

# ANNEX 2: “DURST SHIPPING AND PACKAGING SPECIFICATIONS FOR SUPPLIERS”

## 1. Aim of the “Durst Shipping and Packaging Specifications for Suppliers”

The "Durst Shipping and Packaging Instructions for Suppliers" are intended to be a guideline to enable the smooth flow of materials between the supplier and Durst Group AG (Durst). The supplier must agree any deviations from this as well as article-specific shipping and packaging regulations in writing with Durst.

## 2. Packaging Requirements

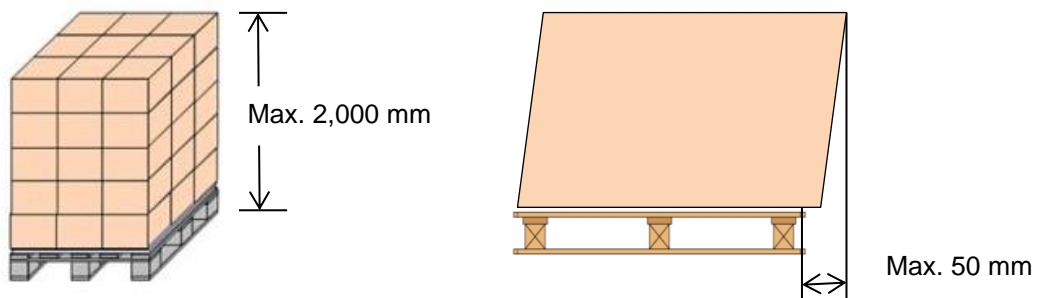
### 2.1. General Packaging Requirements

Packaging must always be designed in such a way that the goods are protected against damage resulting from transport or handling and other mechanical or electrical damage, as well as other environmental influences (weather, moisture, dirt, dust).

### 2.2. Specific Packaging Requirements

#### 2.2.1. Pallets

- Intact Euro pallets or one-way pallets with measuring 1,200 x 800 x 114 mm that meet EPAL exchange criteria.
- Exceptions: delivery of long goods or so-called special load carriers (“SLCs” – specially developed for our assemblies and sets).
- Max. load height incl. pallet = 2,000 mm.
- Total protrusion incl. skew < 50 mm.



- Max. weight = 1,000 kg if total height < 1,100 mm
- Max. weight = 400 kg if total height > 1,100 mm

### 2.2.2. Single-Use Packaging Units

- Maximum load weight = 30 kg (ergonomics).
- Reusable packaging is preferable when separate packaging within the overall package is absolutely necessary to protect the parts (see figures below\*).
- See point 3 with regard to packaging material and recycling

### 2.2.3. Multiple-Use Packaging Units

- Packaging must be divisible into the basic dimensions of the format of a EURO pallet (e.g. 80/60 cm, 60/40 cm, 40/30 cm).
- No additional single-use packaging is permitted within reusable containers.
- Reusable containers and their inlays must each be clearly marked as “reusable”.

**NOTE:** Any kind of reusable packaging must be approved by Durst before it is manufactured or used.



**NO!**



- \* **Reusable packaging** is preferable in these cases in order to:
- Reduce the use of packaging and avoid packaging waste
  - Facilitate access to parts and inspect the quantity and quality
  - Protect the parts better from damage



Reusable inlays

**OK!**



Standard reusable containers



**Set packaging**

**2.2.4. Design of Transport Packaging**

If an item consists of several parts (e.g. sets, assemblies), it must be packed completely in one packaging unit. One packaging unit may only contain one set (e.g. 1 cable harness in a nylon bag). This nylon bag can then be packed together with others in a box / crate.

However, should the item not fit into one packaging unit due to its size or weight, it must be spread over several containers:

- ⇒ With the same basic dimensions,
- ⇒ That are stackable,
- ⇒ That are numbered “1/3”, “2/3”, “3/3”, and
- ⇒ Which are marked in such a way that the unambiguous assignment of an individual part to its parent item is clearly identifiable (e.g.: part code, part of: item code).

**NOTE:** In order to identify where individual components belong, unambiguous marking and numbering is of utmost importance, especially for items that have been spread over several packaging units.

- Wherever possible, single-type load units are to be supplied.
- All mixed pallets that are not obviously recognizable as such must be uniformly marked.
- With mixed pallets (with several different items on one pallet):
  - ⇒ Stack items with only a few containers at the top
  - ⇒ Arrange identical item numbers on top of each other and not next to each other.

**Instructions for Components Requiring ESD Protection:**

ESD seals must be applied to the packaging of the individual unit (e.g. printed circuit board packaging). It is not enough just to mark the outer protective packaging (e.g. ESD box). The seal must be affixed in such a way that it must be broken for the package to be opened. This ensures clear labeling and sufficient protection until the goods are used.



### 2.3. Marking of Packaging Units

Each container must be clearly identified by means of a label containing the following information at a minimum:

- Supplier name
- Durst order number
- Durst material number with change status
- Number of items in the container
- Batch number, if necessary
- Serial number, if necessary

NOTE: Old or invalid markings and/or labels must be removed from any multiple-use packaging.

### 2.4. Packing Lists

- If a shipment consists of several packages or pallets, each load carrier and its contents must be specified on a packing list.
- A packing list must always be enclosed for loose set packages without corresponding inlays.
- It is easy to check that set packages are complete provided they have corresponding inlay templates. For this reason, no packing list is necessary – simply a corresponding label of contents in the container or directly on the inlays – see example photos:



## 2.5. Delivery Note

Each consignment must be accompanied by an original delivery note, which must be attached to the front of the package in a clearly visible manner.

The delivery note must include the following order details:

- Supplier and supplier address
- Durst order number
- Durst material number with change status
- Delivery quantity

NOTE: Partial deliveries are only permitted after a clear, written agreement with Durst, must be noted on the delivery note, and must be clearly marked.

## 3. Permitted Packaging Material

### 3.1. Mandatory Marking for Recycling

The packaging and packaging materials must be marked with the recycling symbol for recycling purposes. Recyclability must not be adversely affected by the marking.



### 3.2. Packaging Materials

As a general rule, packaging must be environmentally friendly, resource-saving, and as recyclable as possible. Waste avoidance takes precedence over recycling.

**The following may not be used:**

- Composite materials, including those not produced by the company itself (e.g. a wooden block wrapped in plastic as a spacer), and
- Loose filling material, such as packaging chips.

**Single-use packaging:**

- Paper/cardboard/corrugated board (free from harmful substances)
- Film: PE
- Pouches and sacks: PE
- Foam material: PE
- Filling material: corrugated board, paper, bubble wrap
- Plastic tapes as strapping, if necessary metal tapes as well
- ESD-S (shield), ESD-C (grid), ESD-D (dissipative)

**Multiple-use packaging:**

- Containers: PE, PP

- Blisters/separators: cardboard, corrugated board, PE, PP, PS, PET, ABS
- Foam material: PE, PP
- Metal (for SLCs): steel (also galvanized or painted), aluminum (always with edge protection)
- ESD reusable:
  - ⇒ PUR with supplement
  - ⇒ PE with supplement

**Explanation of terms used:**

- **Set:** This is a collection of individual parts (possibly also small assemblies) that belong together but do not form a physical unit.
- **Assembly:** Is a physically connected (assembled) unit of individual components.
- **Packing unit:** Box, crate, box, pallet, etc.
- **Cable harness:** Designates a loose set of assembled cables and/or individual wire strands.

**4. Example Pictures**



**Overhanging goods**

**Targeted access to certain packages not possible**

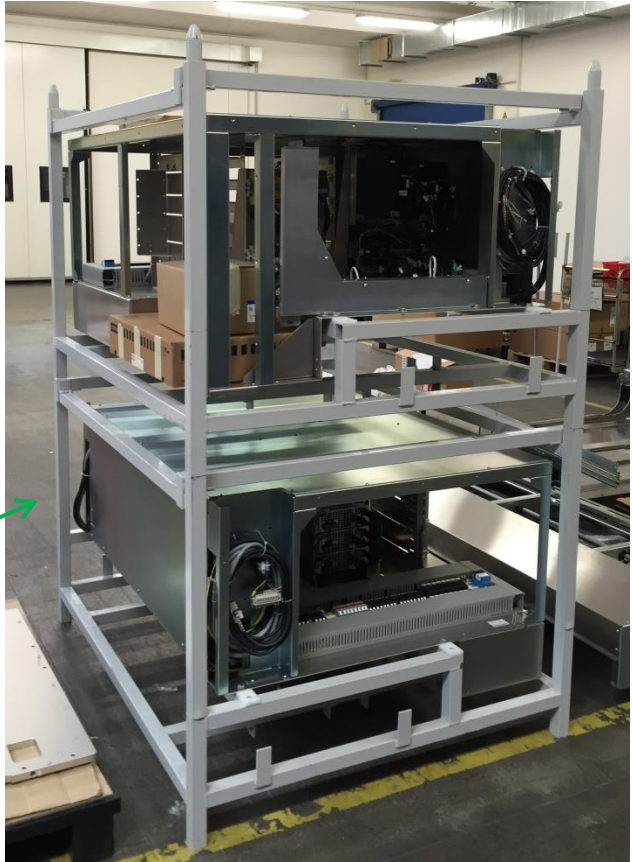


**No clear marking**

**Too much packaging waste**

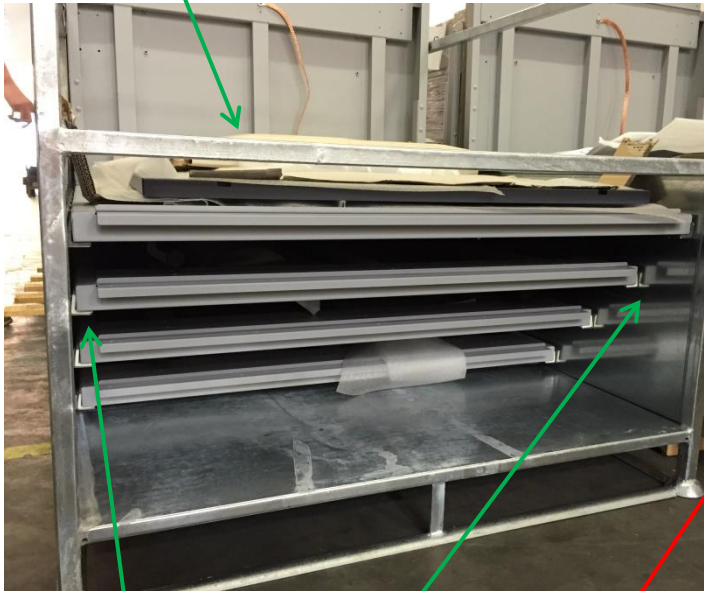






Stackable reusable racks, especially for our product sets

**OK**



**BEFORE**  
Stacked on top of each other and insufficiently accessible, waste of packaging material (cardboard and tapes)

**AFTER**  
Stored on "rails", individually removable, reduction or avoidance of packaging waste







**NOT OK!**

**BEFORE**





AFTER



OK

