

# Shipping Instructions

of the company

**Miele & Cie. KG  
Roitzheimer Straße 110  
D-53879 Euskirchen  
Germany**

**resp.  
P.O. Box 1167  
D-53861 Euskirchen  
Germany**

These shipping instructions apply independently of any agreed to delivery conditions and are part of the contract, provided in individual cases nothing else was agreed.

In case of violating these shipping instructions, the supplier will have to bear all resulting additional costs respectively will be liable for occurring losses of all kind.

Miele & Cie. KG employs for warehousing of supplied items EDP controlled automated transport means and correspondingly controlled warehouses. In order to ensure perfect processing in Goods Receiving, transporting and warehousing as well as traceability, some requirements regarding packaging and identification of supplied goods as well as the use of loading equipment needs to be observed from the side of our suppliers.

The reduction of the packaging materials is in our interest and also in the interest of our suppliers.

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**1. Delivery Notes**

For every shipment, a delivery note must be enclosed which must contain the following information:

- Delivery note No.
- Sender information
- Recipient information
- Supplier No. \*

Per delivery item, the following information is demanded:

- Miele order number. \*
- Miele material number \*
- No. of the Miele state of revision \*
- Article description
- Delivered quantity
- Number of containers
- Container type X

\* = Please take this information from the order

X = The approved types of container are listed in Section 4

## 2. Packaging

The packaging must correspond to the goods which are to be shipped as well as the stresses which occur during shipping **and the packaging should be selected in consideration of the ecological aspects of recyclability and/or reusability.**

According to the revised packaging ordinance dated August 28, 1998, a cumulated limit of 250 ppm (after June 30, 1999) respectively 100 ppm (after June 30, 2001) for heavy metals like lead, cadmium, mercury and chromium VI in packages and packaging components has been laid down. Have you ensured that the packaging materials you use comply with these values or remain below these values?

**If in the instance of disposable packages the waste disposal costs should have already been paid for by the supplier, then a notification of this is required.**

Goods which are sensitive to breakage must be marked clearly visible by symbols usually used in trade.

Always **per transport unit (TPE)** package only **one Miele material number**. If this does not make sense for cost reasons, respectively because of the volumes involved, then on the TPE **sorting per Miele material number within separate packaging units (VPE)** must be provided and the TPE must be marked as a mixed pallet. When putting together mixed pallets, the smaller quantities must, as a rule, be placed at the top!

All material deliveries are effected based on an order from a Miele factory. Mixed pallets with materials for several Miele factories are, as a rule, not permissible.

### Dimensions

The shipping unit must not exceed the Euro pallet dimensions of

**1200 X 800 mm**

The loading height including the pallet is restricted to

**980 mm maximum**

**Weight**

The permissible weight per shipping unit must not exceed

**1000 kg maximum**

**Container  
identification**

Each TPE/VPE must be provided with the following information:

- Miele Materialnummer (**all two words followed by the number**)  
(For example: "Miele Materialnummer 1 234 567")
- State of revision of the material number
- Quantity in the TPE/VPE
- Batch/production number (date)
- Materialbenennung (precisely this word with following text)  
(for example: "Materialbenennung: Stopfen für Abdeckung")

**2.1 Lattice boxes**

In many cases we will provide our own company lattice boxes (rigid, folding or folding with flap). This is the usual solution if there is an adequate delivery scope.

In the case of folding lattice boxes, the container must be secured using the attached splints, respectively the automatic retainers must be engaged.

**DB lattice boxes**

A further possibility of delivering involves Deutsche Bahn – DB (German railway) lattice box pallets. Here it needs to be noted that for organisational reasons we will not issue any pallet credits except in exceptional cases. As a rule an exchange is effected upon delivery.

The quality of the DB lattice boxes used must comply with the EPAL standards ([www.epal-pallets.org](http://www.epal-pallets.org)). The DB lattice boxes must fulfil the standard DIN 15155 and the goods standard UIC 435-4. In the case of repairs on DB lattice boxes these will have to be done professionally in accordance with the goods standard UIC 435-4.

Defective DB lattice boxes will not be accepted and will not be exchanged.

**Exchange of pallets**

If the pallets cannot be exchanged, then this is confirmed on a Miele document with stamp and signature. Only with this document the empties can be demanded at a later point of time. Defective loading equipment is not accepted and are not exchanged.

**Filling height**

When using lattice boxes, the filled in goods must not extend beyond the upper pallet edge and must not project through the side walls.

**Goods protection**

If the lattice box must be internally cladded for protecting the goods, then we shall be pleased to provide the reusable cardboard specifically designed for this purpose.

**2.2 EURO Pallets**

For deliveries on EURO pallets, the packaged material must not extend beyond the dimensions of the pallet. The maximum permissible packaging height of 980 mm, including the pallet, must never be exceeded regardless of circumstances. It must be noted that for organisational reasons we will not issue any pallet credits but pallets will, as a rule, be exchanged upon delivery.

The quality of the EURO lattice boxes used must comply with the EPAL standards ([www.epal-pallets.org](http://www.epal-pallets.org)). The EURO pallets must fulfil the standard DIN 13698-1 and the goods standard UIC 435-2. In the case of repairs on EURO pallets these will have to be done professionally in accordance with the goods standard UIC 435-4.

Defective EURO pallets are not accepted and are not exchanged.

**2.3 Disposable Pallets**

Not storable are all disposable pallets even when they comply with the pallet dimensions of 1200 mm x 800 mm. Should in approved special cases a delivery on disposable pallets be unavoidable, then a packing height of 820 mm must not be exceeded since the disposable pallet will be placed by us on further loading equipment.

Wrapped or shrink wrapped goods on flat pallets must be secured so that the foil does not include the pallet.

Knots or foil ends must be wrapped in or make close contact.

**2.4 Euro-Fix Boxes**

A larger share of our purchased items shall be supplied, transported and stored in an assembly-compliant manner in small containers. These containers (Euro-Fix boxes) are made available by us in five different sizes

**Flat steel pallet**

For transporting these boxes, the use of a flat steel pallet also made available by us is required. This pallet of Euro pallet dimensions is provided with an all-round edge so that the loaded goods are protected against slipping. Stacked, the height of 980 mm allowed by us must not be exceeded.

**Stacking Aids**

For stacking of several units, for better utilisation of the transportation volume, as well as for transport securing, stacking aids can be requested from us.

**Quantity of containers**

The container sizes and the container quantities per Miele material number specified by us need to be complied with regardless of circumstances. For each Miele material number there must only be one container with the remaining quantity.

**2.5 Disposable Packaging**

Since a reusable system does not make sense in all areas, also disposable packaging can be used. The supplier submits to Miele his standard packaging for release. Besides the aspect of component protection, the requirements regarding material reduction must be taken into account. Compliance with the general requirements (see Section 2) regarding the maximum sizes and weights is mandatory.



**3. Delivery****3.1 Delivery by Truck**

In the case of deliveries by truck, the driver, as a rule, needs to announce himself to the gatekeeper at Gate 2 through the intercom, if nothing else has been agreed.

**Vehicle types**

The ramps available at Goods Receiving can only be driven to backwards, are provided with loading bridges 2400 mm wide and permit a loading space height of 850 mm to 1400 mm. The delivering vehicles must be selected according to these conditions.

**Truck loading**

For the delivery it is not allowed to position in the truck any third-party goods in front of the goods of Miele which need to be unloaded first before the goods for Miele can be unloaded.

Vehicles loaded in such a manner will either be rejected by Miele or Miele has the liberty to unload such vehicles even so. Should in the case of the second alternative owing to the requirement of having to reload the third-party goods these be damaged or destroyed, then Miele will assume any liability only in the case of criminal intent.

**Cargo securing**

The delivering vehicles must in line with statutory regulations be roadworthy in accordance with STVZO §30, STVO §22, STVO §23 and HGB/TRG §412 and must be suited for the specific purpose.

Cargo securing facilities must be present according to the specific type of utilisation in consideration of VDI 2700 ff.

**4. Types of Loading Equipment**

The types of loading equipment (LHM) listed in the following may be utilised for deliveries to the Gütersloh factory. On the delivery note, the types of loading equipment used must be noted together with the subsequently documented description and the delivered quantity.

**4.1 Large Containers**

On the delivery note, the loading equipment key (LHM key) must be documented as given below together with the number of delivered loading equipment items.

Container	LHM-key	Alternative key
MIELE lattice box, rigid, brown	GIBO-ST	GIS
MIELE lattice box, foldable, green	GIBO-KL	GIK
MIELE lattice box, foldable with flap, orange	GIBO-PP	GIO
DB lattice box	GIBO-DB	GIB
EURO pallet	EURO-HZ	P21
MIELE flat steel pallet	PLS-ST	PLS

**4.2 Small Containers/Euro-Fix Boxes**

These containers are made of red plastic with a white imprint on the side "Miele Gütersloh", respectively are grey with a white imprint on the side "Miele EF-xxxx" (xxxx = pallet key)

Container L X W X H in mm	LHM-key	Alternative key
Euro-Fix 800 x 600 x 320	EF-1300	EF1
Euro-Fix 600 x 400 x 220	EF-2200	EF3
Euro-Fix 600 x 400 x 120	EF-2100	EF2
Euro-Fix 400 x 300 x 220	EF-3200	EF5
Euro-Fix 400 x 300 x 120	EF-3100	EF4
Euro-Fix 400 x 300 x 270	EF-3400	EF6

**5. Delivery Place**

All deliveries to the Euskirchen factory need to be delivered to the following address:

**Miele & Cie. KG**

**Roitzheimer Straße 110**

**D-53879 Euskirchen**

Truck drivers please announce themselves at Gate 2.

**Opening hours**

Monday to Thursday

7 a.m. to 3 p.m.

Friday

7 a.m. to 12 a.m.

**Station of destination**

Station of destination for express deliveries, piece goods and groupage freight is:

**Cologne Eifeltor Ubf**