



Delivery and packaging guidelines

Valid from 01.06.2018

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Preface

The ELECTROSTAR packaging guidelines are a component of the delivery and quality agreement from 01.01.2016. All older packaging guidelines for suppliers are herewith invalid. All previously agreed quality agreements (QSV) remain unchanged.

ELECTROSTAR is organized throughout the entire company pursuant to the DIN ISO 9001 guidelines and obligated to comply with the requirements. Compliance with our packaging guidelines, including proper transport and storage, will guarantee seamless processing.

In the event of non-compliance with the ELECTROSTAR packaging guidelines, ELECTROSTAR is authorized to bring transport packaging, which was damaged within the scope of delivery, into a condition sufficient for storage and to invoice this work.

Acceptance will be refused in case of repeated gross deviations from the target condition that increase the likelihood of damage of the goods in the further course of processing.

Compliance with all regulations promotes a seamless warehouse flow and assembly process while assuring consistently high product quality.

1 Packaging policy

The requirements arising from the German Packaging Directive (VerpackV) apply. All information concerning the German Packaging Directive is available under the following link:

<http://www.bmub.bund.de>

1.1 General information

1.1.1. Address for incoming goods

ELECTROSTAR GmbH
Incoming goods
Stuttgarter Str. 36
73262 Reichenbach

1.1.2. Acceptance / collection times Reichenbach

(unless otherwise regulated separately with the supplier)

Monday to Friday	7 AM to 9 AM
	9:15 AM to noon
	12:45 PM to 3 PM (Fridays until 2 PM)

1.1.3. Contact person in Reichenbach

Name:	Mr. Miess
Phone:	+49 (0) 7153 /982/-239/-290
Email:	logistik@starmix.de

1.1.4. Address for outgoing goods

ELECTROSTAR GmbH
Dispatch Hall 6
Hauptstraße 108-112 (access from Hans Zinser Str.)
73061 Ebersbach

1.1.5. Collection times / delivery times Ebersbach

Monday to Friday	7 AM to 9:30 AM
	9:45 AM to noon
	12:45 PM to 3 PM

1.1.6. Contact person in Ebersbach

Name:	Mr. Fischer
Phone:	+49 (0) 7163/5323743
Email:	fischer@starmix.de

1.2 Delivery guidelines

- 1.2.1 Acceptance of unannounced deliveries of 6 pallets and over may be refused.
- 1.2.2 Delivery will generally be coordinated with the purchasing department.
- 1.2.3 Deliveries from abroad must be delivered duty paid.
- 1.2.4 For what concerns trading products the serial number with barcode 128 has to be attached visibly outside at the box.

1.3 General packaging requirements

- 1.3.1 Cargo security must be ensured with minimal use of packaging materials.
- 1.3.2 The foil must not be attached to the pallet feet.
- 1.3.3 The supplier guarantees that packaging of all goods delivered to ELECTROSTAR is secure for transport and storage.
- 1.3.4 Adhesives must be easily soluble and not hinder recycling.
- 1.3.5 All items must be delivered to the ELECTROSTAR incoming goods department in compliance with the requirements listed in the ELECTROSTAR packaging guidelines.
 - Environmentally friendly
 - Recyclable
 - Sufficiently protected against:
 - Breakage and impact
 - Contamination, e.g. oils/grease, dirt, metal dust.
 - Leakage and the release of substances that are dangerous to health, environment, explosive, or flammable.
 - Effects of emissions and light endangering the quality of the goods.
- 1.3.6 The packaging volume must correspond to the goods to be transported and the relevant exposures during transport.
- 1.3.7 Packaging components that are generally not approved are:
 - Composite materials
 - PVC packaging
 - Components containing CFCs

1.4 Type of packaging

Packaging must be sufficient for storage and reasonably appropriate for secure transportation in consideration of the shipping method, to ensure that goods and packaging are undamaged upon delivery to the ELECTROSTAR incoming goods department.

1.5 Reuse / recycling of packaging

The following reusable materials must be used to allow recycling/possible reuse of the packaging material:

- Cardboard, paper
- Polystyrene foam materials
- PE packaging foil
- PP plastic straps for strapping
- Exchangeable pallets and pallet cages, if negotiated.

1.6 Packaging sizes

The size of the packaging must correspond to the content and storage compartment size at ELECTROSTAR in consideration of transport protection. See information in Annex Checklist Numeral 5.2 and 7.1.

1.7 Cardboard packaging

Cardboard packaging must be taped and may not contain metal staples. Only cartons with RESY print must be used. Cardboard packaging used on a EURO pallet must be standardized and adjusted to the pallet size.

1.8 Fillers

Fillers must be reduced to the necessary minimum. Waste and scrap paper as well as mixed fillers may not be used.

1.9 Adhesive tape, strapping bands

A transparent adhesive tape must be used to tape the packaging. Metal strapping bands may not be used. It must be possible to cut PP strapping bands with a cardboard cutter.

1.10 Pallets

1.10.1 Euro pallets with the following dimensions will be used as negotiated: length 120 cm, width 80 cm, height max. 115 cm, and weight max. 750 kg.

1.10.2 Disposable pallets with the following dimensions: length 120 cm, width 80 cm, height max. 100 cm, and weight max. 300 kg.

1.10.3 Protrusions are not permitted.

1.10.4 Overloading of pallets is not permitted.

1.10.5 Damaged or non-original euro pallets are deemed to be disposable pallets and will not be exchanged. Disposal of such pallets will be invoiced.

1.10.6 The pallets must comply with ISPM 15 standard.

- The wood must generally be debarked.
- The following two treatment processes are currently acknowledged within the scope of ISPM 15:
 - **HT** => Heat treatment
 - **MB** => Methyl bromide treatment

1.10.7 Pallet wood must be legibly and permanently labeled with one of the following symbols:

- IPPC symbol
- ISO code of the country of manufacture
- Registration number of the manufacturer/operator
- Abbreviation for the treatment method, HT or MB
- DB for debarking

1.11 Pallet cages

Pallet cages with the following dimensions will be used as negotiated: length 124 cm, width 85 cm, height max. 98 cm. The boxes must be swept clean and not be filled past the upper edge.

2 Shipping policy

2.1 Bill of lading

2.1.1 With each delivery, the bill of lading must be attached highly visible on the outside of the package.

2.1.2 The bill of lading must contain the following information:

- Supplier's address, bill of lading number, and date
- Order number, delivery date, item description, and ES item number
- Quantity of parts and packages

2.2 Package content list

The package content list includes each package that is not mixed with the following information:

- Supplier's address, bill of lading number, and date
- Item description and ES item number
- Quantity of parts in the package

2.3 Mixed pallet / mixed pallet cage

A package content list must be attached to each mixed pallet (with several different items) and the container must additionally be labeled as mixed pallet/mixed pallet cage.

2.4 Complete pallet / complete pallet cage

Labeling must be attached on the side on a long side and on the left on a front side including description, quantity, date, item number, and code.

2.5 Shipment with several packages

In shipments consisting of several packages, the packages must be numbered continuously.

2.6 Packages on pallets / pallet cages

If packages are combined on a pallet, it must be assured that the content of the packages is visible through markings on the exterior side. The individual packages must be homogeneous. The individual weight may not exceed 15 kg. All packages must be combined in a unit for safe transport.

2.7 Barcode / label for serial parts

2.7.1 Each item must have a scannable bar code (code 128) on the exterior side or the outer packaging.

2.7.2 The label must contain the following information in a font 12 mm or larger and must be legible from a distance of 5 m. The label size should be in the range of 160 x110 mm. (+ /- 20 mm) and includes the following:

- ES item number and description as well as revision index
- Quantity and production date
- Supplier name including address and purchase order number
- Weight (for heavy packages)

2.7.3 The following information must be printed in an encoded bar code in coordination with our purchasing department:

- Quantity 6 digits with 4 decimal places
- Item number 7 digits
- Purchase order number 7 digits

2.8 Label for initial samples and parts with special approval

2.8.1 For sample parts from newly created tools, sample presentation from modified parts/tools, or diverse other initial sample presentations, please also use the label "Q5 initial sample..." In addition to the label under 2.7.

2.8.2 For parts that are not delivered pursuant to a drawing, parts that are first subject to a separate agreement, etc., please also use the label "Q6..." In addition to the label under 2.7.

In general:

- The additional label must be attached to each container
- The label can alternatively be printed in color or on colored paper (B/W print)
- The label must be attached, highly visible, next to the packaging label

2.9 Cargo security

The goods must be properly secured to avoid damages and to secure transportation of the goods from the supplier to ELECTROSTAR. Security must correspond to the goods to be transported as well as exposure during transport in consideration of recyclable materials. Safety caps, edge protection, safety foils, tightening straps made of polypropylene instead of metal, and adhesive tape must be used if necessary.

2.10 Symbols / handling instructions / rework

Packages must be marked with handling instructions or symbols pursuant to ISO R/780 or DIN 55402. It must be identifiable

- if the package is heat or moisture sensitive
- if a risk of breakage exists
- which side is the top and which is the bottom
- where the loading gear may be attached, if necessary

2.11 Delivery

2.11.1 Pallets must be loaded so that safe unloading from the rear of the vehicle as possible.

2.11.2 If proper unloading is not possible, ELECTROSTAR will not be liable for damages arising during unloading.

2.11.3 Corresponding transport papers must be handed over to ELECTROSTAR for each shipment, which show all information relevant for the shipment.

2.11.4 Obvious differences or damages will be noted on the transport papers and must be countersigned by the driver.

2.12 Unloading

2.12.1 It must be possible to unload pallets unimpeded

2.12.2 Direct unloading must not be impeded by empty pallets that are in the way or goods not designated for ELECTROSTAR.

2.13 Shipment inspection

2.13.1 ELECTROSTAR confirms receipt of the delivered shipment to the carrier.

2.13.2 The condition of the individual items is not inspected at the time of acceptance.

2.13.3 We reserve the right to assert later claims for damages due to hidden defects.

2.14 Damage report and assertion of claims

2.14.1 In case of obvious transport damages, a damage report will immediately be initiated and documented by us.

2.14.2 ELECTROSTAR is obligated to assert claims arising from transport damages or quantity differences at its own responsibility.

2.15 Sales and outer packaging

2.15.1 If items are delivered in sales packaging, the sales packaging must have the "Green Dot" pursuant to the German Packaging Directive.

2.15.2 With regard to items with sales packaging as well as outer packaging, the outer packaging must also have the "Green Dot".

2.15.3 Outer and transport packaging made of cardboard must have the "RESY symbol".

2.16 Calculation bases in case of non-compliance with the packaging instructions

If rework is necessary for ELECTROSTAR due to non-compliance with the packaging instructions, such will be invoiced pursuant to the incurred deviations. The following applies:

- < 3 deviations **EUR 50.00**
- up to 5 deviations **EUR 100.00**
- > 5 deviation **EUR 200.00**

The deviations will be documented in a checklist, reported to the supplier, and invoiced accordingly.

3 Overview

3.1 Checklist as packaging report (Annex QA Agreement)

The "Checklist packaging guidelines" enclosed as an annex is a summary of the contractual requirements for proper packaging and shipping. It contains specifications that are absolutely binding and individual requirements that pertain specifically to certain goods and deliveries.

3.2 Packing patterns / image

Packing patterns (cf. Annex Numeral 8) are always necessary if packaging requires special construction for the goods. The packing patterns must be coordinated with the supplier, if necessary, and must be recorded in writing as an amendment to the "Checklist packaging guidelines". The complete packaging structure must be verified with digital photos, if possible.

Annex

Checklist packaging guidelines

Supplier: _____

Address: _____

Parts description: _____

Part item number: _____

1. Packaging unit / container:

- 1.1. Pallet:-----
- 1.2. Cage pallet:-----
- 1.3. Carton:-----
- 1.4. Carton with corner supports:-----
- 1.5. Outer packaging:-----
- 1.6. Special packaging:-----
- 1.7. Bulk material in bag/carton/bin:-----

2. Exterior weather protection:

- 2.1. Plastic lid / cardboard lid:-----
- 2.2. Plastic bag / black / transparent / PE / PP / material: -----
- 2.3. Stretch film ,----- layers: _____ pcs. _____

3. Interior goods protection

- 3.1. Blister packaging:-----
- 3.2. Container padded with corrugated cardboard:-----
- 3.3. Plastic bag / in the container: -----
- 3.4. Interlayers and covers from corrugated cardboard / rolled corrugated cardboard:
- 3.5. Cardboard interlayers as collected return:-----
- 3.6. Styrofoam lining / bubblewrap:-----
- 3.7. Other lining:-----

4. Abrasion protection:

- 4.1. Individual parts in plastic bag / transparent / PE / PP:-----
- 4.2. Individual parts separated with corrugated cardboard / Styrofoam sheets:-----
- 4.3. Printed side must not come into contact:-----
- 4.4. Fill cavities with corrugated cardboard, Styrofoam, foil: -----
- 4.5. Other protection options:-----

5. . Units of quantity:

- 5.1. Quantity per container: pcs. _____; kg _____; liter _____
- 5.2. Quantity per layer: pcs. _____; kg _____; liter _____
- 5.3. Container stackable: yes no
- 5.4. Item height: _____ cm

6. Provisions:

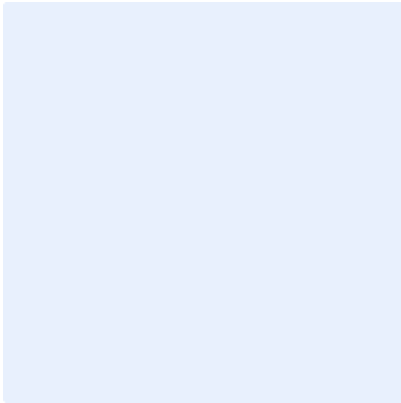
- 6.1. Type of provision _____

7. Time of delivery -----

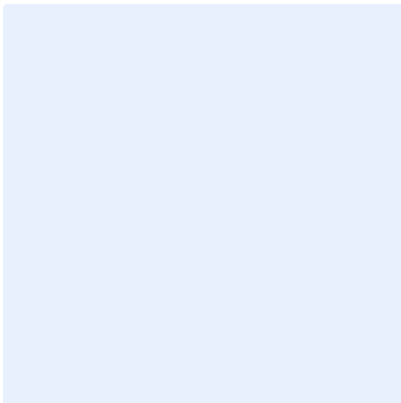
8. Annexes:

- 8.1. Packing patterns-----; Images -----; Labeling/Label-----

Packing patterns:



Images:



Labeling/label:

