 HUBER+SUHNER		Technical delivery terms and conditions	
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		Author	U. Bartholdi 4823
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References to other documents

Ref.	Document number	Designation
01	DOC-0000361060	Address and shipment labels
02	DOC-0000359897	SPLR-items with SPLR_brand
03	DOC-0000359301	SPLR-items with HS_brand

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A. General Information

1. Validity

These general packaging rules apply to all sites of HUBER+SUHNER AG unless other special agreements have been made with HUBER+SUHNER.

Deviations from these shipment rules require our explicit consent.

The packaging rules are the basis to ensure that products are not damaged during transport and to ensure a smooth process during material unloading, receipt and forwarding.

2. Costs

Non-compliance with these packaging rules and the costs resulting from it are fully charged to the supplier.

B. Labelling

1. General

A conclusion on the manufacturer of the product, eg by printed logos or marked adhesive tapes etc. is not allowed on any packaging level. For this reason, only neutral and unprinted packaging are allowed.

2. Product labels

The product labels are specified in the documents with ref. 03 and ref. 04. Depending on the defined requirement one or the other document applies. In this section the content of the labels is not described, but instead how the labels are attached. The following principles must be considered:

- If the packaging permits it, the label is to be attached in a place where it is still legible when stacked in the warehouse.
- If the packaging permits it the label is to be attached to the item at a distance of 10-20% away from the edge.
- It must be possible to remove labels on reusable packaging without traces or residue.

3. Shipment labels

The labels of HUs and the shipment units are specified in the document with ref. 02. In this section the content of the labels is not described, but instead how the labels are attached.

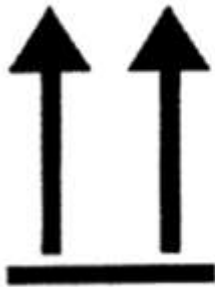
- If the packaging permits it the label is to be attached to the item at a distance of 10-20% away from the edge.
- It must be possible to remove labels on reusable packaging without traces or residue.
- At least two labels have to be attached to the HU or the shipment unit. Preferably on the corner, where the long and short sides meet.



- Non-stackable HUs and the shipment units are to be clearly labelled.

4. Handling labels

The following information and generally comprehensible labels have to be printed, when they are defined in the product specification.



5. Hazardous substances label

Hazardous substances are to be labelled according to the relevant applicable standards and regulations.

C. Packaging of products

1. General

Packaging is a cost factor in the supply chain. All parties involved in the supply chain have an interest in keeping these costs as low as possible, as they all benefit from it.

Principally, packaging is to be selected in a way that parts are not damaged by influencing factors and during transport as listed below.

Factors influencing the packaging:

- Costs
- Protection of the goods against environmental impact (humidity, temperature, shaking, electrostatic charge, chemical reaction with the environment etc.)
- Low environmental pollution
- High packing density
- Cleanliness and hygiene
- Good usability for the consumer
- Suitable utilisation volume
- Low logistical effort
- Product life cycle
- Standards and laws
- Aesthetic requirements

Reusable and disposable packaging

The above-mentioned factors influencing the packaging show that many requirements have to be taken into account when selecting the packaging. Increasingly shortened product life cycles and thus utilisation volumes, which cannot easily be assessed, make the use of **reusable packaging** difficult. The organisation of the material cycle increases logistical expenditure and limits the flexibility of the packaging. It is also very difficult to calculate the advantage of reusable packaging when all influencing factors have to be taken into account (keyword: CO2 footprint, energy balance). HUBER+SUHNER use reusable packaging internally and where possible with selected external suppliers. This document, however, does not focus on this, as individual agreements are made with the corresponding suppliers.

Disposable packaging has the disadvantage that it generates a high volume of waste. Therefore the composition of the packaging material is very important (see Chapter 8).

2. Packaging levels

a. First level, Intermediate Packaging

The first level of packaging strongly depends on the type of product; therefore, it cannot be defined in these general packaging rules. Missing packaging instructions have to be requested at purchase.

- Individual packaging



Purpose:
Grouping products and assembly accessories
Surface protection
Protection against oxidation

- Blister packaging



Purpose:
Surface protection against mutual mechanical impact



Purpose:
Surface protection against mutual mechanical impact
Protection against shaking:



Purpose:
Surface protection against mutual mechanical impact

- Tape and Reel



- Bulk material in bags



b. Second level, product packaging)

HUBER+SUHNER describes the second level of packaging as the level at which the product can be traded and sent to the smallest packaging unit.

Examples:



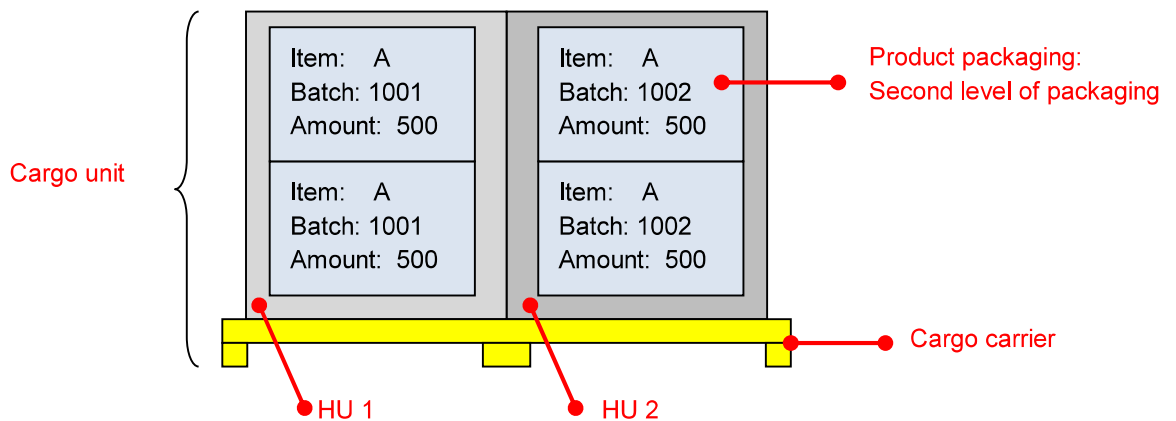

<p>Purpose: Enable stacking. Protection against impacts. Protection against dirt and humidity.</p>

c. Third level, Handling Unit Packaging

At the level of handling unit packaging one or several handling units (hereinafter "HU") of the second level of packaging are joined together.

Note: HUs do not have to be made of one material only or comprise only one batch. Various forms of HUs are possible. For more information please refer to document ref. 02.

HUs can also be sent individually, or several HUs can be packed on one **cargo carrier** (e.g. pallets), which then forms one HU. One or more HUs on one cargo carrier from a **cargo unit**.



3. Weights

HUs weighing more than **20kg** must be packaged on a load carrier which can be moved to a different storage location using technical aids (e.g. forklift).

Load carriers must not be overloaded beyond their permitted weight.

HUs on a load carrier must be designed for an applied load of at least **600kg**.

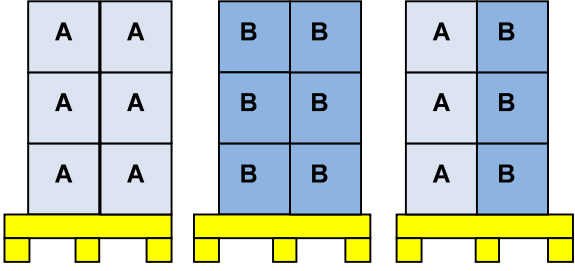
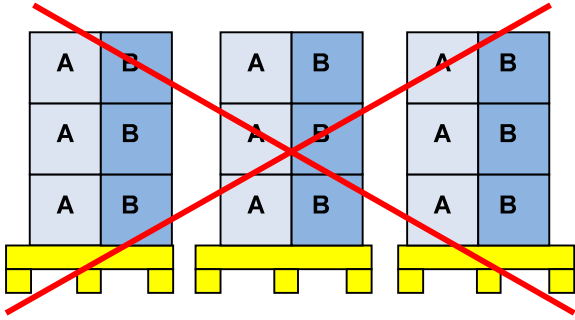
4. Collocation of packaging batches in HUs and cargo units

To be able to accept delivered goods free of fault and efficiently, it is necessary to sort and demarcate the goods.


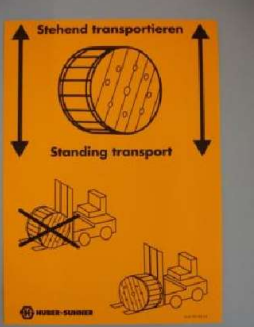
<p>Various batches are to be separated by individual HU or separations.</p>	<p>Various batches are to be packed in the same HU without separations.</p>

<p>Grouping of various items by means of separations. Items are grouped vertically to enable both storage of item A and item B.</p>	<p>Missing separations. Items are grouped horizontally. Access to item A is only possible, after first item B has been removed.</p>

<p>Residual amounts should be stacked at the top.</p>	

	
<p>Identical products, batches and orders should be aggregated if possible so that the goods can be stored straight away.</p>	<p>These pallets cannot be stored like this and have to be repacked before entering into storage.</p>

5. Shipping packaging of long material

Coils > 700 mm/exterior diameter	
	
Comments: Attach label " <i>Transport in upright position</i> "	

6. Shipping packaging of hazardous goods

Cargo carriers or packages with hazardous goods must comply with the corresponding applicable general and special packaging rules during transportation.

Ensure that the labels of the UN specification (type approval) attached to the packaging is at no time covered by other labels or information accompanying the goods (e.g. product labels).

Further requirements in connection with the transport of hazardous goods (e.g. vehicle equipment, driver's qualification, combining the load with other hazardous goods; accompanying goods) must be complied with by all parties involved in the transportation.

The supplier and all parties involved in the transport are responsible for the compliance with the pertinent rules for hazardous goods.

7. Climate

Because HUBER+SUHNER is a global component supplier, the packaging shall be designed for all climate zones.

8. Disposal of waste

HUBER+SUHNER prefer disposable packaging made of material that can easily be disposed of in every country of the world. Examples are **cardboard, paper, wood, polyethylene (PE) and polyethylene-terephthalate (PET)**.

9. Cleaning

Products must only be supplied in clean and functioning packaging. Packaging showing damage or faults must not be loaded or shipped.

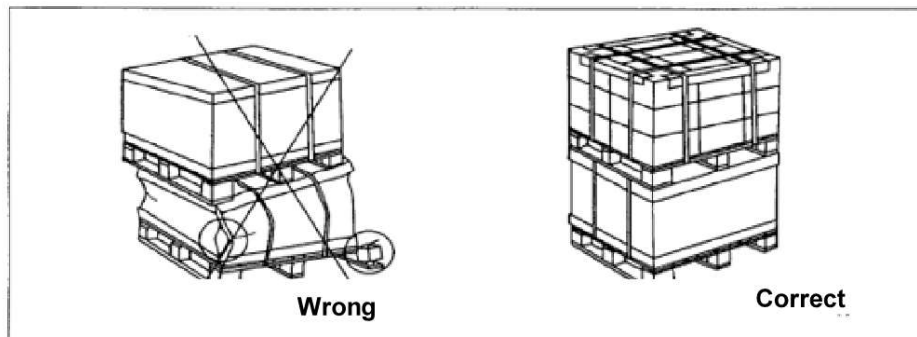
All adhesive parts (e.g. old labels, adhesive tapes etc.) must be removed.

D. Packaging on cargo carrier (cargo unit)

- Wooden load carriers:
 - In order to prevent the importation of timber pigeons, load carriers such as pallets, cable drums and wooden sea freight boxes must comply with ISPM 15 standard (<https://www.ippc.int>).
 - The load carriers must be provided with a clearly legible IPPC stamp. When accepting the delivery as well as during use, it should be noted that only legible wooden pallets are used. Especially for shipments to overseas.
- Nothing must be stuck on cargo carriers! If the circumstances do not permit anything else, only labels can be used that can be removed, but cannot fall off due to environmental impact (sunshine, humidity, variations in temperature).
- Old stickers and product labels must be removed.
- The transported goods must not overhang.
- Bandaging is only permitted using plastic bands. Cuts in cardboard are not permissible. Edge protection is required.
- Do not apply bandages covering labels, as they cannot be automatically read any longer.
- Stretch film for single-origin deliveries is only permissible if the wrapped goods (including pallet) are also bandaged.
- If only a part of the total amount is taken out of a cargo unit, stability of the remaining amount must not be jeopardised.



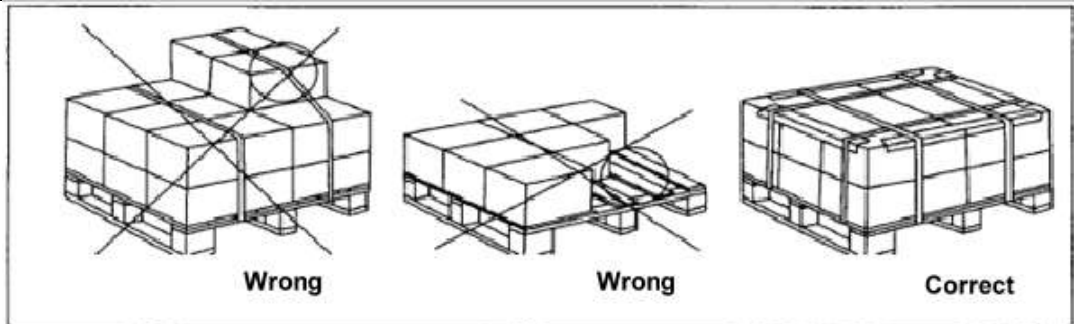
Stacking of HUs on cargo carriers.



Comments:

- At least **600kg** applied load.
- At least double stacking (2x)

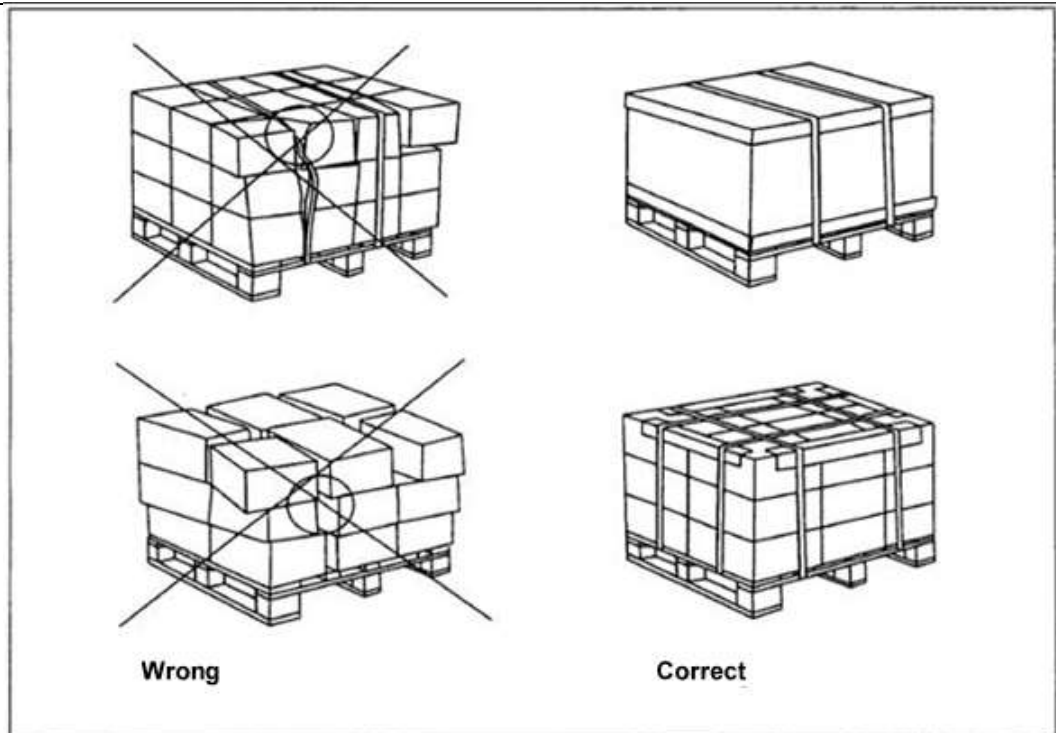
Stacking of HUs and incomplete layers.



Comments:

Non-stackable HUs and incomplete layers are not permissible.

Secure against sliding.



Comments:

Cargo units must be secured so that the individual HUs cannot slide during transport.