



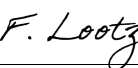


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|  | Organizational Rule Delivery Rules (NEPTUN Logistik) | | Doc-No. OR 00856 | | |
| | | | Date of issue 06.03.2025 | | |
| | | | Rev. 2 | | |
| Topic | <p>This Organizational Rule describes the delivery rules between suppliers and NEPTUN WERFT as well as supplies and MEYER WERFT, if NEPTUN WERFT is production site and delivery adress.</p> <p>It applies to large components (do not fit on standard 40t trucks, more than 5t) and are delivered directly to Rostock. The guidelines apply to components that are delivered directly to Rostock according to the order.</p> <p>All other deliveries are made to the logistics center (LOZ) in Papenburg. The delivery in Papenburg is regulated by OR 00629.</p> | | | | |
| Scope [Company, Dept., Workplace, Machine] | NEPTUN Logistik | | | | |
| Content | 1. Delivery 2. Material Labeling 3. NEPTUN WERFT Order 4. Contract of NEPTUN Logistics | | | | |
| Related Documents | Document-No. | Title | | | |
| | OR 000629 Fo 00892 | Anlieferrichtlinien MEYER WERFT Avisierungsformular NEPTUN WERFT | | | |
| Alterations | 2023-12-21: Principle updated 2025-03-06: Adaptation of chapters 1.3.1, 1.3.2, 2 and add "SAP-No." | | | | |
| | Function | Name | Depart. | Date | Signature |
| Formal Check | Techn. Documentation | Schipmann, Laura | QHSE [MEYER WERFT] | 06.03.25 |  |
| Formal Check | Quality Representative | Niemann, Jan | QM [NEPTUN WERFT] | 06.03.25 |  |
| Technical Check 1 [1 st Process owner] | Head of Warehousing | Zech, Andreas | NL [NEPTUN Logistics] | 06.03.25 |  |
| Technical Check 2 [2 nd Process owner] | -- | -- | -- | -- | -- |
| Technical Check 3 [2 nd Process owner] | -- | -- | -- | -- | -- |
| Approval 1 [Process responsibility] | Head of Group | Lootz, De. Felix | NL [NEPTUN Logistics] | |  |
| Approval 2 [Process responsibility] | -- | -- | -- | -- | -- |
| Approval 3 [Process responsibility] | -- | -- | -- | -- | -- |
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|---|---|-----------------------------|
|  | Organizational Rule Delivery Rules (NEPTUN Logistik) | Doc-No. OR 00856 |
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Principle

To ensure a frictionless material- and information flow between supplier and Neptun Werft (following called NW), some requirements of NW Logistics have to be considered by the supplier. By adhering to the delivery guidelines described here, the work in NW logistics can be much more unproblematic and leads to less further inquiries /additional expenses at the supplier.

The adherence of these guidelines can have an effect on the supplier rating.

Unless other arrangements were agreed upon, the following generally delivery guidelines shall be used as a guidepost for the delivery, packaging, material labeling, delivery documentation, etc.:

1. Delivery

1.1.Delivery address

The general delivery address of the NW is:

NEPTUN WERFT

Werftallee 13

18119 Rostock

GERMANY

(For more information on how to get to the logistics center, see 1.2.2)

It is to be noted that this recipient information is clearly visible on all delivery documents (freight note / delivery note, etc.) and the forwarder carries these papers in the proper and complete condition.

If a delivery is addressed exclusively to a partner company (delivery is not based on a NW order), the company name and the contact person (full name, including telephone number and possibly e-mail address) must be indicated on the delivery documents!

If the delivery is for NW and a partner company, it must be packed separately and separate delivery notes must be created!

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|  | Organizational Rule Delivery Rules (NEPTUN Logistik) | Doc-No. OR 00856 |
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| | | Rev. 2 |

1.2. Goods acceptance

The goods acceptance of the NW confirms the receipt of the goods by means of their signature and, if applicable, stamps. This means that the acknowledgment of the delivery documents by the NW goods acceptance only documents the correct number of delivered packages as well as the outward appearance of the shipment packaging. If external damage and /or incompleteness are already identified on delivery, this is recorded on the freight note/delivery note and signed by the driver and the goods acceptance. Damage and/or excess or reduced quantities and/or incorrect deliveries can only be ascertained by the incoming goods inspection, which takes place at a later point in time.

In such a case, an immediately written complaint against the supplier is made by the administration of the NW-Logistics.

The Incoterm agreed between the NW and the supplier regulates the transfer of risk for the goods.

1.2.1. Goods receiving hours

NEPTUN WERFT central warehouse: Monday to Thursday from 6:30 am to 2:00 pm, Friday from 6:30 am to 1:00 pm.

1.2.2. Journey description from truck gate to the central warehouse

Access for suppliers is via Werftallee Rostock.

There, the driver reports to the gatehouse with the delivery papers. The employee checks the delivery papers of the shipment and directs the driver to the appropriate unloading point (this does not always necessarily have to be the logistics center!).



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|  | Organizational Rule Delivery Rules (NIPTUN Logistik) | Doc-No. OR 00856 |
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| | | Rev. 2 |

1.3. Delivery documentation

1.3.1. Necessary accompanying documentation

The supplier is responsible for enclosing the complete delivery documents to the delivery.

The forwarder / freight carrier / truck driver must carry at least one freight letter/CMR with the usual informations (goods recipient, sender, freight carrier, number of packages, weight, etc.).

If dangerous goods are included, the necessary documentation according to ADR must be provided.

A delivery note must be attached to the goods, which must contain the following information:

Header Informations:

Supplier Informations

- Address from the sender
- Contact details of the supplier for questions/complaints
- Delivery note number from the supplier
- Delivery date
- Number of pages

Recipient Informations

- Address from the goods recipient
- MW order number
- Purchase order number or call-off number or goods receipt/issue slip or work package
- If applicable the affected ship number

Position Information Delivery Note:

- Material description
- Quantity
- MW order position, if applicable article number of the supplier, NW identification number (JLM number, ID number, etc.) , SAP-Number
- Country of origin of the goods

If the delivery consists of more than one package, it is acceptable to attach the delivery note to only one of the delivery units. The rest of the packages must be visible labeled to be able to assign these to the delivery (for example package 2 of 4 to Delivery Note XXXX).

If the delivery is not based on a NW order number, please indicate the contact details of the purchaser & recipient as well as all available informations.

It is important to note that one delivery note is created for each NW order.

If, for example, 3 different NW orders are included in one delivery, 3 delivery notes must be mandatory produced and the respective material must be separately packed for each delivery note!

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| | | Rev. 2 |

Delivery items that are listed in the NW order but are physically installed/contained in a different item must be appropriately declared and listed on the delivery note ("included in item ..." / "installed in ..." or similar).

1.3.2. Labeling of delivery unit (package)

Every single package should be labeled with the following information:

- Supplier
- Recipient
- Number of packages whereof a delivery exists (as already described in 1.3.1)
- Content description (by means of NW order)
- Delivery Note Number
- If applicable a proper identification marking of dangerous goods

If applicable warning notices, attachment points or similar

1.4. Load securing

In principle, proper load securing must be carried out in accordance with the legal requirements. It is important to ensure a problem-free unloading.

In principle, all load carriers used must be in an undamaged state.

In principle, deliveries may only be made on exchangeable EUR pallets or industrial pallets. If this is not possible (e.g. for bulky goods), delivery can also be made on disposable pallets or in boxes/racks.

Attention must be paid to stable material (packaging / stable construction), so that this means of transport can also be used after unloading for internal transports, as well as storage.

The delivered load carriers / pallets must be accessible by forklifts / pallet trucks.

The material packed on the pallets must be securely lashed and protected from external influences. The material/cardboard packaging must not be cut into by strapping or similar to such an extent that damage can occur (in this case, edge protectors or similar should be used).

Loosely packed material on trucks may not be unloaded! If the load carriers are unpacked/opened, the packed quantities must not become unstable under any circumstances and pose a risk to people and material.

If a **crane** is required for unloading, the delivery must be notified as early as possible (see chapter 4.1) so that a crane is available. Deliveries of goods with a colli weight of more than 8 tons are generally to be considered as unloading by crane. Delivery for open-top unloading must be possible. The attachment points must be clearly marked and identifiable.

Long goods must be delivered in bundles and each bundle must be separated from each other with squared lumber.

In general, the best possible packaging is required to avoid damage to the goods during transport and unloading.

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Seite 5 von 8

| | | |
|---|---|-----------------------------|
|  | Organizational Rule Delivery Rules (NEPTUN Logistik) | Doc-No. OR 00856 |
| | | Date of issue 06.03.2025 |
| | | Rev. 2 |

2. Material labeling

A complete labeling of the materials is the prerequisite for a smooth delivery.

If a material cannot be assigned due to missing labels, this automatically leads to problems within the NW and to queries/reclamations against the supplier.

Therefore, the following information should be attached to each ordered unit:

- Material description
- Quantity
- MW order item/sub-item or NW article number/ident number
- JLM-number or other article/ identification number (if available)
- SAP-number
- ship number (if affected)

These details must either be indicated on the material itself or on the outer package (in the case of correctly sorted packaging). In this case, a robust label must be considered.

Material supplied, which is not listed in the order but belongs to an ordered component, must be identified as such ("belonging to ...").

If a material cannot be identified even after a best possible incoming goods inspection, the corresponding packages will be returned to the supplier at the supplier's expense for re-labeling/rework.

2.1. Mixed pallets/Mixed packaging

In principle, a single material packaging is to be used. If this is for once not possible caused by various reasons, please note the following:

- It must be clearly recognizable that the pallet is a mixed pallet.
- Different materials which have been packed on a pallet must be packed in cardboard boxes according to the article. These cardboard boxes must be marked separately accordingly.
- No material may be nested within a pallet in such a way that repacking is necessary for a complete check. For this purpose, the labeling must be oriented outward.

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|---|---|-----------------------------|
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| | | Date of issue 06.03.2025 |
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3. NEPTUN WERFT Order

From the NW order can be taken the informations on how to create the delivery documentation & material labeling. The following is an exemplary excerpt of an order where the most important informations are marked and described.



NEPTUN WERFT GmbH & Co. KG - Werftallee 13 - 18119 Rostock, Germany

PURCHASE ORDER

NEPTUN WERFT GmbH & Co. KG
Werftallee 13
18119 Rostock

PO number
Date 27.02.2025
Terms of delivery Incoterms 2020
Terms of payment within 30 days

Delivery address
NEPTUN WERFT GmbH & Co. KG
Werftallee 13
18119 Rostock

We hereby order, unless otherwise contractually agreed in writing, in accordance with our General Purchasing Conditions, which you can find online on <https://www.neptunwerft.de/en/suppliers/gtc/index.jsp>
We request you to send us the countersigned purchase order by return e-mail.

| Item | Material | Description | Quantity | UM | Unit price | Net amount |
|---------------------|----------|-------------|----------|----|------------|------------|
| 10 | | Test | | | 1,00 | 1,00 EUR |
| Total (without VAT) | | | | | | 1,00 EUR |

| | | | |
|------------------------------|------------------------------|------------------------------------|----------------------|
| Phone: (0381) 384 - 0 | NEPTUN WERFT GmbH & Co. KG | General Partner | Managing Directors: |
| Email: info@neptunwerft.de | Registered Office Rostock | Neptun Werft Verwaltungs-GmbH | Dr. Bernhard Eikens; |
| Internet: www.neptunwerft.de | Local Court Rostock HRA 3687 | Commercial Register | Stephan Schmees |
| | VAT No. DE 295 635 694 | Luxembourg B193157 | Ralf Schmitz |
| Bank accounts: | Norddeutsche Landesbank | IBAN: DE 65 2505 0000 0130 1156 94 | BIC: NOLADE2HXXX |
| | Ostfriesische Volksbank eG | IBAN: DE 44 2859 0075 0017 6168 00 | BIC: GENODEF1LER |

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| | | Date of issue 06.03.2025 |
| | | Rev. 2 |

4. Contract of NW-Logistics

4.1. Notification of inbound deliveries

For this purpose, please write an e-mail about your delivery to the following e-mail addresses:

zentrallager@neptunwerft.de and transport@neptunwerft.de

Please use our delivery notification (Doc.-No. Fo 00892)

4.2. General questions about logistics

If you have any questions about the opening hours of the logistics centre, if you need a specific contact person, if you have any questions about your delivery or if you have any other questions regarding logistics, please send an e-mail to the following address - the colleagues will then try to answer or forward your request promptly.

zentrallager@neptunwerft.de

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