

In order to simplify the process of delivery by our suppliers for both sides, we summarized the essential information in this letter. If there are any obscurities, please contact us before delivery.

1.) Exchange of information

In advance of the initial order, information is shared between the supplier and the Heimatsmühle. In this context you receive from us:

- Supplier core data F134
- Contract template + attachments, e.g. our terms of delivery
- Information on social standards for suppliers (I43)

In case of organic products: transmission of the organic certificate as well as analysis, if available.

We always contract homogenous lots in quantities of 25-100to. If delivered lots are not homogenous or consist of several parties, information has to be given to Heimatsmühle, so that the partial lots can be stored separately.

In case of no information given, we reserve the right to combine deliveries of the same supplier on the same contract in one silo.

2.) Delivery documents and accompanying documents

With the delivery we receive complete and legible accompanying documents such as delivery note, CMR,.... For organic products, we require the indication of the organic control number, as well as the country of origin of the lot, the loading berth and the silo cell.

3.) Date of delivery / transport

The dates of delivery must always be agreed in advance with the dispatcher Mr. Rehlen. Only clean and for food transport approved vehicles are used. The last three preliminary cargos as well as cleaning certificates have to be indicated.

4.) Quality inspection by supplier

It must be ensured that the traceability of every lot is given. We expect a documentation review from our supplier before delivery to us. In addition, an analytical review including sensory evaluation as well as the control of the organic status of the batch should be performed. Concerning the securing of the suppliers, a risk-based system is implemented. If you have analysis of the delivered lot, these have to be submitted before delivery.

5.) Quality control and sampling by the „Heimatsmühle“

On delivery, a representative sample of the goods is taken from the truck by our receiving department in presence of the truck driver. This sample is analysed prior to discharge for sensory and quality parameters. In addition external investigations of the sample taken on the truck on contaminants and pesticides etc. are performed in an external accredited lab. In order to reduce the analysis effort, the Heimatsmühle can form mixed samples, of which, in case of a positive results on pollutants individual analysis of every single batch can be performed. In conventional lots 2 samples (supplier + Heimatsmühle) and in organic lots 3 samples (Supplier + Heimatsmühle + external lab) are taken. In case of differences in quality, the seller and buyer must come to an agreement in which accredited specialised lab the sealed delivery sample has to be analysed.

6.) Storing

If no deviations in the sensory examination of the taken sample and in using the rapid tests were detected, the unloading and storing takes place. For organic products the lots per supplier are stored in separate silo cells until the results of external analysis are available. In this context lot of the same supplier can be combined in one silo cell up to 100to. It is agreed that also grain, which was uploaded in a separate silo cell for a better sampling, in case of refusal can be loaded on the truck of the supplier again.

7.) Release of the lots

As soon as the external analysis is available and the goods are in accordance to the contract, the goods are released and the transmission of the bill takes place.

8.) Complaints

In case of non-conformity to the contract, a prompt complaint is made. For a quick transaction a prompt communication by telephone is necessary. The aim is to decide within max. five days, if the goods are accepted or if the goods are picked up again. For this reason, please convey contact person with telephone number (fixed line + mobile) and e-mail-address to us. Therefore we implemented the following procedure. Information on the case of complaint is given to the supplier and a quick agreement. Within 24 hours a decision on the further procedure is made. In case of quality problems a further analysis is performed by a sworn lab with expertise in grains if desired. In case of pollutant problems a accredited lab with expertise in pollutants is chosen for further analysis. The supplier is welcome to analyse the sealed unloading sample, which was given to the carrier at delivery. If complaint are confirmed, the good has to be picked up quickly (within 2-4days) with a suitable vehicle. In this case the supplier has to assume the costs which were originated of storing and analytical securing for the Heimatsmühle. If the finding is not confirmed, the complaint is folded and the payment on time is instigated. Please be advised that complaints cause a considerable effort, therefore please query well-known salience of the good in advance and perform self-monitoring of the good. In case of the augmented residues in organic lots, the control body is informed in consultation with the supplier.

9.) General terms and conditions + Standard conditions of grain trade (Einheitsbedingungen des Getreidehandels)

The supplier commits to conclude a business liability insurance with an adequate coverage for personal and material damage. Due to our operational requirements the following issues are alien respectively additional regulated from the Standard conditions of grain trade (Einheitsbedingungen des Getreidehandels).

§32 Obligation of examination and obligation to give notice of defects

The payment of the goods remains suspended until the entire clarification of the issue.

§33 Analysis, Post-analysis

The post-analysis is performed by an accredited laboratory after agreement.

§36 Claims in case of deficiencies

In case of substitute deliveries the date has to be agreed with the buyer.

Additional Terms for the trading with organic grain:

§2 Status / properties of the goods

Concerning the maximum value of pesticides, the BNN- orientation values apply

§ 4 Sampling and analysis

Heimatsmühle reserves the right to combine lots

Appendix 1

The analysis is carried out according to the analysis plan of the Heimatsmühle, which is communicated in advance at request of the supplier.

10.) General product specifications

Bread grain in food quality for food consumption, good, healthy, cleaned, dry (stable for storage) commodity free of living and dead pests. The commodity has to fulfil prevailing law. If the goods have been dried, flawless and proofed drying equipment has to be used and existing maximum values e.g. dioxin and similar substances have to be satisfied. The goods are **not** genetically modified (GMO) and genetically modified products are grown, stored or processed by producers and processors. Only approved varieties are used. Spelt varieties with increased wheat crossing are excluded. **The goods does not originate from fields fertilized with sewage sludge.**

The grain is largely free of fusarium. In case of critical harvesting conditions, an optical Fusarium content of max. 1 % is accepted. For ergot there is the guideline of max. 0.05%. Regarding mycotoxins the legal requirements have to be observed.

11.) Cooperation

We desire a fair long-term cooperation with mutual benefit. We expect that our suppliers comply with our social standards. We kindly assist you with questions related to quality assurance.

Our contact persons::

| | Name | Tel. | Fax. -10 | Email |
|--------------------|------------------|---------------|----------|--|
| Purchase | Herr Rehlen | 07361 9151-27 | | f.rehlen@heimatsmuehle.com |
| Purchase | Frau Simon | 07361 9151-21 | | d.simon@heimatsmuehle.com |
| Quality Assurance | Frau Rölle | 07361 9151-73 | | gm@heimatsmuehle.com |
| Executive director | Herr Ladenburger | 07361 9151-51 | | fxl@heimatsmuehle.com |