

Working with GEMÜ

A handbook for suppliers

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1. Foreword

As a global market leader and family-owned company, GEMÜ Gebrüder Müller Apparatebau GmbH & Co. KG (hereinafter referred to as "GEMÜ") has stood for reliability and quality for decades. This position can only be achieved through a good relationship with our customers and our suppliers. This supplier handbook is intended to ensure this and lay the foundation for good cooperation for the future.

The quality of its products is very important to GEMÜ, which is why it is essential that the quality of GEMÜ suppliers is also at a very high level. This supplier handbook documents the quality requirements for the supplier as well as the formalities for the correct supply of GEMÜ.

Questions about the individual contents of the supplier handbook can be addressed to GEMÜ's strategic purchasing department.

2. Non-Disclosure Agreement

Trust is of great importance for good cooperation with suppliers. A non-disclosure agreement is concluded with each supplier so that confidential information is not disclosed to third parties.

3. Code of Conduct

The Code of Conduct sets out the company's values and policies. In this way, GEMÜ ensures that the company management, the employees, but also GEMÜ suppliers adhere to social and competitive values and standards. The Code of Conduct can be viewed [here](#).

4. General Terms and Conditions of Purchase

GEMÜ's General Terms and Conditions of Purchase are the contractual basis for cooperation between suppliers and GEMÜ. [Here](#) you can get an insight in advance.

5. Order confirmations

If an order is placed, GEMÜ requires the following information, which should be available on the order confirmation:

- GEMÜ order number and order position
- Drawing number with revision number of the drawing
- Order Confirmation Number
- Order confirmation date and order date
- Quantity
- GEMÜ article number
- Prices in Euro and Net
- In the case of foreign currency, this must be marked

- Delivery date per item
- Delivery address
- Please only one PDF per e-mail

The contractual basis specifies a period of 7 calendar days for written order confirmation. However, for a good result in the supplier evaluation, confirmation should arrive by the day after the order has been send out to the supplier.

6. Invoice processing

The following data should be included on the invoice:

- Full name and address of the recipient of the service and the company providing the service
- Tax number or VAT identification number of the company providing the service
- Date of issue of the invoice
- Sequential invoice number
- Time of delivery or other services
- In the case of a deposit, the time of the deposit
- Breakdown by tax rate
- Quantity and customary names of the delivery or other services
- Presentation of the net amount
- Amount of tax attributable to consideration
- Tax rate to be applied
- Notice of any pre-agreed reduction in pay
- Other additional information §14aUStG
- Valid Incoterms® 2020: FOB for sea freight and FCA for air freight

The invoice is received via PDF by e-mail to the mailbox

rechnung@gemue.de. Only one invoice transaction should be included per

PDF file, several PDFs can be sent in one e-mail, as long as they are invoices. If the e-mail is a different PDF, such as a delivery note, this leads to an error in GEMÜ's invoice verification system, which means that the invoice cannot be processed.

7. Quality Assurance Agreement

GEMÜ has always stood for quality and reliability. In order to keep this promise to GEMÜ customers, it must be ensured that not only GEMÜ but also the associated suppliers adhere to the same high quality standards.

For some items, it is necessary to ensure the quality by means of a quality assurance agreement.

8. Supplier evaluation

To meet the ever-growing demands of markets and customers in terms of quality standards and delivery reliability, as well as to continue to operate as a premium supplier, GEMÜ depends on the reliability of its suppliers. Therefore, a supplier evaluation is carried out regularly with the aim of continuously improving supplier performance.

The following criteria are used for evaluation:

- Delivery reliability
- Quality indicator (number of complaints vs. delivery items)
- Service Level (Confirmation Duration)
- Evaluation of cooperation

9. Delivery conditions

The GEMÜ terms and conditions of delivery specify all the requirements to ensure proper delivery.

9.1 Delivery

GEMÜ has the following three delivery addresses:

(1) Delivery address: GEMÜ Gebrüder Müller Apparatebau GmbH & Co. KG

Fritz-Müller-Straße 6-8

74653 Ingelfingen-Criesbach

Phone: 07940/123-8556

(2) Delivery address: GEMÜ Gebrüder Müller Apparatebau GmbH & Co. KG

Günther-Ziehl-Straße 4

74635 Kupferzell

Phone: 07940/123-721

(3) Delivery address: GEMÜ Gebrüder Müller Apparatebau GmbH & Co. KG

Fritz-Müller-Platz 1

74676 Niedernhall

Phone: 07940/123-8080

The order-specific delivery address is indicated on the documents.

9.2 Delivery times

The goods receipt of the delivery addresses is manned at the following times:

Monday - Thursday: 07:00 a.m. – 04:00 p.m.

Friday: 07:00 a.m. – 02:30 p.m.

Outside these times, delivery is only possible after telephone consultation with the goods receipt.

9.3 Safety/ Environmental Protection

In the context of a business relationship between GEMÜ and the supplier, compliance with all applicable legal obligations is required. This includes, among other things, the supply of hazardous substances and compliance with safety and environmental regulations. These include, among others:

- US Conflict Minerals Reporting (CMRT)
- Cobalt Reporting (EMRT)
- REACH SVHC Reporting
- REACH Annex XVII Reporting
- RoHS Reporting
- TSCA Reporting
- POP Reporting
- California Proposition 65 Reporting
- Bisphenol-A Reporting (BPA)
- PFAS Reporting

9.4 Shipping document

In a business relationship with suppliers, GEMÜ expects the accompanying documents to be visibly attached to the goods in a way that is protected from the weather and cannot be captivated. The minimum requirement for each document type is defined below.

9.4.1 Delivery

The delivery notes must be enclosed with each delivery of the goods. In the case of several packages, the delivery note must be enclosed with a separately marked package.

- Supplier number and name
- Delivery note number

- Delivery address
- Order number of GEMÜ
- GEMÜ article number
- Article description
- Number of units or unit of measure
- Number of packages/ number of boxes
- Batch number, if applicable

9.4.2 Packing list

- Supplier Name
- GEMÜ order number
- GEMÜ article number
- Short description article
- Delivered quantity/quantity in the package
- Weight
- Tax ID No.: DE 146281082
- Input tax must be deductible
- EORI No.: DE00002668289
- Release of goods for free circulation
- Customs tariff number
- Address of the GEMÜ employee or department
- Signature (Blue)
- Signer Name
- Date
- Tracking number
- Phone number and email address

If a shipment consists of several packages/cardboard boxes/pallets, one of the following two conditions must be met:

- A separate packing list + total delivery note for each package.

- Clear identification on the delivery note in which package the respective items are located.

9.4.3 Waybill

- Sender/ Shipper/ Carrier
- Name and type of property
- Gross weight or otherwise specified quantity of the good
- Terms of delivery
- Delivery note number and/or order number
- Collidates

The consignment note must be added by the freight forwarder.

9.4.4 Testimonies

Content of factory certificates

- The certificate must be prepared in accordance with DIN EN 10204.
- The testimony must be straight.
- The print of any font must be legible, i.e. the font is large enough and does not fade.
- Certificate must be in English, an additional German version is desired.
- The following data should be printed on the certificate or cover page:
 - GEMÜ order number
 - Order Date
 - GEMÜ article no.
 - Drawing No.
- No grey areas
- The batch number **and** melt number are always indicated in the same place.
- Page numbers (page X of Y) should be noted on each certificate.
- At least one document per delivery item/partial delivery, at best one document per batch or melt number.

Submission of tools

- Preferred:
 - Upload a certificate in a PDF file via the "Lobster" supplier portal.
 - One PDF file per batch.
 - One reference per order item.
 - Special certificates in the report card PDF file.
 - Do not attach delivery notes to the certificate.
- Alternative:
 - Certificate in a PDF file by e-mail.
 - One PDF file per batch.
 - One reference per order item.
 - By e-mail to: GEMU.Certificate@gemue.de. In the subject line, the purchase order and the order item.
 - Maximum mail size is 10 MB, so all incoming mails must be smaller.
 - Special certificates in the report card PDF file.
 - Do not attach delivery notes to the certificate.

9.5 Packaging Instructions

9.5.1 Packaging material according to ecological guidelines

The packaging regulation applies to all GEMÜ suppliers. All packaging material for merchandise must be labelled in accordance with 97/192/EH. All suppliers must comply with packaging planning in accordance with the waste management objectives of environmental legislation according to the following environmental priorities.

- Avoidance
 - Restriction to what is necessary in terms of weight and volume (conservation of resources and reduction of transport volumes).
- Reduction
 - Use and continuous improvement of recyclable packaging made from recyclable materials.
- Recycling
 - Use of environmentally friendly, recyclable materials for all types of packaging. Styrofoam chips or similar non-recyclable fillers must not be used.

9.5.2 Packaging Types

At GEMÜ, only the following types of packaging are permitted. Within these types of packaging, different batches must be separated. Packaging types that are not listed below (lattice boxes, disposable pallets, etc.) are not taken into account in the GEMÜ delivery process and may only be used with express permission.

Folding Boxes/ ESD Boxes

If the supplier is provided with folding boxes/ESD boxes from GEMÜ, delivery must only be made in these boxes. However, if individual materials are not suitable for delivery in folding boxes/ESD boxes due to size or weight, the responsible contact person in purchasing must be informed in good time.

The following requirements must be observed when delivering in folding boxes/ESD boxes:

- A maximum of four different items per box (the items should be visually clearly distinguishable from each other, i.e. visually similar products may not be delivered together in a small load carrier).
- Guarantee of batch purity
- Maximum weight 35kg
- No filling beyond the top of the box.

The boxes provided are in the possession of GEMÜ and are made available to the supplier exclusively for delivery purposes.

Cartons

Suppliers who do not receive GEMÜ folding boxes/ESD boxes for delivery may deliver in boxes that are compatible with the dimensions of the folding box. The following external dimensions of the cartons must be observed:

- Max. dimensions 550 x 345 x 295 mm
- Half size 275 x 345 x 295 mm
- Quarter size 275 x 172 x 295 mm

No intermediate sizes may be supplied between dimension 1 and dimension 2. Between dimension 2 and dimension 3, alternative compromise dimensions are possible by arrangement.

When delivered in cartons, the maximum weight of 35 kg must also be observed.

Packaging

If the GEMÜ order text calls for individual, resealable product packaging with the corresponding GEMÜ labelling, the supplier must meet this requirement. If an item consists of several parts, it must be packed as a set.

Euro pallets

Only products that do not meet the requirements for folding boxes/ESD boxes or for cartons can be delivered on undamaged Euro pallets (automatic conveyor technology in the logistics centre) with a maximum height of < 1200 mm and a maximum weight of 1200 kg (800x1200 mm with DB symbol RAL RG 993).

9.6 Marking of the individual packages

All packages must always be identified by a label. The following information must be provided at least:

- GEMÜ article number
- GEMÜ order number
- Delivery note number
- Name of the article
- Quantity per item
- Weight per package
- Batch number

10. Safety and Compliance Regulations / Contractor Ordinance

If work is carried out in one of GEMÜ's plants, the personnel employed must be informed about the operating regulations. It must be ensured that these are also adhered to. The Security and Compliance Regulation or Contractor Ordinance can be viewed [here](#).

11. Supplier self-disclosure

The GEMÜ supplier self-disclosure can be viewed [here](#). If you are interested in a business relationship, this must be completed and sent to GEMÜ as part of the first contact.

Appendix 1 – Subsidiaries

GEMÜ GmbH

Seetalstraße 210
6032 Emmen
Switzerland

GEMÜ Indústria de Produtos

Plásticos e Metalúrgicos Ltda9b
Rua Marechal Hermes
83.065-000 São José dos Pinhais
Brazil

GEMÜ Valves (China) Co., Ltd.

No. 518, North Hengshahe Road, Minhang District
201108 Shanghai
P.R. China

INTERCARAT S.a.r.l.

10 Rue Georges Guynemer
67120 ALTORF
France

GEMÜ Valves Inc.

3800 Camp Creek Parkway
Building 2600, Ste. 120
Atlanta, Georgia 30331
United States

GEMÜ India

Production plant
Survey No. 719, Sub Plot No. 5A,
Moje Rajoda to Bavla Road,
District Ahmedabad - 382220, Gujarat
India