

# General Shipping and Packaging Regulation



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# General Shipping and Packaging Regulation



## 1. General information

This regulation stipulates the requirements for the manner in which materials are delivered, identified, packaged and transported in order to maintain the condition of products and services as required to ensure conformity and usability.

The following guidelines and regulations for the delivery of goods to Herrmann Ultraschalltechnik GmbH & Co KG form the basic principle for our Terms and Conditions of Business and apply as supplementary contractual agreements to the General Terms and Conditions of Purchase.

It is the supplier's responsibility to ensure, both internally and externally, that all parts delivered are properly and adequately preserved, packaged and protected so that they safely reach their destination at Herrmann Ultraschalltechnik GmbH & Co. KG.

The supplier must comply with the packaging regulation and any national and international regulations.

Non-compliance with the specifications of this General Shipping and Packaging Regulation can result in a complaint and thus have a negative effect on the vendor evaluation. In addition, any additional costs incurred as a result of non-compliance will be immediately charged to the supplier. Expressly made special agreements regarding packaging and delivery remain unaffected by this.

## 2. Objective and reason

These instructions are intended to contribute to improving process safety in the area of incoming and outgoing goods. They provide generally applicable agreements and rules which are intended to serve as guidelines for internal and external suppliers for packaging and delivery based on practice. By complying with the packaging instructions, quality-determining regulations for the supplier as well as for Herrmann Ultraschalltechnik GmbH & Co. KG will be generally enforced and thus guarantee trouble-free material flow.

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## 3. Responsibilities

Quality and compliance:	Supplier, Purchasing Department and Quality Management Department
Communication of the instructions:	Purchasing Department, General Management, Receiving Department, Shipping Department, Quality Management Department, and Supplier
Execution of the instructions:	Receiving Department, Shipping Department, and Supplier
Monitoring of the instructions:	Receiving Department, Quality Management Department, and Purchasing Department

## 4. Packaging requirements

The choice of packaging type depends on the product properties, the protection requirements, the mode of transport and the conditions at the supplier's premises or the product. The supplier shall select an economical and safe form of packaging and ensure that the goods are delivered undamaged. Irrespective of the choice of packaging, the supplier must ensure that the delivery meets the following requirements:

- The parts must be delivered without loss of quality and free of dirt. This means that the route and means of transport as well as possible influencing circumstances such as weather conditions and treatment during transshipment must be taken into account. Possible corrosion of the goods and electrostatic charging of the goods must be prevented.
- Packaging volume and mass must be as low as possible to ensure the required safety and hygiene of the goods to be packaged and their acceptance by the consumer (cf. Section 4 VerpackG)
- The sender shall be liable for damage and expenses caused by packaging that does not meet the above-mentioned requirements.

## 5. Design of the shipping packaging

- Safe and simple handling when removing parts from the packaging must be ensured.
- Surface-treated parts must be packaged in such a way that they cannot be scratched.
- If an item consists of several parts, it must be packed completely in one packaging unit and marked in such a way that the parts can be identified. In the case of several pre-assembled sub-assemblies, loose component parts (screws, springs, plugs, etc.) of the individual sub-assemblies must be enclosed individually (e.g. in a bag attached to the individual sub-assembly).

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- Sufficient loading quantities must be grouped together into single-variety loading units. If the use of mixed-variety containers cannot be avoided, the parts must be clearly separated and appropriately organized.
- In the case of mixed pallets (with several different part numbers on one pallet), the items that are only present in one or a few containers must be stacked at the top. Items of the same kind must be arranged one above the other and not next to each other.
- Sample articles must be delivered with separate identification. The recipient must be clearly identified. If possible, please indicate a contact person at Herrmann Ultraschalltechnik GmbH & Co. KG.
- If damage can occur due to slipping or rubbing, separating inserts must be used. Damage-prone parts must be properly padded.
- The packaging material must not affect the cleanliness and quality of the parts.
- The parts must be arranged inside the load carrier in such a way that the weight is evenly distributed. The same applies to the positioning of individual packages on the load carrier. If this is not possible in certain justified cases that have been discussed with us, this must be clearly and visibly marked (Caution: shift of center of gravity).
- The permissible gross weight for parcel shipment is max. 31.5kg. Packages that are lifted by hand should not weigh more than 20kg. Packaging weighing more than 20 kg must always be delivered on a pallet.
- The permissible gross weight of a loading unit is max. 1,000kg for the delivery of lattice boxes and max. 600kg for the delivery of Euro pallets or disposable pallets with dimensions of 800x1200mm.
- The size of the load carrier should correspond to the goods that are to be packaged. In the case of protruding parts, care must be taken to ensure proper and sufficient impact protection.
- All cavities must be filled in such a way that the parts cannot slip during transport and handling. This does not apply to bulk materials such as screws, nuts, etc.
- When padding material is used, care must be taken to ensure that it is easy and quick to remove and recyclable. Loose filling material such as packaging chips, shredder material, wood wool and the like should be avoided as far as possible.

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## 6. Identification

Without exception, all parts must be delivered properly marked for the purpose of unambiguous identification.

If identifying each individual part does not make sense (technically or economically (e.g. screws)), the parts must be packed in an adequate packaging container and this container must be marked.

We recommend to use typewritten labeling (labels). The labeling should be black on a white background to achieve the highest contrast possible.

The identification must not affect the cleanliness and quality of the parts. In particular, care must be taken to ensure that the marking/labeling can be removed without leaving any residue.

The identification should be as easily visible as possible at all times and in all situations.

When individual parcels are delivered, it must be clear from the outside who the recipient and who the sender are. If the consignment consists of several parcels, this must be clearly indicated. The total number of packages belonging together must be noted on each unit of packaging.

Example of a sample label:

Herrmann Ultraschall order number:	51810742
Delivery note number:	83460
Herrmann Ultraschall part number:	6938
Item description:	bracket
Delivery quantity, if applicable batch number	60 unit

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## 7. Delivery documents

Each shipment must be accompanied by an original delivery note. The delivery note must be attached to the front of the package by means of a delivery note pocket so as to be clearly visible. If a consignment consists of several packages or pallets, each load carrier with contents must be listed on a packing list. The delivery note must contain the following order details:

- Herrmann Ultraschalltechnik GmbH & Co. KG order number
- Supplier and supplier address
- Delivery note number
- Herrmann Ultraschalltechnik GmbH & Co. KG part number
- Item description
- Delivery quantity, if applicable batch number
- Partial deliveries must be noted on the delivery note

## 8. Delivery

Suppliers are asked to check in with an employee of the Receiving Department.

On the premises of Herrmann Ultraschalltechnik GmbH & Co KG vehicles must be driven at walking speed and drivers must be particularly aware of pedestrians. Please observe the signposting (direction of travel on company premises). If possible, load with suitable transport vehicles that are easy to unload.

Please observe the following delivery times:

Monday to Thursday 07:00 a.m.- 3:30 p.m.

Friday 07:00 a.m. - 2:00 p.m.

Daily break hours 09:00 a.m. - 09:15 a.m. and 12:00 - 12:45 p.m.

For urgent deliveries (e.g. return deliveries, complaints, etc.) which are to be delivered outside the delivery times, please contact the responsible department (telephone: +49 7248 79-0) for further coordination.

Free issue parts can only be provided at the Receiving Department.

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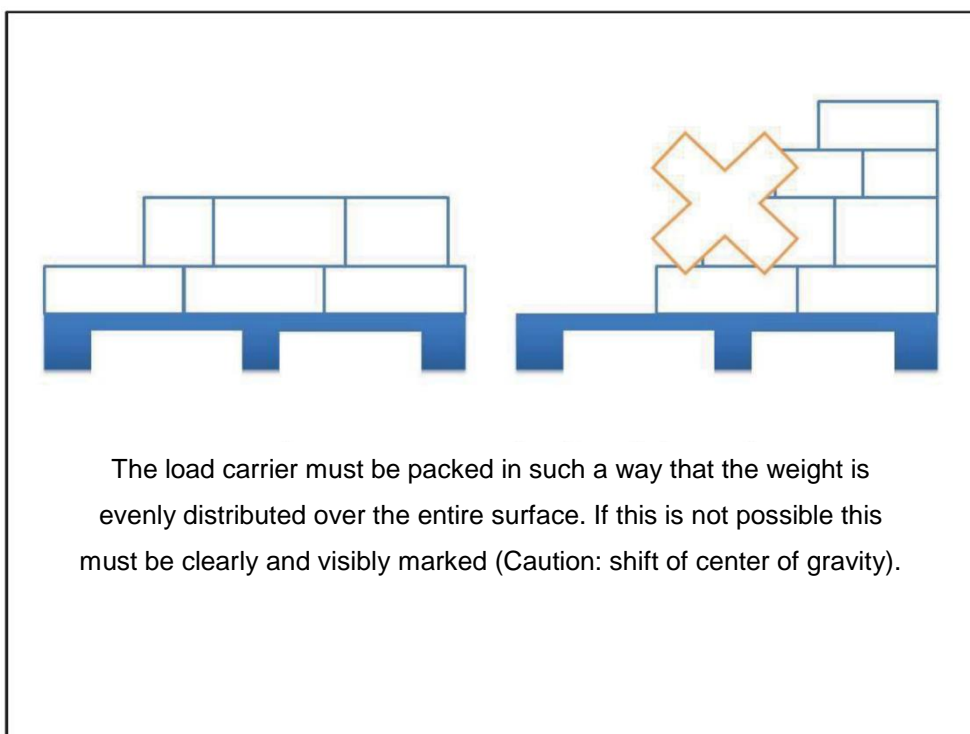
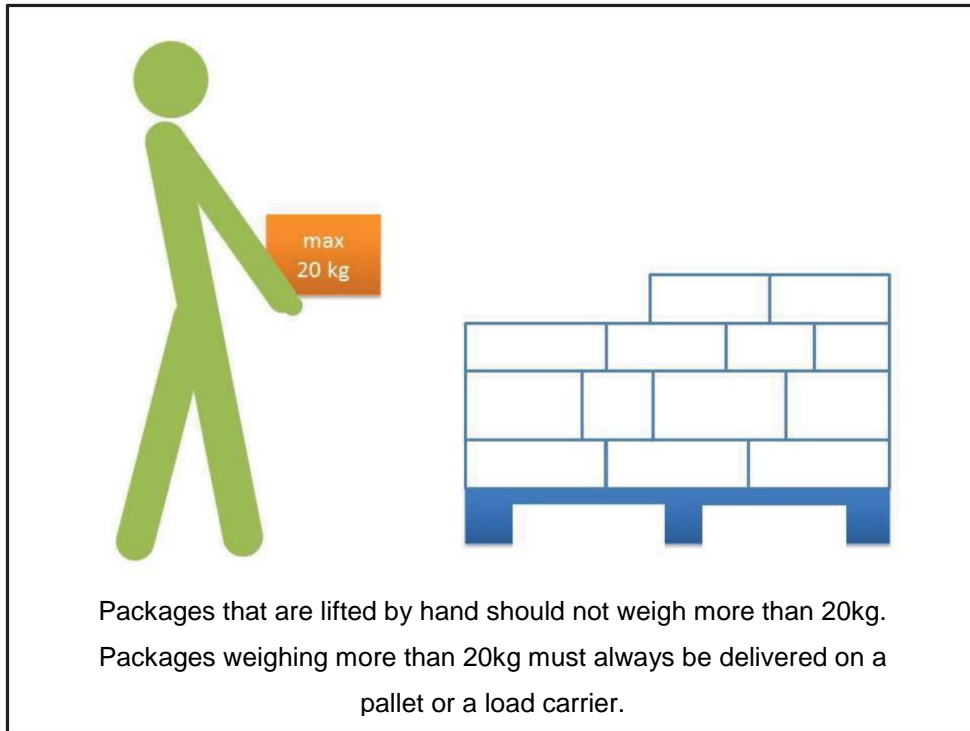


## 9. Environmental protection

Herrmann Ultraschalltechnik GmbH & Co KG requires the use of recyclable materials for disposable and reusable packaging and load carriers. However, the use of reusable packaging and load carriers is preferable. In this way, Herrmann Ultraschalltechnik GmbH & Co KG - together with its suppliers - pursues the waste management objective stipulated by environmental law in accordance with the ecological principle of "avoidance before reduction before recycling", thus making a consistent contribution to waste avoidance.

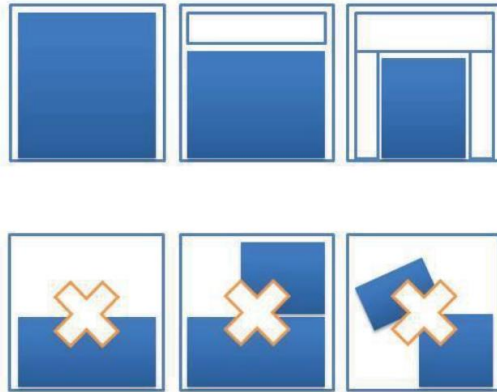
All materials supplied by the supplier to Herrmann Ultraschalltechnik GmbH & Co KG must at least comply with the applicable legal requirements for packaging, transport, storage and ingredients.

## 10. Summary

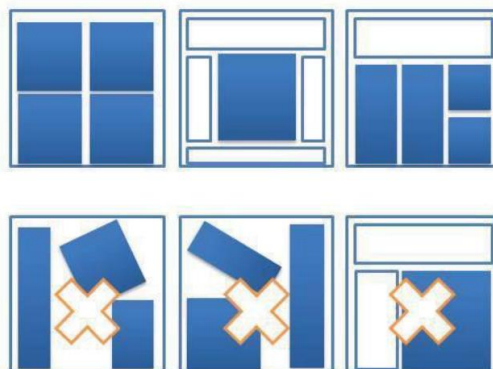




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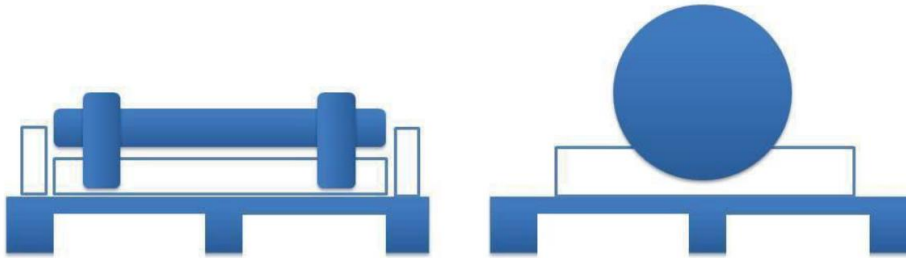
All cavities must be filled in such a way that the parts cannot slip during transport and handling.



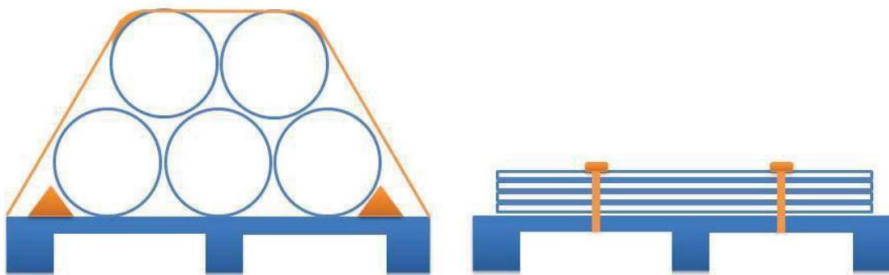
The parts must be arranged inside the load carrier in such a way that the weight is evenly distributed. The same applies to the positioning of the individual packages on the load carrier.

Damage-prone parts must be properly padded.

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When packaging heavy and/or very large parts in wooden boxes, crates, transport aids or pallets, it must be ensured that the inserts are designed in such a way that the load is properly secured against slipping.



Sufficient transport securing devices are essential. Care must be taken to ensure that edges are protected by suitable padding material. Cylindrical parts must be supported by bolted edges if required.

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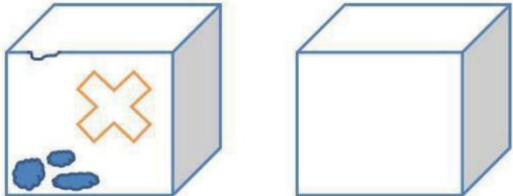


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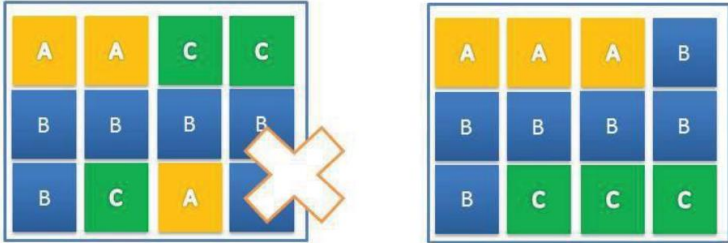
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If identifying each individual part does not make sense, the parts must be packed in an adequate packaging container.

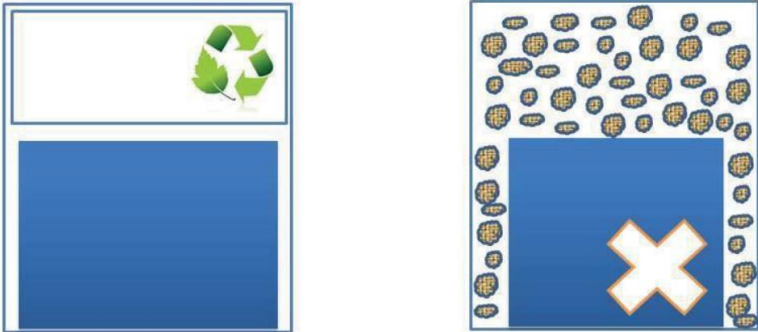


The parts must be delivered without loss of quality and free of dirt. The packaging material must not affect the cleanliness and quality of the parts.

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If the use of mixed-variety containers cannot be avoided, the parts must be clearly marked and appropriately organized.



When padding material is used, care must be taken to ensure that it is easy and quick to remove and recyclable, if possible. Loose filling material such as packaging chips, shredder material, wood wool etc. should be avoided as far as possible.

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If the consignment consists of several parcels, this must be clearly indicated. The total number of packages belonging together must be noted on each unit of packaging.



The identification should be as easily visible as possible at all times and in all situations. To ensure this, the marking/label should be positioned on the side.