

Packing, Freight and Invoicing Instructions

1. PACKING INSTRUCTIONS

- 1.1 The Contractor shall prepare, mark, pack and document the delivery according to the following instructions.
- 1.2 The Contractor will be charged by Hägglunds for repacking of all deliveries that are not in compliance with these instructions.

2. PREPARATION BEFORE DELIVERY

- 2.1 The Contract Work/Products shall be prepared as follows before delivery:
 - All deliveries shall be inspected, tested and approved by the Contractor in accordance with the Contract. If applicable and requested by Hägglunds, the Contractor's test protocol shall accompany the goods.
 - All goods shall be properly cleaned. It shall not be necessary to do any special maintenance, preparation or packaging before the goods shall be stored (if stored in the original packaging (e.g. as Spares)) or put into operation.

3. PACKING

- 3.1 The Contractor shall use such packing material as will limit the environmental impact to a minimum.
- 3.2 The goods shall be preserved and packed, by the Contractor, in accordance with the normal routines for the decided transportation method, to avoid damage by corrosion, handling, transport or storage.
- 3.3 Each item number (part number) has to be packed in a separate box/package/inner box.
- 3.4 Deliveries in packages/boxes shall not weight more than 20 kg.
- 3.5 Unless deliveries according to 3.4 Hägglunds only accept deliveries on EUR pallets Class A, size of EUR pallet shall be 800x1200. All packaging material and pallet made of wood shall be produced and marked according to international standard ISPM 15. Deliveries on half (1/2) pallet is not accepted.
- 3.6 All pallets with frames shall be striped with, for the purpose intended, steel or plastic bands.
- 3.7 The pallet cover and the top frame should be covered by a plastic-coated cover as weather protection.
- 3.8 Wooden boxes or pallets, with wooden covers shall not be fastened with nails, only screws shall be used.

4. MARKING

4.1 Boxes (each box - if several) containing one product/item shall be clearly marked as follows:

- Hägglunds Purchase Order number and Purchase Order item number, i.e. 24XXXXXXXX-1.
- Hägglunds part number.
- Quantity.
- Unit, i.e. piece, kilo, meter, liter, etc.
- Description (name of the goods).
- Nato Stock Number – if applicable.
- Contractors Part Number (if stated on the Purchase Order).
- If a request for date of manufacturing is stated on the Purchase Order, this information shall be visible on each Product or on the packing of each Product.

5. MARKING OF MIXED PALLETS

5.1 In case Products belonging to different Purchase Orders are being packed in the same outer package, the Contractor shall clearly make notice of all Purchase Order numbers, as well as thereto belonging items, represented in the outer package. Heavy or bulky goods shall be packed per Product on separate pallets and should not be mixed with other Products.

6. DOCUMENTATION

6.1 The following information shall be included on the delivery note for the complete delivery:

- Buyer name.
- Hägglunds Purchase Order No and Purchase Order item No, i.e. 24XXXXXXXX-1.
- Hägglunds part number.
- Quantity.
- Unit, i.e. piece, kilo, meter, liter, etc.
- Description (name of the goods, nomenclature).
- Contractors part number. (if stated on the Purchase Order).
- Serial number, when required.
- Statement if the delivery is part delivery or final delivery.

7. MINIMUM INFORMATION ON CERTIFICATE OF CONFORMITY

- 7.1 When a Certificate of Conformity (CoC) is required, the CoC may be delivered according to AQAP 2070, edition B, version 4 B-8, Part I or similar which has been established with Hägglunds. If not stated in Annex F or Annex L a template of an acceptable CoC document information is available at www.baesystems.com/hagglundssupplier

8. DELIVERY DOCUMENTATION

- 8.1 The following documentation shall be attached to the goods (meaning the box that contains the Purchase Order) by the Contractor to Hägglunds:
- Delivery note in original (one delivery note per Purchase Order).
 - Copy of CoC, (if requested by Hägglunds) should be placed together with the original delivery note.
 - Forwarding and freight documents according to Convention relative AU contrat de transport international de marchandise par route (CMR)
 - Certificate of origin.
- 8.2 If several boxes belong to one delivery note (one Purchase Order) the first box (marked with "1") should contain the original delivery note. The first box should be marked as 1 of "total number of boxes", the second box should be marked with 2 of "total number of boxes" etc. The content in the delivery note should reflect the box structure and vice versa (for example 1/8 reflects the first box of in total eight boxes).
- 8.3 On Hägglunds request Certificate of Conformity shall be enclosed to the original delivery note delivered with the goods.
- 8.4 A copy of the delivery note should be on the outside on the pallet /outer box/package, placed on the top frame short side, in a weatherproof plastic bag.
- 8.5 Lifting tools shall have a Declaration of Conformity (DoC) certificate attached to the delivery note and one DoC certificate should be attached to each product.
- 8.6 If the delivered goods have a confirmed and approved waiver of deviation this should be attached to each product (a copy of the approved document signed by the responsible engineer).

9. FREIGHT INSTRUCTIONS

- 9.1 When Incoterm FCA is agreed, the Contractor shall notify the forwarder according to the freight instruction given in the Purchase Order, the notification shall include all the necessary information for the forwarder to be able to handle and pick up the goods. If there are any problems to follow freight instructions or if there are any questions contact shipping.hagglunds@baesystems.se

- 9.2 The Contractor shall also send a dispatch note to the above email address after the goods have been picked up.

10. INVOICING INSTRUCTIONS

- 10.1 Invoicing shall only refer to one Purchase Order. Collection of several Purchase Orders in the same invoice is not accepted. The invoice (as well as credit notes) shall include the following information:
- Hägglunds Purchase Order number and Purchase Order item number, i.e.24XXXXXXXX-1, of invoiced Contract Work.
 - Hägglunds part number (Invoices item).
 - Quantity per package and quantity invoiced.
 - Unit, i.e. piece, kilo, meter, liter, etc.
 - Description (name of the goods, nomenclature).
 - Price/unit in accordance with this Contract.
 - If applicable, the delta price/unit due to price variation set out in Annex Q.
 - If applicable, deduction of an advance payment/unit.
 - Nato Stock Number (if applicable).
 - The Contractors code for final delivery and/or part delivery.
- 10.2 All invoices shall be sent in pdf-format by e-mail directly to faktura.hagglunds@baesystems.se
- 10.3 No retrospective additional invoices of delivered Contract Work and/or a retrospective date of invoices is accepted by Hägglunds. The date the day after the date of arrival of the invoice to Hägglunds (Hägglunds date of receipt set out by stamp) shall be considered as the first day in terms of payment conditions set out in this Contract.
- 10.4 Hägglunds has the right without any notice to reject all invoices, which are not in accordance with the conditions set out in the Contract and/or not specified in accordance with this Annex. Hägglunds has the right to delay payment of all rejected invoices. The time for delay shall be to the same extent as the time for receiving a new revised and by Hägglunds approved invoice from the Contractor.
- 10.5 The Contractor shall not invoice Hägglunds interest for late payment if the value of the interest invoice is less than fifty (50) euro.
- 10.6 Hägglunds does not accept invoices from any other parties except the contracted Contractor.
- 10.7 Any change in bank data shall be agreed in writing with responsible Strategic Procurement Manager, if agreed new Contractor registration form must be filled in and sent to procurement@baesystems.se along with the reasons for the bank data change. The form is available at www.baesystem.com/hagglundssupplier