



INSTRUCTIONS WITH REGARD TO LABELLING AND ESTABLISHING OF SHIPPING DOCUMENTS IM04/97

1. GENERAL

- 1.1 The instructions hereafter shall apply to all consignments to PAUL WURTH, as well as to all consignments of goods free issued by clients of PAUL WURTH directly to PAUL WURTH or to PAUL WURTH suppliers.
- 1.2 The supplier is requested to strictly adhere to the present instructions.
- 1.3 The labelling shall be done by means of an indestructible, not detachable tag in a legible way in German, English or French language. Each item shall be separately tagged.
- 1.4 The labelling is optional for consignments by suppliers to their own sites.
- 1.5 Shipping documents are considered as an integral part of the scope of supply. One copy of the shipping note shall accompany the consignment. Shipping notes shall be typewritten.
- 1.6 In case of identification problems due to the non-respect of the present instructions, PAUL WURTH shall be entitled to either request the supplier to delegate at his own expense his technical personnel to the place of delivery of the goods in order to identify the goods supplied, or to return the consignment to the supplier on receipt of the goods. PAUL WURTH reserve the right to postpone the payment of the supplier's corresponding invoices for a period equal to the time required for such operations.

2. CONSIGNMENTS TO PAUL WURTH S.A. WORKSHOP OR HEAD OFFICE

- 2.1 The tags shall be labelled as follows :
 - a. PAUL WURTH order number and position number
 - b. Drawing and item number, or in case no drawing exists, the supplier's specification
 - c. Short description of the goods supplied
- 2.2 The shipping note shall mention the following indications :
 - a. Delivery address and entrance number
 - b. PAUL WURTH order number
 - c. Number of items
 - d. Short description of the goods supplied
 - e. Gross/net weight
 - f. Packing mode and dimensions
 - g. Parcel/box number

3. CONSIGNMENTS TO A PAUL WURTH S.A. SITE

- 3.1 The tags shall be labelled as follows :
 - a. PAUL WURTH order number and position number
 - b. Drawing and item number, or in case no drawing exists, the supplier's specification
 - c. Short description of the goods supplied
- 3.2 The shipping note shall mention the following indications :
 - a. PAUL WURTH site address
 - b. PAUL WURTH order number
 - c. Number of items
 - d. Short description of the goods supplied
 - e. Drawing and item number
 - f. Gross/net weight
 - g. Packing mode and dimensions
 - h. Parcel/box number



4. CONSIGNMENTS TO CLIENTS OF PAUL WURTH

4.1 The tags shall be labelled as follows :

- a. Order number of PAUL WURTH's client and item number
- b. Drawing and item number, or in case no drawing exists, the supplier's specification
- c. Short description of the goods supplied

4.2 PAUL WURTH shall put the shipping note at the supplier's disposal. In case the supplier is not in possession of the relevant shipping documents prior to the date of dispatch of the goods, the supplier has the obligation to request such shipping documents from PAUL WURTH.

5. CONSIGNMENTS BY SUPPLIERS TO OTHER SUPPLIERS OF PAUL WURTH

5.1 The tags shall be labelled as follows :

- a. PAUL WURTH order number and position number
- b. Drawing and item number, or in case no drawing exists, the supplier's specification
- c. Short description of the goods supplied

5.2 The shipping note shall mention following indications :

- a. Delivery address of the consignee supplier
- b. PAUL WURTH order number
- c. Number of items
- d. Short description of the goods supplied
- e. Gross/net weight
- f. Packing mode and dimensions
- g. Parcel/box number

6. CONSIGNMENTS BY CLIENTS TO SUPPLIERS OF PAUL WURTH

6.1 The tags shall be labelled as follows :

- a. PAUL WURTH order number and position number
- b. Drawing and item number, or in case no drawing exists, the supplier's specification
- c. Short description of the goods supplied

6.2 The shipping note shall mention following indications :

- a. Delivery address of the consignee supplier
- b. Reference of PAUL WURTH client's contract
- c. Number of items
- d. Short description of the goods supplied
- e. Gross/net weight
- f. Packing mode and dimensions
- g. Parcel/box number