

**Jean&Len GmbH**

**Delivery and pick-up regulations for suppliers**

## **Foreword**

**In order to ensure an interference-free storage, it is essential to comply with and observe the delivery and labelling terms and conditions described below.**

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**1 Field of application**

The delivery regulations shall apply to all incoming production materials (incl. packaging material, bulky goods) as well as to all sales articles (finished products, trading goods). Exceptions or deviations are only possible after written approval by the responsible Jean&Len employee.

**2 Delivery times**

Mon – Fri 7:00 a.m. – 3:00 p.m.

Delivery at other times only after coordination with the incoming goods department  
(Tel. +49(0)7552 / 92800-641)

**3 Avis**

The delivery is to be announced at least 1 day in advance by email (advice note) to the email address [Wareneingang@jeanlen.de](mailto:Wareneingang@jeanlen.de) by stating the following information:

- Delivery Note
- Date of delivery
- Time of delivery
- Article number
- Delivered quantity (number of pallets + number of items per article)
- Place of delivery/pick-up

**4 Form of delivery and pick-up**

**4.1 Transport securing**

To ensure damage-free transport, it is necessary to secure the goods on the load carriers (pallets). To protect the goods from soiling and instability, it is essential to stretch or wrap them in transparent film as well as to cover the pallets with film.

When wrapping pallets, care must be taken to ensure that industrial trucks can easily pick up and transport the pallet. The skid clearances of the pallets must not be covered with film and the composite wrap may only extend approx. 2 cm over the pallet wood.

The beginning and end of the film must not be wrapped around the pallet block. In addition, no film ends or stickers may stick out. No intermediate layers of corrugated cardboard or film may be used, neither between the pallet and the first layer nor between the other layers.

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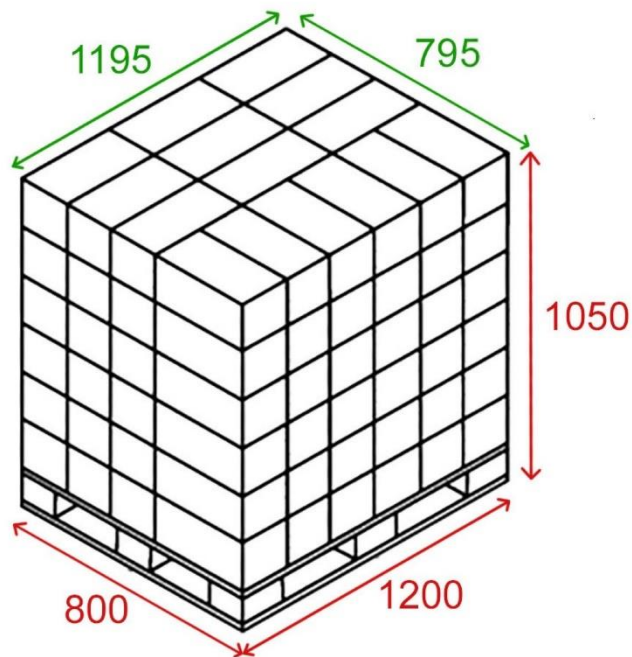


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4.2 Packing scheme

Ensure that the layers are even and stable. The same number of packaging units must be packed on each layer. To increase stability, the individual cardboard boxes should be packed in a bundle. This prevents the layers underneath from being damaged by the weight of the layer itself. The height of the cartons must be the same for all cartons, they must not protrude. The surface of the layer must be even, the packaging units must not be crushed.



The maximum pallet height of 105 cm (including pallet) must be adhered to; higher pallets may only be delivered by arrangement. The cardboard boxes must not protrude on any side of the pallet.

Only pallets containing the same items and batches may be delivered.

The packing scheme may not be changed without prior agreement, as only one packing scheme is accepted per article number. In the event of a change, data such as article number and EAN must also be changed in advance.



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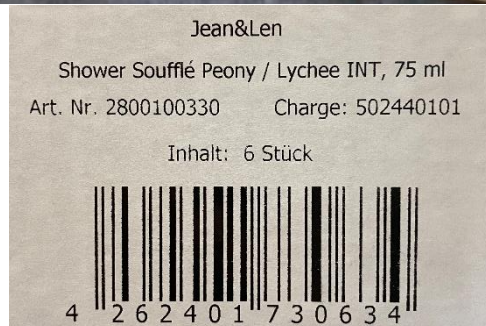
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4.3 Outer box

Ensure that the adhesive material is of good quality and that the outer cartons do not open on their own.

The outer carton must be labeled with the PU EAN, PU quantity, article number, article description and batch.

The supplier is also responsible for providing the outer carton with a dangerous goods label in accordance with chapter 3.4 ADR, if this is necessary for the article (results from table 3.2 A, column 7a ADR). Accordingly, the directional arrows must also be placed on two opposite sides.



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**4.4 Delivery quantity**

The delivered goods as well as their packaging must be clean and undamaged.  
An excessive or shortfall in delivery of a max. of 5% are permitted.

**4.5 Unloading the lorries**

The lorries are unloaded by the driver of the transport service provider with the support of a Jean&Len employee. Electric pallet trucks are provided for this purpose. For this reason, the lorry driver is obliged to wear closed safety shoes and a high-visibility waistcoat.

**4.6 Pallet exchange**

Deliveries must generally be made on Euro wooden pallets according to DIN EN 13698-1. Alternatively, after consultation with Jean&Len Purchasing, deliveries can also be made in pallet cages, containers, on disposable pallets or as parcels.

The following conditions apply to deliveries on wooden pallets:

- The exchange shall be made exclusively in quality A or B (according to the quality classification for the open pallet exchange pool, which is available for download on the websites of GS1 Germany GmbH and EPAL/ Gütegemeinschaft Paletten e.V.).

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## EPAL QUALITY CLASSIFICATION

Recommendations for the use and exchange of EPAL Euro pallets


The EPAL Quality Classification provides non-binding recommendations and serves to optimise the use and exchange of EPAL Euro pallets. It is only to be used if there is mutual agreement between the companies involved (exchange, purchase or supply of EPAL Euro pallets). In this case, the EPAL Quality Classification supplements the EPAL Terms of Exchange and offers an option of agreeing to supply or exchange EPAL Euro pallets of a specific class.

If there is no agreement to use the EPAL Quality Classification, only the EPAL Terms of Exchange apply (unrestricted exchangeability of new and used EPAL Euro pallets of classes A, B and C).


NEW
MCH-SUITABILITY\*

<p><b>Characteristics:</b></p> <ul style="list-style-type: none"> <li>- ISPM 15 / IPPC</li> <li>- chamber-dried</li> <li>- 800 x 1,200 x 144 mm</li> <li>- guaranteed nominal load: 1,500 kg</li> <li>- max. 22% residual moisture content</li> </ul>	<p>Rough-sawn, consistent and repetitive nail positioning.</p> <p>No signs of use, light-coloured wood.</p> <p>All 4 corners of the pallet are chamfered at an angle of 45°.</p>	<p>EPAL marking on all 4 corner blocks.</p> <p>All bottom boards are chamfered on both sides.</p> <p>IPPC marking, license number-year-month, control staple </p>	
<p>*MCH is suitable for use in machines, with conveyor technology and high-bay racking in accordance with the GSI DACH recommendation "Settings for monitoring in automated conveying and warehouse systems"</p>			

CLASS A
MCH-SUITABILITY\*

<p><b>Characteristics:</b></p> <ul style="list-style-type: none"> <li>- pallet has already been used</li> <li>- mainly light coloured</li> <li>- NOTE: Lightness alone is not a guarantee of a particular quality class. The criteria for the other classes must also always be checked.</li> <li>- surface moisture due to use / environment is permitted</li> </ul>	<p>No adhesions e.g. cardboard, foil, tapes, labels. Some residue permitted.</p> <p>Signs of use. No dirt or contamination which may be transferred to the payload.</p> <p>Inspection criteria: No twisted blocks, fork clearance, legs firmly attached.</p>	<p>At least one EPAL marking must be legible on each side.</p> <p>Some splitting permitted in the wood.</p> <p>May have been repaired. Repair marking nail as proof of licensed repair. </p>	
<p>*MCH is suitable for use in machines, with conveyor technology and high-bay racking in accordance with the GSI DACH recommendation "Settings for monitoring in automated conveying and warehouse systems"</p>			

CLASS B
MCH-SUITABILITY\*

<p><b>Characteristics:</b></p> <ul style="list-style-type: none"> <li>- pallet has already been used</li> <li>- mainly dark coloured</li> <li>- surface moisture due to use / environment is permitted</li> </ul>	<p>No adhesions e.g. cardboard, foil, tapes, labels. Some residue permitted.</p> <p>Signs of use. No dirt or contamination which may be transferred to the payload.</p> <p>Inspection criteria: No twisted blocks, fork clearance, legs firmly attached.</p>	<p>At least one EPAL marking must be legible on each side.</p> <p>Some splitting permitted in the wood.</p> <p>May have been repaired. Repair marking nail as proof of licensed repair. </p>	
<p>*MCH is suitable for use in machines, with conveyor technology and high-bay racking in accordance with the GSI DACH recommendation "Settings for monitoring in automated conveying and warehouse systems"</p>			

CLASS C

<p><b>Characteristics:</b></p> <ul style="list-style-type: none"> <li>- pallet has already been used</li> <li>- mainly dark coloured</li> <li>- surface moisture due to use / environment is permitted</li> </ul>	<p>Adhesions, e.g. cardboard, foil, tapes, labels permitted. After removal, a higher classification is possible. </p> <p>Signs of heavy use. No dirt or contamination which may be transferred to the payload.</p> <p>Slightly twisted blocks (i.e. 1 cm protrusion). </p>	<p>At least one EPAL marking must be legible on each side.</p> <p>Splitting permitted in the wood.</p> <p>May have been repaired. Repair marking nail as proof of licensed repair. </p>	
<p><b>NOTE:</b> Max. 1 nail Shank visible per component, in total max. 2 nail shanks per pallet. The nail tips must not be visible or exposed.</p>			

NOT FIT FOR USE
Pallets exhibiting these faults must not be used in the open pallet exchange pool without having been repaired.

<p>According to the EPAL Terms of Exchange, EPAL Euro pallets are not exchangeable if damage or faults result in loss of usability.</p> <p>Typical damage and faults that result in loss of exchangeability and usability are shown here and in the EPAL Terms of Exchange.</p> <p><b>Restoration of exchangeability</b></p> <p>To restore exchangeability, damaged EPAL Euro pallets must be repaired by an EPAL-licensed repair company.</p>	<div style="display: grid; grid-template-columns: repeat(4, 1fr); gap: 10px;"> <div style="text-align: center;">   <small>Missing component</small> </div> <div style="text-align: center;">   <small>Unacceptable component that does not comply with the EPAL technical specifications, e.g. untreated, rotten, worn</small> </div> <div style="text-align: center;">   <small>Broken components, partly or completely broken board</small> </div> <div style="text-align: center;">   <small>Twisted block &gt; approx. 1 cm protrusion</small> </div> <div style="text-align: center;">   <small>Visible nail tips or more than 2 nail shanks per pallet</small> </div> <div style="text-align: center;">   <small>Dirt or contamination which may be transferred to the payload, e.g. paint, oil, adhesive mould, damp stains, etc.</small> </div> <div style="text-align: center;">   <small>Repair not in specifications</small> </div> <div style="text-align: center;">   <small>No legible EPAL markings</small> </div> </div>
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UNSORTED

Mixed pallets of all kinds, which are exchanged one-to-one by market players.

Criteria and permitted mix are agreed individually by the exchange/contractual partners.



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## EPAL TERMS OF EXCHANGE

Conditions for exchanging EPAL Euro pallets

The EPAL Terms of Exchange are binding.  
 EPAL Euro pallets are exchangeable if there is no significant damage or any faults that result in loss of usability.  
 Damage or faults that result in loss of usability also result in loss of exchangeability.  
 The EPAL Terms of Exchange can be supplemented by the EPAL Quality Classification whereby the companies involved in the exchange, purchase or supply of EPAL Euro pallets mutually agree to use the EPAL Quality Classification as well as to exchange or supply EPAL Euro pallets of a specific class.

### TYPICAL DAMAGE AND FAULTS THAT RESULT IN LOSS OF EXCHANGEABILITY AND USABILITY:

A board is missing in part or in full.



A board is broken or split in such a way that more than one nail shank is visible.



A board is broken crossways or at an angle.



A block is missing or split in such a way that more than one nail shank is visible.



One block is twisted and protrudes more than 1 cm beyond the outer edge of the pallet.



EPAL marking is missing on both corner blocks of one long side.



#### Further criteria for loss of exchangeability:

The load bearing capacity is no longer guaranteed (e.g. rotten or decayed boards, severe breakages or splits). Some components are obviously unacceptable (e.g. boards too thin, blocks too narrow). Several blocks exhibit severe breakages or splits.  
 Severe edging of the pallet may lead to contamination of the payload.

#### Restoration of exchangeability

To restore exchangeability, damaged EPAL Euro pallets must be repaired by an EPAL-licensed repair company. A list of EPAL-licensed repair companies is available on the EPAL website ([www.epal.eu](http://www.epal.eu) | license search).





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**5 Damage to the goods**

In case of damages Jean&Len reserves the right to reject the delivered goods, if applicable, damages shall be asserted by means of a debit note against the supplier.

**6 Delivery documents**

It is absolutely essential that the delivery documents contain the following details:

- Delivery address
- Supplier
- Supplier-delivery note number
- Supplier article number
- Jean&Len supplier number
- Jean&Len order number
- Jean&Len article number
- Batch number
- Best before date
- Total delivery quantity and delivery quantity divided according to load carriers (e.g. 3 pallets of 100 kg and 1 pallet of 75 kg)

Furthermore, the details on the delivery note must correspond with the details on the load carrier labelling.

The delivery documents are to be affixed externally on the goods, in a visible and transport-safe manner.

**7 Penalties**

Jean&Len reserves the right to reject goods which do not comply with the stated delivery and labelling regulations, or to deduct necessary reworking upon acceptance in full from the invoice amount upon acceptance (at least EUR 50.00 per pallet).