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1. Preamble

These guidelines serve to ensure the optimal and efficient logistical processing of the products delivered by the supplier to the Richard WOLF GmbH logistics centre. To this end, the supplier is requested to take all the necessary steps to ensure that the products are packaged under optimal conditions and labelled and that all the necessary accompanying information is available upon arrival at the logistics centre.

2. Scope of application

The guidelines apply to all external suppliers making a delivery ordered by Richard Wolf GmbH.

3. Maintenance, implementation, deviations

The supplier is responsible for ensuring compliance with and implementation of these guidelines (including responsibility for sub-contractors).

The guidelines do not apply, or only in restricted form, if a diverging written agreement is concluded with Richard WOLF GmbH. Oral arrangements are not valid.

The supplier shall act immediately to notify the purchasing department in writing of any deviation from these guidelines; he is also to initiate and communicate corrective measures immediately.

4. Delivery note/RW issue slip

4.1 Delivery note

All deliveries are to be accompanied by a minimum of one delivery note. The delivery note shall be affixed securely to the outside of the package in a protective bag.

The supplier shall ensure that the following information is complete:

a. Delivery address Richard WOLF
b. Delivery note number supplier (TEXT + bar code – CODE128)
c. Order number Richard Wolf (TEXT + Bar code – CODE128)
d. Order designation Richard WOLF (text)
e. Material or type number Richard WOLF (TEXT + bar code – CODE128)
f. With serial number obligation:
   Serial number (TEXT - max. 15 figure + bar code – CODE128)
g. With batch management requirement:
   Batch number (TEXT–max. 10 digit + bar code – CODE128)
h. Insofar as the products
   (i) are medical products
   (ii) and RICHARDRICHARD WOLF GMBH is the manufacturer
   (iii) and the medical product guidelines
   or directives [1] valid at the time of delivery prescribe such a practice:
   Date of manufacture (FORMAT- YYYYMMDD – TEXT + bar code – CODE128)
i. With sterile products and other products (e.g. adhesive, grease) with an expiry date :
   Expiry date (FORMAT- YYYYMMDD – TEXT + bar code – CODE128)

Notes:

(i) Traceability:

Unless a serial number obligation has been agreed, all series products must be traceable via a batch number as a minimum. The batch number is agreed within the scope of the tender negotiations.

(ii) Batch number system:

As far as the supplier has not established its own system-side batch number system, the Richard WOLF GmbH order number shall double as the batch number.

Example: Order number: 4500000471
Batch number: 4500000471 (max. 10 digits !)

[1] The date of manufacture is required for all active medical products (e.g. devices, foot switches) and stand-alone software at the time of authorisation of the P02LE004. On 26 September 2012, the EU commission presented a new proposal for a new EU medical products regulation. Should this come into force, the date of manufacture must be provided for all medical products.

(iii) Serial number system:

As far as the supplier has not established his own serial number system, or no other written agreement has been made, the Richard WOLF GmbH order number followed by an (alpha)numerical cipher code shall be used as a serial number.

Example: Order number: 4500000471
Serial number: 450000471Z0010 (max. 15 digits !)

4.2 RW issue slip

Should the supplier be unable to provide the full information on his delivery note as required by 4.1., he has the option of adding an **RW issue slip.** This shall also be affixed securely to the outside of the package in a protective bag.

Richard Wolf GmbH has developed a standardised template to enable easy generation of the RW issue slip. This enables the supplier to print standardised RW issue slips. We are happy to provide this free-of-charge upon request.

5. Labelling

In general, labels are to be affixed so that they are legible upon receipt without any unnecessary stacking / re-packing. The application of labels may not cover any other information on the packaging.

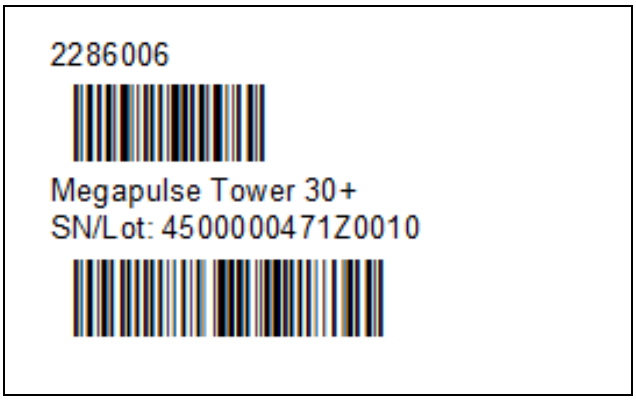
5.1 Intralogistic label (only applies to series products!)

Every piece of packaging is to be clearly marked as follows

a) Material or type number Richard WOLF (TEXT + bar code – CODE128)
b) Order designation Richard WOLF (text)
c) With serial number obligation:
   Serial number (TEXT - max. 15 figure + bar code – CODE128)
d) With batch management requirement:
   Batch number (TEXT –max. 10 digit + bar code – CODE128)

Dimensions :
Label: approx. 99 x 57 mm
Font / Size: Arial 12
(other formats are permitted provided they are legible)

Example



Should the supplier be unable to satisfy these requirements within his system environment, he can alternatively affix the **RW intralogistic label** on every package.

Richard Wolf GmbH has developed a standardised template to enable easy generation of the **RW intralogistic label.** This enables the supplier to print standardised labels. We are happy to provide this free-of-charge upon request.

5.2 Regulatory labels / type plates

Regulatory packaging labels and type plates are agreed on an individual basis between Richard WOLF GmbH and the supplier. The supplier is obliged to implement the agreement completely.

6. Packaging

The supplier is responsible for ensuring that the product is packaged correctly. He shall ensure the exclusive use of new and legally-permissible packaging material. In doing so, he shall take into account any wishes / requirements communicated by Richard WOLF GmbH.

The supplier is liable for any damage suffered during transport not covered by the insurance due to insufficient packaging. He must comply with all regulations for dangerous goods. All disposable and reusable packaging (e.g. Euro-pallets) can be generally used.

Multiple articles dispatched in a single consignment may be delivered in / on a transport container but should be packed separately and identified. The goods in each piece of packaging must be homogenous and contain only goods from the same batch. The supplier is to check that the contents match the label on the packaging. The date of manufacture of a single batch must be consistently identical.

Deliveries which do not correspond to the agreed structure (over-packed, defective or incomplete packaging, etc.) will not be accepted and may be returned to the supplier at his cost.

The terms are accepted and confirmed by the Supplier:

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Location, date, legally binding signature, company stamp