



IMS-U 3531-40		Applicable documents			
Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 1 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

Table of contents

1. Scope and purpose	2
2. Marking and labelling of load-devices and packaging	2
3. Load-devices and packaging	2
3.1 Oneway- and returnable packaging	3
3.2 Parcel and box-shipments (KLT)	3
3.3 Pallets and larger handling units (GLT)	3
4. Requirements for packagings	4
4.1 Outer packaging	4
4.2 Inner packaging	4
4.3. Export-packaging /overseas packaging	4
5. Choosing the correct packaging	5
5.1 Auswahl von geeigneten Verpackungen (Versand an Kunde)	Fehler! Textmarke nicht definiert.
Sonderfälle bei der Auslegung von Verpackungen (Glas, Elektronikbauteile, empfindliche Oberfläche)	5
6. Nutzung von Mehrwegbehältern	5
6.1 Nutzungsdauer	6
6.2 Kosten Überschreitung Nutzungsdauer	6
6.3 Leihgutkontenführung	6
6.4 Eigentumsvorbehalt	6
6.6 Rückgabe von Mehrwegladungsträgern	7
7. Bestätigung und Unterschrift	8

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09.03.2021	C. Jäger (PR-VS)	Geisser, Ernst-Erich (PR-LO)	Geisser, Ernst-Erich (PR-LO)	Intranet

IMS-U 3531-40		Applicable documents			
Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 2 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

1. Scope and purpose

This guideline sums up all general regulations regarding packaging-requirements and marking-requirements for the outbound-shipping-process from Gebr. Bode GmbH & Co. KG, shortly called BODE, to all its customers. All requirements stated in this guide has to be considered covering the whole packaging-lifecycle from development till scrap.

The load-device mainly has to guarantee the security and protection of the goods during its transportation from point of shipping to the point of consumption. Specific material-related regulations (i.e. IPPC) have to be ensured.

Any specific regulations that cannot be fulfilled, are subject to individual agreement between BODE and ist customer. Existing delivery-commitments will not be affected from this point, at all.

2. Marking and labelling of load-devices and packaging

Load-devices and packaging needs is marked and labelled as follows.:
(by delivery note or handling-unit-label)


- a) Bode Material-No. and, if possible, part-name.
- b) Order-No. and delivery-note-No.
- c) Customer-specific information (on the delivery note)
- d) Marking of additional specific or other regulatory for transportation of the goods (i.e. Dangerous goods;...).

Labelling and marking has to be done in a visible manner.

3. Load-devices and packaging

Packagings have to designed in order to guarantee safety and security of the goods. Moreover the packaging must allow handling and transportation by forklifts. Depending on the goods' requirements the packaging shall consist of an optimized combination of outer packaging and, if required, inner packaging (stuffing-material).

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IMS-U 3531-40		Applicable documents			
Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 3 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

3.1 Oneway- and returnable packaging

Depending on the requirements and availability, packagings can be oneway or returnable-type. Returnable packaging to be preferred.

When oneway packaging is used, the diversity of material-types the packaging consists of has to be minimized in order to reduce waste-production and to improve recyclability.

In case of lacks in using returnable packagings BODE will secure deliveries by using oneway packaging. Supplementary packagings will be agreed in advance with the customer. Specific agreements with the customer will not be affected.

3.2 Parcel and box-shipments (KLT)


In case of parcel- and single box-shipments (KLTs) the individual weight shall not exceed 25 kg per box. In case more boxes will be shipped to the same customer, BODE will bundle these boxes on a larger handling unit (i.e. pallet).

3.3 Pallets and larger handling units (GLT)

Load-units with weights exceeding 25 kg or volumes that are not liftable by hand need to allow handlings by common forklifts. Handling-units shall allow 4-way-usability if not otherwise restricted by weights and/or dimensions.

Maximum weight per load-unit / handling unit shall not exceed 1,0 tons or the maximum payload of the unit.

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IMS-U 3531-40		Applicable documents			
Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 4 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

4. Requirements for packagings

4.1 Outer packaging

The outer packaging has to meet the following requirements:

- Transportation and handling by hand (KLT) or common forklift (GLT)
- Transportation-cost-optimized (i.e. dimensions and stackability)
- Guarantee safety against damages on other shipments
- Protection against external impacts during transport- and handling (i.e. pressure, drop, vibration, or temperature).
- Protect goods from falling out of the handling unit.
- Packaging has to cover the parts completely.
- Adequate space, without giving hints on value and type of parts
- Only robust material to be used (i.e. tearproofed, self-adhesive-tapes).
- Packagings or locks shall not have sharp rims (i.e. open nails, fasteners, splinters of wood).

4.2 Inner packaging

The inner packaging has to meet the following requirements:


- Protection of goods against damages due to inner shifting, sliding or movements.
- Protection of sensitive surfaces against scratches.
- Separating of parts due to incorrect fixation.

4.3. Export-packaging /overseas packaging

Packagings used for export-shipments have to meet the following requirements:

- Packaging-size optimized to specific cargo-unit.
- Packaging is handable across the complete transport chain.
- Protection against damages due to physical and or chemical forces.
- Protection against corrosion and condensate (Desiccant, VCI-foil, aluminium-foil).
Times of storages of the goods shall also be considered and included when choosing the adequate packaging. These requirements have to be agreed in advance. Without information by the customer BODE only designs packaging to meet requirements for the transportation-process.
- The packaging shall be designed in accordance with the „HPE-guidelines“. Other designs have to be agreed in advance.
- Wooden crates have to fulfill IPPC-standard.
- Supplementary to IPPC-standard the usage of Methyl Bromid (MB) is forbidden, in case not individually agreed by the customer.

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Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 5 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

5. Choosing the correct packaging

All goods will be packed into individual packagings, i.e. specifically designed racks. Other specifications need to be agreed in advance of any new project. Existing concepts with returnable packaging shall be preferentially used. Modifications are possible and can be integrated smoothly by individual agreements and packaging-trials.

Depending on customers requirements, distance and mode of transport a oneway-solution or a solution with returnable packaging can be rolled-out.

Specific material-requirements (glass, electronics, sensitive surfaces)

Glass-panes shall be packed in specific racks (if available) and protected against scratches and friction by the following materials:

- Safety-bars
- Straps and belts
- Spacers between glass-panes i.e. cork, paper, polystyrene, cardboards etc.
- Protective material (edge-protectors out of cardboard, plastic-bags etc.)

ESD-critical electronic components, need to be packed in specific packagings suitable for ESD-critical components, following the ESD-guidelines. The packaging has to be marked accordingly.

Parts with sensitive surfaces (i.e. high gloss, anodized, powder-coated etc.) have to be packed in a way to prevent parts from scratches and friction on the sensitive surface.

Possible packaging aids to be used: Foil, foam, cardboard.

6. Use of returnable packaging


Returnable packaging has to be handled with consideration and has to be returned in the same condition as received by BODE. In case BODE recognizes that the return is done in an improper way (including impurities or damages) BODE will either refuse the delivery or will bill all costs to the sender, being responsible for this inconformity as follows:

- Incomplete or defective racks: 200,00 € per rack plus handling fees and loss-costs.
- Repair of packaging 100,00 € plus handling fees and loss-costs.

Handling fees and loss-costs include costs for survey of damages, spare-part-supply, downtime of the packaging (1 week) as well as additional workload for internal procedures. Costs for spare-parts will be billed as well. In case of actual total loss point 6.2 becomes applicable.

Effectuated Packaging will permanently Einbezogene Miet-Ladungsträger werden regelmäßig gem. des Ladungsträgerkataloges von Bode erweitert.

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IMS-U 3531-40		Applicable documents			
Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 6 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

6.1 Expected usage

Returnable packaging only to be used for transportation. Stock-keeping and laytimes of material inside the returnable packaging is not allowed.

Packagings will be provided by BODE for a usual laytime of 20 workingdays. Specific Exceptions to be individually agreed.

6.2 Costs for exceeded laytime

In line with point 6.1 BODE will invoice longer laytimes to customers with the following rental-fees:

- Agreed laytime exceeded > 1 Woche: 96,00 € (per week per packaging)
- Agreed laytime exceeded > 6 Monate:

25-BO-001	Transportgestell Türflügel	=> 2000,00 €/Stück
25-BO-002-*	Transportgestell Türflügel, Sondervariante	=> 2500,00 €/Stück
25-BO-003	Transportgestell	=> 2000,00 €/Stück
25-BO-004	Transportgestell, Antrieb	=> 1600,00 €/Stück
25-BO-004-*	Transportgestell, Antrieb, Sondervariante	=> 2000,00 €/Stück
25-BO-005	Transportgestell, hoch Anbauteile	=> 1600,00 €/Stück
25-BO0006	Transportgestell, Türflügel	=> 1500,00 €/Stück
25-BO-007	Transportgestell, Türflügel waagrecht	=> 2500,00 €/Stück
25-Bo0012	Transportgestell, Antriebe	=> 2000,00 €/Stück
25-Bo0013	Transportgestell, Antriebe	=> 2000,00 €/Stück
25-Bo0016	Transportgestell, Schiebetritt	=> 2000,00 €/Stück

status 09.03.2021 following the Gebr. Bode Ladungsträger-Katalog *Bode MWLT - Miete

These fees cannot be deducted from or mixed with other debts.

6.3 Accounts for returnable packaging

Packaging-accounts are active for each customer, a frequent sending of monthly statement of each account is in preparation.


Each monthly statement has to be checked and claimed within 5 workingdays, in case of any incorrectness.

6.4 Reservation of property rights

Bode-owned packaging are only handed over for short-term usage and ave to be returned to Bode.

All packaging owned by Bode will also remain BODE-property in case of bankruptcy of a customer or its subsidiary.

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Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 7 von 8					
Abteilung / Department Logistik	Ursprung / Origin --	Revisionsstand / Revision status R 00	Geltungsbereich / Applocability intern/extern	Gültigkeit ab / Valid from 29.03.2021	Fon.: +49 (0)561 5009 - 0

6.5 Exchange of returnable packaging (pool packaging)

All pool-packaging (z.B. EPAL, DB-Pallet) that are transported have to be specifically marked on the delivery notes as separate position. Pooling pallets will not be exchanged in the following cases:

- Damages to pallets according to EPAL quality-classification-guidelines (i.e. missing parts, open nails or screws, etc).
- Missing marks according to EPAL quality-classification-guidelines.
- Load-carrying capacity
- Load-units generally in bad condition
- Load-units contain old labels, delivery-notes or waste.


6.6 Return of packaging

The return will regularly handled by Bode or its forwarding agents or according to the individually agreed contractual agreements between Bode and ist customer (Incoterm) fort he return of packaging.

The following aspects are to be considered:

- Delivery has to be announced in advance (by aviso)
- Customer guarantees loading and preparation of all ampties
- Customer will provide all proper paperwork and documentation for transportation of the empties (Waybill, delivery notes) and confirms the proper handover with his signature.
- Stacking and loading hast o be done in cost-optimized and volume-optimized manner.
- Defective and incomplete packaging-units are to be marked on delivery notes and announced in advance.
- Handling-units have to be free of waste.

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Gebr. Bode GmbH & Co. KG Ochshäuser Str. 14 D 34123 Kassel		Shipping- and packaging guidelines Gebr. Bode GmbH & Co. KG			
Seite / Page 8 von 8					
Abteilung / Department	Ursprung / Origin	Revisionsstand / Revision status	Geltungsbereich / Applocability	Gültigkeit ab / Valid from	Fon.: +49 (0)561 5009 - 0
Logistik	--	R 00	intern/extern	29.03.2021	

7. Acceptance and signature

Herewith we agree _____ (company name) to acknowledge the Shipping- and packaging guidelines of Gebr. Bode GmbH & Co. KG and to accept the procedures stated in this guidelines, if not otherwise agreed.

 (Date / stamp)
 Gebr. Bode GmbH & Co. KG

 (Date / stamp)
 Customer

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