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Delivery Guideline

Location Jena

Logistic and packing of incoming components
Carl Zeiss Meditec AG

Version 06
05/24

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1. Target and applicability

Determination of the guideline for the acceptance of goods at site of the Carl Zeiss Meditec AG for all suppliers

2. Definitions/Abbreviations

CZM	Carl Zeiss Meditec AG
ESD	electrostatic discharge
RA	Receiving area

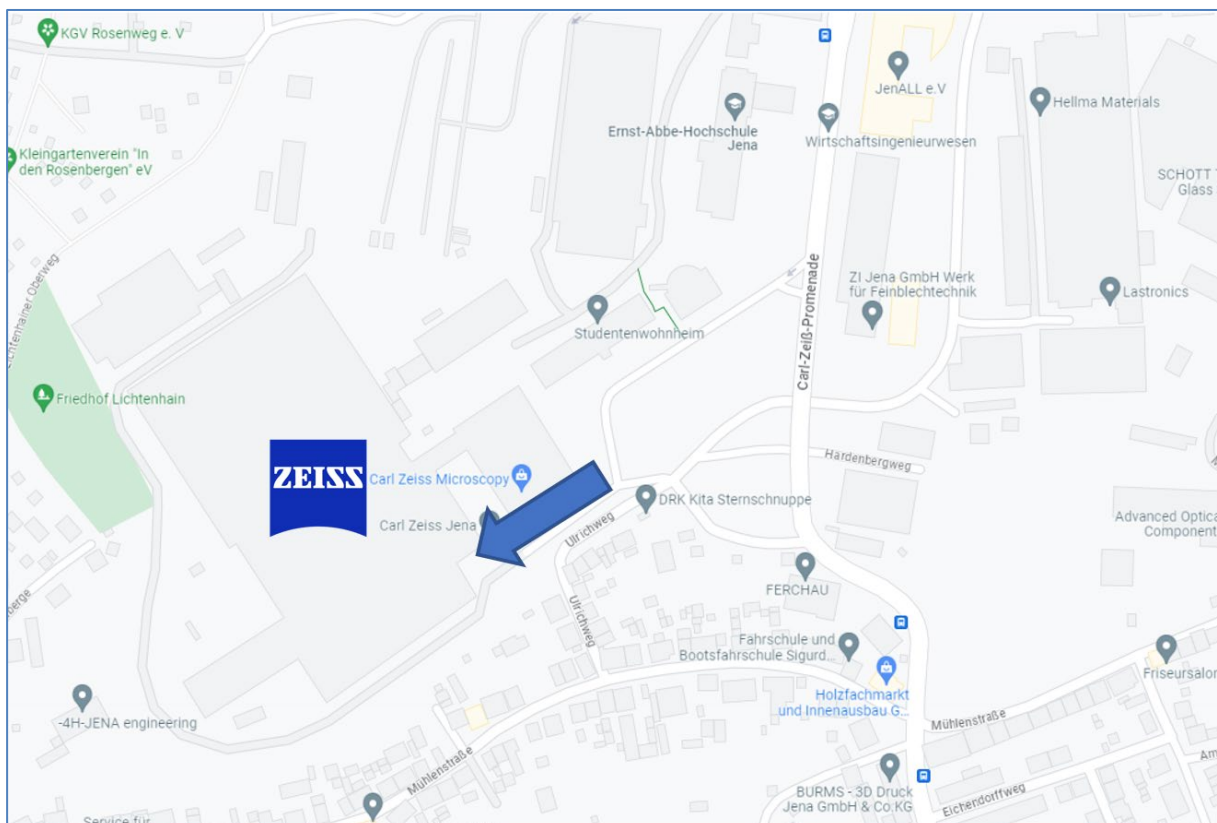
3. Delivery address and Contact Persons

3.1 Delivery address

Jena

Storage and Production Building

Carl Zeiss Meditec AG
Carl-Zeiss-Promenade 10
07745 Jena
Germany

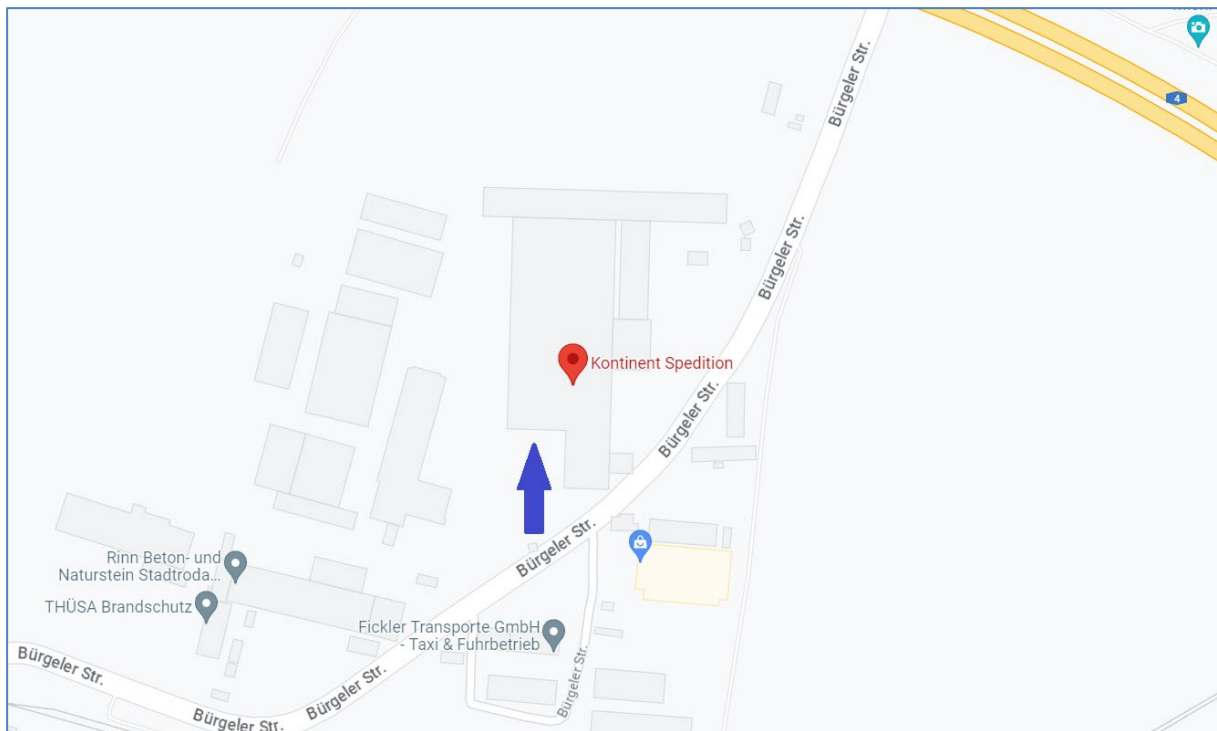


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Stadtroda

External warehouse, Co. Kontinent

Carl Zeiss Meditec AG
c/o Kontinent Spedition GmbH
Bürgeler Str. 13
07646 Stadtroda

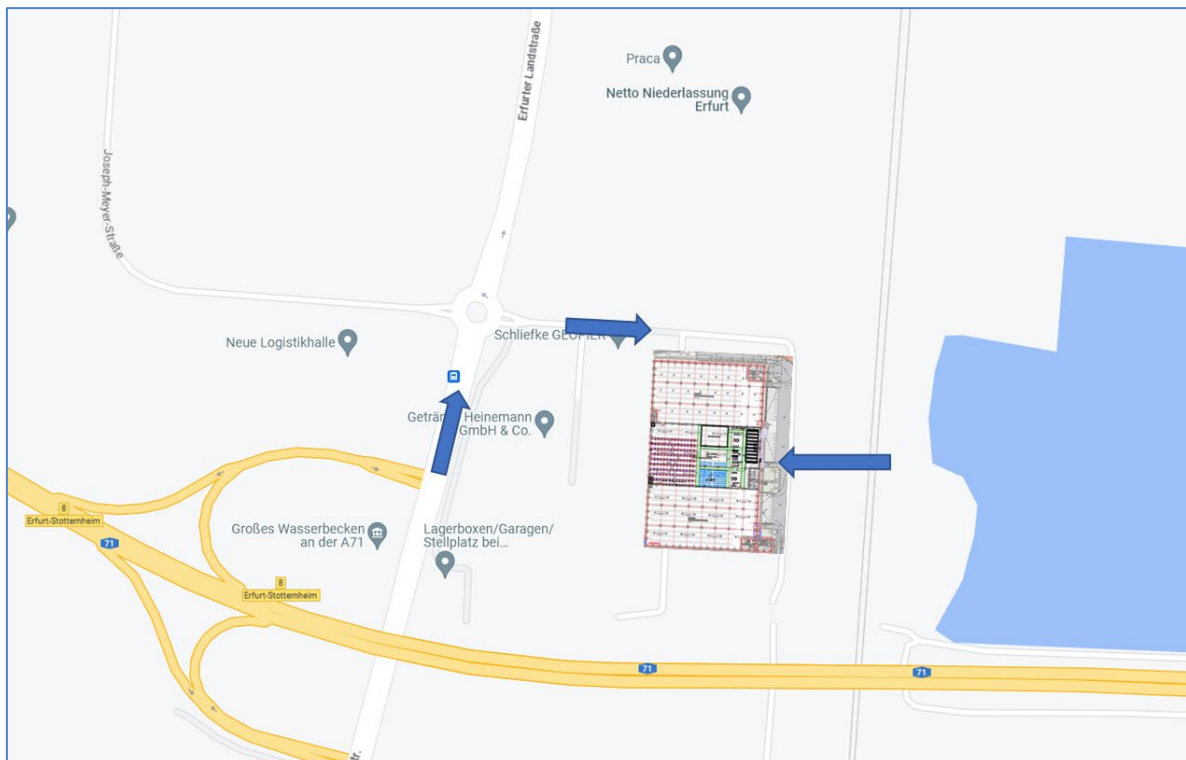


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Erfurt

External warehouse, Co. LGI

Carl Zeiss Meditec AG
c/o LGI Techlog GmbH
Erfurter Landstraße 59a
99095 Erfurt

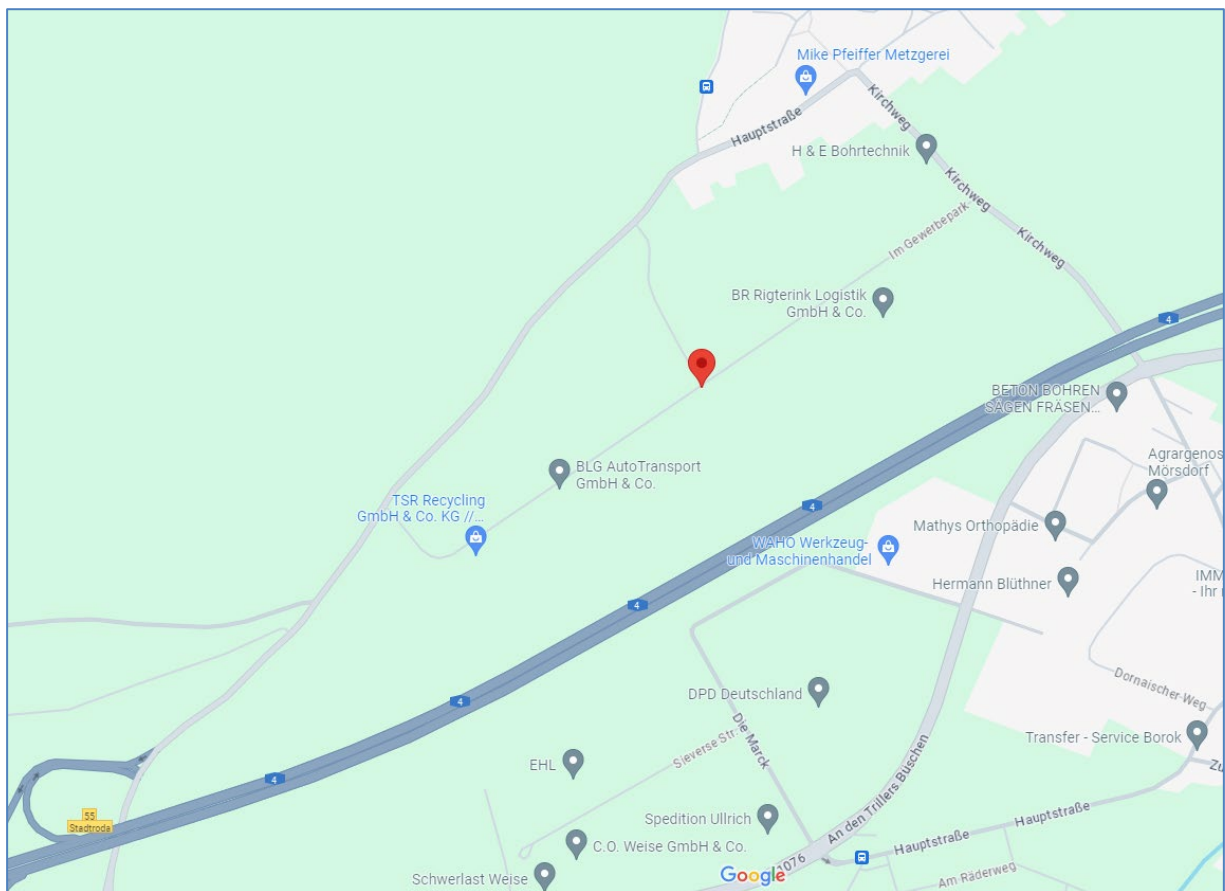


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Bollberg

External warehouse, Co. Kontinent

Carl Zeiss Meditec AG
c/o Kontinent Spedition GmbH
OT Bollberg
Im Gewerbepark 3
07646 Stadtroda



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3.2 Acceptance times

Monday to Friday

07:00 Uhr to 16:30 Uhr (in Jena, Stadtroda and Bollberg, see 3.1)

07:00 Uhr to 16:00 Uhr (in Erfurt, see 3.1)

In very exceptional circumstances and in consultation with CZM and the relevant RA, vehicles can also provide outside the acceptance times.

3.2 Contact person

Logistik Carl Zeiss Meditec AG	Mr. Maik Mazur Phone: +49 3641 643634 E-Mail: maik.mazur@zeiss.com
Goods receipt – Jena	Company Spedition Kontinent GmbH Phone: +49 3641 2918874 E-Mail: gruppenuser.kl8czwe@zeiss.com
Goods receipt – Stadtroda	Company Spedition Kontinent GmbH Phone: +49 36428 1299126 E-Mail: k.vogel@kontinent-spedition.de
Goods receipt – Erfurt	Company LGI Techlog GmbH Phone: +49 361 26280933 E-Mail: zeiss-erfurt-service@lgi.de
Goods receipt – Bollberg	Company Spedition Kontinent GmbH Phone: +49 170 7063639 E-Mail: d.martin@kontinent-spedition.de

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4. Shipping document

4.1 Bill of Lading

The bill of lading or freight forwarding transfer note must contain the following information:

- Delivery address (see 3.1)
- consignee
- supplier, date of delivery
- quantity of packages
- duty status of the goods (Customs stamps , if already received customs clearance or customs documents)
- freight- / transport costs

4.2 Delivery note

Each shipment must include a delivery note with the following information:

- Delivery address (see 3.1)
- supplier, date of delivery
- name of the receiver
- order of the consignee (*)
- article number of the consignee (*)
- description of the article
- quantity of the delivery (*)
- number of units per delivery
- number of pallets or packages
- name of the purchaser or contact person at CZM

*These are also to be attached as a barcode

In case of consignment goods, the following parts must be additional included:

- note that this is consignment material.
- storage location at CZM (notified by purchasing department of CZM)
- CZM supplier number (notified by purchasing department of CZM)

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4.3 Commercial Invoice

Trade bills must also include the following addresses:

Invoice recipient

Carl Zeiss Meditec AG
Göschwitzer Str. 51-52
07745 Jena
Germany

Purchaser/benefit recipient

Carl Zeiss Meditec AG
Göschwitzer Str. 51-52
07745 Jena
Germany

Invoices that do not have both above-mentioned addresses, **can't** be recognized by the Carl Zeiss Meditec AG for tax reasons!

4.4 Customs goods

For customs goods in addition to the delivery note and the waybill, a commercial invoice, with a minimum of information must be included:

- Goods tariff number / statistical goods number
- Country of origin
- Value of goods
- Order number
- Returned goods must be marked clearly

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5. Delivery specifications

5.1 General

CZM favors Just-in-Sequence, Kanban, or consignment agreements. Deliveries are only made in agreed batch sizes to the delivery address specified in the order (see 3.1.).

5.2 Quantity of deliveries and weight

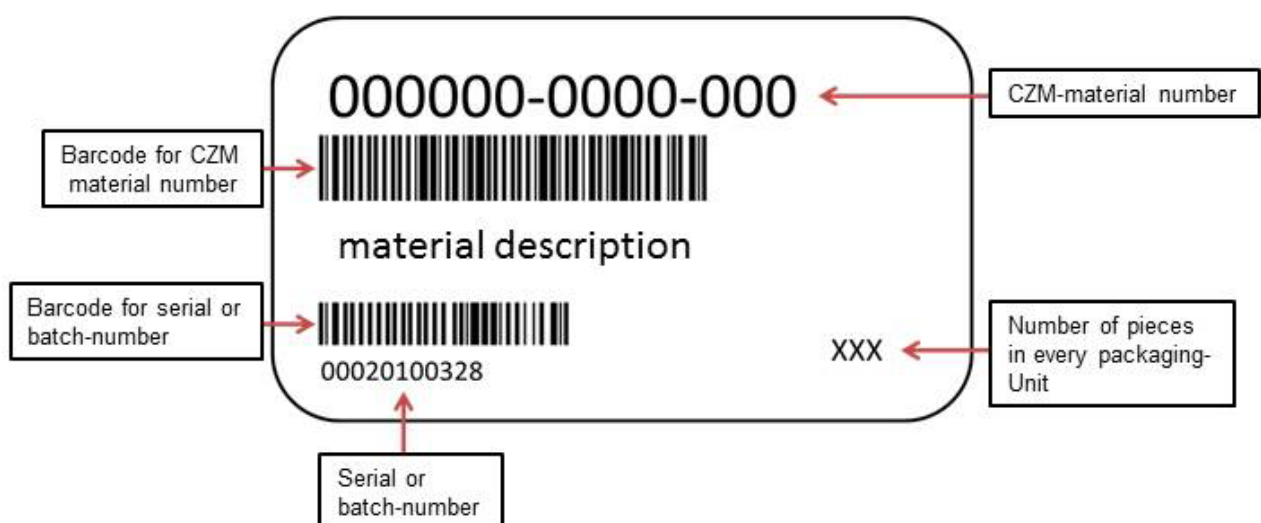
- Depth of fill for large carriers such as skeleton containers up to max. 10cm below the upper edge.
- Depth of fill at small load carriers up to the stack edge
- Maximum weight of a transport unit (EURO pallet / skeleton container) corresponds to the cargo weight of the load carrier, with a maximum of 1.500kg
- Maximum weight of one carton : 15kg

5.3 Marking and labeling

The supplier is obligated to provide any material in self-packing with a logistics label that contains a Barcode 128 Standard Variant (according to ISO / IEC 15417).

Required information on the logistics label:




- number of the material
- name of the material
- serial or batch number (if available)
- expiry date (if available)
- number of pieces



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Further requirements for the logistics label:

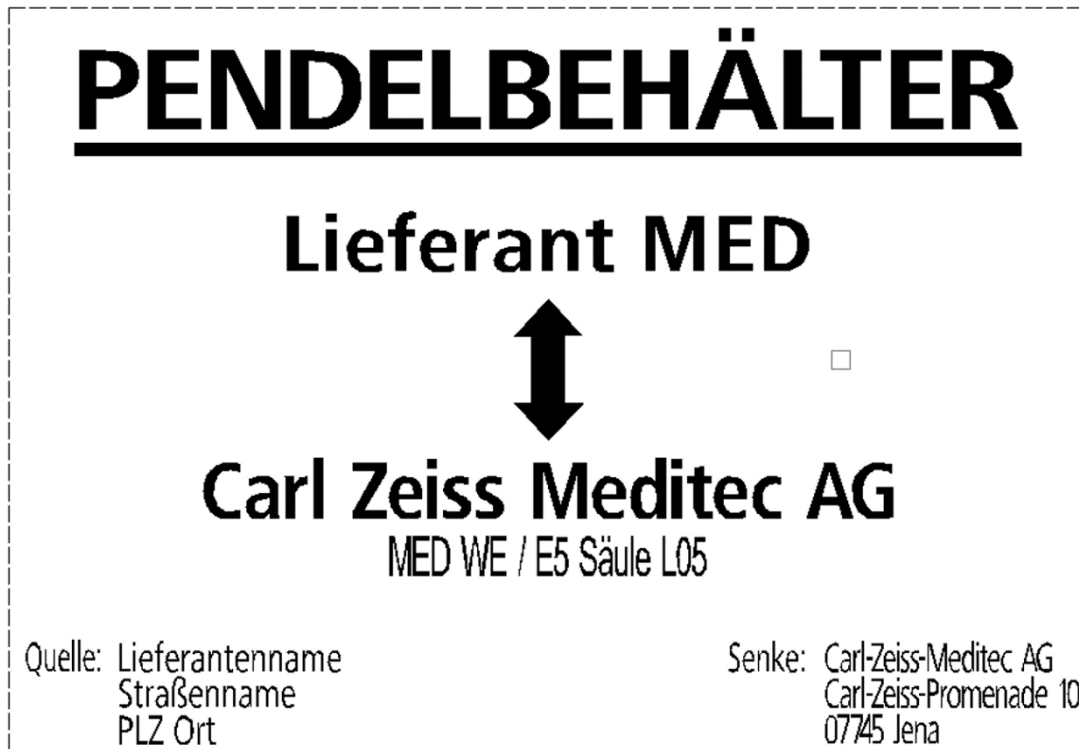
- No supplier-specific data should be included on the label
- Prior to the initial delivery, a test label must be sent to the corresponding purchaser
- Labels that are affixed to outer packaging must be easily readable both manually and by machine
- In certain cases, CZM may specify the location of the label on the goods
- The label must be always easily visible and must not be covered by any parts of the packaging (such as strapping bands, etc.)

<p>The primary package has to be tagged with the logistic-label. The number of pieces corresponds to the content of the primary packaging.</p>	<p>The secondary package includes a multiple of the primary packaging and has to be tagged with the logistic label. The number of pieces corresponds to the content of the secondary packaging.</p>	<p>The tertiary packaging includes a multiple of the secondary packaging and has to be tagged with the logistic label. The number of pieces corresponds to the content of the tertiary packaging</p>
		

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5.3.1 Marking of pendulum containers

Pendulum Containers (see 6.2 Reusable packaging) between CZM and the supplier are marked as follows:



These labels can be provided by CZM.

5.4 First Sample

Goods for initial sampling must be marked and packaged separately. An initial sample test report must be visibly attached to the goods or affixed externally. The delivery note must indicate the contents and scope of the delivery, as well as the reference to the initial sample. First samples must never be delivered with the series order.

5.5 Returns

Returns must be marked and packaged separately. The complaint order number must be provided. Returns must never be delivered with the series order.

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6. Transport packaging

Preferably, the material must fit in ESD-boxes of the CZM AG. The following dimension should not be exceeded:

- Length: 356 mm
- Wide: 256 mm
- Height: 105 mm

The materials must be transported and stored in such a way that mechanical stress on components is safely avoided. This applies to impacts and forces between the materials themselves as well as between the materials and the packaging or transport container. The supplier must implement this requirement for storage and all shipping routes to and from them.

6.1 EURO-Pallets

The delivery of the materials will happen on Euro-Pallets or on reusable pallets which are identical in construction. In special cases or with agreement of CZM, one-way pallets are allowed.

The following requirements must be observed:

- Basic dimensions of the pallet:
 - Height: 144 mm
 - Wide: 800 mm
 - Length: 1200 mm
- Max. stack height of the pallet: 1500mm (if possible: highest level is one area)
- Just pallets which are new or as good as new will be accepted
- NOT accepted will be:
 - Pallets that are NOT build from companys with license (EPAL-criterions)
 - Pallets that has no EUR or other markings on their brackets
 - Pallets that are missing planks or blanks are broken
 - Damaged pallets where nails are visible
 - Pallets missing a bracket
 - Pallets in a bad general condition (rotten or splintered planks etc.)
- The base area of the pallet should not be exceeded!

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6.2 Reusable packaging

Using reusable packages must be preferred generally. They will be defined by CZM and coordinated with the supplier. After request through CZM, materials can be delivered in disposable packaging.

6.3 Disposable packaging

If there is no agreement about reusable packaging or pendulum-boxes:

- Using disposable packaging which is suitable for the material
- Material must be protected against weather conditions and damaging
- Product is fixed in dispatch packaging, has no margin, and does not come in contact with outer package.
- Impact and edge crush resistance according to DIN ISO 2206 / ISO 2248.
- Fill material which is allowed:
 - padding paper
 - air bags
 - air cushion foil
 - foam foils
 - foam mats
 - or equivalent alternatives
- loose fill materials like wood shavings, hay, straw or wastepaper are NOT allowed!
- Packages and boxes has to be stackable
- mixed-boxes will NOT be accepted!
- electric components must be delivered in closed and sealed ESD suitable packages (ESD-bags, in accordance with DIN 61340-5-1)
 - The sealing function is given if the integrity of the seal is maintained, thus ensuring that the material has not been opened or tampered with.
 - Seals that can be restored to their original form after opening without any indication of the opening do not meet this requirement.

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7. Revision index

Version	Date	Name	Modification / Reason
01	10.12.2015	Katharina Collatz	First edition
02	24.03.2017	Ralf Ebertus	Change of invoice recipient (3.3)
03	19.12.2016	Ralf Ebertus	Change Commercial Invoice (4.3)
04	27.10.2023	Oliver Herzog	General adjustments, incorporating current requirements from the "Dual Sourcing" project.
05	16.02.2024	Oliver Herzog	Adding delivery address "Bollberg", specification of ESD (6.3)
06	22.05.2024	Oliver Herzog	Adding Template for pendulum containers