

## **General shipping and packaging instructions for suppliers of VARTA Microbattery GmbH and its affiliated companies in accordance with § 15 AktG (German Stock Corporation Act)**

### **1. Purpose of the general shipping and packaging instructions**

These shipping and packaging instructions apply to all suppliers and describe our requirements and their responsibilities. It serves as a simple and practical guideline to enable a smooth, trouble-free flow of materials between the suppliers and VARTA.

Non-compliance with the requirements in these general shipping and packaging instructions may result in a complaint being raised and will thus also have a negative impact on the supplier evaluation. VARTA reserves the right to charge suppliers for any additional expenses incurred as a result of non-compliance, at least however a fixed minimum charge of € 50.00 per load carrier. Any deviations from these shipping and packaging instructions shall be expressly agreed by the supplier with VARTA in writing. In addition, requirements of the individual material specifications are binding and must be complied with regard to individual material numbers. VARTA reserves the right to agree article-specific shipping and packaging instructions with the supplier.

### **2. Delivery address**

Please always pay attention to our ordering documents for delivery and billing address details.

### **3. Opening hours of our goods receiving departments**

VARTA Microbattery GmbH, Bahnhofstr. 64, 73479 Ellwangen, GERMANY

Monday to Friday: 6.30 a.m. to 3.00 p.m.

VARTA Storage GmbH, Reuthebogen 3, 86720 Nördlingen, GERMANY

Monday to Thursday: 7.00 a.m. to 4.00 p.m.

Friday: 7.00 a.m. to 2.30 p.m.

VARTA Micro Production GmbH, Nürnberger Straße 65, 86720 Nördlingen, GERMANY

Monday to Thursday: 7.00 a.m. to 4.00 p.m.

Friday: 7.00 a.m. to 2.30 p.m.

VARTA Microbattery SRL, Boulevard Grivita 1x, 500177 Brasov, ROMANIA

Monday to Friday: 7.00 a.m. to 10.00 p.m.

VARTA Consumer Batteries GmbH & Co KGaA, IPC Neunheim, Alfred-

Krupp-Str. 6, 73479 Ellwangen, GERMANY

Monday to Friday: 06.00 a.m. to 09.00 a.m.

09.15 a.m. to 12.15 p.m.

13.00 p.m. to 15.00 p.m.

VARTA Consumer Batteries GmbH & Co KGaA, Plant Dischingen,

Zwinkelweg 2, 89561 Dischingen, GERMANY

Monday to Friday: 06.00 a.m. to 09.00 a.m.

09.20 a.m. to 12.00 p.m.

12.25 p.m. to 19.30 p.m.

### **4. Packaging instructions**

#### **4.1. General packaging requirements**

The chosen packaging must meet the requirements of the goods being packed (§§ 407 et seq. HGB/German Commercial Code). The packaging must be appropriate for the demands of the intended method of transportation. This means that the transport route and means of transport as well as any contributing circumstances, such as weather conditions and handling during transshipments, must be taken into account. The sender shall be liable for damages and expenses caused by packaging that does not meet the requirements set out above.

#### 4.2. Specific packaging requirements

The shipping packaging shall provide sufficient protection for the packaging and loading units during transport, transshipment and storage. To ensure quality-compliant delivery of parts, the following points must be required with as a minimum:

- The packaging must provide protection against mechanical damage, soiling and corrosion.
- Cartons shall be sealed with adhesive tape, not with metal clips or staples.
- Metal straps can only be used as transport protection after prior approval by VARTA (e.g. steel coils). Specified pallet dimensions (see section 4.4.1)
- Maximum permitted weights (see section 4.4.1)

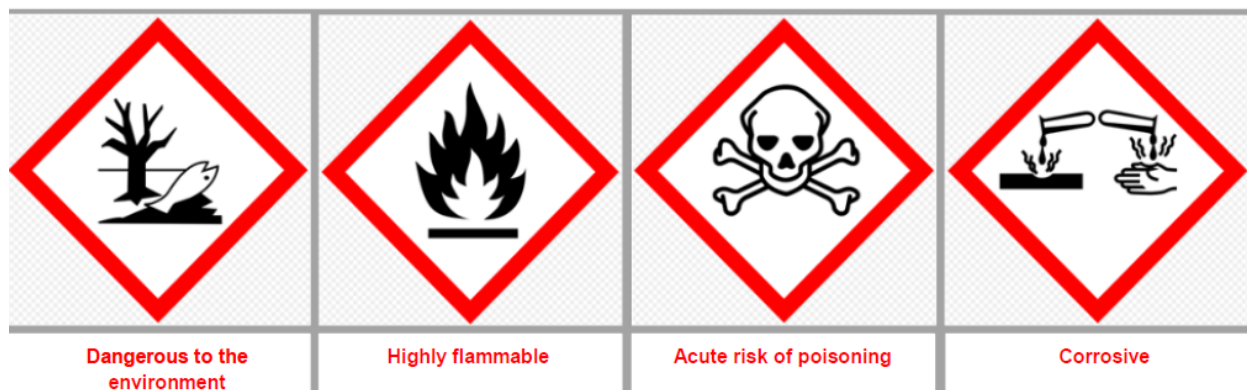
#### 4.3. Shipment of hazardous goods and goods with an expiration date

The regulations for the transport of hazardous goods and of limited quantities (LQ) are binding and must always be met. The supplier shall be liable for all damages resulting from non-compliance with the statutory provisions. In the case of goods with an expiration date, the production/expiration date must be detailed both on the delivery note and on the product.

##### 4.3.1. Delivery of hazardous goods

Hazardous goods must be labelled in accordance with regulations currently in force; any labels/symbols that do not apply shall be removed in full.

#### Excerpt from the new list of hazardous materials symbols



#### 4.4. Packaging

Adequate packaging that is safe for transportation and appropriate for the goods shall be chosen for all shipping methods. Transport damage that is not recognised by insurers on account of inadequate packaging shall be borne by the supplier.

##### 4.4.1 Pallets

- All shipments shall be delivered on undamaged Euro pallets classed as "New" + "A" in accordance with DIN EN 13698-1:2004-01 with the basic dimensions 1,200 x 800 x 144 mm and must comply with the EPAL exchange criteria (<http://www.epal-pallets.org>).

**QUALITY CLASSIFICATION**  
For the public pallet exchange pool

**CLASS A** suitable for use for STORAGE TRANSPORT MFH

**Properties:**

- Light wood colour
- Pallet has already been used
- ISPM 15 / IPPC not guaranteed
- Max. 22% residual moisture

No signs of use, but no splintered-off wood due to effects of use

No adhesions of e.g. co-board, foil, straps, labels

Signs of use, but no soiling

No twisted blocks

CAUTION: The lightness of the wood alone does not guarantee compliance with the class "A". Always check the classification criteria for the following classes

**CLASS B** suitable for use for STORAGE TRANSPORT MFH

**Properties:**

- Dark wood colour
- Possible for assessment of whole stacks of mixed dark/light
- Pallet has already been used
- ISPM 15 / IPPC not guaranteed
- Max. 25% residual moisture

No splintered-off wood due to effects of use

No adhesions of e.g. cardboard, foil, straps, labels

Signs of use, subsequent darkening of the wood permissible

No twisted blocks

CAUTION: Max. 1 nail/shank visible per component, max. 2 nail/shanks visible on the entire pallet; the tips of which must not be visible or exposed

**CLASS C** suitable for use for STORAGE TRANSPORT

**Properties:**

- Pallet has already been used
- ISPM 15 / IPPC not guaranteed

Surface moisture due to use, e.g. from or vegetables

Signs of use, subsequent darkening of the wood permissible

Slightly twisted blocks (2 repairs, 1 cm protrusion)

Adhesions of e.g. cardboard, foil, straps, labels permissible, higher classification possible after removal

Soiling that cannot be transferred to the loaded goods

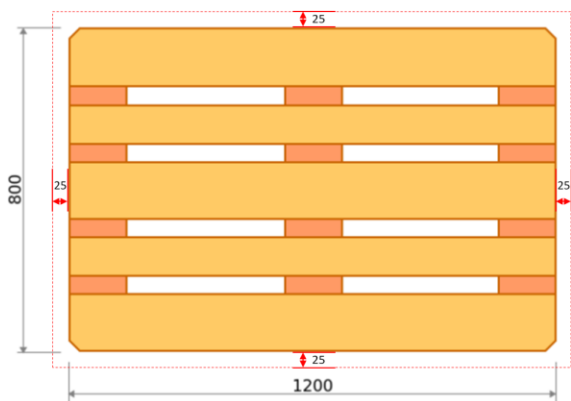
Corner labelling of the pallet or permit on legible on at least one block

**NOT SUITABLE FOR USE**

- Loading aids that deviate from the requirements are only permitted for the delivery of long goods or coils and then only after prior written approval by VARTA. For the delivery of long goods or coils, the supplier shall choose load carriers and packaging that ensure safe transportation of the goods.
- The maximum load height including pallet is for shipments to...
 

... VARTA Microbattery GmbH is	1,500 mm.	
... VARTA Storage GmbH is	1,500 mm.	
... VARTA Micro Production GmbH is	1,500 mm.	
... VARTA Consumer Batteries	1,200 mm.	(for finish packed products)
... VARTA Consumer Batteries	up to 1.900 mm.	(for raw / bulk-packed products)
- Maximum weight / pallet is for shipments to...
 

... VARTA Microbattery GmbH is	800 kg.
... VARTA Storage GmbH is	800 kg.
... VARTA Micro Production GmbH is	800 kg.
... VARTA Consumer Batteries	1,000 kg.
- Maximum weight of individual package/carton < 15 kg (or container size)
- Including tilted items, the amount by which goods protrude must not exceed 25 mm on all sides.



- The bottom clearance area of all load carriers must be free of foil. A sufficient number of layers of foil shall be used based on the height and weight.



- Protruding foils, papers, labels, straps etc. are not permitted.
- Strapping must always be attached in the longitudinal direction. In case where transverse strapping is essential, the packaging must be completed with longitudinal strapping afterwards.



- As a general rule, materials shall be palletized unmixed.
- No foreign markings (e.g. Barcode) may be attached to the pallets.



- Mixed palletizing needs to be approved by VARTA, and all mixed pallets must be uniformly marked as such.
- Small packaging units with non-standard filling quantities shall be clearly and separately labelled and placed on the top layer.

#### 4.4.2 CEP-deliveries

Courier, express, and parcel deliveries, summarized as CEP-deliveries, are exempt from in chapter 4.4.1 mentioned instructions for palletized goods.

Those goods can be delivered without additional loading equipment (e.g. pallets). Nonetheless the maximum weight of single parcels have to be <31.5kg.

#### 4.5. Labelling of packaging units

A label must be attached to every container for clear identification according to the instructions for "Creation of MAT-/ COBA Labels". (Follow the instructions for the positioning of the labels accordingly.)

International symbols shall be applied for the labelling of goods that require special handling, e.g.:



Keep dry



Fragile object



Top



Protect against heat



Electrostatically  
sensitive element

If packaging is used multiple times, all old or invalid identification, labelling and/or other markings shall be removed.

#### 4.6. Delivery note

An original delivery note shall be included with every shipment. The delivery note shall be attached in a clearly visible position using a delivery note pocket on the front end of the package. If a shipment consists of multiple packages or pallets, each load carrier shall be detailed with its content on a packing list. The following order details must be shown on the delivery note:

- Order and item number
- Name and address of the supplier
- Material number with revision status
- Name of the article
- Delivery amount
- Partial deliveries must be marked as such on the delivery note.
- Date of production or date of expiration where applicable.

#### 5. Exemptions

In the event that specific packaging requirements necessitate a deviation from this packaging specification, corresponding agreement and written authorization from VARTA will be required.