

Conditions for Operating Instructions and Labelling (BKB)

of

Conrad Electronic SE
Klaus-Conrad-Straße 1
92240 Hirschau, Germany
-nachfolgend "Conrad" genannt

towards

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.....
.....

-hereinafter referred to as the "Supplier"-

Supplier number:

1. Guidelines for operating instructions

Our experience so far has shown us that each company sets different standards for their operating instructions with regard to how they look, how they are set up, what design elements they contain, what languages they are in and what structural system they use, etc.

Meanwhile, however, operating instructions have become an important component of a product, for one thing from a legal point of view (product liability) in order to avoid returns, and not least from the point of view of company policy (representation of corporate image).

- In the mail order business particularly, operating instructions are what connect the manufacturer with the customer.
- Operating instructions serve as a tool for reducing customer complaints, for example.
- Operating instructions are the prerequisite for the use of CE marking in accordance with Directive (EC) 90/683/EEC (and supplements).
- Operating instructions are to be geared towards the different uses/applications of the individual products.
- The way they are presented must correspond to the knowledge and skills of the prospective user.
- The legislation regarding the law of contract and regarding product liability requires state-of-the-art user information (operating instructions).
- Only products which include operating instructions in the language of a particular country may also be sold in that country.

Complete and appropriate user information is therefore a necessary component of the performance of the manufacturer/supplier.

We require all available operating instructions for each article as PDF files. Please send the PDF files together with the rest of the product information to the Conrad product manager / administrator who is responsible in each case.

1.1. Requirements of the operating instructions:

- If operating instructions are necessary for the article, these instructions must be included ex works.
- As the Conrad group is represented in different countries, the operating instructions should contain the following languages:

German	English	French	Dutch
Polish	Slovenian	Slovakian	Czech
Hungarian	Italian	Spanish	Swedish
Russian			

Other languages already available:

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The languages German, English, French, Dutch, Polish and Italian are obligatory unless otherwise agreed as a deviating provision of a Framework Agreement with Conrad.

2. Packing requirements:

- The article must be delivered in individual packaging.
- The sales packaging must be sealed so that it is safe to dispatch.
- All components of the contents of the packaging must be secured so that they are slip-proof.
- A colour photo of the article must be attached to the sales packaging.
- The sales packaging must bear a CE marking (if the article requires CE marking).
- The sales packaging must be marked with GTIN code 13.
- As the Conrad group is represented in different countries, the article packaging should be labelled in the following languages:

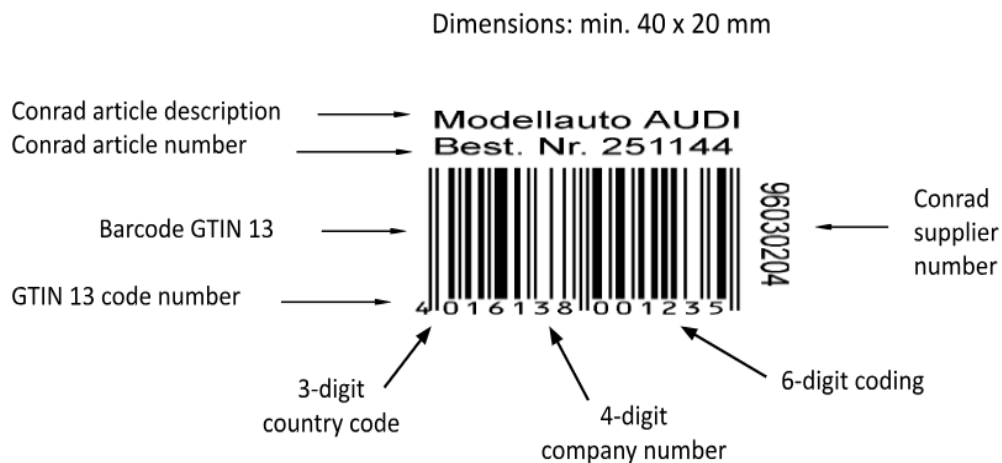
German	English	French	Dutch
Polish	Slovenian	Slovakian	Czech
Hungarian	Italian	Spanish	Swedish
Russian			

Other languages already available:

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The languages German, English, French, Dutch, Polish and Italian are obligatory unless otherwise agreed as a deviating provision of a Framework Agreement with Conrad.
After consultation with Conrad, it is also possible to deliver various language versions with the packaging.

2.1. GTIN code labelling



- No GTIN code possible as article smaller than 40 x 20 mm
- No GTIN code possible as article delivered without individual packaging
- Manufacturer's GTIN code

3. Product requirements:

- It is absolutely essential for the product to be marked with a type plate (name of manufacturer and type description).
- If necessary, the type plate must contain further markings in accordance with the CE standards required for the product.
- If necessary, the product must bear a CE marking.
- If a CE marking is necessary, a CE declaration of conformity is required for Conrad's files.
- If there is a "TÜV" [German technical inspection association]/"GS" [tested safety] marking available, the "TÜV"/"GS" documents are required for Conrad's files.
- If the article is subject to the hazardous substances ordinance, an EC safety data sheet is required for Conrad's files.
- Before the product is accepted, it is imperative for Conrad to have written information on the product regarding legal and/or technical restrictions on the sale of the product.