1. General

1.1. Validity

This shipping instruction shall apply to all suppliers of AEROTECH Peissenberg GmbH & Co. KG, until cancelled.

1.2. Delivery address

Aerotech Peissenberg GmbH & Co. KG  
Hochreutherstraße 4  
82380 Peissenberg  
- Germany -  
Commercial Registry Munich HRA No. 80566, place of jurisdiction: Munich  
Sales Tax ID: DE 224698243  
Customs No.: 451 9655  
Authorization No. of approved consignee: DE/7750/ZE/0026

1.3 Department in charge

a. Department: SCM-Wareneingang - goods receiving  
b. Address: Hochreutherstraße 4  
           82380 Peissenberg  
c. Telephone: +49(0)8803-491-125 or -142 Mr. Pongratz / Mr. Hutter  
d. Fax: +49(0)8803-491-218

1.4. Opening hours of goods receiving

Monday to Friday: from 07:00 to 12:15 and 12:45 to 16:00

The receiving of goods before and after the a.m. times is only possible after prior arrangement by phone.
2. Selection of carrier

Each shipment represents the total of all goods of one sender/shipper occurring during one loading day, destined for one consignee to be loaded on one collecting vehicle provided it fulfills all weight- and volume-related requirements.

2.1. Packaged goods (less-than-truckload) Germany/Europe (> 70 kg) transported by road

All shipments by road in Germany which have a minimum weight of 70 kg, have to be transported by shipping company Dachser.

All shipments by road in Europe which have a minimum weight of 70 kg, have to be transported by shipping company TNT or Dachser.

The transportation order always has to be in writing.

Central disposition: TNT or Dachser according attachment 1. Express-shipments only after written approval.

2.2. Packaged goods (less-than-truckload) and containers of 20 and 40 feet (> 70 kg) transported by air and/or sea

The transportation order always has to be in writing.

Central disposition: Dachser, see attachment 1. Express-shipments only after written approval.

2.3 Parcels and small consignments (<70kg)

2.3.1. national

a. Shipments from Germany up to a gross weight of 70 kg have to be sent exclusively by UPS (Customer number as per attachment 1)

b. Method of transporting: within Germany exclusively by UPS-Standard. Deviations from this standard require preceding (written) approval and single packet shipments.

c. For Germany registration of shipments is made under service number 0800/8826630.

2.3.2. international

a. Please see paragraph 2.3.1.a.

b. Method of transporting: international shipments by UPS-Standard or the most favourable method possible. Deviations from this require prior (written) approval.

c. Registrations from foreign countries have to be made under the UPS service number of that country
2.4. Customs controlled goods

All goods which are subject to customs control have to be shipped to the address listed under paragraph 1.2. together with the shipping documents T1. Authorization-, customs-, import sales number etc. as per paragraph 1.2.

2.5. Machinery and equipment transportation

These transportations have to be coordinated directly with the logistic staff in charge.

3. Terms of delivery

Delivery has to be carried out according to the incoterms 2010 FCA agreed. The billing is settled directly with the freight payer.

4. Registration with freight forwarder

4.1. Type of registration

The shipments have to be registered with the freight forwarder in due time on the day before loading either by fax or, if agreed upon with freight forwarder, by email. Registration by telephone cannot be accepted.

Exception: UPS registration can be done by telephone, provided the UPS shipment number is forwarded to ATP immediately after registration.

4.2. Details of registration

The registration of the readiness for dispatch has to contain the following details:
- weight, quantity and type of container
- weight, quantity and measurements of the individual packages as well as their stackability
- in case of hazardous material: type and classification of risk
- delivery date
- customer number at freight forwarder as per attachment 1
- The transit time of the shipment has to be taken into account for the registration.
5. **Loading/shipping documents supplier:**

The registered quantities have to be packaged appropriately in accordance with the specifications and instructions for the transportation before being loaded onto suitable vehicles in such a way that this complies with the legal regulations. Furthermore, the sender has to ensure that they are stacked, fastened, and secured transportation-proof.

5.1. **Accompanying shipping documents**

5.1.1 **Bill of lading**

The bill of lading must definitely contain the following details:
- AEROTECH purchase order number
- delivery note number
- incoterm (e.g. DDU, EXW)
- number of packages (quantity of pallets or individual boxes)
- weight of shipment
- customer number at freight forwarder as per attachment 1

5.1.2 **Delivery note**

The delivery note must definitely include the following details:
- AEROTECH purchase order number
- short description of items
- quantity of goods
- supplier details

5.1.3 **Other documents**

Based on the general purchase conditions of AEROTECH Peissenberg GmbH & CO. KG quality certificates, laboratory reports etc. have to accompany the shipment.

The delivery of goods shall only be classified as completely delivered after all paperwork stipulated under paragraph 5.1.1. to 5.1.3. incl. has been fully provided.

5.2. **Packaging**

The supplier is responsible for adequate packaging concerning type of item and transportation. The reliability of the packaging is the sole responsibility of the supplier and in case of damageable goods or goods with risk of fracture it has to be specifically checked according to DIN 55468, part 1.

6. **Handling of extra-tours**

If AEROTECH Peissenberg GmbH & Co. KG causes an extra/separate tour, then AEROTECH Peissenberg GmbH & Co. KG will also determine the service provider.

If this is caused by the supplier, then the supplier can determine the service provider. In any case, all extra tours have to be agreed upon by telephone in advance.
7. **Carriage paid**

In case of carriage paid (DDU) shipments these shipping instructions should be regarded as recommendations. However, the opening hours of the goods receiving always apply as per paragraph 1.4.

8. **In general**

- Cash on delivery shipments will under no circumstances be accepted
- All additional costs arising from failure to comply with the shipping instructions have to be carried by the supplier
- In case of failure to comply with the shipping instructions the freight forwarder is entitled to charge the supplier for all additional costs and work
- Freight charges from other freight forwarders will not be accepted by us.
<table>
<thead>
<tr>
<th>Attachment 1</th>
<th>Shipping Company</th>
<th>Customer Number</th>
<th>Telephone</th>
<th>Fax</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Supplier in Germany</strong></td>
<td></td>
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<tr>
<td>Land Freight</td>
<td>UPS</td>
<td>06093A</td>
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<td><a href="http://www.UPS.com">www.UPS.com</a></td>
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<tr>
<td></td>
<td>Dachser</td>
<td>06007426</td>
<td>Tel: +49-(0)8331-939-2504</td>
<td>Fax: +49-(0)8331-939-2215</td>
<td><a href="mailto:abhol-national.memmingen@dachser.com">abhol-national.memmingen@dachser.com</a></td>
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<td><strong>II. Supplier in Europe including UK</strong></td>
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<tr>
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<td>UPS</td>
<td>06093A</td>
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<td><a href="http://www.UPS.com">www.UPS.com</a></td>
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<tr>
<td></td>
<td>TNT</td>
<td>70217831</td>
<td>Tel: +49-(0)811-9980-300</td>
<td>Fax: +49-(0)811-9980-309</td>
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<td>06007426</td>
<td>Tel: +49-(0)8331-939-3704</td>
<td>Fax: +49-(0)8331-939-2210</td>
<td><a href="mailto:michael.toegel@dachser.com">michael.toegel@dachser.com</a></td>
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<tr>
<td></td>
<td>Heppner</td>
<td>31645</td>
<td>Tel: +49-(0)89-892673-66</td>
<td>Fax: +49-(0)89-892673-31</td>
<td><a href="mailto:auftrag@muc.heppner.de">auftrag@muc.heppner.de</a></td>
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