

EUROPEAN DISTRIBUTION CENTER
Jüchen

Delivery Rules

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1. House rules

Please advise your driver and suppliers, that they have to register at our plant security before entering the gates. Every driver is obligated to show a valid ID-Card with a photo. Wearing a safety vest and safety shoes is compulsory.

2. Receiving

This delivery rules are part of each purchase order.

In case of non-compliance with this rules, we reserve the right to charge the forwarder for incurred costs or to return the goods to the supplier's expense.

2.1 Delivery date / delivery advice

In principle the EDC reserves the right to recommit the shipments of smaller quantities with less than 10 pallets to an external hub for further consolidation. (Please find the Delivery Address on Page 4)

Exceptions:

- Return goods
 - Packing material
 - Customs deliveries
 - Express shipments, only valid if they were agreed previously with the receiving department.
 - Dry Ice Shipments
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- Deliveries with more than 10 Pallets have to be pre-advised at least 48 hours prior to delivery. Excluded fixed standard delivery slots.
 - If a delivery slot will not be met, the receiving department must be notified immediately. If a shipment is delayed, the driver should expect a longer waiting time for unloading. The resulting waiting time is not chargeable to the EMEA.
 - Cancellation of delivery slots have also to be reported to the receiving department within 24h.
 - For defining the correct unloading location (EDC or Juechen 2), the pre-advise should always include a copy of the dispatching documents like the invoice and the packing lists, delivery notes or the purchase order and the stock-id or material number.
 - After checking the receiving team will confirm the delivery dated and timeslots.
 - Deliveries can be done from Monday till Friday from 06am till 21pm.

2.2 Truck loading rules

Unloading of trucks is only possible from the back; Unloading from the side is not possible. Please consider this restriction during truck loading in your operation and please make sure that your trucks are suitable for a fork lift unloading.

The physical shipment has to match the systemic loading.

The distribution /splitting of a shipments into several trailer is not allowed.

3. Handling for SIS-connected suppliers

Suppliers which are connected to SIS are obligated to upload all the necessary documents in SIS. The upload should contain the following information:

- Number of packs according to physically loaded cargo.
- Purchase order / Order Number and Stock ID / Material Number
- Delivery notes from suppliers, Loading lists from SIS, packaging units and weights.

The documents have to include the SIS reference.

Before the shipment arrives at the EDC, the SIS record has to be changed into “shipped” within the system.

For further information on SIS, please refer to your training documentation or SOP for SIS. If you have further questions please get in touch with our sourcing contact.

4. Delivery Documents

- International Deliveries must be accompanied by a CMR/AWB/BL
- The consignment note must contain a clear indication of the customs status of the goods. (Cargo includes customs goods or goods are already customs cleared)
- Customs Goods must be accompanied by a customs document (e.g. T1 doc)
- In case of 3th Country Goods which have already been customs cleared we need the ATC Number.
- The freight letter does not replace the delivery note.

Required packing list information:

- PO-Number (and PO line number)
- 3M-ID number / Material No. (legacy: 11 digits / SAP: 10 digits)
- ordered quantity
- supply chain unit
- material description
- count of cartons / quantity per supply chain units
- shipping date / invoicing date
- country of origin for deliveries from outside European Union
- total number of pallets and total number of loose pieces/cartons

In general we disadvise to route sample orders via the EDC Juechen.

In case of a constraining event, we need the contact details of the requestor on packing list for a correct distribution

5. Delivery rejection

Following points can lead to a delivery rejection:

- delivery without agreed unloading slot
- agreed delivery slot not meet
- not respecting the defined packaging standard (e.g. defective packaging, damages, dirty goods, etc. → *see packaging specification*)
- missing or not readable documents
- Discrepancies between physical received quantities and advised quantities on packing list.
- Wrong delivery address. Shipments for other 3M locations will be rejected, too.
- We also do not accept co-loadings for other destinations.
- goods are not labelled according to 3M specification
- missing or invalid customs documents
- Non roadworthy vehicles will be rejected by our plant security.

6 Delivery Address and contacts of the receiving locations

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| <p>3M Deutschland GmbH European Distribution Center (EDC) Neusser Str. 200 D-41363 Jüchen Tel.: +49-2131 /14-9128 und 14-9152 Fax: +49-2131 / 14-129550 Receiving.edcjuechen@mmm.com</p> |
| <p>3M Deutschland GmbH Jüchen 2 Neusser Str. 201 D-41363 Jüchen Tel.: +49-2131 / 14-9541 und 14-9542 Fax: +49-2131 / 14-129550 Receiving.edcjuechen@mmm.com</p> |



Deliveries with less than 10 Pallets

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| <p>Sped Kleine GmbH An der Glasshuette 1 41516 Grevenbroich-Kapellen Tel.: +49 2182 / 822161 (Hr. Weggebakker) Warenannahme von 10-17 Uhr</p> |
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Contact Transportation:

ccremerius@mmm.com -> Cedric Cremerius (responsible for import transports)
 sfervers@mmm.com -> Stefan Fervers (responsible for domestic transport)