

# Delivery Requirements

## Supplier Requirements

Project	NA
Supplier	all parties who may deliver items
Order no	NA
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<b>A</b>	<b>SJA</b>	<b>9-9-2024</b>	<b>First release</b>	<b>TAL</b>	<b>NTI</b>

### Comments

The requirements described in this document apply to all deliveries made by a supplier to SMST Designers & Constructors BV (in the following referred to as "SMST") unless otherwise agreed upon and described on the related Purchase Order (PO) or agreement.

## 1 General Delivery Conditions

The following general delivery conditions are applicable:

1. When the items exceeding one of the following specifications, the SMST Logistics department is informed in advance (please send your email with Packing List attached to: [logistiek@smst.nl](mailto:logistiek@smst.nl)):
  - a. dimensions exceed 120x80x90 cm and/or
  - b. pallet quantity is larger than three.
2. PO's are delivered when all ordered items are available, partial deliveries can only be done in agreement with the purchaser before the items are sent.
3. If the supplier converts single PO-lines into an assembly (one product), this is done in agreement with SMST.
4. Manifolds are delivered according to the following instruction:
5. E0000633F Checklist and testing of hydraulic manifolds.
6. Unless otherwise agreed in the PO, all documentation and/or certificates are sent towards [certificates@smst.nl](mailto:certificates@smst.nl) prior to the delivery of the items. If the required documentation and/or certificates are not received, the delivery cannot be finished and the invoice cannot be processed.

## 2 Item Packaging

Please take the following packing requirements into account:

1. Separate PO-lines are delivered and packed as separate items; not applicable when assembled.
2. Each PO-line is marked with the corresponding SMST item label. The label must be clearly visible, including bar codes. These labels are enclosed in the PO-email.
3. The total amount of items in the box need to be specified on the box.
4. The weight of a package does not exceed 20kg. Above 20kg, it shall be packed in such a way that it can be handled by a forklift.
5. If pallets are used, Euro pallets are required.
6. If the item can't be packed on a Euro pallet, make use of ISPM certified wood and be sure the item is supported and protected well enough.
7. Blank surfaces are conserved corrosion proof (e.g. VCI foil, Tectyl).
8. If the item is vacuum sealed, provide a picture of the item on the package.
9. Environmentally unfriendly packaging materials should be avoided as much as possible (like foam transport chips).

## 3 Transport unit

On the outside of a transport unit the following information is visible:

1. SMST PO-number(s)
2. Packing List(s)
3. The gross weight and dimensions.
4. Total number of the package(s) in shipment (e.g. package 1 of 3, package 2 of 3, package 3 of 3)

## 4 Packing List

The Packing List contains the following information:

1. SMST PO-number
2. SMST part code
3. Quantity of the delivered part
4. Serial numbers (if applicable)
5. Backorder quantity of each part (if applicable)
6. SMST Drawing number and position number if mentioned on the PO-line
7. Country of Origin of each part
8. HS-Code of each part
9. In case of dual-use goods, provide the declaration
10. Net weight & dimensions of each part.

Please make sure the Packing List line is equal to the SMST PO-line.

## 5 Commercial Invoice

In case a Commercial Invoice is required, the Commercial Invoice contains the information specified under chapter 4, including:

1. Manufacturer of each part
2. Price of each part.

## 6 Address & Operating hours

SMST Logistics department is opened Monday-Friday from 7:00 until 16:30 o'clock.

Unloading of bigger shipments (size exceeds three Euro pallets) can be done until 16:00 o'clock.

Address:

SMST Designers & Constructors

De Steven 51

9206AX Drachten

The Netherlands

In case of questions, please contact [logistiek@smst.nl](mailto:logistiek@smst.nl).