



STORCH-CIRET GROUP

PAINTING TOOL SYSTEMS

Storch-Ciret Group Supply Chain Manual

Storch-Ciret Sourcing GmbH
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2 Introduction

This Supply Chain Manual defines the conditions that have to be met for goods to reach their destination on time and without damage.

The latest version of the Supply Chain Manual is available online at: [Download section - Storch-Ciret-Group](#)

Only the online version is valid. All manuals must be regularly reviewed to determine whether they are still up to date or in need of revision. Revisions are indicated by the version number in the revision history.

3 Scope

The Storch-Ciret Group's Supply Chain Manual supplements the General Terms and Conditions of Purchase and is valid for all logistics sites within the Storch-Ciret Group.

The Supply Chain Manual is legally binding on all suppliers. Our Supply Chain Manual applies exclusively; we do not recognise conditions of the supplier which contradict or differ from our Supply Chain Manual unless we have expressly confirmed their application in writing. Our Supply Chain Manual still applies even if we unreservedly accept a delivery from the supplier knowing that the supplier has conflicting or differing conditions.

The supplier is obliged to inform all service providers contracted by it of the content of this Supply Chain Manual. If this is not complied with, the Storch-Ciret Group reserves the right to refuse to accept goods at the expense of the supplier and/or charge the supplier for any additional costs which arise.

4 General Terms and Conditions of Purchase

In addition to the rules contained in this Manual, our Terms and Conditions of Purchase are also binding. The latest version of these is included with each new order and also available on our download section for supplier [Download section - Storch-Ciret-Group](#)

5 Order processing

5.1 Order processing – Europe

The following conditions apply to all suppliers delivering goods from the EU. The process set out here must be complied with in order to ensure swift processing and reliable operational cooperation.

5.1.1 Order confirmation

Order confirmation must be received within five working days of the order date.

If the supplier is connected to the supplier portal the order confirmation is done by the approval of the order in the portal.

If the supplier is not connected to the supplier portal the order confirmation must contain at least the following:

- Company name/supplier address
- Company name/customer address
- Customer order number
- Customer item number(s)
- Quantity per item
- Price per item
- Payment terms
- Delivery terms
- Place of delivery
- Delivery date
- Order confirmation number
- Order confirmation date

5.1.2 Delayed delivery

Storch-Ciret must be informed immediately in writing of any delayed delivery. Any penalties based on delayed delivery remain unaffected by this.

The agreement on delivery punctuality applies.

5.1.3 Commercial invoice

The commercial invoice for a delivery must be received within five working days of the delivery. The commercial invoice as issued must correspond to the delivery.

The commercial invoice must contain at least the following:

- Company name/supplier address
- Company name/customer address
- Customer order number
- Invoice date
- Invoice number
- Performance date
- Customer item number(s)
- Quantity per item
- Price per item
- Payment terms
- Supplier VAT ID, our VAT ID
(additional information for tax process management where applicable)

5.2 Order processing – non-EU

The following conditions apply to all suppliers delivering goods from a third country/overseas. The process set out here must be complied with in order to ensure swift processing and reliable operational cooperation.

5.2.1 Order confirmation

Order confirmation must be received within five working days of the order date.

If the supplier is connected to the supplier portal the order conformation is done by the approval of the order in the portal.

If the supplier is not connected to the supplier portal the order confirmation must contain at least the following:

- Company name/supplier address
- Company name/customer address
- Customer order number
- Customer item number(s)
- Consignment number
- Quantity per item
- PUB2 quantity
- Price per item
- Currency
- Payment terms
- Delivery terms
- Port of departure
- Port of arrival
- Delivery date
- Order confirmation number

- Order confirmation date
- Supplier signature

5.2.2 Delayed delivery

Storch-Ciret must be informed immediately in writing of any delayed delivery. Any penalties based on delayed delivery remain unaffected by this.

The agreement on delivery punctuality applies.

5.2.3 Booking

The booking must be placed at least 14 days before the ETD.

In the case of FCL (Full Container Load) shipments, the shipment must be booked with our shipping agent for the agreed shipping date (ETD).

For LCL (Less Container Load) shipments, the supplier must provide to send the shipment booking to our consolidation manager (Ms Lanlan Zhu, Email: zllan@outlook.com). The goods must be available at the consolidation port at least 7 days before the agreed shipping date (ETD).

5.2.4 Issuance of delivery documents

The delivery documents must be presented on time to the shipping agent or consolidation manager.

The following delivery documents must be received by the customer within one week of the shipping date (ETD) at the latest:

- Bill of lading (B/L)
- Commercial invoice
- Packing list
- Proof of preference, where applicable

5.2.5 Presentation of delivery documents

5.2.5.1 Commercial invoice

The commercial invoice as issued must correspond to the delivery.

The commercial invoice must contain at least the following:

- Company name/supplier address
- Company name/customer address
- Customer order number
- Customer item number(s)

- Consignment number
- Quantity per item
- Price per item
- Currency
- Payment terms
- Delivery terms
- Supplier VAT ID, our VAT ID
(additional information for tax process management where applicable)

5.2.5.2 *Packing list*

The packing list as issued must correspond to the delivery.

The packing list must contain at least the following:

- Company name/supplier address
- Company name/customer address
- Customer order number
- Customer item number(s)
- Consignment number
- Quantity per item
- PUB2 quantity
- Number of boxes
- Weight of boxes
- Container number
- Container size

5.2.5.3 *Bill of lading*

The B/L as issued must correspond to the commercial invoice and packing list.

A telex or original B/L must be received at least two weeks before the ETA (arrival).

6 Terms of Delivery

The following Terms of Delivery apply to all suppliers, unless individual rules have been agreed in writing by both parties. The process set out here must be complied with in order to ensure swift processing and reliable operational cooperation.

6.1 General rules

A delivery time slot is agreed for every delivery.
Delivered goods must correspond to the product sample.

Storch-Ciret is entitled to invoice for additional costs arising due to failure to observe these rules.

If a supplier fails to meet its obligations, it is obliged to compensate Storch-Ciret and its associated companies for any resulting losses.

6.2 Goods receiving / warehouse locations + contact data

6.2.1 DE logistics centre

DE logistics centre – Berka operation

Delivery address: Wildecker Str. 2
99837 Werra-Suhl-Tal

Goods acceptance: Monday to Friday
6 am to 2:15 pm

Notification: Cargoclix: www.cargoclix.com/storch-ciret

Contact:
Fr. Doreen Klottig +49 36922 – 221 83
d.klottig@storch-ciret.eu

Alternate:
Hr. Matthias Mötzing +49 36922 – 221 83
m.moetzing@storch-ciret.eu

DE logistics centre – Vacha operation

Delivery address: Einersbergstr. 1
36404 Vacha

Goods acceptance: Monday to Friday
6 am to 2 pm

Notification: Cargoclix: www.cargoclix.com/storch-ciret

Contact:
Hr. Jan Werner +49 36922 – 221 44
j.werner@storch-ciret.eu

Alternate:
Hr. Florian Schima +49 36922 – 221 53
f.schima@storch-ciret.eu

6.2.2 CZ logistics centre

Delivery address:	K Silu 2487 393 01 Pelhřimov
Goods acceptance:	Monday to Friday 6 am to 11:30 am / 12 am to 2 pm
Contact/notification:	
Leoš Hrnčíř	+420 565 552 251 l.hrncir@ciret.cz
Alternate:	
Milan Křížek	+420 565 552 251 m.krizek@ciret.cz

6.3 Notification for logistics centre German (CZ follows)

Deliveries of palletised goods must be notified via the Cargoclix website (individual cartons e.g. courier / parcel service excluded).

Please go to the following website: www.cargoclix.com/storch-ciret

Bookings can be made from 3 months in advance and up to 2 pm on the day before the requested date.

In case of technical questions regarding the booking system, please contact CARGOCLIX directly at +49 (0) 761 20551100. Deliveries of palletised goods must be notified via the Cargoclix website (single cartons e.g. courier / parcel service excluded).

6.4 Delivery

The scope and content of the delivery must correspond to the notification. The delivery date and time must be adhered to. Deliveries without an agreed delivery date and time will not be accepted.

The registration time window begins with the delivery date and ends at the end of the booked time window.

If a notified delivery is not registered by the carrier for unloading within this registration slot, the delivery cannot be unloaded. In this case, notification of a new delivery date and time is needed.

A carrier registering a delivery for unloading before the agreed date and time is not entitled to preferential treatment.

A registration slot is only ever intended for unloading one truck. If there are several vehicles, several time slots must be agreed.

We guarantee that punctual vehicles will be out of the site within two hours. This guarantee does not cover overseas containers or any deliveries requiring customs processing, to which specific rules apply. Example: if customs carry out an inspection, unloading within two hours cannot be guaranteed.

6.5 Vehicle and driver requirements

Our warehouses have ramps/gates with hydraulic dock levellers with a standard height of 1.2 m for rear unloading. Pallets must be delivered using vehicles with a loading sill height of at least 1.1 m and load platform width of at least 2.35 m.

It must be possible to access the load platform directly from the rear for unloading. There is no entitlement to temporarily store goods of other customers in our unloading zone.

The vehicle must be able to use a ramp.

There must not be any hindrances inside the vehicle that would pose a risk to health or safety (e.g. straps, meat hooks, belts). The driver is responsible for this. The driver must prevent his vehicle from rolling away.

The driver must ensure he has safety equipment, without being asked.

The driver should have sufficiently good German or English.

The driver is responsible for transporting his load from the truck to the storage area (risk is transferred at the ramp loading plate). Warehouse employees are not permitted to access the truck load platform.

The supplier commits to inform his drivers of these conditions and monitor compliance.

6.6 Transport packaging requirements

The shipment unit must have shipment labels that can still be read by machine and manually in spite of the rigours of transport and weather conditions. Standardised labels must be immediately visible.

There must be no further labelling on PUB2 units.

The packaging must not contain any advertising of brands or products external to Storch-Ciret or other non-relevant transport labels.

The labelling of the load carriers must be carried out in accordance with the respective label specification from the article briefing and must not contain any information of the sender.

The label must be printed in black ink on a white background.
Suitable transport protection must be used (e.g. wrapping film or fused PE strapping). The stability of the goods must still be ensured after such protection has been removed.

Adhesive tape, iron braces, nails, clamps and steel strapping must not be used!

It must be easily possible to use a forklift, lift truck or automated conveyor technology to transport the units. The Euro-pallet carrier must be dry, free from chemicals and undamaged; the forklift slots must be free of obstruction.

Goods from different orders must not be delivered together on one shipment unit.

There must not be any damage to the outer packaging.

If necessary, danger symbols must be placed where they are visible.

Packages/pallets should be stackable, provided this is possible with the cargo.

Each delivery must include a delivery note as goods accompanying paper. This must indicate: sender, recipient, order number, precise number of pallets/packages, item description, contact person.

If documents cannot be read or are incomplete, acceptance may be refused.

6.7 Packaging material requirements

The agreed packaging materials must be selected (Euro-pallet, box).

6.7.1 Packages

Each package must have a label.

All delivered order numbers must be printed on the outside of each package as a barcode.

In the case of package shipments, there must be outer packaging around the sales packaging.

The package must not be deformed (e.g. squashed, bulging).

The max. weight incl. packaging is 15 kg.

We recommend corrugated cardboard boxes of two-ply kraftliner grade.

6.7.2 Pallets

Delivery shall be made on exchangeable Euro pallets (1.20 m x 0.8 m) according to EPAL standard.

Only exchangeable Euro-pallets can be exchanged. If there is a shortage of pallets, this will be documented on the waybills and can be exchanged at a later date.

The pallets must be suitable for a high-bay warehouse. If they are not, this creates additional cost and work. Usually a suitable pallet is placed underneath. Unsuitable pallets are not exchanged.

Damaged pallets are not permitted and will be rejected.

The max. pallet height is 1.2 m incl. the pallet. Non-standard dimensions for special deliveries must be agreed in advance. The relevant quantity is recorded as PUB3 quantity on our orders.

The pallet may weigh max. 0.7 t.

Disposable pallets must be placed on Euro-pallets.

Please endeavour to use the fewest possible, efficiently packed pallets for delivery.

Pallets may be stacked for delivery as long as a 20 cm space remains for lifting while unloading.

Unloading of staggered stacked pallets is not possible in Vacha!

The goods must not protrude. An exception is made for goods whose dimensions exceed those of a Euro-pallet.

All items must be packed unmixed on a Euro-pallet.

If mixed pallets cannot be avoided, they must be marked and recorded via a packing list.

The pallets must be marked with a pallet note containing the following information: Article number-customer, article description, quantity on pallet.

If a pallet note is provided by the Storch-Ciret Group, the pallet note must be used in accordance with the template.

The pallet note must always be attached to the narrow side/face of the pallet.

The goods accompanying documents (in the dispatch bag) must also be attached to the narrow side of a pallet.

If pallets are wrapped in transparent film, the pallet blocks must not be wrapped (to have free slots/tunnels to get into with the forks of the forklift).

Any banding used on pallets must not be made of steel.

6.7.3 Containers

Special agreements govern the delivery of overseas containers.

6.7.4 Penalties for improper delivery

In the case of improper delivery, we reserve the right to charge the supplier for the following cost items.

- 10 EUR Placing a pallet
- 2 EUR Repackaging per PUB2
- 15 EUR Wrapping

6.8 Environmental protection

- Ink with a low heavy metal content and without solvents must be used.
- Stickers without PVC and made from recyclable materials must be used.
- Plastics should be marked with the recycling symbol and the abbreviation for the relevant type.

7 Product packaging – PUB2

The following standard boxes must be used to package our products as PUB2:

No.	Outer dimension			Boxes per layer	No. Of layers	Boxes on the pallet	Total pallet height incl. pallet in cm
Box	Length	Width	Height	120cm			
01	40	30	11,0	8	9	72	114,0
02	40	30	14,5	8	7	56	116,5
03	40	30	17,5	8	6	48	120,0
04	40	30	19,0	8	5	40	110,0
05	40	30	21,0	8	5	40	120,0
06	40	30	22,0	8	4	32	103,0
07	40	30	26,4	8	4	32	120,6
08	40	30	35,0	8	3	24	120,0
09	60	40	18,0	4	5	20	105,0
10	60	40	21,0	4	5	20	120,0
11	60	40	25,0	4	4	16	115,0
12	60	40	26,0	4	4	16	119,0
13	60	40	26,4	4	4	16	120,6
14	60	40	33,0	4	3	12	114,0
15	60	40	33,5	4	3	12	115,5
16	60	40	35,0	4	3	12	120,0
17	60	40	49,0	4	2	8	113,0
18	60	40	52,0	4	2	8	119,0
19	80	60	33,0	2	3	6	114,0
20	80	60	35,0	2	3	6	120,0

Differing PUB2 packaging is only permitted with written confirmation from Storch-Ciret. If there is a difference, the goods shall be considered to have been delivered in an improper condition.

The standard height for pallets is 1.2 m incl. the pallet. Deliveries of a different height are only permitted in exceptional cases. The quantities on the Storch-Ciret order apply.