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## Logistics specification

Stadler Polska Sp. z o.o.

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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.

## 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.

The supplier should comply with these regulations.

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.

Mixing several orders together in one packaging unit is to be avoided whenever possible. If this is nevertheless done, correct external labelling on the packaging must make it clear which orders and order items the packaging unit contains.

## 1.3 Delivery dates

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

## 2 Labelling of the material

Upon delivery, the material must be labelled in such a way that identification at the incoming goods department of Stadler is possible without additional unpacking or repacking.



The labelling is attached to the material or the outer packaging (e.g. in the case of finished surfaces) and must be able to be removed without residue and without the use of solvents.

The labelling must be as follows:

- In case of delivery of a single article type in the transport unit, at least 1 article must be labelled
- In the case of mixed transport units, there must also be a separation between the different articles (such as through outer packaging or separators)

The labelling must display the following content at a minimum:

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

<ul style="list-style-type: none"><li>• Articles are separated by the outer packaging (cardboard)</li><li>• Labelling on the outer packaging or on the article itself allows for quick and easy identification</li></ul>	
<ul style="list-style-type: none"><li>• Finished parts are sufficiently protected against damage</li><li>• Article labelled on the outer packaging</li></ul>	

- Delivery of a single article type in a transport unit
- Labelling of the articles on the pallet





### 3 Packing

#### 3.1 General

The supply parts must be arranged in such a way in the packaging that the quantity and the components themselves can be easily identified when they are opened. Furthermore, the supply parts must be arranged and secured in such a way that they are not damaged during correct transport and storage.

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

The most important information is explained in pictures using the following examples:

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

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



3.2 Transport containers

Unless otherwise mutually agreed, the supply parts should be packaged in standardised, stackable containers. 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 Disposable transport units

Disposable transport units are mainly used in the spare parts business and must meet the following requirements:

- Damage-free, problem-free handling by industrial vehicles (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 Packing 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 with a list of the material included in the set attached. 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.

There should be one set in one packaging unit, it is not acceptable to combine sets in one packaging unit.

### 3.4 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)
- Actual quantity (contents / quantity supplied)

Furthermore, the following must always be displayed on the packing unit:

- Project number (e.g. L-4311)
- Vehicle number and car body number (if available)

### 3.5 Handling of unladen goods

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 1:1 exchange procedure with the delivering forwarder/carrier
- Stadler Polska Sp. z o.o. always refrains from keeping pallet accounts (credit/debt).
- In national distribution transport in Poland, SBB frames are also exchanged 1:1 with delivering carriers.
- Folding frames or the like are not exchanged and are considered disposable packaging.

## 4 Delivery process

### 4.1 General

The goods must be handed over to the haulage contractor in good 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.

### 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:
  - Name and address of the supplier, incl. point of contact
  - Delivery address
  - 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
  - Stadler project number
  - Stadler vehicle number

The STADLER-CR ticket number must always be included on the delivery note for deliveries from CRs (complaint reports), repair orders and replacement deliveries. A separate delivery note must be raised for CR deliveries.

## 4.4 Delivery details

### 4.4.1 Transport registration

For deliveries from Switzerland the following information applies:

Delivery notification is required via TMS platform:

<https://tms.stadlerrail.com>

If you have no access to it yet, please report this directly to Alicja Bartoszuk

[Alicja.Bartoszuk@stadlerrail.com](mailto:Alicja.Bartoszuk@stadlerrail.com)

For Stadler Poland Sp. z o.o., all transports from Switzerland to Poland are organized by the company M&M Militzer & Münch AG.

Contact persons at M&M Militzer & Münch AG:

- o Andreas Herzog +41 61 319 97 15
- o Miriam Bello +41 613 19 97 09
- o Claudia Wenger +41 61 319 97 08

**For DAP/DDP terms** notified in TMS and carried out by M&M Militzer & Münch AG, you shall receive an invoice for transport and any customs expenses from M&M Militzer & Münch AG.

If you arrange for transport by your own carrier (DAP/ DDP), we need to be notified of every delivery by email to [awizostaps@stadlerrail.com](mailto:awizostaps@stadlerrail.com) 2 business days/ 48 h prior to the scheduled delivery date, with transport documentation attached.

Goods may only be shipped after Stadler Polska Sp. z o.o. confirms the date. Any deliveries that we have not been notified of may be unloaded with delay or not at all (due to the limited storage capacity) and then returned at the Supplier's expense. Acceptance of the delivery takes place when you receive a return e-mail with information about the time and gate for unloading at the STAPS warehouse.

For deliveries outside of Switzerland the following information applies:

**With FCA/EXW terms**, notification via the TMS platform is required:

<https://tms.stadlerrail.com>

If do not have access to the platform yet, please report it directly to Alicja Bartoszuk

[Alicja.Bartoszuk@stadlerrail.com](mailto:Alicja.Bartoszuk@stadlerrail.com)

If the supplier is responsible for transport, we need to be notified of every delivery via e-mail to [awizostaps@stadlerrail.com](mailto:awizostaps@stadlerrail.com) 2 working days/ 48 h before the planned delivery date.

Goods may only be shipped after Stadler Polska Sp. z o.o. confirms the date. Any deliveries that we have not been notified of may be unloaded with delay or not at all (due to the limited storage capacity) and then returned at the supplier's expense.

We reserve the right to return unmarked material or charge the Supplier with incidental costs under a complaint.

The material description shall be consistent with the delivery document.

The Supplier shall place any and all warning pictograms translated into Polish (the Customer's language) on the packaging or material where well visible.

The labels must be easy to remove from the components without leaving any adhesive residue.

#### 4.4.2 Returnable packaging

- Information about pallets / returnable packaging shall be stated on delivery documents as separate items.
- Returnable packaging shall be marked with the Supplier's logo and text "returnable packaging" and described with the packaging number, otherwise the packaging will be disposed of without the possibility to claim the right to reimbursement of the packaging costs.

#### Special storage conditions

- If a product requires special storage conditions, the Supplier shall provide the Customer with a relevant instruction.

#### 4.4.3 Delivery address:

STADLER Polska Magazyn Centralny  
ul. Targowa 50  
08-110 Siedlce

#### 4.4.4 Invoice details:

#### Required for customs clearance

- customs tariff code for each item in the shipment (**HS**); need to be putted
- comprehensive and accurate description of the goods for each shipped item: **full name**
- data required on the invoice and document supplementing the delivery note
- STADLER POLSKA **EORI NUMBER PL821247713600000** is also required on the invoice

#### **4.4.4.1 Invoice address:**

All invoices have to be sent only in pdf to address [Invoice.staps@stadlerrail.com](mailto:Invoice.staps@stadlerrail.com).

#### Contact in case of payments / invoices

For payments / invoices, please contact the Accounting Department:

[Invoice.staps@stadlerrail.com](mailto:Invoice.staps@stadlerrail.com)

The order number mentioned above must be included in the subject line of the e-mail.

Invoices with discount (skonto) should be sent to:

[invoice\\_skonto.STAPS@stadlerrail.com](mailto:invoice_skonto.STAPS@stadlerrail.com)

The grounds for issuing the VAT invoice by the Supplier will be the delivery of all components that the invoice concerns, confirmed and accepted by the Ordering Party, along with complete documentation related to those components, in particular as indicated in the contract, order or other documents constituting the contractual relationship between the parties.

The time limit for the Ordering Party to pay its due amount shall start on the day the Ordering Party receives a correctly issued VAT invoice by the Supplier together with complete documentation related to the components that the VAT invoice concerns, and in particular those indicated in the contract, purchase order or other documents constituting the contractual relationship between the Parties.

#### **4.4.5 Ordering Party documentation**

##### **- Ordering Party documentation**

All Ordering Party documentation (certificates, documentation and/or training documents) required for any order item as well as related questions must be forwarded to the following central e-mail address in writing:

[Lieferantendokumente.STAPS@stadlerrail.com](mailto:Lieferantendokumente.STAPS@stadlerrail.com)

The order number mentioned above must be included in the subject line of the e-mail. All order numbers must be mentioned in the subject line if the documents cover several orders.

#### **Missing of shipping documentation**

In case of incomplete documentation enclosed to delivery, a handling fee of 150 Euro will be charged for each missing document.