

General Conditions of Delivery

1. Purpose

Purpose of these conditions is to control existing conditions of delivery reception and conditions of packaging for production material across all German locations of **AUMA Riester GmbH & Co. KG**. Exempt are return deliveries of **AUMA** products for purpose of service or repair. Separate prescriptions are provided regarding conditions of packaging and delivery reception.

The conditions of delivery described represent the generally valid framework for all business sectors of **AUMA**. If required, they are replaced by process and material specific clauses to allow consideration of special requirements of individual material groups.

2. Contact person

Contact person for conditions of delivery of **AUMA** is the respective materials planner, given at the order.

3. Notes regarding the container concept with AUMA containers


For optimisation purpose, suitable delivery containers are offered by **AUMA**.

Implementation of delivery containers can be governed by agreements adapted individually to the material used. The maximum weight for each filled pack/loading equipment (❷ below) is limited to 15kg gross.

For further information regarding delivery using **AUMA** containers, please contact the respective contact partner as mentioned above.



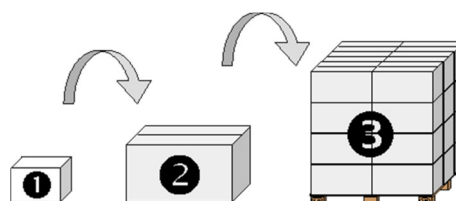
4. Notes regarding bar code use:

All indications contained in this specification of delivery reception relating to material marking, packages/packaging and shipping documents which are marked by this symbol: , must additionally be provided with a bar code.

AUMA's preferred bar code type is as follows: "Code 128 (all chars)".



- ❶ Material / smallest packaging unit
- ❷ Pack / loading equipment
- ❸ Shipping unit *



* one shipping unit does not necessarily consist of a pallet, it represents the outside packaging/packagings of a delivery.

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5. Material / smallest packaging unit ①

Marking:

The material or the smallest packaging unit must be marked with the following data:
Information provided by the label:

AUMA article number

- **AUMA** order number
- Quantity per packaging unit
- Data code or serial number if available
- Address for delivery and phone number (of company **AUMA Riester GmbH & Co. KG** incl. landline number 0049/7631-809-0)



Suggestion: - Label: 105x57mm permanently adhesive e. g. Avery 3425

- Printing according to PDF form at **AUMA** website: www.auma.com => [Company](#) => [Purchasing](#) => [Downloads](#) =>
 - „Anlieferetikett_AUMA_Müllheim4350“ (siehe beiliegendes Muster)
 - „Anlieferetikett_AUMA_Müllheim4280“
 - „Anlieferetikett_AUMA_Ostfildern4350“
 - „Anlieferetikett_AUMA_Ostfildern4280“
 - "Delivery label sample form"

6. Notes for using a date code:



Materials with varying date codes (production dates) are to be packed separately in compliance with the date codes:

7. Package/loading equipment ②

Marking:

Loading equipment (e.g. cardboard, **AUMA** containers, etc.) are to be marked at least with the following indications:

- **AUMA** article number
- **AUMA** order number including position
- Quantity
- Basic data of manufacturer (material designation)

Filling/padding material:

Only materials free of dust and silicone shall be accepted not requiring any additional work in separation / recycling, such as e.g. Air Pad or Pad Pak Styrofoam chips are not allowed. For ESD materials, packaging materials conforming to ESD are exclusively accepted.

Maximum weights:

For reasons of handling and health, the shipping units should not exceed 15 kg.
Shipping units with more than 15 kg must be supplied on one carrier (e.g. pallet).

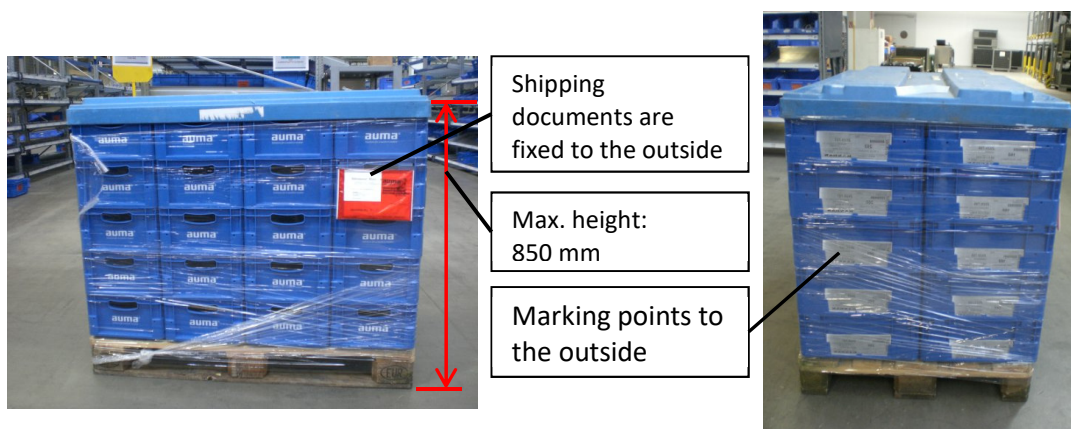
Loading strategy for Euro pallet:

When using several types of loading equipment on the pallet, the materials must be piled sorted by types. The marking of loading equipment must point outward for easy readability. The height of a fully loaded pallet must not exceed 850 mm or 4 piled up **AUMA** containers (Silverline 1852).

The condition of pallets or box pallets or any other containers must comply with the exchanging criteria of European Pallet Association EPAL (<http://www.epal-pallets.org>).

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The packages are to be packed to one safe unit for transport on one carrier (e.g. pallet) and to be secured to prevent shifting of the cargo. Furthermore, it must be ensured that no package or material can be removed without leaving clear traces with the load securing (anti-theft protection). Packaging material and load carriers made of wood are to be marked with the IPPC symbol, the double digit ISO country code, the registration number of the competent authority as well as the type of treatment.

Packaging made of ply wood, chipboards, OSBs, MDFs or compressed wood are exempt of these handling specifications.

8. Marking of the shipping unit ☺

The shipping unit(s) is or are to be marked (shipping label) as follows for identification purpose:

- Sender & address
- Recipient & address
- Weight: gross/net
- Number of packages, (e.g. 1 out of 4)


9. Shipping documents

The shipping documents must be fixed clearly visible from the outside of the shipment. If the shipment comprises various shipping units, the shipping documents must always be fixed to the largest shipping unit (e.g. pallet).

The shipping documents must contain the following information:

- | | |
|---|---|
| - Address of the sender and contact person of SUPPLIER | - Article number and quantity →  |
| - AUMA supplier number →  | - ESD marking with ESD logo |
| - Recipient address | - AUMA basic data text |
| - AUMA order number and pos. →  | - Indication "Made in..." |
| | - Order quantity / delivery quantity |

Specially for commercial goods:

- Article number with date code → 

The contractual shipping address is imperatively binding.

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10. Shipping address / dispatch of invoice

Invoicing addresses depend on the company name, indicated in the order.
Please dispatch the invoice separately via mail to:

Shipping address:

**AUMA Riester GmbH & Co. KG
Delivery PU01**

Aumastr. 1
79379 Muellheim/Germany

**AUMA Riester GmbH & Co. KG
Delivery PU02**

Aumastr. 1
79379 Muellheim/Germany

**AUMA Riester GmbH & Co. KG
Delivery PU03**

Aumastr. 1
79379 Muellheim/Germany

**AUMA Riester GmbH & Co. KG
Delivery Plant IV**

Aumastr. 1
79379 Muellheim/Germany

**AUMA Riester GmbH & Co. KG
Delivery PU04**

Daimlerstr. 9
73760 Ostfildern/Germany

**AUMA Drives GmbH
Delivery PU08**

Grenzstr. 5
01640 Coswig/Germany

**AUMA Drives GmbH
Delivery PU09**

Grenzstr. 4
01640 Coswig/Germany

**Sipos Aktorik GmbH
Delivery PU05**

Im Erlet 2
90518 Altdorf/Germany

AUMA Motors + Systems GmbH

Daimlerstr. 9
73760 Ostfildern/Germany

**Drehmo GmbH
Delivery PU06**

Zum Eichstruck 10
57482 Wenden/Germany

**AUMA Industry & Marine GmbH
Delivery PU07**

Gewerbestr. 3
78054 Villingen-Schwenningen/Germany

Invoicing address:

AUMA Riester GmbH & Co. KG

Aumastr. 1
79379 Muellheim/Germany

AUMA Riester GmbH & Co. KG

Daimlerstr. 9
73760 Ostfildern/Germany

AUMA Drives GmbH

Grenzstr. 5
01640 Coswig/Germany

Sipos Aktorik GmbH

Im Erlet 2
90518 Altdorf/Germany

AUMA Motors + Systems GmbH

Daimlerstr. 9
73760 Ostfildern/Germany

Drehmo GmbH

Zum Eichstruck 10
57482 Wenden/Germany

AUMA Industry & Marine GmbH

Eichendorffstr. 42 - 48
78054 Villingen-Schwenningen/Germany

PU = Production Unit

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Shipping address:

AUMA Riester GmbH & Co. KG
Service-Center Bayern
Kirchhoffstr. 8
85386 Eching / Germany

AUMA Riester GmbH & Co. KG
Service-Center Köln
Toyota Allee 44
50858 Köln / Germany

AUMA Riester GmbH & Co. KG
Service-Center Magdeburg
Am Stadtberg 1
39167 Niederndodeleben / Germany

AUMA Actuators (China) Co., Ltd.
171 North Renmin Road
TCEDA
Taicang, Jiangsu 215499 / P. R. China

AUMA India Private Limited
38A & 39B, II Phase
Peenya Industrial Area
Bangalore – 560058
Karnataka / India

AUMA Actuators, Inc.
100 Southpointe Blvd.
Canonsburg, PA 15317 / USA

Invoicing address:

AUMA Riester GmbH & Co. KG
Service-Center Bayern
Kirchhoffstr. 8
85386 Eching / Germany

AUMA Riester GmbH & Co. KG
Service-Center Köln
Toyota Allee 44
50858 Köln / Germany

AUMA Riester GmbH & Co. KG
Service-Center Magdeburg
Am Stadtberg 1
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General Conditions of Delivery

11. Fixed date and time of delivery

If no fixed time of delivery has been agreed, the general delivery times apply:

Location Muellheim, Germany	
Monday – Friday	7:00 a.m. through 5:00 p.m.

Location Ostfildern, Germany	
Monday – Friday	7:00 a.m. through 3:00 p.m.

Location Coswig, Germany	
Monday – Thursday	7:00 a.m. through 3:00 p.m.
Friday	7:00 a.m. through 12:00 a.m.

Location Altdorf, Germany	
Monday – Friday	7:00 a.m. through 3:30 p.m.

Location Wenden, Germany	
Monday – Friday	6:00 a.m. through 4:00 p.m.

Location Villingen-Schwenningen, Germany	
Monday – Thursday	7:00 a.m. through 9:00 a.m.
	9:15 a.m. through 12:00 a.m.
	1:00 p.m. through 3:00 p.m.
Friday	7:30 a.m. through 11:00 a.m.

Location Eching, Germany	
Monday – Friday	8:00 a.m. through 4:00 p.m.

Location Köln, Germany	
Monday – Friday	7:30 a.m. through 12:00 a.m.
	1:00 p.m. through 3:00 p.m.

Location Magdeburg, Germany	
Monday – Friday	7:00 a.m. through 3:00 p.m.

Location Taicang, P. R. China	
Monday – Friday	8:30 a.m. through 5:00 p.m.

Location Bangalore, India	
Monday – Saturday	9:00 a.m. through 5:00 p.m.

Location Canonsburg, USA	
Monday – Friday	7:00 a.m. through 3:00 p.m.