

Scope

The present delivery and packing provisions describe the conditions with respect to delivery and packing of goods applicable at Elma Electronic AG (Elma) at Wetzikon location, CH, unless otherwise agreed in writing. These provisions are obligatory component of all contractual relationships. Changes or additions to these provisions need to be made in writing.

Acceptance hours

Our goods acceptance times, unless a public holiday, are as follows:

Monday till Thursday: 07.00 am – 12.00 am | 01.00 pm – 04.30 pm
Friday: 07.00 am – 12.00 am | 01.00 pm – 03.30 pm

Deliveries outside of the specified acceptance hours must be agreed with the Supply Chain of Elma in writing.

Packaging regulations

The selected packaging must meet the requirements of the goods to be packed. It must do justice to the loads of the intended mode of transport. This means that the transport route and the means of transport as well as possible influencing circumstances, such as weather conditions and handling during reloading, must be taken into account.

The supplier is responsible for proper packaging of the materials, such as:

- Materials with coated or sensitive surfaces must be packed in such a way that the surfaces are protected (e.g. intermediate layers in packaging units)
- Materials at risk of corrosion must be packed in wrappings that prevent corrosion
- Electronic components must be packed in ESD-safe belts, containers or magazines to ensure that the connections can be soldered

Delivery note

A delivery note must be enclosed with every delivery. The delivery note must specify the name of the supplier and contains following information:

- Recipient address
- Delivery note number and issue date
- Elma order number
- Elma item number
- Elma order designation
- Number of units
- Partial deliveries must be marked so on the delivery note

The specifications on the delivery note must match with the contents of the package.

Labeling of the good

All goods are to be marked with labels so that the goods delivered can be clearly identified. The label must show at least the Elma article number, order number, number of items and the production date.

Example of an Elma packaging label:



Palettes

All shipments are to be delivered on undamaged Euro pallets in accordance with the current standard (DIN EN 13698-1). Deliveries from non-EU countries that use wooden packaging must meet the requirements of the IPPC («International Plant Protection Convention») standard and ISPM («International Standards for Phytosanitary Measures») No. 15.

Different loading aids are only permitted for the delivery of long goods or coils. For the delivery of long goods or coils, the supplier must choose load carriers and packaging in such a way, that safe transport of the goods is guaranteed.

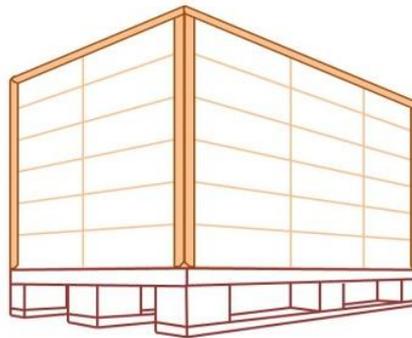
The maximum loading height including the pallet is 2000 mm. The maximum weight with a total height <1000 mm is 1000 kg, with a total height >1000 mm the maximum weight is 400 kg.

Pallets can be combined to form a compact, secure transport unit, without excess inventory, so that no repacking measures are necessary or required by Elma.

Security and safety

Pallet units must be packed and secured for safe transport. Individual packagings on a pallet are to be placed where possible so that their labels are clearly visible and legible from the outside.

Examples of safe and protective packaging:



Inspection documents

Inspection documents should be enclosed to the respective goods provided this is required as per drawing. Generally, Elma expects for every first delivery a neat EMPB (initial sample test re-port) incl. material quality certificate.

Non-compliance to the delivery and packing provisions

Costs resulting from non-compliance to the present provisions shall be billed to the suppliers. Elma may refuse deliveries that do not meet the defined requirements. The supplier shall bear the costs of return delivery.