



## **General Delivery and Packaging Instructions**

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## **General Delivery and Packaging Instructions**

### **1. Principle**

It is the supplier's responsibility to ensure that all delivered items are properly and adequately treated, protected, packaged and labelled so that they reach their destination safely.

In addition, all valid national and international laws, standards and regulations apply. These must always be observed and complied with when goods are delivered.

### **2. Delivery**

On the A&R site it is mandatory to drive at walking speed and to wear helmets and safety shoes. Extreme caution must be taken with regard to pedestrian and works traffic. Furthermore, photography and filming on the company premises is strictly prohibited.

#### **2.1 Delivery address**

Unless otherwise specified, goods must be delivered to the following address:

Abeking & Rasmussen  
Schiffs- und Yachtwerft SE  
An der Fähre 2  
D-27809 Lemwerder

#### **2.2 Delivery times**

Delivery is possible at the following times:

Monday to Thursday:	07:00 a.m. - 2:30 p.m.
Friday:	07:00 a.m. - 11:30 a.m.

Delivery at any other times must be agreed in advance with the Logistics department.

Refer to section 6. Contacts



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### **2.3 Notification**

With the exception of courier and parcel services, notification of all deliveries must be received at least three working days before delivery at [we@abeking.com](mailto:we@abeking.com).

Notification must include the following information:

- Date of delivery
- Number of packages
- Weight of the package
- Dimensions of the package
- Forklift and/or crane unloading necessary
- Attachment points / centre of gravity

### **2.4 Direct delivery**

If A&R specifies a delivery address in the order that differs from 2.1, the supplier is obliged to send signed confirmation to the following address after delivery:

[we@abeking.com](mailto:we@abeking.com)

### **2.5 Customs**

Deliveries containing duty unpaid goods from third countries must be delivered to T1 and cleared through the Brake customs office (Zollamt).

**Address:**

Zollamt Brake  
DE005301  
Weserstrasse 1  
26919 Brake  
Germany

A&R EORI: DE7340273



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### **3. Shipping documents**

The shipping documents must contain the following information to ensure smooth handling:

- Address of the sender
- Address of the recipient
- A&R order number and order item number
- A&R article number
- A&R new build no.
- Quantity and unit of measurement
- Materials information
- Weight
- Customs tariff number / HS code

### **4. Packaging requirements**

The choice of packaging depends on the product properties, the protection requirements and the mode of transportation. Reusable containers, consignment carriers and packaging or packaging made from recyclable materials must be used wherever possible.

Irrespective of the choice of packaging, the supplier must ensure that the consignment meets the following requirements:

1. The parts must be delivered without any loss of quality and in an unsoiled condition.
2. The transport packaging must ensure safe and easy handling during unloading and transport with industrial vehicles.
3. Safe and easy handling when removing the parts from the packaging must be guaranteed.
4. Corrosion-sensitive parts must be packed in a dry, corrosion-free environment for the duration of transportation and storage.



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### **5. Labelling**

All delivered parts must be correctly labelled to ensure clear identification.

- 1 The following information must be shown on each part:
  - A&R article number (if applicable, A&R new build no.)
  - A&R order number and order item number
  - Material quality/material specifications
- 2 Printed labels are recommended.
- 3 The labels sent by A&R must be used for supplied parts.
- 4 It must be ensured that the labels do not affect the cleanliness and quality of the parts.
- 5 The labels should be easily visible at all times and in all situations. On large parts we recommend attaching a second label of the same type.

### **6. Contacts**

	Name	Phone	Email address
Incoming Goods		+49 421 6733 434	<a href="mailto:we@abeking.com">we@abeking.com</a>
Group Manager	Bernd Krause	+49 421 6733 432	<a href="mailto:bkrause@abeking.com">bkrause@abeking.com</a>
Customs Handling	Christine Winkler	+49 421 6733 427	<a href="mailto:cwinkler@abeking.com">cwinkler@abeking.com</a>
Head of logistics department	Malte Hoewner	+49 421 6733 430	<a href="mailto:mhoewner@abeking.com">mhoewner@abeking.com</a>



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### 7. Addresses for documents

Department	Address	Email address
Invoices	Abeking & Rasmussen Schiffs- und Yachtwerft SE An der Fähre 2 D-27809 Lemwerder	<a href="mailto:invoice@abeking.com">invoice@abeking.com</a>
Certificates/approvals	Abeking & Rasmussen Schiffs- und Yachtwerft SE An der Fähre 2 D-27809 Lemwerder	<a href="mailto:zertifikate@abeking.com">zertifikate@abeking.com</a>
Notifications	Abeking & Rasmussen Schiffs- und Yachtwerft SE An der Fähre 2 D-27809 Lemwerder	<a href="mailto:we@abeking.com">we@abeking.com</a>

### 8. Violations

If the above requirements are not met, ABEKING & RASMUSSEN reserves the right to refuse acceptance of the goods or to assert the rights agreed in the individual contracts.

These include, for example:

- Damaged goods
- Lack of notification
- Incorrect or incomplete delivery documents
- Incomplete customs documents