

Packing and Shipping Instructions

IBEDA GmbH & Co. KG

(Hereinafter called **IBEDA**)

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Revision: 11.2015

1. General

Sustainable & safe – **IBEDA** certified in line with ISO 9001 & ISO 14001

Ecology and economy in balance

IBEDA is aware of its responsibility towards the protection of the environment and tries to have a positive impact on environmental balance within the scope of its possibilities.

This is also the reason why we are certified in line with ISO 14001 Environmental Management System. This means that active environmental protection is anchored in the entire **IBEDA** management system within the meaning of a continuous improvement process and the essential business processes are highlighted and designed in relation to environmental compatibility.

IBEDA thus not only stands for safety and excellent quality products but also for the balanced relationship between environmental protection and economic feasibility.

2. Scope and Area of Application

These Packing and Shipping Instructions are meant to contribute towards supporting the process safety for our supplier partners. Generally applicable agreements and rules are presented that should apply for external supplier partners as a guide for packing and shipping. By observing the Packing Instructions, quality determining rules are set that generally apply to both the supplier partner and **IBEDA**.

It is the responsibility of the supplier partner to ensure that all shipped items are preserved, packed and marked properly and adequately so that they arrive safely at their destination. The non-observance of the Packing Instructions can mean that the supplier partner is requested to take corrective measures. In addition, the supplier partner can be made liable for all additional costs incurred in relation to repacking, handling and disposal as well as for losses in quality following inadequate or dirty packaging.

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3. General Packing Requirements

The choice of packaging depends on the product properties, the degree of protection required, the type of transportation and the circumstances at the supplier's.

Irrespective of the type of packaging, the supplying partner must ensure that the shipment fulfils the requirements below, i.e. the parts must be shipped without losses in quality and free of contamination.

Transport packages should guarantee safe and easy handling during unloading as well as whilst be transported by floor-borne vehicles.

- Sufficient securing during transportation
- Safe and easy handling when removing the parts from the packaging
- Proper labelling
- Every item classified as "requiring labelling" must be permanently labelled
- If damage can be caused by slipping or rubbing, separators must be used
- Corrosion-sensitive parts must be packed in a dry and corrosion-free environment during transit and storage. The type of the material used to protect against corrosion depends on the sensitivity of the packed goods, the conditions of transport, the duration of transport, storage and the storage conditions
- Packages that are lifted by hand must not be heavier than 10 kg (see item 4 Specific Requirements on this)
- Surface-treated parts must be packed to prevent scratching

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4. Specific Packing Requirements

4.1 Seals

On every box and bag, the label **must** include the following details:

(The box serves as an outer package, the bag as direct package for the product!)

- a. **IBEDA** article number/compound
Number with data sheet
- b. Index
- c. Date of manufacture
- d. Creditor number/name
- e. Batch number, if available
- f. Label the supplier has checked the Goods (e.g. "CHECKED" stamp), if available
- g. Packaging unit
- h. Lot size

❖ **Blister Packs!!!**

(without any damages!)

❖ Packaging the parts in UV-resistant bags

4.2 Turned Parts

The weight of each unit (bag) should not exceed 7 kg, per unit (box) 10 kg.

The packaging must be stable, secure and chosen according to the product.

Details on drawings (e.g. no bulk goods) must be observed.

(Anything that is not bulk goods should be provided with a label on the packaging!!!)

The packaging should be recyclable.



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Details per unit (label)

| |
|--------------------------------------|
| Name of the supplier |
| Creditor number |
| Item number |
| Manufacturing index |
| Name |
| Date of manufacture |
| Weight per piece/total weight |
| If possible, date of dispatch |

Deviations therefrom must be agreed upon with **IBEDA** in writing.

Attach RFID or barcode is possible (the data must be compared with **IBEDA** in advance)

4.3 Tubes

Please note that elastomers may not be older than 1 year upon dispatch!

(See DIN 7716 Rubber and Rubber Products and DIN 20066 Hydraulic Tube Pipes)

4.4 Operating Instructions

750 pcs. per box

Weight per box max. 5 kg

4.5 Cardboard Boxes

2000 pcs. per box

Weight per box max. 10 kg

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5. Delivery Address

Please note the details of our orders in relation to delivery address and invoice address.

6. Delivery Times for Receiving Goods

Monday to Thursday: 07.15 to 11.45 h, 12.30 to 15.45 h

Friday: Upon arrangement

7. Shipping Documents

Each shipment must include an original delivery note. The details requested from the **IBEDA** orders (e.g. item number, dimensions, index, etc.) must be documented in the delivery note.

Shipping documents as well as supportive documents (e.g. test protocols, certificates of origin, etc.) must be handed over to the receipt goods staff in a clean condition.

Where special deliveries are involved (complaints, reworking measures, etc.), the warehouse staff must be informed of this separately. Special documents must be included.

8. Final Remark

These Packing Instructions are meant to contribute towards the coordination of the processes at the supplier's and **IBEDA**.

We look forward to a good cooperation.

You will be automatically informed of any amendments to this without delay.

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