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Stadler Bussnang AG / Stadler Service AG

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1. Änderungsverzeichnis

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1 General

The logistics agreement at hand governs the details of the day-to-day logistics business, including packaging, shipping, transport and delivery, and aims to ensure a problem-free supply chain with clear responsibilities. This logistics agreement is intended to further improve the supply of materials of Stadler and at the same time consolidate a base for a lasting partnership.

In the event of non-compliance with the agreement or individual points by the supplier, Stadler reserves the right to issue a complaint report (CR).

1.1 Contact

At Stadler, each order/project is assigned a material coordinator who checks and monitors material control in day-to-day business and who is to be contacted if it is necessary to adjust deadlines or quantities. The responsible contact person is noted on the order.

If you are placing an order with Stadler Service, the purchaser listed in the order header must be contacted directly.

1.2 Delivery

In the context of the order, the supplier is informed of the composition of the delivery or the batch size to be delivered. The basis for the definition of the purchasing and packaging batch sizes are project-specific requirements of Stadler, which are defined in connection with the order. The supplier must comply with these provisions.

In case of incomplete deliveries and deviations from batch size agreements, the supplier must inform the coordinator in writing prior to delivery and agree on the further procedure.

The mixing of several orders in one packaging unit should be avoided whenever possible. If this is nevertheless done, the packaging must be clearly labelled on the outside to indicate which orders and order items it contains.

Deliveries must be registered at least 1 day before delivery by booking an unloading time slot in order to be served at the Stadler Bussnang AG locations (see also point 4.5). For deliveries from suppliers who work with Stadler's transport management system, delivery time slots are booked automatically and information on the unloading time slot is allocated accordingly.

All other deliveries must be registered via Stadler website in the "Suppliers" tab (<https://www.stadlerail.com/en/supplier/>).

1.3 Delivery dates

Irrespective of the agreed delivery conditions (Incoterms), delivery dates stated in the order are always understood as the date of arrival at Stadler. In the case of delivery condition FCA, the supplier is obliged to take into account the necessary transport lead time, which will be announced by Stadler.

2 Labelling of material

The material must be labelled on delivery in such a way that it can be identified at Stadler's incoming goods department without additional unpacking or repacking.




Labelling is carried out on the material or on the outer packaging (e.g. for finished surfaces) and must be removable without residue and without the use of solvents.

Labelling must be carried out as follows:

- In the case of homogenously stacked delivery within the transport container, at least 1 article must be labelled
- In the case of mixed transport containers, the different articles must also be separated (e.g. by outer packaging or separators)

The labelling must show at least the following content:

- Stadler order number
- Article designation
- Stadler article number and index number

<ul style="list-style-type: none"> • Articles are separated by the outer packaging (cardboard) • Labelling on the outer packaging or on the article itself allows for quick and easy identification 	
<ul style="list-style-type: none"> • Finished parts are sufficiently protected against damage • Article labelled on the outer packaging 	
<ul style="list-style-type: none"> • Homogenously stacked delivery in a transport container • Labelling of the articles on the container 	

- Set items must be labelled with a parts list on the container



3 Packaging

3.1 General

Standard load carriers should preferably be used.



In principle, care must be taken to ensure that the items are packaged with recyclable materials to conserve resources.

The goods must be packaged in such a way that no dirt or splash water can penetrate the outer packaging before delivery to Stadler.

The delivery parts must be arranged in the packaging in such a way that the quantity can be determined after opening and identification is as easy as possible. Furthermore, the delivery parts must be arranged and secured in such a way that they are not damaged during proper transport and storage.

Painted, finished, bare metal items or visible parts must be suitably protected against damage and soiling. If no packaging units are defined, it must be possible to remove the parts individually from the container.

The following examples are used to illustrate the most important points:

<ul style="list-style-type: none"> • Material is labelled on the outer packaging and easy to identify • Material is protected • Material can be picked individually from the container for further processing • No lateral overhang 	
<ul style="list-style-type: none"> • Several items in a pallet that are clearly separated and labelled from each other 	

- Set delivery = one order item consisting of several articles
- Accessory material in the box is clearly assigned to the set and cannot get lost
- Material does not stick out laterally



3.2 Transport containers

Unless otherwise mutually agreed, the delivery parts must be packed in stackable containers that are as standardized as possible. The type of packaging is defined as part of the project or individual order.



The supply parts must not exceed the outside contour of the load carrier!

3.2.1 Reusable Transport container

Customized reusable transport containers must be labelled with the name of the respective supplier and owner.

The supplier is obliged to check the proper and exchangeable condition of the transport containers before delivery of the goods.

3.2.2 Disposable transport container

Disposable transport containers are mainly used in the spare parts business and must fulfil the following requirements:

- Damage-free, problem-free handling by fork lifts (can be picked up on both sides)
- Protection against dust and moisture
- Environmentally friendly disposal
- Easy separability of different materials after use (e.g. wood and plastic)

3.3 Packaging of Aluminum profiles

Aluminum profiles are to be delivered in compliance with the current version of the DIN EN13981-1 standard. The requirements of DIN EN 13981-1 Chapter 11 on "Record keeping" apply to all requirement classes A, B and C according to Chapter 8 of this standard.

In addition to DIN EN 13981-1 Chapter 12, our requirements for the packaging of aluminum profiles apply. (See Stadler specification [FO-4.4.1.0-11 Requirements for Packaging Aluminum Profiles](#))

3.4 Packaging of set articles

All parts that belong to a set (= one order item) also must always be physically assigned to this set, that is, the full set must be packed in one packaging unit. This refers to all parts of the set, including add-on parts, assembly material or C material. Separate deliveries or packaging of materials belonging to these sets are not permitted.

3.5 Packing list

The packing list must be attached externally on the packaging in a clearly visible location. The following details must be provided on the packing list:

- General data (at least the supplier, receiver and order number)
- Stadler article number
- Article designation
- Actual quantity (contents / quantity supplied)
Furthermore, the following must always be displayed on the packing unit:
- Project name/number (e.g. EC250/L-4311)
- Vehicle number (mandatory) and car body number (if available)

3.6 Handling of empty containers

The reusable containers are returned:

- Using the 1:1 exchange procedure (one empty container is returned for each full container)
or
- By collecting the containers using consolidated return transport

Standard Euro pallets are replaced:

- Using the one-for-one exchange procedure with the delivering forwarder/carrier
- Stadler Bussnang AG refrains from keeping pallet accounts (credit/debt). Any demands of this type will be rejected.
- In national distribution transport in Switzerland, SBB pallet frames are also exchanged on one-for-one basis with delivering carriers. Folding frames or the like are not exchanged and are considered disposable packaging.

3.7 Dangerous goods

The supplier is obliged to comply with the statutory regulations (CLP regulations) on the labelling of hazardous substances and mixtures. Dangerous goods accompanying documents (according to ADR or SDR) must be handed over to the transport company for transport.

3.8 Cargo securing

The load units must be secured in accordance with the statutory regulations on load securing. Securing against slipping during transport is essential (e.g. by strapping, shrink-wrapping or stretch-wrapping with the load carrier).

4 Delivery process

4.1 General

The goods must be handed over to the carrier in time so that they can be delivered to Stadler on the agreed delivery date (see item 1.3.)

Partial deliveries (quantity deviations from the order item) are permitted with an appropriately adjusted delivery note (e.g. indication of the current quantity supplied and outstanding remaining quantity). Several deliveries on one day are to be consolidated into a single shipment. Partial deliveries must be marked as such and must be evident on the delivery note.

4.2 Delivery of incomplete articles/sets

Incomplete articles or sets are not permitted and can only be delivered after prior consultation with the project coordinator. In the absence of an agreement, Stadler must not record incoming goods for the related position and can reject the delivery or return it at the expense of the supplier.

If you are placing an order with Stadler Service, the purchaser listed in the order header must be contacted directly.

4.3 Delivery note

A delivery note must be attached to the goods for each delivery and order. This delivery note remains on the goods during the full delivery process and is only used for processing incoming goods at Stadler.

The delivery note must contain the following information:

- Mandatory information:
 - Delivery note number*
 - Delivery note date
 - Stadler order number* and reference to Stadler order item
 - Stadler article number
 - Stadler article designation
 - Supplier article number
 - Delivery quantity
 - Delivery address
 - Name and address of the supplier, incl. point of contact
- Optional information:
 - Stadler project number
 - Stadler vehicle number (if specified in the order)
 - Name and address of the invoice receiver

The information marked with (*) can also be printed in barcode format type 128 in accordance with DIN EN 799.

For deliveries from CRs (complaint reports), repair orders and replacement deliveries, the STADLER CR ticket number must be mentioned on the delivery note. A separate delivery note must be created for CR deliveries.

For deliveries of items with inspection certificate 3.1, this certificate including all agreed test reports must be enclosed with the delivery note. For components requiring a serial number, the number must be stated in the test certificate.

4.4 Export/Import documents

For imports into Switzerland, the supplier must create the commercial invoice or a pro forma invoice for customs purposes, the export documents (for customs processing) and, if applicable, a transport of goods certificate (movement certificate or EUR1) or a related declaration of preference on the invoice (in accordance with PEM Convention EFTA/EU). If the supplier is unable to create an export declaration or a transport of goods certificate, the supplier (or Stadler) can instruct the carrier to do so. The costs have to be covered by the supplier. The supplier is liable for any customs duties due to the lack of a EUR1, in spite of a preferential origin.

If a pro forma invoice is issued, the supplier shall be obligated to specify the number of this invoice on his commercial invoice to ensure that clear reference and distinction can be made between the commercial invoice, customs clearance and material should subsequent queries be fielded or customs inspections carried out.

4.5 Anmeldung des Transports

For orders for which Stadler is agreed to pay freight costs (Incoterm FCA), the supplier must register the transport in the Stadler transport management system (TMS). Click on the following link for more information: <https://www.stadlerrail.com/en/supplier/>

If you need a TMS account or have any questions, please contact us at the e-mail address stag.transporte@stadlerrail.com.

All other deliveries (Incoterms DAP or DDP) must be registered with a delivery note using the time slot tool available on the Stadler homepage (www.stadlerrail.com/en/supplier) at least one day prior to arrival. Instructions on how to use the tool can also be found at the above link. Stadler reserves the right to change the delivery location if necessary.