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| IMS-U 3534-04 | | Reference Document | | |  |
| Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel, Germany | | Delivery Packaging Guidelines Gebr. Bode GmbH & Co. KG | | | |
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1. Purpose and Scope

These guidelines describe the general requirements for transport packaging and the labelling of goods of Gebr. Bode GmbH & Co. KG, referred to as BODE in the following, for its suppliers. They apply to deliveries to all BODE locations in Germany. These requirements are to be taken into consideration in the development, design and planning of transport packaging.

The supplier is responsible for packaging suitable for transport and handling as well as placing in storage, which ensures damage-free and clean delivery of the goods to be supplied up to the place of use. Incoming deliveries are checked on receipt by BODE for compliance with the BODE requirements. Material number-specific agreements made with the supplier (BODE packaging agreements) must be complied with.

The supplier is obliged to point out to BODE immediately, any obstacles to implementing these guidelines. The supplier's delivery obligation is unaffected by this.

Deviations from the Bode requirements for transport packaging and goods labelling or the material number-specific agreements, required in exceptional cases, must be agreed with BODE in good time before the delivery.

In addition to these guidelines, material-specific packaging agreements are concluded. These define details agreed in advance, such as containers and quantity per packaging.

2. Transport Packaging and Load Carriers

Transport packaging is packaging that makes it easier to transport the goods and protects them. They should cause the lowest possible costs. Important aspects are handling of the packaging as well as the packed goods and, if applicable, its disposal. In addition, suitability for returns and careful use of resources are necessary (sensible ratio of packaging to goods).

2.1 Reusable transport packaging and load carriers of BODE

Suppliers can ask about the reusable transport packaging and load carriers used or available at BODE.

2.2 Supplier's own transport packaging and load carriers

It is possible for the supplier to use their own transport packaging and load carriers by arrangement.


2.3 Damaged load carriers

Before delivering the goods, the supplier is obliged to check for proper, undamaged and exchangeable condition of the load carriers. BODE checks for the proper, undamaged and exchangeable condition of the load carriers on delivery in the incoming goods department.

If the supplier has circulated damaged load carriers or has damaged load carriers, BODE is entitled to invoice the supplier for the costs of repair or replacement plus a lump sum expenses charge of € 150. - per delivery note.

Further, BODE reserves the right to invoice the supplier for verified necessary outer packaging costs and repair costs.

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The delivered condition of euro-pallets and cage pallets must comply with the generally recognised quality and exchange criteria. (Can be viewed, for example, at www.gpal.de.)

For example, the following condition is not acceptable for large load carriers (LLC):

- Sidewalls are bent, not closable
- Corner edges are chipped, cracked
- One or several blocks are missing, or are broken, splintered, etc.
- The bottom frame is bent
- Broken sidewalls, pallets and lid protrude into the interior
- The container stands poorly, cannot be stacked safely

Small load carriers (SLT) are to be classified as defective if stabilising and load-bearing elements are damaged or the functional capability of the SLT and protection of the product are at risk.

3. Loading units


Transport packaging and load carriers are grouped together to form loading units/transport units.

3.1 Forming and restraining loading units

The requirements for the forming and restraining of loading units are as follows:

- The base dimensions of the loading units may not be exceeded by the goods, product and loading unit restraints. Load carriers with base dimensions 1200 x 800 mm are preferred. Deviating dimensions are allowed. This requires consultation with the responsible scheduler.
- The loading units should not exceed a height of 1000 mm (including pallet and cover). Deviating dimensions are allowed. This requires consultation with the responsible scheduler.
- Handling option by means of standard commercial industrial truck (can be accessed for moving under on all four sides, in exceptional cases, two sides are also acceptable),
- Stability with regard to quality, shape and volume,
- Incomplete layers are to be avoided,
- Limiting of loading unit restraints to minimum use of packaging components.
- Homogeneous packaging for each load carrier. No mixing/packaging of several materials in one packaging.

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3.2 Reusable packaging

The following maximum weights apply:

- SLC: maximum 12 kg (incl. SLC)
- LLC: according to the maximum payload of the respective transport packaging

3.3 Single use packaging:

The transport packaging must be chosen so that its function and quality is not impaired during the entire transport and storage, by handling or industrial trucks.

The packaging must be tailored to suit the needs, and must be ergonomic and economical.

When defining the packaging, corrosion and abrasion in conjunction with cardboard and corrugated board materials must be excluded. Critical surfaces (for example, visible or machined surfaces) must be protected against impact during packing, transport and removal.

Only dry packaging materials may be used. No packaging materials may be used that are made of wood that has been treated with banned wood preservatives or chemicals. All packaging materials must be completely recyclable. If cardboard packaging is used, ensure that the cardboard packaging can be opened without cutting (for example: telescope-type boxes). The weight per box / cardboard packaging should not exceed 12 kg.


4. Labelling

Each loading unit must be clearly labelled by means of goods tags or the delivery note. A loading unit can be made up of several packing units. The labelling must clearly describe the contents of the loading and packing units. The markings or labels of previous consignments must be removed.

Labelling must contain the following information:

- Supplier name and supplier number
- Order No.
- Delivery note No.
- Article No. and quantity of delivered goods
- Number of load carriers
- Load carrier article No.

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5. Specification of the Transport Packaging

The transport packaging is agreed and specified with the BODE packaging development department. For acceptance and evaluation of the transport packaging, if necessary, the supplier carries out transport and packaging tests in consultation with the BODE packaging development department, e.g. to evaluate the quality and handling.

The BODE requirements regarding transport packaging and goods labelling must be complied with in the packaging specification. In case of parts changes, change in the delivery process, the fill quantity or transport packaging, the supplier informs the BODE packaging development department without prompting and obtains the relevant release.

If necessary, material number-specific regulations are produced (BODE packaging agreement). The packaging agreement is drawn up by the BODE packaging development department and is countersigned by the supplier.

6. Planning, Scheduling and Management of Transport Packaging and Load Carriers

6.1 Planning and scheduling

If reusable transport packaging is used, the requirement is requested from BODE at least 10 working days before delivery. By Thursday of the preceding week at the latest, the supplier informs BODE of the need for reusable transport packaging for the following week. The need for reusable transport packaging is based on the respective current call quantities. BODE must be informed immediately in case of significant changes in the need for reusable transport packaging.

6.2 Account management

BODE records the incoming goods and outgoing goods for all reusable transport packaging and load carriers (BODE's own reusable transport packaging, lids, layer pads, cages, euro pallets, etc.). The supplier also undertakes to immediately record incoming goods and outgoing goods for reusable transport packaging and load carriers on a customer and article basis (BODE article No. of the reusable transport packaging).

Reusable transport packaging is preferably exchanged 1:1 on delivery to BODE.


The supplier carries out a free of charge stocktake once a year for reusable transport packaging and load carriers at the instruction of BODE. The account balancing takes place yearly with the stocktake. The costs for the account balancing are distributed according to cause.

6.1 Circulating stock of BODE's own reusable transport packaging

Any of BODE's own reusable transport packaging provided are to be used solely for the direct supply cycle to BODE and may not be used for the supplier's own cycles (in-house transport, lot size production, extended workbenches, external subcontracting, consolidation by carrier companies, etc.) or used for storage. BODE container management calculates the need for reusable transport packaging (circulating stock).

Only BODE is responsible for repair and maintenance of BODE's own reusable transport packaging. The costs incurred are distributed based on cause.

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7. Delivery, Delivery Times and Time Slot Booking

7.1 Delivery and unloading

The unloading is only possible from the side, no ramps are available. This must always be noted when loading.

7.2 Delivery times

The delivery or opening times of our incoming goods department are weekdays, normally from 06:00 to 15:00. Delivery outside of these times is possible for urgent or prioritised deliveries following prior arrangement. To this end, please contact our plant security/gatekeeper (Tel.: +49 5 61 / 50 09 – 0).

7.3 Time slot booking

The Cargoclix portal must be used to book a delivery time for the delivery. This is necessary to reduce unloading waiting times. Booked time slots must be kept. Noncompliance will lead to longer waiting times. The portal and instructions for initial registration can be found under the following link: <https://www.schaltbau-bode.com/de/home/download-center/> in the logistics tab.

8. Miscellaneous

BODE provides the supplier with reusable transport packaging that is “swept clean”.

The supplier ensures that the delivery only takes place in clean, dry, defects-free and functional reusable transport packaging. If the cleanliness of the reusable transport packaging does not meet the quality standards of the materials to be transported, the supplier must carry out further cleaning measures. The costs for this will be distributed according to cause.

9. Reservation of Title

Bode’s own containers and racks are allocated to the supplier for intended use. In case of insolvency, they remain the unsaleable property of Bode and must be returned.

10. Confirmation and Signature

We herewith certify that we _____ (company) have taken note of the delivery packaging guidelines of Gebr. Bode GmbH & Co. KG and accept the above-named procedures, unless bilateral agreements have been reached elsewhere. The up-to-date version of this document is always available in the download area <https://www.schaltbau-bode.com/de/home/download-center/>.

(Date / Signature / Company stamp)

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