

MEYER	Organizational Rule Delivery Rules (EMS)	Document-No. OR 00629
		Date of issue 04.05.2026
		Revision 4

1. Definition

Participating stakeholders	
EMS Maritime Services	
➤ Warehouse Logistics	Project Developer Warehouse Logistics Head of Group Warehouse Logistics Foremen Warehouse Logistics
MEYER WERFT	
➤ Procurement	ERP Team Lead

Table 1: List of all Participating stakeholders

2. 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.

3. Delivery

3.1. Delivery Address

The general delivery address of the MW is:

Meyer Werft GmbH

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.

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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!

3.2. 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.

3.2.1. Goods Receiving hours

Meyer Werft central warehouse: Monday to Friday from 7:00 am to 4:45 pm

The goods acceptance times can be different during plant holidays of the MW – please ask (see Chapter 4)!

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3.2.2. 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 centre!).



Figure 1: Drone photo from logistic centre (2022)

Meyer Werft reserves the right to refuse acceptance if the guidelines listed below are not followed.

Any additional costs that may arise – for example, due to necessary returns, time consuming processing by MW, etc. – may be billed to the supplier.

3.3. Delivery Documentation

3.3.1. Necessary accompanying documentation

As a general rule, the supplier is obligated to ensure that the physical delivery and listing of delivery items on the delivery note comply with the specifications of the MW order.

Items listed as individual items in the MW order must not be incorporated into or included in other items. Conversely, items should only be delivered individually if they are also listed as separate items in the order.

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If the aforementioned conditions cannot be met, the supplier must provide the technical representative of MEYER WERFT with a list of all components to be delivered individually no later than **4 weeks** prior to delivery or immediately following the FAT, so that the order can be adjusted. The Meyer Werft template must be used to create the component list (Link to follow; in the meantime, please consult with the technical representative). The list must only be sent if there are changes to the original list. Multiple updates may also be sent.

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 information (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 Information:

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

Recipient Information

- Address of 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 MW order number, please indicate the contact details of the purchaser & recipient as well as all available information.

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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

3.3.2. Further information regarding Delivery Note

For ALL physical goods and materials delivered to...

- the MEYER shipyard in Papenburg or
- at another contractually agreed location with MEYER WERFT

... a goods receipt must always be booked and a delivery bill must be available.

The delivery bill must always correspond to the description of the order items stated in the order so that goods are received correctly and no queries or additional work arise.

There are two options for this:

1. Material passes through the warehouse / logistics center and is booked in by logistics as "goods received". A delivery bill must be attached to the parcel.
2. Material does not pass through the warehouse / logistics center, but is delivered directly to the construction site (on board) or to another location --> then the delivery bills must be signed by an authorized person from MEYER and then sent to the logistics center.
 - These delivery bills must always be sent by you, as our partners & suppliers, to the LOZ via wareneingang-buero@meyerwerft.de and may not be sent via third parties.

3.3.3. 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

3.4. 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.

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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 transport, 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.

4. 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.

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.

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4.1. 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.

5. Meyer Werft Order

From the MW order can be taken the information on how to create the delivery documentation & material labeling. The following is an exemplary excerpt of an order where the most important information are marked and described.

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MEYER WERFT GmbH & Co. KG Postfach 1335 26855 Papenburg

Vendors address

MEYER WERFT GmbH
 Postfach 15 55
 26855 Papenburg

Contacts of MW responsables

Telefon:(04961) 81-
 Einkauf-Tel.: Fax:
 e-mail:
 Technik-Tel.: Fax:
 e-mail:
 Termin -Tel.: Fax:
 e-mail:

Bestellung-Vordruck

Ihr Zeichen	Ihre Nachricht vom	Best.-Nr.	Kontierung	Datum	Unser Zeichen
		432/17	694	095	17.01.17 EK

Order No. Ship Building Group

Wir bestellen gemäß unseren Allgemeinen Einkaufsbedingungen, diese finden Sie im Internet unter:
http://www.meyerwerft.de/de/meyerwerft_de/lieferanten/agb/agb_2.jsp
 Wir bitten um umgehende Rücksendung der beigefügten Bestell-Annahme.

Pos.	Menge Benennung	Lieferzeit auf der Werft	Preis per	Einzelpreis Wert in EUR
1	<p style="text-align: center; color: red; font-weight: bold;">Amount & UOM</p> <p style="text-align: center; border: 1px solid red;">1 Satz</p> <p style="text-align: center; color: red; font-weight: bold;">Testmaterial Description</p> <p style="font-size: small;">für Topologie: S 0694 RL -- SC DK R FZ WD Raum SPT für JLN-Nr.:274.1905.1010 MW Number </p>			

Mit freundlichen Grüßen

MEYER WERFT GmbH

TELEFON: 04961 / 810
 TELEFAX: 04961 / 814300

Figure 2: Screenshot from MW Order (pdf)

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6. Contact of MW-Logistics

6.1. Notification of MW-Logistics

As a rule, your deliveries must be notified in advance. In the case of deliveries that may require crane unloading, notification must be given at least 4 weeks in advance.

MW reserves the right to check the crane time window and adjust it accordingly.

When dangerous goods are being transported, the shipper must notify the consignee in a timely manner prior to delivery. This includes providing the information necessary to comply with legal requirements.

The shipper is required to ensure that the transport document contains the correct details and that the necessary information for the shipment is provided.

Please send an e-mail regarding your delivery to the following e-mail address: goodsreceipt@ems-maritimeservices.de

The following information is required as part of the notification:

- MW order number
- Order number or call-off number or consignment bill or work package
- If applicable, the relevant ship number
- Contact details of the supplier for queries
- If applicable, contact details of the MW contact person
- Forwarder
- Planned delivery date, time
- Crane unloading (yes / no)
- Weight / dimensions
- Number of colli
- Delivery bill (PDF), if available
- Dangerous goods (Yes / No)
- Customs goods (Yes / No)
- Type of delivery (barge, pontoon, truck, etc.)
- Slings scheme incl. slinging equipment to be used
- Drawing incl. unloading instructions and attachment points
- Marking of center of gravity

If defects are detected, material is delivered too early without coordination or notification has not taken place for certain materials, this can lead to claims or a refusal to accept the goods.

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The aim is to reduce queries to you about materials that have already been delivered and to always have a correct overview of materials received.

6.2. General questions about logistics

If you have any questions about the opening hours of the logistic 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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