General Delivery and Packaging Regulations (GDPR)

of Sikora GmbH

1. Scope of Application

These GDPR supplement our General Terms and Conditions of Purchase (GTCP) and our Supplier Code of Conduct (SCoC). They constitute a binding part of the contract for all deliveries and services provided to SIKORA GmbH and its affiliated companies.

2. General Requirements

2.1 Deliveries must conform to the orders, drawings and specifications in terms of type, quantity, quality and delivery date.
2.2 Packaging must be selected so that the goods remain undamaged and clean during normal transport, handling and storage.
2.3 Only environmentally friendly and recyclable packaging materials may be used (e.g. cardboard boxes, PE film). Styrofoam and PVC packaging should be avoided whenever possible.
2.4 Each package must be clearly and permanently labeled with the following information:

- Supplier,
- SIKORA order number,
- Item number,
- Quantity,
- Serial or lot number, if available,
- Handling instructions (e.g. “Caution: Glass”, “Store in a dry place”).

3. Mechanical Components

3.1 Components must be packed in such a way that they are protected from corrosion, damage, contamination and mechanical stress.
3.2 Sharp edges, sensitive surfaces and functional surfaces must be provided with suitable protection with suitable protection.
3.3 Corrosion Protection:
Steel or iron products must be treated with a temporary corrosion inhibitor, unless otherwise agreed. A storage period of at least 6 months without loss of quality must be guaranteed.
3.4 Multiple components may only be packaged together if damage is prevented (interlayers, dividers, compartmentalized packaging).

4. Painted and Coated Components

4.1 Painted or powder-coated surfaces must be protected from scratches, abrasion and indentations using suitable materials (film, foam, VCI paper, interlayers).

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4.2 Direct contact between painted parts must be avoided.
4.3 Packaging materials must not cause any chemical reactions with the surface (no plasticizers, no solvent-based films).
4.4 The packaging must be suitable for storage for at least 6 months under normal climatic conditions (indoor storage, 15-30 °C, max. 60% relative humidity).

5. Electronic Components and Assemblies

5.1 All electronic components must be packaged and labeled in accordance with **ESD protection guidelines (DIN EN 61340-5-1)**.
5.2 ESD-sensitive components must be delivered in antistatic bags or conductive packaging.
5.3 Moisture-sensitive components (MSL level) must be packaged in accordance with the **JEDEC standard J-STD-033** (desiccant, moisture indicator, vacuum packaging).
5.4 Electronic assemblies must be protected against mechanical stresses (shock, vibration) using foam inserts or molded parts.
5.5 Each packaging unit must be labeled with ESD and moisture warnings.

6. Shipping Documents and Traceability

6.1 Each shipment must be accompanied by delivery notes containing the following information:

- SIKORA GmbH order number,
- Item number, description, quantity,
- Serial or lot number (if required),
- Country of origin.

6.2 For parts relevant to safety or quality, traceability must be ensured all the way back to the raw material.

7. Transportation and Palletizing

7.1 Pallets must be interchangeable and undamaged (EPAL/Euro pallets or mesh boxes).
7.2 Packages must be secured (with strapping or stretch film) so that they do not shift during transport.
7.3 Goods protruding beyond the pallet's outline are not permitted.

8. General Materials

In addition to specific requirements for mechanical, painted and electronic components, the following regulations apply to other material groups:

8.1 Bulk goods (e.g. screws, nuts, small parts)

- Must be delivered in sturdy, resealable containers (e.g. KLT boxes, blister packs, bags in cartons).

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- Packaging units must be selected so that they can be handled manually and ergonomically (max. 15 kg per package).
- Each packaging unit must be clearly labeled (item number, description, quantity, lot number).
- Mixed packages containing different items are not permitted.

8.2 Semi-finished products (profiles, sheets, tubes, bars)

- Must be delivered with accurate dimensions, burr-free and protected against corrosion.
- Surfaces must be protected with protective film, paper, interlayers or VCI materials.
- Bundles must be equipped with edge protection and weather-resistant strapping.
- Length > 2m: Transport on suitable racks or pallets to prevent bending and damage.

8.3 Standard parts (e.g. DIN/ISO parts, fasteners)

- Must be delivered in clean, sealed packaging.
- Packaging must be stackable and suitable for storage on shelving systems.
- The quantity of pieces per package must be clearly indicated on the packaging.

8.4 Chemical products, oils, lubricants and auxiliary materials

- Delivery exclusively in approved original containers with complete labeling in accordance with the CLP Regulation (EC) No. 1272/2008.
- Safety Data Sheets (SDS) must be provided electronically or in paper form no later than upon delivery.
- Hazardous substances must be delivered separately from other materials and clearly labeled with hazard symbols.
- Liquids must be secured against leakage, tipping and damage.

8.5 Packaging materials and auxiliary materials (e.g. cardboard boxes, plastic film, adhesive tape)

- Must be packed in a dry and clean condition.
- Roll goods must be protected from moisture, dust and mechanical damage.
- Quantities and dimensions must be clearly indicated on each unit.

9. Complaints

9.1 If the provisions of these GDPR are not complied with and this results in damage (e.g. transport damage, corrosion, paint scratches, ESD damage), SIKORA reserves the right to reject the delivery, repackage the goods at the supplier’s expense or refuse to accept the delivery.

9.2 Repeated violations may result in exclusion as a supplier.

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10. Final Provisions

10.1 These terms and conditions are an integral part of all purchase agreements entered into by SIKORA GmbH.
10.2 Any amendments or additions must be made in writing.
10.3 German law applies.

Signature Dr. Ch. Frank

Signature H. Lieder

Signature A. Aydin

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