging

Any additional transport and packaging requirements, which have not been defined in these instructions, must be agreed with the Purchasing/Procurement, Commercial Sales or Project Management divisions.

7. Dispatch Types

Delivery dates are understood as the date received by SINGULUS. The relevant transport times required to meet the delivery date must be included. For any deliveries, where SINGULUS bears the cost of carriage as per agreement, the preferred service providers listed below must be used.

Any exceptions to these agreements must be agreed in writing by the purchaser before dispatch at no additional cost unless explicitly agreed otherwise in writing.

Any deviations from the specified procedure may result in SINGULUS refusing to pay the cost.

WHAT IS SHIPPED?	Carrier & type of service	SINGULUS customer number
Packages up to 31.5 kg for national delivery	DHL Express	141 683 481
Packages up to 31.5 kg for delivery outside of Germany	DHL Express	961 437 244
Freight shipments from 31.5 kg, national and EU – road haulage	SPEDITION KISSEL CargoLine	12926
Air freight > 31.5 kg	DB-SCHENKER	28442

Should any questions arise during the exact allocation of the assignment, please do not hesitate to contact SINGULUS.

8. Legal Basis

In addition to the terms and conditions from the respective orders and the “General Terms and Conditions of the Purchase of SINGULUS TECHNOLOGIES AG”, these Packaging and Delivery Instructions shall exclusively apply to all deliveries unless otherwise expressly agreed. Any deviating, differing or contradicting conditions of packaging and delivery of the supplier shall only be effective if they have been expressly identified and approved by us in writing; they shall not become an integral part of the contract, neither by implication nor through conclusive action, such as acceptance of the delivery. Any contradicting conditions of packaging and delivery, including any conflicting confirmations by supplier with reference to their own conditions of packaging and delivery, shall not be recognised.

SINGULUS expressly reserves the right to charge any costs arising from a breach of these instructions to the supplier, where appropriate.

9. Further Applicable Documents

- GGV Hazardous Materials Regulations [German: *Gefahrgutverordnung*]
- STN 10002022 Surface cleaning and handling of vacuum-sealed parts and ultraclean parts