

# Packaging instruction for suppliers

## Leviat Central Operations

### 1. Scope of Application

The following transport and packaging regulations are a supplementary component of our terms and conditions of purchase, irrespective of the agreed delivery conditions.

The non-existence of freight documents/delivery bills forces us to reject the goods! Any resulting costs shall be borne by the supplier.

### 2. Marking and Labeling

- I. An original delivery bill must be enclosed with each shipment. The delivery bill must be shown to the goods receipt personnel upon delivery.
- II. Delivery bills must meet the following criteria:

#### Information on the delivery note

- Leviat article number
- Article description
- quantity
- item numbers
- Batches
- Order numbers/production numbers
- Delivery note number
- Pallet weights

### 3. Packing List

If a delivery consists of several packages or pallets, a packing list must be attached to the a packing list for each transport unit with the following order information.  
order information must be attached to the delivery note for each transport unit.

- - Package or pallet number
- - Article - quantity
- - Number and content of the individual package

At each package (parcel / pallet) are also to be provided with the information of the packing list.

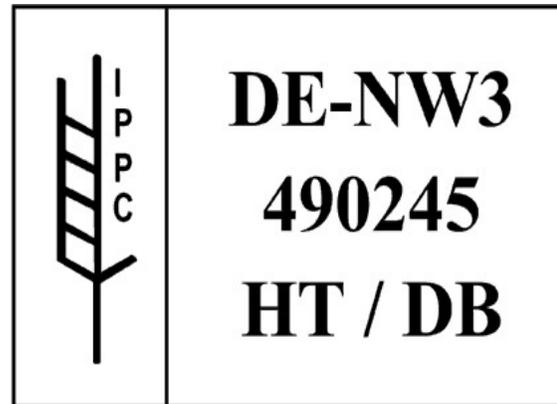
## 4. Packing Instruction

### 4.1. Product Cardboard

- I. Sufficient and stable packaging appropriate to the goods must be chosen for all types of shipment.
- II. On the one hand, the cartons are to be filled in a space-saving manner, i.e. well filled, few/no cavities, on the other hand, the packaging must also not be deformed by the contents or the closure/lid pressed open. The lid must close tightly, if necessary it must be additionally glued. Since the goods are gripped from above, gluing is obligatory for lids that open upwards (shoebox principle).
- III. The legal environmental and packaging regulations must be observed. Transport damages, which are not accepted by insurers due to insufficient packaging, shall be borne by the supplier. The packaging units specified on our orders must be strictly adhered to. In the event of deviations, our purchasing department must be consulted prior to delivery. This does not affect special packaging regulations, e.g. for slit strip.
- IV. Loose or poured goods must always be delivered in packages made of sturdy cardboard - max. 20 kg with indication of the number of pieces and contents (see III.).
- V. Labels must be clearly legible and at least the following information must be included on the label:
  - - DIN/ISO standard number
  - - Material/product/article designation
  - - Material/strength class
  - - surface treatment, if necessary
  - - dimension
  - - packaging quantity
  - - Batch number
- VI. If the products are identical, the valid EN or ISO numbers must always be indicated on the label in addition to the old DIN numbers.

### 4.2. Pallets

- I. All consignments must always be loaded on **undamaged and technically sound** Euro flat pallets in accordance with UIC standard (basic dimensions 800 x 1200 mm) with DB quality mark and in accordance with IPPC standard. A maximum permissible wood moisture content of 18% must be observed.



- II. Packages are to be joined together on the pallet without overhangs and in a slip-proof manner to form a compact, secured transport unit; lateral securing is provided by wooden frames. A maximum of 4 wooden frames on top of each other is permissible. Only in exceptional cases, strong foil or cardboard aprons, if necessary with steel or plastic straps, are permissible.
- III. Product cartons stacked on pallets as a compact shipping unit without wooden frames must be packed as a composite unit so that the product labels face outwards in a clearly legible manner.
- IV. Palletized transport units may not exceed a loading height incl. Euro flat pallet of 0.9 m and a total weight incl. Euro flat pallet of **1000 kg**, even if individual packages are joined together.



- V. The composition of packages and pallets must be order- and article-related. Articles may not be distributed in partial quantities over several pallets and packages. Mixed pallets shall be reduced to a minimum and shall be marked separately.

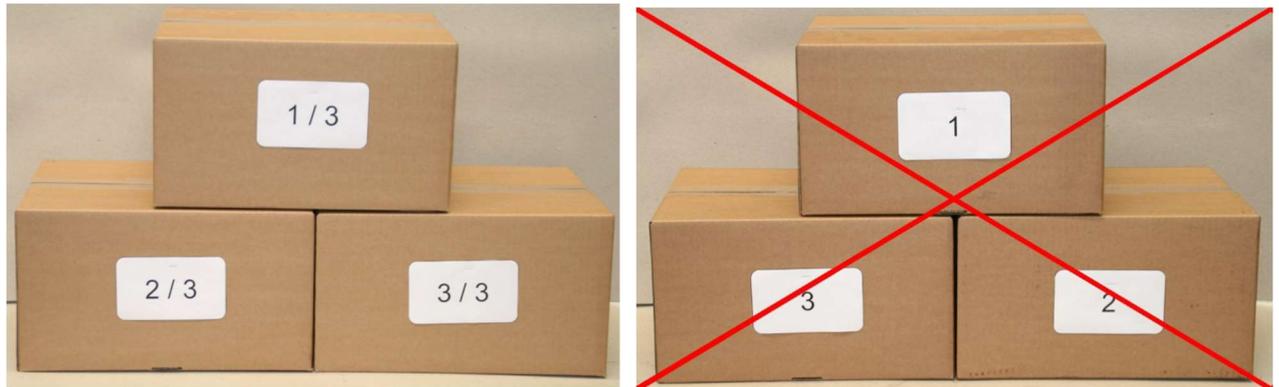


- VI.** Stacking of pallets is only permitted if it is 100% guaranteed that the goods to be delivered and their packaging will not be damaged.
- VII.** For pallets with wooden frames, yellow plastic "corners" must be used on each pallet corner when stacking for safety reasons. These are to be loosely attached.



#### **4.3. Delivery of parcels**

When delivering individual parcels, it must be clearly recognizable from the outside who the recipient and the sender are. If the shipment consists of several packages, this must also be made clear from the outside.



**Our incoming goods department is staffed:  
Weekday Monday - Friday: 06:00 h to 13:15 h**

## 5. Specific Packing Instructions

If specific packaging requirements exist for certain goods, these are set out in separate applicable regulations.

In this context, the applicable regulations are as follows:

- HVV01: Spaltband / Warmband + SV
- HVV02: Spaltband / Warmband
- HVV03: Spaltband / Warmband
- HVV04: Spaltband Edelstahl
- HVV05: Spaltband Edelstahl
- HVV06: Spaltband Edelstahl
- HVV07: Zahnband
- HVV08: Spaltband Warmband + Edelstahl
- HVV09: Lean Duplex
- HVV10: Spaltband Edelstahl

## 6. Closing Note

### Condition of Delivery

- I. All shipments must be delivered in perfect condition. Damaged load carriers, outer packaging as well as foils can lead to a rejection of the delivery.
- II. All consignments must always be delivered in a clean, uncontaminated condition, e.g. with production scrap/waste.

- III. If you have any queries in connection with transport and packaging, please get in touch with your contact person before the goods are shipped.

Compliance with these transport and packaging regulations will be checked by our checked by our incoming goods department. These are in detail

- the indication of an incorrect or no order number
- the indication of a wrong or no article number
- the delivery of wrong goods
- a missing delivery note
- a missing inspection certificate
- an over-delivery of more than 15%
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and lead in each case to the creation of a defect report, which is incorporated into the supplier assessment.