

# GENERAL SHIPPING AND PACKAGING INSTRUCTIONS

For suppliers of Prodinger Verpackung GmbH & Co. KG

## 1. Aim of the general shipping and packaging regulation

### 1.1. General information

These shipping and packaging instructions are part of the business relationship with suppliers of Prodinger Verpackung GmbH & Co. KG (hereinafter "Prodinger"). It is intended to serve as a simple, easily understandable and practice-oriented guideline, which enables a trouble-free material flow between the suppliers and Prodinger Verpackung GmbH & Co. KG.

Non-compliance with specifications from these General Shipping and Packaging Instructions can trigger a complaint and therefore also has a negative effect on the supplier rating. In addition, any additional costs actually incurred as a result of non-compliance will be passed on to the supplier immediately.

Deviations from these shipping and packaging instructions must be expressly agreed upon by the Supplier with Prodinger. In addition, Prodinger reserves the right to agree item-specific packaging instructions with the Supplier. Specific instructions defined in the order, such as a maximum pallet height, remain unaffected by this instruction.

### 1.2. Validity

These shipping and packing instructions apply to the following unloading points:

#### Main warehouses

- Prodinger Verpackung GmbH & Co. KG, Hans-Prodinger-Platz 1, 79336 Herbolzheim
- Prodinger Verpackung GmbH & Co. KG, Rosenauer Straße 115, 96450 Coburg
- Prodinger Verpackung GmbH & Co. KG, Fichtenweg 48, 99098 Erfurt
- Prodinger Verpackung GmbH & Co. KG, Flachsländer Straße 15, 90431 Nürnberg (Access via Ipsheimer Straße)

#### Satellite warehouses

- Prodinger Verpackung GmbH & Co. KG, Garnstadter Str. 24, 96237 Ebersdorf b. Coburg
- Prodinger Verpackung GmbH & Co. KG, Hummendorfer Str. 72-74, 96317 Kronach-Neuses
- Prodinger Verpackung GmbH & Co. KG, Regberger Weg 2, 96365 Nordhalben
- Prodinger Verpackung GmbH & Co. KG, Austrasse 101 b, 96465 Neustadt b. Coburg
- Prodinger Verpackung GmbH & Co. KG, c/o K&S Transporte, Langer Äcker 2, 96472 Rödental
- Prodinger Verpackung GmbH & Co. KG, Bernauer Straße 58, 99091 Erfurt
- Prodinger Verpackung GmbH & Co. KG, Eichenstraße 1, 98673 Brattendorf (Access via Ahornstraße 2)
- Prodinger Verpackung GmbH & Co. KG, Karl-Ihl-Straße 1, 96487 Dörfles-Esbach
- Prodinger Verpackung GmbH & Co. KG, c/o Geis, Kalkofen 12, 95119 Naila

## 2. Receipt of goods

### 2.1. Goods acceptance times

Ort	Straße	Mo – Do	Fr
DE-79336 Herbolzheim	Hans-Prodinger-Platz 1	06:30 – 15:00	06:30 – 10:00
DE-96317 Kronach-Neuses	Hummendorfer Str. 72-74	06:30 – 15:00	06:30 – 10:00
DE-96365 Nordhalben	Regberger Weg 2	07:30 – 15:30	07:30 – 11:30
DE-96450 Coburg	Rosenauer Straße 115	07:00 – 15:00	07:00 – 10:00
DE-96465 Neustadt b. Coburg	Austrasse 101 b	07:00 – 15:00	07:00 – 10:00
DE-96472 Rödental	Langer Äcker 2	07:00 – 12:00	
DE-96487 Dörfles-Esbach	Karl-Ihl-Straße 1	08:00 – 12:00 (only with prior notice)	08:00 – 11:00
DE-99091 Erfurt	Bernauer Straße 58	07:00 – 15:00	07:00 – 10:00
DE-99098 Erfurt	Fichtenweg 48	07:00 – 15:00	07:00 – 10:00
DE-90431 Nürnberg	Flachsländerstraße 15 (Access via Ipsheimer Straße)	08:00 – 12:00 13:00 – 15:00	08:00 – 12:00
DE-98673 Brattendorf	Eichenstraße 1 (Access via Ahornstraße 2)	06:30 – 15:00	06:30 – 11:00
DE-96237 Ebersdorf	Garnstadter Str. 24	07:30 – 15:00	07:30 – 10:00
DE-95119 Naila	Kalkofen 12	07:00 – 15:00	07:00 – 12:00

### 2.2. Notification

For shipments of 9 pallets or more or 3.6 loading meters, a time slot must be booked at <http://avis.prodinger.de>.

### 2.3. Vehicle requirement and loading

The delivering vehicle must be ramp-compatible with a loading height of 120 cm.

In principle, the pallets must be loaded lengthwise in the direction of travel and be ready for unloading via a ramp. The delivering vehicle must be designed in such a way, that there is a clearance of 15 cm from the upper edge of the load to the roof structure of the trailer.

## 3. Packaging instructions

### 3.1. General requirements

The selected packaging must meet the requirements of the goods to be packed. It must be able to withstand the stresses of the intended mode of transport. This means that the transport route and means of transport as well as possible influencing circumstances such as weather influences and the treatment during reloading must be taken into account.

The shipper is liable for damage and expenses caused by packaging that does not meet the above requirements.

The supply chain is an essential part of Prodinger's trade and business secrets. It must not be apparent to customers where Prodinger is sourcing the goods from. This means that the goods must be neutrally packaged and the supplier does not appear on labels or pallet slips. Exceptions require the express written permission of Prodinger.

### 3.2. Quantity per container/bundle and loading unit

The quantities per container/bundle (carton/surface packaging) specified in the order must be strictly adhered to.

The indication of the quantity per pallet is to be understood as maximum quantity. The delivery of a partial quantity, residual quantity or an overproduced quantity is possible in principle after prior consultation.

### 3.3. Specific requirements for shipping packaging

Loading equipment and packaging must be designed in such a way as to ensure adequate transport protection while minimizing the use of packaging.

If necessary, the loading units must withstand double stacking without deformation or other damage. The stability of the cardboard packaging must be increased by means of angle inserts, among other things.

### 3.4. Loading equipment

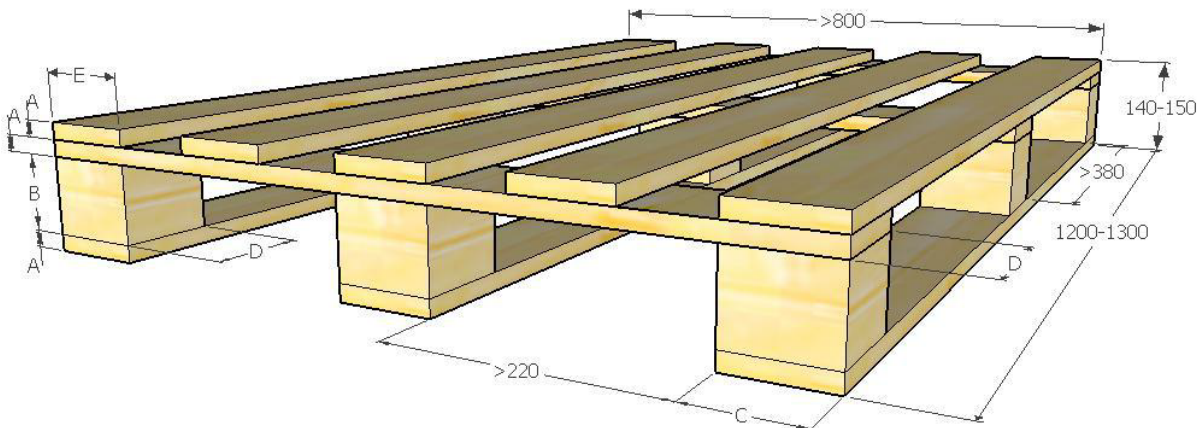
All loading equipment used for shipment to Prodinger must always be in perfect and undamaged condition.

### 3.5. Types of loading equipment

Deliveries must always be made on Euro pallets.

If other loading aids are used which deviate from the above-mentioned dimensions, this requires the express written approval of Prodinger.

To ensure that loading aids used are suitable for storage in the high rack, the following minimum dimensions must be observed (all dimensions in millimeters):



The pallets for the transport of goods must be provided with a marking in accordance with Annex 5 of the Packaging Act! ([https://www.gesetze-im-internet.de/verpackg/anlage\\_5.html](https://www.gesetze-im-internet.de/verpackg/anlage_5.html))

Cargo weight	A	B	C	D	E	Oder E Proportion of cover area from total width
< 100 kg	15	100	80	80	80	40%
100 – 500 kg	17	95	95	95	95	60%
> 500 kg	22	78	120	120	120	80%

Basically, the pallet must consist of:

- At least. 5x support board
- 3x joist
- 3x bottom board
- 9x block

### 3.6. Securing a load unit

The load securing on a loading unit (pallet) must be carried out at least by these measures:

- a pallet end cover (slip cover), shrink hoods or cover foil
- stretch films
- If necessary, strapping with plastic strapping (2 or 4 layers) using edge protectors.

Cutting strapping into cardboard boxes is not permitted and must be avoided by using edge protectors. When removing partial quantities of a load unit, it must be ensured that the stability of the remaining quantity is guaranteed.

### 3.7. packaging requirements for food packaging and food-grade goods

Additional regulations apply to articles that are labeled as food packaging or food contact materials (food safe):

- There must be an intermediate layer suitable for foodstuffs between the loading equipment and the goods
- Wooden boards must not be used to secure the load of rolled goods.

## 4. Delivery of packages

If a shipment consists of several packages, all packages shall be marked with the total number. The package containing the delivery bill shall be clearly marked or the delivery bill shall be placed on the outside of the package.

## 5. Accompanying documents

Proper freight and accompanying documents are to be handed over to the forwarder.

Each shipment must be accompanied by an original delivery bill. The delivery bill must contain the following information:

- Prodinger – order number
- Supplier number
- Prodinger - article number

## 6. Labeling

### 6.1. Labeling of the container/bundle

Each container must be provided with a label containing the following information for clear identification:

- Prodinger - article number
- Article text / Article description
- Quantity per container/unit/bundle
- Order number or batch
- as far as goods with expiry are concerned: Best before date

Example:

<b>Artikel: 111433</b> <b>Handstretchfolie</b> <b>500 x 0,023 mm</b> <b>260 mtr/Rolle</b> <b>6 Rollen / Karton</b>	
<b>Charge: 02-64574</b>	<b>MHD: ohne</b>

## 6.2. Labeling the pallet

Each pallet must be provided with a label at least DIN-A6 in size and containing the following information:

- Prodinger article number
- article description
- Quantity per pallet
- Prodinger order number
- Batch, if applicable
- Best before date, if applicable

Example:

<b>Artikel:</b> <b>111433</b>	
<b>Artikelbeschreibung:</b> <b>Handstretchfolie</b> <b>500 x 0,023 mm</b> <b>260 mtr/Rolle</b> <b>6 Rollen / Karton</b> <b>240 Rollen / Palette</b>	
<b>Bestellung:</b> <b>64574</b>	
<b>Charge:</b> <b>02-64574</b>	
<b>MHD:</b> <b>ohne</b>	

## 7. Liability

In the event of violations by the Supplier of this delivery provision, Prodinger shall determine a contractual penalty at its reasonable discretion within the meaning of § 315 of the German Civil Code (BGB). This penalty shall be set at a reasonable amount and shall be subject to review by the competent court in the event of a dispute. Prodinger reserves the right to claim further damages.