

Shipping Instructions / Routing Order Liebherr Earthmoving Division (EMT) Spedition Gebrüder Weiss

valid for shipments from Italy to the following Liebherr companies:

- **Liebherr Hydraulikbagger GmbH (LHB), Kirchdorf (DE)**
- **Liebherr-Werk Bischofshofen GmbH (LBH),
Bischofshofen (AT)**
- **Liebherr-Werk Telfs GmbH (LWT), Telfs (AT)**
- **Liebherr-Logistics GmbH (LLG), Oberopfingen (DE)**

Version 1.0

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1. Introduction

Biberach, June 2020

Dear Sir / Madam,

These shipping instructions define the process flow for shipment notifications to Liebherr companies and their suppliers for which the recipient Liebherr company is the freight payer. For this purpose, the Liebherr Group utilises various service providers who specialise in the transport of different goods. Please ensure that your shipment is correctly registered with the service provider responsible, in order to avoid delays. You will find a flow diagram for the correct registration of shipments under point 10 "*Flow diagram*".

We kindly ask you to determine the required information regarding dimensions, weights and stackability with due care and to pass this information on to the respective service providers. Additional costs incurred by exceeding a maximum tolerance of 10% will be charged to you. Please note that all shipments on a single day must be registered collectively per recipient.

Furthermore, we would like to draw your attention to the fact that Liebherr has authorised its logistics service providers to contact you in the event of notifications that are incorrect, insufficient or that deviate from the specified standard.

If such intervention on the part of our service providers does not lead to the desired success, they are required to inform Liebherr of the unsatisfactory situation accordingly.

Any additional costs arising from non-compliance with these shipping instructions will be charged to you – please feel free to contact us if you have any questions.

We thank you in advance for your support.

Liebherr-Purchasing Services GmbH
on behalf of all Liebherr companies

2. Access to the current version

Because these shipping instructions will be adapted to the applicable framework conditions and developments within the Liebherr Group in the future, the latest version can be found under the following link:

<https://downloads.liebherr.com/docs/routingorder/Pages/default.aspx>

Please regularly check whether you have the latest version of these shipping instructions. Refer to point 9 “*Version history*” for the changes made in comparison to the previous version.

3. Validity

These shipping instructions are only valid for the following shipments:

Loading point: Addresses in Italy (billing address is not relevant)
Delivery conditions: FCA place of dispatch

Unloading point: The following Liebherr companies:

<u>Liebherr Hydraulikbagger GmbH</u> Liebherrstraße 12 88457 Kirchdorf an der Iller	<u>Liebherr-Logistics GmbH</u> St. Vitus 1 88457 Kirchdorf an der Iller
<u>Liebherr-Werk Bischofshofen GmbH</u> Dr.-Hans-Liebherr-Strasse 4 A-5500 Bischofshofen	<u>Liebherr-Werk Telfs GmbH</u> Hans-Liebherr-Straße 35 A-6410 Telfs

If your shipments do not satisfy the above conditions, refer to point 8 “*Shipments that are not covered by the shipping instructions*” for information on how to proceed.

4. Identification of the correct service provider

The Liebherr Group utilises various service providers who specialise in the transport of different goods. Please make sure that your shipment is correctly registered with the service provider responsible. For this purpose, please use the service provider listed in the order sent until further notice.

This Routing Order is only valid for deliveries with our service provider Spedition Gebrüder Weiss from Italy. The other shipping instructions can be found via the link, under point 2 "*Access to the current version*".

Please check whether your shipment satisfies the following conditions:

1. Loading point in Italy (billing address is not relevant)
 2. Delivery terms: FCA place of dispatch
 3. Unloading point is one of the Liebherr companies listed under point 3
- If **all conditions are fulfilled**, register the shipment with our service provider **Gebrüder Weiss**. For details on this, refer to point 4.
 - If **at least one of the conditions is not fulfilled**, please observe the instructions set out in point 8 "*Shipments that are not covered by the shipping instructions*".

5. Process of shipment registration with Gebrüder Weiss

a) Access to the shipment registration

When registering your shipment, we ask you to use the **Liebherr Order Management Tool (LOM)** designed for Liebherr. All information on how to access the LOM system can be found in the **instructions** sent to you by Gebrüder Weiss. Should any questions arise during this process, please contact Gebrüder Weiss GmbH at the following email address – liebherr.hall@gw-world.com

b) Correct registration of shipments with Gebrüder Weiss

Please note that all shipments on a single day must be registered collectively per recipient.

For each shipment, information including the following must be provided in the dispatch orders:

- Liebherr order number
- Number of articles per load carrier
- Liebherr item number

If different items are combined in a single shipment, each item must be entered with the respective item number in the shipment notification. In order to guarantee a seamless transport process, please make sure that the dimensions and weight of your items are stated correctly.

c) Regulations for freight and accompanying documents

Proper handling of shipping documents is an important prerequisite for seamless transport processing. For this reason, the forwarding agent must be provided with a correctly completed transport order for each shipment. In addition, three delivery notes must be enclosed with each shipment. A copy of the delivery note must be packed together with the goods and should only list those items that are contained in the respective package. A further copy of the delivery note must be attached to the front of the package, while the original must be handed over to the respective service provider together with the freight documents. For further details regarding the production of the documents, please refer to our delivery and packaging instructions

6. Transit times tables

- a) For the Bischofshofen, Telfs, Kirchdorf and Oberopfingen works
(notification days not included)

Dispatch postcode	Packaged goods (<3,000kg)	Part loads (>3,000kg)	Full loads
00-06	3 working days	3 working days	2 working days
07-09	6 working days	6 working days	5 working days
10-46	3 working days	2 working days	1 working days
47-75	3 working days	3 working days	2 working days
80-89	3 working days	3 working days	2 working days
90-98	4 working days	4 working days	3 working days

The latest registration time with Gebrüder Weiss is 16:00 hrs for collection the next working day. The shipment must be ready for collection from 08:00 hrs on the day of collection and must be available for loading throughout the day until 16:00 hrs as a minimum.

To track or check the current status of your shipments, log in with your access data via the following link:

<https://isis.gw-world.com/>

7. Handling of dangerous goods shipments via Gebrüder Weiss

For the dispatch of the dangerous goods, please calculate the respective number of points of the shipment in advance in accordance with the so-called "1,000 points rule" of the ADR. Subsequently, please follow the further instructions.

If the shipment has less than 1,000 points, the following phrase should be noted on the delivery note:

"Load not exceeding the exemption limits prescribed in 1.1.3.6"

For shipments over 1,000 points, the following information must be entered on the transport document (CMR).

- UN number
- Technical name
- Class
- Packaging group
- Tunnel restriction code
- Net weight of dangerous goods
- Harmful to the environment yes/no

In addition, the driver must be issued with a written instruction.

For LQ dangerous goods shipments, only LQ must be noted on the delivery note. Further details are not required.

8. Shipments that are not covered by the shipping instructions

In the case of shipments that are not fully covered by these provisions, please clarify the procedure directly with your point of contact within the purchasing department of the respective Liebherr company.

9. Version history

Date	Version	Implemented changes	Changes implemented by
01/12/2019	V1.0	Newly compiled	Neuböck Ulrich (LBH), Hutteger Markus (LBH)
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10. Flow diagram

