

Logistics Specification Manual

Table of content

1. PREFACE OF STABILO	3
WHO WE ARE.....	3
OUR VALUES.....	3
2. PRINCIPLES OF LOGISTICS AT STABILO	3
3. BENEFIT AND SCOPE	4
4. EXCHANGE OF INFORMATION AND DATA	4
5. DELIVERY DOCUMENTS	4
6. LOADING AND SECURING OF GOODS	4
7. HAZARDOUS GOODS	5
8. PACKAGING	5
A. PACKAGING UNITS	5
B. LABELLING	6
C. PALLETS	6
D. MISCELLANEOUS DELIVERY TYPES	7
9. DC AND PLANT ADDRESSES	7

1. Preface of **STABILO**

Who we are

Pens with cult status – this is what STABILO stands for. STABILO is still a family run company and is one of the world's leading manufacturers of writing instruments. The diverse products from STABILO make the lives of millions of people a little more colorful each day by delivering German quality and implementing innovative designs in to each and every pen.

STABILO is part of the Schwan-STABILO Group. With more than 1,500 employees, we manufacture our customers' favorite pens and pencils for highlighting, sketching, writing and coloring. Our products, which are manufactured in Weißenburg (Germany), Český Krumlov (Czech Republic) and Johor Bahru (Malaysia), are available worldwide in more than 180 countries. For more than 160 years we have been creating pens which are just like our brand: trend-conscious, inspiring and visionary!

our Values

We are all part of a team, and each one of us has a contribution to make. We have faith in one another and can depend on each other. This makes us strong and confident – and at the same time gives us the assurance we need to keep asking questions. Our six core values – agreement on our goals, strength through mutual trust, teamwork, self-criticism, success and confidence – have developed from this basic principle. In our opinion values make no sense if we don't live by them. This is a challenge which we are happy to face up to every day! Our company's values hold equally true for all of us and have a major influence on both our daily routine and our company culture. That's what makes us so special.

2. Principles of Logistics at **STABILO**

Our focus is on the needs of our customers – our principles are reliability, flexibility, transparency and cooperation.

This is what we stand for. We align our Global Supply Chain and Production Network according to our focus, principles and values.

As well as the use of lean processes, the fast exchange of information plays an important role.

The digital transformation offers new opportunities and possibilities for constantly optimizing the flow of goods and materials and creating transparency.

Clear and open communication with all parties along the supply chain are indispensable.

To meet these requirements, we need strong and committed partners within our Global Supply Chain Management.

3. Benefit and Scope

In addition to any existing contracts, this manual serves as a basis to optimize the efficiency of the logistics processes and guarantees the highest security and quality standards for STABILO.

All sites of STABILO are entitled to apply the uniform regulations and rules of this Logistics Specification Handbook with their Supplier, Subcontractor and Forwarder. The Supplier is responsible for the quality of its products and for the compliance of the requirements and rules out of this Logistics Specification Manual. STABILO reserves the right to change the content of this manual, when needed.

STABILO reserves the right to refuse acceptance of the delivery, if a supplier culpably violates the regulations of the Logistic Specification Manual. Please note that non-compliance with the Logistic Specification Manual may result in compensation fines.

4. Exchange of Information and Data

Information is a key element to ensure a constructive cooperation between STABILO and the supplier. The fundamental requirements are:

- Immediate and unsolicited information in case of any changes
- Use of state of the art communication methods
- Availability of designated contact persons on working days

Part of STABILO's supply chain strategy is to promote the exchange of data electronically. Only with the support of modern communication techniques can daily business processes be simplified, standardized and a high degree of process reliability can be achieved. The expectation over the coming years is, that all suppliers will be compatible with electronic data exchange.

5. Delivery Documents

All necessary documents shall be provided to STABILO. The type of document(s) is dependent on the specific requirements of the transportation type and country legal requirements, but must at least contain the following details:

- STABILO order number
- STABILO material designation
- STABILO material number
- STABILO item number

6. Loading and Securing of Goods

The forwarder is responsible for loading and securing the goods on the trailer.

The cargo securing shall fulfill all national and/or international regulations for sending and receiving countries and countries of interest.

7. Hazardous Goods

It must be ensured, that employees or any other persons are protected from hazardous goods by the packaging.

The hazardous goods must always be labeled in compliance with the corresponding warning symbols. They must always be attached clearly visibly to the packaging unit by the Supplier.

The Supplier must always comply with the laws and regulations applicable for hazardous goods in the respective countries.

8. Packaging

The purpose of packaging is to ensure the quality of the delivered parts with minimum cost and optimum stacking conditions. The suppliers are asked to use standard and, if possible, reusable packaging which have to meet, among others, the following guidelines and/or requirements:

- Directive 2001/95/EC on General Product Safety
- Directive 94/62/EC on Packaging and Packaging Waste
- Labelling in accordance with ISO 780 and/or ISO 7000

Please notice, that country specific regulations are not affected by these guidelines.

a. Packaging Units

There are several requirements to the packaging units.

- The goods have to be protected against damage. They must remain undamaged until the time of delivery.
- In order to meet an optimized warehouse capacity, packaging units need to be filled completely.
- When delivering more than one packaging unit of the same product, every packaging unit needs to be filled with the same quantity of goods. This also applies to follow up deliveries. Changing the quantity is only allowed in consultation with STABILO.
- The weight of each packaging unit should ideally be below 10kg per piece. Do not exceed the maximum weight of 25kg per packaging unit.
- If the delivery includes different versions of the same good, for example standard and country specific goods, these need to be packed in separate packaging units.
- Each packaging unit should not exceed the maximum external dimensions of L53cm x W35cm x H28cm.

b. Labelling

The labels on each packaging unit must be clearly visible. The minimum label size is 110mm x 60mm.

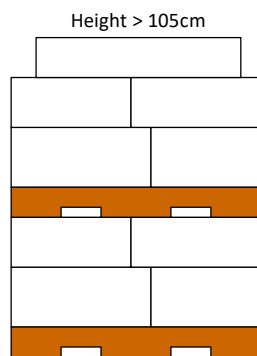
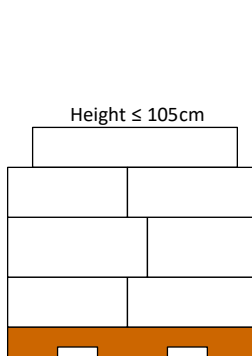
Where multiple packaging units are placed on a pallet or in a container an additional "Master Label" should be fixed on the top or to one side of the loading unit. To prevent damage to labels, especially when the container has no specific place to fix the labels, a plastic cover or pocket should be used. Labels from previous deliveries must be removed.

The following information must be affixed to every packaging unit / outer carton:

- Name of supplier
- STABILO order number
- STABILO material designation
- STABILO material number
- STABILO item number
- Quantity (number of units per package). Leftover cartons must be labelled separately.
- Production batch
- Date of manufacture

c. Pallets

Deliveries shall only be made using undamaged EUR-pallets or disposable pallets provided by STABILO. The following requirements must be met:



The maximum overall dimensions inclusive pallet should not exceed the following dimensions:

L120cm x B80cm x H105cm

(EUR-pallet size, with no overhang on any side).

If the pallet is higher than H105cm, a second pallet must be inserted in the middle, so that the pallet height can be adjusted with a fork lift.

- In order to meet an optimized warehouse capacity, the maximum height should ideally be reached.
- Do not exceed an overall weight of 600kg per Pallet.
- The pallet(s) should be loaded according to the respective item type. The label must be legible from outside.
- When delivering more than one pallet of the same good, every pallet needs to be stacked with the same quantity. This also applies to follow up deliveries. Changing the quantity is only allowed in consultation with STABILO.
- Packaging units must be securely fastened to the EUR-pallet(s).

d. Miscellaneous delivery types

Posters should generally be packed flat, with 50 pieces at a time being wrapped in packaging paper and laid on EUR-pallets.

The delivery terms for decoration material such as dummy pens, ceiling hangers, etc., should be clarified prior to delivery with the customer. The same goes for textiles, imported goods and any items that do not fit into the above-mentioned packaging scheme (outer cartons / pallets).

An advance notice by fax is required for deliveries of larger quantities (more than 10 pallets) (Fax no. of delivery address / incoming goods department).

In case of doubt and/or any changes to packaging and/or number of units, please confer with STABILO (contact person as shown in order).

9. DC and Plant Addresses

The plant in Weissenburg (Germany) has 2 entrances for incoming goods with the following addresses. Please note the delivery address shown in our order.

For further information please get in contact with the contact person as shown also in our order.

Plant Weissenburg, Germany:

STABILO International GmbH	STABILO International GmbH
Plant Weissenburg	Plant Weissenburg
Augsburger Straße 46	Industriestraße 47
D-91781 Weissenburg	D-91781 Weissenburg

The goods can be received in the following time frame:

<i><u>Monday to Thursday</u></i>	<i><u>Friday</u></i>
<i>07.30 am to 11.40 am</i>	<i>07.30 am to 12.00 noon</i>
<i>12.15 pm to 03.00 pm</i>	

More addresses, Germany

STABILO International GmbH
Versandlager
Adolph – Kolping Straße 3
91781 Weissenburg

Spedition Wüst GmbH & Co. KG	Hummel Logistik GmbH
Dettenheimer Straße 52	Nürnberger Straße 45A
91781 Weissenburg	91781 Weissenburg

DC Straßbourg, France:

STABILO International GmbH
Agence France
Rue des Frères Lumière 7
B.P.73 Eckbolsheim
FR-67038 Strasbourg Cedex 2

The goods can be received in the following time frame:

Monday to Friday

07.30 am to 12.00 am

13.30 pm to 04.00 pm

DC Madrid, Spain:

STABILO International GmbH
Oficina de venta STABILO España
C/ Ignacio Zuloaga 22
P.I. Santa Ana
ES-28522 Rivas Vaciamadrid (Madrid)

The goods can be received in the following time frame:

January – March:

Monday to Friday

07.00 am to 14.00 am

April – December:

Monday to Friday

07.00 am to 15.00 am

DC Budapest, Hungary:

STABILO International GmbH
Plant Hungary
Szőlökert köz 7
HU-1033 Budapest

The goods can be received in the following time frame:

Monday to Friday

07.30 am to 04.00 pm

Plant Cesky Krumlov, Czech Republic:

STABILO International GmbH
Plant Czech Republic
Tovární 7
CZ-381 01 Cesky Krumlov

The goods can be received in the following time frame:

Monday to Friday

07.00 am to 03.00 pm

DC Warsaw, Poland:

CX Dystrybucja Sp. z o.o.
Ul. Jana Pawła II nr 66
05-500 Piaseczno

*The goods can be received in the following time frame:
Monday to Friday
08.00 am to 04.00 pm*