



1. Scope

The General Delivery Conditions at the Frankfurt location are part of SAMSON's Purchasing Terms. Compliance with these requirements is a fundamental prerequisite for initial and subsequent deliveries as a supplier to SAMSON AG.

2. Notification (Avisierung)

Any delivery with:

- More than 8 pallets/grid boxes
- Grid boxes or pallets over 2,000 kg or taller than 1.60 m
- Rod material / long goods over 3,000 kg
- Special pallets with oversized dimensions (length > 2,000 mm, width > 1,200 mm)

must be notified at least 2 working days prior to delivery, including the date and time or time window. Failure to do so may result in waiting times or rejection of acceptance.

Exceptions for express deliveries are only possible in coordination with the purchasing department.

Parcel deliveries do not need to be notified but must not exceed a maximum weight of 15 kg. Heavy shipments must be delivered on a pallet.

Delivery Address:

The delivery address is generally:

Riederhofstraße 27, 60314 Frankfurt, Goods Receipt.

Exceptions include:

- Rod material / long goods over 2 meters
- Dangerous goods in any form
- Personal agreements with the buyer or orderer

Rod material and dangerous goods are exclusively delivered and accepted at:
Schielestraße 13, 60314 Frankfurt.

For notification and inquiries, you can contact:

Phone: +49 (0) 69 4009 / 1413 / 2907

Fax: +49 (0) 69 4009-2189

Email: incoming-goods-de@samsongroup.com

Unnotified shipments will be accepted and unloaded according to available goods receipt capacities.

All drivers must report to the warehouse staff at the loading ramp before docking to ensure proper unloading.



3. Goods Receipt Times

Goods acceptance is generally carried out during the following times, with exceptions for public holidays:

Monday – Friday

- 06:00 – 09:15 AM
- 09:30 – 12:00 PM
- 12:30 – 02:45 PM

4. Delivery

Delivery Note: A delivery note must be included with every delivery.

The print of the delivery note should be as high-contrast as possible to ensure good readability, and barcodes should be electronically scannable.

The delivery note must be clearly visible and undamaged, attached to the packaging or placed inside it.

The following information must be included on the delivery note:

General:	Per delivery item:	Additional (if applicable)
<ul style="list-style-type: none"> ▪ Recipient/Delivery address ▪ Sender ▪ Delivery note number with barcode ▪ Delivery date with barcode in DDMMYY format ▪ Samson order number 	<ul style="list-style-type: none"> ▪ Samson order number ▪ Samson article number with barcode ▪ Batch or serial number with barcode ▪ Delivery quantity ▪ Packaging unit 	<ul style="list-style-type: none"> ▪ Customs documents ▪ Additional information for assignment of the delivery (contact person, cost center, organizational unit)

Each barcode must be printed in Code 128 format.

Additionally, it is desirable to include, for each delivery position, a barcode with the SAMSON order number and order position, article number (and if applicable, batch and serial numbers), and the delivered quantity.

Packaging

Goods must be packed and shipped in a manner that ensures they are sufficiently secured, properly packed, and arrive undamaged at SAMSON. Electronic components must be packed in an ESD-compliant manner. Items should generally be sorted by article and batch/serial number.

The packaging must be marked with the following data in plain text and Barcode 128:

- SAMSON article number
- Batch/serial number for items with such numbers
- Quantity
- Order number



Unpacked parts must be labeled similarly (label, tag, etc.) directly on or attached to each part.

The use of nails is prohibited. Instead, a limited number of screws shall be used, supplemented by additional securing with plastic or steel bands.

Individual load carriers should, where possible, be packed in a sorted manner. For multiple delivery units (e.g., pallets) of the same type, numbering of the delivery units is required, along with the total quantity.

Exceptions are consolidated deliveries packed on a single pallet and accompanied by a clearly visible packing list.

For sea freight, the purchasing department may approve deviations in exceptional cases.

Examples:

OK (Euro pallet with collar)

not OK





Layered Delivery

In the case of layered delivery, individual layers must be separated by intermediate layers. Layered delivery is only possible if the load-bearing capacity of the underlying items is maintained and the lower layers are protected from damage. Different items, especially different batches, must be packed and labeled separately. (Item-specific, batch-specific)

Delivery Dimensions

Basic Dimension		Length [mm]	Width [mm]	Height [mm]	Weight [kg]	Additional Conditions
Package		≤ 600	≤ 600	≤ 400	≤ 30	Practical, depending on the goods to be packed
SAMSON Pallet		≤ 1,000	≤ 800	≤ 1,050	≤ 800	



Europool Pallet (FP)			≤ 1,200	≤ 800	≤ 1,050	≤ 800	Delivery of goods with overhang or dimensions exceeding these is not permitted
Europool Grid Box			≤ 1,240	≤ 835	≤ 970	≤ 800	

Important Guidelines for Goods Delivery:

- Only exchangeable and undamaged Europool pallets or Europool grid boxes may be used.
- If a single item cannot be packed on an Europool pallet or grid box, special pallets or disposable pallets that can be handled with forklifts or pallet trucks and ensure safe transport may be used.

Fees

Exchange or rental fees for loading equipment, such as Europool pallets or Europool grid boxes, are not covered by SAMSON.

5. Delivery condition

Transport vehicles and packaging are only accepted if they are in perfect condition.

In case of violations of the above regulations, we reserve the right to charge the supplier for any additional internal effort incurred or to refuse acceptance of the goods. The responsibility for deliveries from subcontractors lies with the direct contractual partner.

6. Guidelines and Legal Regulations

Deliveries must comply with applicable EU regulations, environmentally relevant procedures and laws, as well as the ecological considerations of manufacturing.

When shipping hazardous materials, the delivery must be properly marked, and a current EU-DIN safety data sheet must be provided. If necessary, the goods must be shipped using a special shipping method. The supplier must inform themselves about options with their logistics provider (parcel service, freight forwarder, etc.).

Legal requirements regarding shipping and labeling must be observed. The responsibility for compliance lies with the sender.