

HUISMAN LOGISTICS & WAREHOUSE REQUIREMENTS

The requirements described in this document are applicable to all Deliveries made by a Supplier to Huisman Equipment B.V. (hereinafter referred to as "Huisman") and/or delivery locations appointed by Huisman, unless otherwise agreed upon and described on the related Purchase Order ("PO") document or frame agreement.

Contents:

1. General delivery conditions;
2. Item packaging;
3. Transport packaging;
4. Main transport unit;
5. Delivery note;
6. Commercial invoice
7. Operating hours.
- l. Appendix I

1. GENERAL DELIVERY CONDITIONS

The following general delivery conditions are applicable:

1. When exceeding one of the following specifications the Huisman warehouse team* is informed in advance:
 - a. Dimensions exceed 120Lx80Wx150H cm;
And/or
 - b. Pallet amount is greater than 3.

* warehouse@huisman-nl.com, attach the packing list to the email
2. PO's are delivered when all ordered items are available, partial deliveries can only be done in agreement with the buyer, before the cargo is sent;
3. All packaging complies with the regulations of the destination country (e.g. IPPC/ISPM-15), unless specified otherwise in the PO's;
4. When items are ordered by Huisman on separate PO-lines, they should be delivered as separate items;
5. If the supplier converts single PO-line items into an assembly (one product), this is done in agreement with the buyer, before the cargo is sent;
6. All correspondence/documentation is in English.

2. ITEM PACKAGING

This is the packaging (e.g. box, bag or crate) of the item itself.

Conditions for an item specific packaging unit:

1. Each item (part code) is packed separately¹;
2. When multiple amounts of the same parts are packed in one box², the weight does not exceed 20kg;
3. Each box has a PO label specifying the total amount of parts of each item in it;
4. Each item specific packaging unit is marked with a Huisman Item Label³ (Example: Appendix I), enclosed in the confirmation email of the PO;
 - a. The label is placed on the item specific packaging unit, in such a way, that it is clearly visible, when unpacking and handling it;
 - b. The entire text and barcode is visible on the label.
5. Packing materials (e.g. tape, carton, pallet boarders etc.) on this package do not show any supplier information (only acceptable if the supplier is the manufacturer);
6. If weight is higher than 20Kg, it shall be packaged in such a way that it can be handled by a forklift;
7. If a pallet is required, use euro pallets;
8. Blank surfaces are conserved corrosion proof (e.g. VCI foil, Tectyl);
9. Foam transport chips may not be used;
10. If the item is not visible due to seal (e.g. plastic vacuum seal), a picture item is available on the package⁴.



¹ 1 item, in 1 box, with a sticker

² > 1 of the same item, in 1 box, with a sticker



³ 2 different items, with their corresponding stickers, in 1 box

⁴ Packages, with pictures of contents

3. TRANSPORT PACKAGING

If the item specific packaging is not suitable for the selected transportation method, make sure it packed in such a way that item is protected and conserved.

The following items are clearly visible on the outside of transport packaging:

1. Huisman PO number⁵;
2. Packing list⁵ stating the contents for the specific package.

Conditions for a transport package:

1. If weight is higher than 20Kg⁶, it shall be packaged in such a way that it can be handled by a forklift;
2. No more than 25 different items is packed in one transport package;
3. Foam chips packaging may not be used⁷.



⁵ Packing list + Huisman PO

> 20 kg =



⁶ Packages Heavier than 20 kg



⁷ Foam chips

4. MAIN TRANSPORT UNIT

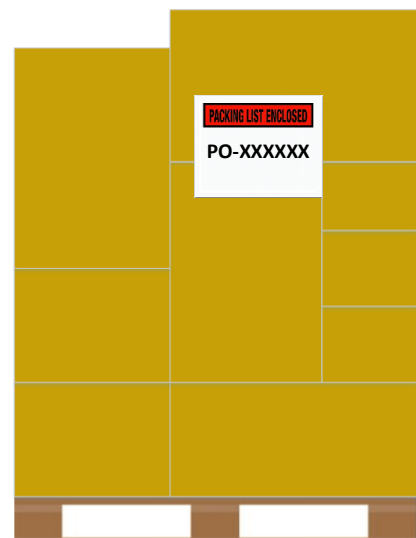
The main transport unit is or contains one or more item and/or transport packages. This is the largest visible unit (e.g sealed pallet⁸) when physically receiving it. A transport can consist of multiple main transport units (e.g 3 sealed pallets).

Clearly visible/readable on the outside of the unit:

1. Delivery note;
2. Huisman PO number;
3. The gross weight on packaging and delivery note.

Conditions for main transport unit:

4. If weight is higher than 20kg, it shall be packaged in such a way that it can be handled by a forklift;
5. If a pallet is required, use euro pallets;
6. Final shipment dimensions do not exceed euro pallet dimensions, unless an individual item exceeds these dimensions;
7. Foam chips packaging may not be used.



⁸ Sealed Pallet

5. DELIVERY NOTE

Minimum requirements of the delivery note:

1. Huisman PO-number;
 2. Huisman part code;
 3. Delivered Quantity of each part;
 4. Backorder Quantity of each part (if applicable);
 5. Description of each separated item line, matches the PO;
 6. Packing list line item is linked to PO line item number;
 7. Huisman drawing number and position if mentioned on the PO line;
 8. Dimension & weights, gross & nett;
 9. Country of Origin of each part;
 10. HS-Code for each part.
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6. COMMERCIAL INVOICE (for customs purposes)

When passing through customs is part of the delivery, these are the minimum requirements of the commercial invoice:

1. Huisman PO-number;
2. Huisman part code;
3. Price of each part;
4. Delivered Quantity of each part;
5. Backorder Quantity of each part (if applicable);
6. Manufacturer of each part;
7. Description of each separated item line, matches the PO;
8. Packing list line item is linked to PO line item number;
9. Huisman drawing number and position if mentioned on the PO line;
10. Country of Origin of each part;
11. HS-Code for each part.

International deliveries

In case the delivery of goods is outside of The Netherlands, please take into account the following instructions regarding our reference:

1. The referred client: Huisman Equipment B.V.
 2. The delivery address: the actual address of delivery (e.g. Huisman (China) Co.,Ltd.)
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7. OPERATING HOURS

Hours of operation at Huisman Equipment B.V. location

Monday – Thursday: 07.00 until 15.30 hrs.

Friday: 07.00 until 14.00 hrs.

APPENDIX I – Label sheet enclosed in the confirmation email of the PO

PO number: PO-151913 / 1 Part: 9130653
 Working Gloves 10 per box
Requestor:
 Huisman stock
 XXL EN 388



Box .. of ..
Qty to deliver 50
Qty delivered



PO number: PO-151913 / 2 Part: 9132191
 Working Gloves 10 per box
Requestor:
 Huisman stock
 L EN 388



Box .. of ..
Qty to deliver 60
Qty delivered



PO number: PO-151913 / 3 Part: 9138959
 Working Gloves
Requestor:
 Huisman stock
 L EN 388



Box .. of ..
Qty to deliver 160
Qty delivered

Tech spec: Black

