

 <p>manufacturing, logistics and services GmbH &amp; Co. KG</p>	<b>General delivery specification for suppliers of ml&amp;s GmbH &amp; Co. KG</b>	<b>public</b>
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This document describes the requirements for a fault-free incoming goods receipt in order to ensure the timely and demand-oriented availability of materials, components and products in follow-up processes.

Non-compliance with these requirements will lead to negative impacts on the supplier performance rating. Furthermore, ml&s has the right to pass on costs for additional efforts to the supplier. Deviations from these delivery instructions must be explicitly agreed with and approved by the purchasing department of ml&s GmbH & Co. KG.

The following requirements minimize the manual booking effort, reduce errors in the processing of incoming goods and lead to a continuous improvement in the supplier's quality and delivery performance.

**Delivery notes**

have to be inside packaging boxes and not attached to the outside, **as a barcode\*** and in plain text the following information should be available:

- Order no. of ml&s
- Delivery note no. of the supplier
- Quantity
- Manufacturing date of oldest delivered batch in form of „DD.MM.YYYY“  
(if specified as a week, please change the date to the Monday of the week of manufacturing)
- **for hazardous goods:** details of hazardous substances in accordance with statutory regulations

*Please find an example of a delivery at the end of this document!*

**\*requirements for barcodes:**

- Standard barcodes (e.g. Code 39, Code 128b, ...) have to be used.
- The content of the barcodes must be limited to the pure indication of e.g. order number, date, etc. and must not be extended by additional characters.
- Additional use of labels with barcode, data matrix code or QR code according to international MAT LABEL according to VDA 4902, VDA 4992, VDA 4994

**Providing Certificates**

Please mail to: [delivery.certificates@mlands.com](mailto:delivery.certificates@mlands.com)

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**Packaging & Labelling**

**Packaging** has to provide proper protection against damage during transportation and has to be provided with proper and clear labelling of each packaging unit.

Special packaging requirements will be agreed and communicated via our purchasing department.

**Labels attached on outer packaging** have to contain the following information:

- Name of manufacturer
- Manufacturer part number
- Quantity per manufacturer part number
- Manufacturing date with corresponding quantity per part number

**Labels of packaging units** have to contain the following information:

- Name of manufacturer
- Manufacturer part number
- Quantity
- Manufacturing date
- Date of expiry (if available)
- Declaration of moisture sensitive level

**Dimensions and weights**

- Packaging units must not exceed a weight of 20 kg, otherwise they must be delivered on appropriate loading aids
- Stacking height is limited to 1.20 m

**Loading aids**

- Loading aids must be in perfect and undamaged (exchangeable) condition
- Types of loading aids:
  - Euro-pallet/EPAL-pallet (1,200 x 800 mm)
  - Euro pallet cage
  - Disposable pallet
  - Reusable container

Dimensions of loading aids larger than 1,200 x 800 mm may only be accepted in exceptional cases and by agreement (if the load is larger than the dimensions).

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### Delivery addresses

Siemensallee 1, 17489 Greifswald

Siemensallee 3, 17489 Greifswald

Siemensallee 6, 17489 Greifswald

**Please note! The right delivery address to each shipment is specified on the individual purchasing order!**

### Opening hours of ml&s' goods receiving department

Monday - Friday

7.00 a.m. - 3.00 p.m.

### Approved forwarding agencies

Please ship the ordered goods as follows:

Forwarder	Deliveries < 70 kg (ml&s' account number)	Deliveries ≥ 70 kg (ml&s' account number)
UPS (standard)	643V84	
DB Schenker		420714

Shipment registration DB Schenker: [questrow.kundenservice@dbschenker.com](mailto:questrow.kundenservice@dbschenker.com)

Please note that **palletized goods may not be shipped via UPS!**

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**Environmentally-friendly principles**

The use of loading aids and packaging materials must be planned in such a way that as few resources as necessary are consumed while ensuring protection of goods during transportation.

Environmentally friendly (FSC-certified), recyclable materials should be used for all packaging materials. Use reusable/sustainable fillers (kraft paper or similar). Chips made from plant-based products or polystyrene are not permitted. Reusable packaging is preferred over disposable packaging if economically viable. This reduces packaging waste.

**Reference to supplementary documents**

Before mentioned requirements supplement any existing part-specific regulations and/or contracts.

**Thank you in advance for your cooperation and support!**

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Example of a delivery note with required barcodes:

Lieferschein <b>28565451</b>		<b>Lieferschein</b>		
		Verpackungsdatum 02.03.2022		
Geliefert nach: <b>ml+s GmbH + Co. KG</b> manufacturing-logistics + services Siemensallee 1 17489 Greifswald DE-Germany				
Ihre Bestellnummer	<b>4500445600</b>	Auftragsnummer		
		Büro		
Kunden-Nr		Rechnungs-/Lieferreferenz-Nr.		
Ihre Lieferantenummer		Incoterms® 2020		
Ihre Bestelldetails		Lieferart		
		Versandart		✓
<b>1.1.0</b>	<b>MOC207M ONSEMI</b>	<b>EA</b>	<b>100</b>	<b>100</b>
	DC-IN 1-CH Transistor With Base DC-OUT 8			
	Ihre Artikelnummer 74019			
	Ihre Bestellnummer 4500445600 28.02.2022			
<u>Kundenartikelnumm</u>	74019			
<u>Stückzahl:</u>	100			
<u>CoC-Nummer</u>		<u>Detail Menge:</u>	<u>RoHS</u>	<u>Date Code:</u>
		100	RoHS Compliant	1709 (MIXED)
				27022017
			<u>Herkunftsland</u>	THAILAND
ECCN (Local): NLR License (Local): NO LICENSE REQUIRED License Auth (Local): BAFA ECCN (US Re-Export): EAR99 License Decision (US Re-Export): NO LICENSE REQUIRED License Authority (US Re-Export): BIS HTS-Export: 85414900 HTS-Import: 8541490000				
<u>Paketnummer</u>	<u>Paket Pos.</u>	<u>Gesamtgewicht</u>	<u>Karton-Abmessungen</u>	<u>Beschreibung</u>
PDC0089841	1 / 1	N/A	cm	Electronic Goods

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