



FETIM GROUP

STANDARDS AND INSTRUCTIONS

for supply to Fetim

Please sign this form per page
&
Send all requested certificates, documents along with the signed form

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Environmental Standards

The FETIM Group is committed to sell products that nor affect adversely the health of our customers and staff, nor affect adversely the environment. As many of the products we sell depend, to some degree, on the use of man-made chemicals we need to be informed by our suppliers about the chemical composition of their articles or preparations, sold to FETIM.

FETIM has developed rules and principles to which suppliers of FETIM have to adhere when it concerns chemicals that are sold in articles/preparations to FETIM.

Based on the information provided by its suppliers, FETIM will take positive steps to identify any products that may contain chemicals of concern. FETIM will then by working alongside with its suppliers, begin to phase out and substitute any chemicals for which it is felt lower risk alternatives exist.

Present restrictions at FETIM:

Currently FETIM has specified that the following chemicals should either not be used in the production process or contained in the product or its packaging materials:

Prohibited	Production Process	Product	Packaging
CFK	✓	✓	✓
Chlorine containing plastics, like PVC		✓	✓
Cadmium or its compounds		✓	✓
Asbestos	✓	✓	✓
Formaldehyde in wood products should comply with EN 13986 Class E1 standard	✓	✓	
Mercury or its compounds		✓	✓
PCB's		✓	✓
Heavy metals in concentrations higher than permitted in the European Waste List		✓	✓
Plastics that can be considered as chemical waste at the end of its life		✓	✓
Bromine containing flame retardants like: PBB, PBBO, TBBP-A, HBCD, bis(tribromo phenoxy) ethane		✓	

The following issues are mandatory on all products:

Mandatory	Production Process	Product	Packaging
Use of water based inks			✓
Use of recyclable cardboard			✓
Non-tropical of FSC certificate		✓	
Do not use unnecessary or superfluous packaging			✓
Use a recycle code for plastics		✓	✓
WEEE logo on all electrical equipment		✓	

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

REACH (Regulation (EC) No 1907/12006

In the framework of the REACH regulation candidate Substances of **Very High Concern (SVHC)** substances) are listed, that need authorisation for their production and use in future.

This list (Annex XIV of the Reach regulation) is at the moment under development.

It is expected that the final proposal for the list will be available in the second half of 2009.

It is the policy of FETIM to phase out all Annex XIV substances from their products and to search together with their suppliers for safer alternatives.

The following substances are currently (October 2008) proposed on the candidate list:

Substance	CAS	EU number	Short description of uses
Anthracene	120-12-7	204-371-1	Anthracene is used in the artificial production of the red dye alizarin. It is also found in some coal tar oils which are used for example as wood preservatives, insecticides and coating materials . Also used in pyrotechnic products.
4,4'-Diaminodiphenylmethane	101-77-9	202-974-4	More than 98% of the total production volume of MDA are processed to methylenediphenyl diisocyanate (MDI). MDI is further used for polyurethane production. About 4000 t MDA are annually used as hardener for epoxy resins, hardener in adhesives, intermediate in the manufacture of high-performance polymers.
Dibutyl phthalate	84-74-2	201-557-4	The largest usage of DBP in general is as a plasticizer in resins and polymers such as polyvinyl chloride. DBP is further used a.o. in printing inks, adhesives, sealants/grouting agents, nitrocellulose paints, film coatings and glass fibres.
Cyclododecane	294-62-2	206-33-9	Used in the production of hexabromo-isomers of cyclododecane (C ₁₂ H ₁₈ Br ₆) (HBCDD) which are used as flame retardance.
Cobalt dichloride	7546-79-9	231-589-4	Used as a humidity indicator in several applications as hygrometers, barometers, self-indicating silica gels. Used as a metal drier in air-drying coatings. Used as drying agent in paints, lacquers, varnishes and printing inks. Additive in the rubber manufacturing to improve the adhesion of the rubber with metal armatures, this application concern in particular the tire industry.
Diarsenic pentaoxide	1303-28-2	215-116-9	Used for manufacturing special glass Used in wood preservatives

Substance	CAS	EU number	Short description of uses
Diarsenic trioxide	1327-53-3	215-481-4	Was used in Europe as wood preservative (in industrial installations using vacuum or pressure for impregnation with CCA (copper, chromium, arsenic)) but no dossiers were notified for this use under the Directive 98/8/EC
Sodium dichromate, dihydrate	7789-12-0		Manufacture of other chromium compounds as chromium sulfate. Used for manufacture of inorganic chromate pigments : associated to lead, strontium, barium, zinc, bore for paints and plastic coloration.
5-tert-butyl-2,4,6-trinitro-m-xylene (musk xylene)	81-15-2	201-329-4	Used as an ingredient in fragrance compositions. Musk xylene is partly used in cosmetic products and partly in detergents, fabric softeners, household cleaning products and other fragranced products.
Bis (2-ethyl(hexyl) phthalate) (DEHP)	117-81-7	204-211-0	DEHP is widely used as a plasticiser in polymer products , mainly PVC. Flexible PVC is used in many different articles e.g. toys, building material such as flooring, cables, profiles and roofs .
Hexabromocyclododecane (HBCDD)	25637-99-4	247-148-4	The main part (90 %) of HBCDD is used as flame retardant in polystyrene (PS) . HBCDD is also used to flameretard textiles (for furniture, automobile interiors etc) and in smaller quantities in High Impact PS (HIPS).
Alkanes, C10-13, chloro (Short Chain Chlorinated Paraffins)	85535-84-8	287-476-5	Multiple uses in textiles, paints, rubber.
Bis(tributyltin)oxide	56-35-9	200-268-0	Tributyltin oxide (TBTO), or bis(tri-n-butyltin) oxide, is an organotin compound chiefly used as a biocide (fungicide and molluscicide), especially a wood preservative .
Lead hydrogen arsenate	7784-40-9	232-064-2	Inorganic arsenic compounds have been used mainly as wood preservatives , but this use is now in the process of being phased-out (RoC, 2005).
Triethyl arsenate	15606-95-8	427-700-2	as above. Triethyl arsenate may potentially be used in the fabrication of integrated circuits (WO, 1999).

Substance	CAS	EU number	Short description of uses
Benzyl butyl phthalate	85-68-7	201-622-7	BBP alone (as such) and BBP in preparations above 0.5 % is prohibited for sale to consumers according to the 29th amendment of Directive on Restriction on the Marketing and Use of Certain Substances and Preparation (76/769/EC). The vast majority of BBP use, > 90%, goes to plasticising of PVC or other polymers. A relatively small but significant use is in the food wrap or food packaging area

Substance	CAS	EU number	Reason for inclusion
Triethyl arsenate		427-700-2	Carcinogenic (article 57a)
Anthracene		204-371-1	PBT (article 57d)
4,4'-Diaminodiphenylmethane (MDA)		202-974-4	Carcinogenic (article 57a)
Dibutyl phthalate (DBP)		201-557-4	Toxic for reproduction (article 57c)
Cobalt dichloride		231-589-4	Carcinogenic (article 57a)
Diarsenic pentaoxide		215-116-9	Carcinogenic (article 57a)
Diarsenic trioxide		215-481-4	Carcinogenic (article 57a)
Sodium dichromate	7789-12-0 and 10588-01-9	234-190-3	Carcinogenic, mutagenic and toxic to reproduction (articles 57a, 57b and 57c)
5-tert-butyl-2,4,6-trinitro-m-xylene (musk xylene)		201-329-4	vPvB (article 57e)
Bis (2-ethylhexyl)phthalate (DEHP)		204-211-0	Toxic to reproduction (article 57c)
Hexabromocyclododecane (HBCDD) and all major diastereoisomers identified:		247-148-4 and 221-695-9	PBT (article 57d)
Alpha-hexabromocyclododecane	(134237-50-6)		
Beta-hexabromocyclododecane	(134237-51-7)		
Gamma-hexabromocyclododecane	(134237-52-8)		
Alkanes, C10-13, chloro (Short Chain Chlorinated Paraffins)		287-476-5	PBT and vPvB (article 57d - e)
Bis(tributyltin)oxide (TBTO)		200-268-0	PBT (article 57d)
Lead hydrogen arsenate		232-064-2	Carcinogenic and Toxic to reproduction (articles 57a and c)

Substance	CAS	EU number	Reason for inclusion
Benzyl butyl phthalate (BBP)		201-622-7	Toxic to reproduction (article 57c)
Anthracene oil	90640-80-5	292-602-7	PBT (article 57d)
Anthracene oil, anthracene Paste, distn. lights *	91995-17-4	295-278-5	PBT (article 57d)
Anthracene oil, anthracene Paste, anthracene fraction	91995-15-2	295-275-9	PBT (article 57d)
Anthracene oil, anthracene-low	90640-82-7	292-604-8	PBT (article 57d)
Anthracene oil, anthracene Paste	90640-81-6	292-603-2	PBT (article 57d)
Coal tar pitch, high temperature	65996-93-2	266-028-2	Persistent, bioaccumulative and toxic; carcinogen, category 2
Acrylamide	79-06-1	201-173-7	Carcinogen, category 2; mutagen, category
Aluminosilicate, Refractory Ceramic Fibres		650-017-00-8 **	Carcinogen, category 2
Zirconia Aluminosilicate, Refractory Ceramic Fibres		650-017-00-8 **	Carcinogen, category 2
2,4-Dinitrotoluene	121-14-2	204-450-0	Carcinogen, category 2
Diisobutyl phthalate	84-69-5	201-553-2	Toxic for reproduction, category 2
Lead chromate	7758-97-6	231-846-0	Carcinogen, category 2; toxic for reproduction, category 1
Lead chromate molybdate sulphate red (C.I. Pigment Red 104)***	12656-85-8	235-759-9	Carcinogen, category 2; toxic for reproduction, category 1
Lead sulfochromate yellow (C.I. Pigment Yellow 34)***	1344-37-2	215-693-7	Carcinogen, category 2; toxic for reproduction, category 1
Tris (2-chloroethyl)phosphate	115-96-8	204-118-5	Toxic for reproduction, category 2

* Light fractions from distillation

** All refractory ceramic fibres are covered by index number 650-017-00-8 in Annex VI of the Regulation on Classification, Labelling and Packaging of chemical substances and mixtures, the so called CLP Regulation (Regulation (EC) No 1272/2008).

*** C.I.: Colour Index

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

FETIM Bill of Chemicals

In accordance with the above mentioned chemicals restriction policy of FETIM, we need non-EU suppliers to specify the composition of the articles or preparations in the following table, using the following rules:

1. All substances of which a Material Safety Data Sheet (MSDS) is available, must be mentioned in the table below.
For each substance the following information must be given:
Chemical name
EC number (EINECS, ELINCS or NLP)
CAS number
Concentration in the article or preparation.
Danger classification with the relevant R- and S-phrases
2. Substances that are listed in Annex XIV of the REACH regulation must be listed. As the Annex XIV of REACH is still under development, a regular check of the latest proposals by the European Chemical Agency ECHA has to be done. The latest version of the Annex XIV can be found at the website of ECHA: <http://echa.europa.eu/>
3. All MSDS's of the substances in the table must be attached to the table.

Article Description	
Article Number	
Name Supplier	

Substance name:	EC Number:	CAS Number:	Concentration (% w/w):	Danger Classification (R & S phrases)

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Quality data

Compulsory	Relevant products
CE marked	Toys Electrical appliances Infant items Building materials Flooring etc.
KEMA or GS certified RoHS certified	Electrical appliances Electrical appliances

Name supplier _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Suppliers' factory closing down periods

The summer and Christmas periods are always very busy; on the one hand as a result of the holidays of the consumers and also because of the fact that the deliveries to our clients cannot be made on the regular days. The service towards our clients is very important and should not be influenced by the holiday periods.

In case your company will close down for a particular period and you will be unable to make any deliveries to us, we shall be forced to store the goods during the period concerned. Depending on your delivery time, we would like to receive a *timely, written notification* of the periods your company will be closed for business. Fetim will have to charge you for the additional cost, for storage at other locations and financing, which cost will amount to 3% per purchase order.

Name supplier _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Fetim's social responsibility standards

- Suppliers guidelines -

Child labour and forced labour

Fetim only does business with suppliers who comply with local and national law and comply with the International Labour Organisation conventions C29, C105 and C138.

Fetim does not tolerate suppliers who employ children under the local / national permitted age.

Fetim does not tolerate suppliers that operate with forced, bonded or involuntary labour.

Fetim does not tolerate suppliers that operate a culture of physical abuse and verbal intimidation.

Fetim purchasers or agents acting on behalf of Fetim will inspect the above during visits announced and non announced. Fetim purchasers or agents will also judge for themselves if children employed are too young, or that the labour is physical and/or mentally damaging – this judgement is done separately from local and national law.

In case of any doubt, a report will be given to the Board of Directors of Fetim and other responsible members of Fetim's staff and action will take place immediate.

These guidelines are also applicable for the suppliers/contractors of Fetim's approved supplier.

Working conditions suppliers

In the factory standard hours, overtime and rest hours must comply with the local law.

The employees have the opportunity to develop appropriately.

Fetim does not tolerate working and/or dwelling circumstances that are hazardous for the health and well being of employees. Safe, unlocked fire escapes must be accessible from all parts of the factory and accommodation. Worker accommodation must be located in a separate building from the factory, production areas and materials stores.

Employees must be paid minimum wages as applicable in the country where the factory is located. Employees must be paid the same wages for equal labour.

Fetim does not tolerate that women workers are submit to pregnancy testing or forced to have an abortion.

The factory does not knowingly and continually contravene local or national environmental law. During production applying hazardous substances must be avoided. When hazardous substances are applied workers must be protected adequately for health reasons and measurements have to be taken to avoid environmental damage.

Employees have the right to be a workers union member or organisation and have the right to negotiate about working conditions. Fetim does not tolerate the violation of the right of workers to unite peacefully and lawfully.

Fetim may immediately terminate relations with the supplier, if the supplier does not meet the above guidelines.

These guidelines are also applicable for the suppliers/contractors of Fetim's supplier.

Assessment social responsibility

Fetim inspects and assesses the performance of the suppliers, with regard to their social responsibility. Fetim will ask you to fill out our assessment form. The assessment form will be kept in our files and will be the basis of a discussion document where improvement may be necessary.

Name supplier _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Packaging requirements

Pallet requirements

120/ 80 - 140/ 80

120/ 90 - 120/120

240/80

160/120

Disposable pallet

(permitted only for supply from outside Europe)

- Europallet

- Europallet with sturdy cover sheet

- Double Europallet

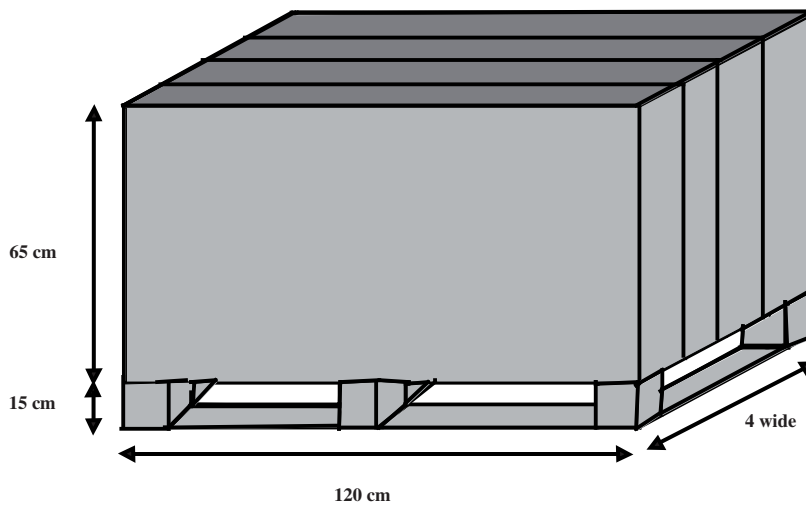
- Double Europallet

- Block height always in excess of 8 cm

Pallet depth always 120-125 cm to accommodate depth of forks and racks.

Pallet height

Maximum height of articles + cover sheet 65 cm



Bulk packaging mode

Cover sheet : particleboard, thickness min. 8mm

Foil thickness : 50 micron

Protection band : width 12-15 mm, thickness 0.6-0.9 mm

Bottom : Always use pallet or sturdy cover sheet

- use cover sheet of appropriate size in case of blousing

Top : Always use cover sheet of appropriate size/sturdy cardboard

Front : Always protect with foil/cardboard/plywood

Crosscut : Protect if articles are sensitive to damage

Corners : protect all 4 corners with cardboard

Supply by ship

package all round

Blocks

(made of solid wood only)

underneath products without pallets (always cover sheet 120 cm deep on the underside)

up to 120 cm wide - 2 blocks

up to 180 cm wide - 3 blocks

up to 260 cm wide - 4 blocks

up to 325 cm wide - 5 blocks

Cardboard boxes

Always use corrugated cardboard with vertical corrugation. The vertical corrugation is necessary to optimise the stack resistance; it is also for this reason that boxes must be stacked vertically.

Weight Maximum

Europallets	80x120 cm	Max. 650 kg permitted
Industrial pallets (CHEP)	100x120 cm	Max. 900 kg permitted
Pack (e.g.double Europallets, bundles on blocks)	length >140cm	Max 1.250 kgpermitted

Label bulk pack

Design	A-4 format: Letter +/- 3cm (height)
Affixation of labels	2 labels, 1x front / 1x side

Information on or accompanying packaging**Never specify name / domicile of supplier !!**

Bulk	Lorry/ container	Supply by ship
Purchase order number	✓	✓
Article number Fetim	✓	✓
Article name Fetim	✓	✓
Size of product	✓	✓
Content:number of items + packs	✓	✓
Production run identification	✓	✓
EAN code (only client, Fetim code)	✓	✓
Glue type plywood		✓
Crate number		✓
Shipping marks		✓
Retail Unit	Client	Consumer
Assembly instructions		✓
Grüne Punkt	✓	✓
EAN code(only client, Fetim code)	✓	✓
CE logo (optional)	✓	✓
Product specification	✓	✓
Size	✓	✓
Product logo	✓	✓
Product illustration (optional)	✓	✓
Domestic waste @	✓	✓
Logo Fetim (optional)	✓	✓
Logo customer (optional)	✓	✓
Weight	✓	
Handling instructions	✓	
Number in pack	✓	✓
Address and e-mail Fetim (optional)	✓	✓

Domestic waste standards: ask the Coordinator Corporate Buying for this document

Packaging data

As a result of laws and regulations in Europe, Fetim B.V. is obliged to register the type and weight of the packaging of the goods Fetim purchases on annual basis. Fetim is obliged to pass on the register to numerous European legal organisations.

Therefore the supplier is obliged to provide Fetim, correct and in time, with a detailed statement of the packaging you supplied in the previous year, at the beginning of each calendar year. The statement should show how many **kilograms/kg's** your packaging consisted of:

- glass
- paper/carton
- plastics
- ferrous metals
- non ferrous metals

Every first week of January Fetim will send you this inquiry form regarding the previous year (including return date):

Statement quantities packaging supplied to Fetim B.V.

Company name _____

Year _____

Product supplied - Fetim's article number and article name

Packaging type e.g. blister, box ,bundle etc.

Consumer pack:

Client pack:

Bulk pack:

Glass	Paper/carton	Plastic	Ferrous metals	Non ferrous metals
Per Consumer pack	Kg's	Kg's	Kg's	Kg's
Per Clientpack	Kg's	Kg's	Kg's	Kg's
Per Bulk pack	Kg's	Kg's	Kg's	Kg's

Supplier's signature _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Fetim's Policy on the subject of ISPM 15 Standard (guidelines for regulating wood packaging material in international trade) - applicable for non-EU suppliers

This Fetim policy states the do's and do not's in reference to the ISPM 15 standard and in reference to container fumigation as an unwanted result of this standard. Since the health risks and costs associated with container fumigation have substantially increased, Fetim has decided to publish a policy for its suppliers. Fetim urges the suppliers to comply to the following policy. Suppliers acting against this policy will be confronted with the related costs, which might be considerable.

Prohibited – do not!

The Fetim Group forbids all methods of fumigation, use of insecticides and poisons e.g. for containers.

Mandatory- do!

- do follow the ISPM 15 standard, excluding the use of Methyl Bromide for wood treatment (Fetim does not tolerate the use of Methyl Bromide)
- do use heat treatment or processed wood – see the standard ISPM 15
- do use alternatives / unconventional packaging like plastic, synthetic materials – always to be approved by Fetim's Buyer

For more information with regards to the ISPM 15 standard please visit the official website of IPPC: the international treaty behind this standard www.ippc.int.

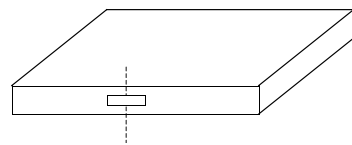
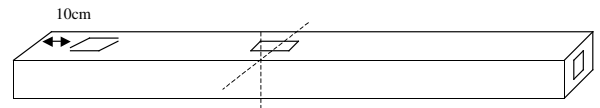
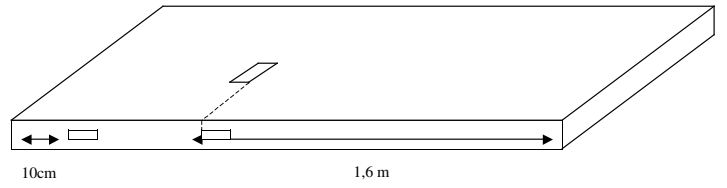
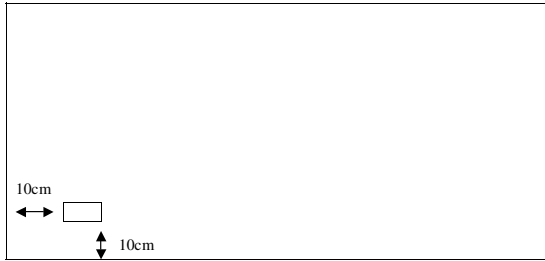
Name supplier _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Instruction for placing barcode (to enable goods receiving to scan the barcode, place the barcode on the outside of the bundle, pallet)



Stacking mode panels 18 mm thick:

					Maximum bulk content
60 x	25	120 x 100	2w	4dp	35 x 8 =280
	30	120 x 120	2w	4dp	35 x 6 =210
	40	120 x 120	2w	4dp	35 x 6 =210
80 x	20	80 x 120	1w	6dp	35 x 6 =210
	30	80 x 120	1w	4dp	35 x 4 =140
	40	80 x 120	1w	3dp	35 x 3 =105
	50	80 x 120	1w	2dp	35 x 2 = 70
	60	80 x 120	1w	2dp	35 x 2 = 70
100 x	25	100 x 100	1w	4dp	35 x 4 =140
	30	100 x 120	1w	4dp	35 x 4 =140
	40	100 x 120	1w	3dp	35 x 3 =105
120 x	20	120 x 120	1w	6dp	35 x 6 =210
	25	120 x 100	1w	4dp	35 x 4 =140
	30	120 x 120	1w	4dp	35 x 4 =140
	40	120 x 120	1w	3dp	35 x 3 =105
	50	120 x 100	1w	2dp	35 x 2 = 70
250 x	20	250 x 120	1w	6dp	35 x 6 =210
	25	250 x 100	1w	4dp	35 x 4 =140
	30	250 x 120	1w	4dp	35 x 4 =140
	35	250 x 105	1w	3dp	35 x 3 =105
	40	250 x 120	1w	3dp	35 x 3 =105
	50	250 x 100	1w	2dp	35 x 2 = 70
	60	250 x 120	1w	2dp	35 x 2 = 70

Residual production to be packaged separately!!

Stacking mode sheets

Maximum bulk content stacked 1 wide

4 m/m	-	150 items
6 m/m	-	100 items
8 m/m	-	75 items
9 m/m	-	70 items
12m/m	-	50 items
15m/m	-	40 items
18m/m	-	35 items
20m/m	-	30 items
22m/m	-	27 items
25m/m	-	24 items
30m/m	-	20 items
40m/m	-	15 items

Residual production to be packaged separately!!

Stacking mode parquet panels in boxes

Depends on the order.

Supplier's signature _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Slot time system applicable to delivery by lorry

The Distribution centre uses a system of time slots in order to have the deliveries run as efficiently as possible and to restrict any waiting times for the suppliers to a minimum. This means that notification has to be given of all deliveries (we refer to the delivery announcement procedure).

After notification of a delivery has been given, the supplier will receive its designated time slot from the Delivery Planning office (date and time). Fetim uses the following time slots:

- Slot 1: arrival between 07.15 – 08.45 hrs
- Slot 2: arrival between 09.30 – 11.00 hrs
- Slot 3: arrival between 12.00 – 13.30 hrs

The following rules are furthermore applicable:

- The maximum waiting time and unloading time is 2 hours.
- Deliveries without notification will not be unloaded.
- Arrival prior to the confirmed time slot: delivery will be unloaded within the confirmed time slot.
- Arrival after the confirmed slot time: delivery will be unloaded until 14.00 hrs on the basis of "best effort", otherwise a request for a new time slot shall be made.

In those cases not provided for by the above regulations, efforts will be made for dealing as flexibly as possible with the problem at hand, however, the decision of the Fetim's Director of Logistics will be binding.

Please remember to notify your forwarding agent(s), if any, of this important mode of operation.

Supplier's signature _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Delivery Announcement / Pre advice

Please complete the standard form for each delivery or collection in accordance with the accompanying instructions. The form need not be used if your organisation works with a document specifying all information required. In that case you can use your own document by way of delivery announcement. Of course, the document will be sent to you upon application by e-mail or on floppy disk. Please note: the delivery announcement should be in our possession 48 hours prior to delivery and/or collection to allow for quick handling.

Delivery Announcement Requirements for the purpose of Fetim's Warehouse Management System

Delivery Announcement / Pre advice

Standard delivery announcement requirements:

- Please send your delivery announcement to Materials Management.
- Your delivery announcement will have to be sent 48 hours prior to delivery to the above-mentioned department. Of course we would appreciate any earlier dispatch.
- Please complete your form fully and correctly.
- Please use your form to specify any sample packs sent along with your shipment, stating the name of the recipient at Fetim B.V.
- If mix pallets are used please specify content per species.

Supplier's signature _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

**PRE-ADVIES / VOORAANMELDING
48 UUR VOOR LEVERING CQ AFHALING (UITERLIJK OM 12.00 UUR)
ZENDEN NAAR:**

MATERIALS MANAGEMENT

**PRE ADVICE / DELIVERY ANNOUNCEMENT
48 HOURS BEFORE DELIVERY OR COLLECTION PLEASE SEND (BEFORE 12.00 A.M.) TO:**

MATERIALS MANAGEMENT

Naam leverancier / Supplier _____

Laaddatum / Loading date _____

Leverdatum / Delivery date _____

Totaal aantal colli / Total of packs _____

Aantal mixpallets / number of mix pallets _____

meerdere soorten op 1 pallet /

several species on 1 pallet

Monsters / samples _____ :
Label colli / label packs+ bemerking CMR / remark on CMR

Specificatie/ Specification:			
Inkooporder-nummer Purchase Order Number	Artikel Naam Article Description	Afmetingen d/l/b Sizes t/l/w	Aantal in stuks Quanties (pcs)
Monsters/ Samples		X Attn. Mr / Mrs / Ms	

Supplier's signature _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____

Return of euro-pallets: the euro-pallet exchange system

Deliveries to Fetim are made on euro-pallets (standard UIC 435-2 and/or DIN 15146-2), unless agreed otherwise. The use of disposable pallets is only permitted for deliveries from outside Europe and after approval of Fetim.

In case of a delivery on euro-pallets, these euro-pallets are exchanged on the basis of the "full for empty" principle, sometimes also called "exchange at the gate". For detailed information on the criteria for exchanging, please go to the website of the European Pallet Association (<http://www.epal-pallets.org/>).

Important conditions with respect to the "full for empty" exchange:

- Fetim invariably undertakes to provide pallets in exchange to the supplier or to the carrier engaged by the supplier immediately upon delivery.
- in case the carrier refuses to collect the pallets, a annotation will be made on the CMR consignment note.
- For pallets not collected in exchange, Fetim will charge the supplier a storage charge of € 0.40 per pallet per day. The storage charge will be calculated on the period starting on the date after receipt up to and including the date of the collection of the euro-pallets by the supplier or the carrier engaged by the supplier.
- In addition to the storage charge per pallet per day, there will be a € 10.- charge for administrative cost. The administrative cost will be calculated per incoming delivery irrespective of the number of pallets that have not been collected by way of exchange.
- Pallets will only be given out upon receipt of the storage charge and the additional administrative cost.

Supplier's signature _____

Supplier's signature for agreement _____

Name undersigned: Mr / Mrs / Ms _____

Date _____