

1 Scope

To ensure smooth receipt and processing of incoming goods, compliance with the following delivery guidelines of Brütsch/Rüegger Tools Ltd. (hereinafter referred to as "BRW") is mandatory. These guidelines are

intended to optimize logistics processes and ensure efficient, high-quality cooperation between suppliers and BRW.

2 General Information

2.1 Postal and delivery addresses

Billing address:

Brütsch/Rüegger Tools Ltd.
Heinrich Stutz-Strasse 20
P.O. Box
8902 Urdorf
Switzerland

Delivery address – Urdorf Logistics Centre:

Brütsch/Rüegger Tools Ltd.
Heinrich-Stutz-Strasse 20
8902 Urdorf
Switzerland

Billing address:

Brütsch/Rüegger Tools Ltd.
Heinrich Stutz-Strasse 20
P.O. Box
8902 Urdorf
Switzerland

Delivery address – Villmergen Logistics Centre:

Swiss Post Cargo CH AG
c/o Brütsch/Rüegger Tools Ltd.
Allmendstrasse 8
5612 Villmergen
Switzerland

2.2 Goods receipt hours (Monday to Friday)

Urdorf Logistics Centre

07:00 – 12:00 and 13:00 – 17:00

Villmergen Logistics Centre

07:45 – 11:30 and 13:15 – 16:00

3 Delivery Guidelines

3.1 Delivery dates and times

Agreed delivery dates must be complied with. Any changes or delays must be coordinated immediately and proactively with the responsible BRW Purchasing or Logistics department. Unannounced delivery delays may result in refusal of acceptance.

3.2 Freight terms

Unless otherwise agreed, all deliveries shall be made free domicile (DDP – Delivered Duty Paid), including transport insurance, to BRW locations.

3.3 Customs clearance

Deliveries from abroad must be delivered customs cleared.

3.4.1 Delivery to the Urdorf Logistics Centre

- Each shipment must be accompanied by complete transport documents (shipping order or delivery note) containing the following information: order number, date, item description, BRW item number (where applicable batch number and expiry date), quantity delivered, and the name and address of the recipient.
- The delivery note must be attached in a clearly visible position to the front of the packaged goods in a document pouch provided for this purpose. The delivery note must contain all information required for

inspection. If the items are distributed across multiple load carriers, all load carriers must be marked with the delivery note number. A packing list for each load carrier must be enclosed with the delivery.

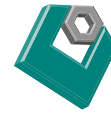
- Pallets must be loaded in such a way that they can be safely unloaded from the rear of the vehicle using electric pallet trucks.
- If proper unloading is not possible, BRW shall not be liable for any damage caused during unloading.
- BRW accepts goods "subject to reservation" pending final goods receipt, as confirmed by the signature of the goods-receiving employee. Any defects identified shall be reported to the Supplier in writing within 10 working days after receipt of the goods or after the defect becomes known.

3.4.2 Delivery to the Villmergen Logistics Centre

The delivery conditions applicable to the Villmergen Logistics Centre (Swiss Post Cargo CH AG) are set out in Annex 1.

3.5 Refusal of goods receipt or acceptance subject to reservation

- A delivery of goods may be refused or accepted subject to reservation if there are compelling reasons, such as damaged goods, inadequate labelling of load carriers or goods, quality defects, incorrect deliveries, non-compliance with applicable ADR or GDP requirements, or improper stacking.
- Following refusal of acceptance, the Supplier will generally be contacted immediately.



4 Invoice

The invoice must be sent electronically by e-mail to invoice@brw.ch or separately by postal mail to the billing address (see section 2.1.).

5 Packaging

The goods must be packaged in such a way as to prevent transport damage. Packaging materials shall be used only to the extent necessary to achieve this purpose, without causing additional work or costs for BRW. Only environmentally friendly, pollutant-free and readily recyclable packaging materials may be used; the applicable legal requirements must be complied with.

6 Delivery in cartons

- Cartons must contain goods of one item type and one batch only.
- Mixed cartons must be color-coded and marked "Mixed carton".
- Part packs must be delivered in a carton and clearly marked "Part pack" (e.g. using adhesive tape).

7 Delivery on Euro pallets

- Palletized goods may only be delivered on clean, undamaged EPAL Euro pallets (dimensions L x W x H: 1200 x 800 x 144 mm).
- For domestic deliveries, empty reusable packaging (Euro pallets, SBB frames and lids) shall be exchanged on a one-for-one basis.
- The goods must be stacked flush with the edge of the Euro pallet. The pallet must be shrink-wrapped or strapped, and heavy goods must be positioned in the lower part of the pallet.
- Damaged or non-original Euro pallets shall be treated as one-way pallets and will not be exchanged. Disposal of such pallets will be charged separately based on the work involved.
- The pallet height (including pallet) may not exceed 2.20 m for a single-item pallet or 2.00 m for a mixed pallet.
- The permissible total weight per pallet is a maximum of 900 kg.
- Overloading of pallets is not permitted.
- Each pallet generally must contain goods of one item type and one batch only. Small quantities delivered as cartons on a pallet must be labelled separately. In addition, for mixed pallets, every individual item must be listed on a packing list for the respective pallet.
- Pallets must not be stacked on top of one another during transport. Doing so may result in refusal of acceptance upon delivery.
- The goods must be fitted with edge protection and wrapped in PE stretch film or secured with plastic strapping.
- The total number of pallets must be clearly visible on each pallet (e.g. "8/8").
- One-way pallets should be avoided.

8 Parcel delivery

If the shipment consists of several shipping units, this must be clearly visible on the outside of each unit (package 1/3, 2/3, etc.). The shipping unit containing the delivery note must be marked accordingly. All shipping units must be delivered together and in full. A packing list must be enclosed with each package.

9 Completeness of delivery

Orders must generally be delivered in full. Partial deliveries may only be made if so stated in the order confirmation and on the delivery note.

10 Shipment inspection

- BRW confirms receipt of the delivered shipment to the carrier and performs a visual inspection for transport damage.
- The quantity, correctness and condition of the individual items are not checked at the time of acceptance.
- In the event of obvious transport damage, a damage report shall be initiated and documented immediately.
- Any claims arising from transport damage must be pursued by the party that commissioned the carrier.

11 Safety

- The driver must follow the instructions of the logistics personnel and comply with the safety regulations displayed on site. The carrier/ driver is responsible for carrying the required safety equipment.
- Safety footwear is mandatory in the handling area.
- During loading and unloading, the truck must be secured (wheel chocks and parking brake).

12 Use of sectional doors

BRW shall not be liable for damage caused by improper operation of loading stations and/or lifting platforms by third-party personnel. The damage will be charged to the party responsible.

13 Non-compliance with the Delivery Guidelines

Additional costs resulting from non-compliance with these Delivery Guidelines shall be calculated based on the work involved and charged at the applicable hourly rate.