

ADB SAFEGATE

Supplier Packaging Terms & Conditions

Document change history

This document is electronically version controlled; the latest version can be found on <https://adbsafegate.com/about/corporate/supplier-portal>

ADB SAFEGATE is not responsible for revision control at supplier locations.

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CONTENT

1	INTRODUCTION.....	3
2	GENERAL PACKAGING RULES.....	4
3	SHIPPING DOCUMENTS.....	5
4	LABELING.....	6
5	PACKAGING MATERIAL.....	8
6	PALLETIZING.....	8
7	SPECIFIC PROTECTIONS.....	10
7.1	Electrical components and PCBA.....	10
7.2	Packaging Requirements for Painted Parts.....	11
7.3	Packaging Requirements for Kits.....	12
8	CUSTOMS COMPLIANCE.....	12

1 INTRODUCTION

Our aim is to use the Supplier Packaging Terms & Conditions to provide all suppliers with a better understanding of our packaging requirements and of their responsibilities.

The primary objective of the packaging regulation is to enable the delivered goods to enter our warehousing system smoothly, in a timely manner and without avoidable additional costs caused by transport damage, repackaging, additional inspections, or relabelling.

In order to enable an effective handling of the large amounts of goods that arrive at ADB Safegate warehouse, only standardised packaging material must be used.

Any deviations whatsoever from these Supplier Packaging Terms & Conditions must be approved in advance and must be identified as such by means of special markings on the delivery note and the package(s).

This packaging regulation does not apply exclusively to series deliveries, but rather to all deliveries, incl. spare parts, non-series materials, sample and prototype materials, etc.

2 GENERAL PACKAGING RULES

- 2.1.1 Supplier is responsible to select all packaging and **assure that the chosen packaging is capable to adequately protect** and ensure the product during normal transportation and handling methods and to withstand the various dynamics of all transportation methods for land, air, and sea over an extended transportation timeframe (30+ days in transit). Some of ADB Safegate's receipt area have neither a ramp nor a roof, so special attention must be paid to protection against dust, snow, and rain.
- 2.1.2 Products must **arrive free from damage** and contamination. Packaging must be designed to assure:
- a) Ease of handling and part removal
 - b) Proper counting and quality control for incoming goods
 - c) Type of route planned (sea, air, road transport)
 - d) Optimum container utilization (reduction of internal and external logistics costs)
- 2.1.3 It is Supplier's responsibility to ensure the packaging methods and materials comply with all applicable laws and regulations.
- 2.1.4 Different articles / material numbers must not be delivered in the same container (only one (1) material number per container).
- 2.1.5 Use printing ink with low level or preferable no heavy metal or solvent.
- 2.1.6 Where possible, the use of recyclable, or reusable materials and package designs is preferred.
- 2.1.7 Where possible, all cardboard and wood products should have FSC (Forest Stewardship Council) certification. Ref. <https://fsc.org/en>
- 2.1.8 All features/surfaces considered critical to the quality or operation of the part must be protected from damage, moisture, or other debris.
- 2.1.9 Metal parts must be protected from oxidation.
- 2.1.10 All electronic components will be treated as ESD (Electrostatic Discharge) sensitive. They must be packed in a static safe manner. Static dissipative packaging is to be used closest to the ESD sensitive parts to avoid any ESD hazards.

3 SHIPPING DOCUMENTS

- 3.1.1 Documentation must be in English or in the appropriate language of the final destination country.
- 3.1.2 Supplier must provide a delivery note and/or packing slip for each shipment.
- 3.1.3 The delivery note must be firmly attached to the outside of the package in prominent location and water resistant.
- 3.1.4 The delivery note/packing slip must include following information, unless exempt by ADB Safegate:
 - Buyer's (sold to/importer) complete company name and address
 - Seller's (supplier) complete company name and address, including contact name and telephone number
 - Shipper's (ship-from) complete company name and address, including contact name and telephone number
 - Ship-to complete consignee delivery destination company name and address, including contact name and telephone number
 - Commercial invoice number and invoice date
 - Invoice package/carton and piece/pallet quantities
 - Invoice gross and net weights
 - Each line on the packing list must include:
 - Precise general description of products, including both ADB Safegate and supplier part number (if different)
 - Item quantities and unit of measure for each product
 - Item case quantities
 - Item gross and net weights
 - Quantity shipped and quantity remaining to ship if applicable
 - For goods with a limited shelf life: expiry date

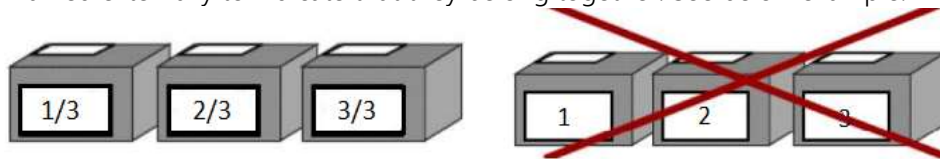
- 3.1.5 The quantity stated on the delivery note must match the quantity delivered and be in the same unit of measure as the quantity on the purchase order of ADB Safegate.
- 3.1.6 Goods without a delivery note will not be accepted. Any incoming product without Delivery note/packing slips will be quarantined until Supplier provides the needed documents.
- 3.1.7 Packaging of chemical or hazardous products has always to include the MSDS (Material Safety Data Sheet) of the contained goods.
- 3.1.8 Supplier must provide the inspection report or COA (certificate of authenticity) if required by ADB Safegate.
- 3.1.9 All documentation must be in compliance with Import/Export requirements of section 8.

4 LABELING

4.1.1 Each individual package/sub-packaging must have a waterproof label with the following information:

- Supplier name
- ADB Part number and description
- Part/Container Revision
- Lot number
- Manufacturing date
- Country of Origin (if necessary)
- Quantity of parts in the package
- For goods with a limited shelf life: expiry date

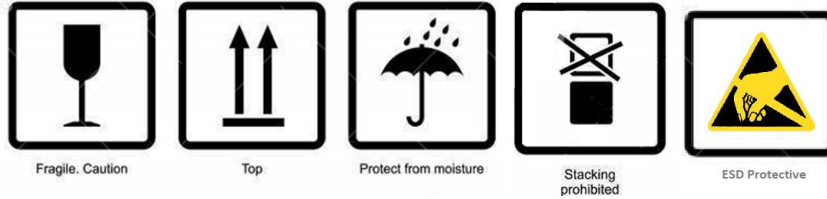
4.1.2 If the shipment consists of several related packages, each package must have been marked externally to indicate that they belong together. See below example.



4.1.3 The labelling must be attached to the side of the load carrier/package/sub-packaging and must be clearly legible.



- 4.1.4 Multi package / mixed goods shipments, i.e. multiple different items consolidated on one pallet. Each individual item package/sub-packaging must be labelled according 4.1.1 to 4.1.3.
- 4.1.5 Packaging of dangerous, hazardous, fragile or ESD protective goods must be visibly labelled with the adequate symbols on all four sides (some examples described below, including "Heavy Load," "Fragile," "Do Not Stack," or "This Side Up" indicators.)



5 PACKAGING MATERIAL

- 5.1.1 All returnable, Supplier owned wooden walls, covers or other specific packaging material must have a clear identification. They will be stocked separately at the goods receipt area. Buyer will contact the Supplier to organize the pick-up of returnable packaging.
- 5.1.2 Containers and boxes must be adequately sealed to assure they do not open during transit or normal handling. Acceptable sealing methods include tape (plastic film or paper tape) or glue.
- 5.1.3 Wooden packaging material must be heat treated or fumigated.
- 5.1.4 Use at least two bands to stabilize loads on pallets during transit. Angle boards or edge protectors are suggested under bands to prevent any damage to cartons and/or goods.
- 5.1.5 Shrink films or stretch wraps should adequately secure the load to the pallet. Prevent loose ends from hanging off the load.
- 5.1.6 The size of the containers needs to minimize dunnage.
- 5.1.7 Hollow space preferred to be filled with dust free filling material. Mixed material, free-flow or loose fill dunnage material are not allowed.
- 5.1.8 Maximum weight for non-palletized container, boxes: 15 kg.

6 PALLETIZING

- 6.1.1 Always use standard pallets made from wood. All international shipments must be made with pallets that have been heat treated or fumigated.
- 6.1.2 All pallets delivered to ADB Zaventem must be in exchangeable conditions following the criteria of the EPAL pallet system. Refer to terms of exchange on <https://www.epal-pallets.org>
- 6.1.3 Pallets must not be smaller in length and width than the load. Always center the unit load on the pallet.
- 6.1.4 Each shipping unit must be properly palletized in level layers to allow stacking and proper utilization of transportation.
- 6.1.5 Pallets should be stacked so that heavier/larger products are at the bottom and lighter products are on top.

- 6.1.6 Oversized goods - exceeding the size or weight limits of a standard pallet.
 - 6.1.6.1 Identification and Construction: Goods that are oversized must be consolidated on custom-built pallets or secured within crates specifically designed to accommodate their dimensions and weight. The construction of these custom platforms must be robust enough to support the full weight of the item, ensuring no part of the item extends beyond the edge of the pallet or crate.
 - 6.1.6.2 Securing Goods: Secure all oversized goods to their pallets or within crates using high-strength metal strapping or industrial-grade banding materials. To prevent damage from the strapping, integrate corner and edge protectors, which will safeguard the items during transportation and handling.
 - 6.1.6.3 Environmental Protection: Use weather-resistant wrapping or coverings to protect the oversized goods from moisture, dust, and other environmental factors that could compromise their integrity. Suitable protective materials include shrink wrap, heavy-duty tarps, or industrial-grade plastic sheeting, ensuring complete coverage and sealing.
 - 6.1.6.4 Handling Instructions: For items that require assembly or disassembly due to their oversized nature, include comprehensive instructions to facilitate safer handling, packaging, and transportation. These instructions should be clear, easy to follow, and attached in a visible location on the exterior of the packaging.

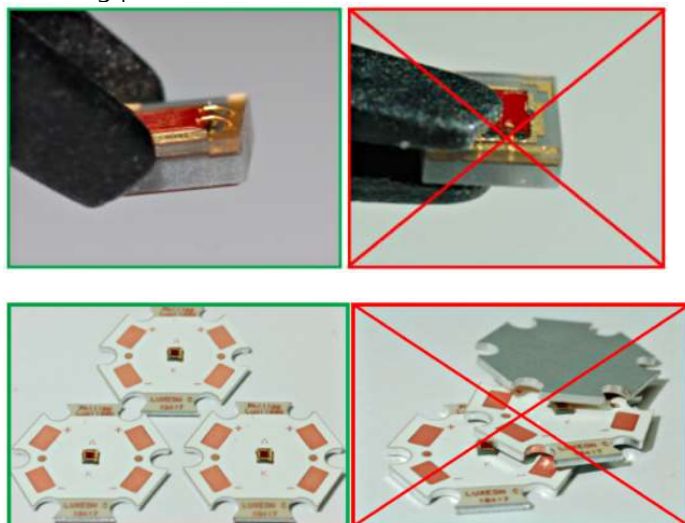
7 SPECIFIC PROTECTIONS

7.1 Electrical components and PCBA

- 7.1.1 In the case of electrical components, such as PCBA (printed circuit board assembly), boards or control units, further protection against electrostatic discharge (ESD) is required in addition to the packaging requirements listed above.
- 7.1.2 PCBA should be separated from each other by paper/plastic boards or foam. When the PCBA protection material is in ESD bag, two or more PCBA cannot reside in the same partition area.
- 7.1.3 Antistatic bags are not required if the PCBA can also be protected by securing the upper and lower layers of antistatic foam.
- 7.1.4 Components that are vulnerable to damage (i.e. LED's), supplier must assure appropriate packaging to protect from damage, contact with other parts, or contact with packaging trays.
- 7.1.5 Example of approved packaging – each board packed in ESD bag and supported only at the outer edges by ESD foam. Pictures shown below are examples only. Approved packaging must be evaluated case-by-case depending on the product design.



7.1.6 Handling precautions



7.2 Packaging Requirements for Painted Parts

7.2.1 In addition to the general requirements, where painted parts are bundled or packaged together, ensure that protective barriers or dividers are used to prevent part-to-part contact. Each painted part should remain fully encapsulated in its protective material throughout the handling process.

7.2.2 Individual part packaging must consider:

- a) Ease of handling and part removal / unpacking
- b) Minimum generation of waste
- c) Avoid part contamination, e.g. with dust, grease, etc.



7.3 Packaging Requirements for Kits

- 7.3.1 In addition to the general requirements, kits (spare part kits, sub-assemblies, etc.) being comprised of multiple components have following additional requirements:
- 7.3.1.1 Each final kit must be packaged as a singular unit with a unique part number designation.
 - 7.3.1.2 A durable, clearly visible label displaying the kit's part number must be securely attached to the exterior of the final packaging. This label should also include a brief description of the kit contents, the total quantity of items within
 - 7.3.1.3 Sub-components within the kit should be individually packaged or grouped logically based on assembly steps or part categorization.
 - 7.3.1.4 Each sub-component or grouped item package must have its own label, which includes the specific part number, a brief description, and the quantity.

8 CUSTOMS COMPLIANCE

- 8.1.1 Each vendor is responsible for compliance with their respective governmental requirements or regulations for export to proper reporting of weight, statistics and marking on carton prior to export.
- 8.1.2 All shipments must include the following documents (as applicable per delivery method) to be provided to Foreign Service Provider (FSP)
- House Airway Bill of Lading (for air shipments, FSP may provide)
 - Container Manifest (for ocean FCL shipments, FSP may provide)
 - Master Bill of Lading (for ocean FCL shipments, FSP may provide)
 - House Ocean Bill of Lading (for ocean LCL shipments, FSP may provide)
 - Forwarder Cargo Receipt (FSP may provide)
 - Packing list per requirements of section 3.1.4
 - Commercial invoice per requirements of section 8.1.3
 - Arrival notice provided in advanced of shipment arrival by the international carrier or freight forwarder to first port of import
- 8.1.3 Commercial invoice
- Must include declaration of all items included in the shipment
 - Must be in the language of the purchasing location
 - Buyer's (sold to/importer) complete company name and address
 - Seller's (supplier) complete company name and address, including contact name and long-distance phone number
 - Shipper's (ship-from) complete company name and address if different from seller

- Ship-to complete consignee delivery destination company name and address, including contact name and telephone number
- Terms of sales/Freight payment terms as defined on the agreement between buyer/seller
- Commercial invoice number and invoice date
- Invoice package/carton and piece/pallet quantities
- Invoice gross and net weights (per item)
- Each line on the commercial invoice must include:
 - Precise general description of products that will enable Customs to clearly identify each item. Part numbers must be included
 - Purchase order number (or applicable reference number)
 - Manufacturer name for each product if different from supplier
 - Country of Origin (country of manufacture) for each product
 - Item quantities and unit of measure for each product
 - Value of the products with defined correct currency, both unit and extended cost

8.1.3.1 No-charge invoices must accurately declare a value for Customs Clearance

8.1.4 Vendor documents should follow the format below for vendor consignment and notify party information:

Sold To/Consignee: party on the commercial invoice should read:

- | | |
|-----------------------------------|---|
| For US Directed shipments: | ADB Safegate Americas LLC
700 Science Blvd.
Gahanna, Ohio 43230
USA |
| For BE Directed shipments: | ADB Safegate BV
Leuvensesteenweg
585 B-1930
Zaventem, Belgium |
| For CA Directed shipments: | ADB Safegate Canada Inc.
3375 North Service Road, Unit C5
Burlington ON L7N 3G2
Canada |
| For CN Directed shipments: | ADB Safegate Tianjin
No. 1 Huandong Six Road
Airport Economic Zone
Tianjin, China |
| For DE Directed shipments: | ADB Safegate Germany GmbH
Konrad-Zuse-Ring 6
D – 68163 Mannheim
Germany |

Ship To: party on the commercial invoice should read:

- For US Directed shipments:** ADB Safegate Americas LLC
700 Science Blvd.
Gahanna, Ohio 43230
USA
- For BE Directed shipments:** ADB Safegate BV
Leuvensesteenweg
585 B-1930
Zaventem, Belgium
- For CA Directed shipments:** ADB Safegate Canada Inc
3375 North Service Road, Unit C5
Burlington ON L7N 3G2
Canada
- For CN Directed shipments:** ADB Airfield Technology Co., Ltd (Tianjin)
No. 1 Huandong Six Rod
Airport Economic Zone
Tianjin, China
- For DE Directed shipments:** ADB Safegate Germany GmbH
Konrad-Zuse-Ring 6
D - 68163 Mannheim
Germany

Notify Party: on the commercial invoice should read:

- For US Directed shipments:** C.H. Robinson
5005 Rockside Rd | Independence, OH 44131 United States
SANDY HOWELL
O: 440.234.7811 x6080
sandy.howell@chrobinson.com
- For BE Directed shipments:** N/A
- For CA Directed shipments:** C.H. Robinson
6285 Northern Drive, Suite 3000
Mississauga, Ontario L4V 1X5 Canada
Phone: 905-673-9638 Attn: Team 7
Email: dl-mil-pars@chrobinson.com
- For CN Directed shipments:** ADB Safegate (Tianjin)
Tianjin Free Trade Zone
No. 1 Huandong Six Road
GLP I-Park TAEA Park
A/P Economic Zone, Dongli District
300310 TIANJIN
- For DE Directed shipments:** N/A