

## Shipping instruction for inbound deliveries to BARTEC based on the Incoterms EXW/FCA

This shipping instruction (in accordance with § 3 No. 5 of the General Terms and Conditions of Purchase and Ordering of the BARTEC Group) is a supplement to the contractual agreements between suppliers and BARTEC and applies to all parcel and general cargo shipments as well as partial and full loads if the following addressees or locations are affected:

- BARTEC GMBH location in **Bad Mergentheim**
- BARTEC VERTRIEB DEUTSCHLAND GMBH location in **Bad Mergentheim**
- BARTEC BENKE GMBH location in **Gotteszell**
- BARTEC GMBH location in **Leipzig**
- BARTEC Benke GmbH location in **Reinbek**

and the respective company is the freight payer (agreed delivery terms EXW and FCA).

Deliveries from BARTEC shall always be made in accordance with this shipping instruction.

Deliveries shall always be made by using the Standard / Economy Service. The commissioning of express shipments must be authorised in writing by BARTEC prior to commissioning. Otherwise, the additional express costs shall not be borne.

Partial and full loads must be agreed with BARTEC.

On the basis of the specifications in this shipping instruction, the supplier must contact the forwarding agent(s) specified by BARTEC independently and coordinate the operational processing with the forwarding agent(s) in terms of the transportation order.

When placing the transport order, please note that the correct BARTEC company must be specified as the freight payer.

### Required data for notification of shipments to the forwarders specified by BARTEC:

- Weights, number, type and dimensions of the packages
- Complete dangerous goods information (in case of dangerous goods)
- Loading times of the shipper
- Delivery terms
- respective BARTEC order number
- BARTEC customer number (depending on the consignee)
- Proper freight and accompanying documents must be handed over to the forwarding agent and pallets must be marked with "**DO NOT OVERLOAD**".

### Notification of shipments

Fedex, Schenker and Kühne + Nagel provide free shipping software that can be used in order to print out shipping labels as well as to notify pick-up (see table).

### Transport insurance

BARTEC is a waiver customer/prohibited customer due to its own transport insurance. BARTEC therefore does not have to pay transport insurance fees.

### Contact details

If you have any questions, please contact the BARTEC purchaser who is responsible for you.

Head office Bad Mergentheim:	+49 7931/597 0
Head office Reinbek:	+49 40 72703 0
Head office Gotteszell:	+49 9929 301 0
Head office Leipzig:	+49 341 2560190 0

In the event of non-compliance with our shipping instructions, we shall be forced - subject to any other rights to which we may be entitled - to charge you for any additionally incurred freight costs.

## BARTEC GmbH, Bad Mergentheim

Delivery times: Monday to Thursday: 07:00 am - 03:30 pm and Friday: 07:00 am - 11:45 pm

Supplier from	Transport type	Forwarder	Customer No.	Contact
Germany/EU	Standard packages <=30 kg	In-house parcel service of the supplier		
Germany/EU	Truck general cargo > 30 kg	DB Schenker	551948	DB Schenker LOGIN
Germany/EU	Express	Fedex Economy	152027729	Fedex LOGIN
Third country	Air freight <=30 kg	Fedex Economy	152027729	Fedex LOGIN
Third country	Air freight > 30 kg	DB Schenker	551948	DB Schenker LOGIN

## BARTEC Vertrieb Deutschland GmbH, Bad Mergentheim

Delivery times: Monday to Thursday: 07:00 am - 03:30 pm and Friday: 07:00 am - 11:45 pm

Supplier from	Transport type	Forwarder	Customer No.	Contact
Germany/EU	Standard packages <=30 kg	In-house parcel service of the supplier		
Germany/EU	Truck general cargo > 30 kg	DB Schenker	581258	DB Schenker LOGIN
Germany/EU	Express	Fedex Economy	576344724	Fedex LOGIN
Third country	Air freight <=30 kg	Fedex Economy	576344724	Fedex LOGIN
Third country	Air freight > 30 kg	DB Schenker	581258	DB Schenker LOGIN

## BARTEC BENKE GmbH, Reinbek

Delivery times: Monday to Thursday: 07:00 am - 03:00 pm and Friday: 07:00 am - 11:45 am

Supplier from	Transport type	Forwarder	Customer No.	Contact
Germany/EU	Standard packages <=30 kg	In-house parcel service of the supplier		
Germany/EU	Truck general cargo > 30 kg	DB Schenker	430080	DB Schenker LOGIN
Germany/EU	Express	Fedex Economy	345549463	Fedex LOGIN
Third country	Air freight <=30 kg	Fedex Economy	345549463	Fedex LOGIN
Third country	Air freight > 30 kg	DB Schenker	430080	DB Schenker LOGIN

## BARTEC BENKE GmbH, Gotteszell

Delivery times: Monday to Thursday: 07:00 am - 03:30 pm and Friday: 07:00 am - 11:45 am

Supplier from	Transport type	Forwarder	Customer No.	Contact
Germany/EU	Standard packages <=30 kg	In-house parcel service of the supplier		
Germany/EU	Truck general cargo > 30 kg	Kühne + Nagel	1515585	Kühne + Nagel LOGIN
Germany/EU	Express	Fedex Economy	70180638	Fedex LOGIN
Third country	Air freight <=30 kg	Fedex Economy	70180638	Fedex LOGIN
Third country	Air freight > 30 kg	Kühne + Nagel	1515585	Kühne + Nagel LOGIN