

<b>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</b>		
<b>- External Document -</b>		
	PDM Name 2-00473401	Rev. E

## Shipping Instruction

General remark:

This Instruction describes the general procedures, specifications and requirements to be applied and used for deliveries made by suppliers of Voith Hydro GmbH & Co. KG.

These Instructions are a contractual part of the referring Purchase Order between Supplier and Voith Hydro GmbH & Co. KG.

These General Instructions can be complemented by project specific requirements as mentioned in the individual Purchase Order.

Rev. Index	Page N°	Description	Executed by:	Approved by:	Date:
<b>A</b>	3	Supl. picture	HWK	Blu	2010-03-16
<b>B</b>		General Design Revisions	HWK	Blu	2010-05-04
<b>C</b>	3	Text of marking - Missing Mat-no.	FWa	HWK	2010-05-28
<b>D</b>	all	Mainly formal corrections	JB	HWK	2011-05-23
<b>E</b>	3	Amendment in section1	JBu	HWK	2013-01-23

Execution OU:	Executed by:		Checked by:		Approved by:		Date:
VHH	Name	Sign.	Name	Sign.	Name	Sign.	Issue Date
	HWK		SM		LM		2010-02-16

<b>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</b>		
<b>- External Document -</b>		
	PDM Name 2-00473401	Rev. E

## Content

1. PACKING	3
2. MARKING	3
3. LANGUAGE	4
4. DOCUMENT SUBMITTALS	4
4.1 Pre-Notice	4
4.2 Packing Report	5
4.3 Delivery Note – “Ready for Dispatch” & Packing List	5
4.4 + 4.5 IATA/DGR/IMO Declaration - MSDS	5
4.6, 4.7, 4.8 Export Documents	6
5. CONTACTS	7
6. DOCUMENT OVERVIEW	8
ANNEX 1 - SAMPLE FOR PACKING LIST	9
ANNEX 2 - SHIPPERS DECLARATION FOR DANGEROUS GOODS	10

Execution OU:	Executed by:		Checked by:		Approved by:		Date:
VHH	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	Issue Date 2010-02-16

<h2>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</h2> <p>- External Document -</p>			PDM Name	Rev.
			2-00473401	E

## 1. Packing

The SUPPLIER shall wrap, pack and crate all equipment included in the work, or part thereof as described in the General preservation and packing instruction, ID No. 2-00471646 (PHBM\_PPD08-1801\_IPS\_Preservation and Packing Base Instructions), made available with the Purchase Order.

For identification, allocation and separate handling of the corresponding machine unit and subsystem, each WBS-Element must be packed separately.

If it seems to be appropriate to pack different WBS-Elements in one transport package, the SUPPLIER shall ask for approval.

*This instruction can be complemented by additional or contrary advices in the corresponding Purchase Order.*

## 2. Marking

Depending on the kind of packing, the marking of the individual good or its packing shall contain at least the Purchase Order number and position/item as well as the WBS-Element number and the Material-number.

All mentioned in the Purchase Order.

**Purchase order 4500422360**  
**4011 / H60**

Item	Quantity	UM	Voith Mat.-No.	Delivery Date	Price	PU	Net Value.
10	12	PC	600.093657	2011-05-30		1 PC	
WBS element: 2-000888-01-GSV056785							

In case the engineering and the part list is in the scope of the SUPPLIER, an additional reference to the SUPPLIER's part list shall be given on the marking.

The exact shipping marks of the packages will be submitted from Voith Hydro GmbH & Co. KG to the SUPPLIER upon submission of the readiness of dispatch note and the final packing list.

Execution OU: VHH	Executed by:		Checked by:		Approved by:		Date:
	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	Issue Date 2010-02-16

<b>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</b>		
<b>- External Document -</b>		
	<b>PDM Name</b> 2-00473401	<b>Rev.</b> E

### 3. Language

The language of documents, labels, markings issued or filled out by the SUPPLIER shall be English.

### 4. Document Submittals

Following documents are requested to be sent by the SUPPLIER to the Voith Hydro GmbH & Co. KG in advance of the shipment at the dates shown in the timetable.

The complete and punctual submittal of these documents is mandatory for a safe and timely planning of the shipment.

Delay in shipment due to late or wrong submittal of the documents below, are to be accused to the SUPPLIER.

Such documents must have a document number, issue date and revision status.

Form templates to be used are available as download.  
Link is given in Purchase Order.

The consecutive numbering follows the numbering in section 6

#### 4.1 Pre-Notice

Due date: 28 calendar days prior to the stipulated delivery date. For marine transport and oversized cargo.

Includes: shipment date and Packing list

<b>Execution OU:</b> VHH	<b>Executed by:</b>		<b>Checked by:</b>		<b>Approved by:</b>		<b>Date:</b>
	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	<b>Issue Date</b> 2010-02-16

<b>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</b>		
<b>- External Document -</b>		PDM Name 2-00473401
		Rev. E

If detailed engineering is performed by the SUPPLIER, Voith Hydro GmbH & Co. KG has to be notified about shipment of dangerous goods.

To be sent to:  
Purchasing Department and Shipping Department

If any relevant data of the Pre-Notice changes (e.g. dates or dimensions or weights), Voith Hydro GmbH & Co. KG has to be notified immediately.

## 4.2 Packing Report

Due date: 7 calendar days prior to the stipulated delivery date

If explicitly requested in Purchase Order.

To be sent to:  
Purchasing Department and Shipping Department.

## 4.3 Delivery Note – “Ready for Dispatch” & Packing List

### final readiness of dispatch note

Due date: 2 calendar days prior to the stipulated delivery date

Includes: Shipment date and Package- and Packing list and has to be sent to the Shipping Department and Purchasing Department.

### REMARK

A copy of the final Packing List shall be affixed in a waterproof envelope outside the package and another copy inside each package

## 4.4 + 4.5 IATA/DGR/IMO Declaration - MSDS

The SUPPLIER has to ensure that the following documents for Dangerous Goods are timely issued, 1 day prior to the stipulated delivery date.

Execution OU: VHH	<b>Executed by:</b>		<b>Checked by:</b>		<b>Approved by:</b>		<b>Date:</b>
	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	<b>Issue Date</b> 2010-02-16

<b>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</b>		
<b>- External Document -</b>		PDM Name 2-00473401
		Rev. E

- IATA / DGR-Certificate (for airfreight)
- IMO-Declaration (for sea freight)
- Transport Emergency Card
- Material Safety Data Sheet (MSDS)

The list of required documents can be complemented by additional or contrary advices in the corresponding Purchase Order.

#### 4.6, 4.7, 4.8 Export Documents

Due date: at the stipulated delivery date

The SUPPLIER must obtain at his own risk and expense any export licence or other official authorization and carry out where applicable, all customs formalities necessary for the export of the goods.

The SUPPLIER shall further ensure that he requests at his own risk and expense of the Project Forwarder of Voith Hydro GmbH & Co. KG the required proof of export as per applied INCOTERMS.

- Certificate of Origin / Commercial Invoice (certified by Chamber of Commerce)
- Certificate of Origin / Proforma Invoice  
A fax-copy of the Certificate of Origin and Proforma Invoice have to be faxed / scanned in advance to our Shipping department.

After approval of correct document, Original Certificate of Origin and Proforma Invoice have to be mailed by DHL or other Courier Service to the Shipping Department of Voith Hydro GmbH & Co. KG, 1 day prior to the stipulated delivery date.

The Certificate of Origin has to be certified by the Chamber of Commerce.

Package numbers, weights and designations have to be exactly in accordance with the details on the Packing List.

Execution OU: VHH	<b>Executed by:</b>		<b>Checked by:</b>		<b>Approved by:</b>		<b>Date:</b>
	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	<b>Issue Date</b> 2010-02-16

<b>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</b>		
<b>- External Document -</b>		
	<b>PDM Name</b> 2-00473401	<b>Rev.</b> E

## 5. Contacts

Shipping Department:

Voith Hydro GmbH & Co. KG  
 Department wt3, Mr. Pfeuffer  
 Alexanderstraße 11  
 89522 Heidenheim  
 Germany

Stephan.Pfeuffer@Voith.com

Purchasing Department:

Voith Hydro GmbH & Co. KG  
 Department wp, (buyer mentioned in Purchase Order)  
 Alexanderstraße 11  
 89522 Heidenheim  
 Germany

<b>Execution OU:</b> VHH	<b>Executed by:</b>		<b>Checked by:</b>		<b>Approved by:</b>		<b>Date:</b>
	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	<b>Issue Date</b> 2010-02-16

<h2>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</h2> <p>- External Document -</p>		PDM Name	Rev.
		2-00473401	E

## 6. Document Overview

No.	What document?	When? (before shipment)	In which form ?	to whom ?	Remarks
4.1	Pre-Notice	-28 days	xls file by e-mail	Purchasing Department Logistic Department	
4.2	Packing Report	-7 days (prior packing)	xls file by e-mail	Logistic Department Purchasing Department	Incl. Pictures.
4.3	Delivery Note "Ready for Dispatch" incl. Packing List	-2 day	xls file by e-mail	Logistic Department Purchasing Department	
4.4	IATA/DGR/IMO - Declaration	-1 day	<ul style="list-style-type: none"> <li>Copy by fax or e-mail (scanned) in advance</li> <li>Original to be handed over to the carrier collecting the goods</li> </ul>	Logistic Department  VOITH Hydro's selected freight forwarder	
4.5	MSDS (Material Safety Data Sheet)	-1 day	By fax or e-mail (scanned)	Logistic Department	
4.6	Certificate of Origin & Proforma-Invoice	-1 day	<ul style="list-style-type: none"> <li>Copy by fax or e-mail (scanned) in advance</li> <li>Original by Courier</li> </ul>	Logistic Department	
4.7	Invoice certified by Chamber of Commerce	-1 day	Original by Courier	Logistic Department	
4.8	Export formalities / declaration	Delivery date	Original to be handed over to the carrier collecting the goods	VOITH Hydro's selected freight forwarder	

Execution OU: VHH	Executed by:		Checked by:		Approved by:		Date:
	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	Issue Date 2010-02-16

<h2 style="margin: 0;">General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</h2> <p style="margin: 0;">- External Document -</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> <b>PDM Name</b>  <span style="color: blue; font-weight: bold;">2-00473401</span> </td> <td style="width: 30%; padding: 5px;"> <b>Rev.</b>  <span style="font-weight: bold;">E</span> </td> </tr> </table>	<b>PDM Name</b> <span style="color: blue; font-weight: bold;">2-00473401</span>	<b>Rev.</b> <span style="font-weight: bold;">E</span>
<b>PDM Name</b> <span style="color: blue; font-weight: bold;">2-00473401</span>	<b>Rev.</b> <span style="font-weight: bold;">E</span>		

### Annex 1 - Sample for Packing List

<b>VOITH</b>	Voith Hydro																																																																																																																																																																																																						
<b>Packing list</b>	Shipment No.: Cover Sheet																																																																																																																																																																																																						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                 VHH Order No. _____                  Commercial Invoice No. _____                  Customer _____             </td> <td style="width: 50%; border: none;">                 Date: _____                  2,0 Number of packages:                  100,0 Total Gross Weight, kg                  2,000 Total Volume in m<sup>3</sup> </td> </tr> </table>		VHH Order No. _____ Commercial Invoice No. _____ Customer _____	Date: _____ 2,0 Number of packages: 100,0 Total Gross Weight, kg 2,000 Total Volume in m <sup>3</sup>																																																																																																																																																																																																				
VHH Order No. _____ Commercial Invoice No. _____ Customer _____	Date: _____ 2,0 Number of packages: 100,0 Total Gross Weight, kg 2,000 Total Volume in m <sup>3</sup>																																																																																																																																																																																																						
Remarks: For each Package: 1 Packing Number! Declaration of all loose Parts!																																																																																																																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Packing No.</th> <th>Order Position Number</th> <th>Number of packages</th> <th>Kind of packing</th> <th>Weight (kg)</th> <th>Dimensions in cm</th> <th>Qty.</th> <th>Comments</th> <th>TARIC Code</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th>gross net</th> <th>Length Width Height</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td>packing</td> <td>100,0</td> <td>10 100,0 200,0</td> <td>100,0</td> <td>2,0</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>2</b></td> <td></td> <td><b>100,000</b></td> <td><b>1,000</b></td> <td><b>2,000</b></td> <td></td> <td></td> </tr> </tbody> </table>		Packing No.	Order Position Number	Number of packages	Kind of packing	Weight (kg)	Dimensions in cm	Qty.	Comments	TARIC Code					gross net	Length Width Height				1		1	packing	100,0	10 100,0 200,0	100,0	2,0		2									3									4									5									6									7									8									9									10									11									12									13									14									15									16									17									18									19									<b>Total</b>		<b>2</b>		<b>100,000</b>	<b>1,000</b>	<b>2,000</b>		
Packing No.	Order Position Number	Number of packages	Kind of packing	Weight (kg)	Dimensions in cm	Qty.	Comments	TARIC Code																																																																																																																																																																																															
				gross net	Length Width Height																																																																																																																																																																																																		
1		1	packing	100,0	10 100,0 200,0	100,0	2,0																																																																																																																																																																																																
2																																																																																																																																																																																																							
3																																																																																																																																																																																																							
4																																																																																																																																																																																																							
5																																																																																																																																																																																																							
6																																																																																																																																																																																																							
7																																																																																																																																																																																																							
8																																																																																																																																																																																																							
9																																																																																																																																																																																																							
10																																																																																																																																																																																																							
11																																																																																																																																																																																																							
12																																																																																																																																																																																																							
13																																																																																																																																																																																																							
14																																																																																																																																																																																																							
15																																																																																																																																																																																																							
16																																																																																																																																																																																																							
17																																																																																																																																																																																																							
18																																																																																																																																																																																																							
19																																																																																																																																																																																																							
<b>Total</b>		<b>2</b>		<b>100,000</b>	<b>1,000</b>	<b>2,000</b>																																																																																																																																																																																																	

<b>VOITH</b>	Voith Hydro																																																
<b>Packing list</b>	Shipment No.:																																																
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                 Customer _____             </td> <td style="width: 50%; border: none;">                 Date: _____                  [1] EC common list of dangerous goods:                  [2] Export Control Classification Number                  [3] Non-EC registers applicable for Harmonized System Code, 4 character                  [4] if registered, certified by a Chamber of Commerce                  [5] "Y" please attach sub-supplier's declaration as possible preference             </td> </tr> </table>		Customer _____	Date: _____ [1] EC common list of dangerous goods: [2] Export Control Classification Number [3] Non-EC registers applicable for Harmonized System Code, 4 character [4] if registered, certified by a Chamber of Commerce [5] "Y" please attach sub-supplier's declaration as possible preference																																														
Customer _____	Date: _____ [1] EC common list of dangerous goods: [2] Export Control Classification Number [3] Non-EC registers applicable for Harmonized System Code, 4 character [4] if registered, certified by a Chamber of Commerce [5] "Y" please attach sub-supplier's declaration as possible preference																																																
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Packing No.</th> <th>Order Position Number</th> <th>Voith Mat. No.</th> <th>Drawing Number</th> <th>Drawing Item number</th> <th>PIP Element (VHS Element)</th> <th>Qty.</th> <th>UN-Number</th> <th>Packing Group</th> <th>Hazard Indicator</th> <th>Comments</th> <th>Non-specific export control classification</th> <th>Export Control Classification Number</th> <th>Country of origin</th> <th>Country of origin (TARIC Code)</th> <th>Preference level (WFO)</th> </tr> <tr> <th></th> <th>EC Common List of Dangerous Goods</th> <th>UN Register</th> <th>HS Code</th> <th>TARIC Code</th> <th>WFO</th> </tr> </thead> <tbody> <tr> <td>000001</td> <td></td> </tr> </tbody> </table>		Packing No.	Order Position Number	Voith Mat. No.	Drawing Number	Drawing Item number	PIP Element (VHS Element)	Qty.	UN-Number	Packing Group	Hazard Indicator	Comments	Non-specific export control classification	Export Control Classification Number	Country of origin	Country of origin (TARIC Code)	Preference level (WFO)												EC Common List of Dangerous Goods	UN Register	HS Code	TARIC Code	WFO	000001															
Packing No.	Order Position Number	Voith Mat. No.	Drawing Number	Drawing Item number	PIP Element (VHS Element)	Qty.	UN-Number	Packing Group	Hazard Indicator	Comments	Non-specific export control classification	Export Control Classification Number	Country of origin	Country of origin (TARIC Code)	Preference level (WFO)																																		
											EC Common List of Dangerous Goods	UN Register	HS Code	TARIC Code	WFO																																		
000001																																																	

<b>Execution OU:</b> VHH	<b>Executed by:</b> Name: HWK Sign.	<b>Checked by:</b> Name: SM Sign.	<b>Approved by:</b> Name: LM Sign.	<b>Date:</b> Issue Date: 2010-02-16
-----------------------------	---	---	--	--

<h2>General Shipping Instruction for Subsuppliers of Voith Hydro GmbH &amp; Co. KG</h2> <p>- External Document -</p>		PDM Name <b>2-00473401</b>	Rev. <b>E</b>

### Annex 2 - Shippers declaration for dangerous goods

SHIPPER'S DECLARATION FOR DANGEROUS GOODS							
Shipper				Air Waybill No.			
				Page      of      Pages			
				Shipper's Reference Number <i>(optional)</i>			
Consignee							
<i>Two completed and signed copies of this Declaration must be handed to the operator</i>							
<b>TRANSPORT DETAILS</b>				<b>WARNING</b>			
This shipment is within the limitations prescribed for <i>(delete non-applicable)</i>		Airport of Departure		Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.			
<input type="checkbox"/> PASSENGER AND CARGO AIRCRAFT <input type="checkbox"/> CARGO AIRCRAFT ONLY							
Airport of Destination				Shipment type <i>(delete non-applicable)</i>			
				<input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE			
NATURE AND QUANTITY OF DANGEROUS GOODS							
Dangerous Goods Identification					Quantity and type of packing	Packing Inst.	Authorization
Proper Shipping Name	Class or Division	UN or ID No.	Packing Group	Subsidiary Risk			
Additional Handling Information							
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.				Name / Title of Signatory			
				Place and Date			
				Signature <i>(see warning above)</i>			

Bestell-Nr. 854     WILHELM KÄHLER VERLAG  
Münster · Frankfurt/M · Hamburg · Bonn · Leipzig · Berlin    (97)

Execution OU:	Executed by:		Checked by:		Approved by:		Date:
VHH	Name HWK	Sign.	Name SM	Sign.	Name LM	Sign.	Issue Date 2010-02-16