 R-Pharm Germany GmbH Illertissen	Technical Supply Agreement	Effective date: 01.06.2023
Revision 4.0		Page 1 of 9


Definition

This technical supply agreement contains all necessary requirements to packaging, labeling and paperwork for a delivery of packaging components and raw materials. It also contains the requirements to the supplier and forwarder.

Valid for

Procurement
Suppliers
Receiving
Scheduling

Document issued on 02.05.2023 by:	
	
Name:	Sven Viertel
Function:	Manager Logistics & Weighing Center

 <p>R-Pharm Germany GmbH Illertissen</p>	<p>Technical Supply Agreement</p>	<p>Effective date: 01.06.2023</p>
<p>Revision 4.0</p>		<p>Page 2 of 9</p>

1. Contacts, opening hours and technical requirements

1.1 Advanced shipment notification

The shipment notification must be sent at least one day prior to delivery and has to include the following information:

- Date and time of delivery
- Description of content
- Number of pallets

The shipment information must be sent to the following e-mail address:

Lieferavis@r-pharm.com

1.2 Unloading – R-Pharm Germany in Illertissen

1.2.1 Technical details unloading dock:

- 1, 25 m +/- 0,15 m maximum height of the trailer floor (only rear unloading). Unloading from the side is not possible.
- Small trucks can be unloaded on a special dock if the trailer floor is no less than 1,00 m of height.
- Delivery vans can be unloaded via forklift if the weather is appropriate.

R-Pharm Germany reserves the right to reject the unloading via forklift if the weather conditions would lead to pollution or damage of the goods.


1.2.2 Max height and weight of the goods with regards to unloading:

- Maximum unloading height per stack: 2,0 m
- Maximum unloading weight per stack: 1000 kg
- Pallet stacks must be secured against slipping
- Lengthways loading of the pallets is preferred.

1.3 Contacts, address and opening hours

1.3.1 Contacts

Receiving department:	+49 7303 12 263	+49 7303 12 9263
Team Lead Warehouse:	+49 7303 12 330	

 R-Pharm Germany GmbH Illertissen	Technical Supply Agreement	Effective date: 01.06.2023
Revision 4.0		Page 3 of 9

1.3.2 Delivery address

R-Pharm Germany GmbH
Zentraler Wareneingang
Auer Straße 100
Kreuzung Auer Straße/ Nordtangente
89257 Illertissen

1.3.3 Opening hours

Monday – Thursday	07:00 AM – 02:00 PM
Friday	07:00 AM – 01:00 PM

Unloading is only possible within the opening hours.

2. Delivery documents

Deliveries without proper delivery documents will be rejected.

2.1 Delivery documents

Every delivery needs to be accompanied with a delivery note and/ or a packing list. The documents must include the following information:


- Name and address of the consignee and the manufacturer.
- R-Pharm purchase order number.
- R-Pharm material number.
- R-Pharm material decryption as named in the purchase order.
- Batch number.
- Total amount per Batch.
- Total amount per material.
- Total number of shipping units.
- Total number of pallets.

In addition to the delivery documents, a freight document (CMR, roll card, Scanner) is mandatory.

2.2 Certificate of Analysis

One COA for each batch must be sent with the shipping documents.

Alternatively, it is possible to send the COA by fax: +49 7303-12-262. In this case please ensure that the COA arrives before the goods.

 <p>R-Pharm Germany GmbH Illertissen</p>	<p>Technical Supply Agreement</p>	<p>Effective date: 01.06.2023</p>
<p>Revision 4.0</p>		<p>Page 4 of 9</p>

2.3 Customs documents (only applicable for import deliveries)

R-Pharm Illertissen has the authorization to perform the customs clearance on site. The following documents and information must be present at time of delivery:

2.3.1 Invoice (including the following information)

- INCOTERM
- R-Pharm Illertissen – Purchase Order Number
- R-Pharm Illertissen – Item Number
- CAS number of components
- HTS customs tariff number (8digits)
- Declaration of preferential origin or EUR.1 document
- Quantity delivered
- Value of delivered goods
- Special restrictions (Narcotics, import license required)

2.3.2 T1 and T2 documents

Deliveries with T1 or T2 document can only be accepted if there are at least 3 days left for import presentation to customs.

3. General requirements

All deliveries must be delivered to the agreed address at the agreed time. All goods must be clean, dry, undamaged and complete. All shipping units must be secured properly to avoid damage during transport. The shipping units must be constructed in a way that injuries will be avoided during opening.

The acceptance of the goods takes place under reserve of investigation on faultlessness and completeness.


3.1 Incoterms

DAP Illertissen or as agreed with R-Pharm purchasing.

3.2 Requirements to forwarders

The forwarder must make sure that the delivery truck is in good technical condition. The driver is in charge to properly secure the vehicle at our loading dock by using a wheel lock. While unloading takes place, the motor of the delivery vehicle must be turned off. A safe unloading must be guaranteed at any time.

It is not allowed to transport our goods together with open packed food. Oils, gasoline or other lubricants that are used for the operation of the vehicle are not allowed to be on the same loading platform with our goods.

 <p>R-Pharm Germany GmbH Illertissen</p>	<p>Technical Supply Agreement</p>	<p>Effective date: 01.06.2023</p>
<p>Revision 4.0</p>		<p>Page 5 of 9</p>

GDP (Good Distribution Practice) guidelines are valid for the whole transportation process if demanded by R-Pharm in advance.

For temperature sensitive deliveries, a temperature readout must be provided to the warehouse personnel prior to unloading. The temperature readout must cover the whole transportation time.

Warehouse staff instructions are to be obeyed.

The forwarders are not allowed to remove pallets or unpack the goods.

3.3 Pallet handling procedures

Pallets are included in the price and are not meant to be exchanged.

If otherwise agreed with R-Pharm, it must be indicated on the delivery documents. Pallets that do not fall under the criteria described under 3.3.1, an exchange is generally excluded. R-Pharm cannot be charged for pallets that do not meet the criteria described under 3.3.1.

3.3.1 Quality requirements for pallets

Use only new or almost new (class A) pallets according the EPAL quality regulations.

- EURO-Size pallets (800X1200 mm) preferred (UIC Standard 435-2)
- ISPM 15 and IPPC compliant – Only Heat-treated (treatment with methyl bromide is not allowed), incl. certificate (Certificate must be available if requested)
- Debarked
- No moulds, no mycosis like Ceratocystis
- No pallets with stick out nails
- Free of sawdust
- EPAL, DB and EUR stamp (If EURO pallets are used)

Pallets that do not meet those requirements have to be unpacked by R-Pharm.

R-Pharm Germany reserves the right to charge a one-time fee for the effort.


3.4 Load securing requirements

Tension belts may only be used so that the goods are not damaged or deformed. Make sure that the load cannot move on the pallet during transport and handling. Pallets must be protected against water and dust. The usage of shrink wrap and pallet covers is mandatory.

3.5 Palletizing requirements

No mixed items or batches on one pallet

- Only one batch per pallet
- Each batch should have only one residual container and pallet
- No mix of residual containers of different batches on one pallet

 R-Pharm Germany GmbH Illertissen	Technical Supply Agreement	Effective date: 01.06.2023
Revision 4.0		Page 6 of 9

- Residual containers must be marked clearly as such
- Maximum height of a single pallet: 1,60 m
- Maximum gross weight of a single pallet: 800 kg
- Goods must not extend over the edge of the pallet

Deliveries that do not meet those requirements have to be unpacked by R-Pharm.

R-Pharm Germany reserves the right to charge a one-time fee for the effort.

3.5.1 Exception for small orders

Definition: Delivery of not more than 2 containers/ boxes per item or batch.

Several small orders may be put together on one pallet if the pallet is marked clearly as a mixed pallet on at least two sides. Different batches/materials must be clearly separated. Mixed pallets must be indicated on the delivery documents.

3.6 Labeling

Each shipping unit/ container must be labeled in a way that it can be clearly identified with reference to the delivery documents and the R-Pharm purchase order. Each shipping unit must at least include the material description, batch number and quantity per unit. For goods that are additionally packed into plastic bags, labels must be placed on the bags itself and on the outer packaging.


The labeling must be in an appropriate size and well readable. All labels on the pallet must be readable without the need of unpacking the goods from the pallet. Do not cover the labels in a way that would make them unreadable.

If the labels must be covered due to load securing, the labeling must be repeated on the outer packaging.

3.7 Dangerous goods

All documents and shipping units must comply to the standing regulations of dangerous good including at least the following information:

- Dangerous goods labels (shipping unit only)
- UN number
- Proper shipping name
- Packaging group

 <p>R-Pharm Germany GmbH Illertissen</p>	<p>Technical Supply Agreement</p>	<p>Effective date: 01.06.2023</p>
<p>Revision 4.0</p>		<p>Page 7 of 9</p>

4. Requirements for separate product groups

The following requirements apply in addition to the general requirements but to specific product groups only.

4.1 Folding boxes, leaflets packed in cartons or trays and labels on rolls, packed in cartons

- Do not exceed the maximum weight of 10 kg per shipping carton.
- Quantitative tolerance of no more than +/- 2% is allowed per shipping carton

4.2 Leaflets on rolls, packed in cartons

- Do not exceed the maximum weight of 25 kg per shipping carton.
- Quantitative tolerance of no more than +/- 2% is allowed per shipping carton
- Maximum height per pallet: 1,20 m

4.3 PVC und Aluminum foils on pallets, standing upright (vertical)

- The running direction of all rolls on the pallet must point to the same direction.
- Labels must be placed on the top of each roll.
- Do not use corner protection made of carton.
- Each roll must be individually wrapped into PE-foil. Light sensitive foils must be wrapped in opaque foil

4.4 Printed and unprinted Aluminum foil on pallets in lying (horizontal) position


- Each roll must be wrapped individually
- Stacked rolls must be separated by a slip sheet made of wood. Cardboard slip sheets are not allowed.
- The rolls on the pallet must be covered with a cardboard lid.
- Additional labeling on the cardboard lid is not required.

4.5 Bottles and closures, packed in cartons

- Do not exceed the maximum weight of 10 kg per shipping carton.
- Quantitative tolerance of no more than +/- 2% is allowed per shipping carton
- Bottles and closures must be packed in a plastic bag before placed into cartons

4.6 Raw materials, solid or powdery, packed in cardboard drums, PVC drums or metal drums

- Do not exceed the maximum weight of 30 kg per shipping unit.
- Each shipping unit must be sealed
- All shipping units must indicate the appropriate storage conditions.

 <p>R-Pharm Germany GmbH Illertissen</p>	<p>Technical Supply Agreement</p>	<p>Effective date: 01.06.2023</p>
<p>Revision 4.0</p>		<p>Page 8 of 9</p>

4.7 Raw materials. Solid or powdery, packed in boxes or bags

- Do not exceed the maximum weight of 25 kg per shipping unit.
- All shipping units must indicate the appropriate storage conditions.

4.8 Raw materials. Solid or powdery, packed in Minibag

- Do not exceed the maximum weight of 800 kg per shipping unit.
- All shipping units must indicate the appropriate storage conditions.

4.9 Raw materials, liquid, packed in cans or drums

- Closures must be airtight.
- Do not exceed the maximum weight of 25 kg (cans) and 300 kg (drums) per shipping unit.
- All shipping units must indicate the appropriate storage conditions.

4.10 Active pharmaceutical ingredients

- Each container must indicate the weight of the active substance.
- Each shipping unit must be sealed.
- All shipping units must indicate the appropriate storage conditions.

4.11 Pharmaceutical Bulk (tablets or capsules)

- Each container must indicate the average weight of a tablet/ capsule
- If the bulk is delivered in blisters, the average weight is not needed
- Each shipping unit must be sealed.
- If the bulk is delivered in blisters, no seal is needed
- If the bulk is delivered in Minibag, no seal is needed
- All shipping units must indicate the appropriate storage conditions.

4.12 Chemicals and utensils (e.g., wipes, mops, sponges, etc.) for cleaning purposes.


- Indication of the expiry date or the best before on each container.
- Storage conditions must be indicated on each container. (Chemicals only)

4.13 Personal protective equipment (e.g., gloves, disposable coats, disposable coveralls, FFP masks, goggles, etc.)

- Indication of expiry date or the best before on each container.

4.14 Single use components (e.g., bags, hoses, couplings, etc.) for use in biopharmaceutical manufacturing.

- Indication of the expiry date or the best before date on each container.

 <p>R-Pharm Germany GmbH Illertissen</p>	<p>Technical Supply Agreement</p>	<p>Effective date: 01.06.2023</p>
<p>Revision 4.0</p>		<p>Page 9 of 9</p>

4.15 Laboratory chemicals

- Indication of the expiry date or the best before date on each container.
- The storage conditions must be indicated on each container