

Technical delivery conditions

General packaging instructions

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1. Target

These packaging instructions serve to increase overall efficiency in the logistics chain between the supplier and BERNSTEIN AG - hereinafter referred to as BAG. The supplier will be informed in detail by BAG about the logistical requirements. Taking into account qualitative, economic and ecological aspects, the aim is to simplify the handling of deliveries and increase the protection of the goods.

To achieve this, all packaging and transport methods must comply with the specifications described in this regulation.

- Standardised dimensions
- Standardised labelling
- Optimised container and packaging design
- Single-variety and harmonised quantity contents of the packaging

2. Scope of application

The packaging instructions are binding and supplement the BAG terms and conditions of purchase/delivery and apply to all suppliers who deliver to the following BAG locations.

- Production locations: Porta Westfalica, Hille-Hartum, Budapest

Deviations from the specifications described are subject to approval and must be agreed in good time in advance with BAG's Purchasing or Quality Assurance departments. In addition, BAG reserves the right to agree article-specific shipping and packaging instructions with the supplier as an applicable document.

Compliance with the statutory and contractual provisions on packaging is the sole responsibility of the supplier. This also applies to compliance with public law regulations on packaging.

3. General information

3.1 Information on delivery documents

Each consignment of goods must be accompanied by a delivery note with all relevant data, which must be clearly visible and protected.

The delivery note must contain the following information in the delivery note header (if available with barcode / QR code):

- Delivery note number
- Batch number (if available)
- Name, address of the sender
- Name, address of the recipient
- Order number
- Contact person of the supplier
- Name of the customer
- Customs tariff number
- Country of origin
- Number of packing units
- Number of load units

The following information is required in the delivery note item:

- Item number of the order item
- Quantity of parts supplied
- Description of the order item
- Article number of the order item
- Drawing number of the order item
- Index status of the subscription (if available)
- Material specification (mandatory for plastic parts)

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Packaging, returnable packaging and loading aids that are to be returned to the supplier must be labelled on the delivery note.

3.2 Labelling the packages

The individual packages must be labelled visibly and durably from the outside with at least the following information:

- Delivery note number
- Order and/or order number
- Description of the goods
- Article number and/or drawing number
- Batch number (if available)
- Expiry and/or production date of the goods
- Number of goods within the package

The labelling of the packages must enable the goods to be clearly assigned. No different parts may be packed and delivered in the same packaging without an obvious and clear separation.

4. Labelling of the transported goods

4.1 Hazardous substances

Hazardous substances must be clearly labelled on the outer packaging of the transported goods. The legal requirements for labelling transport goods apply:

- CLP-Regulation (EC) No 1272/2008
- Regulation (EC) No 1907/2006 (REACH)

The hazardous substance symbols can be found in the international hazardous goods code. Labelling is carried out in accordance with the valid codes (GHS hazardous substance symbols).



4.2 ESD endangered goods

All electronic components (components, assembled circuit boards, etc.) that are not installed in a closed housing are considered to be at risk of ESD. Components at risk must be packaged in accordance with DIN EN IEC 61340-5-3 and ANSI/ESD S541-2018. The individual ESD protective packaging bag or bubble wrap must be labelled with the following label.



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This label and the letter of the respective protective function must be noted on the individual protective packaging (ESD bag, ESD film, etc.).



"C" Conductive - Electrostatic conductive.

"D" Dissipative - Electrostatic dissipative.

"S" Shielding - Shielding, shielding against electrostatic discharge.

"L" Low charging - Low chargeability.

"4.3 Handling

If goods are subject to appropriate handling, these must be visibly attached to the transported goods. must be labelled. For this labelling of goods that are subject to special handling, international symbols in accordance with DIN 55402 must be applied.



5. Packaging

5.1 Definition of packaging

Recyclable materials are favoured. As far as possible, all disposable packaging must be made from environmentally friendly materials that are recognised worldwide as recyclable.

Reusable packaging should primarily be used. Packaging materials with a cumulative concentration of lead, cadmium, mercury and chromium (VI) exceeding the limit value of 100 ppm defined in the EU Packaging Directive (94/62/EC) are prohibited. Declarable substances must be observed.

The packaging material must not have a negative impact on the quality and cleanliness of the packaged products. The selected packaging must meet the requirements of the goods to be packaged. It must also fulfil the requirements of the intended mode of transport. This means that the transport route and means of transport as well as possible influencing circumstances such as weather conditions and handling during reloading must be taken into account.

5.2 General packaging requirements

The packaging must meet the requirements of the goods and protect the transported goods accordingly.

The following points must be observed:

- External influences (e.g. weather, temperature, transport route...).
- Protection of components against mechanical damage, soiling and corrosion.
- Materials must not exceed the outer contour of the load carrier.
- Load carriers and goods must be free from contamination.
- Individual cardboard boxes should only be sealed with adhesive tape (no metal staples!) to minimise the risk of injury.
- Exchangeable and non-exchangeable loading aids (Euro pallet, Euro pallet cage, Euro, cardboard boxes, disposable pallets, Inka pallet) must not be soiled or damaged.
- The specified dimensions/weights of the loading aids must be observed (see also chapter 5.4.).


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- In the case of mixed pallets/packages with various different materials, the individual packaging units must be labelled with the respective material number.
- Storage by forklift truck or pallet truck must be guaranteed.
- Safe unloading and unloading using forklift trucks must be guaranteed.
- Bundles of material (e.g. aluminium profiles/steel pipes) must be securely fixed, e.g. by wooden crates, strapping, etc.

5.3 Permitted packaging material

All packaging materials used must comply with the current legal requirements in Germany and the EU; in particular, the currently applicable legal requirements must not be exceeded. limit values for the content of heavy metals must not be exceeded.

For recycling purposes, the packaging and packaging materials must be disposed of with the recycling symbol. The recyclability must not be jeopardised by the labelling. be impaired.

- composite materials:
Composite materials are generally not permitted.
- Plastics:
In the case of plastics, only PE (polyethylene), PP (polypropylene) or PET (polyethylene terephthalate). In order to carry out targeted recycling the quantity of materials used should be kept as low as possible. The use of PVC (polyvinyl chloride) is generally not permitted.
- Shrink and stretch films:
Must always be made of PE (polyethylene).
- Bags and sacks made of film:
May only be made of PE (polyethylene) with LDPE-4 symbol. 
- Paper and cardboard:
Paper and cardboard must be free of substances harmful to paper production.
- Wood:
Compliance with the IPPC standard (International Plant Protection Convention) ISPM 15 (International Standard for Phytosanitary Measures) is mandatory for all wooden packaging materials that are transported from overseas ("wet borders"). The materials used must be in an untreated state (no painting or coating and no impregnation). For overseas shipping, the regulations of the receiving country must be observed for wooden packaging.
- Plywood (chipboard, fibreboard):
The use of plywood is generally permitted, provided that the requirements set out in these packaging instructions are met.
- Styrofoam:
The use of polystyrene is only permitted for moulded parts. Styrofoam chips are generally not permitted.
- Filling materials:
Only corrugated cardboard, paper or film air cushions may be used as filling materials.
- Strapping bands:
Plastic straps made of PP (polypropylene) and PET (polyethylene terephthalate) should preferably be used for strapping; metal straps are permitted for strapping if the product requires it.

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5.4 Permitted loading aids

Limitation of maximum sizes and weights

Designation	Length (mm)	Width (mm)	Height (mm)	Weight (approx. kg)	Permissible max. weight (kg) package / cardboard box	Permissible maximum height of the load unit (mm)
Euro pallet In accordance with DIN 13698-1; UIC standard 435-2	1200	800	150	24	1000	1000
Disposable wooden pallet	1200	800	150	13	1000	1000
Half - One-way wooden pallet	800	600	150	6		
INKA - Palette	1200	800	150	11	1000	1000
Half INKA pallet	800	600	150	6		1000
Plastic export pallet (Euro format)	1200	800	150	18	1000	1000
EU- Wood SUPPORT FRAME (complies with standard EN 13545).	1200	800	800	22	1000	1000
Euro - Wire mesh box In accordance with DIN 15155; UIC standard 435-3	1240	835	970	85	1000	970
Single carton / parcel	500	400	300		Max. 15	
Stackable KLT- containers	600	400	120 - 350		Max 15	

5.5 Delivery of parcels

When delivering individual cardboard boxes/parcels, it must be clearly recognisable from the outside who the recipient and the sender are. If the consignment consists of several PUs, this must also be made recognisable from the outside. The permissible weight of the individual cardboard boxes/parcels is limited to a maximum of 15 kg - see also point 5.4 above.

5.6 Contact materials

Contacts / contact pins must be protected against mechanical impact and humidity and packed in desiccant bags. Disposable plastic containers are preferable; if this is not feasible, shrink-wrapped packaging in polybags in outer cartons is permissible.

5.7 Aluminium profiles

The profiles are packaged in accordance with the supplier's packaging drawing or in accordance with the packaging instructions of BAG TL0600000933. The supplier's packaging drawing must be checked and approved by Quality Assurance. The packaging must be neutral, customary and suitable for transport and protect against transport damage, see also point 5.2 above.

5.8 Steel profiles

The packaging must be neutral, customary and roadworthy and protect against transport damage.". A suitable, corrosion-resistant material must be used for bracing, see also point 5.2 above.

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5.9 Colour-coated component

- Painted parts may only be packaged once the paint has fully cured. (Intermediate) storage of packaged parts in direct sunlight is not permitted.
- Damage caused by impact/chafing between individual components must be prevented, i.e. the use of intermediate layers and buffer material between the components, for example.
- If material is protected with tarpaulins, special padding must be used to prevent damage to the coating.

6. Overseas packaging

Containers in international transport can be designed as wooden crates or made of cardboard pallets, and must fulfil the requirements with regard to stackability, transport stress, import restrictions (e.g. import of wooden packaging material/IPPC-ISPM No. 15) etc. must be met. Circulation packaging must be Transport must always be coordinated with the logistics department of the recipient plant. The inner packaging must be defined by suppliers. Both the inner and outer packaging must ensure the quality delivery of the goods. parts. When determining the packaging, the entire transport process must be taken into account. (e.g. exposure to moisture and heat from containers on deck).

7. Formation of loading units

Load units must be put together in such a way that they can be handled, transported, stacked and stored as a unit. When removing partial quantities of a load unit, it must be ensured that the stability of the remaining quantity is guaranteed. The permissible weight of the individual packing piece is limited to a maximum of 15 kg - see also point 5.4 above.

8. Requirements for hazardous goods / hazardous substances

Hazardous substances must be labelled, packaged and delivered in accordance with the legal regulations currently valid for our location. The respective safety data sheets must be enclosed with the delivery, at least for initial deliveries or changes to mixtures. Hazardous goods transport must be carried out in accordance with the current regulations for the various modes of transport (hazardous goods classes: ADR, RID, IATA, IMDG) and must be registered with the BAG in advance

9. Sustainability

All packaging materials used must comply with current national and international legal requirements. The basic principle is: *"as much as necessary and as little as possible"*.

10. Refusal to accept the delivery

BAG reserves the right to refuse acceptance of the goods in the following cases:

- Transport damage and defects
- Violations of legal provisions
- Occupational safety hazard when unloading the packages
- Incorrect delivery
- Delivery outside the goods acceptance times
- Deficiencies in the freight documents (missing, incorrect or incomplete freight documents)
- Damage to load carriers
- Incompleteness of the delivery
- Deviation from this packaging instruction

11. Charging on of handling costs

If the packaging does not comply with the specification defined in these instructions, BAG reserves the right to charge the additional handling costs to the supplier.

The German language version is the original "Allgemeine Verpackungsvorschrift".
For other languages, this is the translation of the General Packaging Instructions.

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