

## > GOODS TRANSFER POLICY

CASEA GmbH, Pontelstr. 3, 99755 Ellrich

# CASEA

WORKING FOR THE FUTURE

### > Preamble

This Policy is binding upon all transports of goods in the course of which goods are transported to or collected from any of the sites of CASEA GmbH (hereinafter only CASEA). The aim is to transact the transfer of goods as quickly as possible and to minimise waiting times. Furthermore, consistently high quality of the CASEA products is to be ensured by this Policy.

### 1 Definitions

1. Admissible Types of Vehicles  
Goods may be transported only with the vehicles admissible to that end. CASEA may refuse to accept or load the goods if any inadmissible vehicles are used.
2. Loading Slot  
The loading slot shall be the period during which the carrier may load the goods previously ordered by the carrier. The allocation of any loading slot shall be subject to the time slot management of CASEA. It shall be aimed at preventing longer waiting times and at accelerating the loading process overall.

### 2 Invoices

1. CASEA only accepts invoices issued pursuant to the principle of proper accounting under sect. 14(2)(2) UStG (German VAT Act).
2. Any faulty invoices shall, at CASEA's option, be sent back to the issuer or, pending either receipt of a credit note equalling the amount invoiced or presentation of a proper invoice, not be processed or settled.

### 3 Admissible Types of Vehicles

The vehicle types set out hereinafter shall be deemed to be admissible:

1. tipping silo semi-trailer, silo semi-trailer
  - state of cleaning: see clause 6
  - loading underneath storage silos
2. container chassis (Ellrich works as well as NL Lünen)
  - loading using mobile ramp
  - max. ramp height: 1,30 m
3. tilt and closed box semi-trailer
  - generally only side loading
  - rear loading operations only upon prior consultation
4. tipper trailer
  - loading using wheel loader (onboard scale)

### 4 Cleanliness of Vehicles (Bulk Loading)

1. The lorries shall be checked for cleanliness before being loaded.
2. The state of cleaning must be in line with the co-applicable list of advance freights, with the IDTF database applying to QS/FG goods.
3. Any special arrangements must be coordinated with the Quality Management (qm@casea-gips.de) early on.
4. Where a vehicle is not in the required state of cleaning, the carrier may dispose of the carrier's advance freight on CASEA's premises by way of exception and only after consultation with CASEA.

The carrier shall be liable to pay the costs of such disposal. The decision on these disposal fees shall be taken by CASEA, using equitable discretion, based on the nature and quantity of the advance freight.

### 5 Receipt of Goods

1. Goods shall be received only at times previously agreed.
2. If it is not possible, in exceptional cases, to agree on any goods receiving time beforehand, goods may be received only at the usual works times.
3. The usual goods receiving times of the individual CASEA works branches may be enquired about by phone:
  - for the Dorste site: T +49 5522 50900
  - for the Ellrich site: T +49 36332 890
  - for the Sulzheim site: T +49 9382 6060
  - for the Lünen site: T +49 2306 106279

### 6 Loading / Loading Times

1. Loading in all works branches shall be effected within a loading slot booked beforehand. Any loading slot shall be booked (after prior registration) at the following link: <https://login.transporeon.com>
2. If the carrier is exceptionally unable to book any loading slot beforehand, loading shall be effected at the general loading times. The specified, general loading times shall not be binding and may be found on the following website: <https://www.casea-gips.de/downloads/>

### 7 Waiting Times

1. Booked loading slots shall be fixed dates.
2. Any previously agreed loading slots may be rescheduled only upon prior consultation. Already booked loading slots may be rebooked up to a maximum of 1 hour before the date booked. In this case, a new loading slot for loading shall be allocated to the carrier, where possible for CASEA.
3. If the loading slot elapses or any rebooking operations of less than one hour prior to the originally allocated time slot are effected, a new loading slot shall be allocated to the carrier. Such slot may also be on a different day.
4. The carrier takes note of the fact that non-refundable considerable waiting times may occur if the carrier fails to book a loading slot or allows any loading slot already booked to elapse.

### 8 Load Securing and Safety Regulations

1. The statutory regulations on load securing as well as the stipulations of the German Federal Association of the Gypsum Industry need to be complied with.
2. It shall be mandatory to adhere to the safety provisions applicable in the works (occupational safety – instruction for external company employees). In this context, we explicitly refer to the ban on alcohol and smoking on our works premises, as laid down therein.
3. CASEA may avail itself of its domiciliary right in case of any violations of clause 8(2).

### 9 Transaction and Shipping Documents

1. The number of commodity items and pallets taken over shall be based on our delivery weighing slip.
2. Following loading, the vehicle driver shall be provided with a delivery note and, for export consignments, with the relating export documents. The vehicle driver has to check the documents handed over for correctness and completeness after having received them.

### 10 Contact

- logistics: [logistik-order@casea-gips.de](mailto:logistik-order@casea-gips.de)