

## General Delivery Instructions of Lindauer DORNIER GmbH (LiDO)

### 1. Delivery papers

All documents required for the identification of the goods must be provided in German and/or English. The supplier must create a delivery note and a packing list for **each delivery** so that the products can be clearly identified. The documents must be attached to the package in a secure, protected and transport-proof manner.

#### 1.1 Delivery note

The delivery note must contain the following mandatory information:

- Recipient and supplier
- Order number
- Order item
- LiDO material number
- Delivery address (see order)
- Delivery quantity
- References to ESD guidelines (electronic components)
- Delivery note number
- Delivery date

When possible, the following contents should also be noted:

- WBS element number
- Display as barcode

#### 1.2 Packing list

The packing list must contain the following:

- Order number
- Order item
- LiDO material number (package contents)
- Packing material (box, crate, etc.)
- Dimensions and weight
- Piece count
- Packing list number
- **WBS element number ??**
- Note/link per item to supplier drawings/documentation

#### 1.3 Consignment note

The supplier must provide a consignment note to the freight forwarder at each handover. This must contain the name of the forwarder, order number and type (content, weight, dimensions)/ number of load carriers.

### 1.4 Customs documents

The customs documents include commercial invoices or customs invoices and original preference documents. As well as any other documents required for the import.

### 2. Packaging

#### 2.1 Corrosion protection

The components must be sufficiently packed with corrosion protection so that a storage period of 24 months can be guaranteed. The choice of method must be made according to the characteristics of the packaged goods, the pre-preservation and the preserving agent.

#### 2.2 Packaging

1. The goods must be protected with commercially available, stable, high quality and transportable packaging (box, crate) so that the component is stabilised and protected from all external influences and stacking of the goods is possible. The safety distance must be observed (3 cm between the goods and the box). The packaging must be selected in accordance with the properties of the component, the transport route and the type of transport so that it can withstand all the requirements of transport and storage.
2. Furthermore, a barrier layer (double pitch paper) must be used to protect the component from temperature and moisture.
3. Furthermore, deliveries with
  - width > 2.30 m
  - height > 2.55 m
  - length > 13.46 m
 must be sent by flat rate. If a box is also used, one side must be screwed down and the note "OPEN HERE" must be attached with a red marker. (For customs inspection)
4. In addition, it must be ensured that the packaging is properly secured/ closed (e.g. by lid supports, stop plates, PE film).

5. If solid wood packaging is used for international shipping, the specifications of the IPPC standard ISPM No. 15 must be complied with and marked on the packaging.

### 3. Marking

#### 3.1 In general

A complete marking must comprise three parts according to DIN 55 402 T2: Guide marking, information marking and handling instructions.

1. The guide marking is provided by LiDO.
2. The information marking must be provided by the supplier.
3. The supplier must comply with standards ISO 780 and DIN 55 402 for the symbols of the handling instructions.
4. All papers (markings, packing list, delivery note) must be attached to the package in such a way that they do not become detached during transport.

#### 3.2 External/other delivery location than Lindau/Essersweiler/Pfronten

The information markings are provided by LiDO for deliveries to our collection depot. In doing so, the supplier must notify our packing department F61 with a packing list (mandatory details see Item 1.2) via e-mail address:

**sm.verpackung@lindauerdornier.com** when the goods are ready for dispatch. The supplier then receives a loading list, a shipping order and markings. The latter must be securely attached to all 4 sides of the package.



Illustration 1 Marking



Illustration 2 Box marking

All papers (packing list, delivery note, markings, shipping order, delivery note) must be attached to the package in such a way that they do not become detached during transport.

#### 4. Goods delivery times

##### Opening hours, incoming goods, LiDO

###### Esseratsweiler

Monday–Thursday  
07:00–16:00 Uhr

Friday

07:00–13:00 Uhr

###### Lindau

Monday–Thursday  
07:00–12:00 Uhr  
13:00–15:30 Uhr

Friday

07:00–12:00 Uhr  
13:00–14:30 Uhr

##### Opening hours, incoming goods, Tiemann (Bremerhaven)

Monday–Friday  
06:00–14:00 Uhr

#### 5. Transport and delivery

1. Unless other contractual agreements are made in this respect, the General Terms and Conditions of Purchase shall apply.
2. All transports are insured by LiDO's transport insurance. However, no transport damage caused by inadequate packaging/loading is covered. The supplier is responsible here.

#### 6. Miscellaneous

If the regulations are not observed, acceptance will be refused and the goods returned to the sender at the sender's expense. The supplier shall bear the costs for additional expenditure.

##### 6.1 Exemptions

All deviations from the general delivery regulations must be approved by LiDO.

##### 6.2 Other applicable agreements

1. The general delivery regulations do not exempt the supplier from the currently valid legal regulations.

2. The basis of these general delivery regulations is LiDO's "General Packaging Manual", which remains valid.
3. Special regulations apply to deliveries of rollers. These must be taken from the LiDO "Packing instructions for rollers".
4. For this purpose, LiDO's "General Terms and Conditions of Purchase" must be observed.