

# Terms and conditions of supply – Main warehouse, Aachen

**Talbot Services GmbH**  
**c/o StreetScooter GmbH**  
Central Warehouse  
Jülicher Straße 213-237  
D-52070 Aachen

hereafter referred to as "Streetscooter"

## 1. Scope

The terms and conditions of supply serve to achieve a smooth logistic process between Streetscooter and its suppliers.

These terms and conditions of supply describe the principles of the transporting, packaging and marking rules and complement the "General Terms and Conditions of Purchase".

## 2. Supply

### 2.1 Delivery address and lead times

Streetscooter has the delivery addresses listed below. The mailing address to be used on orders, contract awards etc. for the relevant process, which may differ if need be, is listed. Streetscooter reserves the right to change the delivery address in writing until 14 days at the latest before the planned delivery.

The delivery dates listed for the address are to be obeyed to the letter.

Delivery address:

**Talbot Services GmbH**  
c/o StreetScooter GmbH  
Central Warehouse  
Jülicher Straße 213-237  
D-52070 Aachen

Goods inwards:

Monday – Thursday: 7 a.m. until 2 p.m.

Friday 7 a.m. until 12 noon

Streetscooter will not accept any costs for a 2nd journey arising for delivery outside our normal goods inwards hours.

### 2.2 Duty to give notice

Deliveries that cover more than a single pallet, in accordance with our order, must be notified at least five working days before the scheduled delivery. For this, the supplier or carrier must stipulate a precise time or at least a window for delivery. The time will be checked by Streetscooter and must be explicitly approved. In the event of a logjam in goods inwards, Streetscooter reserves the right to bring the advised times forward. Despatches that have not been advised will be accepted and unloaded as the available goods inwards capacity permits. For queries and to notify your despatches, please contact [dispo@streetscooter.eu](mailto:dispo@streetscooter.eu). In urgent cases, please contact Mr Wladimir Eck; Tel.: +49 241 99 00 23 – 647. Streetscooter GmbH does not accept any liability for waiting or stationary times owing to inadequate or missing notification.

### **2.3 Delivery state of the goods**

Goods, including their packaging and transport ancillaries are accepted only in perfect condition. This point also applies accordingly to pallets and it is essential that these are delivered unmixed.

Should the delivered goods be damaged or not comply with the relevant agreements, Streetscooter reserves the right to refuse acceptance.

### **2.4 Delivery of HAZMAT**

The statutory regulations for the transport of HAZMAT are to be observed to the letter. The supplier is liable for all damage arising from failure to comply with the statutory regulations.

Only type-tested, approved

packaging is to be used for transport. In addition, the carrier is to guarantee marking of the packaging in accordance with the regulations.

### **2.5 Delivered weight**

Individual packing unit/carton = max. 30.00 kg

Europool – flat pallets = max.750.00 kg\*

Disposable flat pallets = max. 750.00 kg\*

Europool – lattice box pallet = max. 750.00 kg\*

\*(incl. pallet/weight dependent on the load capacity of the pallet used)

A shipped package must not exceed a weight of 100 kg, nor may it comprise more than 4 individual parcels. If any of these limits are exceeded, then the parcels must be cross-loaded from the pallet and delivered accordingly. It is essential that delivered weights differing from the above instructions are agreed with Streetscooter before initial delivery.

### **2.6 Delivered dimensions**

Width: max. 1,200 mm

Depth: max. 800 mm

Height: max. 1,220 mm

Special dimensions differing from the above instructions are to be agreed with Streetscooter in writing before initial delivery.

We reserve the right explicitly to refuse to accept dimensions in excess of these or to invoice the supplier for the cost of in-house repacking of the goods.

### **2.7 Delivery volumes**

It is essential that the agreed delivery volumes per packaging unit are observed.

These may be changed only with explicit approval by the authorised Streetscooter supplier scheduler.

## **3. Delivery papers**

Before unloading a shipment, all freight managers must initially report to the goods inwards office and submit all freight papers:

### **3.1 Delivery note**

A single copy must accompany every driver and every delivery, and include the following information:

- Delivery note number (relationship between invoice and delivery)
- Streetscoter - order number and item
- Streetscoter – part number
- Streetscoter – part description
- Streetscoter – volume units (unit –pair)
- For HAZMAT: HAZMAT information (inter alia, marking number, HAZMAT class, packaging group) in accordance with RN 202(3a) ADR  
Partial deliveries are to be noted on the delivery note.
- Weight of the shipment
- Production and load numbers

### **3.2 Freight papers**

Each delivery must include a waybill from the carrier with the following information included:

Terms and conditions of supply according to Incoterms® 2010

- Shipper's address (supplier)
- Recipient's address
- Number of load carriers/packaging units
- Type of packaging units (Europallets, lattice box pallets, packages etc.)
- Gross weight of the shipment  
For HAZMAT: There is HAZMAT information (inter alia, marking number, HAZMAT class, packaging group) according to RN 202(3a) ADR 5468 and it complies at least with quality classes 2.7 – 2.96.

### **3.3 Customs documents**

The papers and documents needed for traffic crossing borders are to be included in their entirety with delivery and handed over together with the delivery papers for goods acceptance.

### **3.4 Other documents**

If Streetscoter requires additional documents for the delivery (e.g. compliance statement), then these are to be enclosed with the shipment.

## **4. Customs**

### **4.1 EU – Suppliers**

All suppliers are required in principle to submit a supplier's declaration in accordance with VO (EC) no. 1207/2011

. For deliveries inside the EU, the VAT information

- ID number is mandatory. The data required for EU internal statistical reporting is to be quoted on the delivery papers.

### **4.2 Other country/EFTA – Suppliers**

Export franking is fundamentally the supplier's responsibility. All papers and documents needed for cross-border traffic

must be enclosed by the supplier with the delivery

at its own cost. For deliveries from non-EU countries (other countries, EFTA), in principle

evidence of preference (EUR 1 or preference statement on

the invoice), if possible, is to be submitted with the documents.

## 5. General packaging guidelines

The packaging is to be dimensioned so that, while transporting the goods, adequate protection against damage is guaranteed.

### 5.1 Packaging means

#### a) Disposable packaging

Approved, environmentally friendly, recyclable materials, which are universally accepted for recycling, are to be used for disposable packaging.

- Disposable pallets:  
Dimensions: 1,200 × 800 × 144 mm  
Disposable pallets must be designed for the four way system. For smooth handling with a forklift, the drive-in height of 100 mm must be observed. For overseas shipments, pallets which meet the phyto-hygienic conditions of the IPPC (International Plant Protection Convention) are to be used.
- Cardboard packaging:  
The quality of the cardboard is to be consistent with the relevant weight and size of the goods. For overseas shipments, cardboard packaging should be made from tested, moisture-resistant, bonded cardboard according to DIN.

#### b) Europool packaging

- Europool - lattice box pallets  
Dimensions: 1,200 × 800 × 97 mm
- Europool pallet  
Dimensions: 1,200 × 800 × 144 mm  
(DIN EN 13698 - 1:2004 - 01)

Streetscooter prefers to use Euro exchangeable pallets or multiple use boxes. These are exchanged only if they meet the Class "B" exchange criteria according to the GPAL guideline.

### 5.2 Packaging marking

Each packaging unit is to be marked with a label at a clearly visible place.

On this, (at least) the following information is to be affixed:

- Streetscooter part number
- Streetscooter part designation
- Part count per packaging unit
- Dimensions of the shipment
- Streetscooter order number

Sequence of the marking on the label:

- I) Part number
- II) Part designation
- III) Unit count
- IV) Dimensions
- V) Order number

- Label size: at least 10.0 x 5.0 cm. For smaller packaging, the size of the label must be consistent with the packaging.
- Material that is not packed in a pallet container must be positioned so that part numbers are legible from outside.
- For goods requiring certification, certification year, e.g. "2017" and date of manufacture; for goods that are not certified, date of manufacture.
- Stickers or pallet caps with the warning notice "Do not stress" must be affixed on pallets.
- Individual packages are to be stacked on a pallet so that the markings are visible. HAZMAT must be marked in accordance with the regulations and unambiguously.
  
- Each pallet/repacking box must bear the following marking:
  - Streetscooter order number
  - Total part count of the unit
  - Streetscooter part number and designation

### **5.3 Packaging design/load securing**

Packaging must always be consistent with the qualitative and technical requirements of the goods. To avoid damage during transport, packages and packaging ancillaries must not exceed the outlines of the load carrier.

The supplier is required to notify carriers/service providers appointed by it of the applicable statutory conditions and other regulations.

At this point, a reference must be made to the load security of the goods on the truck.

### **5.4 Stacking**

The individual packaging units must be stackable. The stacking is to be designed to be safe during transport and must guarantee simple and safe handling.

The number of stacked positions on a pallet must not lead to deformation or damage to the packages.

### **5.5 Weight of packages**

Given the ergonomic limits, repackagings may not exceed the maximum load of 30kg.

### **5.6 Packaging determination/change**

Packaging will either be recommended by the supplier and approved by Streetscooter or stipulated by Streetscooter.

If there is a reason for a packaging change from the supplier's perspective, then the new recommendation is always to be approved by Streetscooter.

Temporary deviations require an exemption approval by Streetscooter in writing.

## **6. Liability**

In the event that the supplier fails to comply with any of the above points, we will invoice the resultant damage (e.g. additional expense caused by any repackaging time, lost property of Streetscooter GmbH).

## **7. Statutory requirements**

In each case, the regulations derived from the German Recycling Code (latest version) apply for the product, those derived from the Packaging Ordinance apply for packaging, and those derived from the HAZMAT and Hazardous Goods Ordinance apply for HAZMAT.