

SHIPPING INSTRUCTIONS FOR SUPPLIERS



1. Scope

ODU North American Logistics, Inc.
ODU-USA, Inc.
ODU Automotive, Inc.

2. Delivery times

Monday to Thursday from 7 a.m. to 4.15 p.m.
Friday from 7 a.m. to 3 p.m.
Outside the indicated times only by arrangement.

3. Delivered condition

The goods must be packed and secured in such a way that they cannot be soiled, affected by weather or damaged during transport.

3.1 Weight

The following weights must be observed.
Goods on pallets max. 2300 lbs
Disposable packaging max. 40 lbs (e.g., cardboard box)
(Disposable pallets are not permitted!)

3.2 Dimensions

If not otherwise specified in the order, the following applies:
Cardboard boxes/disposable packaging on pallets (48 x 32 in) are not permitted to stick out over the edge of the pallet, and the max. delivery weight (40 lbs) per cardboard box must be observed.
The height is not permitted to exceed a maximum of 56 in.

4. Shipping documents

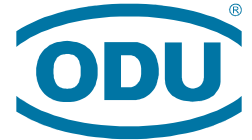
A delivery note must be included with each shipment and it must be clearly visible. Each packaging unit must be marked with material number, number of units and, where applicable, batch.

Each packaging unit must be limited to one type of goods, separated by batch, and delivered with the following information on the delivery note:

- Recipient and order number
- Manufacturer and manufacturer part number
- Our material number, including product name
- Name of the supplier
- Number of units

Wooden pallets, wooden collars and boxes must comply with ISPM 15 regulations.

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4.1 Inspection documents

Inspection documents are to be enclosed with the goods if they are called for in the order.

5. Use of disposable packaging

When selecting the packaging material, the applicable environmental legislation and regulations must be observed. All disposable packaging must be unambiguously and visibly marked with standardized pictograms and abbreviations (in accordance with FPLA) or with symbols recognized by the waste management industry. Identifying markings, adhesive/packing tape, labels and material tags are not permitted to limit the recyclability.

6. Product-specific packaging

The supplier is responsible for the packaging of materials that require special protection, such as:

Electronic components in ESD-protected containers, racks, straps as specified in ANSI/ESD S541-2019. Materials that are susceptible to corrosion in protective containers
Surface-treated materials in packaging that protects the surface (layer pads)

7. Hazardous Material Packaging

All hazardous materials shipments must be properly packaged and prepared under Title 49 Code of Federal Regulations (49 CFR). Air shipments must be prepared under International Air Transport Association (IATA).

Cost that arise because of a failure to comply with these instructions will be charged to the supplier.