

## **AIXTRON SE Delivery and Packaging Requirements**

Logistics is becoming an ever more critical competitive factor. This also involves a well-functioning supply chain as the connective element between suppliers and customers. Our aim is therefore for all processes relating to the delivery of goods to run smoothly and efficiently. Logistical standards assist both suppliers and AIXTRON to meet this shared objective.

AIXTRON's logistics guidelines and standards should be clarified in detail with the relevant specialist department. They include, for example:

- Empties management
- Transport and delivery processes
- Packaging requirements
- Charge carriers and packaging

AIXTRON's golden rule is always: Safety first.

The unloading process by the transport company must always be performed in accordance with the currently valid version of German safety guidelines.

### **1. General**

- By working with suitable loading aids, packaging, and load unit security fittings, the Supplier must ensure that the products can be transported safely.
- Load units must be suitable for transport by floor-based conveyors (lift trucks).
- Pallets may not be loaded over and above the basic dimensions.
- If pallets may not be stacked, this must be clearly marked on the outside.
- All goods must be delivered on/with/in undamaged charge carriers.
- Suppliers must structure and manage their logistics processes in such a way that the quality of the stipulated volume of goods is guaranteed and the goods are delivered to the location and at the time stipulated by AIXTRON.
- For each item on all delivery and invoice documents, the corresponding order number as well as order line item must be stated.
- Components originally provided by AIXTRON must be clearly indicated on all delivery documents with the corresponding quantities.
- Split deliveries within a shipment may cause delays in the processing procedure.

## **2. Packaging**

- All packaging must be designed in line with ecological, economic, and quality criteria (agreed in liaison with AIXTRON).
- Packaging may not be any larger or more complex than strictly necessary to protect the respective goods.
- Filling material must be reduced to a minimum.
- Where disposable and reusable packaging is equal in economic and qualitative terms, reusable packing (with clear ownership labeling) shall be preferred.
- Specific design schemes and other factors are only permitted if the material to be transported has special needs and only after approval by AIXTRON.
- The goods must be individually packed in a packaging unit.
- Packaging units (cartons/bags) must be delivered homogeneously for each material, i.e. it is not permitted to package several different materials together.
- For some parts, there are defined forms of packaging designed by AIXTRON to protect the parts. This packaging is part of the scope of delivery covered by the order and is therefore mandatory for the supplier. In cases of doubt, detailed explanations (photos, specifications, etc.) can be requested from AIXTRON. Non-observance of this requirement will result in repackaging, the costs of which may be charged on to suppliers.
- For disposable and reusable packaging, recyclable packaging materials should be used and these should be labeled in accordance with the requirements of the waste disposal industry.
- Poolable reusable packaging (euro pallets, VDA “KLT”, etc.) should be preferred over non-poolable reusable packaging.
- Reusable packaging must be designed in such a way that it can be completely emptied and easily cleaned and dried.

### **2.1. Reusable packaging**

- Standard load containers: the packaging used must be agreed with the responsible contact at AIXTRON in advance of the first delivery.
- Special load containers:  
special load containers may only be used when product requirements make it impossible to use standard load containers. AIXTRON must in all cases have approved the use of special load containers in advance of delivery. Examples of these containers include large load containers, such as mesh box pallets with inserts, racks to transport sensitive goods, etc.

## **2.2. Disposable Packaging**

- Permissible packaging: ABS, PS, PE, PP, EPP, wood (only for pallets)
- Non-permissible packaging: PVC, food-based filling material, plastic composites

## **3. Empties**

To meet and safeguard joint quality, supply and inventory targets, the following empties handling rules apply between AIXTRON and its suppliers.

- Standard load containers: Euro pallets  
These are exchanged upon delivery, which means that suppliers do not have any claim to the replacement of these euro pallets.

Euro pallets and euro mesh box pallets are governed by the rules of the European Pallet Association <http://www.epal-pallets.org/de/system/system.php>

### **3.1. Empties Management**

AIXTRON maintains empties accounts as a minimum for AIXTRON-specific empties and poolable VDA “KLT”. The account balances may be requested from AIXTRON. Corrections, with submission of the voucher copy (delivery note), must be received by the relevant empties management office within 14 calendar days. Otherwise, the account balance stated is deemed to have been confirmed by the supplier.

If, upon receipt of empties, the supplier identifies any defects (e.g. difference in quantity, contamination, or damage), it must immediately report this to AIXTRON, stating the delivery note, including photographic evidence, and a brief description of the defect. If the defect is already visible upon handover from the freight carrier, the driver of the freight carrier must note the defect on the delivery documents.

Differences in quantities or losses must be immediately settled at replacement value in line with the “costs-by-cause” principle.

### **3.2. Cleaning of Empties**

Empties must comply with the level of cleanliness required for the product and/or by AIXTRON’s requirements. Cleaning is the responsibility of the supplier.

#### **4. Labeling**

Goods must be identifiable from outside. Each packaging unit (carton, bag) must be provided with a label that clearly identifies the good and the quantity contained in the unit. Ordered assembly groups and/or modules are to be consolidated and labeled accordingly.

Third-party and proprietary labels are not permitted.

#### **5. Heavy Loads**

AIXTRON defines heavy loads as units  $> 50$  kg. These loads are subject to additional conditions.

- The center of gravity and weight must be labeled and visible from the outside.
- The lift points for cranes or other transport means must be labeled.

#### **6. Preservation**

Preservation must be agreed in line with the overall concept (chosen packaging, type of transport, characteristics of goods). Order-specific and customer-specific requirements may apply.

#### **7. Unloading**

AIXTRON will refuse acceptance of goods if they cannot be loaded and/or unloaded correctly.

##### **7.1. Delivery with small vehicles (no unloading with drive-over bridge):**

- The goods must be unloaded by the driver.
- Pallet deliveries must be capable of being unloaded from the vehicle by electric lifting trucks.
- If unloading by electric lifting truck is not possible, the driver must place all packages on a pallet provided at the loading ramp.
- Unloading outside the building (e.g. forklift trucks at the depot) is only possible when AIXTRON has provided advance agreement and been suitably notified.

##### **7.2. Unloading on the loading bridge:**

Minimum dimensions for loading platform of delivery vehicle:

- Width: There must be enough space to place the 2.2 m wide drive-over bridge on the loading platform.

- Height of loading dock: min. 1.10 m
- Height of cargo area: min. 1.90 m

It must be possible to unload the pallets without impediment.

Direct unloading may not be impeded by empty pallets placed in front of the goods to be unloaded or by goods not intended for AIXTRON.

### **7.3. Delivery on Euro Pallets**

Palletized goods may only be delivered on undamaged euro pallets meeting the requirements of DIN 14156-3. Damaged or non-original euro pallets count as disposable pallets and will not be exchanged. The pallet height (including the pallet itself) may not exceed 1.6 m. The permitted total weight per pallet may not exceed a maximum of 1,000 kg. The goods must be provided with edge protection and wrapped in PE stretch foil.

## **8. Consignment Checking**

AIXTRON confirms receipt of the consignment to the transport carrier. The volumes and characteristics of the individual articles are not checked at the time of handover. AIXTRON reserves the right to assert damages refund claims at a later date for any hidden damages or shortfalls in volumes.

AIXTRON does not perform any quality or functional checks directly upon receipt of the goods.

## **9. Fact-finding and Assertion of Damages**

In the event of obvious transport damages, we immediately initiate and document a fact-finding process to identify the actual damages. It is incumbent on the bearer of the goods to pursue under its own responsibility any claims resulting from transport damages or volume discrepancies against third parties.

## **10. Address and Opening Hours for Goods Acceptance:**

AIXTRON SE  
c/o Spedition Robertz KG  
Industriestrasse 19  
52134 Herzogenrath

Opening hours: Mon.- Fri., 8.00 a.m. – 4.00 p.m.