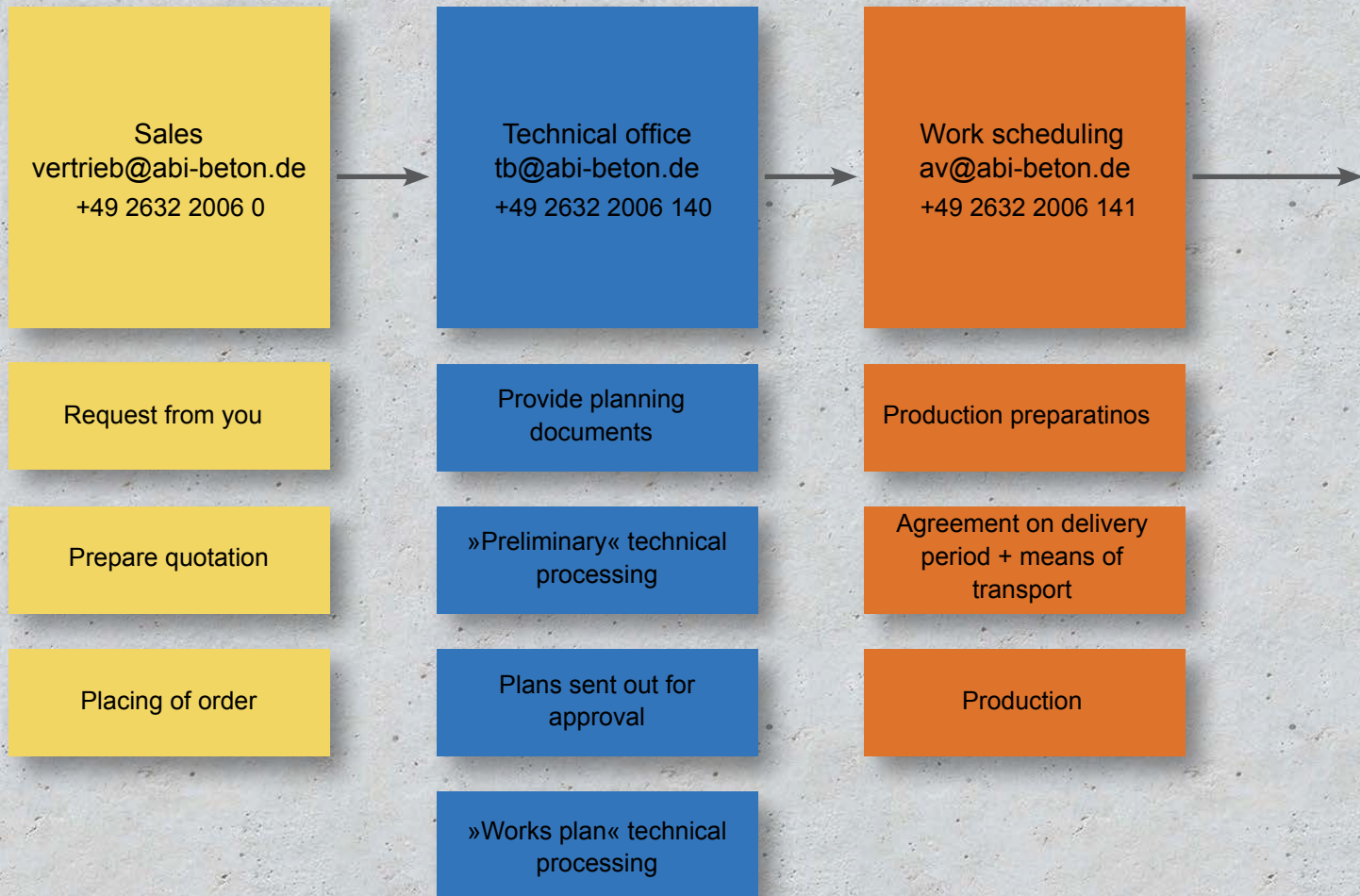


A modern office interior featuring a wide, light-colored concrete staircase with glass railings. The space is bright and minimalist, with large windows on the left and right. In the background, there is a lounge area with dark blue sofas and a small coffee table. The ceiling has recessed lighting, and a large wooden pillar is visible on the right side of the staircase.

ABI WERTE
AUS
BETON

PROCESS FOLDER

Taking steps together towards the goal



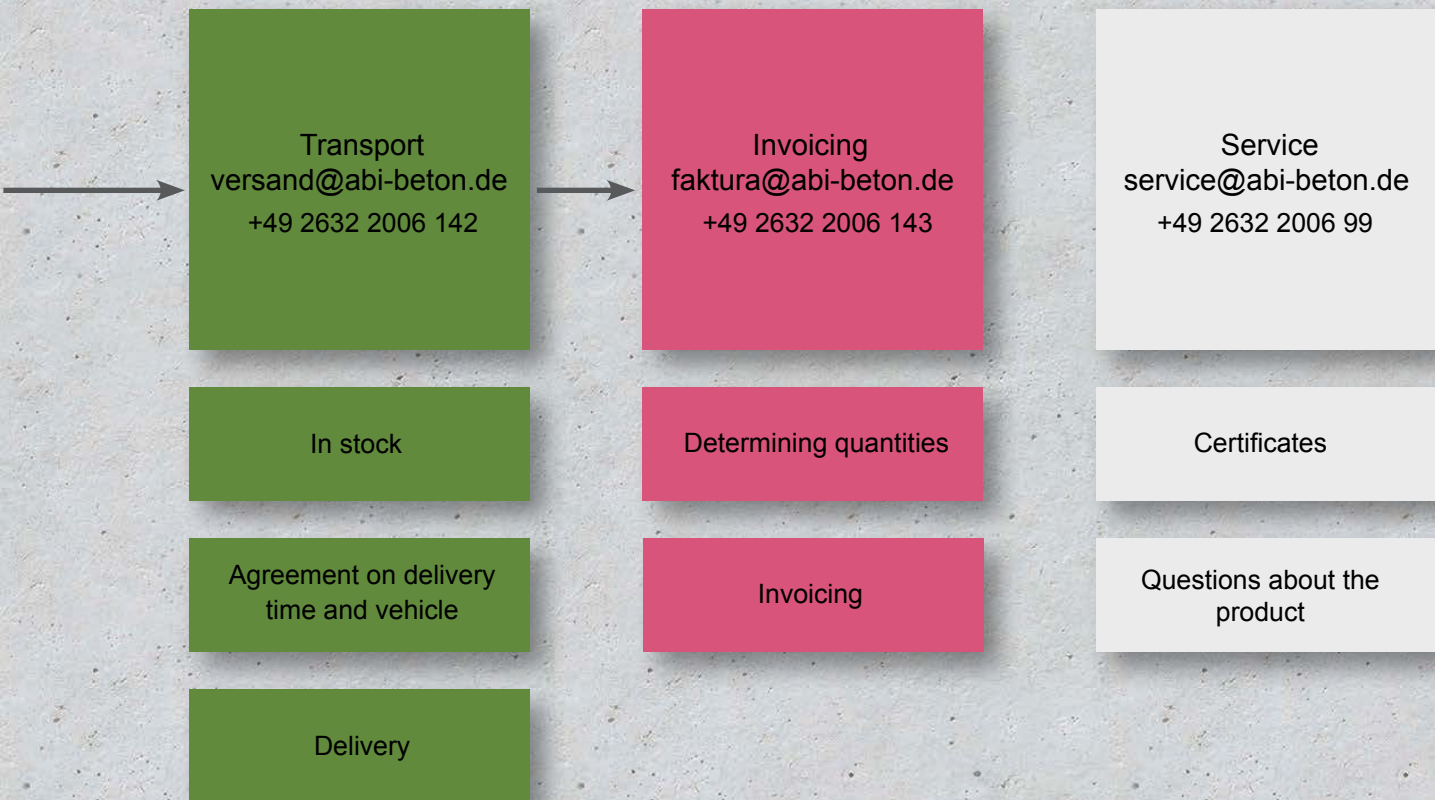


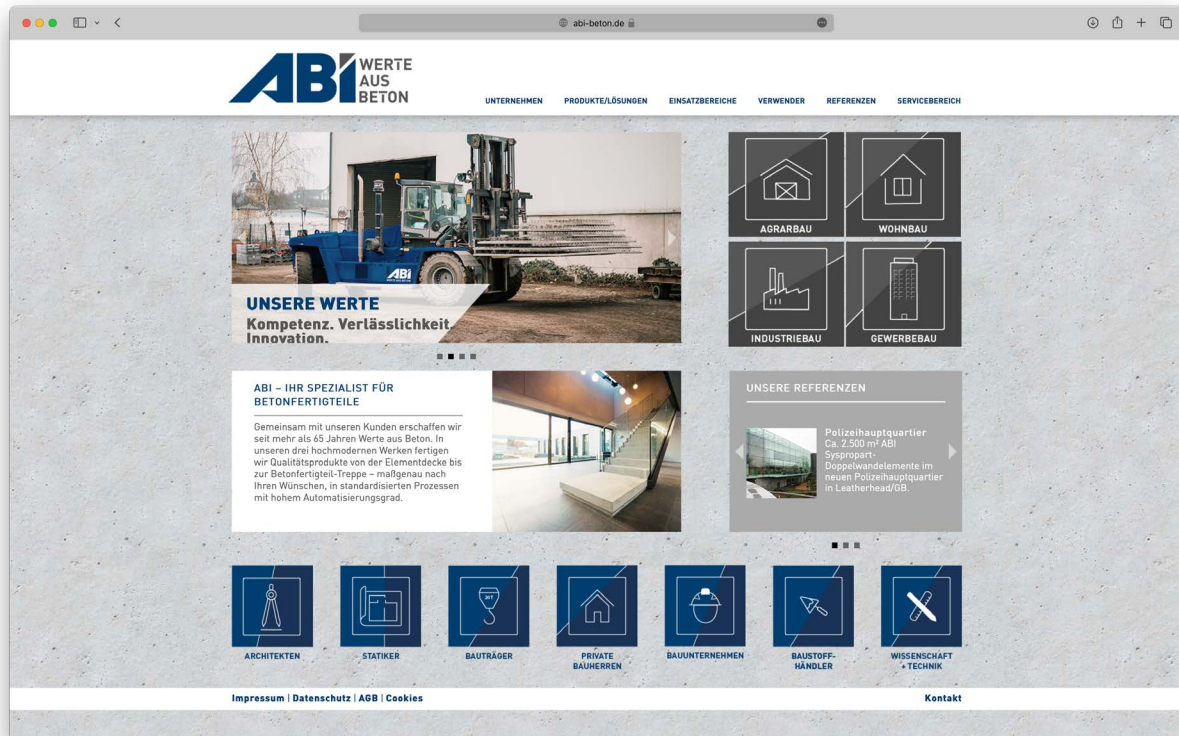
Table of contents

1. General	5
2. Process	6
2.1. Requests for quotations	6
2.2. You place the order	6
2.3. You put the documents together	6
2.4. ABI prepares the preliminary plan	8
2.5. "Preliminary" plan sent to you to check	8
2.6. Approval of the structural analysis and dimensions in the plans by you	8
2.7. ABI prepares the works plan	9
2.8. "Works plan" sent to you to be retained	9
2.9. Production and delivery of the precast parts to you	9
2.10. Invoicing	10
2.11. Service / Complaints	10
3. Website	11
3.1. Contact	11
3.2. Download centre	12
3.3. Links	13
4. Automatic email correspondence	14
4.1. Weekly status email	14
4.2. Confirmation of date for delivery	15

1. General

The successful delivery and assembly of ABI precast concrete parts is closely tied in with all those involved in the construction, and us as the manufacturer, working positively together. The various steps intermesh like gearwheels. Plans and requirements must be communicated and agreed with each other at the right time.

To make everyone aware of the processes, the flow of information and tasks, ABI would like to provide help by giving the following tips. For this purpose, the individual steps are looked at more closely in the following chapters. On our [website](https://www.abi-beton.de) you will find plenty of information about the company, its products and their applications, users, references and a service area.



2. Process

2.1. Requests for quotations

For requests, please send an email to »vertrieb@abi-beton.de«. Alternatively, feel free to give us a call on [+49 2632 2006 0](tel:+49263220060).

You should submit a request with the details about the required product, the quantity and construction site address. Ground plans and sections are required for pricing. Once these have been received, the sales department will send you a quotation.

2.2. You place the order

You place the order with us based on the negotiated offer. In relation to the ordered products (floor plate, wall, stairs, landing, balcony), we are advised of the individual preferred delivery dates. For larger projects, a construction timetable makes scheduling / agreeing dates easier.

2.3. You put the documents together

The following documents need to be sent to the »Technical Office« (TB) by [email](#), unless this was already done when submitting the request for a quotation (tb@abi-beton.de):

- Structural analysis / structural engineering
- Reference plan (without this, no structural analysis can be read)
- Formwork plan (in PDF and DWG)
- Reinforcement plan
- Execution plan (ground plan and sections 1:50 scale in PDF and DWG)
- Crane load chart / location of the crane

For particular structures, the following documents may be necessary from the technical planners:

- Elevator planning
- Fire protection certificate
- Earthquake safety certificate

PROCESS

- Electrical diagrams
- Ventilation plan
- Waterproof concept for white tanks (water impermeable concrete structures)

Important note:

We are not responsible for the details being correct or complete. Our work procedures are always based on the delivery date.

The delivery times only start once all the necessary documents have been received. You can ask the technical office (TB) or sales department what delivery times are currently possible.

The size and weight of the parts must be planned for the assembly of the precast components. The following information is needed for this:

- Information about the crane (construction site crane or mobile crane)
- Load diagram for the crane (can be obtained from the manufacturer)
- Crane location
- How deliveries are made in case of walls (horizontal or upright)

For the planning of design-related precast components, e.g. stairs and balconies, detailed plans are necessary. The planning of precast components is largely influenced by the overall design of the component. Information about the floor covering / construction for stairs and drainage plans, surface design and waterproofing for balconies is essential. A building application plan (scale 1:100) and a structural analysis alone are not sufficient for this.

The execution plan must be provided to us. No planning of precast components can be prepared on the basis of inadequate planning statuses.

Important note:

The plans must be submitted to ABI as a PDF and DWG file. As a manufacturer of precast concrete parts, ABI has no planning assignment. The documents must be coordinated with each other beforehand.

The attached ABI checklists for floor plate / wall and stairs are used to clarify the details. They are to be filled out by the client where necessary.

Our technical office (TB) checks the incoming and necessary documents. The department records / checks the approvals and coordinates our planning. They agree the rough timetable with you / the construction site.

The clarification of incomplete or incorrect documents leads to longer delivery times, as the planning status has to be sorted out once again. Delays of this nature do not fall within our responsibility.

2.4. ABI prepares the preliminary plan

Once all the information is available, the planning of the precast parts can begin. In this regard, an initial plan is prepared (preliminary plan, plan for approval).

If you have any questions, the technical office can be contacted by email »tb@abi-beton.de« or telephone [+49 2632 2006 140](tel:+4926322006140).

2.5. »Preliminary« plan sent to you to check

Once the preliminary plan has been prepared, this is sent as a PDF and, after consultation, also as a DWG file to the persons nominated by you. If ABI has incomplete information about the sending out the plan, from experience this leads to longer delivery times.

The plan is either sent by the technical office tb@abi-beton.de or the design engineer.

2.6. Approval of the structural analysis and dimensions in the plans by you

You are responsible for ensuring that ABI receives the approvals for both the dimensions and the statics (if necessary) in a timely manner. Those involved in the construction must agree independently. A verbal approval is not possible. The approvals are binding for all those involved.

You are responsible for the written approval: without it, the required product cannot be produced. Please bear in mind here the production times after the approval has been given. As a rule, these amount to 20 working days.

Shorter delivery times are only possible after consultation. Longer delivery times are possible for special lattice girders or built-in components.

2.7. ABI prepares the works plan

Once all approvals have been received, the final works plan for production can be prepared. If onsite discrepancies in the execution occur regarding the approvals, this can lead to »preliminary« plans being sent out again. The delivery time will be prolonged accordingly.

2.8. »Works plan« sent to you to be retained

The plan is either sent by the technical office tb@abi-beton.de or by the design engineer directly to you.

Once the works order has been prepared by us, this is sent as a PDF and, after consultation, also as a DWG file to the addresses that we received from you when the order was placed.

At this point in time, all materials, built-in components etc. are ordered in a legally binding manner. The precast parts are produced on the basis of the works plan.

2.9. Production and delivery of the precast parts to you

Production and delivery are organised by two departments:

Work scheduling

If you have any questions, you can contact us by email av@abi-beton.de or telephone [+49 2632 2006 141](tel:+4926322006141). When doing so, please have the 5-digit order number and plan number to hand. The work scheduling department coordinates:

- Preparation of the stacking and delivery sequence
- Delivery date planning with work orders ready for production
- Capacity planning
- Coordination of the unloading method

Preferred assembly sequences for floor plates and walls, as well as the method of delivery can only be coordinated with the work scheduling department before production. A subsequent change is no longer possible. We usually agree the production dates with you 20 working days before delivery. Earlier agreements are necessary for thermal walls. In this case we will turn to you as part of the project planning.

Transport management

If you have any questions, you can contact us by email versand@abi-beton.de or telephone [+49 2632 2006 142](tel:+4926322006142). When doing so, please have the 5-digit order number to hand. The material planning department coordinates:

- Truck planning
- Selection of suitable vehicle (e.g. tractor vehicle – swap body)
- Use of an ABI truck crane
- Delivery dates (date and time)
- Sequence of the boxes
- Coordination between contact persons on the construction site.

For the transport of the products, we need information about the particulars regarding delivery on site and any directions. Missing details can result in us not being able to deliver the goods. The construction site bears any detriment caused by this. The delivery dates are usually agreed with you four working days before the ultimate delivery date.

2.10. Invoicing

If you have any questions about invoicing / determining quantities, you can contact us by email faktura@abi-beton.de or telephone [+49 2632 2006 143](tel:+4926322006143).

When doing so, please have the 8-digit invoice number to hand.

2.11. Service / Complaints

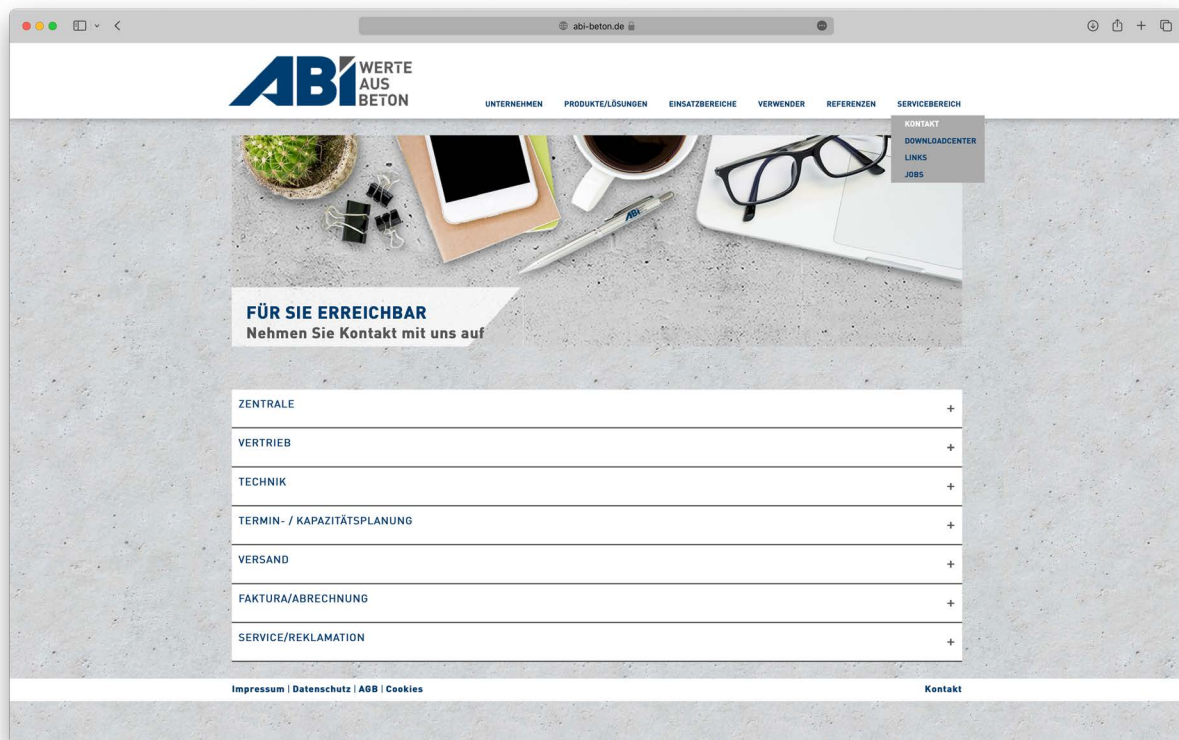
Do you need information about the quality of our products and services or would you like to submit a complaint about something? If so, then please contact us by email service@abi-beton.de or telephone [+49 2632 2006 99](tel:+492632200699).

You can find the [terms & conditions](#) and the [legal notice](#) on our website.

3. Website

3.1. Contact

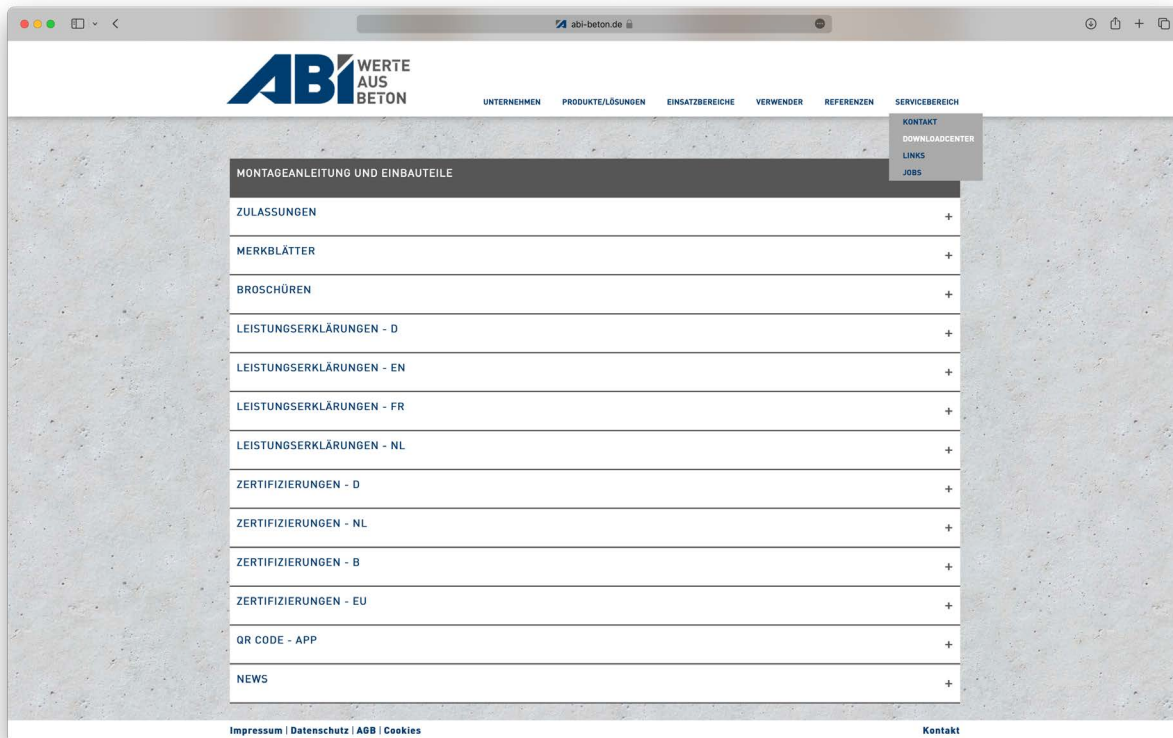
You can find all the contact persons of the individual departments at www.abi-beton.de/kontakt.php. Left clicking with the mouse on the “+” symbol shows the departments in detail.



3.2. Download centre

In our download centre you will find all the important documents concerning ABI's services and precast parts. You can download certificates, assembly instructions, data sheets and declarations of performance or look at them directly with just one click.

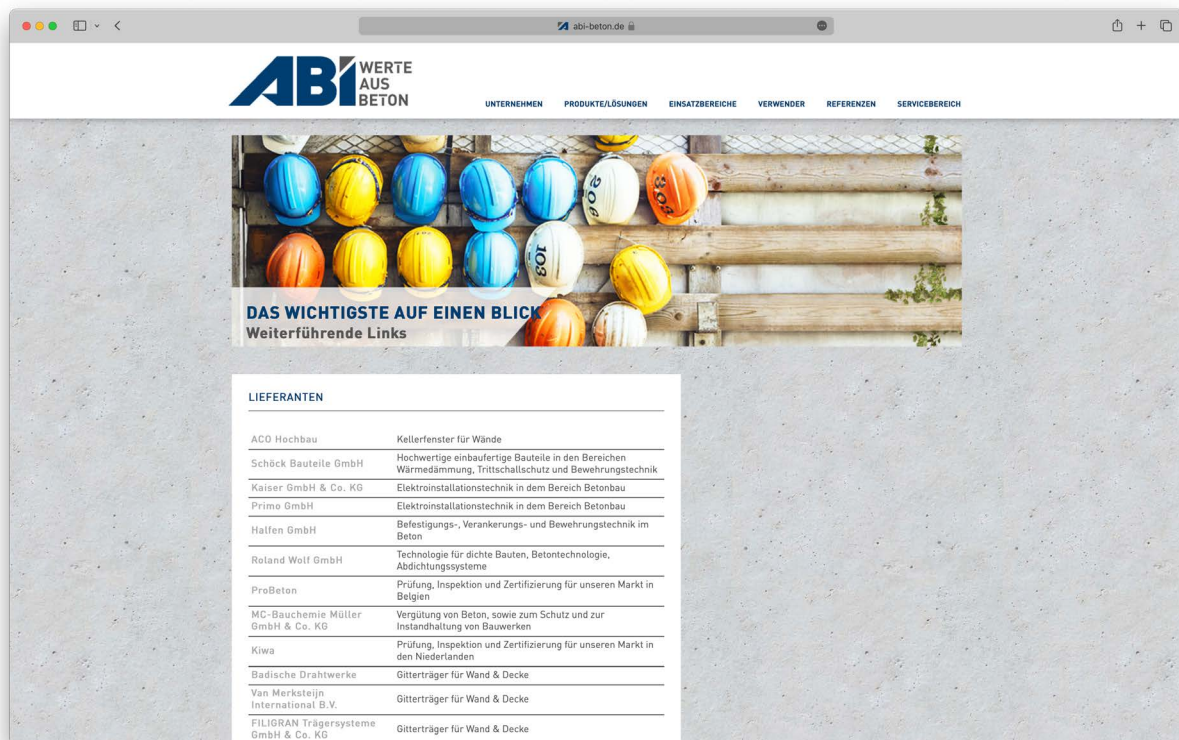
www.abi-beton.de/downloadcenter.php



3.3. Links

We have maintained good relationships with many suppliers and partners in the concrete industry for years. There is more to find out about them here.

www.abi-beton.de/links.php



4.1. Weekly status email

We would like to keep you regularly updated about the processing of your request with this email. Please let us know to whom we may send the status email.

Bewegen ...

Wöchentliche Statusmail ihrer laufenden Aufträge

Sehr geehrte Damen und Herren,

folgend Ihre wöchentliche Statusübersicht aller laufenden Aufträge.

Bitte teilen Sie uns alle Änderungen im Bauablauf unverzüglich mit, fehlende Freigaben bitten wir zeitnah zu erteilen.
Bitte berücksichtigen Sie, das wir nach Freigabe durchschnittlich 15 Arbeitstage Vorfahrt für die Produktion benötigen.

Für Verbindliche Liefertermine setzen Sie sich bitte mit der Abteilung Versand in Verbindung.
Liefertermine gelten erst nach Zugang der separaten Lieferbestätigungsmail als fest vereinbart.
Alle unbestätigten Termine sind nur unverbindlich vorgeplant und bedürfen Ihrer und unserer Bestätigung.

Ihre Ansprechpartner

Technisches Büro Tel. +49 (0) 2632 2006 140 tb@abi-beton.de
Arbeitsvorbereitung Tel. +49 (0) 2632 2006 141 av@abi-beton.de
Versand Tel. +49 (0) 2632 2006 142 versand@abi-beton.de

Wir haben für Sie den Status entsprechend zur Abteilung farblich markiert. Damit können Sie leicht den richtigen Ansprechpartner zuordnen.

Auftrag	12345
Vertriebsobjekt	Objektbezeichnung
Anschrift	Straße, PLZ Ort

PlanPosition	Stapel	Zustand	Werk bei Abholung	Liefertermin	ca. Menge	Priorität	BehälterTyp	Entladeart	Kfz Typ	Bauabschnitt	Ebene	Zeichner	Stapelliste	Verlegeplan
12345W01	01 + 02	Fertig auf Lager	Andemach	13.02.2023 08:00:00	100	Fixtermin mit Uhrzeit	4,0m Holzpalette, 6,0m Holzpalette	Mobilkran bauseitig	Motorwagen/Wechselbrücke	-	KG	Nachname, Vorname	Stapelliste	Verlegeplan
12928D01	01 + 02	Fertig auf Lager	Andemach	13.02.2023 12:00:00	90	Fixtermin mit Uhrzeit	Liegend	Mobilkran bauseitig	Motorwagen/Wechselbrücke	-	KG	Nachname, Vorname	Stapelliste	Verlegeplan
12928D02	00	Warten auf Freigaben	Andemach	KW 9-2023	70	Grobgeplant		Dringend Klären!	Motorwagen/Wechselbrücke	-	EG	Nachname, Vorname		



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