

1. Aim of the General Packaging and Delivery Specifications

The Packaging and Delivery Specifications serve as a guideline to ensure that material and information flow seamlessly along the value chain between suppliers and DAS Environmental Expert GmbH (hereinafter referred to as DAS EE).

Non-compliance with these requirements will have a negative impact on the supplier assessment for such suppliers. DAS EE furthermore reserves the right to pass on additional costs and expenses linked to any such non-compliance directly to the suppliers.

Suppliers must expressly agree any deviations from these Packaging and Delivery Specifications with DAS EE in writing.

2. Delivery address

Please ensure you strictly comply with the delivery address given in our orders.

3. Goods acceptance times

Goods are accepted on the following working days, excluding state-wide bank holidays:

- Monday – Thursday 7 am - 11.30 am / 12 pm - 4 pm
- Friday 7 am - 11.30 am / 12 pm - 3 pm

No goods will be accepted outside of these times.

4. Packaging specifications

4.1 General requirements

For reasons of economic and ecological sustainability, we prefer that goods be sent in reusable packaging.

The selected packaging must be appropriate for the requirements of the goods being packaged (cf. Section 411 ff. of the German Commercial Code (HGB)). It must also be suitable to withstand any strain caused by the intended mode of transport. This means that the transport route, the means of transport, potential influencing factors such as weather conditions, and handling during transport must all be taken into account.

Attention must be paid to:

- The type of route
- Expected influencing factors
- Pollution
- Adequate protection provided by the packaging when reloading or any other occasion where the package is moved

The sender will be liable for any damage or expenses caused by inadequate packaging.

To ensure a sufficient standard of quality upon delivery, the following requirements must be met:

- The goods must be free from any contamination.
- The packaging must provide a protective function, that is, it must protect the goods from mechanical damage, corrosion and weather-related influences.
- The packaging must be closed with adhesive tape and PET/PP straps, not with metal staples or tape.

4.2 Permissible packaging materials

<i>Material</i>	<i>Permitted materials</i>	<i>Prohibited materials</i>
Composite materials		Composite materials are not permitted
Plastic Single-use materials	PE, PP, PS, PET DIN 6120-compliant labelling	PVC, polystyrene, black film
Plastic Reusable materials	PE, PP, PET, ABS DIN 6120-compliant labelling	PVC, polystyrene, black film
Packaging made from plastic Bags / sacks Film cuts Shrink films and stretch films Tubes Protective caps / insulating caps Thermoformed inserts	PE PE PE PE, PP, PS PE PE, PP, PS, PET, ABS	
Paper / cardboard packaging	Environmentally-friendly material	Paraffin paper Waxed paper Bitumen Old / contaminated materials
Wood	Plywood Solid wood All imported pallets and crates must comply with the "ISPM15" IPPC standard.	Varnished, coated, impregnated wood Press boards Press boards
Filler materials	Paper Corrugated cardboard	Moulded parts / polystyrene chips Chips made from plant products
Anti-tarnish paper	Only VCI paper that is proven to be suitable for material recycling along with paper / cardboard	
Straps / adhesive tapes	PE, PET	Polyimide tape Steel strips

4.3 Environmentally-friendly disposal of packaging waste

Loading aids and packaging must be designed to ensure adequate protection during transport while also using the minimum amount of packaging.

In order to minimise the environmental impact as much as possible, use of the fewest resources and the most environmentally-friendly means of packing must be considered for all packaging materials.

Requirements for reducing packaging waste

1. Avoiding packaging:

- The supplier must pack the goods to ensure safe and damage-free transport while using the least amount of packaging material possible.

2. Reducing packaging:

- Packaging waste can be reduced by using reusable packaging. Where economically viable, the use of reusable packaging should be given priority over single-use packaging.
- Reusable packaging must be labelled accordingly (e.g. "Property of ...")

3. Recycling packaging:

- The best disposal option for packaging is recycling it into new products.
- Only environmentally-friendly and recyclable materials that are accepted for recycling nationwide and that can be disposed of by DAS EE without additional expense or cost may be used as packaging materials.

4.4 Package dimensions and weight

Packages delivered by courier, express and parcel services must not weigh more than 20 kg.

Packages for delivery that weigh more than 20 kg must be transported on or in appropriate loading aids. It must be possible to unload loading aids with an industrial truck.

- Individual packages that can be moved manually: Maximum 20 kg
- Loading units / pallets: Maximum 800 kg

4.5 Loading aids

All loading aids delivered to DAS EE must be in perfect, undamaged (exchangeable) condition.

The relevant employee at the DAS EE goods entrance will assess the condition of any loading aid.

4.6 Types of loading aids

All loading aids must be accessible from both sides using lift trucks / forklifts.

- Euro pallets (1200 x 800 x 1400mm)
- Euro pallet cages (1200 x 800 x 1400mm); these must be hinged
- Wooden crates (1200 x 800 x 1400mm)
- Cardboard boxes on pallets (1200 x 800 x 1400mm)

Smaller pallets in exceptional cases.

The loading aid dimensions (1200 x 800mm) may only be exceeded in exceptional cases with the agreement of DAS EE, provided the cargo exceeds such dimensions.

4.7 Requirements for shipment packaging

To ensure that materials flow in an efficient and rational manner, the following requirements must always be met:

- Damage-free delivery
- Preparation of loading units in an optimal manner
- Cargo secured during transport
- Non-stackable goods must be adequately labelled
- Compliance with the defined dimensions
- Suitable design for handling
- Recyclable materials

5. Delivery of parcels and shipments

Upon delivery, the outside of the package must make clear the identity of both the sender and the recipient. If the shipment consists of several packages, these must also be identifiable from the outside of the packaging (package 1 of X).

6. Accompanying documents

Delivery is only possible with completed accompanying documents (at least a delivery note) in duplicate.

7. Delivery notes

The shipment must always be accompanied by a delivery note. The delivery note must include the following:

- Order number
- Recipient address according to the order and the sender's name and address
- Numbers of parts and descriptions
- Total delivery quantity & number of parts per package
- Goods customs tariff number and origin of the goods (preferably already indicated on the order confirmation)
- Delivery conditions
- For hazardous goods: Information on hazardous materials and goods according to statutory regulations