

# QUNDIS GmbH

## General packaging and delivery instructions

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## Content

1 Scope of application	3
2 Delivery specifications	3
2.1 Delivery address	3
2.2. Delivery time	3
2.3 Refusal to take delivery	3
3 Interpretation of the packaging and delivery instructions	4
3.1 Pallets	4
3.2 Packaging units	4
3.3 Labelling / Marking	5
3.4 Batch marking	6
3.5 Delivery in line with quality requirements	6
3.6 Separation of supplied goods	6
3.7 Mixed pallets	6
4. Hazardous goods	6
5. Accompanying documents	6
6. Liability	6
7. Environmentally-friendly handling of packaging waste	6

## 1 Scope of application

These packaging and delivery instructions apply to all deliveries to QUNDIS GmbH, unless QUNDIS GmbH has approved other arrangements. In order to ensure a smooth process for both parties, it is essential that these requirements are complied with. If these requirements are not complied with, QUNDIS GmbH may incur additional costs due to the work involved in handling and repackaging, as well as the disposal of recyclable materials.

These packaging and delivery instructions will remain valid until a new or modified version is published.

## 2 Delivery specifications

### 2.1 Delivery address

The delivery address specified in the QUNDIS GmbH order applies.

### 2.2. Delivery time

Goods are accepted from Monday to Friday, 7:00 to 17:00 hrs.

If, in exceptional cases, a different delivery time has to be arranged, you are requested to coordinate this in advance within the stated delivery hours.

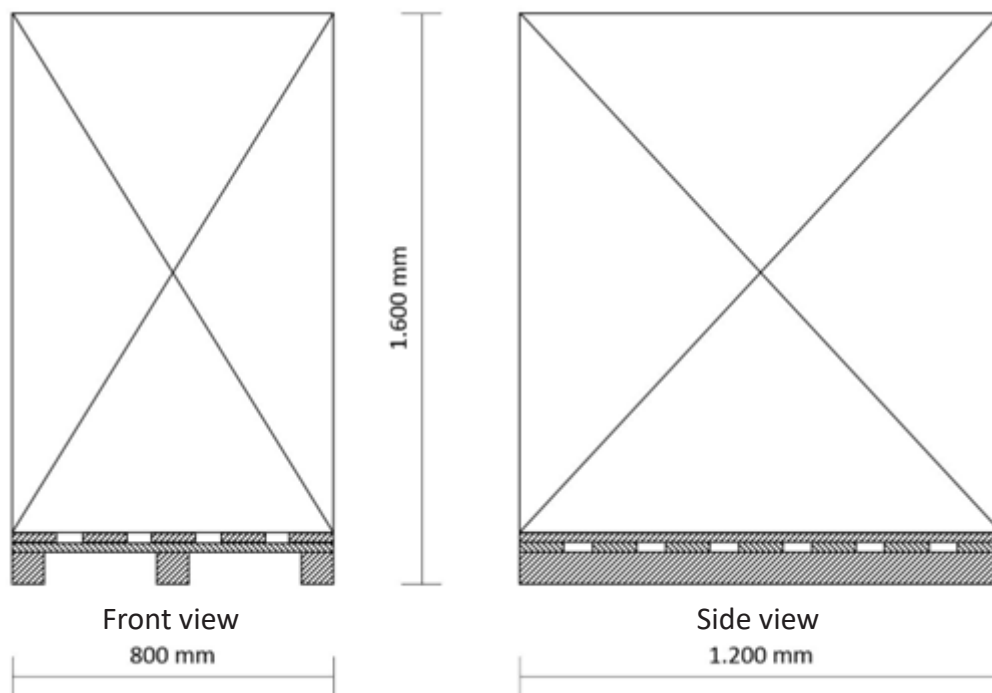
### 2.3 Refusal to take delivery

In the following cases, QUNDIS GmbH reserves the right to refuse acceptance of goods:

- Delivery outside of goods acceptance hours,
- Transport damage and defects,
- Damage to load carriers,
- Failure to comply with these packaging and delivery instructions

### 3 Interpretation of the packaging and delivery instructions

#### 3.1 Pallets



- Max. pallet size (LxWxH) 1200 x 800 x 1600 mm (oversize not allowed)
- Max. weight per pallet 500 kg (deviation possible by agreement)

#### 3.2 Packaging units

- Max. dimensions of the packaging units (LxWxH) 600 x 400 x 350 mm
- Max. weight 10 kg
- Protection during transportation of the goods must be ensured
- If re-usable containers from QUNDIS GmbH are used, it is not permitted to attach packing tape or labels to them without prior agreement.

### 3.3 Labelling / Marking

Each packaging unit is to be labelled in accordance with the following illustration:



1 – The QUNDIS material number as text and as a barcode (128)

2 – The supplier number as text and as a barcode (128)

3 – The delivery quantity as text and as a barcode (128)

#### Size of the label:

- at least 80 x 50 mm
- clearly legible

#### Position of the label:

- In the upper area of the shorter side of the packaging unit
- Arranged on the pallet facing outwards
- Outer packaging must also be labelled with the total quantity

### 3.4 Batch marking

The batch marking must be applied to the outer packaging in a clearly visible and legible manner.

### 3.5 Delivery in line with quality requirements

- In order to ensure delivery in line with quality requirements, the following specifications must be met:
- The goods must be free from any contamination.
- The packaging must fulfil a protective function, i.e. it must protect the goods from physical damage, corrosion and the effects of weather.

### 3.6 Separation of supplied goods

As a general rule, palletised goods are to be supplied in unmixed form.

### 3.7 Mixed pallets

In the event that a single-item pallet is not practical (e.g. the order consists of several different small items), a mixed pallet can be created. The packages must be arranged by type on these mixed pallets. In addition, the mixed pallets must be clearly labelled.

## 4. Hazardous goods

When hazardous materials are delivered, the country-specific and international requirements for labelling and transporting hazardous substances must be observed. The pallets must be labelled with the internationally recognised hazardous goods symbols.

## 5. Accompanying documents

The supplier is responsible for the accuracy, completeness and clarity of the documents. Only deliveries with complete accompanying documents (at least a consignment note) will be accepted.

## 6. Liability

The shipper is liable for any damage caused by unsuitable or inadequate packaging.

## 7. Environmentally-friendly handling of packaging waste

Loading aids and packaging should be planned in such a way that adequate protection during transport is ensured while minimising the use of packaging.

In order to keep the environmental impact as low as possible, care should be taken with all packaging materials to use as few resources as possible, and to pack the products in the most environmentally-friendly way possible.

