

General shipping and packaging regulations for suppliers of GEBHARDT Logistic Solutions GmbH

These shipping and packaging regulations are valid for GEBHARDT Logistic Solutions GmbH (GEBHARDT) and are part of the terms and conditions of purchase.

1. General principles

These shipping and packaging regulations are intended to help support our suppliers and ensure a trouble-free flow of materials between both parties.

In principle, only exchangeable, reusable or recyclable packaging is permitted.

Failure to comply with the requirements of these regulations can trigger a complaint and consequently have a negative impact on the supplier rating. In addition, any additional costs incurred due to non-compliance are immediately charged to the supplier.

2. Scope

These shipping and packaging regulations are valid regardless of the agreed delivery conditions and are part of every contract, unless otherwise agreed in individual cases.

3. Load carrier/packaging

Packaging must be designed to provide adequate protection in transit while minimizing packaging use, i.e., packaging must be appropriate for the product and therefore must not be larger or more elaborate than necessary to protect the product. The selected type of packaging must be suitable for the loads of the intended transport. This means that the transport route and means of transport are taken into account, as well as possible influencing circumstances such as the effects of the weather and treatment during transshipment.

Acceptable packaging: Euro pallets, mesh pallets, half pallets, cardboard boxes, disposable pallets, plastic pallets.

Packaging must be delivered in perfect, undamaged and exchangeable condition.

3.1 Definition of various load carriers / packaging

Euro pallets:



Dimensions: 120x80x14 cm (LxWxH)
 Weight: 20–24 kg
 UIC standardized
 complies with EPAL, IPPC/ISPM-15 guidelines
 Certified according to FSC, PEFC
 Stackability
 Minimum Class A

Disposable pallets:



Dimensions: 120x80cm / 80x60cm / 120x100cm
 Weight: different
 ISPM-15
 Stackability

Mesh pallet:



Dimensions: 124x84x97cm
 Weight: 70 kg
 standardized according to DIN 15155/8
 Stackability

Cardboard packaging:



Different types
 Goods must be adapted to the load-bearing capacity of the box

3.2 Notes and special provisions

- Goods on pallets must be secured against slipping
- Goods on pallets and mesh pallets should be as stackable as possible!
- Possibility of handling with industrial trucks must be guaranteed
- Filling materials made of plastic films should be avoided as much as possible
- Composition of packages must be order- & item-related
- Goods must be packed in a single package, i.e. only the same items may be packed together in one package
- Articles of different weights must be packed in such a way that the sensitive/lightweight parts are not damaged by heavy parts during transport
- Arrange parts on and in the load carrier in such a way that the weight is evenly distributed,
- Use capacities of the load carrier optimally according to reasonable discretion
- The size of the load carrier should correspond to the goods to be packed. If this is not possible, appropriate impact protection must be provided for protruding parts.
- To reinforce cardboard boxes, cardboard edge protectors should be placed at the corners (avoid plastics)
- When mesh pallets are delivered, it must be ensured that they are stacked neatly and without misalignment (e.g. staking with squared timber).
- The maximum package weight must not exceed 2500kg for delivery in Frühlingstraße and 5000kg for delivery in Ringstraße / Dr.-Valentin-Koch-Str.

3.3 Approved packaging materials

Materials	Approved materials	Prohibited materials
Plastics (Disposable or reusable)	PE (polyethylene) PP (polypropylene) PS (polystyrene) PET (polyethylene terephthalate)	Polystyrene Polystyrene chips Plastic pallets
Packaging made of plastic - Foil cuttings - Bags and sacks - Protective & insulating films	PE (polyethylene)	
Cardboard boxes and paper	RESY (recyclable)	Cardboard boxes and paper with water-insoluble coatings (e.g. wax, oil)
Strapping	PP (polypropylene) PET (polyethylene terephthalate) Steel straps	
Wood	IPPC treated FSC, PEFC	Impregnated, lacquered, coated wood

3.4 Package labelling

Each package must be clearly marked with a package sticker on which the following data must be included:

- GEBHARDT – order number
- GEBHARDT – article number
- Product name
- Quantity
- Quantity unit

In addition, the delivery note must be properly secured to the package by a shipping bag and protected against loss.








If a consignment consists of several packages, the package number and the total quantity of packages must be shown on the package. A copy of the delivery note must be attached to each package.

Example:



If special handling procedures are to be observed, the corresponding, uniformly defined symbols must be attached:

Symbols according to ISO R/780 and DIN 55402:

			
Oben	Zerbrechliches Packgut	Vor Hitze schützen	Zulässige Stapellast
			
Schwerpunkt	Gabelstapler hier nicht ansetzen	Vor Nässe schützen	

4. Transport

4.1 Load securing

The goods must be securely packaged and handed over to the carrier. In accordance with legal requirements, all groups of people involved in loading, both directly and indirectly (driver, shipper, consignor, carrier), are responsible for ensuring that the load is properly secured. Special loading and unloading provisions must be communicated to GEBHARDT in good time. In the event of transport damage, the supplier and forwarder will be informed immediately by GEBHARDT in writing. The damage will be documented visually and on the consignment, note.

4.2 Transport of dangerous goods

The transport of dangerous goods is clearly regulated in several laws. Therefore, depending on the means of transport (truck, sea, air, rail), the corresponding transport regulations shall apply.

The regulations for the transport of dangerous goods must be observed in accordance with IATA/IMG/ADR. The supplier shall be liable for all damages resulting from non-compliance with statutory provisions. As the distributor of dangerous goods, the supplier is responsible for the classification, permissible mode of transport and transport permit. Corresponding information must be reported to GEBHARDT at the time of quotation.

As the shipper or consignor, the supplier must observe the applicable regulations for the transport of dangerous goods. Required data sheets, approval notices, etc. must be provided to the carrier and GEBHARDT in good time before dispatch.

4.3 Shipments outside the EU

If the supplier sends shipments from non-EU countries to GEBHARDT, they are obliged to announce the shipment to the GEBHARDT customs department before receipt of the shipment in Germany (verteiler_transport_logistics@gebhardt.eu). The following documents must be available:

- Invoice
- Delivery note / packing list
- Consignment note
- If necessary: certificates of origin / preference documents

If the above documents have not been sent in time, the supplier shall be liable for any standing and storage fees. In addition, the forwarder/supplier is obliged to deliver the shipment to the named location in accordance with the agreed Incoterm. Shipments which are delivered to us without customs clearance cannot be accepted.

If questions or problems arise with regard to customs matters, the supplier is obliged to resolve them with the GEBHARDT customs department before shipment, as far as possible. If a third party carries out customs clearance without the prior consent of GEBHARDT, the supplier must bear all resulting costs.

1. Goods receiving department

Unloading of trucks must be possible with standard industrial trucks. All load carriers used must be able to be loaded and unloaded from the side as well as allow rear loading and unloading.

The incoming vehicle must report to incoming goods with a reference number. This can be, for example, the order number. Without this information, it is not possible to assign the goods and unload them on time!

The goods are accepted at the following times:

Monday–Thursday: 07:00 am – 3:00 pm
Friday: 07:00 am – 11:00 am