



Delivery guideline for raw materials

1. Objective and purpose

This document serves as an overview of the various requirements of WITRON Stahlfertiger GmbH & Co. KG (WST) for its suppliers and the raw materials ordered from it.

2. Address and delivery

WITRON Stahlfertiger GmbH & Co. KG
Am Spatwerk 1-5
92726 Waidhaus, Germany

Phone: +49 9652 815780

The forwarder will be informed of the exact place of delivery (gate no.) within the plant when arriving at the front desk.

Goods can be delivered on workdays from Monday to Thursday between **6:30 AM** and **15:00 PM** and Friday between **6:30 AM** and **13:00 PM**.

Reception pauses: **09:00 AM – 9:15 AM** and **11:45 AM – 12:30 PM**

Deliveries outside these hours must be agreed with the front desk in advance.

3. Requirements for the delivery

3.1 General requirements

- Correct type of test report according to the order confirmation (2.2/3.1)
The type of test report needs to be defined in the order confirmation.
- Order confirmation due within three days, otherwise, a dunning letter will be issued automatically!
- The test report needs to be sent as an individual PDF file for every item
- A bill of sale / certificate overview must be sent with the test reports.
- The test report needs to be sent as a PDF file
- The purchaser or the front desk must be notified of any changes in the delivery date / delivery contents in due time
- The order number must be stated on all documents
- The designation (e.g., S355) of the material delivered must be visibly marked



3.2 Requirements for girders/flat steel/tubes

- Collar of only eight tons each
- Use of vertical as well as horizontal intermediate wooden pieces
- NO mixing of different orders in one collar
- No loading of short profiles among longer profiles
- Goods for other customers must not cover the goods for WST or obstruct unloading
- Loading of blasted goods on a closed truck (intact tarpaulin)

3.3 Requirements for sheets

- Use of higher load wooden pieces/intermediate wooden pieces (approx. 60-80 mm)
- Ensuring of purity of variety during loading
- Loading ALWAYS on closed trucks (intact tarpaulin)
- Observing of the collar size according to the order (quantity)



IMPORTANT

If the above-mentioned points are not observed we reserve the right to not accept the delivered goods or to make a complaint about them.
