

## **Delivery instructions for companies supplying goods to Hirschmann**

### **I. General provisions**

1. The scope of these instructions covers all plants, subsidiary companies and suppliers.
2. These general packaging guidelines shall apply at all times if no other demands are placed separately.
3. The packaging activities in the entire process chain from the supplier to the customer are to be optimised to minimise the use of packaging materials.
4. Damage to any goods must be avoided.
5. Efforts must be undertaken to ensure a good appearance of deliveries in dealings with our customers.
6. Parts numbers, quantities and packaging materials must be used in accordance with the production plan, delivery specification or packaging instruction.
7. Solely clean packaging materials that are not faulty are to be used.
8. When using / filling the packaging materials efforts are to be taken to ensure that no old or incorrect labels are attached to the packaging materials.

### **II. Delivery note**

1. Delivery note in duplicate
2. Attach on the outside and clearly visible in a delivery note slip on the first package that is to be unloaded.
3. In the case of deliveries containing several packages / pallets, special labelling of the package / pallet shall be required on the delivery papers.

### **III. Details on the delivery note**

1. Delivery note number
2. Delivery number including order item
3. Material number
4. Material description
5. Quantity including quantity unit in line with the order unit
6. In the case of direct deliveries to departments: name / department of recipient, cost centre
7. On request the details in nos. III.1 to III.5 are also to be printed as a barcode (Code 39), apart from clear text.

### **IV. Forwarding papers**

1. Material that is delivered via forwarding agents must be delivered by way of a forwarding order in which the delivery note(s) is(are) grouped together in one consignment. On receipt of the consignment this makes it possible to quickly and precisely recognise and acknowledge the delivered quantity of the packages.
2. If there is used an electronical Data system, LOGWIN will accept with reservation, in order of HCC

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### **V. Palletised goods**

1. Palletised goods are to be delivered solely on DIN norm Euro flat pallets. Pallets will not be replaced in the event of inferior quality.
2. The maximum pallet height is 1000 mm including the pallet.
3. The weight of each pallet may not exceed 800 Kg.
4. It is absolutely necessary that all norm measurements, including the pallet measurements, are adhered to.
5. Care is to be taken that the delivered goods do not contain any protruding fixtures, load securing devices, bulges in stacked cartons or stretched foils.

⇒ Non-observance of these standards which result in disruptions shall result in the supplier being invoiced for € 150.00 per pallet/package.

### **VI. Packing drums**

1. A master carton may be used to package several packing drums **for one product**. Such a master carton must contain a clear and detailed declaration of contents.
2. Cardboard packaging for small parts may not exceed the following weights and measurements:  
(LxBxH) 600 mm x 400 mm x 220 mm, max. 20 Kg.
3. If this type of cardboard packaging is to be delivered in several layers stacked on pallets, a stable, flat, cardboard middle piece is to be used in between each layer as a stabiliser.
4. Each individual packing drum such as euro pallets, cardboard packaging and sacks are to be labelled with the material description, material number and the quantity contained therein.
5. Several individual packing drums **for different products** may not be packed together in a single master carton.
6. Metal tape may not be used.
7. As a general rule packages may only be stacked if damage or deforming, in particular of the lower packages, are excluded.
8. With regard to quality all packages (cardboard packaging) are to be selected such that they adequately protect the goods against damage and loss. If the packaging for forwarding selected by the supplier is inadequate, we refuse to assume any joint liability as a result of subsequent damage, and we shall have the materials checked, repacked or professionally disposed of by our service provider at the supplier's cost.
9. In the event that coils are delivered (all kinds of metal tape ), wooden middle pieces with a diameter of at least 20 mm are to be placed between each layer.

### **VII. ESD-protected materials (ESD components)**

1. The packaging must guarantee that the materials can be forwarded safely. Packaging that contains ESD-protected materials must be equipped with warning notices that are attached on the outside and are clearly visible on each packaging.
2. The material description (Hirschmann material number), the quantity and the order number, including the item, must be clearly stated on the outside of each protective packing drum.
3. It must be possible to carry out incoming and warehousing processing of such parts without removing the ESD protective packing.

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### **VIII. Accessory and packing materials**

1. Third materials such as information leaflets, advertising material, sample parts or other papers such as test reports, invoices etc. may not be included inside individual packing drums.
2. Paper and corrugated paper may be used as padding and filling material. Polystyrene machined parts are only allowed if these are type-bound.
3. Items such as notes, string, waste or plastics may not be included in the containers and shall be disposed of against payment.

### **IX. Final provisions**

1. Enquiries are to be made in advance in good time and in writing regarding exceptions to these standards.
2. In the event that these delivery standards are not adhered to, we will be obliged to invoice you for the additional costs incurred by our service provider and a flat-rate processing fee in the sum of €50.00 for each transaction.