

Leaflet

Instructions for delivery of goods



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Instructions for delivery of goods

1 Short summary

- Delivery times: Receipt of goods

Plant Germering: Monday – Thursday: from 07:30 to 12:00 and from 12:30 to 16:30
Friday: from 07:30 to 12:00 and from 12:30 to 14:30

Delivery via Bärenweg 13, gate incoming goods department

Attention: No unloading of articulated trucks possible!

Plant Eisenach: Monday – Thursday: from 07:00 to 15:30
Friday: from 07:00 to 13:30

- Load Carriers: Weight max. 1200 KG, no one-sided loading!
- Package: Weight max. 20 kg
- Unique marking of each packing unit
- One delivery note per delivered item or package

2 Scope of application

This regulation describes the conditions for packaging and ways of delivery applicable at Distec GmbH and is part of all contractual relationships, unless separate agreements are made. Any changes and additions to this regulation have to be made in written form.

3 Definition of

3.1 Delivery

Delivery means the total of delivered goods at a specific delivery date. A delivery can consist of several products (delivery items) and can include delivery items from several orders.

3.2 Delivery item

If a delivery consists of several different products, each product contained in the delivery is understood as a delivery item.

3.3 Packing unit

A packing unit is the smallest packaging in which a product is packed.

A packing unit always contains one kind of product only.

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3.4 Delivery Unit

A delivery unit is a combination of one or more packing units, ready for shipment. Delivery units are delivered either as a package or on a load carrier (Euro pallet). Delivery units can either contain one kind of product or several delivery items.

3.4.1 Package

A package is an outer packaging suitable for shipment of one or more packing units.

3.4.2 Load Carriers

A load carrier is a euro pallet with several packing units or packages, suitable for shipment. Euro pallets must be manufactured in the format 800 * 1200 mm according to the regulations of the EPAL (European Pallets Association) and thus comply with the UIC 435-2 standard (www.epal-pallets.org).

Euro pallets are exchanged in the in the incoming goods department.

3.4.3 Lattice boxes

Lattice boxes may be used.

Lattice boxes are exchanged in the in the incoming goods department.

3.4.4 Disposable Pallets

Disposable pallets may be used.

4 Delivery Times

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5 Delivery note

One or more delivery notes must be clearly visible in each delivery. If several different products are stored on one load carrier, a delivery note must be enclosed to each delivery item, package, packing unit or delivery unit (details see point 8 packing of load carriers or point 9 packing of parcel shipments).

A delivery note must contain the following information:

- Distec's order number as text, optionally in addition as barcode
- Recipient address
- Delivery note number as text, optionally in addition as barcode
- Date of issue of the delivery note (format dd. mm. yyyy), as text, optionally in addition as barcode
- Distec's material number as text, optionally in addition as barcode
- Distec's material description
- Distec's name according to order
- Name of supplier
- Number of pieces as text, optionally in addition as barcode

Barcodes are freely selectable

6 Labels

Supplied products must be labeled. For marking, a package label or a material identification label shall be used.

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6.1 Package label

The package label must contain the following information:

1. Supplier's name and address
2. Delivery note number and delivery item
3. Distec's material number as text, optionally in addition as barcode
4. Distec's material text (optional)
5. Quantity which is included in the delivery unit as text, optionally in addition as barcode
6. Number of delivery units (package/pallet x of y)
7. Distec's order number as text, optionally in addition as barcode
8. Date code (optional, by appointment)

Barcodes are freely selectable

1	Supplier: Company Name, company street 1, 12345 City, Country		
2	Delivery note: 0123456789 – Pos. 1		
3	Distec Material no.:	ZZ-99-999	
3			(Barcode optional)
4	Distec material text:	ABVDEFGHIJ123456	7 Distec Order no.: 4500012345
			(Barcode optional) 
5	PU quantity delivered:	1000 pcs	(of total / 5000 PCS *)
			(Barcode optional)
6	Number of carriers / packages: 1/5		

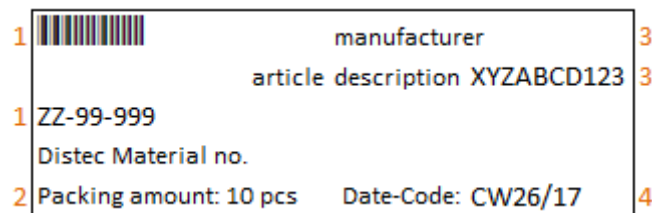
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6.2 Material identification label

The material identification label must contain the following information:

1. Distec's material number as text, optionally in addition as barcode
2. Packing quantity and quantity unit
3. Manufacturer item name
4. Date-Code (CW=calendar week; w=week / m=month)



7 Abbreviations

In the following sections, the abbreviations are as follows:

- PU: Packing unit
- P: Package
- DN: Delivery note
- TL: Material identification label
- PL: Package label

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8 Packing of load carriers

It is desirable to create unmixed load carriers.

The load carriers must not exceed a height of 2.5 meters and a weight of 1200 kg.

The load securing basically has to comply with the current requirements of the road traffic regulations as well as the current UVV (Accident prevention regulations).

8.1 Unmixed load carriers

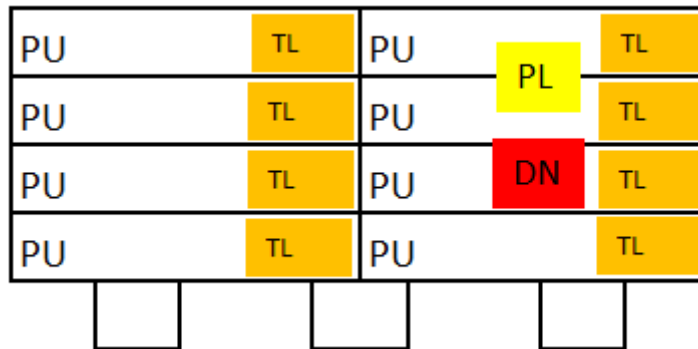
An unmixed load carrier is a load carrier on which only identical products are packed.

This applies to TFT-LCD, monitors, touch sensors and glasses.

8.1.1 Unmixed load carriers with packing units

Unmixed load carriers with packing units are to be packed as follows:

- Each packing unit shall be marked with a material identification label (TL).
- Each unmixed load carrier shall be labeled with a package label. This shows how many load carriers the delivery item includes (e.g. load carrier 2 of 5) It must be readable.
- Each delivery unit must be supplied with a delivery note.

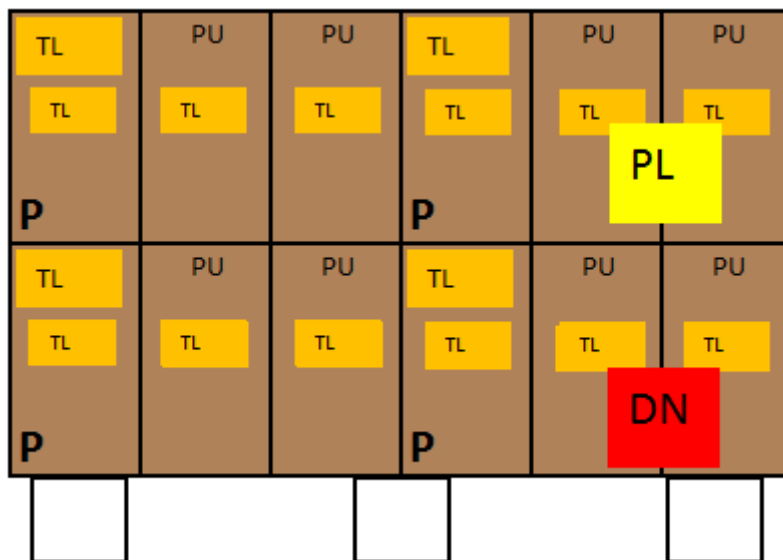


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8.1.2 Unmixed load carriers with packages

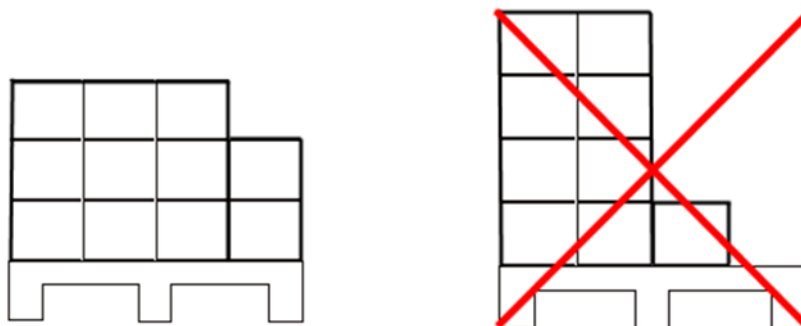
Unmixed load carriers with packages containing packing units must be packed as follows:

- Each packing unit shall be marked with a material identification label.
- Each unmixed package shall be labeled with a material identification label (TL).
- Each unmixed load carrier shall be labeled with a package label. This shows how many load carriers the delivery item includes (e.g. charge carrier 2 of 5). It must be readable.
- Each delivery unit must be supplied with a delivery note.



8.1.3 Weight distribution

The packing units must be distributed evenly on the load carrier. A one-sided weight distribution is not allowed.



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8.1.4 Positioning of the packing units on the load carrier

The packing units must be positioned in such a way that a margin of at least 4 cm is created on the load carrier on all 4 sides. Exception: If the dimensions of a single packing unit exceed these dimensions.



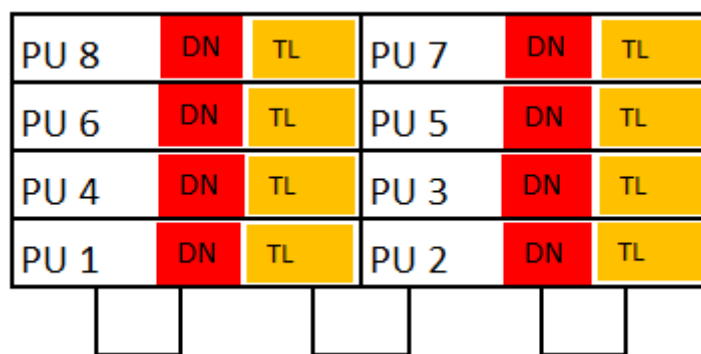
8.2 Load carriers with different products

A load carrier with different products is a load carrier on which several different delivery items (products) are packed.

8.2.1 Load carriers with different products in packing units

Load carriers with different products in packing units are to be packed as follows:

- Each packing unit shall be labeled with a material identification label (TL).
- Each packing unit must be supplied with a delivery note.



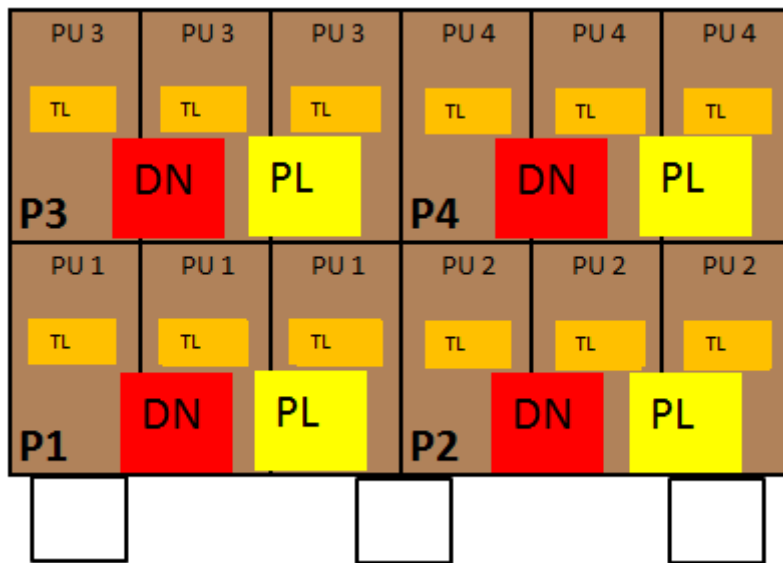
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8.2.2 Load carriers with different products in unmixed packages

Load carriers with different products in unmixed packages, containing packing units, must be packed as follows:

- Each packing unit shall be marked with a material identification label (TL).
- Each package must be labeled with a packaging label. This shows how many packages the delivery item includes (for example, package 1 of 2).
- A delivery note must be included in each package.

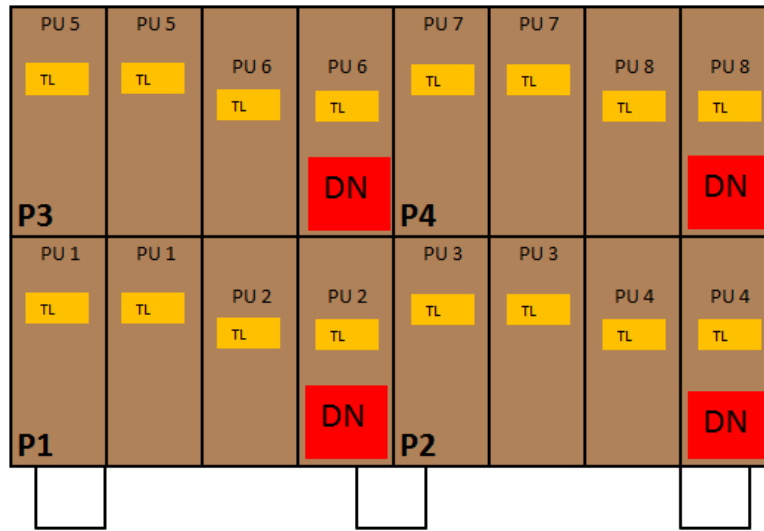


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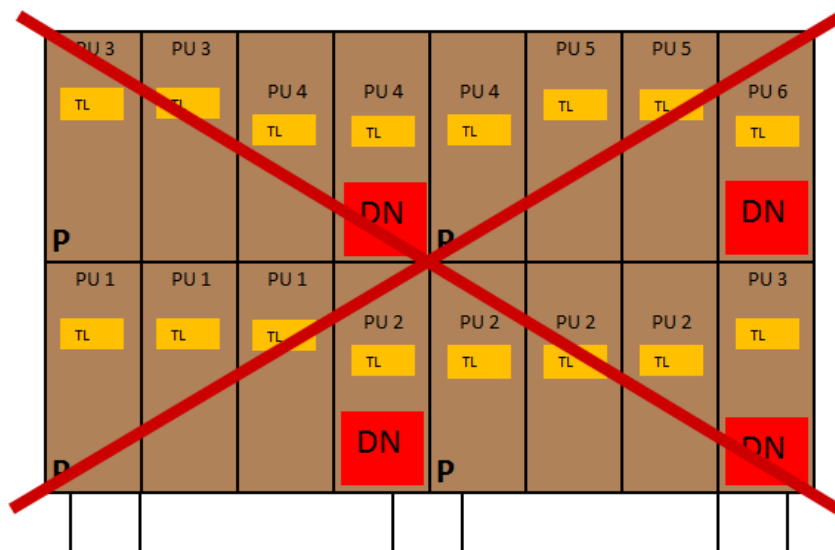
8.2.3 Load carriers with mixed packages

Load carriers with mixed packages must be packed as follows:

- Each packing unit must be labeled with a material label
- A delivery note must be included in each package.



Splitting products into multiple packages is not allowed.

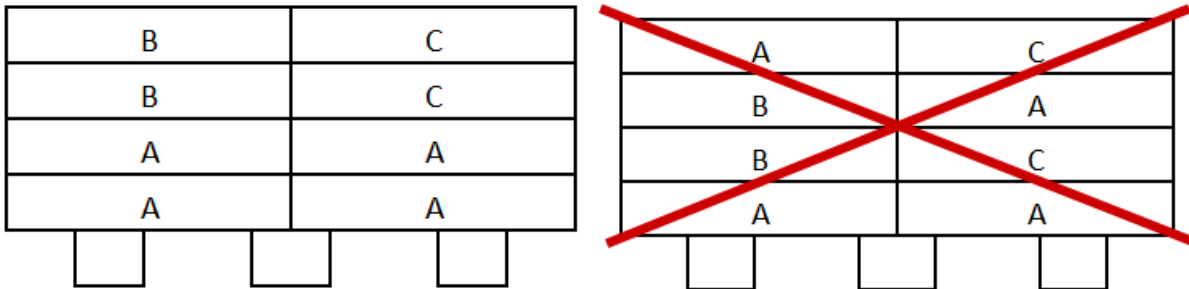


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8.2.4 Positioning of packing units or packages

Packing units or unmixed packages must be placed next to each other on mixed palettes, so that identical products are placed next to each other or on each other.

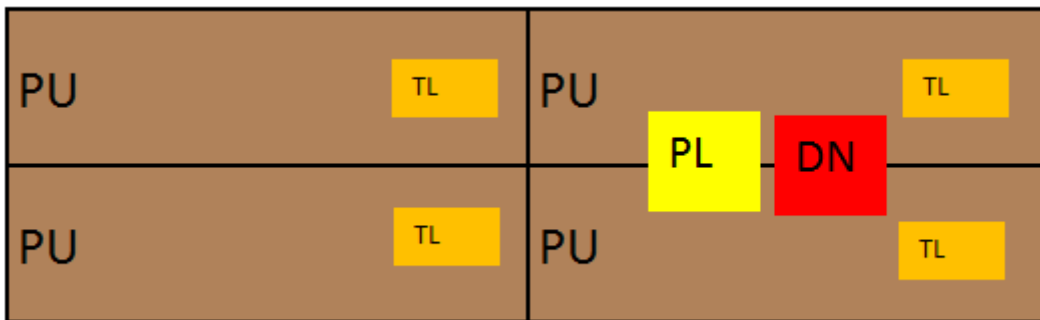


9 Packing of Package Shipments

9.1 Unmixed Packages

Unmixed packages are to be packed as follows:

- Each packing unit shall be labeled with a material identification label (TL).
- Each unmixed delivery unit (package) must be labelled with a packaging label.
- A delivery note must be included in each package.

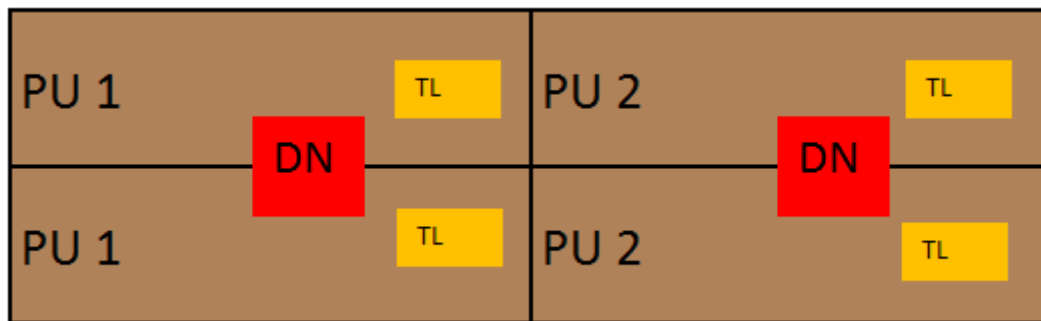


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9.1.1 Mixed Packages

Packages which contain several delivery items (products) are to be packed as follows:

- Each packing unit shall be marked with a material identification label (TL).
- A delivery note must be included in each delivery item (different products).



10 Inspection Documents

Inspection documents must be enclosed the goods if they are part of the delivery contracts.

11 Maximum delivery weights

The following maximum weights are to be kept and must not be exceeded:

- Package/Delivery unit maximum 20 kg
- Load carrier (Euro pallets) maximum 1200 kg

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12 Use of packaging material

The packaging material must comply with the environmental laws and regulations. All disposable packaging have to be marked clearly visible with standardized pictures and short characters (according to DIN 6120) or with symbols recognized by the waste management.

Labelling, adhesive tapes, strapping, labels and material tags must not restrict the recycling capability.

12.1 ESD Packaging (DIN EN 61340-5-3)

ESD bags are to be used for packaging or shipping sensitive electronic components. Depending on the application, options include shielding bags, flat bags, barrier bags, bubble bags, films, foams, and similar materials. If packaging is necessary, electronically sensitive components must be packaged in such a way that:

- Static charges at the connections are prevented.
- Static charged materials cannot discharge via the connectors.
- Electrostatic fields are shielded.

Suitable packaging materials include:

- Antistatic-coated shipping rods (not reusable)
- Electrically volume-conductive plastic shipping rods (reusable)
- Electrically conductive foam in combination with conductive/shielding multilayer bags (multilayer bags)
- Use of corrugated cardboard boxes with a metalized outer surface or surface-coated outer surfaces
- Volume-conductive plastic boxes/crates with inserts made of electrically conductive foam

To absorb moisture in closed systems during transportation, an appropriate number of desiccant bags must be included with the electronic components. Packaging must take place in designated containers.

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13 Labels and circulating packaging

For loading equipment provided by Distec (circulating packaging), only use labels which can be removed easily and without residue.

14 Pallet Swap

The euro pallets must be in a clean and dry condition and comply to the exchange regulations published by EPAL. Pallets that do not comply with these regulations are not accepted and no exchange is made (www.epal-pallets.org).

15 Protection against damage

The supplier bears the responsibility for the packaging of materials which must be protected, for example:

- a. Electronic components must be packed in ESD-safe containers, magazines, straps, etc. according to the regulation EN 61340-5-1.
- b. Materials susceptible to corrosion must be packed in wrappings that prevent corrosion.
- c. Materials with coated and/or sensitive surfaces must be packed in a way that the surfaces are protected (e.g. intermediate layers in packing units)
- d. Assembled printed circuit boards (electronic assemblies) must be packed in ESD-safe packaging or containers in accordance with the requirements of EN 61340-5-1.
- e. Materials with sensitive surfaces that are further processed for optical tempering must be packed dust-free according to ISO 14644-1 class ISO 7 or US Fed STD 209D class 10,000. The condition must be maintained during transport.

16 Consequences of disregard of the delivery rule

Any costs incurred by disregarding the delivery instructions will be charged to the supplier. Shipments that do not meet the requirements described in points 3 to 15 can be rejected by Distec (acceptance refusal). The costs for the return must be borne by the supplier.

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