

General

These Packing Instructions apply to all suppliers that deliver to KEMPER GmbH & Co.KG - hereinafter referred to as KEMPER - and are intended to ensure an efficient and undisturbed flow of materials from the supplier to the place of delivery. Beyond these provisions, general or item-specific agreements can be made between the supplier and KEMPER, which will be applicable.

1. Types of Packaging

The following types of packaging are used in the supply chain.

- Reusable packaging and reusable cargo carriers
- Item-specific cargo carriers (e.g. transport racks)
- Exchangeable packaging (e.g. Euro pallets or lattice boxes)
- Disposable packaging
- Cardboard packaging, pallets, complementary packaging means and protective packaging

2. Requirements on the Packaging

Irrespective of the type, the packaging must satisfy the following requirements.

- Proper protection of items against transport damage
- Compliance with principles on transport and cargo security

3. Waste Prevention

The objectives on waste control embraced by the environmental legislation and by KEMPER must be regarded.

- Packaging waste shall be reduced to the minimum.
- Returnable and disposable packaging shall be defined in ecological and economic terms. Mono-material packaging shall be preferred.
- Returnable and disposable packaging must be recyclable.

4. Packaging Specifications

The packaging shall always be planned according to the above mentioned specifications. The type of packaging specified in the order (individual order or master agreement) or by item-specific notes shall be a part of the order. Requests for modification must be submitted as suggestions and require KEMPER's consent.

If KEMPER gives its consent, this shall not exempt the supplier from its responsibility to deliver the items without defects.

If the supplier does not comply with a specified packaging or type of packaging, or if the shipping documents are incomplete, KEMPER reserves the right to charge the supplier with the expenses arising from the handling, disposal and repacking.

5. Packaging Use and Shipping Instructions

The delivery is subject to the following provisions:

- The type of packaging specified in the order must be used.
- Permitted container weights must not be exceeded.
- Container quantity specifications according to the order, if indicated, must be complied with.
- The items must not be "mixed" in the containers. Only one item number for each container or packing unit is admitted.
- Fill the containers evenly (centre of mass).
- Each container must be marked, visible from the outside, with the item identification number, denomination and quantity according to VDA 4902.
- Maximum weight of 15 kg for each packing unit, except lattice boxes and Euro pallets and special pallets that can be transported on industrial trucks.
- Industrial trucks must be able to unload the transport vehicles without difficulties.
- Exchangeable packaging (Euro pallets or lattice boxes) is swapped upon delivery, if sufficient packaging is in stock. If the swap of larger quantities (> 3 pieces) is planned, please coordinate the shipment five days before the delivery. Only undamaged packaging can be swapped.
- If containers owned by KEMPER are in stock (e.g. KEMPER standard boxes), these recipients are to be used for the delivery to KEMPER.

Shipping instruction for raw material

- Special specifications apply to the delivery of raw material:
 - o maximum length for bar material 6.5 m (exceeding only after prior consultation; maximum length due to the available space 7 m)
 - o bundle the material in items
 - o delivery in an appropriate vehicle (max. vehicle height 3.60 m)
 - o colour marking according to KEMPER colour code
 - o max. weight 2.5 t for each packing unit (e.g. bundle or pallet)

6. Shipping Documentation

Specifications required on shipping notes and shipping documents:

- KEMPER order number (starts with EB., LP., FB., or IMS..)
- Item identification number, item description and quantity
- Quantity and type of the container, to be separately listed according to the identification number
- Weight (gross/net), as far as possible
- Shipping note number and date of delivery/shipment
- Commission according to the order (related to the shipping/cargo)
- If applicable, place or address of delivery