

## Technical Terms of Packaging and Delivery

### 1. Pallets

The delivery must take place on as good as new, bright Euro-pallets (800 x 1200 mm) or one-way pallets (800 x 1200 or 1000 x 1200mm). The gross weight per pallet is 750 kilogram max. The pallets must be dry, intact, clean, free of mould, free of insects, and marked with IPPC- and HT sign.

Pallet deliveries must be protected against soiling, damages and the influence of weather during the transportation (for example with a stretch film, or similar).

The product has to be placed on the pallet so that every bundle is accessible and all bundle labels are readable from each side.

A lateral excess end is not allowed, the allowed loading height per palette is 110 cm max.

Unless otherwise arrangements we can only accept **one batch on one pallet**.

The product **can not be repacked** by the forwarding agent without our previous approval.

### 2. Bundles / Packaging

Suitable bundles / containers (primary packaging and secondary packaging) are to be used according to the agreed specification. The bundles / containers should be closed by genuineness fasteners with a manufacturer's / supplier's logo.

The packaging has to be chosen so that no risk of injury could occur.

All bundles must be well, dry, intact, clean, free of mould, free of insects and filled with the same net-weight. The maximum weight is 25 kg, if not otherwise agreed, Big-Bags excepted.

### 3. Labels

Each bundle / container of the shipment must be labelled as follows:

- material number and description of the supplier and LOSAN
- manufacturer's batch description marked as „Lot, Batch or Charge“
- expiry date
  - ➔ The remaining shelf life must be min. 12 months and min. 80% of the total shelf life
- storage conditions, if necessary
- requested safety instructions for dangerous goods, if necessary
- gross- / net-weight and unit of quantity
- If necessary an indication to the application of dry agents. Desiccants may not get into contact with the product

All pallets must be labelled with the LOSAN order number and the material number at which the material has been ordered.

Narcotics must be labelled according to the **drug law regulations**. All necessary documents have to be added to the relevant shipping documentation.

#### 4. Shipping documents

In the delivery notes the following details must be noted:

- name and address of the manufacturer / supplier
- address (place of unloading) of the buyer (LOSAN Pharma)
- order number of LOSAN Pharma
- material number of LOSAN Pharma
- material description of LOSAN Pharma
- total quantity of the shipment
- number of pallets and bundles
- manufacturer's / supplier's batch number
- detailed packaging list with quantities and the manufacturer's batch numbers of each bundle
- shipping instructions for the forwarder (see top 5.)

The shipping documents must include an **actual safety data sheet in German language** and must be available to the forwarder during the transportation.

For foil deliveries, a reel overview has to be necessarily in the shipping documents.

The shipping documents with the LOSAN Pharma order number have to be presented by the forwarding agent at the goods receipt department **before the unloading** of the product.

Losan accepts an **overdelivery tolerance** of 10% and **underdelivery tolerance** of 0%.

#### Certificate of Analysis

The requested valid, batch-relating Certificate of Analysis of the manufacturer must be available with the shipping documents. All documents should be placed in a document case on the pallet or in the last loaded pallet.

The Certificate of Analysis has to be sent by E-Mail to the attention of QC Goods Receipt Department (E-Mail: [qk\\_we\\_rohstoffe@losan.de](mailto:qk_we_rohstoffe@losan.de)), it must be available at the receipt of the goods at the latest.

**All shipments from abroad** must be declared. The following documents must be included to the shipping documents:

- proforma invoice
- detailed packing list
- certificate of origin (if available)

## 5. Delivery

The agreed date of delivery refers to the time of the arrival at the delivery place.

All shipments covering more than 20 pallets have to be announced by the supplier two days before arrival to Losan Pharma, E-Mail: [schichtfuehrer\\_lager@losan.de](mailto:schichtfuehrer_lager@losan.de) (Goods Receipt Dept.) with the details of the materials description, arrival time and quantity of pallets.

### Opening times of the goods receipt department:

LOSAN Pharma GmbH

Monday - Thursday                      07:30 a.m. till 04:00 p.m.

Friday                                        07:30 a.m. till 12:00 a.m.

All deliveries outside this time table are only possible after consulting with the Goods receipt department (Phone: +49 (0)7631 79 06 – 0)

## Safety shoes

Please take care that all persons have to wear safety shoes – your forwarding agent must be instructed accordingly.

## Loading and unloading activities

Loading and unloading of the vehicles take place only **rear-side**. Trucks, which are to be loaded and unloaded double floor should carry the requested floor-borne vehicle for these activities. There is no guarantee for damages which may result from unloading of small vehicles / vans / pick-ups (sprinter etc.).

The supplier has to take care of that the forwarding agent (and his sub forwarding agents, if necessary) respect the delivery instructions on the complete route of transportation and provide the shipping documents with the LOSAN Pharma order number at the goods receiving department **before unloading**.

## 6. Non-observance of the Technical Terms of Packaging and Delivery

Deviations are possible only after previous arrangement.

In case of non-observance of the technical terms of packaging and delivery and no previous arrangement the receipt of goods can be refused.

Additional costs caused by deliveries deviating from these terms of delivery can be charged to the supplier.

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