

EUROPEAN DISTRIBUTION CENTER  
Jüchen

# Delivery Rules

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## 1. House Rules

Please advise your drivers and Suppliers, that they have to register at our yard-security before they are allowed to enter the EDC area. It is an obligation for each driver to show a valid ID-Card including a picture. Further security advices regarding the yard use are visible at the yard-security office.

Wearing a safety vest and safety shoes is compulsory!

## 2. Receiving

This delivery rules are an obligatory contract component of each purchase order. In case of none compliance with these rules, we reserve the right to charge the forwarder for incurred costs, return the goods to supplier's expense or reject the delivery.

### 2.1 Delivery Date / Delivery Advice

In principle the EDC reserves the right to recommit shipments of smaller quantities with less than 10 pallets to an external hub for further consolidation. (Please see the delivery addresses on page 5)

Exceptions:

- Customs deliveries
  - Packaging materials
  - Return goods
  - Express deliveries → only valid after prior agreement with the receiving department.
  - Dry Ice deliveries
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- Deliveries with more than 10 pallets have to be pre-advised at least 48 hours prior to delivery. Fixed standard delivery slots are excluded.
  - If a delivery slot will not be meet, the receiving department must be notified immediately. If a shipment arrived delayed, the driver has to expect waiting time for unloading.
  - The resulting waiting time is not chargeable to the 3M EMEA.
  - Cancellation of a delivery have to be reported to the receiving department within 24 hours.
  - The notification of regular shipments take place by using a standard excel notification file. In case of irregular shipments or if necessary and in consultation the notification could be done by a copy of the delivery note or via 3M purchase order number in combination with the 3M product number and the delivery quantity.
  - The EDC Receiving department advise the unloading location (EDC, Jüchen2, Jüchen 3, Reship, external satellite) and delivery slot after a notification check.
  - To confirm the unloading location for SIS guided deliveries, the shipment must be shipped in SIS prior the notification. Otherwise it may not possible to reserve a delivery slot.

## 2.2 Truck Loading Rules

We prefer the usage of semitrailer or container according to SOP (Request for Transport Equipment). Loading bridges can't be unloaded. The unloading will be made via ramps. Due to this an unloading from the side is not possible.

Please consider this restriction during truck loading in your operation and please make sure that a suitable for fork lift unloading.

The physical shipment has to match the systemic (SIS) loading.

The distribution/split of shipments into two or more trailers is not allowed.

## 3. Handling for SIS Connected Suppliers

Each SIS shipment must contain the following:

- All loading positions (Material IDs, Pos or OBDs) must be created in SIS
- Systemic quantity must be equal to the shipped physical quantity
- Consider partial deliveries / backlogs if necessary
- Necessary documentation (e.g. delivery notes) should be uploaded in SIS (Documentation handed over from the supplier to the carrier have to contain the SIS shipment reference number and if possible the truck plate.)

The trailer movement in SIS must be arranged, before the trailer arrive the EDC physically.

For further information regarding the handling in SIS, please refer to the training documentation / SOPs in SIS. In case of further questions please get directly in contact with the TMS Support Team.

## 4. Delivery Documents

- International deliveries must be accompanied by a valid CMR/ BL / AWB
- The Way Bill must contain a clear indication of the consignment customs status (Cargo includes customs material or cargo are already customs cleared)
- Customs material must be accompanied by customs documents (e.g. T1 document, original ATR)
- In case of already customs cleared third party shipments, we need to see the ATC Number and a proof of the customs clearance
- A CMR/BL/AWB does not replace the delivery note
- For a smooth flow, all suppliers have to provide the delivery notes to the EDC Receiving Department

The EDC is not responsible for signed CMRs. This is a carrier obligation. A retrospective signing is not possible.

#### 4.1 Necessary Delivery Note Information:

- PO-Number (PO-Line Number)
- 3M Material-ID Number (legacy: 11 digits + SAP: 10 digits)
- Delivery Quantity in sales units
- Material description
- Delivery date / Invoice date
- Country of Origin for deliveries from outside the European Union
- Total count of pallets and loose cartons

Generally, the EDC Jüchen is a standard storage location. Samples, Prototypes, Generic Items and VC must be delivered directly to the consignees. A smooth systemic and process flow via the EDC Jüchen is not possible.

#### 5. Refusal of Acceptance / Return of Goods

In case of the following points, the EDC reserves the right to refuse the acceptance respectively return the goods:

- Delivery without pre advise
  - Failure to comply the advised delivery slot / no fix delivery slot agreed
  - Missing, expired or not readable customs documents
  - Non-compliance to the defined packing standards, e.g.
    - Defective packaging, damaged or polluted material
    - Insufficient marked material / insufficient labelling
- *Please see and respect the EDC Marking Rules and the EMEA Transportation and Packaging Guideline*
- Mixed Batch / Lot per Unit without markings are not allowed
  - Quantity per Unit must be consistent
  - Missing / not readable documents
  - Mismatch in physically delivered quantity and advised quantity on packing list
  - Incorrect delivery address – Deliveries for other 3M locations will be rejected
  - Co-loadings for other delivery addresses are not allowed
  - Non- roadworthy vehicles will be rejected by our security
  - Duty unpaid returns

For a smooth unloading process, it is necessary that the corresponding IBDs are available previously. Due to this, a correct shipping notification is essential (3M locations → e.g. per SAP → OBD creation // External Supplier e.g. per SIS → ASN creation).

## 6. Delivery Addresses and Contacts

<p>3M Deutschland GmbH European Distribution Center (EDC) Neusser Str. 200 D-41363 Jüchen Tel.: +49-2131 /14-9128 and 14-9152 <a href="mailto:Receiving.edcjuechen@mmm.com">Receiving.edcjuechen@mmm.com</a></p>
<p>3M Deutschland GmbH Jüchen 2 Neusser Str. 201 D-41363 Jüchen Tel.: +49-2131 / 14-9541 and 14-9544 <a href="mailto:Receiving.edcjuechen@mmm.com">Receiving.edcjuechen@mmm.com</a></p>
<p>3M Deutschland GmbH Jüchen 3 Konrad-Zuse-Str. 1-3 41516 Grevenbroich Tel.: +49-2131 / 14-9128 and 14-9152 <a href="mailto:Receiving.edcjuechen@mmm.com">Receiving.edcjuechen@mmm.com</a></p> <p>When delivering goods to 3M Jüchen 3, the operational staff needs to be informed about the arrival. For that, please enter the office building (3M signs attached) and contact the persons there. If no one is in the office, please call +49 151 73067937 or +49 171 4188002 Only live unloading possibility at this location.</p>



### small shipments < 10 paletts

Sped Kleine GmbH  
An der Glasshuette 1  
41516 Grevenbroich-Kapellen  
Tel.: +49 2182 / 822161  
Receiving from 10-17h

### Contacts: Transportation Department:

[ccremerius@mmm.com](mailto:ccremerius@mmm.com) → Cedric Cremerius (responsible International)  
[sfervers@mmm.com](mailto:sfervers@mmm.com) → Stefan Fervers (responsible National)