



Delivery Guidelines SKW

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1 Principle

In order to ensure smooth goods receipt and storage and to keep the unloading processes short in your interest, compliance with our delivery guidelines is absolutely necessary.

This is the only way we can ensure that your products are delivered as quickly as possible and without special expenses.

Please also pass on our delivery guidelines as a binding instruction **to your freight forwarders** (as well as any substitutes).

2 General

On the SKW premises, the instructions of the SKW staff must be followed. All shipments handed over to a transport service provider must be packed securely for transport and access.

In principle, all goods must be delivered on flawless loading equipment. Each supplier must ensure that the goods reach their destination in proper condition by using the appropriate load carriers, packaging and necessary loading aids.

3 Packaging

3.1 Delivered **Palettes** must comply with the following requirements:

- General delivery only on EURO pallets of quality class A (standard: EPAL)
- Maximum height per pallet: 1,100 mm incl. pallet
- Max. maximum weight per pallet: 800 kg
- Palletised goods must not be loaded beyond the edge of the pallets, provided that the goods allow this
- the cartons must be packed with the label facing outwards
- Stability and even weight distribution of the packed pallet must be ensured
- In principle, heavy items must be packed at the bottom and light items at the top (indication of possible damage)
- deformed and damaged packaging units will not be accepted

3.2 Delivered **Drum** must comply with the following requirements:





- General delivery of cables on Grade A drums
- The drum size must match the weight of the cable
- KTG drums must be marked

3.3 Packing of transport units:

- The pallets and drums must be adequately secured with foil, plastic straps, wedges, etc. in accordance with the provisions of load securing.
- Delivery must be made in single-type containers if possible.
- If mixed packaging is nevertheless necessary, it must be
 - a. to be marked with all article/material numbers and quantities
 - b. as mixed packaging.

4 Goods receipt

In order to unload the trucks promptly, each delivery must be notified by the supplier or his representative **at least one day before delivery via the "delivery slot system"** (www.cargoclix.com/skw)

Unnotified deliveries will be treated subordinately or may lead to a refusal of acceptance.

When making an appointment, the driver's telephone number (if possible) and the e-mail address must be provided.

4.1 Acceptance times for goods acceptance:

Mon–Thu: 6:00 to 15:30 (gates are also open from 6:00)
Fri: 6:00 to 12:00

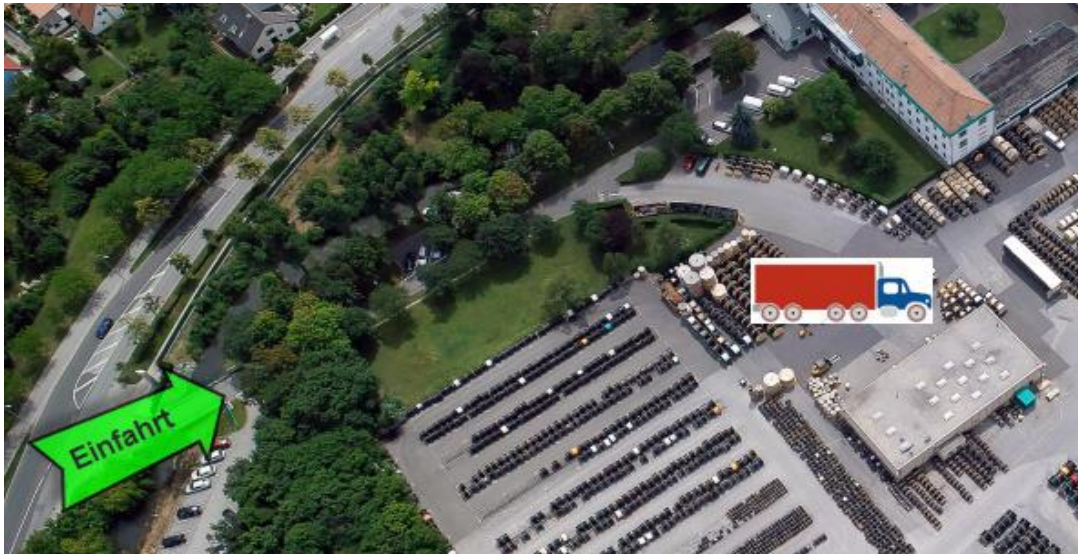
Outside these times, delivery is only possible by prior arrangement – any special costs must be charged.

4.2 Contact:

Mr. Jurisic Phone +43 664 60 290 170
Mr. Dragic Phone +43 664 60 290 171



4.3 Plan of goods transfer:



5 Inspection of the consignment/defect notices

- In the case of damaged goods delivered, SKW reserves the right to refuse acceptance at the expense of the supplier
- the consignments are accepted subject to subsequent quality and quantity control
- the carrier is only acknowledged for the number of packages delivered (pallets, drums, etc.)
- the qualitative and quantitative inspection of incoming goods is carried out in the further course on the basis of the delivery note
- obvious defects in the packaging as well as quantity deviations in the packages must be confirmed by the carrier on the consignment note
- Concealed transport damage that is not recognizable at the time of receipt of goods will be reported to the supplier within a maximum of 5 working days for settlement

6 Conduct on the terrain/safety

Only after approval by our employees is the entry to the SKW premises permitted and unloading can take place – otherwise the truck does not have to leave the company premises unloaded and wait for approval.

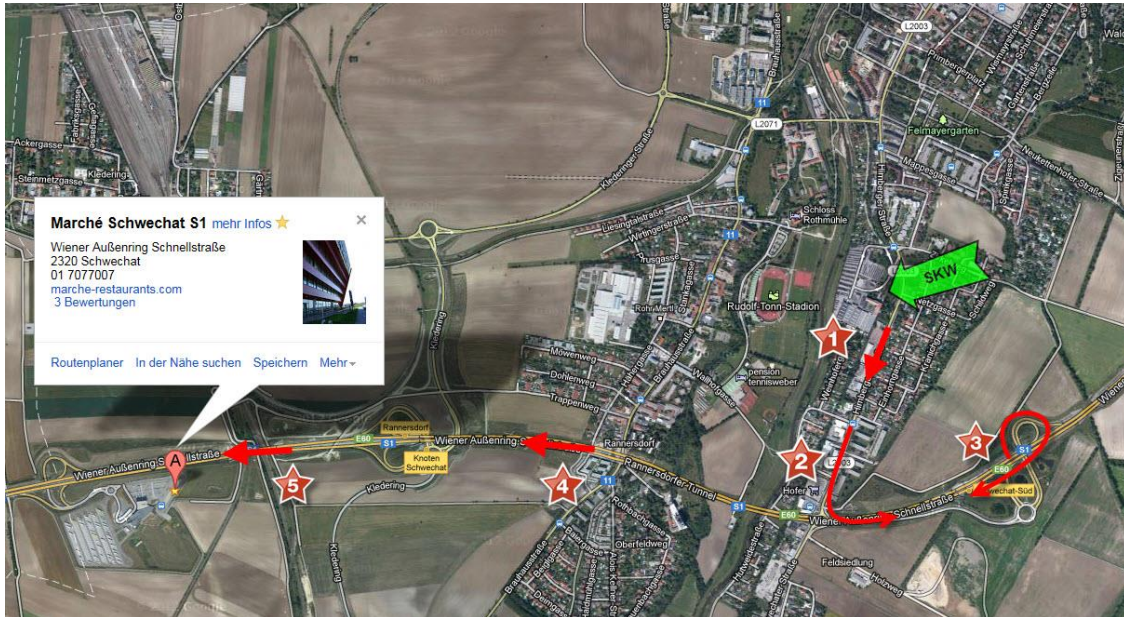
For reasons of occupational safety, the wearing of safety shoes and high-visibility vests is mandatory for all drivers on the premises of SKW Schwechater Kabelwerke GmbH.



Forklift traffic always has priority and walking on the site is only permitted for the purpose of loading and unloading.

If there is no clearance for the delivery by our employees (because other deliveries are currently being unloaded), there is the possibility to wait for the release at the following parking lot:

Marché motorway station (directly on S1):



7 Consequence of non-compliance with delivery guidelines

If the delivery guidelines are not complied with, SKW GmbH is entitled to charge the supplier for any additional expenses resulting from non-compliance. The supplier agrees to this regulation. The invoiced costs are proven by SKW GmbH. If exceptions are agreed in individual cases, these must be documented in writing and confirmed by the responsible buyer or customer manager (e.g. delivery outside the above times or similar).

In order to ensure a smooth receipt of goods, compliance with our delivery guidelines is mandatory. This is the only way we can ensure that your products are taken over, stored and delivered as quickly as possible and without any special effort.

