

Delivery guideline for supplier

HARIBO

Dr.-Hans-und-Paul-Riegel-Straße 1

D-53501 Grafschaft

www.Haribo.com

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

Table of Contents

1	Purpose of document.....	3
2	General requirements	4
2.1	Incoming goods process	4
2.2	Required documents	4
2.3	Batches/batch split.....	5
2.4	Marking of the goods	5
2.5	Safety and behavior rules	6
3	Palletized Goods.....	7
3.1	General.....	7
3.2	Load Carrier	8
3.3	Packing Pattern / Layer Pattern.....	10
3.4	Cardboard Box Deliveries.....	12
3.5	Film Delivery	12
4	Silo Goods	13
5	Timeslot booking – Site Solingen.....	14
6	Goods Acceptance Times + Contact Persons	15
7	Open Questions.....	17

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

1 Purpose of document

At HARIBO the use of modern automated systems in the area of production and logistics is increasing. For example, goods are being stored in fully automated high bay warehouses. The technical processes require that standards for inbound of goods in terms of packaging, pallet quality, transport security and labelling are maintained.

The aim is an automated product flow throughout all parts of the process chain. The requirements that arise from this automation are aggregated and described in detail for you in the following sections.

All parties along the supply chain are responsible for the implementation of these specifications. We kindly ask you to review your loading units and documents with regards to the hereafter mentioned requirements. If needed, please implement changes in a timely manner.

During incoming goods inspections, the fulfilment of our requirements is checked and necessary corrections are made on-site if possible (e.g. repacking of goods). We reserve the right to charge costs for this to you or reject the delivery.

All of the hereafter mentioned requirements also apply to pick-up of goods and need to be followed (e.g. in case of returns to supplier or pick up of empties)

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

2 General requirements

2.1 Incoming goods process

Access to the plant is via the truck entrance, which is barriered at all plants. Immediately after passing the barrier, the truck must stop (in Grafschaft, Bonn and Solingen on the truck scale!) and the driver must register with the gatekeeper, presenting the delivery papers. At the gate, the truck is registered in the system and then forwarded to the unloading point. For this purpose, the driver usually receives a site plan on which the unloading point is marked.

On the whole area a maximum speed of 10km/h is allowed!

At the unloading point, HARIBO carries out checks of the goods with regard to quantity, packaging, quality, etc. when receiving the goods. In case of externally visible damages and wrong deliveries, we reserve the right to refuse acceptance of the goods directly at the ramp.

Delivery documents must not be attached to or packed in the goods, but must be presented by the driver.

2.2 Required documents


The delivery bill accompanying the goods must contain the following information:

- Address of the sender
- Address of the receiver
- HARIBO article number and article description
- Quantity delivered
- HARIBO order or order number
- Type and number of loading aids
- Batch number, if applicable
- Best before date

Further delivery accompanying documents depending on material & loading container are:

- Certificates of analysis with batch number and best before date.
- Safety data sheets in case of dangerous goods/hazardous material
- Proof of pressure vessel testing (silo)

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

	<p align="center">Delivery guideline for supplier</p>	Re.: QM-D-490-03-01-WI-01 Index: 0 Page: 5 von 17
-----------------------------------------------------------------------------------	------------------------------------------------------------------	---------------------------------------------------------

- Cleaning certificate (silo)

2.3 Batches/batch split

A maximum of two batches per material and delivery are permitted.

2.4 Marking of the goods


A doubtless, clear and easily recognizable identification of the loading units must be guaranteed.

For this purpose, pallet labels or GS1-compliant pallet labels must be attached to the loading units in such a way that they are clearly visible during unloading.



Figure 1: Example of a GS1-compliant pallet label

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

	<p align="center">Delivery guideline for supplier</p>	Re.: QM-D-490-03-01-WI-01 Index: 0 Page: 6 von 17
-----------------------------------------------------------------------------------	------------------------------------------------------------------	---------------------------------------------------------

2.5 Safety and behavior rules

Safety shoes and a high-visibility vest must be worn on the company premises. Written instructions in the form of pictograms or texts must be followed.

The instructions of the personnel, which are given in German and, if necessary, in English, must be followed.

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

3 Palletized Goods

3.1 General

The following general requirements must be met:

- Load units must be packed in such a way that they are safe for transport and suitable for high-bay storage
- Deliveries must not exceed a height of 1850 mm on the load carrier incl. load carrier
- The max. load weight per pallet (incl. wood) is 1,050 kg
- The goods must be loaded with only one article per palette
- Pallets must be able to be unloaded lengthwise from the back of the ramp
- The ramp has a height of 115 cm and must be accessible by a suitable truck.
- Transverse loading only by special agreement
- Pallets must be freely accessible for unloading
- Double-deck unloading only by special agreement
- Maximum 1 residual pallet per article
- Mixed pallets are not permitted



Figure 2: good example ✓



Figure 3: bad example ✗

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

3.2 Load Carrier

Exchangeable, high-bay storage Europool pallets (EPAL pallets) according to DIN 13698 part 1+2 (1200mm length x 800mm width or 1200mm length x 1000mm width) or Euro/industrial chep pallets (1200mm length x 800mm width or 1200mm length x 1000mm width) are accepted.

EPAL: <https://www.epal-pallets.org/eu-de/>

CHEP: <https://www.chep.com/de/de/consumer-goods/platforms/pallets>

One-way pallets that cannot be stored or transported on the conveyor system will not be accepted.

If a special pallet is necessary because of the dimension of the goods (length, width, height) please inform the contact persons under chapter 6 before

The minimum dimension of the entry height is 92mm.

A flawless condition is required. Pallets have to be suitable for machine, conveyor and high-bay storage.

Pallets must be food grade and at least class B. The general condition of the pallet should be clean, neat, and odorless.

The pallet should not have any severe discoloration. Painted pallets, moss, mold, rain wetness, traces of pest infestation, oil stains as well as adhesive residues will not be accepted.

All pallet specific properties has to be legible (e.g. E-Pal branding, ISPM 15, etc.).

Reflective as well as black loading units are not permitted.

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

bad examples:



Figure 4:
Missing board on the pallet



Figure 5:
Loose board on the palett



Figure 6:
Condition not suitable for food

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

3.3 Packing Pattern / Layer Pattern

Basically, the load units should be sturdily packed and delivered flush / straight (i.e. no "crooked" pallets). Attention must be paid to the complete layer pattern.

Any protrusion of the load over the loading equipment must be avoided as far as possible.

The load must be distributed evenly over the base area of the loading equipment.

Optimum palletization requires a free pallet foot, no film residues, a flush packing pattern with no overhang and packaging that is safe for transport.



Figure 7: Optimal packing pattern of a bagged goods delivery



Figure 8: Optimal packing pattern of a carton delivery

Splinters and film tails on the pallet are not permissible, as these restrict the movements on the conveyor belt. The wrapping of the pallet ends just above the pallet foot so that the wrapping only covers the area of the deck board. Under no circumstances may the fork clearance be covered by the wrapping.

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022



Figure 9: too deep wrapped pallet



Figure 10: Exemplary wrapped pallet

Under no circumstances may flying / fluttering parts (e.g. customer or pallet slips) hang on the pallet. These can cause malfunctions in the light barriers of the conveyor system and the goods receiving area and make it more difficult or even falsify the measurement of the pallets.



Figure 11: Loose or fluttering parts on the pallet

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

3.4 Cardboard Box Deliveries

Cardboard boxes can be delivered without wrapping.

Cartons can be secured for transport by sufficiently tight strapping or banding. The load must not be crushed or damaged by the transport securing. Quick removal must be ensured - gluing to the pallet is not permitted.

Pallet slips must not be inserted between the cartons that are stacked flat. However, they can be glued to the cover, for example. Fluttering labels / pallet slips are not permitted.



Figure 12: Exemplary securing of a cardboard box delivery

3.5 Film Delivery

In the field of film deliveries there are some special requirements, which are listed below:

- No individual wrapping of the film
- Only use Euro-size pallets (EPAL or CHEP)
- On the load carrier, the film must be palletized according to type
- Always one cardboard between wood and first layer
- Interlayer cardboard and a cover cardboard on the goods are required
- No cardboard box repacking
- Only stretch pallets, do not use straps
- Pallet height of 1400 mm must not be exceeded
- The total pallet weight of 500 kg must not be exceeded
- The packages are to be marked with the number of rolls and the number of meters per roll (e.g. 30 rolls of 1000 m each).

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

4 Silo Goods

Deliveries by silo vehicles are made according to a time window specified with HARIBO, which must be adhered to without fail.

Special features for silo deliveries:

- Single chamber vehicles are to be preferred
- Multi-chamber vehicles are only possible if the product is in one chamber
- A cleaning certificate must be carried.
- The proof of the pressure vessel inspection (according to QSV) must be carried along
- The vessels, connections, filters must be sealed
- The seal numbers must be documented on the delivery bill.

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

5 Timeslot booking – Site Solingen

- From 04th of October 2022 it's necessary to book a timeslot for deliveries of pallet goods to our site in Solingen
- Full truck loads, lower than full truck loads and general cargos are affected.
- For booking the timeslot, use following portal: <https://www.cargoclix.com/haribo>
- Bookings until 14:00 o'clock will be accepted for the upcoming day. On Friday till 14:00 o'clock you can book for deliveries for next Monday
- Please make sure to register at Cargoclix portal and for the Haribo cargo market. An instruction for registration and booking process is attached to this document and for download at the following link: www.haribo.com/Anlieferrichtlinien/Deliveryguidelines
- Bookings on Cargoclix are free of charge

Process description

- Supplier or his contractor (e.g. forwarder) has to request the timeslot with all relevant information. Please be aware to enter the HARIBO purchase order number correctly (10 digits length, beginning with "45")
- HARIBO Solingen will check the requested timeslot. If possible, you will receive a conformation, otherwise HARIBO will send an alternative timeslot close to the requested timeslot.
- The confirmation will be sent via e-mail and contains all necessary information about date and beginning of timeslot.
- As soon as the driver arrives at the gate (15 min. before beginning of timeslots), he can register as usual, for scaling and registration at the site.
- All data are required for registration in the main office.

Information:

- To provide a smooth operation, the truck should arrive the site 15 min, before timeslot
- Deliveries without a confirmed timeslot will be unloaded as soon as possible, but waiting time is possible. A registered truck will be preferred.
- If you order an external forwarder, please share this information with him

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

6 Goods Acceptance Times + Contact Persons

Location Graftschaft:	
Adress:	HARIBO Graftschaft Produktions GmbH Dr.-Hans-und-Paul-Riegel-Straße 5 D-53501 Graftschaft
Palletized Goods:	Mo.-Fr. 6:30-13:30 Uhr
Silo Goods:	Mo.-Fr. 6:30-13:30 Uhr
Contact Person	Mister Patrick Bungarten
E-Mail:	Patrick.Bungarten@haribo.com
Phone:	+49 2641 300 2015

Adress:	FIEGE Logistik Stiftung&Co.KG c/o HARIBO Dr.-Hans-und-Paul-Riegel-Str. 10 53501 Graftschaft
Palletized Goods:	Mo.-Fr. 6:00 – 22:00 Uhr
Contact Person	Mister Norbert Achnitz
E-Mail:	Anlieferungen@haribo.com
Phone:	+49 2641 9113 121

Location Solingen:	
Adress:	Haribo Produktions GmbH & Co.KG Wuppertaler Str. 76 42653 Solingen
Palletized Goods:	Mo.-Fr. 6:00 – 16:00 Uhr
Silo goods:	Mo.-Fr. 6:00 – 12:00 Uhr
Contact Person:	Mister Markus Seidel
E-Mail:	Markus.Seidel@haribo.com
Phone:	+49 212 2502 426
Contact Person:	Mister Dirk Bosse
E-Mail:	Dirk.Bosse@Haribo.com
Phone:	+49 212 2502 206

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

Location Bonn:

Adress:	Haribo Produktions GmbH & Co. KG Hans-Riegel-Str. 1 53129 Bonn
Palletized Goods:	Mo.-Do. 6:00-14:00 Uhr / Fr. 6:00-11:00 Uhr
Silo Goods:	Mo.-Do. 6:00-14:00 Uhr / Fr. 6:00-11:00 Uhr
Contact Person:	Mister Frank Nieborak
E-Mail:	Frank.Nieborak@haribo.com
Phona:	+49 228 537 325
Contact Person:	Mister Rolf Ramscheid
E-Mail:	Rolf.Ramscheid@haribo.com
Phona:	+49 228 537 345

Location Neuss:

Adress:	Edmund Münster GmbH & Co.KG Jülicher Landstraße 101 41464 Neuss
Palettized Goods:	Mo.-Fr. 6:00-14:00 Uhr
Silo Goods:	Mo.-Fr. 6:00-16:00 Uhr
Contact Person:	Mister Frank Span
E-Mail:	Frank.Span@haribo.com
Phone:	+49 2131 4021 245
	Rohstofflager
Phone:	+49 2131 4021 247

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022

7 Open Questions

If you have any questions regarding the delivery regulations, we will be happy to assist you.

Please contact the purchasing department or the contact persons mentioned below in the central logistics department in Graftschafft.

We continue to look forward to a good and cooperative partnership!

Mister Matthias Beyer	
E-Mail:	Matthias.Beyer@Haribo.com
Phone:	+49 2641 9113133

Mister Norbert Achnitz	
E-Mail:	Norbert.Achnitz@Haribo.com
Phone:	+49 2641 9113122

Created/ Modified by	Checked & approved by
Dirk Bosse Bereichsleiter Supply Chain Werk Solingen	Dr. Oliver Maier Leiter QM Deutschland
02.08.2022	02.08.2022