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0. Scope

The following Faber Norm FN0200 regulates the flow of information between the sales department of our partners and the purchasing department of the Klaus Faber AG along the purchase-to-pay process. This includes the form and content of all relevant documents to ensure a fluent processing for all orders.

If there are any contradictions between the FN0200 and contractual agreements, the contract outrules the FN0200.

If there are no contractual or other agreements between the Klaus Faber AG and a partner, all order related business between the two parties will be regulated by the "General Conditions of Purchase Klaus Faber". Available in the download area at www.faberkabel.de/en.

Please note that all Appendices are prime examples with fantasy values as to what the ideal document of the respective type should look like. If you require the Excel design of the documents for your use, please send a short email to purchasing@faberkabel.de.

1. Documents

1.1. Order

The orders will be transmitted electronically via email. All orders are according to the appendices in content and form:

- Contract ordering: Orders according to agreed conditions of the master agreement and up-to-date valid pricelists (Annex A).
- Special orders: Orders according to special agreements between the partner and the Klaus Faber AG.

To be send to: Sales Department Partner

1.2. Call off


Specification about the distribution of goods in our warehouses send by Klaus Faber AG via email.

- Lager 06: Gärtnerstraße 1, 74579 Fichtenau, Germany (Annex B)
- Lager 10: Kirchweg 12-14, 34346 Hedemünden, Germany (Annex B)
- Lager 12: Drop shipments: The order will be shipped to an alternative destination indicated by Faber.
-

Usually the call off will be send directly after the order. However, if contractually fixed, the call off can be send only after receiving the completion report (see 1.4).

To be send to: Sales Department Partner

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1.3. Order Confirmation

The order confirmation will be sent to Klaus Faber AG within 10 days after the order. If the Klaus Faber AG did not receive a confirmation within the deadline, the order will be treated as confirmed. The order confirmation should be sent in the form of a digital PDF (created based on a Word or Excel sheet – no scan). The following points have to be part of the order confirmation (Sample see Annex C):

- Order confirmation number
- Metal-Base
- Metal-Billing
- Order number
- Order position number
- Article number Faber
- Article number Partner
- Cable Type
- Cross-section
- Norm
- Volume
- Lengths
- Number of units
- Price/KM on metal basis
- Total price on metal basis
- Delivery date

To be send to: Responsible Purchaser Klaus Faber AG

Excursus: Metal Base:

In order to minimize the impact of a fluctuating price development of the metals. The Klaus Faber AG uses metal bases to settle prices with our partners. There are three different bases which will be used according to cable types:


- Hollow Price: Price / KM excluding all metal built into the cable
- Base 100: Price / KM consists of hollow price / KM + 100€ per 100 KG metal built into one KM of the respective cable.
- Base 150: Price / KM consists of hollow price / KM + 150€ per 100 KG metal built into one KM of the respective cable.

1.4. Completion Report

A list of already produced goods (ready to ship) will be sent to Klaus Faber AG. After confirmation of Klaus Faber AG, the goods will be shipped to respective destination. The Completion report should be sent in the form of a digital PDF (created based on a Word or Excel sheet – no scan).

To be send to: Responsible Purchaser Klaus Faber AG

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1.5. Dispatch Advise

For any shipment, a notification by sending the delivery note according to point 1.6 has to be given not later than a week before the scheduled delivery date. In addition, the partner has to ask for a timeslot for delivery. The given "Avisa number" will be used for further execution (compare FN0100 3.1 Time window booking).

To be send to: avisa@faberkabel.de

1.6. Delivery note and test protocols

The delivery note should be sent in the form of a digital PDF (created based on a Word or Excel sheet – no scan). The following points have to be part of the delivery note (Sample see Annex D):


- Reference number
- Truck number
- Corresponding invoice number
- Destination
- Order number
- Order position number
- Article number / GTIN
- Cable Type
- Cross section
- Color
- Quantity
- Pallet description (coils only)
- Packaging Nr.
- Drum size
- Drum number
- Weight: Gross/Net (per package + total sum)
- NVE/SSCC
- Batch number
- Sum of Packages (parcels, pallets, drums)

Please note that the pallet and drum numbers must match the numbers on the physical packaging.

There is the option to send us an additional packing list if not all required information is listed on your delivery note.

To be send to: avisa@faberkabel.de

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Furthermore, please provide your routine and sample test reports from production for the complete delivery note also in form of a digital PDF. The document itself should be named as follows:

- *PP – MSTR 01/19 – LS 20190011.pdf*

MSTR 01/19: Faber Order No. (see Annex A)
 20190011: Delivery number supplier

To be send to: technik@faberkabel.de

1.7. Invoice

The invoice should be sent in the form of a digital PDF (created based on a Word or Excel sheet – no scan). The following points have to be part of the invoice (Sample see Annex E). The original invoice has to be recognized as the original.

- Invoice number
- Corresponding trucks / delivery note numbers
- VAT Number
- Order number
- Order position number
- Article number / GTIN
- Cable Type
- Cross-section
- Color
- Copper Price / 100 KG
- Copper Content / KM
- Aluminium Price / 100 KG
- Aluminium Content / KM
- Unit Price per KM
- Revised Unit Price
- Quantity in KM
- Total amount in € per position
- Total amount in €
- Discount
- Sum of Packages (parcels, pallets, drums)

To be send to: invoices@faberkabel.de

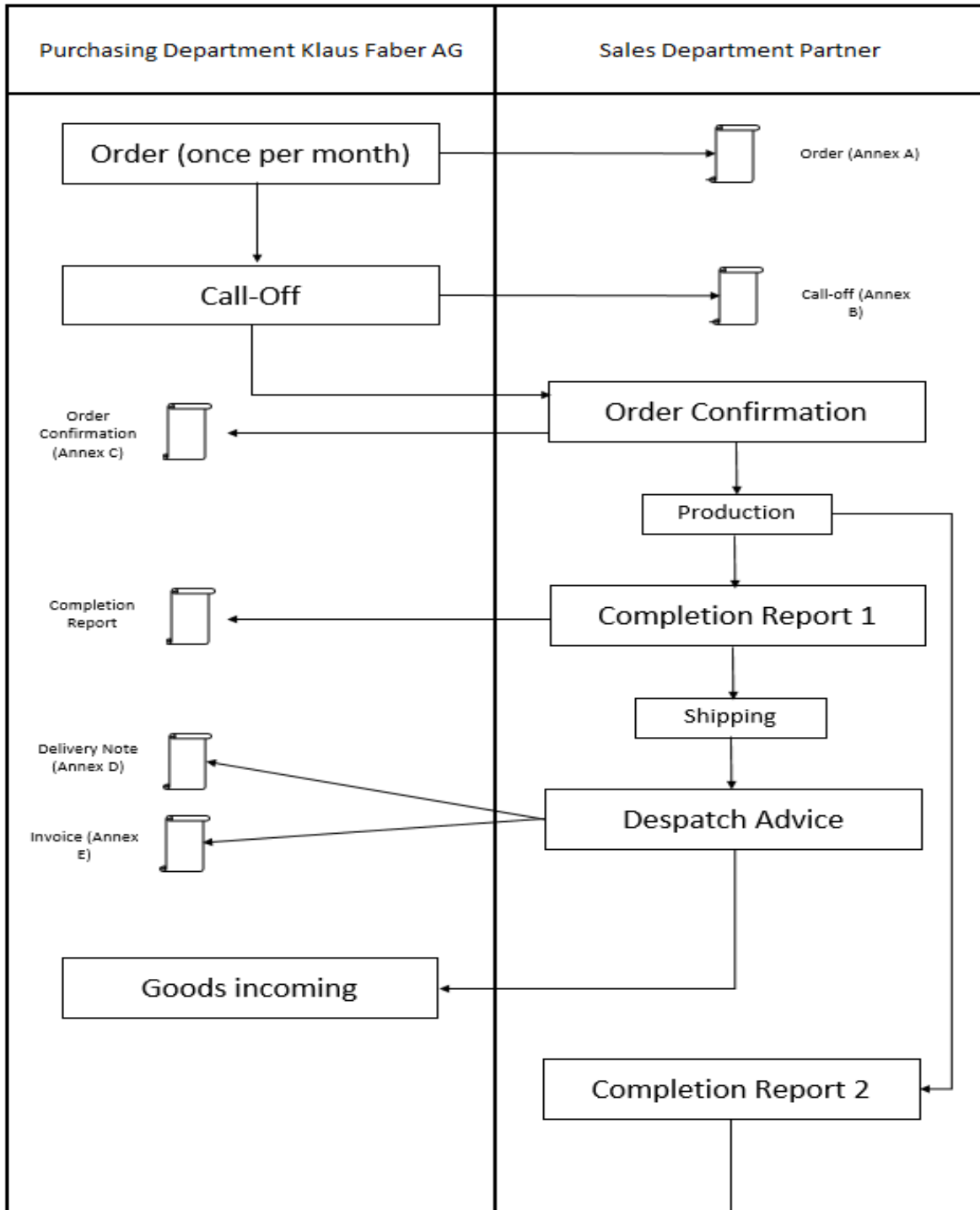
1.8. Documents for Import Process

The documents Annex F (shipments via Sea) and Annex G (shipments via land) describe the document handling process regarding imports from outside the European Union. Please put an extra focus on sending the correct documents on time to the right email addresses.


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2. Execution



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2.2	04.06.2020	P. Diener, F. Geiger	Replaces Edition 20200130

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3. Appendices

Annex A: Order

Klaus Faber AG
Lebacher Str. 152-156
D-66113 Saarbrücken
Fon +49 681 9711-0
Fax +49 681 9711-289
info@faberkabel.de
www.faberkabel.de

Vorstand: Joachim Czabanski (Vorsitzender),
Joachim Krimmel
Aufsichtsratsvorsitzender: Klaus Raabe

Amtsgericht Saarbrücken HRB 12115
USt-IdNr.: DE811237924
Zertifiziert nach DIN EN ISO 9001

Empfänger/address/destinataire
Müller E-Mail

z. Hd./attn./à l'attention de

Telefax-Nr./telefax no./ no. Téléfax
Frank.Mueller@muster.de

Es schreibt Ihnen/ your contact/votre correspondant
Hr. Hans Schmidt

HS

Tel. : 0681/1234-56
Fax.: 0681/1234-0056

Betrifft/subject/réf.

Tag/date

27.09.2019

WEMSTR0119

ATT. : MR MÜELLER
RE. : ORDER

ORDER NO. : MSTR 01/19

27/09/2019

BELOW WE SEND YOU AN ORDER FOR :

POS. /P/N TYPE SECTION . COL


1 030590 YSLY-JZ 04x10 GR
Quantity : 3 x1000 M-TR = 3 km
Price : XX,XX EUR/km
technical requirements acc. to: FN1100

2 061339 YSLY-JB 04x95 GR
Quantity : 1 x1000 M-TR = 1 km
Price : XX,XX EUR/km
Technical requirements acc. to: FN1100

DATE OF DELIVERY : END OF OCTOBER 2019

BINDING

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**REMARK ACCORDING TO DELIVERY DATE:
FIXED DELIVERY DATE; GOOD (CABLE) ALREADY SOLD !
DELIVERY DATE HAS BEEN PASSED ON TO OUR END COSTUMER
ANY CONSEQUENCES RESULTING FROM DELAY IN DELIVERY
WILL BE PASSED ON TO YOU !**

**PRICES : THE PRICES QUOTED PER POSITION ARE
NET PRICES INCL. CU 150**

**COPPER : AVERAGE MONTHLY LME QUOTATION OF THE MONTH PRECEDING
CONFIRMED DELIVERY DATE**

PAYMENT : On the 20th of the month following delivery ./ 3% settlement discount

**PRICING : THE PRICES ARE QUOTED
INCL. INSURANCE,
CUSTOMS-PAID,
PACKING INCL.
FREE OF ANY OTHER CHARGES**

**MODE OF SHIPMENT : BY LORRY,
CARRIAGE PAID**

**DELIVERY ADDRESS (ES) :
Lg. 06 : KLAUS FABER AG, GEWERBEGEBIET NEUSTAEDTLEIN, 74579 FICHTENAU**

DOCUMENTS : IN ACCORDANCE WITH FN0200 AUSGABE/EDITION 06/06

COPIES OF THIS TELEFAX HAVE BEEN SENT TO:

Please note:


All CPR relevant goods delivered after the 1st of April 2017 need to be classified and labelled according to CPR/EN50575. According to our letter of 11.11.2016, we reserve the right to reject and return deliveries without conform documentation.

PLEASE SEND U A CONFIRMATION OF ORDER.

**YOURS SINCERELY
Klaus Faber AG**

**i.A. HR. SCHMIDT/HS
E-Mail: HSCHMIDT@musterfaberkabel.de**

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Annex B: Call-Off

Klaus Faber AG
Lebacher Str. 152-156
D-66113 Saarbrücken
Fon +49 681 9711-0
Fax +49 681 9711-289
info@faberkabel.de
www.faberkabel.de

Vorstand: Joachim Czabanski (Vorsitzender),
Joachim Krimmel
Aufsichtsratsvorsitzender: Klaus Raabe

Amtsgericht Saarbrücken HRB 12115
USt-IdNr.: DE811237924
Zertifiziert nach DIN EN ISO 9001

Empfänger/address/destinataire
Müller E-Mail

z. Hd./attn./à l'attention de

Telefax-Nr./telefax no./ no. Téléfax

Frank.Mueller@muster.de

Es schreibt Ihnen/ your contact/votre correspondant
Hr. Hans Schmidt

HS

Tel. : 0681/1234-56
Fax.: 0681/1234-0056
Tag/date

Betritt/subject/réf.

27.09.2019

ATTN OFMR FRANK MÜLLER
REQUEST FOR DELIVERY NO. 010101

27/09/2019

PLEASE FIND THE DISPATCH ADDRESSES BELOW:

PS ORDER NO.	TYPE	SECTION	CO	PACKING	QUANTITY KM	COPPER ADVICE NO.
1	01/19	LIYY	03x0,5	GR 500MTR	L10=6	24091903
zu Pos. 001 FABER: 030242 LIYY 03x0,5 GR THE COPPER RATE TO BE APPLIED WILL BE TRANSMITTED LATER ON.						
2	01/19	LIYY	07x0,5	GR 500MTR	L 6=3 L10=3	24091903
zu Pos. 002 FABER: 030246 LIYY 07x0,5 GR THE COPPER RATE TO BE APPLIED WILL BE TRANSMITTED LATER ON.						

RG = COILS, TR = DRUMS

L 6=FICHTENAU

L10=HEDEMUENDEN

PLEASE REMEMBER TO SEND US AN ADVICE OF DISPATCH.

DELIVERY ADDRESS (ES) :

LG. 06 : KLAUS FABER AG, GEWERBE GEBIET, 74579 FICHTENAU

LG. 10 : KLAUS FABER AG; KIRCHWEG 12-18, 34346 HEDEMUENDEN

WAREHOUSE OPENING HOURS:

Monday-Thursday:

LG 06: 06:30 h – 13:00 h

LG 10: 07:00 h – 14:00 h

Friday:

LG 06: 06:30 h – 11:00 h

LG 10: 07:00 h – 13:00 h

BEST REGARDS

Klaus Faber AG

i.A. SCHMIDT, HANS

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Annex C: Order Confirmation

<p>Klaus Faber AG Postfach 10 09 32 D-66009 Saarbruecken</p> <p>Delivery Address: Klaus Faber AG Kirchweg 12-18 34346 Hedemuenden</p> <p>Order Nr. Client: XX 01/19 Delivery Conditions: DAP Faber Warehouse Payment Conditions: According to contract</p>	<p>Order Confirmation: 123456789 Date: DD.MM.YYYY</p> <p>Contact Person: Mr. Cable Tel: +49 XXXX/XXXXXXX Email: mrcable@wires.com Client Nr.</p> <p>VAT Klaus Faber AG: DE811237924 VAT Partner:</p> <p>ME-Base: 150€/100KG ME- Billing: According to contract</p>																																																																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Order Pos</th> <th>Article Nr. Faber</th> <th>Article Nr. Partner</th> <th>Article</th> <th>Cross Section</th> <th>Color</th> <th>Norm</th> <th>Volume (M)</th> <th>Lengths (m)</th> <th>Number of Units</th> <th>Price/KM (ME-Base)</th> <th>Total Price</th> <th>Delivery Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>987654</td> <td>123456</td> <td>NYJ-J</td> <td>3x1,5</td> <td>SW</td> <td>VDE XXXX/XX</td> <td>10000</td> <td>500</td> <td>20</td> <td>5.000,00 €</td> <td>50.000,00 €</td> <td>31.12.2019</td> </tr> <tr> <td>2</td> <td>987654</td> <td>456789</td> <td>NYJ-J</td> <td>3x1,5</td> <td>SW</td> <td>VDE XXXX/XX</td> <td>5000</td> <td>1000</td> <td>5</td> <td>5.000,00 €</td> <td>25.000,00 €</td> <td>31.12.2019</td> </tr> <tr> <td>3</td> <td>321987</td> <td>789123</td> <td>NYJ-O</td> <td>2x1,5</td> <td>SW</td> <td>VDE XXXX/XX</td> <td>2400</td> <td>24 x 100m</td> <td>1</td> <td>4.500,00 €</td> <td>10.800,00 €</td> <td>31.12.2019</td> </tr> <tr> <td colspan="11"></td> <td style="border: 1px solid black;">17400</td> <td style="border: 1px solid black;">85.800,00 €</td> </tr> </tbody> </table>													Order Pos	Article Nr. Faber	Article Nr. Partner	Article	Cross Section	Color	Norm	Volume (M)	Lengths (m)	Number of Units	Price/KM (ME-Base)	Total Price	Delivery Date	1	987654	123456	NYJ-J	3x1,5	SW	VDE XXXX/XX	10000	500	20	5.000,00 €	50.000,00 €	31.12.2019	2	987654	456789	NYJ-J	3x1,5	SW	VDE XXXX/XX	5000	1000	5	5.000,00 €	25.000,00 €	31.12.2019	3	321987	789123	NYJ-O	2x1,5	SW	VDE XXXX/XX	2400	24 x 100m	1	4.500,00 €	10.800,00 €	31.12.2019												17400	85.800,00 €
Order Pos	Article Nr. Faber	Article Nr. Partner	Article	Cross Section	Color	Norm	Volume (M)	Lengths (m)	Number of Units	Price/KM (ME-Base)	Total Price	Delivery Date																																																																	
1	987654	123456	NYJ-J	3x1,5	SW	VDE XXXX/XX	10000	500	20	5.000,00 €	50.000,00 €	31.12.2019																																																																	
2	987654	456789	NYJ-J	3x1,5	SW	VDE XXXX/XX	5000	1000	5	5.000,00 €	25.000,00 €	31.12.2019																																																																	
3	321987	789123	NYJ-O	2x1,5	SW	VDE XXXX/XX	2400	24 x 100m	1	4.500,00 €	10.800,00 €	31.12.2019																																																																	
											17400	85.800,00 €																																																																	
Your Imprint and Bank Contact																																																																													

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Annex D: Delivery Note

Purchaser: Klaus Faber AG Lebacher Strasse 152-156 66113 Saarbruecken - Germany				Delivery Note_Packinglist				Seller: Cablefactory X Cablestreet 123 123456 Cabletown - Germany						
Unloading: Klaus Faber AG - Lager 10 Kirchweg 12-14 34346 Hedemünden - Germany				Reference Nr.: XXXXXX Date: 26.09.2019 Corresponding invoice Numbers: XXXXXX, XXXXXX Container Nr. / Truck Nr.: XXXXX				Tel: +XX/XXXXXXXXXX E-Mail: XXXXXX@cablefactory.com						
Order Number	Order Pos.	Article Nr. / GTIN	Cable Type	Cross-Section	Color	Quantity (m)	Pallet description	Packaging Nr	Drumsize	Drum Number	Net Weight (KG)	Gross Weight (KG)	Batch Nr.	NVE / SSCP
01/19	1	123123	NY-Y-J	3x1.5	sw	500		123456	08	8123456789	15	20	1112223334	XXXXXXXXXXXX
01/19	1	123123	NY-Y-J	3x1.5	sw	500		123456	08	8789456123	15	20	1112223334	XXXXXXXXXXXX
						1000					30	40		
01/19	2	123123	NY-Y-J	3x1.5	sw	1000		456789	10	1012345678	30	40	1112223334	XXXXXXXXXXXX
01/19	2	123123	NY-Y-J	3x1.5	sw	1000		456789	10	1078945612	30	40	1112223334	XXXXXXXXXXXX
01/19	2	123123	NY-Y-J	3x1.5	sw	989		456789	10	1045612378	29,65	39,65	1112223334	XXXXXXXXXXXX
						2989					89,65	119,65		
01/19	3	789789	NY-Y-J	2X1,5	sw	500		789123	08	8789456	17	23	7778889990	XXXXXXXXXXXX
						500					17	23		
02/19	1	123123	NY-Y-J	3x1.5	sw	2400	24 X 100m	123789	10	1014725836	86	90	1112223334	XXXXXXXXXXXX
						2400					86	90		
02/19	2	123123	NY-Y-J	3x1.5	sw	2400	48 x 50m	456123	08	8963852741	86	90	4445556667	XXXXXXXXXXXX
02/19	2	123123	NY-Y-J	3x1.5	sw	2400	48 x 50m	897546	08	8741852963	86	90	4445556667	XXXXXXXXXXXX
02/19	2	123123	NY-Y-J	3x1.5	sw	2400	48 x 50m	145223	08	8852741963	86	90	4445556667	XXXXXXXXXXXX
						7200					258	270		
02/19	3	789789	NY-Y-J	2X1,5	sw	1000		789456	10	1085245612	34	40	7778889990	XXXXXXXXXXXX
						1000					34	40		
Packing:	X	parcels	contain: X Pallets		contain: X Wooden Drums X Coils						514,65	582,65		
X Wooden Drums														

Please separate the different cable types and packagings (different coils / different lengths for drums) with a subtotal as shown in the example

Bitte unterteilen Sie, wie im Beispiel gezeigt, die Positionen nach Kabel Type und Art der Verpackung (verschiedene Ringlängen / verschiedene Längen auf Trommeln) mit einer Zwischensumme.

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2.2	04.06.2020	P. Diener, F. Geiger	Replaces Edition 20200130



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Annex E: Invoice

Cable Company X Cablestreet 234 Cable Town - Germany	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Invoice N° XXXX / XXXX </div>	Invoice to: Klaus Faber AG Lebacher Strasse 152-156 66113 Saarbruecken - Germany
Date of issue: XX/XX/20XX	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Corresponding delivery notes: XXXXXXXX, XXXXXXXX, XXXXXXXX </div>	Page 1/X L6/10 Fichtenau/Hedemuenden

Order Number	Order Pos.	Article Nr. / GTIN	Cable Type	Cross-Section	Color	Copper Price / 100KG	Copper Content	Aluminium Price / 100KG	Aluminium Content	Unit Price per KM	Revised Unit Price	Quantity KM	Total Amount in €
01/19	1	123456	NYY-J	3x1.5	sw	600,00 €	20	200,00 €	0	100	220,00 €	50	11.000,00 €
01/19	2	456789	NYY-J	2x1.5	sw	600,00 €	15	200,00 €	0	75	165,00 €	50	8.250,00 €
01/19	3	789123	NYY-J	1x1.5	sw	600,00 €	10	200,00 €	0	50	110,00 €	50	5.500,00 €
02/19	1	654321	NAYY-J	2x2.5	sw	600,00 €	0	200,00 €	40	140	220,00 €	50	11.000,00 €
02/19	6	987654	NYY-J	3x2.5	sw	600,00 €	35	200,00 €	0	160	370,00 €	50	18.500,00 €
03/19	2	321987	NYY-J	1x2.5	sw	600,00 €	15	200,00 €	0	120	210,00 €	50	10.500,00 €

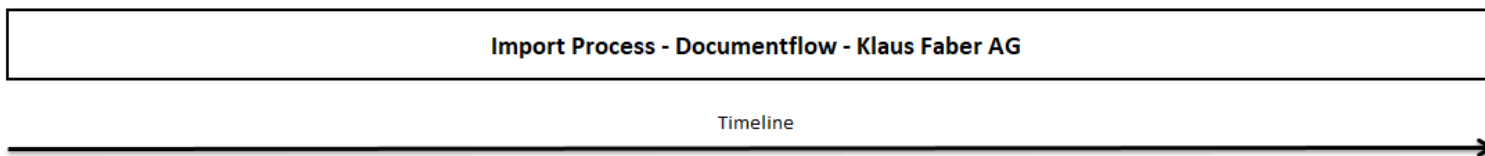
												300	
												64.750,00 €	
												1.942,50 €	
												62.807,50 €	

Packing:	X	Parcels	contain: X Paletts	contain:	X Wooden Drums	X Coils
X Wooden Drums						

Total Net Weight:	XXXXX KG
Total Gross Weight:	XXXXX KG
Delivery Condition:	DAP
Payment:	Payment on the 30th of the month following the month of delivery - 3 % Discount

Version	Date	Author	
2.2	04.06.2020	P. Diener, F. Geiger	Replaces Edition 20200130

Annex F: Import Process – Transport via sea

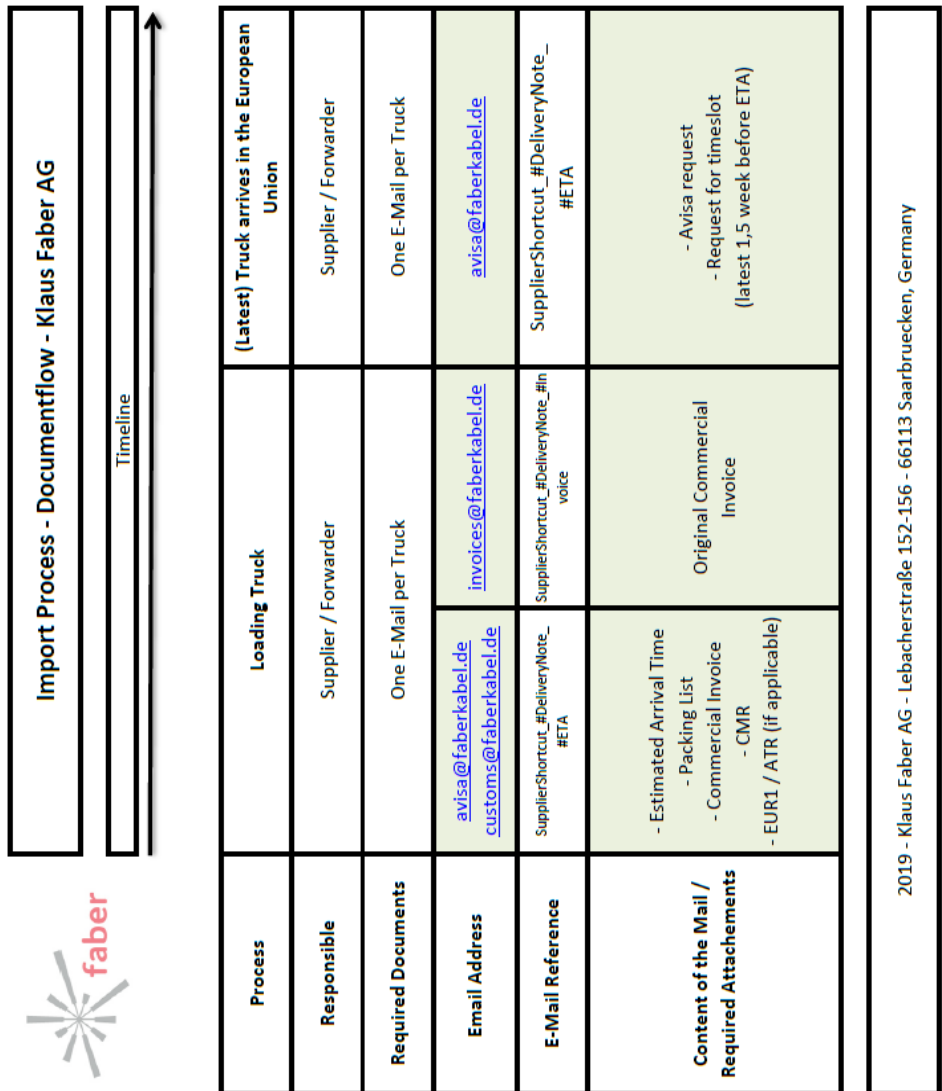


Process	Loading Container		Container on Board	(Latest) Container is discharged at harbour		(Latest) Container is arriving at our warehouse
Responsible	Supplier / Forwarder		Supplier / Forwarder	Supplier / Forwarder		Supplier / Forwarder
Required Documents	One E-Mail per Container		One E-Mail per Container	One E-Mail per Container		One E-Mail per Container
Email Address	avisa@faberkabel.de customs@faberkabel.de	invoices@faberkabel.de	customs@faberkabel.de	customs@faberkabel.de	avisa@faberkabel.de	customs@faberkabel.de
E-Mail Reference	SupplierShortcut_#DeliveryNote_#Container_ETA	SupplierShortcut_#DeliveryNote_#Invoice	SupplierShortcut_#DeliveryNote_#Container_ETA	SupplierShortcut_#DeliveryNote_#Container_ETA		#CustomsClearance_SupplierShortCut_#DeliveryNote
Content of the Mail / Required Attachments	- Estimated Arrival Time - Packing List - Commercial Invoice - Bill of Lading (Telex Release) (ETS/ETA)	Original Commercial Invoice	- Final Bill of Lading (Telex Release)	- Arrival Note (1 week before ETA!) - Original ATR (1 week before ETA!)	- Avisa request - Request for timeslot	Customs Release Information including ATC Number

2019 - Klaus Faber AG - Lebacherstraße 152-156 - 66113 Saarbruecken, Germany

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Annex G: Import Process – Transport via land



Version	Date	Author	
2.2	04.06.2020	P. Diener, F. Geiger	Replaces Edition 20200130