

## **Delivery and Packaging Instructions of ERHARDT Markisenbau GmbH**

Status February 2021

### **1. Aims and scope of the packaging instructions**

Through these shipping and packaging instructions, we aim to make all suppliers aware of our requirements and their responsibilities.

These general packaging instructions apply to all suppliers of ERHARDT Markisen GmbH and are intended to contribute to an efficient and trouble-free flow of materials from the supplier to the point of consumption. The packaging is to be designed in such a way that the goods are delivered in perfect condition.

The aims are:

- Optimum racks, containers and packaging design
- Coordinated packaging units
- Clear labelling/assignment
- Optimised flow of goods

Failure to comply with these specifications may result in a complaint, which will have a negative impact on your supplier rating. Furthermore, in the event of non-compliance, the resulting additional costs will be charged to the supplier immediately.

### **2. Delivery address**

With regard to the delivery and invoice address, please be sure to observe the information in our orders.

### **3. Goods delivery times**

The delivery times for goods at ERHARDT Markisen GmbH in Burtenbach are:

Mon.-Thu.: 7 a.m. to 12 p.m.

Mon.-Thu.: 12.45 p.m. to 3 pm

Fri.: 7 a.m. to 12 p.m.

**No goods will be received during the daily break time from 9 a.m. to 9.15 a.m.!**

### **4. Packaging information**

Selected packaging from the supplier must be designed to ensure adequate protection during transport.

The packaging used must be able to withstand the stresses of the intended mode of transport. The transport route, the means of transport and possible influencing circumstances, such as weather conditions and handling during reloading, must be taken into account.

The following criteria must be observed:

- Exposure to potential soiling
- Climatic conditions
- Type and condition of the planned route
- Damage-free loading and unloading/further handling

Each consignment must also be accompanied by an original delivery note that is accessible and visibly attached. This must contain the following order details:

- Supplier name
- ERHARDT part number
- ERHARDT part name
- Delivery quantity
- Order quantity
- ERHARDT order number / complaint number
- Delivery note number

The packaging units (rack, pallet, boxes) must be labelled with the following information so that it is immediately visible on the packaging unit:

- ERHARDT part number
- Part name
- Number of items in the packaging unit
- Order number / complaint number
- Batch number
- Number of packages (e.g. 1 of 4)

## **5. Conduct guidelines for deliveries**

The following health and safety agreements for external companies apply to deliveries to ERHARDT Markisen:

[http://marketing.erhardt-markisen.de/signatur/Arbeitsschutzvereinbarung\\_Feb16.pdf](http://marketing.erhardt-markisen.de/signatur/Arbeitsschutzvereinbarung_Feb16.pdf)

## **6. General requirements for shipping packaging**

The supplier shall ensure that the packaging is suitable for transport and handling. The following requirements must be met in this regard:

- Delivery of the goods in damage-free condition
- Labelling of the goods for clear identification
- Appropriate and sufficient transport security

Compliance with these requirements will ensure problem-free unloading and storage of the goods. If the packaging does not comply with these requirements, the sender shall be liable for any damage and expenses incurred as a result.

If the packaging of the goods does not meet our requirements, we reserve the right to refuse acceptance of the goods.

Before the first delivery of a new product, the packaging must be approved by the ERHARDT Markisen purchasing department.

## **7. Types of loading aids (loading equipment)**

Loading aids must be in perfect technical condition and free from damage (exchangeable). Defective loading aids will not be exchanged.

Deliveries must be made exclusively on the following loading equipment:

- Euro pallet (DIN 15146); dimensions (LxWxH): 1,200 x 800 x 144 [mm]
- Euro mesh box; dimensions (LxWxH): 1,240 x 835 x 970 [mm]
- Disposable pallets made of wood or plastic
- ERHARDT long frames
- Plastic boxes, 5 types (see appendix)

## **8. Exclusion criteria for exchangeability of mesh boxes and Euro pallets**

Euro mesh boxes and Euro pallets that show at least one of the following types of damage are not exchangeable:

- The top angled frame or corner columns are deformed
- The front flaps can no longer be opened or closed
- The frame or feet are bent so that the Euro mesh box cannot stand or be stacked properly
- The round steel mesh is cracked so that the wire ends protrude inwards or outwards
- A panel is missing or broken
- The condition is so bad (rust, dirt) that the cargo becomes contaminated
- The load-bearing capacity is no longer guaranteed (rotten, decayed, heavy splintering)
- The label plate on the left-hand side is missing

## 9. Appendix – container types



Typ 1: 235 x 150 x 125 mm Weight: 0,230 kg



Typ 2: 395 x 295 x 145 mm Weight: 1,435 kg



Typ 3: 395 x 295 x 220 mm Weight: 1,535 kg



Typ 4: 590 x 390 x 220 mm Weight: 2,490 kg



Typ 5: 590 x 390 x 270 mm Weight: 2,945 kg