



**UA\_24114**  
**General shipping and packing**  
**instructions**

# **General Shipping and packing instructions**

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## 1. aim of the general shipping and packing instructions

These instructions serve to increase the safety of people and transported goods for the suppliers as well as clear regulation and communication for a trouble-free material flow from your production site to UNIFLEX Hydraulik GmbH. Furthermore, we aim for standardized packaging with short unloading and loading times.

Non-compliance with the specifications of these general shipping and packaging instructions may result in a complaint and have a negative impact on the supplier evaluation. Furthermore, any additional costs 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 clarified by the Supplier with the UNIFLEX purchasing/procurement department. UNIFLEX shall specify the article-specific shipping and packaging instructions in consultation with the Supplier.

## 2. delivery address

Please note the delivery and invoice address details in our orders.

## 3. goods receiving times

The goods receiving department is at  
UNIFLEX Hydraulik GmbH, Robert- Bosch- Straße 50-52, 61184 Karben

Monday - Thursday:	06:00 a.m. - 3:30 p.m.	
Friday:	06:00 a.m. - 1:30 p.m.	
Break times:	09:00 a.m - 09:20 a.m	
Break times:	12:35 p.m - 1:00 p.m	

We reserve the right to return goods outside the specified times.

## 4. packaging instructions

Sufficient, appropriate and transport-safe packaging must be selected for all goods. This means that loading aids and packaging must be designed in such a way that sufficient transport protection is guaranteed while at the same time minimizing the use of packaging. Reusable packaging or packaging inserts are often used. The packaging can be taken back or exchanged when the goods are delivered.

## 4.1 Permitted packaging materials

Wood (stamped and fumigated)  
 Plywood  
 Plastics  
 Composite materials  
 Shrink wrap  
 Bags and sacks  
 Paper and cardboard  
 polystyrene  
 Filling material  
 Strapping (both steel and plastic)

## 4.2 Permitted packaging dimensions

Deliveries must be made exclusively on the permissible packaging types listed below with the following dimensions and gross weights:

Packaging type	Dimensions (LxWxH)	Gross weight
Euro pallet (DIN EN 136981)	1200x800x1300mm	Max. 1000 kg
Euro lattice box	1200x800x970mm	Max. 1000 kg
One-way pallet (Euro)	1200x800x1300mm	Max. 800 kg
Packaging units: Bags, cartons, plastic boxes,		max.15-20 kg

The dimensions of the packaging type/loading equipment must not be exceeded. If the dimensions and weights are exceeded, this requires the express prior approval of the purchasing department.

All types of packaging must always be in perfect and undamaged condition. Otherwise they cannot be exchanged.





### 4.3 Requirements for the shipping packaging

The following requirements for shipping packaging should be observed:

- Optimal design of the loading unit on the loading equipment
- The packaging must protect the goods from mechanical damage, soiling and corrosion
- Damage-free deliveries
- Stackability of the load units
- Compliance with the permissible dimensions and weights (dimensions)
- Recyclable packaging materials
- Labeling and identification of the load units

### 4.3.1 Design of the shipping packaging

The following points must be observed for different types of shipping packaging.

- If an item consists of several items (KIT), these items must be packed completely in one packaging unit and labeling, (Uniflex parts article no.)

- Kits should be packaged in such a way that little material (foil, cushioning film, polystyrene) is used due to environmentally harmful aspects and time-consuming unpacking, but still securely packaged. See pictures Less is more.



- If an item is fragile, the packaging unit must be labeled "Caution fragile" or similar.

- Mixed pallets are generally permitted and desired. This means that different articles should be packed on one loading unit according to the principle "heavy before light" and a packing list should be attached to the loading equipment.

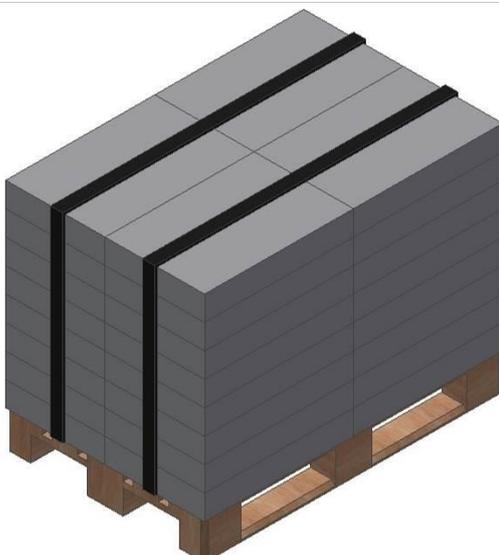
- Initial samples and return deliveries from complaints must be packed and labeled separately.

### 4.3.2 Structure and securing of a load unit

A load unit is made up of different packaging units, whereby the packaging units may be adapted to the permitted dimensions from section 4.2.

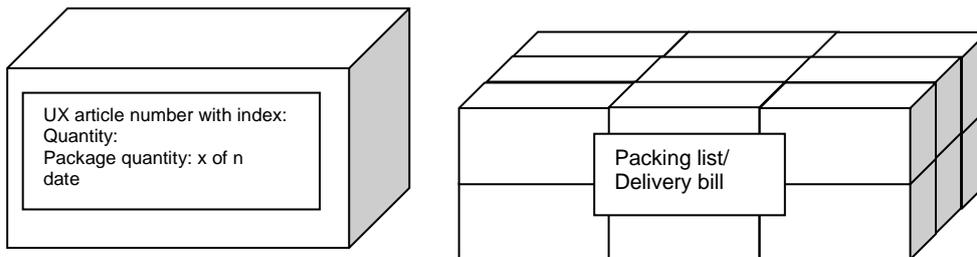
The load must be secured in such a way that the packaging units cannot slip on the load unit. Furthermore, if the packaging units are too small, the load unit should be completed. In this case, it is necessary to consult with the procurement department in order to increase the delivery quantity if necessary or to bundle further orders. It is important to ensure that the loading unit is at least secured by the following means.

- Pallet end caps
- Stretch film
- Strapping with tape using edge protection.



## 5. labeling of the packaging

Each loading unit or individually shipped packaging units must be labeled as shown in the illustrations. When transporting hazardous goods, the best-before date (BBD) should be stated on the label. The following example is shown as a diagram:



If packaging units are used more than once, old markings/labeling must be removed.

## 6. accompanying documents

Accompanying documents is the generic term for several documents that must accompany the freight. Carrying and handing over the documents is essential and is also prescribed by law.

The accompanying documents contain all the important information to ensure a quick handover on site. The documents listed below are an essential part of the accompanying documents and must therefore be present with every delivery.

### 6.1 Waybill

The proper transport order/waybill must always be handed over to the freight forwarder. The following shipment details must be included in the order:

- Shipper / address with supplier number
- Receiving address of UNIFLEX Hydraulik GmbH
- Order number of UNIFLEX Hydraulik GmbH
- Number of packages belonging to the shipment
- Total weight of the shipment



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## **6.2 Delivery note**

Goods delivered to UNIFLEX Hydraulik GmbH must be accompanied by an original delivery bill. This must be clearly visible on the front of the consignment. If the shipment consists of several packages or pallets, each load carrier must be provided with a separate packing list (see point 5).

The delivery bill must contain the following order details.

- Order number of UNIFLEX Hydraulik GmbH
- Supplier number
- UNIFLEX article number and quantity
- Partial deliveries as well as over or under deliveries must also be noted on the delivery bill
- Date of delivery

## **6.3 Packing list**

If an order is divided into several packages or pallets, a packing list must be enclosed. The individual parts of the respective packages or pallets must be noted on it.

The following order information must be included here:

- Package or pallet number
- UNIFLEX article number
- Article with quantity
- Number and contents of the individual packages. It must be ensured that the individual packaging is marked in such a way that clear allocation can be guaranteed



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### 6. miscellaneous and attachments

Example: Intact packed deliveries

