

# Shipping and packaging regulations for suppliers at Pfannenberger GmbH

## 1. Shipping and packaging regulations

These shipping and packaging regulations apply to all suppliers of deliveries and services to Pfannenberger GmbH and describe our requirements and their responsibilities. Failure to comply with the specifications of these general shipping and packaging regulations can lead to a chargeable complaint and has a negative effect on the supplier evaluation of the respective vendors. Pfannenberger GmbH reserves the right to charge the supplier for additional expenses incurred in the event of non-compliance, but at least a flat rate of € 50 / incorrectly delivered order item. Deviations from these shipping and packaging regulations must be agreed in written form by the supplier with Pfannenberger GmbH. We reserve the right to agree item-specific shipping and packaging regulations with suppliers.

## 2. Delivery address

Please note the following information regarding the delivery and billing address:

### **For Plant 1:**

Plant 1 - Gate 2  
Pfannenberger GmbH  
Werner-Witt-Strasse 1  
21035 Hamburg  
(Access via Wilhelm-Lwan-Ring)

### **For Plant 2:**

Plant 2 - Gate 4  
Pfannenberger GmbH  
Wilhelm-Lwan-Ring 17  
21035 Hamburg

Receiving times: Monday to Thursday 7.30 a.m. to 4 p.m.  
Fridays 7.30 a.m. to 3 p.m.

Incoming goods contact: Tel .: 040/734 12 - 196 Fax: 040/734 12 - 187

Ramp height: from 0.75 to 1.45 meters

**Important:**

- ♣ Unloading without reloading third-party goods
- ♣ no discharge from the side possible
- ♣ no delivery by “jumbo” or “gooseneck” truck

### **3. General packaging requirements**

All product packaging and all packaging material supplied to the Pfannenberg-Group must comply with EU directives 94/62/EC and 97/129/EC and must be marked accordingly. The selected packaging must meet the requirements of the goods to be packaged correspond. Avoid unnecessary packaging materials. It is only allowed to use environmentally friendly, recyclable packaging materials. The packaging must be able to cope with the loads of the intended mode of transport.

The route and the means of transport must be chosen so that the weather Influences do not negatively affect cargo transfers. For damages and related expenses caused by packaging that does not meet the above-mentioned requirements, the sender is liable.

The shipping packaging must ensure that the packaging and loading units are adequately secured during transport, transshipment, and storage. In order to guarantee a high-quality delivery of goods, at least the following points are observed:

- The packaging must protect the goods from mechanical damage, ensure pollution and corrosion.
- Cardboard boxes are not to be closed with metal clips, but with adhesive tape. - In the case of transport securing, only after approval by Pfannenberg GmbH (e.g. for steel containers) metal straps should be used.
- Predefined pallet dimensions
- Maximum permissible weights

#### **4. Packaging**

Sufficient packaging suitable for the goods and safe for transport must be selected for all types of dispatch. Transport damage that is not recognized by insurers due to inadequate packaging will be billed to the supplier.

All shipments are to be delivered on undamaged Euro pallets of class new + class A according to DIN EN 13698-1: 2004-01 with the basic dimensions 1,200 x 800 x 144 mm and must meet the exchange criteria according to EPAL.

Packaging and pallets from suppliers must be selected in such a way that safe transport of the goods is guaranteed.

- The maximum loading height including the pallet is 1,500 mm.
- Maximum weight / pallet = 1000 kg
- Maximum weight of individual packaging / box <15 kg (or container size)
- The goods overhang on all sides, including inclination, must be <25 mm
- Please use enough layers of packaging-foil depending on height and weight.
- Protruding foils, papers, labels, tapes, etc. are not permitted.
- Basically, all materials must be palletized according to type.
- Mixed palletizing must be approved by Pfannenberg; all mixed pallets must be uniformly labeled as such.

#### **5. Delivery note**

The delivery note must be attached to the front of the package in a clearly visible manner by using a shipping bag. If a shipment consists of several packages or pallets, these must be summarized in a shipping order and each pallet and its content must be listed on a packing list. The delivery note must contain the following information:

- Sender and recipient of the goods
- Order number and item number
- Date of issue of the delivery note

- Our article number and designation, if applicable batch number
- Delivery quantity and unit of measure
- A note in the case of partial deliveries (only in consultation)
- Numbering of the packages
- Best before date, if available
- If applicable, project or production order number
- Barcode of the Pfannenberg article number according to EAN 128

***We expressly draw your attention to the fact that we will invoice the additional costs incurred if we do not comply with these requirements.***