

1 Purpose

This packaging instruction sets out our packaging requirements for aluplast suppliers. This guide serves to ensure a smooth material flow between suppliers and aluplast GmbH.

2 Scope of application

aluplast Karlsruhe / goods inward department

3 Responsibilities

Employees in the goods inward department Karlsruhe

4 Description of the instruction

The flow of goods can only be speeded up by standardised processes. Anything which does not fall within our routine procedures must be processed separately. The various processes – labelling, relabelling, repacking, etc. – all take time and cost money. We bill for these additional costs in any given case.

Therefore it pays to follow these instructions in order to ensure that all the goods delivery processes run smoothly.

<p>4.1 Address</p>	<p>aluplast GmbH Auf der Breit 2 DE-76227 Karlsruhe</p> <p>Tel. +49 (721) 47171-0 Fax +49 (721) 47171-999 info.de@aluplast.net</p>
<p>4.2 Incoming deliveries</p>	<p><u>Goods receipt times:</u> Mon - Thu 7:00 am to 15:00 pm and Fri 8:00 am to 14:00 pm Lunch Break 12:00 pm to 12:45 pm</p> <p>Exceptions in justified cases must first be approved by the incoming goods section and then confirmed in writing in the form of an email giving advance notification (wareneingang.ka@aluplast.net).</p>
<p>4.3 Contact persons</p>	<p><u>Incoming goods coordinator:</u> Marcel Hrubesch Telefon +49 (0)721 47171-744 Mail: wareneingang.ka@aluplast.net</p> <p><u>Scheduling coordinator:</u> Leah Bueß Telefon +49 (0)721 47171-704 Mail: dispo.ka@aluplast.net</p>

Printouts are not subject to regular revision!

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4.4 Notification

- Advance notification and binding confirmation of the consignment must be given by the sender by no later than 15:00 hours (Monday to Friday) on the day before the delivery, giving full and correct details for each truck. Consignments announced after this deadline shall be deemed to be unconfirmed.
- The following information is required:
 - of forwarding agent
 - Name Delivery date
 - Supplier
 - Full set of shipping documents by email to:
wareneingang.ka@aluplast.net
- Please advise your forwarding agent that the goods destined for aluplast must be easily accessible. Goods not destined for aluplast may not be handled by aluplast for insurance reasons. The aluplast warehouse is out of bounds to persons who do not work at the company. Drivers are kindly requested to cooperate.
- We regret that waiting times cannot always be avoided. aluplast shall not accept liability for any costs incurred by waiting times arising as a result of lack of advance notification of delivery.
- aluplast shall charge a fee of € 100 for unannounced deliveries, in case of further violations the additional expense is increased by a further € 50.

4.5 Unloading zones/discharge points

- The unloading points are as agreed in the purchase order.

4.6 Information on vehicle types

- Vehicles loaded and unloaded at the side as a general principle
- No closed vehicles, e.g. panel vans
- Not applicable to express deliveries and parcel shipments!

4.7 Information on shipments

- Goods must bear aluplast adhesive labels.
- The following specifications apply and must be met:
 - "Packing Instructions for Cardboard Boxes and Long Goods"
 - **"aluplast Standard Etikett" (aluplast Standard Label)**

4.8 Accompanying documents

- Each consignment must be accompanied by a waybill and a delivery note. The waybill cannot be replaced by an electronic receipt on mobile terminals used by forwarding agents. This does not apply to express deliveries and parcel shipments!
- Waybill/CMR (freight forwarding transfer note):
 - Name of supplier
 - Name of forwarding agent/subcontracted carrier
 - Number of pallets/packages in consignment
 - Weight of consignment

	<ul style="list-style-type: none"> • <u>Delivery note:</u> <ul style="list-style-type: none"> - Name of supplier - Name and address of aluplast plant which instructed delivery - NB/AB number (purchase order number from aluplast ERP system) - Item name and number assigned by aluplast - Country of origin in case of imported goods - Total quantity of each item - Quantity per package and per pallet - Total number of pallets • Total weight of consignment
<p>4.9 Inspection of consignments in incoming goods</p>	<ul style="list-style-type: none"> • aluplast only signs for the number of packages delivered by the freight forwarder. The identity, quantity and quality checks are conducted later. • Any external damage is recorded by the incoming goods staff who then ask the freight forwarder to sign the shipping documents to confirm the damage.
<p>4.10 Safety regulations</p>	<ul style="list-style-type: none"> • Personal protective equipment (PPE) must be worn by anyone entering the aluplast incoming goods stations/delivery bays (e.g. safety shoes, high-visibility vest, gloves, etc.). • The individual storage areas are also out of bounds. • The aluplast suppliers (contractors) are required to inform their forwarding agents of these regulations. • In case of non-compliance, aluplast reserves the right to refuse acceptance of the goods or to reschedule the delivery. The supplier shall be required to bear all the associated costs, etc.
<p>4.11 Goods from non-EU countries</p>	<ul style="list-style-type: none"> • <u>Undeclared consignments:</u> <ul style="list-style-type: none"> - All the documents required for customs clearance in the country of destination (=Germany) must be provided. - These are passed on to the customs agents by ap. The goods cannot be accepted until they have been cleared by the main customs office. • <u>Declared consignments:</u> <ul style="list-style-type: none"> - The supplier is required to ensure that the goods are already cleared when they are delivered to aluplast. - The delivery documents must include the official clearance from

the main customs office

4.12 Failure to follow the guidelines

- In cases where these delivery guidelines are disregarded, aluplast shall charge a fee of € 75 and shall also claim the additional expenses incurred.

5 Co-Applicable Documents

[AA-434 Allgemeine Verpackungsvorschrift von Handelswaren für Lieferanten der aluplast GmbH](#)