

# Delivery and packaging instructions

## 1 Scope

These delivery and packaging instructions describe the applicable conditions for the Bachmann electronic GmbH („Bachmann“) located in A-6800 Feldkirch, Kreuzäckerweg 33, in terms of delivery and packaging of goods, provided that no other written agreement has been made. These instructions are a mandatory part of all contractual relations. Changes or amendments of these instructions must be made in writing.

## 2 Delivery times

Monday to Thursday (provided the day is not a holiday):	07.30 – 12.00 and 13.00 – 16.00
Friday (provided the day is not a holiday):	07.30 – 11.30

Deliveries outside the stated delivery times need to be agreed upon in advance in writing.

## 3 Material delivery / Protection from damage

All goods must be original goods from the specified manufacturer. They must correspond to the specific functions and requirements stated within the order documents and data sheet. The goods must have their full lifespan at the time of delivery. This is especially true for batteries and electrolytic capacitors. At the time of delivery the components are allowed to be no older than 12 months (date code), accumulators no older than 6 months.

The goods must be delivered in an absolutely clean state. Any kind of soiling (grease, oil, dust, metal shavings and other impurities) will not be accepted and soiled goods will be sent back at the expense of the supplier.

The goods and their packaging must be such that they will not be impaired during the subsequent processing (e.g. reflow and wave soldering). Components must be aligned in the appropriate packaging (bar, tray, strap and so on). Only parts with one and the same date code are allowed to be in the same packaging (bar, tray, strap and so on). If a number of goods with different date codes are delivered, they must be packed and labeled separately.

The supplier is responsible for the proper packaging of the materials, such as:

- Electronic components must be packed in ESD-proof straps, containers, stacks, etc. in accordance with the standard EN 61340-5-1 in the latest version. The solderability of the connections must be ensured.
- Polystyrene/insulating synthetic materials are not allowed as packaging that touches the goods and may not be used under any circumstances.
- Moisture-sensitive components (e.g. semiconductor IC's) must be packed in Drypacks and have to be marked with the corresponding Moisture-Sensitivity-Level (MSL).
- Materials at risk of developing corrosion must be packed in wrapping which prevents corrosion.
- Materials with coated and/or sensitive surfaces must be packed in such a way that the surfaces are protected (e.g. intermediate layers within the packaging unit).

## 4 Delivery note

A delivery note must be enclosed with each delivery. The delivery note must contain the following information:

- Supplier's name
- Recipient address
- Delivery note number and date of issue
- Bachmann order number
- Bachmann item number
- Bachmann order designation
- Manufacturer item number
- Quantity
- Date code

In particular, it must be ensured that the information on the delivery note matches with the package's contents.

## 5 Labeling of goods

All goods must be labeled in such a way that the goods delivered can be clearly identified. The label must at least show the Bachmann item number, the order number and the position number, the manufacturer item number, the quantity in the respective packaging and the date code in plaintext and in barcode format 128. A delivery without such identification is only possible with a special authorization from Bachmann.

## 6 Test documents

Test documents must be enclosed with the relevant goods if such has been agreed upon.

## 7 Use of packaging material

When choosing the packaging material, comply with the relevant Austrian regulations. All disposable packaging must be labeled clearly and visibly with standardized image symbols and abbreviation symbols (according to DIN 6120) or symbols recognized by the waste disposal industry. Markings, tapes, strapping, labels, transport labels and the like must not restrict the packaging's ability to be recycled.

## 8 Consequences when disregarding the delivery and packaging instructions

Expenses which result by disregarding the present instructions will be charged to the supplier. Deliveries which do not comply with the defined requirements may be refused by Bachmann. The supplier shall bear the expenses for the return of the goods.