

# Willkommen in der Bizerba Open World

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2016



## Logistikvorschrift

**Revision status:** 10/7/2016

**Version:** 02

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- This copy is subject to the updating service
- Information copy

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Attachments:

- Attachment 1: Application for technical change
- Attachment 2: Request for special release
- Attachment 3: Ordering of Bizerba containers
- Attachment 4: Packaging data sheet
- Attachment 5: Ready for dispatch message**

## 1 Scope

These logistics regulations are binding for all suppliers and all Bizerba departments which are responsible for in-house movement of goods and factory transport in Balingen, Meßkirch and Hildesheim. Applicable special agreements continue to be valid and have priority over this regulation.

**These logistics regulations shall not release the supplier from currently valid legal regulations.**

## 2 Goal of logistics regulations

The goal of these logistics regulations is to describe an optimal flow of goods between all interest groups involved.

Interest groups are all suppliers and the previously mentioned Bizerba locations and areas.

Specifications concerning product protection, cleanliness, packaging, article description and supporting documents are made.

All documents are to be prepared in German and/or English.

If legal requirements (e.g. customs regulations) require a different language, an English or German translation must be added.

### 3 Assigning a carrier

#### 3.1 Shipping instructions / routing order

**Shipping instructions for shipments to Bizerba SE & Co. KG when Bizerba has to pay the freight.**

**From now on** all shipments should be made based on the following criteria if Bizerba SE & Co. KG is responsible for paying the freight:

CEP	Shipments of up to 29.9 kg	Please notify UPS. Tel.: 01806 882 663; UPS customer no.: 63A118
Piece goods; partial and complete loads	Shipments from German delivery sites and from overseas to Germany	Please notify Dachser SE, D- Rottenburg via e-mail: <a href="mailto:beschaffung.rottenburg@dachser.com">beschaffung.rottenburg@dachser.com</a>
Airfreight shipments	Shipments from foreign delivery sites to Germany	Please notify O.T.S. Astracon, D- Ostfildern with the mandatory template to be sent to the following e-mail: <a href="mailto:info@astracon.de">info@astracon.de</a> .
Sea freight shipments	Shipments from foreign delivery sites to Germany	Please notify O.T.S. Astracon, D- Bremen with the mandatory template to be sent to the following e-mail: <a href="mailto:info@bre.astracon.de">info@bre.astracon.de</a> .
Time-critical shipments	If above service providers cannot meet the specified delivery deadlines	Please contact the contact person mentioned in the order.

**Shipping notice (attachment 5) must be reported 2 workdays before shipment is ready at the latest! As a reference, please indicate our order number. Please, ALWAYS use the existing e-mail addresses and the template for registration.**

This regulation applies to all orders for which Bizerba SE & Co. KG has to pay the freight. Should you commission carriers other than specified for these orders, we will not bear the shipping costs!

## 4 Supporting documentation

### 4.1 Delivery note and marking

The delivery note must at least include a Bizerba order number, order item, article name with Bizerba article number and supplied quantity.

Each delivery must include a delivery note. Due to our logistics processes we cannot accept delivery notes with more than one order.

If Bizerba stipulates the use of exchangeable Bizerba containers as a packaging, they must be added to the delivery note as an additional item per order including article number and quantity of the packaging.

Packaging related particularities such as off-center load or missing / limited stackability are to be indicated.

If the supplier is able to generate a VDA label as goods labeling, this is to be used. As an alternative, this information can be additionally printed as a barcode on the delivery note. The type of barcode must be coordinated in advance with Bizerba.

### 4.2 Bill of lading

For the processing of import transactions, the following is required besides delivery note and consignment note (CMR, air waybill, bill of lading):

- Commercial invoice
- Customs tariff number (HS code)
- Order number
- Invoice number and invoice date
- Addresses of vendor, buyer and goods recipient
- Carrier
- Incoterm
- Payment conditions
- Material number and material description from Bizerba
- Origin specification
- Quantity
- Unit price and total price
- Net weight and gross weight
- Type and number of packages

Preference certificates

- Movement certificate EUR.1
- Movement certificate EUR-MED
- Movement certificate certificate of origin form A
- Movement certificate A.TR. (also in simplified procedure by an approved exporter)

Or preference certificates (approved exporter)

- Declaration of origin on the invoice
- Declaration of origin on the invoice EUR-MED

#### 4.3 Returned goods from claims

In the event of a goods return due to a claim, the Bizerba number of the "Delivery note with inspection report" must be indicated on the delivery note of the supplier.

#### 4.4 Delivery of initial sample parts

Here, the individual requirements of the relevant initial sample order must be observed. Information on contact persons or recipients with indication of the department description at Bizerba must be observed as well.

## 5 Packaging

For the packaging and product protection there are **two** fundamental cases in terms of packaging regulations.

1. **Packaging design by supplier** as per 5.1
2. **Packaging design by Bizerba** as per 5.2.

### 5.1 Packaging design by supplier

Packaging and product protection are to be carried out by considering the following sections:

**5.4 General requirements on packaging**

**6.0 General requirements on the products**

**7.0 Product protection**

### 5.2 Packaging design by Bizerba

If Bizerba notices that a special requirement concerning the packaging is needed, the supplier will be provided with a packaging data sheet (see attachment 4).

If the supplier notices that special packaging is needed, this can be communicated by means of the "Request for technical change", attachment 1.

This form is also available for download from the Bizerba homepage in the supplier section. This form is to be submitted with a suggestion including pictures and a description.

The packaging is valid across revision indexes until revoked.

The supplier can procure specific packaging materials from a packaging material manufacturer. Bizerba can provide names of suitable manufacturers upon request.

### 5.3 Alternative packagings

If the supplier is unable to deliver the goods in the defined packaging as per item 5.2, Bizerba must be informed in due time prior to delivery by means of a "Request for special release" (attachment 2).

This form is also available for download from the Bizerba homepage in the supplier section.

If the defined packaging is not used, Bizerba reserves the right to invoice the supplier for relevant handling and repackaging costs.

The supplier is liable for any reduction on quality which may result from inadequate or soiled packaging.

#### 5.4 General requirements on packaging

Generally, if possible, the Bizerba containers T000T900402 600x400x120 and T000T900422 400x300x120 should be used as standard packaging.

When using cardboard packaging, it must be stable enough to ensure safe storage and individual removal of products after having removed any transport locks. Furthermore it must be possible to place the cartons in an exchangeable Bizerba container (see above) without protruding.

The net weight of an individual packaging must not exceed a total weight of 15 kg. Load carrier and packages having a total weight of more than 15 kg must be accessible by means of a forklift (ground clearance at least 100 mm). Individual packagings must be stable enough for stacking.

Products and individual packagings must not protrude towards the top or over the load carrier. In case of lateral protrusion bumper buffers have to be installed. Large products must be delivered on suitable transport cradles. If these cradles should be returned to the supplier they must be clearly marked as supplier owned material. The supplier periodically picks up these cradles.

Suitable containers are to be used for the transport of fragile or sensitive products whereas the correct transport position of the products within the packaging must be observed.

Mixed shipments and collective packaging from different orders or with different revision states must not be combined.

Each material number must be packaged separately and be individually transportable. Products having a time limit concerning their use and shipments with different expiry and manufacturing dates within a packaging are not permissible.

Packages are to be combined to form a safe unit on the shipping unit and must be secured against shifting during transport. This requires the provision of suitable means for load securing (e.g. straps, lashing points).

EUR flat pallets, EUR box pallets must be in perfect condition and meet the exchange criteria of the European Pallet Association EPAL (<http://www.epal-pallets.org>).

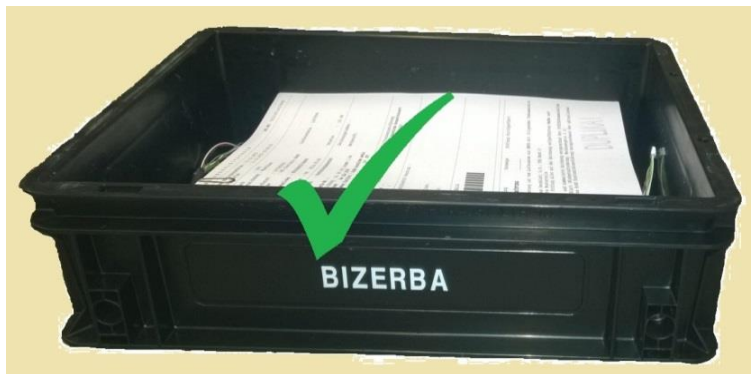
If wooden packaging is used for deliveries from non-EU countries, the requirements as per IPPC (International Plant Protection Convention) and standard ISPM (International Standards for Phytosanitary Measures) must be met.

Only undamaged packaging material must be used.

Hazardous goods must be transported in approved packaging only.

Packaging related particularities such as off-center load or missing / limited stackability are to be indicated.





## 5.5 Exchangeable Bizerba containers and reusable packaging material

If there is a possibility to use exchangeable Bizerba containers, Bizerba will inform the supplier about it. For a listing of all exchangeable Bizerba containers, please refer to attachment 3.

Exchangeable Bizerba containers are always provided in cleaned condition.

All reusable packaging materials must not be additionally labeled, laminated or used other than for their intended use or get in contact with oils and greases more than inevitable. Bizerba reserves the right to invoice suppliers for cleaning costs which might occur if they do not meet these requirements.

Reusable packaging material which is labeled, laminated or which cannot be cleaned any more must not be put into circulation. **Further retention must be coordinated with Bizerba.**

For supplier owned reusable packaging material, cleaning may have to be carried out by the supplier as needed.

## 5.6 Requesting exchangeable Bizerba containers

Suppliers having an agreement concerning the use of exchangeable Bizerba containers can request exchangeable Bizerba containers by means of an order form (as per attachment 3).

This order form is also available for download from the Bizerba homepage in the supplier section.

The timely procurement of exchangeable Bizerba containers is the responsibility of the supplier. Exchangeable Bizerba containers must be ordered from Bizerba at least 5-10 working days in advance, otherwise, a timely provision cannot be guaranteed.

The exchangeable Bizerba container will be provided within the next 5 working days. Costs resulting from an express delivery required due to reasons for which the supplier is responsible are the responsibility of the supplier.

## 5.7 Disposal of packagings

Disposable packaging is to be reduced to a minimum in terms of weight and volume. Packaging and labels should be environmentally friendly and recyclable.

Auxiliary packaging material such as iron clamps, nails in wood or screws should be reduced to a minimum as long as the stability of the packaging is not impacted.

Exchangeable Bizerba containers which no longer meet the requirements can only be disposed in coordination with Bizerba.

## 6 General requirements on the products

All surfaces, openings, threads and bore holes must be free of chips, oils, lubricants and passivation residues (observe drawing details).

Products and packagings must not be soiled with lubricants or preservatives if not expressly stated in the production documents or if required due to the surface characteristics of the parts as a precautionary corrosion prevention.

Machined or coated surfaces must be free of damages/scratches (visual inspection).

## **7 Product protection**

All products must be packaged in such a way that they are suitable for the relevant transportation type and protected from:

- Soiling
- Damage
- Electronic products are to be protected from static charge (ESD)
- Corrosion

Products which could corrode during transport or storage are to be protected by the supplier by suitable corrosion protection procedures which are to be coordinated with Bizerba.

In the sense of corrosion resistance, contacts with black steels, non-precious steels and their dusts are to be avoided in the entire logistics chain (homogeneous production).

Exceptions are only possible in coordination with Bizerba and are to be documented in the packaging data sheet.

When using corrosion protection procedures, legal requirements are to be met.

**8 Opening hours goods receiving**

Goods receiving is staffed on weekdays at the following times:

**Balingen:**

Monday - Friday

7:15 – 12:00 + 12:30 – 16:00

**Meßkirch:**

Monday - Friday

07:30 – 12:00 + 12:30 – 15:30

**Hildesheim:**

Monday - Thursday

07:00 – 12:00 + 13:00 – 16:00

Friday

07:00 – 12:00 + 13:00 – 15:00

**Service Balingen:**

Monday - Friday

07:30 – 16:00

Outside the above times delivery is only possible after consultation.



**This attachment 2 is only a sample  
Please, use original from the homepage**

<b>Request for special release / Antrag auf Sonderfreigabe</b>		<b>BIZERBA</b>
Please fill out the PDF electronically and submit it via e-mail to <a href="mailto:support-gs@bizerba.com">support-gs@bizerba.com</a> . / Dieses PDF bitte elektronisch ausfüllen und per E-Mail an <a href="mailto:support-gs@bizerba.com">support-gs@bizerba.com</a> senden.		
Address supplier: / <i>Anschrift Lieferant:</i>	Specification of order: / <i>Angaben zur Bestellung:</i>	
	Material text: / <i>Materialtext:</i> _____ Material No.: _____ / <i>Materialnummer:</i> _____ Revision status/ index: / <i>Änderungsstand/ -index:</i> _____ Order No.: _____ / <i>Bestellnummer:</i> _____ Number of ordered parts: / <i>Bestellmenge:</i> _____	
Email: / <i>Email:</i> _____		
Detailed description of deviation: (attach pictures, if available) / <i>Detaillierte Beschreibung der Abweichung: (ggf. Bild als Anlage beifügen)</i>		Affected quantity: / <i>Betroffene Menge:</i> _____
Cause of deviation: / <i>Ursache der Abweichung:</i>		
Preventive measures taken: / <i>Getroffene Vermeidungsmaßnahmen:</i>		
Information on applicant: / <i>Angaben zum Antragsteller:</i>		
Date/ Datum	Name / Name	Function / Funktion
_____	_____	_____
<p><b>Note:</b> If the request is granted, all shipments and packaging units of the affected material must be clearly identified and labeled as "Special release" prior to being shipped. This identification / label must be attached to each package. The material itself must not be labeled. <b>This form must be enclosed with each shipment!</b>                  / <b>Hinweis:</b> Wenn der Anfrage stattgegeben wurde sind alle Lieferungen und Verpackungseinheiten des betroffenen Materials vor Lieferung eindeutig mit „Sonderfreigabe“ zu kennzeichnen. Die Kennzeichnung muss auf jeder Verpackung erkennbar sein und darf keinesfalls auf dem Material selbst erfolgen. Dieses Formblatt muss jeder Lieferung beiliegen!</p>		
<b>Decision by Bizerba / Entscheidung von Bizerba</b>		<b>Ref. No.:</b>
<input type="checkbox"/> Release / <i>Freigabe</i>		<input type="checkbox"/> Rejected / <i>Abgelehnt</i>
<input type="checkbox"/> Conditional approval / <i>Freigabe mit Auflagen</i>		
<input type="checkbox"/> Until / <i>Bis</i> _____ <input type="checkbox"/> Quantity / <i>Menge</i> _____ <input type="checkbox"/> 8D-Report from supplier / <i>8D-Report vom Lieferanten</i>		
Conditions or reasons in case of rejection: / <i>Auflagen oder Begründung bei Ablehnung:</i>		
Date / Datum		Name / Name
_____		_____
created: M. Mader 11/10/2014	checked: J. Fiehn 11/11/2014	approved: T. Plocher 11/11/2014
Doc.-No.: 25-601-05-09		Page 1 of 1

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**Absender/Anforderer**

(Bitte komplette Anschrift mit Telefonnummer und Ansprechpartner)


**Bitte per Fax oder E-Mail an:**


Bizerba GmbH & Co. KG  
72336 Balingen

Fax (07433) 12-52854  
E-Mail [Tauschbehälter@bizerba.com](mailto:Tauschbehälter@bizerba.com)

**Bestellung von Bizerba-Behältern**

(bitte bei Bedarfs-Menge die Anzahl bei den benötigten Größen eintragen)

 <b>Bizerba-Behälter nicht leitfähig</b>						
Menge		Typ				(bei Bedarf)
	T000T900212	EN2	600	400	78	
	T000T900217	EN3	600	400	120	
	T000T900218	EN4	600	400	220	
	T000T900213	EN5	600	400	320	
	T000T900214	EN6	600	400	420	
	T000T900219	EN1	400	300	120	

 <b>Bizerba-Behälter leitfähig</b>						
Bedarfs-Menge	Behälter-Nr.	LE-Typ	Länge	Breite	Höhe	Einsatz-Nr. (bei Bedarf)
	T000T900401	EL1	600	400	78	
	T000T900402	EL2	600	400	120	
	T000T900403	EL3	600	400	170	
	T000T900404	EL4	600	400	220	
	T000T900405	EL5	600	400	320	
	T000T900406	EL6	600	400	420	
	T000T900422	EL7	400	300	120	

**Sonstiges**

(u. a. Lieferanten-spezifische Gebinde)

Bedarfs-Menge	Behälter-Nr.	Bezeichnung
	T000T900005	Gitterkorb 1200x800x825
	T000T900010	Bahngitterkorb 1200x800x970
	T000T900110	Kunststoff-Wanne 1200x800x805
	T000T900501	Europalette (Holz)
	65454905000	Behälter mit Einsatz für Tastatur GLM-E (Fa. <u>Schurter</u> )

**Bitte beachten:**

Elektronische Artikel, bei denen eine ESD-Empfindlichkeit gegeben ist, dürfen nur in schwarzen (leitfähigen) Behältern angeliefert werden!

This attachment 4 is only a sample  
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<b>Packaging Data Sheet/ Verpackungsdatenblatt</b>		<b>BIZERBA</b>					
Adress supplier/ Anschrift Lieferant	Reusable/ Mehrweg: <input type="checkbox"/>	Bizerba GmbH & Co. KG Wilhelm-Kraut-Straße 65 72336 Balingen Telefon: +49 (0)7433-12-0 Telefax: +49 (0)7433-12-2696					
	Disposable/ Einweg: <input type="checkbox"/>						
	Series/ Serie: <input type="checkbox"/>						
	Pre-series/ Vorserie: <input type="checkbox"/>						
	Project no./ Projekt-Nr.: <input type="text"/>						
<b>Specification of part/ Angaben zum Teil</b>							
SAP material description/ SAP Materialkurztext							
SAP material number/ SAP Materialnummer							
Weight per piece in gram (Wpp)/ Gewicht pro Stück in Gramm (GpS)							
<b>Required safety precautions/ Erforderliche Schutzmaßnahmen</b>							
	Yes/ Ja	No/ Nein					
ESD protection/ ESD Schutz	<input type="checkbox"/>	<input type="checkbox"/>					
Chemical protection/ Chemischer Schutz	<input type="checkbox"/>	<input type="checkbox"/>					
Moisture proof/ Feuchtigkeitsschutz	<input type="checkbox"/>	<input type="checkbox"/>					
Shock protection/ Stoßschutz	<input type="checkbox"/>	<input type="checkbox"/>					
Corrosion protection/ Korrosionsschutz	<input type="checkbox"/>	<input type="checkbox"/>					
Hazardous goods/ Gefahrgut	<input type="checkbox"/>	<input type="checkbox"/>					
Cleanliness requirements/ Reinheitsanforderungen	<input type="checkbox"/>	<input type="checkbox"/>					
<b>1. Specification inner carrier/ Angaben innerer Ladungsträger</b>			<b>Picture of part/ Bild vom Teil</b>				
No./ Nr.	Description/ Beschreibung	Material/ Material	Dimensions/ Abmessungen	Pieces/ Stück	Wpp/ GpS	Insert picture including safety material here/ Bild inklusive Schutzmaterial hier einfügen <u>List the safety material alongside /</u> <u>Schutzmaterial daneben auflisten</u>	
1.							
2.							
3.							
4.							
<b>2. Specification outer carrier/ Angaben äußerer Ladungsträger</b>			<b>Picture outer carrier/ Bild äuß. Ladungstr.</b>				
No./ Nr.	Description/ Beschreibung	Material/ Material	Dimensions/ Abmessungen	Pieces/ Stück	Wpp/ GpS	Insert picture including safety material here/ Bild inklusive Schutzmaterial hier einfügen <u>List the safety material alongside /</u> <u>Schutzmaterial daneben auflisten</u>	
1.							
2.							
3.							
4.							
<b>Information about outer carrier/ Informationen zum äußeren Ladungsträger</b>							
Type of box/ Behälterart				Parts per layer/ Stück je Lage			
Box dimensions/ Behältermaße				Layers per box/ Lagen per Behälter			
Box weight/ Behältergewicht				Parts per box/ Stück je Behälter			
Total weight outer carrier with material/ Gesamtgewicht äuß. Ladungsträger inkl. Material							
<b>3. Specification of load unit (LU)/ Angaben Ladungseinheit (LE)</b>						<b>Picture LU/ Bild LE</b>	
No./ Nr.	Description/ Beschreibung	Material/ Material	Dimensions/ Abmessungen	Pieces/ Stück	Wpp/ GpS	Insert picture including safety material here/ Bild inklusive Schutzmaterial hier einfügen <u>List the safety material alongside /</u> <u>Schutzmaterial daneben auflisten</u>	
1.							
2.							
3.							
4.							
<b>Information about load unit (LU)/ Angaben zur Ladungseinheit (LE)</b>							
Type of LU/ Art der LE				Boxes per layer/ Behälter je Lage			
Dimensions of LU/ Maße der LE				Layers per LU/ Lagen per LE			
Weight of LU/ Gewicht der LE				Max. height/ Max. Höhe			
						Yes/ Ja	No/ Nein
Stackable/ Stapelbar						<input type="checkbox"/>	<input type="checkbox"/>
Mixed load allowed/ Mischladung zugelassen						<input type="checkbox"/>	<input type="checkbox"/>
Identification Master Label VDA 4902/ Kennzeichnung Master-Warenanhänger VDA 4902: <input type="checkbox"/>							
Release/ Freigabe: Date/ Datum: <input type="text"/>							
Supplier/ Lieferant: <input type="text"/>							
Changed: 8/13/2015, M. Mader		Verified: 8/13/2015, A. Kiefel		Released: R. Dieterich		Doc. No: 25-805-09 Version: 05	
						Page 1 of 1	



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<b>BIZERBA</b>	
http://www.bizerba.com	
<b>MELDUNG DER VERSANDBEREITSCHAFT AN DIE IN DER ROUTING ORDER GENANNTEN DIENSTLEISTER</b> <b>ANNOUNCEMENT OF DISPATCH READINESS TO THE CORRESPONDING CARRIER MENTIONED IN OUR ROUTING ORDER</b>	
per e-mail zu <sup>senden</sup> enden (laut Bizerba Versandvorschrift)-to send by e-mail (acc.to Bizerba forwarding instructions)	
!!!! ALLES PFLICHTFELDER – OF ALL DUTY FIELDS !!!!	
Bei Lieferungen von ausländischen Lieferstandorten nach Deutschland: Consignment from foreign Countries to Germany:	
Absender /sender :	
Es schreibt/ written by :	
Tel No – Durchwahl /direct dialing :	
Datum/Date :	
Seitenanzahl / no of pages	
<b>BESTELLUNG Nr./PURCHASE ORDER NO:</b> <u>(Best.Nr.u.Best.Pos. ist unbedingt anzugeben !</u> <u>Purchase order No and Pos. must be specified !)</u> Abholadresse mit Kontakt/Tel.Nr: Pickup adress with contact person/Tel.No. :	
Anlieferadresse /delivery adress :	
<u>Folgende Sendung ist abzuholen /following consignment is to be fetched:</u> Packstücke incl. Abmessungen (LxBxH cm) und Gewicht(e): No. of packages with dimensions (LxWxH cm) and weight(s):	
Information zur Ladungseinstellung (Seitliche Belegung / Heckbelegung / Besonderheiten zur Belegung) information about freight capacity (No of trucks / lateral loading / loading back side /special features for loading)	
Sendung ist abholbereit am _____	ab _____
consignment is ready to be fetched on	from
Mögliche Ladezeiten (Mo-Do / Fr):	
poss.times to load (Mo-Thu / Fr):	
Anliefertermin:	
date of delivery:	
Sonstiges/Others:	
<small>Warta SE &amp; Co. KG, Sitz: Balingen, Amtsgericht Stuttgart WRA 410001, Persönlich haftende Gesellschafterin: Bizerba Management SE,          Sitz: Balingen, Amtsgericht Stuttgart WRS 737896, Vorsitzender des Aufsichtsrates: Prof. Dr. Dr. h. c. Michael Ungelohm,          Vorstand: Andreas W. Kraut (Vors.), Stefan Junker - USt-IdNr. DE 144825104 - GLN 40 14116 00000 2 - WGS-Reg.-Nr. DE 76764256</small>	