

## Our service for suppliers – FAQs pertaining our purchasing department



### FAQs pertaining our purchasing department

Our catalogue of FAQ's will answer you questions directed frequently at our purchasing department. If you still have further questions please feel free to address them directly by e-mail to our purchasing department.

#### **Which payment and delivery or rather purchasing conditions apply to suppliers?**

Our payment conditions are: 3% discount for payment within 14 days, 30 days net. Our conditions of delivery are "CIF" (cost insurance freight GEZE Leonberg) as well including as payment of duty. Information regarding our conditions of purchase may be obtained on request or when an order is placed. These apply to all orders and are not negotiable.

#### **When does stock taking take place and what does this entail for suppliers?**

GEZE GmbH carries out its stock taking procedure on the last day of its financial year, namely 30th June to record its actual supplies. Deliveries are not accepted on this day. Stock-taking may take place before or after the actual date due to operational or calendar variances. Suppliers with external stock have to count GEZE stock and report back.

#### **When does the initial sampling have to take place and what does it entail?**

Following the choice of a supplier the order for delivery of initial samples is placed. These are checked for compliance with specification agreed previously, i.e. the supplier has to produce evidence that he is capable of series-producing the product. An initial sample test report (EMPB in German) has to be compiled. Additionally we require a material test certificate, which lists the materials composition and mechanical characteristics. An initial sampling is necessary for delivery of new parts from a new supplier, existing parts after drawing modification and/or modification of the specification or when a new or redesigned tool has been used.

The supplier has the duty to inform in the event of prior to delivery:

- Products manufactured using new or modified methods of production-processes.
- Products containing pre-materials from a new sub-supplier.
- Change of production location.
- Products which have been supplied more than 24 months ago.
- Products where delivery was stopped by GEZE due to quality problems.

**Which demands have to be fulfilled in order to secure the capability of serial deliveries? What does quality assurance agreement mean for the supplier?**

The supplier's capability of serial deliveries is documented by means of initial supply of samples and the initial sample test report as well as the material test certificate.

The capability to series-produce is secured by means of a quality assurance agreement between GEZE GmbH and the supplier. Contents of which are the supply of samples, serial delivery, auditing, documentation, valid data, environmentalism, health and safety, inspection plan of QS-delivery conditions, container labelling as well as company information given by the supplier.

**In which format is data transfer with GEZE GmbH possible?**

The standard format of files used by GEZE GmbH is dxf. In the future files will also be available in dwg format.

**At which times is GEZE GmbH able to accept deliveries?**

Delivery of products is accepted as shown below:  
Monday through Thursday 07:00 - 15:30 hrs  
and Friday 07:00 - 14:00 hrs.

Deliveries outside the times stated above are only possible in exceptional circumstances and by prior arrangement.

**When can an engineer carry out his services, should this become necessary?**

Engineers may carry out maintenance work or repairs daily between the hours of 06:00 and 19:00 hrs. In emergencies and by prior arrangement our services are available until 23:00 hrs.

**Which type of packaging is required by GEZE GmbH?**

To ensure speedy transport and best possible storage we are striving for an increased use of KLT-packaging and Europallets. The goods are to be packaged in a manner that transportation damage is avoided. Only the necessary volume of packaging materials is to be used to achieve this purpose. Only environmentally friendly packaging materials may be used. The obligation to take back packaging complies with legal regulations.

**How does the packaging have to be identified?**

Each delivery has to be identified with the supplier's name, identity number, drawing number and issue level per packaged unit or have the identification attached respectively.

**How are rendering of accounts and payments effected?**

Invoices have to be submitted separately to the purchaser including all relevant documentation and dates after the delivery has taken place. Invoices have to include order numbers and codes for each individual item. Payments cannot be made as long as these details are missing. Payments are made in the usual commercial manner, unless stated otherwise.

The period allowed for payment commences as soon as the delivery or the service has been produced completely and the appropriate invoice has been received. The purchaser is entitled to deduct early payment discounts when items are offset or partial payments are withheld due to faulty goods. In this instance the period allowed for payment commences after the faults have been rectified completely. Payments do not represent an acceptance of deliveries or services as contractual.

**What does an examination of a product's visible surface entail for GEZE GmbH?**

From a certain distance potential damage to a specified visible surface must not be recognisable.

**Which PPS (production planning and control system) does GEZE GmbH use?**

GEZE uses SAP/R3, access is possible via a dfu interface.