

# Packing Instructions for Suppliers

## 1 General

Do not use damaged packing. Deliveries of damaged packing, this also applies to pallets and skeleton boxes, will be rejected or after having being identified by the Purchasing Dept. will be repacked at the expense of the deliverer.

## 2 Pallets

**Type of pallet:** Preferably Euro pallets, either one-way pallets (1.200 x 800) mm or for smaller quantities, half of one-way pallets (800 x 600) mm

**Maximum height:** Inclusive pallet and transported goods max. 1.500 mm.

**Maximum weight when loaded:** 1.000 kg, one-way pallet 950 kg, half one-way pallet 700 kg.

**Other:** Partial packing must be belted to the pallet. Mixed deliveries are not permitted.

## 3 Skeleton Box

Only DIN skeleton boxes shall be used with the dimensions (1.200 x 800 x 800) mm. The flap of the skeleton box must function correctly.

## 4 Smallest Packing Units

### 4.1 One-way packing

**Basic dimensions:** All packing units to be transported must comply with the outside dimensions of a Euro pallet (1.200 x 800) mm or a part of a pallet (half, quarter, eighth of a Euro pallet).

**Maximum height:** Variable, limited only by the maximum height of a loaded pallet (see Point 2)

**Maximum weight when loaded:** 15 kg

**Labeling:** An identification label must be affixed to the delivery papers and / or the packing units for transportation and also to the product's immediate packaging; it must be clearly visible and not detach or otherwise get lost. This identification label must include:

- **Supplier's address**
- **ebm-papst order no.**
- **Material number with revision state**
- **Quantity of the packing unit**
- **Production or batch date**

In the case of reusable packaging, old or invalid labels and / or inscriptions must be removed.

In special cases, packaging will be provided by ebm-papst in the form of reusable packaging whose use is mandatory. Different types of packaging must be approved by ebm-papst.

### 4.2 Reusable packing

Every reusable packing unit comprises a pallet, plastic containers, partly with inserts and a lid and/or a pallet and self-supporting trays.

The reusable containers used by ebm-papst are based on the standard dimensions of the European pallet (1.200 x 800) mm s. All containers are marked with the name "ebm-papst".

The reusable packing is the property of ebm-papst and is issued to the suppliers free of charge. It should not be used for purposes other than those intended and should be handled with care and treated as an article of value. Misuse is prohibited and loss by the supplier, in so far as it can be proved, shall be replaced by same.

**Containers:** It must be possible to transport the containers using the handles when full. As the double bottom of the containers is inserted in the container underneath, a space of 25 mm must be available between the material and the upper edge of the container. The number of pieces per container is agreed between the supplier and ebm-papst. The top layer of the container must always be covered by a lid. Irrespective of the number of parts being delivered, the container must have the full number of layers.

**Trays:** The top layer of the shelves remains empty; instead of the lid, the corners should be equipped with protective caps for belting.

Die oberste Lage der Tablare bleibt leer; anstelle der Deckel sind sie zum Bandagieren mit Kantenschutzecken zu versehen.

**Basic dimensions, maximum dimensions, maximum weight:** See Point 4.1

**Labelling:** For labelling the deliveries, Point 4.1 applies accordingly. For labelling the transport goods, always use the pockets and/or metal clips on the plastic containers. It is prohibited to use adhesive labels on the container. In case of non-compliance, payment will be charged to the account of the supplier.

**Storage:** If possible, containers and shelves should not be stored outside. If this cannot be avoided, the containers must be adequately covered or stored upside down. The upper layer of the shelves must be covered with a water-tight tarpaulin. In compliance with the high ebm-papst quality requirements, it is prohibited to use moist, wet or dirty containers, inserts or shelves for delivering the goods.

**Missing reusable packing** should be requested in due time. If, at the time of delivery, ebm-papst containers are not available or not in the required quantity, the approval to use other packing must first be obtained from the appropriate quality assurance representative.