



SUPPLIER GUIDELINE

Date: 06/2025

www.recanorm.de



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Supplier Guideline of RECA NORM GmbH

1. Preamble

The purpose of this Supplier Guideline is to ensure that ordered materials and items are available in the right quantities, the right quality and at the right time as well as in the right place and to ship them in the right order and the most cost-efficient way possible.

The following basic principles aim at ensuring the proper handling of these processes:

- Zero-error tolerance in logistics and quality
- High delivery readiness (service degree)
- Low stocks
- Avoiding special shipments
- Avoiding stock-outs
- Flexibility to react to changes in demand
- Correct delivery handling
- Standardized booking and transport processes and documents, information and communication processes while avoiding the use of different types of media.

Without prejudice to the agreed terms of delivery, the following sections shall be deemed an integral part of our contractual agreements and must be observed.

2. Scope

The Supplier Guideline refers to all deliveries to our central warehouse in Kupferzell, our warehouses in Übrigshausen, Waldenburg, Crailsheim and Waldzimmern. Drop-shipments and the corresponding details shall be subject to a separate drop-shipment agreement and thus constitute an exception.

Responsibility

The supplier shall be responsible for complying with and implementing this Supplier Guideline throughout the entire supply chain.

This Supplier Guideline shall be partially valid only if additional, written agreements were made or approved. Oral agreements are generally deemed invalid.

Deviations

Deviations in the process workflow have to be reported immediately (within two working days after order reception). Corrective action has to be taken and communicated accordingly without delay.

In the event of any deviations caused by or within the reasonable control of the supplier, any additional costs incurred shall be borne by the supplier responsible.

3. Order types

Generally, the different orders are divided into regular orders and consignment requests and passed on to the supplier. This is the base of the further workflow. The corresponding details have to be entered completely in the system of the supplier to ensure the delivery can be tracked.

Stock differences, changes of quantities and delivery dates by our customers and other unplanned influencing factors must be considered. Deviations in the details have to be reported in writing and immediately (within no more than two working days) upon the problem being noticed.


Order

RECA NORM
RECA | HÄLT. WIRKT. BEWEGT.

RECA NORM GmbH (Am Wasserturn 4 / 74035 Kupferzell)

Firma
Max Mustermann GmbH
Musterstraße 123
12345 Musterstadt

Lieferadresse
RECA NORM GmbH
Halle W5
Gebhardtstr. 17
74638 Waldenburg



Bestellung

80129201 02.08.2024 1 / 1

Ihre Daten	
Lieferant Nr.	12345
Einkäufer	
Erika Mustermann	
+49 (0) 1234567	
erika.mustermann@recanorm.de	

Ihre Daten Lieferdatum: 07.10.2024

Unsere Daten Erfasst von: Erika Mustermann

Pos.	Materialnr. Bezeichnung	VPE	Menge	Preis EUR	Preiseinheit	Nettowert EUR
1	4972259028990 1 Leitungsmithalterung Rundknopf 20 mm Ø, PVC schwarz Lieferanten-Artikelnr. Auftragsbestätigung:	1	1.000	0,01	1	10,00
Gewicht				10.000 G	Gesamt EUR	

Lieferbedingungen: EXW ab Werk
Zahlung:

RECA NORM GmbH
Am Wasserturn 4
74035 Kupferzell
Stb. Kupferzell

Tel: 07944 / 61-0 Fax: 07944 / 61-304 info@recanorm.de

Amtsgerecht Stuttgart
4903 700100
L29 14-Nr. DE 140 280 166
L33-Nr. 402044070004

Geschäftsführer:
Thorsten Heuerle
Stefan John
Alexander Rappbach

LEBWA Stuttgart
Anstell.-Nr. 2 430 899
StbZ 602 521 57
SWIFT 7 000 1001402017000
IBAN: DE88 8002 0101 0002 4308 98
https://hnpa-recanorm.de

Explanation:

- Address field: Postal address of the supplier as specified in vendor data
- Delivery address: Delivery address as specified in order
- Provisions and instructions: www.recanorm.de/de/unternehmen/qualitaet-einkauf
- EAN: Contains the order number
- Imprint: RECA Norm GmbH
- Order: corresponding data as specified in vendor data
- Your contact in Purchasing
- Delivery and payment terms as specified in agreement (Incoterms)

- Order line data as specified in order (RECA article number, description, quantity, price)
- Binding date of delivery to Incoming Goods

Consignation request

RECA NORM
RECA | HÄLT. WIRKT. BEWEGT.

RECA NORM GmbH | Am Wasserturn 4 | 74639 Kupferzell

Firma
Max Mustermann GmbH
Musterstraße 123
12345 Musterstadt

Lieferadresse
RECA NORM GmbH
Lager Übrigshausen
Am Richtbach 3
74547 Untermünkheim

Aufgrund der aktuell nachlassenden wirtschaftlichen Entwicklung behalten wir uns vor, die Liefertermine in enger Abstimmung mit dem Lieferanten bis auf Weiteres um drei bis höchstens sechs Monate in die Zukunft zu schieben.

Wir bestellen zu unseren allgemeinen Einkaufsbedingungen, gemäß unseres Supplier Code of Conduct und Code of Compliance, die wir Ihnen auf Anfrage zusenden oder unter www.recanorm.de einzusehen sind.

Konsignationsbestellung
80115789 12.04.2024 1 / 1

Ihre Daten
Lieferant Nr. 12345

Einkäufer
Erika Mustermann
T: 07940 1234-123
erika.mustermann@recanorm.de

Ihre Daten

s. u.

Pos.	Materialnr. Bezeichnung	VPE	Menge	Preis EUR	Preiseinheit	Nettowert EUR
1	0892320150 10 Müllsäcke 10 Rollen a 15 St 700x1100 mm	1	0	0,00	1	0,00

Gewicht 0 G Gesamt EUR 0,00

Lieferbedingungen DDP FREE DESTINATION
Zahlung: bis zum 25. des Folgemonats 3 % Skonto
innerhalb von 90 Tagen ohne Abzug

Unsere Daten
Erfasst von Erika Mustermann

Wir bestellen ausschließlich auf Basis unserer allgemeinen Einkaufsbedingungen. Andere Bedingungen werden nicht Vertragsinhalt, auch wenn RECA NORM diesen nicht ausdrücklich widerspricht. Die vorliegenden Einkaufsbedingungen (EKB) gelten auch dann ausschließlich, wenn RECA NORM in Kenntnis entgegenstehender oder von diesen EKB abweichender Geschäftsbedingungen des Lieferanten die Lieferungen vorbehaltlos annimmt. Die vorbehaltlose Annahme der Lieferung stellt keine Zustimmung zur Geltung abweichender oder entgegenstehender Geschäftsbedingungen dar.

RECA NORM GmbH
Am Wasserturn 4
74639 Kupferzell
Stz Kupferzell

Fon: 07944 161-0 Fax: 07944 161-204 info@recanorm.de

Antegeschäft Stuttgart
HNB 746108
US-Nr. DE 148 280 186
Stz-Nr. 4029694210254

Geschäftsführer:
Thomas Häußler
Stefan Jahn
Alexander Reitzbach

www.recanorm.de

LBWV Stuttgart
Konto-Nr. 2 430 898
BLZ 2507 001
IBAN DE 25 07 00 00 00 00 00 00
BIC: BFSW33HAN

Bank für Sozialleistungen
BANK DE 85 8505 0101 0002 4308 98

https://shop.recanorm.de

Explanation:

- Address field: Postal address of the supplier as specified in vendor data
- Delivery address: Delivery address as specified in consignment request
- Provisions and instructions: www.recanorm.de/de/unternehmen/qualitaet-einkauf
- EAN: Contains the order number
- Imprint: RECA Norm GmbH
- Consignation request: corresponding data as specified in vendor data
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- Delivery and payment terms as specified in agreement (Incoterms)
- Order line data as specified in consignment request (RECA article number, description, quantity, price)
- Binding date of delivery to Incoming Goods

4. Basics

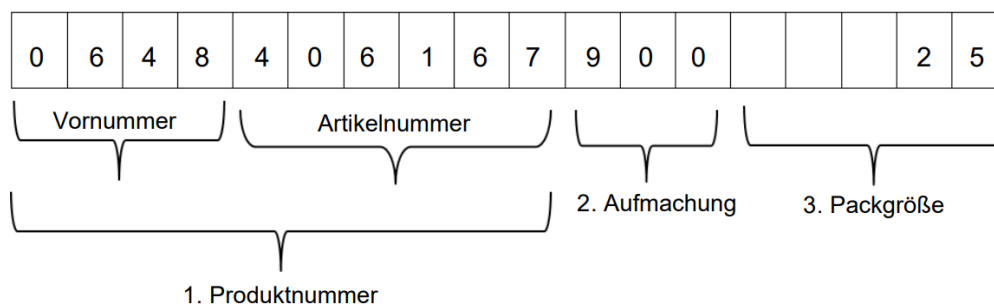
The following principles form the basis for reliable processing.

RECA NORM order number

The eight-digit RECA order number (e.g. 80130297) is generated in a consecutive manner and has to be indicated on every package/document pertaining to a delivery. The order number is sent to the supplier along with the type of order and its indication is mandatory to allow for clear identification of any order. Adding the order line number to the order number is not permitted (e.g., 80130297/10). A separate indication of the order line number, however, makes sense to provide for an easier allocation of delivery and type of order.

RECA NORM article number

The 18-digit RECA article number (including blank spaces) consists of several components and must be indicated on all documents pertaining to a delivery. The article number is composed of the following information (example):



- 1. product number: 10-digit; designation of the product named in the article description.
- 2. Packaging version: 3-digits; 900 means RECA product with RECA label, no reference to supplier.
- 3. Packaging unit: 5-digit; (_ _ _25) pieces /packaging unit of the dispensed product.

Do not hesitate to contact the product manager if you have any questions with regard to the RECA article number.

4.1 Labeling

The content of every packaging has to be clearly labeled on the packaging. Please also refer to the applicable specifications. As specified, the product must be labeled with a barcode (EAN code/data matrix code). Exceptions are only admitted if the product characteristics do not allow for such a labeling. The outer package must be filled with unmixed items/items from the same batch and labeled in a way that allow to clearly recognize the content and delivery (order number, RECA article number/RECA product number, quantity and batch/BBD). Attach outer labels to packages on the upper long side so they are clearly identifiable.

4.1.1 Best-before date and batch

As soon as an instruction or applicable regulation requires this, the best-before date (BBD) and the batch must be indicated on the product, the individual packaging, the outer packaging and the delivery note/packing list, e.g. this applies to all chemical products.

The supplier shall ensure that the delivered goods can be clearly identified and assigned at any point of their handling process. The supplier has to indicate the BBD and the batch in a clearly visible way, this is the only way to ensure complete traceability. If several batches of an order line are delivered, they have to be listed individually on the delivery note with the corresponding quantity. RECA aims at receiving a (single) delivery batch that is as large as possible. Manufacturers shall ensure they are able to trace back any batch requested by RECA from production to the raw material used. Pallets must be filled with items from a single batch, as RECA is applying the FIFO principle when removing items. If this is not possible due to the order quantity, the pallet has to be labeled as "mixed batch" including all batch numbers and a visual separation of the different batch units has to be ensured taking suitable measures (e.g., separation by cardboard layers). Different batches on the same pallet may only be separated in vertical direction.

4.1.2 Barcode

The following two barcodes are used to identify and save information.

The European Article Number Code (EAN code) is an internationally recognized and applied method to label products. The GS1 data matrix code is another standard. The data matrix code is a two-dimensional code consisting of code words for data and error correction. No positioning of the code under the reading device is required thanks to its unambiguous structure. Data matrix codes can be read 360°. The content can be read using a 2D scanner or a camera (smartphone). GS1 data matrix codes consist of predefined elements. These are globally standardized and can be clearly identified. Like an EAN, this code should have a direct relation to the product, i.e. attach the code directly on the product if possible.

The following sequence and structure applies to our Data Matrix code:

- (01) EAN/GTIN (13-digit alphanumeric)
- (21) Serial number (18- digit, alphanumeric)
- (10) Batch number (30- digit, alphanumeric) (batch of supplier)
- (423) Country of origin (4-digit alphanumeric E-MY)
- (17) Expiration date (6-digit, numeric YYMMDD without ".")
- (11) Production date (6-digit, numeric YYMMDD without ".")
- (15) Storage period/due date (6-digit, numeric YYMMDD without ".")
- (94) Duration of use (2-digit, numeric MM)

The data matrix code in accordance with GS1 does not only comply with a vast majority of customer requirements but is also a globally defined standard used in many industries (e.g., automotive, medical and construction industries). Its implementation allows for a solution that fits as many applications as possible and ensures identification and traceability of products within the supply chain in the long run.

If you have any questions with regard to product labeling using barcodes, do not hesitate to get in touch with your responsible contact in Product Management.

4.1.3 Shipping label

Attach the shipping label to at least one of the shipping unit's front ends and the long side on the front end's right and make sure it contains all goods-related information. The individual fields of the shipping label are not described here. Please refer to the EAN 128 standard. Please add data missing on the shipping label on a separate shipping label.

Mandatory fields:

1. Recipient of goods (see order/consignation request)
2. Delivery note number (barcode, text)
3. Supplier address (consignor, forwarder)
4. Weight, number of pallets and parcels
5. Package number (barcode, text)
6. Date (date of shipment)
7. Contents
8. Supplier number/supplier name
9. RECA article number
10. Batch number (barcode, text)

4.2 Shipment documents

Make sure the required documents are available for all shipments to allow for a smooth handling. The forwarding agent must be supplied with proper shipment documents for every shipment to our sites. It is essential that the accompanying documents be always enclosed to the corresponding shipment.

4.2.1 Way bill

The forwarding agent must be supplied with a proper way bill for every shipment to our sites. The way bill has to be filled in accordance with Para. 408 of the German Commercial Code and handed over to Incoming Goods.

The following fields of the way bill are mandatory:

- Sender
- Receiving address RECA NORM
- Supplier number
- Supply conditions (Incoterms)
- Number of packages belonging to the shipment
- Total weight of the shipment
- Day of handing-over or dispatch day of the shipment
- Delivery note number/order number

4.2.2 Delivery note and packing list

The delivery note serves as the basis for registration of the delivery in our system. Hence, it is imperative that all required parameters according to the type of order are entered in this document. If one or more of these requirements are not met, a corresponding list of defects is created. The supplier is informed of this list of defects and, if necessary, requested to take further action.

Delivery bill

Max Mustermann GmbH & Co. KG – 12345 Musterstadt

RECA NORM GmbH
Am Wasserturm 4
74635 Kupferzell

Lieferschein

Nr.: 123425
Datum: 07.08.2024
Lieferantennummer: 32564
Auftrag: ABC12345
Ihre Bestellnummer: 8011111
Versanddatum: 11.08.2024
Auftragsnummer: 12345678
Kontakt: Erika Mustermann
Telefon: 07940 1234-123
Mail: Erika.mustermann@recanorm.de

Pos.	Artikel / Beschreibung	Menge
1	0892320150 10 Müllsäcke 10 Rollen a 15 St 700x1100 mm	1.000 Stk.

Max Mustermann GmbH & Co. KG

Musterstraße 123
12345 Musterstadt

T: 0123 456 789

info@maxmustermann.de

Max Mustermann
Bergstraße 123
12345 Musterstadt

Steuerbevollmächtigter
Max Mustermann

The delivery note must contain the following information (the information for items 1 to 4 can be found in the order/consignation request).

- (1) RECA NORM order number
- (2) Delivery address as indicated in order
- (3) Supplier number
- (4) RECA NORM article number/description and delivery quantity
- (5) Delivery note number
- (6) Batch number
- (7) Best before date (BBD)
- (8) Country of origin (data in accordance with Purchasing instructions)

As specified, delivery notes always have to be attached to the front of the package with a shipping document pouch. In the event a delivery consists of several packages or pallets, the delivery note always has to be attached to the first package (e.g., 1 of 3). In addition, the delivery note may be transferred to the client in any electronic form. The different package items must be numbered and contain information as to the total number of package items delivered.

In addition to the delivery note, a packing list has to be included in deliveries containing different articles or batches and/or more than one shipment unit. This packing list shall be considered an additional document and does not replace the required delivery note.

The packing list must contain the following information:

- (1) RECA NORM order number
- (2) RECA NORM article number/description
- (3) Package or pallet number
- (4) Number of packages per article number and pallet
- (5) Total quantity (per pallet)
- (6) Batch number (per pallet)

4.2.3 Other accompanying documents

Any documents that must be included in a shipment shall be regarded as accompanying documents. As any required accompanying documents are generally sent by separate mail, copies of such documents must be added to the corresponding shipment. Copies must always be clearly marked as such. All documents required for cross-border shipments have to be attached to the shipment by the supplier at its own expense. All export freight charges have to be borne by the supplier.

4.3 Communication

Communication is distinguished by several types of communication. The aim is to pursue the transmission of a high percentage of all types of communication (e.g., order type, delivery notice) in electronic form, thus avoiding any media discontinuity. In this case, the transmission shall be facilitated via EDI remote data transmission. Until the supplier has fully set up this interface, conventional means of communication transmission shall be used. The remote data transmission connection (EDI) is based on the EDIFACT Subset EANCOM message standard (D96A).

For the implementation of an electronic transmission/data exchange system, the supplier can contact the Purchasing Department's IT specialist.

5. Packaging and dispatch

Our packaging strategy includes a consistent quality claim for both our products and our packaging, allowing us to deliver our customers the quality promised.

Packagings have to be able to resist a number of static, dynamic and climatic stresses along the entire transport chain. In addition, they have to match internal conditions when being delivered, stored, transported and transferred at all times. The packaging chosen for any type of shipment must ensure sufficient and appropriate protection during transport. Transport damage which is not covered by the insurance due to insufficient packaging shall be borne by the supplier.

5.1 Product packaging

For product packaging, legal regulations, including the German Packaging Act (VerpackG), must be considered. It obliges manufacturers to participate in a dual system for the packaging of their products, which typically ends up as waste with private end consumers or equivalent sources of waste, and to register with the public manufacturer register LUCID of the German Stiftung Zentrale Stelle Verpackungsregister (Central Office). Otherwise, the products will be subject to a distribution ban. The supplier must confirm compliance with the manufacturer's obligations under the Packaging Act, if applicable to the company. The following form must be used for this purpose "Confirmation of compliance with the obligations under § 7 and § 9 VerpackG", which must be completed and signed annually for the following year. Economic and environmental aspects must be taken into account when selecting the packaging. If one or more of these requirements are not met, a corresponding list of defects is created and sent to the supplier. In addition, our packaging engineer is authorized to check the packaging at any time. In the event of inadequate packaging or non-compliance with the regulations, the supplier will be informed immediately and instructed to optimize the packaging.

5.2 Outer packaging

The outer packaging is considered an additional packaging and must be selected according to the product properties. The outer packaging must be clearly labeled in relation to its content. Loose or bulk goods must be delivered in reusable packages or robust cardboard containers and must be clearly labeled. If goods are shipped in their finished product packaging, the goods must be protected by an additional cardboard pallet box that met the dimension specifications for standard EUR-pallets.

5.3 Means of transport

All shipments have to be loaded onto undamaged EUR-flat pallets (basic dimensions 800 x 1,200 mm) with DB quality marking RAL RG 993 in accordance with EPAL guidelines (quality class A).

The pallet height must not exceed a certain basic handling height based on the requirements of the Incoming goods rea.

For hazardous material/hazardous substance products

- Maximum load height incl. EUR-flat pallet: 1,400 mm
- Maximum weight incl. EUR-flat pallet: 800 kg

For all other products

- Maximum load height incl. EUR-flat pallet: 800 mm



- Maximum weight incl. EUR-flat pallet: 1,200 kg

Individual agreements are coordinated and agreed in writing by the Purchasing Department in consultation with the logistics department of RECA NORM and the supplier.

Should you deliver goods through a forwarder other than our preferred forwarder in individual cases, the goods to be delivered to us always have to be located at the end of the line of goods still stored on the vehicle, so the goods can be retrieved with industrial trucks via access ramps. Pallets may only be stacked if it can be ensured to 100 % that the goods to be delivered including their packaging remain undamaged.

If one or more of these requirements are not met, a corresponding list of defects is created. The supplier is informed of this list of defects and, if necessary, requested to take further action.

5.4 Packing and transport means

Packing and transport means must be stowed safely and securely. You may make use of the following: Film, plastic or steel straps and stowage resources allowing for positive or form-fitting loading. The forwarding agent shall ensure the freight is properly secured. Pallet units must not exceed the maximum individual weight of 1,200 kg.

Additional efforts required due to poor loading or improper securing of the goods during transport shall be at the supplier's cost. The same applies to improperly stacked pallets. The parameters for the different stowage resources used shall be coordinated and agreed by both parties.

Packages and pallets have to be consolidated on a packing or transport means on an order or item basis. Orders and items must not be distributed in partial quantities across several means of packing and transport. Unmixed deliveries are required in order to avoid additional deconsolidation work.

If, in exceptional cases, it is only possible to deliver a mixed pallet (different items on one loading unit), this must be clearly marked and packed in such a way that the goods on the loading unit are picked next to each other and not on top of each other.

When combining pallets, the requirements of Section 4.1.1 and applicable regulations must be observed.

5.5 Pallet exchange

In Germany, pallets are always exchanged or shipped between the service provider and the shipper or customer (RECA). The exchange takes place 1:1 upon delivery of the goods. If an exchange is not possible at the time of delivery, this will be noted on the consignment note and the exchange will be made with the next delivery.

5.6 Shipping methods

The most attractively priced type of shipment has to be selected. Here, a difference has to be made between parcel shipment and freight shipment. Any handling errors and/or additional charges must be borne by the supplier. Orders must be consolidated as one shipment whenever several orders with identical place and date of delivery are dispatched.



Parcel shipping

When sending parcels, the sender undertakes to consolidate the parcels in the best possible way. A maximum weight of 31.5 kg per individual parcel is permitted. A parcel shipment may consist of a maximum of four individual parcels, otherwise a freight forwarder must be selected. Moreover, the dimensions of a maximum girth of 3 m and a maximum length of 2 m per individual parcel apply for parcel shipments.

When delivering parcels, the recipient and sender/supplier must be clearly marked on the outside. If several parcels are destined for different places of delivery (according to the order), these are to be shipped and marked individually. If RECA had to deconsolidate any such parcels, this would represent an additional expenditure, which will be charged to the party responsible.

Freight shipment

All shipments that do not meet the conditions of parcel shipment are considered freight shipments. When delivering pallets, the recipient and sender/supplier must be clearly marked on the outside. If several pallets are destined for different places of delivery (according to the order), these are to be shipped individually. If RECA had to deconsolidate any such pallets, this would represent an additional expenditure, which will be charged to the party responsible.

Handling of shipments

The rules on the handling of shipments only refer to the shipping and/or collection points agreed and defined by both parties at the time this Supplier Guideline was issued. The supplier has to notify RECA of any additional shipping points, which are subject to RECA NORM prior approval. In the event the supplier fails to deliver only from the agreed shipping points, resulting in higher transport costs, RECA NORM reserves the right to charge these costs to the supplier.

6. Transport

All deliveries to our companies have to be made in accordance with the agreed terms of delivery. Any return transports of rejected goods shall be handled in accordance with the terms of delivery within two working days after report of the complaint.

Regulations governing the transport of hazardous goods must absolutely be observed. The supplier will be held liable for all damage arising out of the supplier's failure to observe these statutory requirements. Any changes require a written approval of the company officer for hazardous goods.

Transport Organization shall be in charge of monitoring and organizing the following items:

- Electronic booking of transports at a Europe-wide, central customer office
- Secure booking process
- Preparation of electronic shipping documents and barcode labels (SSCC) where necessary
- Booking processes based on standardized booking times (depending on the type of shipment) with a guaranteed pick-up
- Possibilities for express pick-up
- Possibilities for extra trips in the event of urgent shipments
- Permanent monitoring of processes from the booking to the delivery at the site
- High percentage of direct traffic from the point of collection to the receiving site while at the same time reducing handling steps and agreeing on fixed transport times
- Consolidated delivery at the sites at fixed delivery hours

Transport times

Fixed transport times have been agreed with the service providers. These transport times apply to all deliveries and must be observed by all suppliers. Transport times of no more than 2 days from pick-up to delivery at the RECA Incoming Goods department have been agreed for all shipments within Germany. Goods must be handed over to the forwarding agent at the right time to ensure RECA receives the goods at the agreed delivery date.

Delivery address

Make absolutely sure you use the delivery address that was transmitted to you in the order/consignation request (bear in mind correct spelling and storage location).

6.1 Transport handling

The handling of transports is divided into three areas: These must absolutely be complied with whenever RECA is responsible for the transport. We recommend adhering to these handling provisions also if another party is responsible for the transport.

6.1.1 National transport handling

In national transport processing (shipments from DE), the transportation of all shipments is coordinated by the suppliers in the case of free delivery. For ex works shipments, transportation is carried out via the parcel service at our expense or via DHL.

6.1.2 European transport handling

In European transport processing, transportation is carried out by different service providers depending on the shipping method and region.

6.1.3 International transport handling

The task of handling international transports includes handling transports that cannot be assigned to any other types of transport handling. These transports are handled separately as import shipments. If you have any questions regarding the allocation, do not hesitate to get in touch with your Purchasing contact.

6.2 Application procedure

Standardized booking processes were agreed with all main service providers and must be observed by all suppliers. Three types of transport are supported by these booking processes.

- Regular pick-ups (guaranteed transports) up to/exceeding 2,500kg
- Express pick-ups
- Special deliveries

Upon booking, all booked shipments/deliveries have to be ready for collection. RECA will charge the supplier for unsuccessful pick-ups, e.g., if shipments are not ready for pick-up or have accidentally been collected by another forwarding company. During the booking process, the supplier must pay close attention to and enter the delivery address transmitted in the purchase order. As the delivery address may vary from order to order, you have to always make use of the delivery address specified in the corresponding order. Delivery addresses deviating from the order cause considerable additional efforts and process disruptions in our plants. In such cases, these additional efforts are charged to the party responsible (supplier/service provider).

6.3 Transport costs

Transport costs are part of the logistics costs generated during the transport of goods. Costs arising from return shipments shall be passed on to the supplier. It is up to the seller to take out a transport insurance at the seller's own expense. We do not accept any insurance charges.

The following special conditions have to be considered:

- Higher transport costs resulting from the use of a forwarder other than our preferred forwarders must be borne by the supplier.
- All shipments have to be handed over to our preferred forwarders without any preliminary expenses. This includes, without limitation, direct shipments to our pick-up shops.
- Insurance- and packing expenses, storage- and transfer costs or potential preliminary freight costs are not accepted.
- Any services paid in advance and added to the commercial invoice are refused and the amount deducted accordingly.
- Any shipments delivered postage paid with the freight charges added to the commercial invoice are also refused and the amount charged deducted accordingly

6.4 Online time slot registration

All deliveries to RECA NORM and our external warehouses have to be registered in Cargoclix, an online time-slot management system. The scheduler has to make sure that a time slot for unloading the goods at their destination is booked in advance. When doing so, please bear in mind that the length of the time slot depends on the number of pallets to be unloaded. In addition, make sure that double bookings of time slots are avoided.

Schedulers register with www.cargoclix.com/timeslot. Registration is done on www.cargoclix.com/timeslot using the provided access data and following the instructions. If you have any questions or issues, do not hesitate to contact Zeitfenster@recanorm.de.

Swift and straightforward unloading cannot be guaranteed for any delivery attempts without a previously booked time slot. RECA NORM reserves the right to charge any costs/expenses incurred by the failure to book a time slot to the party responsible.

The goods delivery time slots are coordinated with the service providers and saved in the system. Break times in Incoming Goods have to be borne in mind.

For further attention. It is not possible to unload goods from the side, nor is it possible to unload third-party goods in order to access RECA Norm goods.



7 Origin of goods and preferences

For goods from the EU, a long-term or individual supplier's declaration is always required as proof of (preferential) origin. In addition to the EU origin, the indication of the specific country is mandatory.

For goods from non-EU countries with which the EU has a preferential agreement, a valid and correct proof of preference (EUR.1 or invoice declaration) must always be provided. The data to be reported for intra-statistics must be indicated on the delivery documents.

If the origin of the goods is in a third country with which the EU has not concluded a preferential agreement, a certificate of origin must always be enclosed as proof of origin for these goods (this must be marked on the delivery bill and can be transmitted digitally or physically enclosed with the delivery documents).

In the event of non-compliance with this obligation, the supplier shall be liable for any damage incurred by RECA as a result, including additional claims for foreign import duties.

If you have any questions, please get in touch with the responsible RECA representative, who can be named by your purchaser.

8 Error indication

If a defect should occur in the course of delivery, RECA NORM reserves the right to document this on a long-term basis. These qualitative defects can include, among other things, inadequate labeling, missing/incomplete delivery notes, missing load securing or defective/incorrect packaging. Hence, defects may occur in any of the process steps from delivery to storage. RECA NORM will record the issues in a list of defects for the supplier in order to avoid they be repeated in future deliveries. The supplier undertakes to implement required counter-measures. Any costs and damage resulting from a supplier's failure to observe our Supplier Guideline must be borne by the supplier. Faults are charged directly to the responsible party on the basis of a detailed overview every month.

If the actual delivery of goods deviates from the agreed date of delivery, this shall be considered a deviation in the supplier evaluation. Orders delivered more than 15 days before the delivery date indicated in our order are automatically assigned a value date, i.e. the agreed terms of payment will take effect from the delivery date indicated in the order. Over-/Under-deliveries of 10 % of the quantities ordered are also considered a deviation. RECA reserves the right to reject acceptance of excess material and/or return it to the supplier at the supplier's expense in the event of deliveries exceeding the tolerance limit. RECA reserves the right to order special deliveries at the supplier's expense in case of under-deliveries which do not correspond to the call off order and to charge any costs resulting from out-of-stock situations at RECA or RECA NORM customers to the supplier. Under-deliveries (>10%) have to be balanced with a separate delivery. Otherwise, this negative stock balance would simply continue into the future.

Further logistic discrepancies other than delivery dates and quantities are not included in the supplier evaluation, but an action plan needs to be submitted detailing how such discrepancies can be avoided in the future.

Any identified errors shall be recorded and documented by a person in charge of this to ensure improvement of all processes along the supply chain.



9 Concluding remarks

Should you have any questions in connection with this Supplier Guideline, please refer to the corresponding contacts.

Delivery must be carried out in line with the applicable Supplier Guideline by RECA NORM. The current version of the Supplier Guideline is an integral part of our terms of purchase. The latter are available for you under www.recanorm.de/reca-norm/einkauf.

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