

# Fact Sheet

## for suppliers, to pick up 0-km complaints



Dear Supplier of BAUER Maschinen GmbH,

In order to guarantee a smooth process of picking up 0-km complaints for you and for us, we would like to draw your attention to the most important rules and regulations for picking up 0-km complaints from our plants. Safe and smooth loading in our plants is only possible on observing the points listed below.

Please be sure to observe them.

### Collection addresses

The pick-up location is mentioned in the defect report.

- Schrobenhausen plant: 86529 Schrobenhausen, Bürgermeister-Götz-Straße 32 - 36,  
or
- Aresing plant: 86561 Aresing, Sonnenhamerstraße 55,  
or
- Edelshausen plant: 86529 Edelshausen, In der Scherau 1

### Delivery address

- Goods receipt Schrobenhausen plant: Bürgermeister-Götz-Straße 32 - 36  
(Exceptions only by prior arrangement)

### Collection times

- The loading times in the above mentioned plants are:
  - Monday to Thursday, 7 a.m. to 4:30 p.m. Lunch break, 12 noon to 1 p.m.
  - Friday 7 a.m. to 1 p.m.
- No goods can be collected on statutory German federal or Bavarian state public holidays.
- The factory gates open at 7 a.m.

### Collection

- **The 160-no. (9-digit), which has been communicated in advance by the Purchasing department – Supplier Claim Management must be specified.**

If picked up by an external carrier (such as UPS, GLSG, TNT etc.), please note:

- This fact sheet must be forwarded to the external carrier.
- Ensure that the already mentioned **160-no. has been received** by the external carrier.

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### Technical condition of the vehicles

- Collecting vehicles must be in a technically fault-free condition, comply with all legal requirements, and be equipped with the necessary technical means to transport the goods (e.g. adequate numbers of lashing points).
- Vehicles that are subject to approvals must have valid transport documents.
- The papers must be presented unsolicited to the dispatch personnel prior to loading.
- Loading will only take place after the papers have been checked.
- The legal requirements for transport within Germany must be observed.
- The load must be secured by the driver in accordance with the regulations.
- Vehicles with inadequately secured loads must not be allowed to leave the plant.
- The necessary fixtures and fastenings must be carried on the vehicle in sufficient quantities and in technically fault-free condition; this includes, in particular:
  - Anti-slip mats
  - Lashing straps
  - Chains

### Rules of conduct on the factory premises of BAUER

- Drivers must report to the security staff at the gate when entering and leaving the site.
- Vehicles must only be parked in the assigned bays.
- Drivers are not permitted to move freely around the factory premises. They must remain in/at their vehicle.
- Drivers must wear safety shoes and a safety helmet during loading and unloading. This requirement is for their own safety.
- The following are not permitted at our plant locations:
  - Consuming alcohol
  - Sleeping overnight
  - Disposal of waste or cleaning vehicles
- The driver has to undergo the controls necessary to maintain order and safety when entering and leaving the premises.
- Instructions from Bauer personnel must be followed.

We request you to comply with the above points in order to ensure safe, quick and smooth loading.

If you have any questions, please contact your contracting client or contact the appropriate staff member from the BAUER Group.