

## **Shipping and Packaging Instructions – general regulations**

These shipping and packaging instruction is valid for MEYRA GmbH and is a component of the purchasing terms and conditions.

### **Common principles**

These shipping and packaging instruction should help support our suppliers. It is only permitted to use recyclable materials for packaging, as they can be disposed of by our waste management partners at no additional cost.

Packaging materials for outside and with contact to the parts must comply with the following demands: no Styrofoam, but rather cardboard, paper and plastics / PE-bags, etc.

Changes and variations from this instruction are to be discussed with the logistics department of MEYRA GmbH.

### **Validity**

These shipping and packaging instructions are valid independently of the negotiated terms of delivery and become a part of every contract, as far as nothing else is specified and agreed upon.

Changes and variations from this instruction are to be discussed with the logistics department of MEYRA GmbH.

### **General demands to packaging**

The supplier / logistics provider must pack materials, parts and assembly groups in such a fashion that impact marks / damages as well as contamination / corrosion is largely eliminated.

The packaging must be constructed and sealed in a way that, under normal transport conditions, damages as well as a leaking of the contained products from the ready-to-ship packaging, especially due to vibration, changes in temperature, humidity or pressure changes, are prevented.

Should a shipment consist of more than one package, all packages are to be marked with the total number of packages.

In case of non-compliance to these shipping and packaging instructions, the supplier may be requested to implement correctional measures. In addition, the supplier can be made liable for any additional cost that might occur with relation to repacking jobs, extra handling or recycling, as well as a loss in quality due to inadequate or soiled packaging materials.

Partial shipments of one order are only permitted if they have been cleared with the MEYRA GmbH purchasing department.

Country specific packaging regulations are to be observed and applied.

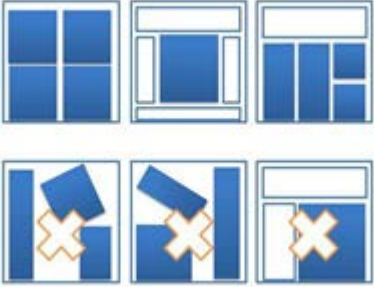

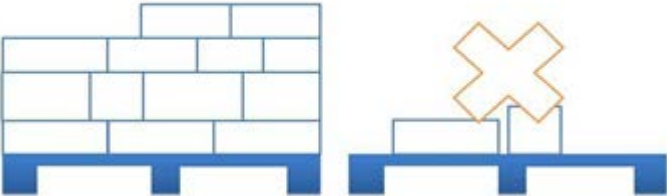
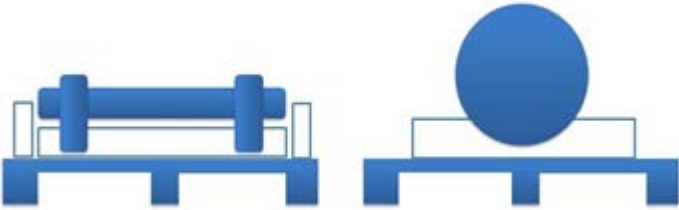
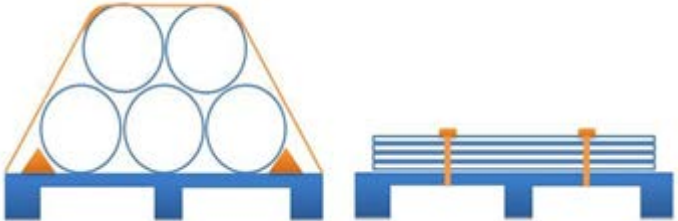
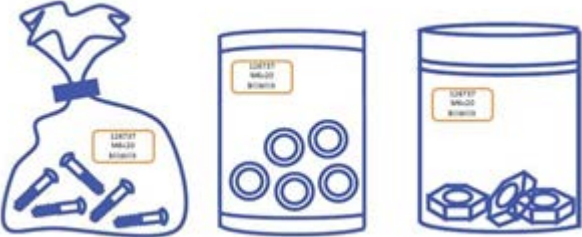
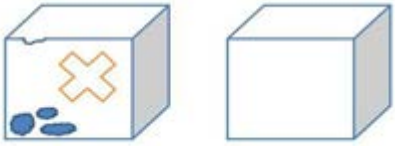
Product specific requirements can be found in the following section special requirements and particularities of the shipping and packaging instruction.

### **Special requirements**

1. Clearly sorted packages in a suitable outer box, resp. bag
2. Pack materials inside a box/carton in such a fashion that goods and warranty labels cannot be scratched and / or damaged.
3. Outer boxes, reps. bags with clearly sorted contents are to be marked with item number, containing quantity, barcode and pieces, according to the requirements of the purchasing department.
4. Pack order lines carefully and in due consideration of weight distribution and maximum weight.
5. Parts of different weight are to be packed in a way that the more delicate / lighter parts are not damaged by heavier parts during transport.
6. In principle any selected type of packaging is to be topped with filling material (e.g. bubble wrap), so that the goods fit tightly inside the box.
7. Goods on pallets must be secured against slipping (e.g. packaging tape, stretch film, etc.).
8. Sufficient transport safety and observance of maximum weights must be ensured.
9. Shipments, especially grouped consignments, are to be packed in a way that largest permissible volume of a transport company is packed into one packaging unit.
10. Delivery documents as well as accompanying papers (e.g. test reports, proof of origin, factory certifications, etc.) should be glued in a clean manner onto the outside of the outer box.
11. The general delivery times and opening hours of the receiving department that are printed on the order forms, must be observed.

### **Illustrations**

The following illustrations serve as a supplement to the packaging instructions

	 <p>The parts are to be sorted inside the carrier in a way that the weight is distributed evenly. The same applies to the packing units inside the carrier. Sensitive parts are to be cushioned appropriately.</p>
 <p>The parts carrier is to be packed with the weight distributed evenly on the complete surface. If this is not possible, it has to be marked clearly visible. (Careful: uneven balance).</p>	 <p>Utilize the capacity of the carrier optimally with reasonable sense. Always select a suitable carrier.</p>
 <p>When packing heavy and/or very large parts in wooden boxes, crates, transport aids or pallets ensure that the inlays are designed in a way that the load is properly secured against shifting.</p>	 <p>Sufficient transportation safety is inevitable. Ensure that edges are protected with suitable cushioning material. Cylindrical parts are to be secured with screwed wedges where needed.</p>
 <p>If a marking of every single item makes no sense (e.g. screws), the items are to be packed into an adequate outer package</p>	 <p>The parts are to be supplied without loss of quality and free of contaminations. The packaging material may not influence the purity and quality of the product.</p>



If filling material is used, ensure that it can be removed simply and quickly and where possible recyclable. Where possible refrain from using loose filling material such as packaging chips, shredded material, newspaper, wood shavings, etc.



The size of the carrier should correspond to the parts that are to be packed. If the parts reach out over the carrier, ensure sufficient shock protection.

### Special features

1. If delicate items are delivered only packed in foil (wheelchairs, etc.), receipt of the goods will be declined.
2. For all collections that are organized by MEYRA GmbH, our service providers are assigned not to load any insufficiently packed items.