Level	Document Type	Status	Version
L3	WI	Released	2.0

General Packing and Shipping Instructions for KEU suppliers

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1. Scope

The General Packing and Shipping Instructions ("GPSI") describe the terms and conditions for packaging and delivery forms applicable at Kontron and is part of all contractual relationships, unless separate arrangements are made. Any changes and additions to this regulation will only be effective if mutually agreed between the parties in writing.

The terms of delivery can be seen in connection with "General Purchase Order Terms & Conditions" ("GTC"), available at https://www.kontron.de/terms-and-conditions and/or a specific frame contract which is applicable between the suppliers and Kontron.

Special agreements which have already been concluded shall have priority and will supplement these packaging and shipping instructions. In the event of any conflict between the GTC and this GPSI, the terms of this GPSI shall prevail.

2. Receiving Hours and Directions

Plant Augsburg
Lise-Meitner-Str. 3-5
86156 Augsburg
Germany

https://www.openstreetmap.org/search?query=Lise-Meitner-Str.%203%2C86156%20Augsburg#map=19/48.38439/10.85338
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Monday – Thursday	Friday
07:00 – 11:45	07:00 – 11:45
12:45 – 15:30	Afternoons closed

Any exceptions require the consent of Kontron and shall be agreed in writing.

3. Shipping Papers

Each delivery note shall contain the following information:

> Vendor name, number, + address
> Receiver + address
> Order number + order item
> Date of delivery
> Quantity, amount
> Part number, part name
> ROHS, ACPEIP status

> Date code for el. Components
> Country of origin
> Transportation / container
> Weight (gross, net)
> Customs tariff number
> Preference
> Batch, PDM code

Serial numbers shall be contained as barcoded list in each single Box or being forwarded in excel Format to the email Account: WE1AGB@kontron.com

The delivery note shall be clearly visible on the outside of the parcel

Serialnumber Information on any labels, barcode list an excel file shall match 100% with the information contained in the scanable barcode on the product itself.

It is mandatory that the forwarder waybill contains the Kontron purchase order number as reference.

4. Labeling

Each Label note must contain the following information:

> Kontron Order number + order item
> Package count, x of y
> Quantity, amount
> Kontron Part number, description
> Batch, PDM code,(if applicable)
> Date code (for el. Components)
> Shelf life (if applicable)

Labels have to be clearly visible on the outside of the pallet.

5. Packaging

5.1 Admissible Packaging Materials

Material	Admissible materials	Inadmissible materials
Compounds	- none	- all
Plastic in general	- labeled as per DIN 6120	- PVC, Styrofoam - coloured plastics (deviations only possible after special release)
Plastic packaging materials - foils, pouches, and bags - protective and insulating caps - tubes - flocked inserts	- PE - PE - PE, PP, PS - PE, PP, PS, PET, ABS	
Cardboard packaging and paper	- labeled with RESY symbol	- wax paper - paraffin paper - bituminous paper - oiled paper
Strapping materials	- PP, PET	- steel - polyamide - polyester
Corrosion protection paper	- only VCI paper that can be verified as being recyclable with paper / cardboard	
Wood	- solid wood (labeled for high-temperature treatment and IPPC) - plywood, base plate, OSB	- impregnated, lacquered, or coated wood - solid wood treated with methyl bromide (BT)
Fill materials	- corrugated cardboard - paper	- Styrofoam or chips made from plant-based material

Packaging materials used by the supplier containing inadmissible materials may be used only as an exception and upon written agreement with Kontron.

5.2 Handling symbols

The packaging of items requiring special handling shall be labelled clearly and adequately in order to ensure appropriate handling. The following international symbols according to DIN 55 402 shall be used:

5.3 Protection against damages

The supplier is responsible for the packaging of materials that need to be protected, such as:

- The packaging must be able to withstand the stresses of the planned mode of transport. This means that the transport route and means of carriage as well as conditions that may affect them such as weather and handling during transshipment must be taken into consideration.

- Electronic components must be packed in ESD-safe containers, magazines, straps, etc. in Accordance with regulation EN 61340-5-1.

- Materials susceptible to corrosion must be packed in wrappings which prevent corrosion.

- Materials with coated and / or delicate surfaces must be packaged in such a way as to protect the surfaces (e.g. liners in packaging)

- Assembled printed circuit boards (electronic assemblies) must be packaged in ESD-safe packaging or containers in accordance with regulation EN 61340-5-1.

6. Poolable reusable containers

6.1 Europallets (pool pallets)

- The internationally accepted sizes for pool pallets - 1200 mm x 800 mm
- (Europallets according to DIN 15146-Section 2)
- and 1200 mm x 1000 mm (industrial pallets according to DIN 15141-Section 4) – must be used, as this ensures
- optimum module formation (according to DIN 55 520) and pallet usage.

Euro pallet

6.2 Mesh-box pallets

- Due to their standardised basic dimensions (1200 mm x 800 mm), mesh-box pallets (according to DIN 15155) can be stacked on top of one another or in combination with Europallets. They are offered by a number of logistics service providers (shipping companies) as part of an interchange system, and can thus be pooled.
- Both flat and mesh-box pallets should meet the quality requirements issued by the "European Pallet Association (EPAL)".

Mesh-box pallet

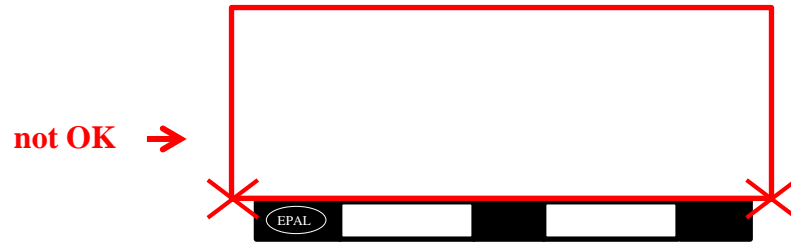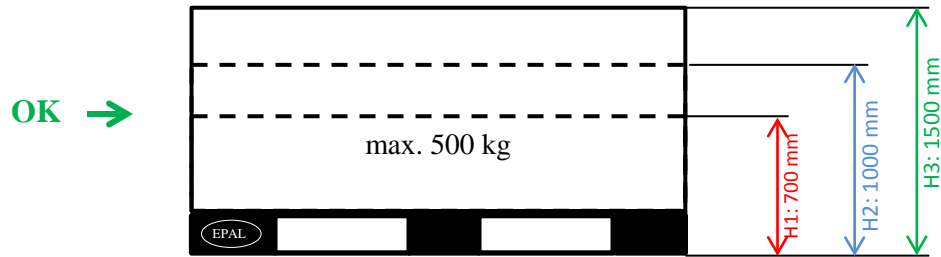## 6.3 Exchange of Poolable reusable containers

The Europallets (pool pallets) and Mesh-box pallets Europallets must be in a clean and dry condition and in accordance with the exchange criteria published by the EPAL. Pallets that do not meet these requirements will not be accepted and will not be exchanged (www.epal-pallets.org).

ANY PRINTED COPY OF THIS DOCUMENT IS UNCONTROLLED AND MAY NOT BE VALID

7. Permissible Delivery Weight

Parcels	Euro pool pallet (FP) Euro wire boxes
Weight: ➢ max 30 kg per parcel	**Weight:** ➢ Max 500 kg incl. pallet ➢ Maximum weight of individual boxes on the pallet shall not exceed 30kg

8. Permissible Delivery Dimensions

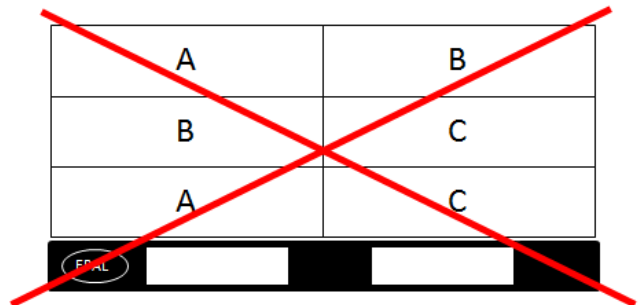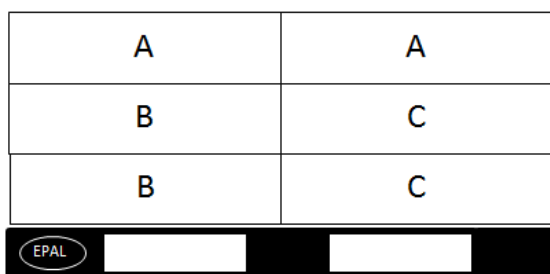| Parcels	Euro pool pallet (FP) Euro wire boxes	
	Basic dimensions:	
	➢ Width:	1,200 mm
➢ Max 1200 mm x 800 mm x 1180 mm	➢ Depth:	800 mm
	Height of pallet incl. pallet:	
	➢ Level 1:	700 mm
	➢ Level 2:	1,000 mm
	➢ **Level 3:**	**1,500 mm**
	Level 3 is permitted only after prior approval by Kontron All pool packaging used (Euro pallets and Euro wire boxes) shall conform to the guidelines of the European Pallet Pool.	
	Delivery of goods with any overlap or beyond the permissible dimensions and /or weights are only accepted with prior release of the Procurement department.	

9. Packaging by Type

Only one part number is allowed per pallet. Exceptions could be approved prior in writing by Kontron.

All pallet containing mixed goods must be explicitly marked as such, if mixed goods are not instantly obvious as such.

The loading unit must be able to withstand stacking without deforming or otherwise being damaged. If the goods may not be stacked, they must have a printed label to this effect.
This information shall be easily visible and permanently attached to each affected package.

9.1 Positioning of packaging units

On mixed pallets, the packaging units or packages shall be systematically arranged so that identical materials are positioned next to or on top of each other.

<u>All</u> markings have to be clearly visible on the outside of the pallet.

9.2 Weight distribution

10. Responsibility and Damages

The instructions described herein are minimum requirements and product-specific packaging can be made by supplier, if (i) this packaging methods are at least equivalent or more stringent then the methods described in this GPSI; and (ii) this was accepted by Kontron prior in writting. The compliance with the GPSI is the basis for the acceptance of the packing by Kontron. Non-compliance with our specifications in the GPSI may lead to a complaint by Kontron which would in turn have a negative impact on the supplier evaluation. Furthermore, any additional costs resulting from non-compliance will be passed directly on to supplier. However, following this instructions herein do not discharge the supplier from any liability for damages incurred as a result of poor packing.

The sender is liable for all damages and expenses caused by packing which does not comply with the condtions descriped within this regulation.

11. Condition of Delivery

If the supplier fails to comply with these regulations he might be held responsible for the additional internal efforts or the reception of the goods might be refused.

The direct contractual partner is responsible for any delivery of subcontractors.

12. Updates

This document is subject to ongoing legal, environmental, and market changes, and will be updated as required. The current valid document will be published on our website.