

## Packaging Instructions and Terms of Delivery

### I. Packaging Instructions

#### I. General

These packaging instructions apply for all DOLMAR suppliers. The packaging should be chosen under ecological, economical and qualitative aspects. Generally, we only accept packagings which can easily be recycled or exchanged.

In close collaboration with our supplier we ensure that all waste management goals of the environment legislative will be complied. This should be done in reference to the following priorities:

- |    |              |   |
|----|--------------|---|
| a) | Avoidance:   | Restriction to only the absolute necessary in weight and volume<br>(resource conservation and reduction of transport volume).   |
| b) | Alleviation: | Usage and continuous improvement of recyclable packaging made of recyclable materials   |
| c) | Recycling:   | Use of environmentally-friendly, recyclable materials for all types of packing. Recycling as close to the place of occurrence as possible to avoid return delivery chain and associated transport expenses. |

#### II. Package

The planning of the package has to be done according to the standards of the logistics, quality-protection, environmental and economic viability. The package-materials must carry the legally stipulated symbols and material-numbers.

##### II a. Packaging type

Following types of packaging are used in the logistic chain whereby the packer/sender is generally liable for the delivery quality of the packed goods :

- Reusable packaging
  - Wooden flat-pallet (FP)  
Dimensions: 800 x 1200 mm  
Max. height incl. pallet: 1000 mm, max. gross weight: 1000 kg
  - box pallet (CP) according to DIN 15155
- disposable package
  - one-way – package
  - one-way – carton
  - one-way – pallets
  - one-way – supplementary packaging equipment

## **II b. Multi purpose Packaging**

In case of ecological and economical balance DOLMAR prefers multi purpose-packagings.

The packagings have to be delivered fully operative. Higher requests for the purity of the package are to be determined demand-justly from the packer himself.

The packages should correspond to standard-sizes. A specific design and deviations of the packaging are only allowed in case of particular requests at the material to be transported.

## **II c. Non-returnable packaging**

If one-way-packages are not returned to the sender, following standards are valid:

- a) Material-labelling: All one-way-packages are unequivocally and visibly signed with standardized symbols (images and abbreviation according to DIN 6120) or symbols recognised by the waste disposal industry. The labelling should not impair recyclability.
- b) Accepted materials: For all one-way-packages, please use environmentally-friendly, reusable materials which are accepted for recycling.

## **III. General requirements to the packaging**

Packings must be fully emptiable and easy to clean, possibly fitted with liners.

Please avoid material-combinations connections. If this is not possible, they have to be reduced to a minimum and easily be separated after use (e. g. nails or iron-clamps in wood)

Please note:

The packaging material and also the goods may not exceed the outer perimeter of the load carrier.

It must be guaranteed that the package is sufficiently protected against damage during the transportation.

## **IV. Exemption**

If specific package-requests should deviate from this rule this must be agreed with DOLMAR. Deviations from this binding rule need an exception-authorization by DOLMAR.

## **Special requests for package-materials made of wood for international markets**

For the international trade with package-material made of wood, the actual phyto-hygienic regulations of the IPPC (Internationally Plan Protection Convention), a subsidiary of the FAO (Food and Agriculture Organization of the UN) have to be considered.

Information about these regulations and the country-specific regulations can be downloaded under:

<https://www.ippc.int/IPPEn/default.jsp>

If you should use this kind of material a corresponding certificate must be attached with each delivery.

## III. Delivery terms

### 1. Scope

These Delivery terms are valid complementary to the above mentioned "Package-rules" and the "General Purchase-Conditions" of the DOLMAR GmbH.

All shipments from the supplier have to be sufficiently packed to avoid damage, tampering and pilferage during transit.

### 2. Delivery address

If there's no special agreement the goods have to be delivered to the following address:

DOLMAR GmbH, Jenfelder Strasse 51, D-22045 Hamburg, Germany

Please note that the delivery address is also mentioned on our orders.

### 3. Delivery times

Our Warehouse is at Jenfelder Str. 51, 22045 Hamburg and is opened:

- Monday to Thursday: 06:00 - 11:30 und 12:00 - 15:00
- Friday: 06:00 - 13:00

### 4. Shipping documents

For every shipment a delivery note has to be placed at a clearly visible place or handed over to warehouse personnel before unloading.

An additional packing slip must be attached to every package-unit / each pack-piece e. g. box, carton.

Delivery notes and packing labels must contain following information:

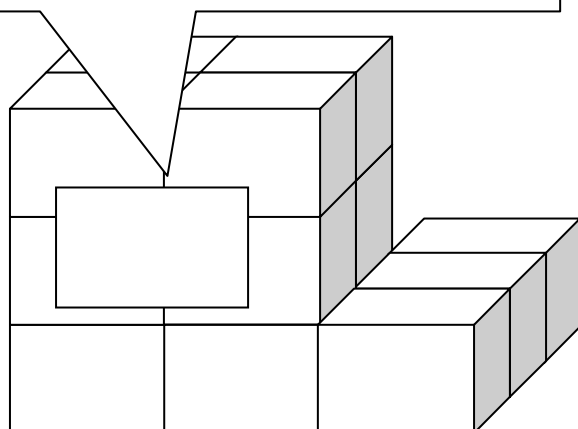
- Our order number
- Our part description and part number
- Date of production
- Name of supplier
- Number of packaging pieces
- Number of parts per packaging piece
- Net and gross weight of the whole shipment and of each packaging piece
- Number of delivery note

Each package must have a clearly visible tag or sticker which indicates the contents and a reference to the delivery note/bill of lading (see diagrams.)



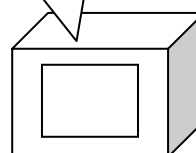
## Labeling of loading unit:

- Our order-number
- Part-number and part description
- Date of production!!
- Name of supplier
- Number of packaging pieces
- Parts per packaging piece
- Net and gross weight of the whole shipment and of each packaging piece (only on delivery note)
- Number of delivery note



## Labeling of packaging unit

- Our order number
- Our part number and description
- Parts per packaging unit
- Date of production!!
- Name of supplier
- Numbers of packaging units



## 5. Conditions of Delivery

Means of transport and packages will only be accepted in good condition.  
In case of detectable damages we reserve the right to refuse the delivery.

## 6. Weight for deliveries

The transportability has to be ensured:

- Pool-palette(FP) = max. 1000 kg
- Pool-box (GP) = max. 1000 kg

Shipments which exceed a weight of 50 kg must be delivered so that they can be stacked on a flat pallet or in box pallets.

The maximum weight of each individual package must not exceed 25 Kg.

## 7. Delivery dimensions:

Unless otherwise specified the maximum dimension of flat pallets and box pallets must be within the external dimensions of box pallets.

**Maximum delivery dimensions:** Width 1240 mm, depth 835 mm, height 1000 mm.

In case of small hardware or sharp parts which could project through the mesh of box pallets, the inner walls of the box must be lined with sturdy carton.

The size of flat pallets must not be less than 1180 x 750 mm or more than 1240 x 835 mm.