

„GTDD“

General (technical) Terms of Delivery

Date, 30/09/2026

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Micropower GmbH

Supplier

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REVISION STATUS

Author	Revision	Date	Change(s)
Finn Krüger	1.0	16/09/2024	
Finn Krüger	2.0	01/05/2026	Change of company name
Finn Krüger	2.1	20/07/2026	Packaging requirements, supplier specifications (images)
Finn Krüger	2.2	30/09/2026	Switch to Micropower Template

SCOPE OF APPLICATION

These General (technical) Terms of Delivery and packaging regulations apply as binding specifications for all suppliers from whom Micropower GmbH purchases goods.

This document is generally valid from 16/09/2024.

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1 GENERAL REQUIREMENTS

These General (Technical) Terms of Delivery and packaging instructions serve as a supplement to the specifications and requirements for the goods to be delivered already documented in the MICROPOWER GTCP (General Terms of Purchase).

The supplier is obligated to comply with our extended terms of delivery and packaging instructions.

The packaging instructions define the requirements for the packaging of the suppliers delivering the goods. The supplier bears sole responsibility for compliance with the packaging and logistics guidelines. Non-compliance with these requirements can trigger a complaint and thus have a negative impact on the supplier evaluation. Furthermore, any additional costs incurred as a result of non-compliance will be passed on to the supplier immediately.

2 PACKAGING REQUIREMENTS

The type of packaging must be selected in order to ensure that the goods are delivered undamaged and uncontaminated. The goods must be labeled for the purpose of clear identification. The packaging must be marked with symbols for transport packaging. The use of the respective symbols must be adapted to the application.

Half pallet, wrapped in stretch film



EURO-Palette, wrapped in stretch film



Pallets (EURO or Half size), secured with wooden stacking frames and lids



3 REQUIREMENTS ON THE DELIVERY

Deliveries must arrive within the business hours of Micropower GmbH, which are between 08:00 and 16:00.

The delivery must be accompanied by delivery documents (usually a delivery bill) for identification purposes. The delivery documents must contain the following information:

- Supplier
- Supplier number
- Order number
- Product description
- Supplier product no.
- MICROPOWER product no.

The same applies to accompanying documents (e.g. test reports, certificates of origin, etc.)!

4 PACKAGING CATEGORIES

MICROPOWER distinguishes between the following categories for the packaging of the products, materials and goods to be procured:

A = Standard packaging of the manufacturer/supplier (e.g. bulk goods or standard VPE)

B = Specific packaging of the manufacturer/supplier (e.g. product packaging of the manufacturer)

C = Specific packaging as specified by MICROPOWER (e.g. ESD boxes as returnable packaging)

Due to the definition of the categories, there are predominantly only special specifications or requirements in cases B and C. These specifications or requirements are agreed between the supplier and MICROPOWER.

Adjustments to packaging units and call-off quantities deviating from the supplier's standard shall be made by Purchasing upon request. In principle, it must be ensured that deliveries are made in full packaging units or containers.

5 QUALITY ASSURANCE MEASURES BY THE SUPPLIER

We reserve the right to expect and demand a quality standard from our suppliers which guarantees the necessary inspection on the part of the supplier before the goods are delivered to us. If special quality features or test criteria have been specified in technical drawings or similar at

the time of ordering or commissioning, then these are also part of the required quality assurance measures and tests on the part of the supplier.

6 INCOMING GOODS

After the supplier has delivered the goods/materials, the goods are received and inspected in the incoming goods department. The logistics employees check the goods for the following criteria:

- Integrity of the goods
- Delivery note with reference to our order
- Correct quantity
- Labelling with description and customer/MICROPOWER product number
- Attached documents

7 INCOMING GOODS INSEPTION

If the goods are intended for an extended incoming goods inspection based on the previous categorization, an inspection is carried out by the test bay.

The incoming goods inspection is carried out according to predefined quality characteristics. The type and scope of the inspection are determined by the respective quality-related documents and inspection instructions for the goods.

The incoming goods inspections are carried out as sporadic or percentage spot checks. By default, 5% of the entire delivery is checked. If defects or anomalies are detected, the delivery is temporarily blocked and a complaint is made to the supplier.

In principle, the following is stipulated:

A	No technical inspection scope is required for items in this category. Therefore, only a goods receipt with standard inspection is carried out.
B	An incoming goods inspection is required for items in this category. For this reason, an incoming goods inspection is carried out as a random sample in addition to the goods receipt, e.g. stored images, accompanying documents, correct labels, etc.
C	An extended technical inspection scope is required for items in this category. For this reason, an extended incoming goods inspection is carried out as a random sample in addition to the incoming goods inspection. The specific inspections, e.g. measurements, dimensions and commissioning, are carried out by the test bay on the basis of test instructions.

8 DEFINITION OF RETURNABLE PACKAGING

The returnable packaging to be used shall be provided to the supplier by MICROPOWER. Dispatch or provision shall take place in good time before a planned call-off. The returnable packaging is the property of Micropower GmbH, which is why any damage caused by the supplier shall be invoiced immediately after discovery.

Returnable packaging always consists of a box, a lid and any additional packaging material in the box (ESD bubble wrap).

8.1 STANDARD CONTAINER

Standard container, Status

09/09/2024:

Pos.	Container	MICROPOWER part no.	Outer dimension (mm)			Internal dimension (mm)		
			Length	Width	Height	Length	Width	Height
S1	ESD storage box small		165	105	75	105	90	65
S2	ESD storage box medium		192	149	105	130	125	90
S3	ESD shelf box medium		300	186	156	230	155	140
S4	ESD shelf box large		400	186	156	330	155	140

E1	Euro container small	9903020170	300	200	170	260	160	165
E2	Euro container medium	9904030170	400	300	170	360	260	165
E3	Euro container large, flat	9906040170	600	400	170	560	360	165
E4	Euro container large	9906040270	600	400	270	560	360	255
E5	Euro container large, tall	9906040420	600	400	420	570	370	415

D1	Lid small	9903020999	300	200				
D2	Medium lid	9904030999	400	300				
D3	Large lid	9906040999	600	400				

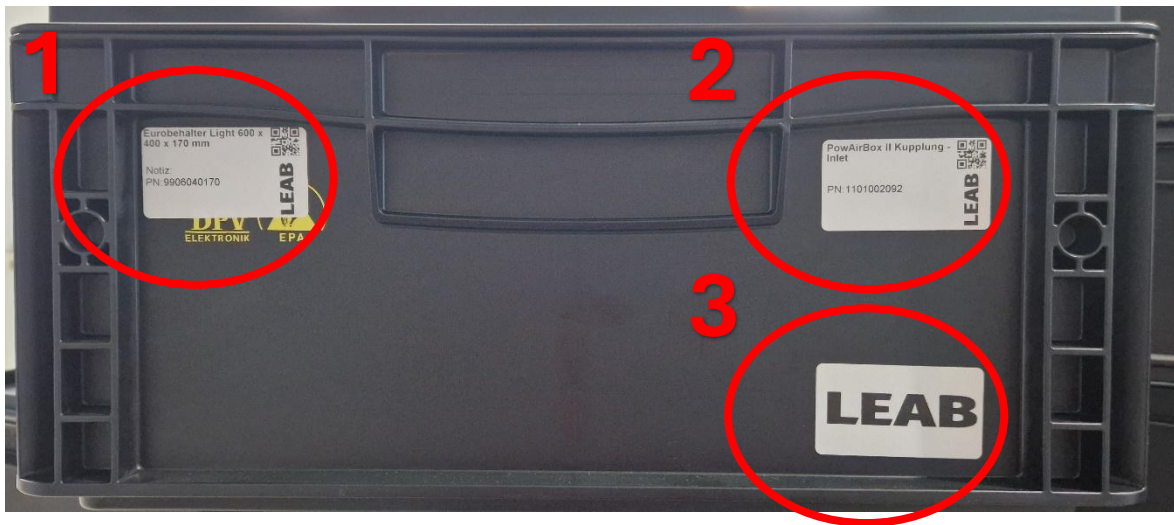
8.2 LABELLING OF THE RETURNABLE PACKAGING

The returnable packaging is labelled according to the images below. The labels are intended to simplify the identification of the returnable packaging. The article number of the goods to be packaged is also printed on one label.

8.2.1 BOXES

The box is labelled as follows.

- 1 → Name of the box for identification
- 2 → Designation of the goods to be packaged with the MICROPOWER product number as a reference
- 3 → MICROPOWER/LEAB logo as general labelling



8.2.2 LID

The lid of the boxes is labelled as follows.

- 1 → Name of the box for identification
- 2 → MICROPOWER/LEAB logo as general labelling



8.3 LABELLING INLETS

8.3.1 ESD TRAYS FOR PCBS

PCBs with a serial number requirement should be labelled per tray. This requires a label showing the article number of the PCB and the serial numbers of the PCBs in the respective tray.

IMPORTANT

One label must be applied to each tray and visibly affixed to the front. The serial numbers on the label must match the serial numbers on the PCB in the tray.

The QR code with the product number (left) has no special format. However, the QR code with serial numbers (right) must be formatted in such a way that the serial numbers are consecutively separated by a semicolon as a delimiter.

This ensures that the data can be processed on our handheld scanners in the incoming goods department.

Enclosed as example:



9 PRODUCT-SPECIFIC PACKAGING REGULATION/SPECIFICATION

The packaging instructions for the desired item are described here.