

HARDFORD LOGISTICS AND DELIVERY TERMS

For deliveries to Hardford AB in Linköping, delivery and packaging conditions specified in this supplier manual apply. If the Supplier is unable to meet the set terms on logistics and delivery, the Supplier shall well in advance communicate those deviations to the Purchaser.

1. PURCHASE ORDER:

Hardford will send a purchase order for all goods to be delivered to Hardford.

2. ORDER CONFIRMATION:

A complete order confirmation must be returned within seven days to your contact person at Hardford AB. Any deviations from the purchase order shall be clearly marked.

The delivery date and the Hardford's order number must always be specified.

3. DELIVERY DOCUMENTS:

Each delivery must be accompanied by a waybill containing the following:

- Waybill or shipment number for the current delivery
- Dispatch date
- Supplier's name and address
- Quantity of products specified in pieces, meters, etc.
- Gross weight of the delivery
- Number of packages
- Number of pallets

If the delivery contains hazardous goods, this must be clearly stated on the shipping document and accompanied by a goods declaration.

4. NOTIFICATION:

Deliveries exceeding 4 pallet spaces must be pre-advised at least 24 hours before arrival to avisering@hardford.se.

Notification should include:

- Estimated date and time of arrival
- Hardford order number
- Total number of pallets

Delayed deliveries may, in addition to other remedies, be denied or delayed to the next available time slot for unloading.

Hardford reserves the right to unload on a different day than notified by the transporter if all time slots for that specific day are already filled.

In case of deviation from the requested delivery date or a change in the previously provided delivery time, a new delivery time must always be communicated to the responsible buyer.

5. LABELING OF EXTERNAL PACKAGING:

Each individual package delivered to Hardford must be clearly labeled as follows:

- Hardford's order number
- Hardford's item number

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- Quantity per package

6. PALLETIZED GOODS:

General rules for palletized goods. Exceptions to these stated restrictions must first be approved by your contact person at Hardford.

- Palletized goods should be delivered on an approved EUR pallet 1200 x 800 mm.
- Maximum height of 2000 mm, including pallet.
- The goods must fit on a 1200 x 800 mm pallet, overhang not accepted.

7. PACKAGING:

The material used for packing goods must be of quality to prevent product damage during transportation, handling, or storage.

8. QUALITY CONTROLS:

Hardford AB inspects delivered products according to AQL 2.5 (Inspection level: AQL = 2.5, General inspection level III). Products that do not meet the criteria will be rejected.

9. CERTIFICATES AND SHELF LIFE

For Rawmaterial (Chemicals) *Certificate of Analysis* shall be e-mailed to lab@hardford.se.

The minimum accepted shelf life is 8 months when applicable.

10. INCORRECT DELIVERIES:

In all cases where products are delivered to Hardford AB that do not comply with the agreement, extra costs incurred will be charged.

11. PACKAGING INQUIRIES:

For questions regarding delivery, how goods should be packed, or suggestions for improvement, please contact your regular contact person.

Signature: _____

Name: _____

Date: _____

Company Name: _____