

General packaging guidelines

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WEH GmbH company group:

**WEH GmbH
Verbindungstechnik**
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89257 Illertissen / Germany

Managing Director: Rolf Kummer
Memmingen Court of Registration HRB 3086
Tax number: 151/142/20148
VAT ID No.: DE814010659

**WEH GmbH
Gas Technology**
Josef-Henle-Str. 1
89257 Illertissen / Germany

Managing Director: Rolf Kummer
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Tax number: 151/142/20407
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1. Scope

1.1 These general packaging guidelines (hereinafter referred to as packaging guidelines) apply to goods that are delivered to WEH GmbH Verbindungstechnik, WEH GmbH Gas Technology or WEH Anlagen GmbH & Co. KG (all hereinafter referred to as WEH) and their premises listed under Clause 2.9. It is a binding component of the contractual relationship between the supplier and WEH. Deviating, opposing or supplementary packaging guidelines of the supplier shall only apply to the extent that WEH has expressly approved their validity in writing.

1.2 These packaging guidelines govern the requirements for packaging and handling goods that require packaging and delivery. The goal is to accept the goods from the supplier without obstacles, intact and without loss of quality, as well as to ensure a smooth workflow and establish long-term supplier relationships.

1.3 These packaging guidelines are supplemented by specifically agreed packaging instructions if the supplier has received such instructions or defined them together with WEH.

1.4 The supplier agrees to consult these packaging guidelines for changes at regular intervals. The current version is available at www.weh.com/general-packaging-guidelines.

2. Glossary

2.1 Packaging

Packaging includes the entirety of the resources and processes used by businesses to fulfil packaging tasks (DIN 55405). In a narrower sense, packaging is the overarching term for the entirety of packaging materials and packaging aids.

2.2 Packaged goods

The goods that are packaged are described as packaged goods.

2.3 Packaging material

Packaging material describes the container in which the packaged goods (the goods) are packaged. Packaging materials include: bags, blister packs, cardboard, crates, boxes, shrink hoods, etc.

2.4 Packaging aids

Packaging aids are materials that increase the resistance of the packaging material or are necessary for packaging, such as nails, adhesive tape, staples and strapping to ensure that crates and boxes will hold together. Packaging aids also include labels, such as tags, means of identification (such as warning notes), desiccants, safeguards (e.g. seals) or cushioning (corner cushions, air cushions, foam inserts, etc.).

2.5 Load carrier

According to DIN 30781, a load carrier is a medium for carrying packages to allow their integration into one loading unit. The term loading aid is also frequently used as a synonym for this term. But that term is defined more broadly. Load carriers simply refer to loading aids that only support the loaded goods from below. A well-known example are flat pallets, e.g. euro pallets.

2.6 Trading unit

The term trading unit refers to a piece of cargo, freight unit (crate, container, etc.), package. It also refers to a bundle of item units (relating to sales in the sense of a sales unit).

2.7 Package

A shipping unit can be subdivided into multiple packages. It is important that all packages in a shipping order can be identified and summarised numerically.

2.8 Packing unit

A packing unit is a bundle of multiple sales units (usually for reasons related to handling).

2.9 WEH delivery sites

The following WEH addresses are considered receiving sites for delivered goods:

Josef-Henle-Str. 1
89257 Illertissen
Germany

Josef-Henle-Str. 15
89257 Illertissen
Germany

Josef-Henle-Str. 20
89257 Illertissen
Germany

2.10 WEH contact

Team Purchasing
Email: purchasing@weh.com
Phone: +49 (0) 7303 9609 – 0
Fax: +49 (0) 7303 9609 – 9928

3. Requirements for packaging & delivery

3.1 The supplier agrees to select and use packaging in accordance with the applicable statutory provisions as well as the latest technical, commercial and ecological standards. In particular, the packaging and load carriers must always be appropriate for protecting the delivered goods during transport and storage. No risks may be caused by the packaging and load carriers themselves or the goods (for instance due to hazardous substances, protruding objects, etc.), including, but not limited to, risks affecting the goods themselves or the persons who come in contact with the packaging, the load carrier and/or the goods. To prevent waste and act in an environmentally conscious manner, packaging may only be dimensioned and manufactured as required in order to protect the respective goods.

3.2 The general requirements for packaging and load carriers include, but are not limited to, the following:

3.2.1 The supplier must select and use the packaging and load carrier in such a way that the packaged goods can be packed, transported and stored without a loss of quality and without damage or contamination.

3.2.2 The packaging and load carrier as well as their manufacturing materials must comply at least with the statutory provisions of the respective countries in which the packaging and/or load carrier is manufactured and used to deliver and store the goods.

3.2.3 Defective and/or damaged packaging and load carriers may not be used, particularly if this would endanger the integrity and/or quality of the packaged goods.

3.2.4 The packaging should protect employees, persons and their assets from potential dangers that could be caused by the packaged goods. The packaging and/or load carriers themselves must not cause any danger to employees or other persons and their assets.

3.2.5 It must be possible to handle the packaged goods easily; in particular, it must be possible to open and close the respective packaging and to store it without excessive effort or time-consuming intermediate steps. The following figures illustrate an example of a simple way to arrange and secure the packages and/or packing units on a load carrier to enable easy handling:



Figure 1



Figure 2

3.2.6 The packaged goods must be protected against damage caused by friction or slipping within the packaging and on the load carrier, especially during transport.

3.2.7 In this regard, it must be ensured that pallet covers or edge protection are applied if straps are used.

3.2.8 The delivery of mixed pallets (collective load units) requires the prior consent of WEH in text form. The contact person for WEH can be found in Clause 2.10. In any case, mixed pallets must be labelled accordingly.

3.2.9 The packages and/or packing units must be positioned centrally on the load carrier. The weight of the packages and/or packing units must be distributed evenly. Heavy packages and/or packing units must be placed at the bottom. It must also be ensured that the permitted maximum loads for the packaging and load carrier are not exceeded.

3.2.10 The weight of each manually handled package must not exceed 15 kg. If special requirements apply, deviating agreements can be arranged in text form with WEH prior to the respective delivery of the goods.

3.2.11 The maximum packing volume of the respective package and load carrier must be exploited, while ensuring protection of the packaged goods, in order to reduce the costs of transport, packaging and storage.

3.2.12 Packages must not have any overhanging and/or protruding markings, labels or straps/tape in order to prevent the potential endangerment of employees, persons and other property. Packaging must demonstrate the necessary stability. To this end, the packaging – particularly its closure (lid) – must be folded and/or glued correctly, using the existing seams where relevant. Where necessary, additional measures must be taken (e.g. the use of specific packaging aids) in order to ensure the stability of the packaging.

3.2.13 The labelling of packaging must especially follow the general requirements of DIN EN ISO 780: Packaging – Shipment packaging – Graphic symbols for handling and storage of packages ("DIN EN ISO 780") and/or DIN 55402-2: Packaging – Marking for shipping of packages – Part 2: Directive for export packaging ("DIN 55402-2").

3.2.14 For goods that require special handling (e.g. goods that are susceptible to moisture, sunlight etc. and/or that are easily breakable, such as glass), internationally valid symbols must be used for labelling. The requirements of DIN 55402-2 and/or DIN EN ISO 780 apply particularly in this regard as well.

3.2.15 Easily destructible and/or sensitive goods must be cushioned accordingly and specially secured in order to ensure the integrity of the goods and prevent any loss of quality.

3.2.16 For goods that can be damaged by electrostatic discharge (ESD), referred to as electrostatic discharge-sensitive devices (ESDS devices), the supplier must comply with the relevant requirements for ESD protective packaging in accordance with DIN EN 61340-5-1: Electrostatics Part 5-1: Protection of electronic devices from electrostatic phenomena – general requirements ("DIN EN 61340-5-1") and DIN EN 61340-5-3: Electrostatics Part 5-3: Protection of electronic devices from electrostatic phenomena – Properties and requirements for the classification of packaging intended for electrostatic discharge sensitive devices ("DIN EN 61340-5-3"). In particular, corresponding ESD classification symbols in accordance with DIN EN 61340-5-1 and/or DIN EN 61340-5-3 must be attached to ESD protective packaging.

3.2.17 Goods that can be damaged by corrosion must be specially protected against corrosion damage through appropriate measures. This must be observed in particular for sea transport.

3.2.18 As a minimum, the supplier must comply with the applicable statutory provisions of the relevant countries regarding the labelling and transport of dangerous goods. For dangerous goods, the supplier must especially ensure that the corresponding warning symbols are always clearly visible and durably affixed on the packaging of the dangerous goods.

3.2.19 As a rule, the traceability of goods must be ensured. This must particularly be guaranteed for goods that are used in WEH products (e.g. standard parts, functional components made of plastic such as seals, support rings and sliding rings, but also plastic housing components) involving materials that must be verified with a 3.1 certificate and/or that WEH hands over to the supplier in single batches or allocated into relevant batches. These goods must be packaged in single batches. For deliveries involving multiple batches of an item in a single delivery lot, the batches must be packaged separately.

3.3 Proposals for the supplier regarding the design and improvement of packaging and/or load carriers are always requested. The supplier will always select the packaging and load carrier according to the latest best practice in the packaging sector.

3.4 Unless otherwise agreed, the goods must be delivered free to the delivery address(es) we have provided, including packaging and load carrier and without ancillary costs. The delivery address(es) and delivery times can be found in the relevant current purchase orders.

3.5 The supplier is obligated to guarantee the traceability of the delivered goods.

3.6 The supplier agrees to collect used, fully emptied packaging and load carriers from the place of delivery according to the act governing the marketing, collection and high-quality recycling of packaging (German Packaging Act, VerpackG) and to pay the collection costs incurred. In the course of repeat deliveries, collection can also be performed during one of the subsequent deliveries. Deviating agreements about the place of collection and any collection costs incurred as a result can be arranged with WEH prior to the respective delivery of the goods.

4. Delivery note and labelling

4.1 For the acceptance of goods, it is necessary to submit a delivery note that clearly describes the delivery according to the requirements of DIN 4991: Business forms – Layout key for trade documents – Inquiry, offer, order/order change, order response, delivery note and invoice. This delivery note is mandatory for every delivery. Collective delivery notes are allowed for packages that are included in the delivery.

4.2 The delivery notes for each shipment must be attached:

- securely on the outside of the accompanying packages in case of dispatch via parcel service in appropriate envelopes, or
- securely on the outside of the shipment in case of dispatch via a freight forwarding agency in appropriate envelopes

The delivery notes must include at least the following information:

- Order number and date relating to the delivery note,
- Order item,
- Delivery note number and date,
- Name and address of the sender, and
- Name and address of the recipient,

as well as the following additional information for each delivery note item as applicable:

- Net weight of the delivered quantity in kilograms,
- Number of packing units or packages, if the delivery note item consists of multiple packing units or packages, and
- the information described under Clauses 4.3 and 4.5.

4.3 Every package and every packing unit must be labelled with at least the following information, visible from the outside and durably affixed:

- Delivery note number,
- Order and/or job number assigned by WEH,
- Description of the goods,
- Part number and/or drawing number assigned by WEH,
- Supplier part number,
- Batch number assigned by WEH as agreed,
- Batch number assigned by the supplier,
- Expiry date and/or production date of the goods,
- Project description provided by WEH as agreed,
- Quantity of the goods within a package,
- Quantity of the packages within a packing unit, and
- Quantity unit.

4.4 The labels on packages/packing units must enable unambiguous assignment of the goods. Different parts must not be packaged and delivered in identical packaging without being separated in a clear and unambiguous manner.

4.5 For suppliers who are provided with load carriers by WEH, the labelling requirements for packages/packing units may deviate from these labelling requirements under Clause 4.3 to the extent that they are agreed with WEH prior to the respective delivery of the goods. If this is the case, they will be described in specific packaging instructions. WEH will provide these packaging instructions to the supplier before the dispatch of the goods.

4.6 The affixing and labelling requirements according to Clauses 4.1 to 4.4 of these packaging guidelines are also deemed to have been fulfilled if they are handled in accordance with VDA 4994 Global Transport Label Version 1.1. The additional requirement under Clause 4.3 to indicate an order and/or job number assigned by WEH remains unaffected.

5. Deviations

The rules and requirements described in these packaging guidelines are binding for each delivery. Any deviations must be arranged in text form with WEH prior to the respective delivery of the goods.

WEH may conduct random checks to monitor compliance with these packaging guidelines. If deviations are identified without a corresponding prior agreement, the supplier will receive a written or verbal complaint from WEH. In this complaint, the supplier will be requested to develop appropriate corrective measures, communicate them without delay to WEH and implement them promptly after receiving WEH's approval.

If deviations from the requirements of these packaging guidelines are detected without any agreement, WEH also reserves the right to refuse the delivery as a whole. The supplier will bear the cost of additional expenses incurred due to non-compliance with these packaging guidelines.

6. Liability

The supplier ensures compliance with these packaging guidelines. The supplier is liable for all violations as well as the resulting expenses, cost, damages, etc.

7. Final provisions

In addition, the purchasing conditions of WEH apply (accessible at: www.weh.com/conditions-purchase). WEH will also send these conditions to you on request.