

## **Packaging regulations – Status November 2010**

### **1. Coverage:**

The following packaging regulations are valid independently of the agreed delivery conditions and are part of our purchase conditions, if not agreed otherwise in individual cases. These regulations are valid for deliveries to our head office in Osnabrück and also to all branch offices. Changes and deviations from these regulations have to be agreed with the purchasing departments. All packaging costs are included in the agreed parts costs, unless a separate agreement is made.

### **2. Transport containers:**

Only the following transport containers are allowed to be used as transport containers:

- exchangeable EURO pallets, which essentially have to be in a technically acceptable state, measuring (LxWxH) : 1200 x 800 x 144 mm,
- EURO pallet cages, measuring (LxWxH) : 1240 x 835 x 970 mm
- and commercial corrugated cardboard boxes for consignments up to 30 kg. These cardboard boxes have to correspond to the current legal environment and packaging regulations. If a consignment consists of several packages, all packaging pieces have to be labelled with the total number.
- EURO pallets with superstructures (a separate agreement is necessary for this)

The packaging has to be designed in such a manner that it will survive transit without damage. Euro pallets and pallet cages are exchanged on a 1 : 1 basis. Defective transport containers are not exchanged.

#### **2.1 Total height of a pallet :**

The EURO pallets may **not exceed a total height of 650 mm including the pallet**. If we get pallets with a bigger height than 650 mm, we will give the cost's for the repacking to the supplier or we will refuse the delivery.

#### **2.2 Total weight of pallets and pallet cages :**

For Euro pallets and pallet cages, a maximum total weight of 800 kg is valid including the pallet/ pallet cage.

### 2.3 Correctly sorted packaging :

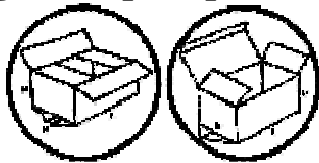
Remaining quantities are not to be distributed on several pallets. As few as possible mixed pallets of goods are to be packed.

The packaging has to be designed in such a manner that it will survive transit without damage. Euro pallets and pallet cages are exchanged on a 1 : 1 basis. Defective means of transport are not exchanged.

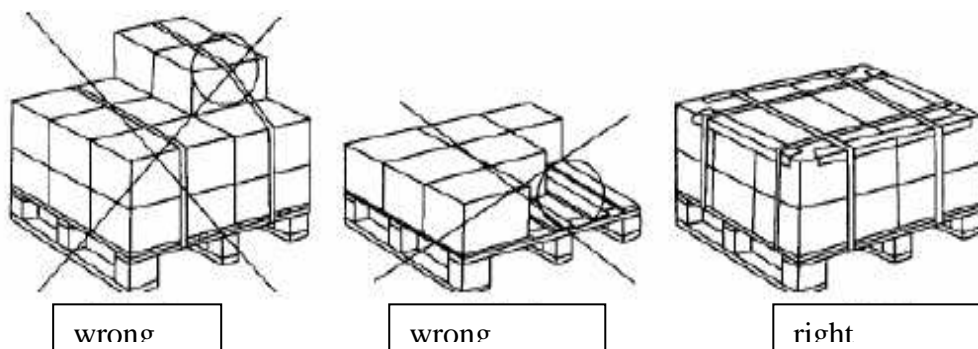
### 2.4 Filling, closing and stacking of the cardboard boxes:

The cardboard boxes are to be filled in a space- and weight-saving manner, that is, with no or only a few hollow spaces. An acceptable, stable, quality cardboard has to be used.

**If the supplier use cardboxes which are closed by one or two flaps ( see attached pictures ) these flaps have to be closed by hot glue or a transparent glue strip ( tape ).**



The cardboard boxes have to be stacked as a compound and may not project over the edge of the pallet. They have to be arranged in a slip-tight manner, be controllable and clearly laid out (see images). The goods have to be protected by a strong wrap.



## **2.5 Labelling of the individual goods cardboard boxes:**

The labels have to be applied to at least one small outer side of the cardboard box in an easily legible manner, but not on the upper or lower side of the cardboard box. Our minimum label requirements are:

**DIN / ISO number**

**Material**

**Grade**

**Surface**

**Dimensions**

**Quantity**

**Batch number**

## **3. Accompanying documents:**

With deliveries to F + S, the supplier or the shipper is responsible for the correct preparation of the accompanying documents and for the roadworthy stowage of the commodity according to the relevant legal regulations.

### **3.1 Letter of consignment ( Bill of Lading ):**

The following delivery details have to be taken from the transport order:

- Sender (supplier) address with supplier number
- F + S reception address
- F + S order number
- Number of the package pieces belonging to the shipment
- Total weight of the shipment
- Handover or despatch date of the shipment

### **3.2 Delivery note:**

Every shipment has to have an original delivery note. The delivery note has to be applied to the front of the package in a clearly visible manner by means of a delivery note pocket. These are not allowed to be included with the letter of consignment under any circumstances.

If a shipment consists of several package pieces, the package piece containing the delivery note has to be labelled clearly.

The following details have to be taken from the delivery note:

- Our order number
- Supplier number, specified delivery date,
- F + S article number, article identification, quantity

The specific F+S details are to be taken from our order form.

### **3.3 Packaging list:**

If a delivery consists of several packaging pieces or pallets, a packaging list with the following information has to be added to the delivery note for every transport unit:

- Packaging piece or pallet number
- F + S article number
- Article identification and quantity
- Number and contents of the individual packages

This information also has to be visible from the labelling of the individual packages. The contents of the individual packages have to correspond to the labelling.

### **4. Costs when not complying with the regulations:**

4.1 Failure to comply with individual aspects of these regulations entitles F + S either to refuse acceptance, or, in the case of acceptance despite failure to comply, for charging the supplier with fixed costs.

4.2 F + S is entitled to offset their demands of the non-compliance of these regulations against the demands of the supplier. It is thus irrelevant if these are demands from the same legal business. All demands are bear the legally valid value added tax.

4.3 We charge a basic fee of 30.00 Euros per delivery for administration in the case of non-compliance of the packaging regulations. All other costs (especially the repacking of wrongly packaged package items) is charged according to our valid hourly rates.

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