

## General Packaging Regulation for Technical Articles

This packaging requirement applies to all suppliers of technical articles. Beside a non-damaging transportation of the parts an economical and undisturbed material flow must be ensured in the entire process chain.

### 1. Basic Regulations

Each applied packaging must be conform to the "Verpackungsverordnung – VerpackV" (Packaging Regulation) according to the latest edition of the official German Federal Law gazette dated 12<sup>th</sup> of August 1998.

Only recyclable materials should be used for packaging to ensure waste management companies to utilize these without any special efforts and costs.

The approval of a packaging doesn't relieve the supplier from his own responsibility to ensure a non-damaging part delivery.

### 2. General Packaging Requirements

- All articles must be packed in an appropriate manner so that impacts, damages, contaminations and corrosion can be excluded widely.
- Articles packed in cardboards must be protected against any influence of weather conditions.
- Cardboards must not lose its strength or shape by the effect of moisture.
- All articles should be sorted (same article = same packaging unit) and packed in clean and neutral standardized cardboard packaging. Cardboard boxes must be closed. Mixed up cardboard boxes aren't allowed.
- Inbound freight should, unless otherwise agreed or requested, be delivered only on EURO pallets / iron-barred boxes which must meet the European Pallet Association e.V. (EPAL) exchange criteria.
- If agreed, test certificates must be included with each shipment without any further request.
- A single cardboard box must not exceed a weight of 20 kilogram.
- Pallets loaded with only one kind of articles must be marked with a consolidated label (see No. 4) specifying the total amount.
- Mixing pallets must be labeled as such „Mixing pallet“. The label must be in DIN A4 size.
- Compensatory packaging needs previous approval from sudhoff technik GmbH.
- In addition to this regulation §411 HGB (German Commercial Code) takes effect.

### 3. Visible Parts

Parts with structured or grained surface, sensitive parts with polished surface as well as parts with a transparent or coated surface must be packed in an appropriate manner to avoid any damages on the surface during proper handling, unless agreed otherwise in writing.

- The supplier needs to pack the goods in the necessary form to protect them against dust and dirt as well as to prevent damages.
- In order to protect such visible parts against damages they should be packed in soft tissues, bubble wrap or PE foil bags for instance.
- If visible parts are delivered in cardboard boxes without single protection they should be lined with intermediate cardboard layer and/or plastic foil to avoid damages by slipping.
- If visible parts are delivered in iron-barred boxes, these boxes should be covered inside by a plastic foil bag and/ or lined with intermediate cardboard layers. The parts itself should be protected by soft tissues or bubble wrap.

#### 4. Labelling of Packaging

Each packaging unit has to be labelled visibly on the front with the related content.

Labels must be based on the VDA standard. Except the production date they have to be mechanically printed. VDA Labels are also acceptable. The labelling has to be clearly visible from the outside.

The following fields marked with an # are obligatory:

- Field-No. 1 => consignee / end customer upon request
- Field-No. 2 => unloading point upon request
- #Field-No. 8 => article code end customer & bar code
- #Field-No. 9 => no. of parts & bar code
- #Field-No. 10 => article description
- #Field-No. 11 => sudhoff article no. sudhoff index (e.g. 183504 A) & bar code
- Field-No. 12 => supplier no. end customer upon request
- #Field-No. 13 => date of production

Data fields 3, 14, 15, 16 must be left blank.

For the bar code please use code 39.

A corresponding Windows-Software to create, fill and print such labels can be provided by sudhoff technik GmbH on request.

(1) Warenempfänger <b>1 upon request</b>	(2) Abbestell- / Auftrag- / Verwendungssitzbeleg <b>2 upon request</b>	(3) Lieferische Nummer (0)	<b>blocked</b>
(8) Sach-Nr. Kunden (P)	<b>8</b>	(10) Bestandsführung / Lagerhaltung	<b>10</b>
(9) Füllmenge (Q)	<b>9</b>	(11) Sach-Nr. Lieferanten (Q29)	<b>11</b>
(12) Lieferanten-Nr. (V)	<b>12 upon request</b>	sudhoff technik GmbH	(13) Datum <b>13</b>
(14) Änderungs-Nr. (H)	<b>blocked</b>	(14) Änderungs-Nr. (H)	<b>blocked</b>
(15) Packstück-Nr. (S)	<b>blocked</b>	(16) Chargen-Nr. (R)	<b>blocked</b>

#### 5. Re-usable Packaging / Small Load Carrier (KLT) / Carrier

- The application of re-usable packaging is being decided by sudhoff technik in cooperation with the supplier.
- Re-usable packaging should be used only for the transportation between the supplier and sudhoff technik GmbH. Any other usage must be avoided.
- It is the obligation of the supplier to get in contact with our logistics department always early enough to ensure a sufficient and continuous supply of empties.
- The supplier is requested to keep an ongoing record of the inventory.
- VDA KLT labels have to be applied.
- Alternative packaging needs prior coordination with sudhoff technik GmbH
- Request for empties only via: [Leergut@sudhoff-technik.de](mailto:Leergut@sudhoff-technik.de)

#### 6. Impact in Case of Non-Conformity

In case the supplier does not meet this packaging requirement sudhoff technik GmbH reserve the right to charge any involved cost caused by this deviation beside any potential costs for scrapped parts.

Deviation from this packaging requirement as well as any lack of test certificates will be reflected in the supplier's regular rating.

#### 7. Timeslots for Goods Receiving

Monday till Thursday: 7:30 - 15:30 o'clock

Friday 7:30 - 13:30 o'clock