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Principle

To ensure a frictionless material- and information flow between supplier and Meyer Werft (following called MW), some requirements of MW Logistics have to be considered by the supplier. By adhering to the delivery guidelines described here, the work in MW logistics can be much more unproblematic and leads to less further inquiries /additional expenses at the supplier.

The adherence of these guidelines can have an effect on the supplier rating.

Unless other arrangements were agreed upon, the following generally delivery guidelines shall be used as a guidepost for the delivery, packaging, material labeling, delivery documentation, etc.:

1 Delivery

1.1 Delivery address

The general delivery address of the MW is:

Meyer Werft GmbH & Co. KG

c/o Name of ext. partner company (in case the delivery is intended for a partner company)

c/o Contact person on the MW (in case there is no official order – e.g. samples)

Industriegebiet Süd/Logistikzentrum

26871 Papenburg

GERMANY

(For more information on how to get to the logistics center, see 1.2.2)

The MW reserves the right to forward the truck for unloading to an outside warehouse (1km away, large components).

It is to be noted that this recipient information is clearly visible on all delivery documents (freight note / delivery note, etc.) and the forwarder carries these papers in the proper and complete condition.

If a delivery is addressed exclusively to a partner company (delivery is not based on a MW order), the company name and the contact person (full name, including telephone number and possibly e-mail address) must be indicated on the delivery documents!

If the delivery is for MW and a partner company, it must be packed separately and separate delivery notes must be created!

1.2 Goods acceptance

The goods acceptance of the MW confirms the receipt of the goods by means of their signature and, if applicable, stamps. This means that the acknowledgment of the delivery documents by the MW goods acceptance only documents the correct number of delivered packages as well as the outward appearance of the shipment packaging. If external damage and /or incompleteness are already identified on delivery, this is recorded on the freight note/delivery note and signed by the driver and the goods acceptance.

Damage and/or excess or reduced quantities and/or incorrect deliveries can only be ascertained by the incoming goods inspection, which takes place at a later point in time.

In such a case, an immediately written complaint against the supplier is made by the administration of the MW-Logistics.

The Incoterm agreed between the MW and the supplier regulates the transfer of risk for the goods.

Distribution Authorizations:

- internal owner
 supplier class

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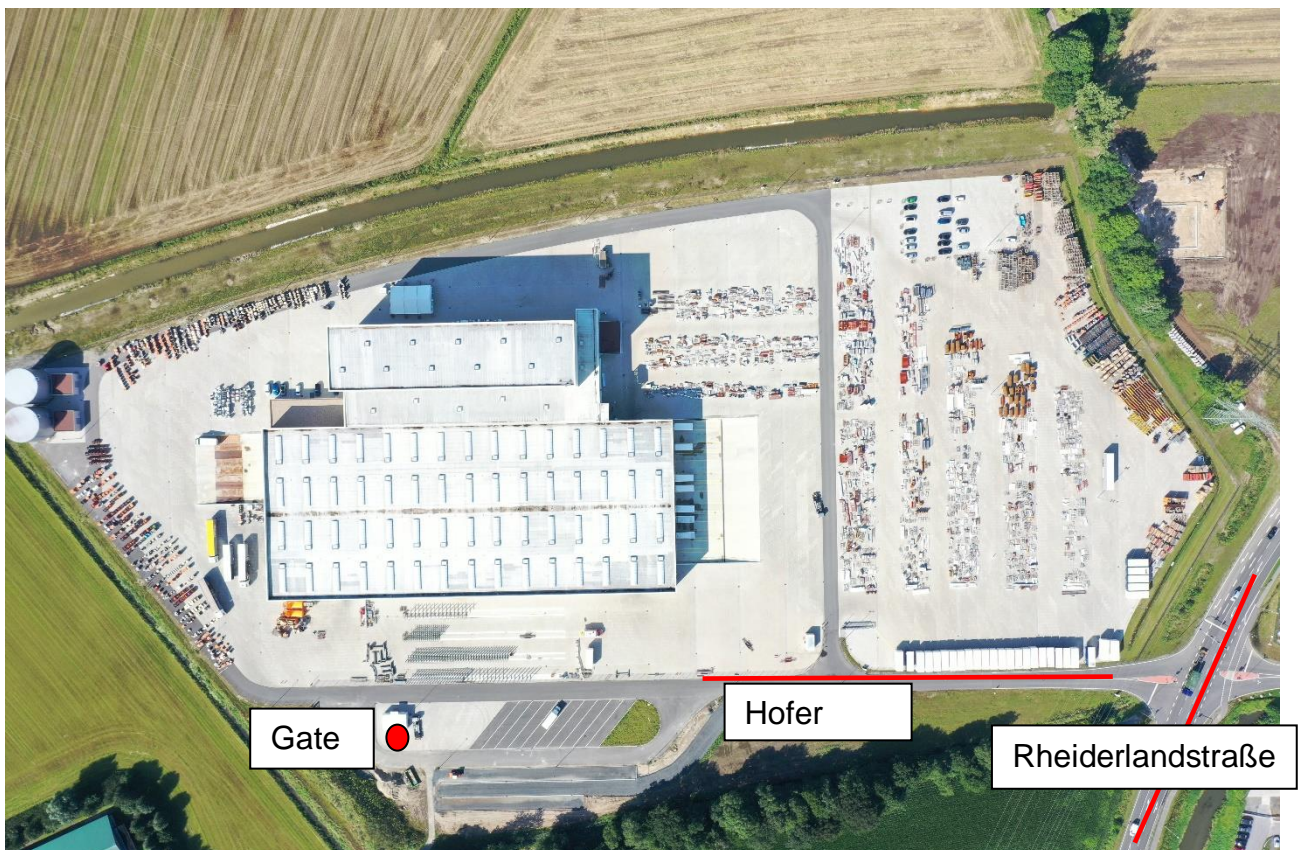
1.2.1 Goods receiving hours


Meyer Werft central warehouse: Monday to Friday from 7:00 am to 5:00 pm
The goods acceptance times can be different during plant holidays of the MW – please ask (see Chapter 4)!

1.2.2 Journey description from truck gate to the central warehouse

Access for suppliers is via Rheiderlandstraße (K158) via the crossing opposite gate 3 of Meyer Werft. The logistics centre (LOZ) itself is located on Hofer Weg, but should not be used as a destination road.

There, the driver reports to the gatehouse with the delivery papers. The employee checks the delivery papers of the shipment and directs the driver to the appropriate unloading point (this does not always necessarily have to be the logistics center!).



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1.3 Delivery documentation

1.3.1 Necessary accompanying documentation

The supplier is responsible for enclosing the complete delivery documents to the delivery. The forwarder / freight carrier / truck driver must carry at least one freight letter/CMR with the usual informations (goods recipient, sender, freight carrier, number of packages, weight, etc.). If dangerous goods are included, the necessary documentation according to ADR must be provided.

A delivery note must be attached to the goods, which must contain the following information:

Header Informations:

Supplier Informations

- Address from the sender
- Contact details of the supplier for questions/complaints
- Delivery note number from the supplier
- Delivery date
- Number of pages

Recipient Informations

- Address from the goods recipient
- MW order number
 - Purchase order number or call-off number or goods receipt/issue slip or work package
- If applicable the affected ship number

Position Information Delivery Note:

- Material description
- Quantity
- MW order position, if applicable article number of the supplier, MW identification number (JLM number, ID number, etc.))
- Country of origin of the goods

If the delivery consists of more than one package, it is acceptable to attach the delivery note to only one of the delivery units. The rest of the packages must be visible labeled to be able to assign these to the delivery (for example package 2 of 4 to Delivery Note XXXX).

If the delivery is not based on a MW order number, please indicate the contact details of the purchaser & recipient as well as all available informations.

It is important to note that one delivery note is created for each MW order.

If, for example, 3 different MW orders are included in one delivery, 3 delivery notes must be mandatory produced and the respective material must be separately packed for each delivery note!

Delivery items that are listed in the MW order but are physically installed/contained in a different item must be appropriately declared and listed on the delivery note ("included in item ..." / "installed in ..." or similar).

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1.3.2 Labeling of delivery unit (package)

Every single package should be labeled with the following information:

- Supplier
- Recipient
- Number of packages whereof a delivery exists (as already described in 1.3.1)
- Content description (by means of MW order)
- Delivery Note Number
- If applicable a proper identification marking of dangerous goods
- If applicable warning notices, attachment points or similar

1.4 Load securing

In principle, proper load securing must be carried out in accordance with the legal requirements. It is important to ensure a problem-free unloading.

In principle, all load carriers used must be in an undamaged state.

In principle, deliveries may only be made on exchangeable **EUR pallets or industrial pallets**.

If this is not possible (e.g. for bulky goods), delivery can also be made on disposable pallets or in boxes/racks. Attention must be paid to stable material (packaging / stable construction), so that this means of transport can also be used after unloading for internal transports, as well as storage.

The delivered load carriers / pallets must be accessible by forklifts / pallet trucks.

The material packed on the pallets must be securely lashed and protected from external influences. The material/cardboard packaging must not be cut into by strapping or similar to such an extent that damage can occur (in this case, edge protectors or similar should be used).

Loosely packed material on trucks may not be unloaded! If the load carriers are unpacked/opened, the packed quantities must not become unstable under any circumstances and pose a risk to people and material.

If a **crane** is required for unloading, the delivery must be notified as early as possible (see chapter 4.1) so that a crane is available. Deliveries of goods with a colli weight of more than 8 tons are generally to be considered as unloading by crane. Delivery for open-top unloading must be possible. The attachment points must be clearly marked and identifiable.

Long goods must be delivered in bundles and each bundle must be separated from each other with squared lumber.

In general, the best possible packaging is required to avoid damage to the goods during transport and unloading.

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2 Material labeling

A complete labeling of the materials is the prerequisite for a smooth delivery.

If a material cannot be assigned due to missing labels, this automatically leads to problems within the MW and to queries/reclamations against the supplier.

Therefore, the following information should be attached to each ordered unit:

- Material description
- Quantity
- MW order item/sub-item or MW article number/ident number
- JLM-number or other article/ identification number (if available)
- ship number (if affected)

These details must either be indicated on the material itself or on the outer package (in the case of correctly sorted packaging). In this case, a robust label must be considered.

Material supplied, which is not listed in the order but belongs to an ordered component, must be identified as such ("belonging to ...").

If a material cannot be identified even after a best possible incoming goods inspection, the corresponding packages will be returned to the supplier at the supplier's expense for re-labeling/rework.

2.1 Label with Barcode

In addition to the labeling of the goods with the previously mentioned information (material designation, etc.), each unit must be labeled with an article number / EAN / UPC in plain text and as a barcode.

2.1.1 Label with EAN13/UPC

If the manufacturer/supplier has already marked his products with EAN13 or UPC barcodes according to the respective valid guidelines, the barcode marking is hereby satisfied.

Further markings do not have to be made.

2.1.2 Alternative Barcodes

If there is no marking according to paragraph 2.1.1 on the goods, an alternative marking has to be made. For this purpose, the goods must be marked with a barcode of the type QR code with error correction level H. The size of the barcode should not be less than 20mm x 20mm.

Other barcode types are possible, but must be agreed in advance with the logistics department.

The content of the barcode depends on the material ordered. If it is identification material (article number), this must be entered in the barcode. If, on the other hand, the material is an order material, the order number and the order item and - if available - the order sub-item must be mapped in the barcode. More details can be found in the following chapters: 2.2 + 2.3

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2.2 Label with Ident/Article number

In case of material delivery with Ident/article number, this number must be stored in the barcode.

Example for

Ident number : 12345678

Designation: Test article for award



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2.3 Award order material + order item + sub-item

In the case of material deliveries for order material, the order number, order item and (if available) the order sub-item must be stored in the barcode. These values must be preceded by the leading constant "B".

The format must be as follows:

- Constant, always "B" (1-digit, B)
- Order number (9-digit numeric)
- Order position (4-digit numeric)
- Sub-position (4-digit numeric)

Example for delivery of

Order number: 123452022

Order position: 100

Order sub-position: 1

In the barcode is to be deposited B12345202201000001



Example for delivery of

Order number: 123452022

Order position: 100

In the bar code is to be deposited B1234520220100

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2.4 Mixed pallets/Mixed packaging

In principle, a single material packaging is to be used. If this is for once not possible caused by various reasons, please note the following:

- It must be clearly recognizable that the pallet is a mixed pallet.
- Different materials which have been packed on a pallet must be packed in cardboard boxes according to the article. These cardboard boxes must be marked separately accordingly.
- No material may be nested within a pallet in such a way that repacking is necessary for a complete check. For this purpose, the labeling must be oriented outward.

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4. Contact of MW-Logistics

4.1 Notification of inbound deliveries

You can informally register your planned delivery in advance with the MW goods receiving department. For deliveries with possibly necessary crane unloading, a registration must be made in advance. MW reserves the right to check the crane time window and adjust it accordingly.

For this purpose, please write an e-mail about your delivery to the following e-mail address:

goodsreceipt@ems-maritimeservices.de

The following information is required for the notification:

- MW order number
 - Purchase order number or call-off number or goods receipt/issue slip or work package
- If applicable, the ship number concerned
- Contact data of the supplier for queries
- If applicable, contact data of the MW contact person
- Forwarder
- Planned delivery date, time
- Crane unloading (Yes / No)
- Weight / dimensions
- Number of colli
- Delivery bill (PDF), if available
- Hazardous goods (Yes / No)
- Customs goods (Yes / No)

4.2 General questions about logistics

If you have any questions about the opening hours of the **logistics centre (LOZ)**, if you need a specific contact person, if you have any questions about your delivery or if you have any other questions regarding logistics, please send an e-mail to the following address - the colleagues will then try to answer or forward your request promptly.

logisticservice@ems-maritimeservices.de

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 supplier class

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