



General packaging specifications for Glen Dimplex Deutschland GmbH (GDD)

Version: 2019-07-01

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Glen Dimplex Thermal Solutions

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General packaging specifications

1. Introduction

1.1. General information

The packaging specifications are an indispensable part of each order and are valid for all suppliers of Glen Dimplex Deutschland GmbH (and its contractual logistic partners), hereinafter referred to as GDD. For this reason, we ask you to comply in general with the "General packaging specifications" and to inform all relevant departments of your company, as well as your suppliers and your contracted transport companies, of these specifications and require that they be implemented.

With each purchase order received, the supplier must ensure that he/she has a copy of the GDD "General packaging instructions" which are to be found on the internet and that he/she has fully complied with these for the pending deliveries. The most current version can be downloaded from the following links:

<https://gdts.one/bestellbedingungen> (Version in in german language)

<https://gdts.one/en/conditions-purchase> (Version in english language)

Over and above these general instructions, the respectively valid national and international laws, standards and regulations naturally apply. These are to be heeded and observed fundamentally for each delivery of goods.

1.2. Objective

The aim of these uniform packaging specifications is to optimise the flow of goods in the supply chain. Targets such as supply reliability, flexibility, stability and continuous improvement of processes, as well as the total economic optimum in the delivery chain, arising from the cooperation between the supplier and GDD have the highest priority for logistics. A smooth flow of logistical processes across all stages in the supply chain is to be guaranteed with identical processing in the packaging standards area and with information and data handling.

1.3. Basic policy

As basic policy, only reusable or recyclable packaging is permitted, as it must be ensured that GDD's waste management targets and the environmental regulations are met according to the following priorities:

a.) Prevention

Sufficient protection of the goods using a minimum of packaging material (volume and weight).

b.) Reduction

Use and continuous improvement of reusable packaging and materials.

c.) Reuse

Environmentally compatible, non-mixed and recoverable materials are to be used for all types of packaging and filling material.

1.4. GDD conditions of purchase / changes and deviations

These packaging specifications are part of our conditions of purchase, independent of the respective conditions of delivery.

Changes to and deviations from these specifications must be agreed in a special written agreement with the respective contact partner.

Individual agreements already in existence shall remain unaffected by this!

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2. Packaging guidelines

2.1. Packaging requirements

The planning of the packaging is to be carried out from the point of view of logistics, transport and quality assurance, environmental compatibility and economy as well as adherence to ISO 14001. The packaging materials must be marked with the relevant transport and packaging symbols valid for the product. Non-mixed disposal by GDD, without additional separation work and costs, is to be guaranteed by the supplier. When designing the packaging, please allow for the type of transport necessary (e.g. clamp truck).

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The packaging and packaging aid materials (e.g. PE stretch film, strapping, filling material, etc.) must fulfil the following requirements:

- a.) Protection of the goods/packaging/shipping documents against mechanical and environmental effects and against loss of contents during transport, when handling (putting into/taking out of storage, removals/partial removals) and during storage.
- b.) Product-specific packaging instructions are to be observed and implemented.
- c.) Simple and rapid access to the product.
- d.) Use of outer packaging only when absolutely necessary (see item a.).
- e.) Avoidance of material combinations and compounding and/or restriction of these to a minimum. The materials should be quickly and easily separable during removal of goods and disposal of packaging (e.g. nails/screws from wooden packaging).

2.1.1. Special requirements for wooden packaging materials in international trade

In international trade with wooden packaging materials, the phytosanitary regulations of the IPPC (International Plant Protection Convention, see www.ippc.int) are to be complied with. Should you be using such packaging material, a relevant certificate (e.g. "Phytosanitary certificate") is to be included in the shipment, and a copy is also to be sent by fax to the respective GDD contact person before shipment takes place.

2.2. Handling and hazardous goods symbols (according to GHS 1272/2008/EC)

International symbols according to DIN 55402 are to be used for labelling goods which require special handling. Handling and hazardous goods symbols can be found under the following link, for example: www.labelident.com.

2.3. Load carriers

Deliveries will only be accepted with EUR pallets and lattice boxes in faultless and reusable condition. Disposable pallets will only be accepted if in scrap wood category A 1 according to the AltholzVO (Scrap Wood Act) (see Appendix, item E04.). Flat and lattice box pallets are to comply with the quality requirements of the European Pallet Association (EPAL) (see Appendix items E01. to E03.).



EU pallet



Non-returnable pallet



INKA pallet



Lattice box pallet

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The following dimensions are to be complied with in order to achieve problemfree handling of the packaging units at GDD:

Dimensions in mm	EUR pallet (UIC 435-2)	Disposable pallet	INKA palett (F8 FL)	Lattice box pallet (acc. DIN 15155/8)
Length	1200	1200	1200	1240
Width	800	800	800	835
Height	144	Offen	120	970
Max. load height	1200	1200	1200	970
Max. weight in kg	1000	1000	250	1000
Info	The basic area of the pallet load must not exceed the basic dimensions of the pallet			Stackability of the lattice box should be guaranteed

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Pallet loads are to be sufficiently secured against damage and soiling (e.g. stretch film or strapping), to which special attention must be paid for the upper layers (e.g. by using covered pallets, paper protective layers, corrugated cardboard on the top and bottom). When using strapping bands, edge protectors are to be inserted (see illustration in 2.4.1.).

The articles are to be assembled on the pallet in a compact, secured transport unit with no overhang. This guarantees safe handling during transport and storage. The possibility of handling using floor-level conveyors must be guaranteed. For instance, the required free space between the pallet feet when securing the loaded unit must not be impaired.

The assembly of packages and pallets is to be carried out according to article and order (see also GDD "General conditions of delivery", items 2.2.3.e.) and 4.1.).

2.3.1. Disposable packaging

Disposable packaging may only be used when, from the point of view of costs, organisation and product specification, there is no other alternative to the standard and/or reusable packaging. The supplier is responsible for the necessary investigation into possible alternative packaging.

All disposable packaging (e. g. disposable pallets, cardboard boxes) is, as far as technically possible, to be clearly and distinctly marked with standardised symbols which have been recognised by the waste management industry (DIN 6120).

2.3.2. Reusable packaging

GDD gives preference to reusable load carriers over disposable packaging, assuming that the ecological and economic parameters are identical. This is, however, to be agreed in writing beforehand with the respective GDD contact person. Reusable packaging is to be delivered in a functional and exchangeable condition.

The use of small load carrier packaging is possible subject to a written agreement with the respective GDD contact person.

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General packaging specifications

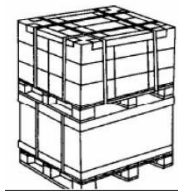
2.4. Collection of sorted pallets

When collecting sorted pallets, a rapid incoming goods inspection, transport and further processing of the shipment at GDD is to be guaranteed (avoidance of re-packing). For this reason, pallets must be collected pre-sorted (see also GDD "General conditions of delivery", items 2.2.3.e.) and 4.1.).

2.4.1. Exception – mixed pallets in small quantities

If there are small quantities of each article, it is possible to ship in mixed pallets. The individual types of article are, however, to be packed and labelled in presorted fashion.

If the nature, packaging and transport of the goods allows, several such mixed pallets can be stacked on top of each other. Please ensure that the basic measurements of the bottom pallet, as well as its maximum total weight, are not exceeded by the pallets/pallet loading above. The stability of the loading unit must be ensured when removing partial loads and during onward transport (see illustration).



2.4.2. Small articles / bulk material / individual packages

Each type of article is to be packaged in a separately labelled shipping unit.

3. Standard general labelling requirements

ATTENTION: Item 3. does not apply for special agreements on label design which are already in existence (e.g. commodities, spare parts, etc.)!

Principally, every shipment and transport unit is to be provided with a label on two adjacent sides (not top and bottom). The label must be clearly readable and be capable of withstanding the given transport conditions. Please note that labels on reusable packaging must be easily removable after the receipt of goods by GDD!

3.1. Package labelling

Each package is to be labelled with the GDD order number, GDD article number, article description, quantity and quantity unit (in plain text and barcode "Code 39", see 3.2.). For bulk goods, suitable labelling of the package unit (e.g. 50x screws type X in one carton) is necessary.

3.2. Outer box and pallet load labelling (according to VDA 4902 V4)

When labelling outer box and pallet loading, the label used is to be designed according to VDA recommendation 4902 version 4 with the barcode type "Code 39" (see, for instance following link: www.tec-it.com => Software => Free online tools => VDA 4902 labels). The label must contain the following data (see sample label):

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Goods recipient (GDD)	1	Quantity in each package	9
GDD unloading point (warehouse)	2	GDD article description	10
Delivery note no.	3	Supplier's article no.	11
Supplier's name	4	GDD supplier number	12
Weight (net)	5	Supplier's date of dispatch	13
Weight (gross)	6	GDD order number	14
Number of packages	7	Pallet/package 1 of...	15
GDD article number	8	Batch no.	16

(1) Wareneempfänger Musterkunde GmbH & Co. D-12345 Musterort		(2) Abladestelle - Lagerort - Verwendungsschlüssel 2 14	
(3) Lieferscheinr. (N) 123456	(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) Musterlieferant, D-654321 Musterort	(7) Anzahl Packstücke 7	
(5) Gewicht netto 5	(6) Gewicht brutto 6	(8) Sachnr. Kunde (P) 1234567890	
(9) Füllmenge (Q) 288	(10) Bezeichnung Lieferung, Leistung Testartikel	(11) Sachnr. Lieferant (30S) 12345678	
(12) Lieferantennr. (V) 9999999	(13) Datum 07.12.2006	(14) Änderungsstand Konstruktion	
(15) Packstücknr. (M) 15	(16) Chargenr. (H) 16	(17) Musterlieferant, D-654321 Musterort	

Warenanhänger VDA 4902, Version 4

3.2.1. Special requirements for pallet loads

A label with information as to the maximum stackability is absolutely necessary for each pallet load in order to ensure safety of transport and storage.

3.3. Small load carriers

The label used for small load carriers is to be designed according to VDA recommendation 4902 Version 4 with the barcode type "Code 39" (see following link, for example: www.tec-it.com => Software => Free online tools => print VDA 4902 => For small charge carrier). The label must contain the following data (see sample label):

Good recipient (GDD)	1	GDD article description	7
GDD unloading point (warehouse)	2	Supplier's article no.	8
GDD order number	3	GDD supplier number	9
Delivery note no.	4	Supplier's date of dispatch	10
GDD article number	5	Package 1 of...	11
Quantity in each package	6	Batch no.	12

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General packaging specifications

(1) Warenempfänger-Kurzadresse MAYR WERKE AG 70327 STUTTGART-ZUFF	(2) Abladestelle - Lagerort - Verwendungsschlüssel ABLAD-LAGER - M	(3) Lieferschein-Nr. (IN) 2581752
(8) Sach-Nr. Kunden (P) 765-HGD89-1234567	(9) Füllmenge (Q) 140 ST	(10) Bezeichnung, Lieferung, Leihzeit ELEKTR. STEUERGERAET
(12) Lieferanten-Nr. (V) 1234546789	(11) Sach-Nr. Lieferant (S00) 00123B1070	(13) Datum D940407
(15) Packstück-Nr. (S) 2481752 01	(14) Kundennummer, Konstruktion ÄNDERUNG	(18) Chargen-Nr. (R) C12345678

4. Hazardous goods

Hazardous goods are those that, when transported in public traffic areas (road, rail, water, air traffic), represent a specific danger to humans, animals, the environment or public safety and order. For this reason, all national and international regulations, in their most current version, are to be observed and fulfilled.

5. Miscellaneous

5.1. Packaging tests and supplier evaluation

The supplier is fully responsible for the packaging, safety of transport and storability of the shipment to be delivered.

The results of the GDD incoming goods inspection (proof of identity, transport and packaging damage, correct quantity, compliance with the GDD packaging specifications) are part of the supplier evaluation. The aim of this is to achieve increased process quality and an objective, holistic consideration of purchase decisions.

5.2. Contact person

For any questions and/or consultation concerning GDD packaging specifications please contact your GDD contact partner.

5.3. GDD packaging specifications: Validity and entry into force

The GDD packaging specifications are valid from 1st October 2010 onwards and are effective for all GDD suppliers from 1st January 2011 onwards. All previously published packaging specifications hereby become invalid.

5.4. Consequences of contravention of GDD packaging specifications

Non-compliance with these packaging specifications and/or statutory regulations will lead to GDD either refusing receipt of the shipment or charging the supplier with all costs arising from extra work which has to be carried out without prior notice (e.g. re-packaging and re-labelling work, administrative effort), or holding him/her liable for all losses incurred, however to a minimum of €50 per shipment.

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E. Amendments to the packaging specifications

E01. Deliveries in lattice boxes

a.) Exchangeable lattice boxes

When exchanging lattice boxes, it is a requirement that these comply with the exchange criteria and are thus EPAL compliant.

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Example of an exchangeable lattice box

b.) Non-exchangeable lattice boxes

If lattice boxes show one or more of the following types of damage, they are non-exchangeable and must be repaired by the supplier before shipping in accordance with UIC Instruction Sheet 435-4! Non-exchangeable lattice boxes will not be included in the GDD supplier pallet account and thus not credited to the supplier. The extra costs incurred by this will be invoiced to the supplier according to 5.3.



Deformed push-fit bracket/corner column



Non-functional front flap



Bent base frame or feet



Broken round steel mesh



Board lost or broken



Rail-/pallet manufacturers' association and/or EUR (Oval) signs missing

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Possible contamination of the loaded goods due to large-scale rust/soiling

c.) Labelling plate



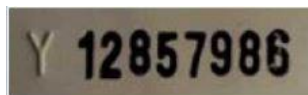
EUR lattice boxes are built according to UIC 435-3 and are only exchangeable in the European Pallet Pool if the labelling plate shows the following:

2. The embossed signs EUR (oval) und DB (in the emblem) in the upper third of the plate.



3. Y-Number

A stencilled black 7- or 8-digit Y-number is to be found below the embossed signs.



4. EPAL seal or approval

Either the golden (after positive testing) or the green (after correct repair) EPAL seal of approval is located next to the Y-number.



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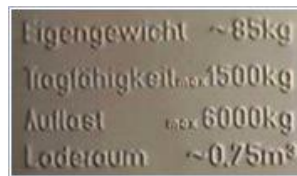
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5. Embossed labelling

The following embossed labelling is located below the EPAL seal of approval: Eigengewicht (dead load) ~85kg, Tragfähigkeit (load bearing capacity) max. 1500kg, Auflast (stacking/extra load) max. 6000kg, Lade-raum (loading area) ~0,75m².



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6. EPAL label and manufacturer's label

On the bottom left side of the panel is the embossed EPAL symbol (in oval). To the right of this is the manufacturer's name and registered location.



7. Labelling panel on older lattice boxes (up to 1995)

The labelling panel on older lattice boxes is black, and the Y-number is stencilled in white. The label "RAL-RG 993" is located in the middle, and the maximum load limit is 900 kg.



E02. Deliveries on EUR paletts

A EUR-pallet is an exchangeable transport pallet with a basic area of 0.96 sqm. It is a so-called four-way entry pallet in that it can be lifted and transported from all four sides.

a.) Exchangeable EUR Paletts

Ein Tausch ist nur möglich, wenn die Paletten den Tauschkriterien entsprechen und somit EPAL-konform sind.



Example of an exchangeable EUR pallet

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b.) Non-exchangeable EUR pallets

If EUR pallets display one or more of the defects shown below, the pallets are not exchangeable.

They must be repaired according to UIC-code 435-4.



A single upper or lower edge board is damaged, so that more than one nail or screw shank is revealed.



The EUR mark right as well as a Railway symbol on the left is missing.



A board is missing



A block is missing or split to the point where more than one nail shank is visible.



A board is broken transversely or diagonally



More than two lower or upper edge boards are damaged and more than one nail or screw shank is exposed

Other characteristics of non-exchangeable EUR pallets (poor overall condition):

1. The load bearing capacity/safety can no longer be guaranteed (decay or rot, large splinters).
2. Contamination is so heavy that products may be soiled.
3. Large splinters are coming away from a number of blocks.
4. Evidence that impermissible construction elements have been used (e.g. boards too thin, blocks too narrow) and impermissible repairs have been made.

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E03. Deliveries on INKA pallets

The Inka pallet ("F8 LF" standard) is a reusable pallet made of compacted waste wood.



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a.) INKA pallets according to "International Standard for Phytosanitary Measures (ISPM15)"

The "International Standard for Phytosanitary Measures" (ISPM15) is a comprehensive body of directives concerning importation regulations for wood packaging and wooden pallets developed by the International Plant Protection Convention (IPPC).

The ISPM15 guidelines are for the protection of native plant species from foreign pests. In normal wooden crates and pallets, beetles and larvae from other countries have often been found. In a new environment without natural predators, they can soon become a menace. Therefore, non-manufactured wood cargo carriers must only cross the borders of countries adhering to ISPM15 / NIMF15 guidelines after extensive fumigation treatment with the insecticide methyl bromide or following heat treatment.

At the border of an ISPM15 country, exporters of consignments not sent on a cargo carrier in accordance with ISPM15 guidelines thus could be faced with an expensive on-site aftertreatment. In extreme cases, customs authorities may even go so far as to refuse to allow the consignment into the country.

INKA pallets are made of dried wood shavings and pressed into form under pressure and heat using the Werzalit process, similar to chipboard. INKA pallets are thus classified as "processed wood" as defined in ISPM15 and do not therefore fall under the regulations of the comprehensive body of directives for non-manufactured wood. The heat treatment / fumigation treatments with the insecticide methyl bromide and IPPC marking required for non-manufactured wood pallets are thus not necessary for INKA pallets!

b.) The advantages of INKA pallets

INKA pallets offer several advantages compared with other flat pallets:

1. Stacked together, INKA pallets only need 1/3 of the storage space required by EUR pallets
2. Low weight: approx. 9kg
3. No obligation to exchange
4. Exportable without problems as no fumigation or heat treatment is necessary
5. Recyclable and biodegradable

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General packaging specifications

E04. Deliveries on disposable pallets

Disposable pallets will only be accepted if they fulfil scrap wood category A 1 according to the Scrap Wood Act (see item 2.3.).

Category	Description	Origin (examples)	Utilisation / disposal
A I	Natural or mechanically processed scrap wood, virtually non-contaminated	Furniture made of solid wood with no laminated board	Suitable for material utilisation (e.g. manufacture of new chipboard)
A II	Laminated, coated, painted scrap wood with no halogen organic compounds in the coating and no wood preservatives	Laminated board furniture with no PVC content, interior doors, planks	Suitable for material utilisation (e.g. manufacture of new chipboard)
A III	Scrap wood with halogen organic compounds in the coating and no wood preservatives	Furniture with PVC edging or PVC coating	Thermal utilisation in a suitable plant

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E05. Special agreement for deliveries of plate heat exchangers

There are special agreements for the packaging of plate heat exchangers. If you are not in possession of these, please speak to your respective GDD contact partner.

Glen Dimplex Thermal Solutions

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