

## 1 Purpose

This packaging instruction sets out our packaging requirements for aluplast suppliers. This guide serves to ensure a smooth material flow between suppliers and aluplast GmbH.

## 2 Scope of application

aluplast Karlsruhe / goods inward department

## 3 Responsibilities

Employees in the goods inward department Karlsruhe

## 4 Description of the instruction

### 4.1 Objective of the general packaging instruction

This packaging instruction sets out our packaging requirements for aluplast suppliers. This guide serves to ensure a smooth material flow between suppliers and aluplast GmbH.

### 4.2 Shipping address

Please note the details mentioned on our purchase orders for delivery and billing address.

### 4.3 Goods receiving hours

aluplast GmbH, goods inward department 3, Auf der Breit 2, D-76227 Karlsruhe

- ✓ Monday through Thursday: 7.00 am to 12.00 pm; 12.45 pm to 3.00 pm
- ✓ Friday: 7.00 am to 12.00 pm; 12.45 pm to 2.00 pm

### 4.4 Packaging instruction

The selected packaging must meet the requirements of the goods to be packed (Sections 407 et seqq. HGB). It must be suitable for the stresses and strains of the intended mode of transport. This means that the transport route and means of transport, as well as any potential influences such as weather conditions and handling during transshipment, must be taken into account.

The packaging material must ensure that the packaging and loading units are adequately secured during transport, handling, and storage.

The packaging must protect the parts against mechanical damage, contamination and, if necessary, corrosion.

Cardboard boxes must only be sealed with adhesive tape.

Only plastic straps and no metal straps should be used for transport security.

### 4.5 Pallets

All shipments are to be delivered on undamaged Euro pallets in accordance with DIN EN 13698-1:2004-01 or single use pallets measuring 1,200 x 800 x 114 mm. Euro pallets must meet the exchange criteria according to EPAL.

Any other loading aids are only permitted for the delivery of long goods or packages.

The maximum packing height including pallet is 1400 mm.

The maximum weight per pallet is 500 kg.

The total overhang of the goods on the pallet must not exceed 50 mm.

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All pallets must be secured with tubular, shrink or wrapping film.

A cardboard layer must be placed on the last layer of the pallet to protect the products from moisture and dirt.

If stretch film is used, the pallet must also be wrapped at the top.

The fork clearance of Euro and single-use pallets must be free of film.

Seals must have edge protection on all 4 sides.

All mixed pallets that are not obviously recognizable must be uniformly marked as such.

Pallets with delicate cartons must not be stacked.

### Packaging example

The goods are packed on a one-way pallet, wrapped with stretch film on the sides and on top. The fork clearance is free of foil. An edge protection on all 4 sides serves the stability and safety of the cartons.



### **4.6 Design of shipping packaging**

If an article consists of several parts, it must be packed completely in one packaging unit (SET).

Only pack full packaging units. No residual quantities.

Sufficient delivery quantities must be grouped together to form single-sort loading units.

For mixed pallets (with several different article numbers on one pallet):

- ✓ Stack the articles, for which only one or a few cartons are delivered, on top.
- ✓ Arrange identical article numbers on top of each other and not next to each other, and distribute only across one and not across several mixed pallets.
- ✓ Labels must be legible from the outside.
- ✓ A packing list or pallet contents list must be attached to the outside of the pallet in a delivery note pocket.
- ✓ Articles containing left and right parts must be packed together in one bag separately and must not be glued together as individual bags.
- ✓ Sample items and redeliveries to resolve complaints must be marked separately when delivered. The recipient must be identifiable.

#### 4.7 Labelling of packaging units

Each carton must be provided with an identification label containing the following information:

- ✓ aluplast article number
- ✓ Article designation
- ✓ Pieces/Quantity
- ✓ Article description
- ✓ Barcode with article number

In addition, each bag in the carton must bear a label containing the following information:

- ✓ aluplast article number
- ✓ Article designation
- ✓ Pieces/Quantity
- ✓ Barcode with article number

In case of reusable packaging, old or invalid markings and/or labels must be removed.

The carton label with article number, article description, quantity, a drawing of the article and the barcode of the item number.



The label on the packaging bag with item number and item description, quantity, a graphic representation of the product and the barcode of the item number.



#### **4.8 Aluminium profiles**

Profiles are packed according to the supplier's packaging drawing. The packaging drawing must be checked and approved by "aluplast purchasing". The packaging must be neutral, customary, and roadworthy, and protect against transport damage. See also point 4 "Packaging instruction" above.

#### **4.9 Steel profiles**

The packaging used must be customary and suitable for transport. The maximum dimensions are width 500 x height 300 mm. The steel profiles are to be braced in a bundle of 50 steel profiles. Four coasters with a height of 8 cm are to be attached to each bundle. A suitable, corrosion-resistant material must be used for bracing. See also point 4 "Packaging instruction" above.

#### **4.10 Shipping dangerous goods and goods with best before date.**

The requirements for the transport of dangerous goods and limited quantities (LQ) must be observed. The supplier is liable for all damages resulting from non-compliance with the statutory requirements. For articles with limited shelf life, the date of manufacture or best before date (BBD) must be stated on both the delivery note and the product.

#### **4.11 Delivery note**

Each shipment must be accompanied by an original delivery note. The delivery note must be attached to a pallet in a clearly visible position in a shipping document pouch. The delivery note must contain the following information:

- ✓ Supplier and delivery address
- ✓ Recipient/customer
- ✓ aluplast order number
- ✓ Delivery note number
- ✓ aluplast article number
- ✓ Barcode with article number and order number
- ✓ Article designation
- ✓ Delivery quantity

- ✓ Delivery note and labels on the cartons and bags must be listed with a uniform unit of measure.

**4.12 Exceptions**

Should a deviation from this packaging instruction be necessary, this must be done in agreement with aluplast (purchasing and goods inward department).

**4.13 Liability**

The sender shall be liable for damage and expenses caused by packaging that does not meet the above requirements.

**5 Other applicable documents**

Printed copies are not subject to the updating service.