

Transport, labelling and packaging regulations

of GÜHRING KG for suppliers based in Europe

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Introduction

The purpose of the supplier guideline is to ensure the availability of the desired items in the right quantity, at the right time, in the right quality at the desired location and, if necessary, to transport them in the planned sequence at optimal costs. In doing so, the processing is to be secured by compliance with the following principles:

- ▶ Zero-defect tolerance in terms of logistics and quality
- ▶ High delivery readiness
- ▶ Avoidance of special cargoes
- ▶ Avoidance of out-of-stock situations
- ▶ Correct delivery processing

Scope

The General Terms and Conditions of Purchase of Gühring KG are part of our contractual agreements, regardless of the agreed delivery conditions, and must be complied with. The Supplier Directive applies to all plants of the Gühring Group.

If the supplier or his vicarious agent culpably violates these specifications, the customer may charge a flat-rate processing fee of EUR 100 per defect.

The General Terms and Conditions of Purchase can be accessed at the following URL:

<https://guehring.com/wp-content/uploads/2018/dokumente/Allgemein/Guehring-Allgemeine-Einkaufsbedingungen.pdf>

1. Delivery documents

Any documents required to identify the shipment must be written in either German or English or a translation must be attached.

1.1 Delivery note

- (1) A separate delivery note in accordance with DIN 4991 shall be prepared for each delivery point.
- (2) The delivery note must be firmly attached to the outside of the package (visible, protected).

Each delivery note must contain the following information:

- ▶ Numbers
- ▶ Order item number
- ▶ Exact delivery address (including unloading point if applicable)
- ▶ Customer Material Numbers
- ▶ Delivery quantity (if applicable, incl. note of a partial delivery)
- ▶ Delivery note number
- ▶ Expiration date (if applicable, date of manufacture), if requested on the order.

1.2 Waybill

- (1) For each delivery point, the supplier must hand over a separate consignment note to the freight forwarder.
- (2) The name of the carrier/forwarder must be indicated.
- (3) The bill of lading must contain a delivery note number or order number for traceability.
- (4) The type and number of load carriers shall be listed.
- (5) Attention must be drawn to the special features of the package (e.g. off-centre of gravity).

Each bill of lading must contain the following information:

- ▶ Addresses of seller, buyer and consignee
- ▶ Gühring address
- ▶ Delivery note number/order number
- ▶ Carrier
- ▶ Net and gross weight
- ▶ Type and number of packages
- ▶ Incoterm
- ▶ Customs status note
- ▶ If applicable, port of departure/arrival

1.3 Required fields on the shipping label

- ▶ Consignee of goods (incl. unloading point)
- ▶ Order/delivery note number (contact person if applicable)
- ▶ Supplier address (sender/shipper)
- ▶ Weight
- ▶ Number of pallets and packages
- ▶ Date of shipment
- ▶ Supplier Number/Supplier Name

1.4 Packing list

For deliveries consisting of several pallets or packages, a packing list must be attached to the outside of the first package with the following contents:

- ▶ Shipping label number
- ▶ Sender
- ▶ Receiver
- ▶ Number of packages (x of y)
- ▶ Description of the goods including customer material number and quantity per package
- ▶ Weight

1.5 Customs documents (for non-EU deliveries)

The following documents are required:

- ▶ Commercial invoice or customs invoice (for free delivery)
- ▶ Proof of customs status (T1 shipping document for customs goods or proof of customs clearance in the case of a shipment that has already been cleared through customs or a note on the consignment note)
- ▶ If applicable, original preference papers (e.g. ATR, EUR.1)
- ▶ Waybill

Each invoice must contain at least the following information:

- ▶ Addresses of the seller, buyer, consignee
- ▶ Invoice number and date
- ▶ Order number
- ▶ Incoterm
- ▶ Customer material number and designation
- ▶ Quantity
- ▶ Unit and total price (item-related) with
 - ◆ Currency
 - ◆ Indication of origin
- ▶ Type and number of packages with net and gross weight

2. Component protection and packaging

Important:

- ▶ The packaging must not pose a risk of injury to people or the environment.
- ▶ EU Packaging Directive 94/62/EC must be complied with.

2.1 General component protection

The following points must be considered when packaging:

- ▶ Industry-standard, suitable for transport and storage
- ▶ minimal use of packaging materials, which is easily recyclable and environmentally friendly (as pure as possible).

Protection against:

- ▶ Corrosion
- ▶ Contamination (e.g. dust, moisture) (except raw parts)
- ▶ Damage (esp. functional or sealing surfaces)
- ▶ Static charge (if required)
- ▶ Kinks and breakage

Packaging unpacking requirements:

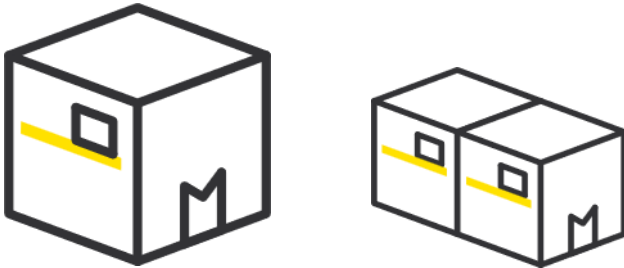
- ▶ If possible, perforation/tear tape/or similar
- ▶ Not solidly/unnecessarily taped (with adhesive tape)
- ▶ Do not weld the sub-packaging, wrap it tightly, shrink it, vacuum seal, etc.
- ▶ Lid not nailed shut/not screwed/no clamps/easily removable
- ▶ If possible, use cardboard instead of wood or plastic
- ▶ Individual packages must be stackable.
- ▶ Components must not protrude upwards or laterally beyond the load carriers. The load carrier must be larger than the component.
- ▶ Horizontal instead of standing component orientation (center of gravity as low as possible).
- ▶ Minimum packaging size with max. filling degree
- ▶ When it comes to packaging, ensure that the packaging is stable so that after removing the transport protection, safe storage, onward transport and individual removal of the components is possible.

2.2 Specific component protection

- (1) A supplement to the general delivery instructions are the packing instructions, which are bindingly coordinated in advance with the respective supplier on a material-number-specific basis.
- (2) Valid packing instructions are listed in the purchase order and in the scheduling agreement.
- (3) Load carriers may only be used in coordination.

3. Marking

The marking must be clearly legible on the side of the package, load carrier and sub-packaging (see example image 1). Designated areas are to be used for labeling.



Example image 1: Marking of load carriers

3.1 Marking of packages

The following data fields must be included in the marking of a package in accordance with VDA 4902 (see example figure 2):

- ▶ Customer material number (if possible with barcode (EANTtype 128))
- ▶ Quantity per package
- ▶ Expiry date if requested to order
- ▶ Delivery note number

Materialnummer 111222333 	Menge 780
Benennung Gummidichtung	
Verpackdatum 12.09.2015	Lieferscheinnummer 123456789

Example image 2: Label package/sub-packaging/small load carrier

- (1) In the case of package-related special features (e.g. off-centre centre of gravity, lashing), a separate, clearly visible note in accordance with ISO 780 must be attached to the package.
- (2) If a material number consists of several components, these must be packaged and labelled as a single set.
- (3) Special case:
 - ◆ If joint packaging is not possible, the packages must be numbered consecutively according to the following convention: package x of y (e.g. material number 123, package 2 of 5).
 - ◆ Furthermore, a packing list must be supplied on which all packages and their contents are listed.
 - ◆ In addition, a packing list with its contents must be attached to the package.

3.2 Marking of sub-packaging

The sub-packaging must have the following characteristics (see example picture 2):

- ▶ Customer Material Number
- ▶ Quantity per package
- ▶ Expiry date if requested to order

Materialnummer 111222333 	Menge 780
Benennung Gummidichtung	
Verpackdatum 12.09.2015	Lieferscheinnummer 123456789

Example image 2: Label package/sub-packaging/ small load carrier

3.3 Special features of collective packaging

- (1) Collective packaging must be clearly marked as such.
- (2) If deliveries are made in collection containers, the individual customer material numbers must be combined into individually manageable sub-packaging.
- (3) Collection containers may only contain packages for one delivery address.

4. Handling

- (1) In the case of mixed consignments/collective packaging, different revision levels per customer material number may not be combined in one package. Each customer material number must be packaged separately and transportable individually.
- (2) All papers (labels, delivery notes, etc.) as well as packaging aids (small load carrier end covers, filling material, etc.) must be attached to the package in such a way that they do not detach from the package during transport.
- (3) As a rule, packages, sub-packaging or small load carriers that are lifted by hand should not weigh more than a maximum of 15 kg. In exceptional cases, an exceedance of up to a maximum of 20 kg is permitted. Weights over 20 kg must be coordinated.
- (4) As a rule, load carriers and packages weighing more than 15 kg should be able to be driven under from all sides (at least 100 mm underride height). From a weight of more than 20 kg, this is mandatory.
- (5) Small load carrier and cardboard containers with a height of more than 1 m and a weight of over 750 kg must be coordinated.
- (6) Without an additional agreement, no packaging will be returned to the supplier.
- (7) An EPAL exchange is only carried out for EUR pallets and EUR lattice boxes, a perfect condition (in accordance with EPAL guidelines) must be ensured. Other EPAL load carriers are treated as disposable packaging.

5. Other

5.1 Derogation

Any deviations from the general delivery instructions must be approved in advance by the buyer and noted as a special note on the delivery note and the packages.

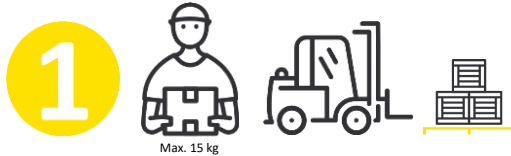
5.2 Applicable regulations

- (1) These general delivery regulations do not release the supplier from the currently valid legal regulations.
- (2) If wooden packaging is used for deliveries from non-EU countries, the requirements of IPPC standard ISPM No. 15 must be complied with.
- (3) Delivery:
 - ◆ The delivery must be accepted and confirmed personally by Gühring employees (unless expressly agreed otherwise).
 - ◆ The defined pick-up/pick-up times (opening hours) of the respective delivery points vary depending on the location and must be observed.

Appendix

See summary information sheet for Gühring suppliers on the following page.

Information sheet for Gühring suppliers



Weight:

As a rule, packages that are lifted by hand should not be heavier than a maximum of 15 kg. In exceptional cases, an exceedance of up to a maximum of 20 kg is permissible.

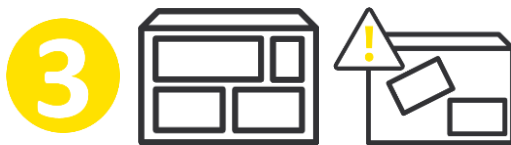
As a rule, load carriers and packages weighing more than 15 kg should be able to be driven under from all sides (at least 100 mm underride height). From a weight of more than 20 kg, this is mandatory.



Area distribution:

The load carrier must be packed in such a way that the weight is evenly distributed over the surface.

If this is not possible, this must be clearly marked.



Positioning:

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

The parts must be arranged within 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. Sensitive parts must be properly upholstered.



Transport securing:

When packing heavy and/or very large parts with wooden crates, 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.

Adequate transport securing is essential. It is important to ensure that edges are protected by suitable padding material.



Items:

If the marking of each individual part does not make sense (technically or economically (e.g. screws)), the parts must be packed in suitable packaging containers.



Quality:

The parts must be delivered without any loss of quality and free of soiling.

The packaging material must not affect the cleanliness and quality of the parts.



Mixed containers:

If mixed containers cannot be avoided, the parts must be clearly marked and appropriately organised.



Padding material:

If padding material is used, it is important to make sure that it can be removed easily and quickly, and that it is as recyclable as possible. Loose filling material such as packaging chips, wood wool, etc. must be avoided.