



General Packing and Shipping Instructions for suppliers of Sartorius Stedim Systems GmbH

1. Purpose of the General Packing and Shipping Instructions

The purpose of the packaging and shipping instructions is to inform suppliers about our requirements and their responsibilities. It is designed to be a simple and practical guide to allow for a smooth flow of materials between suppliers and Sartorius Stedim Systems GmbH (SSS). Non-compliance with our specifications in these General Packing Instructions may lead to a complaint on our part which would in turn have a negative impact on the supplier evaluation. Furthermore, any additional costs resulting from non-compliance will be passed directly on to suppliers. Any deviations from these General Packing Instructions must be explicitly arranged by the supplier with SSS. SSS also reserves the right to arrange part-specific packaging rules with the supplier.

Sitz der Gesellschaft: Guxhagen
Registergericht:
Amtsgericht Fritzlar
HRB-Nr. 11105

Geschäftsführer:
Dr. Thorsten Peuker,
Matthias Wessel

2. Delivery address

Please note the instructions in our orders regarding delivery address and invoice address.

3. Incoming goods address and business hours

3.1. Incoming goods Sartorius: Robert-Bosch-Str. 5-7, 34302 Guxhagen

- Monday to Thursday: 07:00 am – 03.00 pm
- Friday: 07:00 am – 02.00 pm

3.2. Incoming goods Distribro: Groner Siekanger 1, 37081 Göttingen

- Monday to Friday: 06:00 am – 03.00 pm

3.3. Drop shipment (Supplier – Customer)

- Incoming goods address and business hours are marked in the respective order and should be adhered.



4. Packaging instructions

4.1. General packaging requirement

The packaging selected must be consistent with the requirements of the packaged item(s) (§§ 407 et seq. of HGB/German Commercial Code). It must be able to withstand the stresses of the planned mode of transport. This implies that the transport route and means of carriage as well as conditions that may affect them such as weather and handling during transshipment must be taken into consideration. The sender is liable for all damage and expenses caused by packaging which does not comply with the above requirements.

4.2. Specific packaging requirement

The packaging must guarantee an adequate protection of the packaged items during transport, handling and storage. To guarantee adequate delivery of the goods, compliance with the following aspects is vital:

- The parts must be free from any contamination.
- The packaging must protect the parts against mechanical damage, weather conditions, contamination and corrosion.
- Tape should be used to close cardboard boxes instead of metal staples.
- Metal tapes are not to be used as transport locking device.
- Permissible pallet dimension (see chapter 4.4.1)
- Maximum permissible gross weights (see chapter 4.4.1)

4.3. Dispatch of dangerous goods and goods with best-before date

The regulations for transports of dangerous goods and Limited Quantities (LC) must be rigidly complied with. The supplier is held liable for any damages arising from non-compliance with legal obligations.

For articles with shelf-life date, the date of production or the shelf-life date must be noted on the delivery note as well as on the actual packaging of the product.

4.4. Packaging

For any delivery, adequate packaging for transport and storage needs to be chosen. Transport damages, caused by inadequate packaging and therefore not accepted by insurance companies, will be deemed the supplier's responsibility for which he will be held liable.

4.4.1 Pallets

- All deliveries shall be packed on undamaged European pallets (or corresponding non-returnable pallets) according to DIN EN 13698-1:2004-01, measuring 1,200 x 800 x 114 mm. All pallets must conform to the changing criteria of EPAL (see: <http://www.epal-palette.org>).
- Delivered goods must not be higher than 2.000 mm (incl. loading equipment).



3

- The allowed maximum gross weight per loading equipment smaller than 1.100mm is 1.000 kg.
- Loading equipment with a total height of more than 1.100 mm may have a maximum gross weight of 400 kg.
- The overlap incl. the goods must be less than 50 mm (incl. any slope/asymmetry).
- Any free space on the feet of the loading equipment must be free of any foils.
- Overlapping foils, papers, labels, straps etc. are not allowed.
- All pallets containing mixed goods must be explicitly marked as such, if mixed goods are not instantly obvious as such.

4.4.2. Long- and bulky goods

- Other loading devices are only allowed for long- or bulky goods. For these goods, loading equipment and packaging must be adequate to guarantee safe transport. (e.g. Pallettanks)



4.4.3. One way packing unit

- All packaging shall be marked with the recycling-symbol to enable returning them to the material cycle.
- All packing units shall be compliant with the outer dimensions of a European pallet (1,200 x 800 mm) or any divider of it (quarter or eighth pallet).
- The maximum height of a packed pallet is variable and only limited by the maximum height for a loaded pallet (as specified in 4.4.1.)

4.4.4. Design of shipping packaging

- If an article consists of several parts, they must be packaged together forming a single unit (set packaging).
- Make sure to combine sufficient delivery volumes into single-product loading units.



4

In case of mixed goods on a pallet (with various different part numbers on one and the same pallet)

- Articles consisting of only one or a few packages should be packed on top.
- Place items with the same part number on top of each other instead of next to each other.
- Prototypes need to be delivered separately with clear markings, and the recipient must be clearly identifiable.

4.5. Labeling of packing units

Every packing unit must be clearly identified with a label containing the following minimum information:

- SSS material number
- SSS material number as alphanumeric barcode (Code128)
- Material description
- Quantity of the part in the packing unit
- Batch number/ Serial number if applicable
- Part designation if applicable

For more detailed requirements regarding labeling SSS is allowed to make a special agreement with the supplier.

4.6. Dispatch note

- Every shipment must contain an original dispatch note. The dispatch note should be attached clearly to the front of the package using a document pouch. If a shipment contains several packages or pallets, every load carrier including its contents must be listed on a packing list. The dispatch note must include the following order details:
 - SSS order number
 - SSS order number as alphanumeric barcode (Code128)
 - Supplier name and address
 - SSS material number
 - SSS Material description
 - Delivered quantity
 - Partial delivery quantities must be noted on the delivery note

5. Exception clause

If specific packing demands cause a deviation to this General Packing Instructions, a special agreement and a written release from SSS authorizing such deviation becomes necessary.