



GENERAL SHIPPING AND PACKAGING REGULATIONS

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2 Aim and purpose of the General Shipping and Packaging Instructions

The following determinations of Eckerle regarding the packaging and delivery of goods supplement the contractual agreements regarding the Global Terms and Conditions of Purchase (GTCP). The scope of this agreement extends over the entire group of companies of the Eckerle Group and includes the following companies and is hereinafter referred to as "Eckerle":

Eckerle Automotive GmbH
Eckerle Industrie GmbH
Eckerle Automotive Kft.
Eckerle Industrie Kft.
Eckerle Automotive Boly Kft.
SC Eckerle Automotive S.R.L.
Eckerle de Mexico S.A. DE C.V.
Eckerle (Zhuhai) Co., Ltd.
EE Engineering Services GmbH

It is the supplier's responsibility to ensure, both internally and externally, that all parts delivered are properly and adequately preserved, protected and packaged so that they arrive at the designated delivery location safe and undamaged. The supplier shall comply with the provisions of these packaging instructions and shall take into account any additional applicable national and international regulations.

3 Delivery address

Please be sure to pay attention on the information in our orders regarding delivery and billing address.

4 Goods receiving times

4.1 Goods receipt Ottersweier plants

Delivery address: Industriestraße 15, 77833 Ottersweier, Germany

Monday to Friday: 07:00 a.m. – 03:00 p.m

4.2 Goods receipt Bóly plant

Delivery address: Dobó utca 32, 7754 Bóly

Monday - Friday: 07:00 a.m. – 04:00 p.m

4.3 Goods receipt Kiskőrös plants

Delivery address: Dózsa Gy. út 44, 6200 Kiskőrös

Monday - Friday: 06:30 a.m. – 10:00 p.m



4.4 Goods receipt Cluj-Napoca plant

Delivery address: B-dul Muncii Nr. 1-15, 400641 Cluj-Napoca, Jud. Cluj

Monday - Friday: 00:00 a.m. – 00:00 p.m

4.5 Goods receipt Querétaro plant

Delivery address: Calle Jurica # 121, Parque Industrial Querétaro, C.P. 76220 Delegación, Santa Rosa Jaureguí, Santiago de Querétaro, Estado de Querétaro, Mexico

Monday to Friday: 07:00 a.m. – 11:00 p.m

4.6 Goods receipt Zhuhai plant

Delivery Address: No. 8, Dingwan 8 Lu, Sanzao Town Jinwan Zhuhai, Guangdong, P.R. China, 519040

Monday to Friday: 08:00 a.m. – 11:40 a.m / 01:00 p.m. – 04:30 p.m / 05:30 p.m. – 07:00 p.m

5 Packaging requirements and regulations

5.1 General packaging requirements

According to §§ 407 ff. HGB, the packaging selected must correspond the requirements of the goods to be packaged. The packaging 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 conditions and the next transport, handling and storage processes (TUL processes) must be taken into account. When determining the packaging for both a returnable and a non-returnable concept, the following requirements must be taken into account:

- The goods must be protected from damage, contamination or environmental influences that can negatively affect the quality of the goods.
- Possible corrosion of the goods must be excluded.
- The containers or packaging must be storable and stackable.
- For damage and expenses caused by packaging that does not comply with the above requirements, the shipper is liable for.

5.2 Specific packaging requirements

Regardless of the choice of packaging, it must be ensured that the delivery corresponds to the following requirements:

- The parts are to be delivered without loss of quality and free of contamination.
- Only undamaged packaging is to be used.
- Transport packaging should ensure safe and easy handling during loading and unloading.
- Creation of rational loading units and efficient use of transport capacities (stackability).
- Sufficient transport safety.
- Safe and easy handling when removing the parts from the packaging.
- Proper labeling.
- Use of materials from the point of view of environmental protection.



- One material number per individual packaging, i.e. single type (e.g. left/right separated).
- If mixed containers cannot be avoided, the parts must be clearly separated, marked and organized appropriately.
- Alternative packaging options (e.g. standard reusable packaging such as Euro pallets, Euro mesh boxes, ...) are to be considered.
- If damage can occur due to slipping or rubbing, suitable separating saddles or separating layers are to be used.
- Parts sensitive to scratches and/or impacts must be properly padded (e.g. bubble wrap).
- In case of cross-border trade, the import regulations for wooden packaging materials must be observed. This also includes the proper labeling of all treated materials according to IPPC standard ISPM 15 (International Standards For Phytosanitary Measures No. 15).

5.3 Packaging functions

The packaging must fulfill several functions during the TUL processes and other movements of the goods:

- **Protection function**
 - Protection against physical damage and environmental damage.
 - Sufficient stability for the maximum stacking height.
- **Loading and transport**
 - Transport packaging must be designed to ensure easy and safe holding, lifting, moving, setting down and stowing of the load.
- **Stock function**
 - The packaging must withstand the static and environmental loads to which it is subjected during storage.
 - Optimal packaging should streamline the storage and retrieval process.
 - Storage space should be optimally utilized.
 - The use of suitable packing materials enables a systematic arrangement of the stored goods.
- **Ease of use**
 - Easy use and safe to handle.
- **Information function**
 - Visible attachment of required shipping information and delivery dates.
- **Environmental compatibility**
 - Environmental compatibility and problem-free recycling or disposal options as well as compliance with legal regulations.
- **Guarantee function**
 - By delivering undamaged packaging, the supplier guarantees that the information on the packaging corresponds to the contents.
- **Rationalization**



- Efficient shipping and storage units in terms of shipping method, route and weight, use of transport capacity and safe handling during loading, unloading, storage, opening and disposal.

5.4 Separation layers

When shipping small parts or mixed containers, the grid boxes must be lined with corrugated cardboard. In the case of components with sensitive surfaces (e.g. coated, polished, etc.), cardboard, bubble wrap or similar must be placed between the individual parts for protection.

Attention: The use of recycled material is not permitted in connection with materials from material groups 0 and 1 (except stainless steels) according to DIN EN 1560.

5.5 Use of disposable and reusable containers

When developing the packaging concept, both the use of reusable and disposable packaging must be examined. In principle, the use of reusable packaging is to be preferred. If the cost-effectiveness of single-use packaging compared to reusable packaging is proven, single-use packaging can be used. The disposal costs of disposable packaging must be taken into account in the profitability analysis.

- Reusable packaging Wooden Euro pallets 1200 x 800 x 150 mm (DIN EN 13698)
 - mesh box pallets 1240 x 835 x 970 mm (DIN 15155/8 - UIC 435-3)
 - Stanchions
 - Universal boxes and small load carriers
 - Part-specific recordings coordinated with Eckerle
 - Half grid boxes and similar
 - Liquid container
- Single-use packaging
 - Disposable cardboard boxes
 - Disposable pallets
 - Disposable packaging supplies
 - Disposable protective packaging
 - Disposable liquid container

The procurement of disposable packaging is carried out by the supplier. Environmentally compatible, recyclable materials that are widely accepted for recycling are to be used for all disposable packaging. Adhesive/packing tapes, foils, labels and goods trailer must not restrict the recyclability of the substrate.

When planning disposable packaging, the following points should be considered:

- Type and material
- Material recycling
- Modular capability
- Stackability or stacking capability
- Packing resources (workpiece carriers, application, intermediate layers)
- Disposal
- Design (printing, construction clamps, sealing)

- Optimized filling quantity
- Easy handling
- Goods tags/labels

5.6 Loading units of reusable and disposable packaging (LU)

A load unit (LU) is the load that is combined from packaging units (PU = Smallest Packaging Unit) in such a way that it can be handled, transported, stacked and stored as a unit.

5.6.1 Stackability of loading units

If a loading unit LU is composed of smaller containers or units, i.e. PU's, these must be matched to the standard dimension or pallet.

5.6.2 Formation of loading units

The basic dimensions of the loading units (1200 x 800 mm) should not be exceeded by the packaged goods and loading units. The height of the entire load units must be secured in such a way that nothing can slip during transport. This can be achieved, for example, by using plastic straps or stretch films. 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.

5.6.3 Mixed packaging

Mixing of products is not allowed, as well as stacking of several types of products on one pallet, or is allowed only in the case when the packaging unit is not full. A packaging unit must be additionally marked with a label indicating several types of products. Products by type must be stacked together, under no circumstances may they be mixed together.

It should be noted that the weight and size of the various products decreases from the bottom to the top. Large and heavy products must be stacked at the bottom, small and light at the top.

It is not permitted:

- Stacking half of one type by height and the other half from another item or product type.
- Mixed stacking according to layers
- The stacking of products on a pallet ordered by different companies.

5.7 General corrosion protection

Corrosion is the attack and destruction of materials by chemical or electrochemical reactions with active substances in the environment. Corrosive agents are the substances that surround the parts, act on the material and cause corrosion, e.g. dirt, gases, salts or dust. Any parts which are sensitive to corrosion, as well as all machined and ground surfaces, especially machined castings and forgings, require special protection and must therefore be preventively protected against corrosion.

Preventive protective measures are corrosion protection on the material and corrosion protection through adequate packaging.

The type, condition and timing of the implementation of corrosion protection depends:

- from the required protection according to the specifications of Eckerle



- the sensitivity of technical surfaces to corrosion and other harmful influences (dust, pollution, etc.)
- from the transport conditions, duration of the transport
- from the storage conditions and the storage period
- from the subsequent further treatment
- from the later intended use

5.7.1 Corrosion protection on the material

Corrosion protection measures required by Eckerle in accordance with the applicable specification/drawing must be implemented by the supplier, unless otherwise agreed. Parts delivered without the agreed corrosion protection are considered defective and will be complained against the supplier. Only preservatives agreed with Eckerle may be used.

5.7.2 Corrosion protection packaging

Regardless of any corrosion protection applied to the material, parts must be delivered in such a way that the parts are protected from corrosive agents and surface damage during transport and storage. Lids, foils, plugs, covers or other suitable means are suitable for protecting the parts. If necessary, corrosion protection films must be used, such as VCI film or paper suitable for the material group, which can be fed into regular film/paper recycling.

5.7.3 Corrosion protection films

Corrosion protection films contain chemical substances that gradually evaporate. They form a protective film on the surface of the packaged parts and thus displace the oxygen. Normally, it is sufficient to wrap the parts in the protective film, but the distance between the anti-corrosion film and the parts must not exceed 30 cm. Airtight packaging is not necessary, but the corrosion protection film must be in a closed package to ensure the effectiveness of the corrosion protection. The corrosion protection film must be matched to the respective parts or alloys. In the case of components with different alloys, it may only be possible to protect a few parts from corrosion. In this case, the use of drying agents may offer better protection.

5.8 Environmental protection

Eckerle requires the use of recyclable materials for disposable and reusable packaging and load carriers. However, the use of reusable packaging and load carriers is to be preferred. In this way, Eckerle - together with its suppliers - pursues the waste management goal of environmental legislation according to the ecological principle of "**avoidance before reduction before material recycling**" and thus makes a consistent contribution to waste avoidance.

Packaging waste avoidance

Limit packaging waste to what is immediately necessary.

Packaging reduction

Reusable and disposable packaging must be defined according to ecological and economic aspects and only the necessary packaging may be used.

6 Supply chain security

All shipments must be packed in a tamper-proof manner, especially when trading goods (movable goods that are largely resold unchanged). This means that the packages provided in such a way that it is not possible to access the contents without leaving externally visible traces. This can be ensured, for example, by the following measures:

- Safety seal in the area of the edges or sealing of the tensioning straps



- Package openings (lids / bottoms / etc.) must be well closed to prevent access to the package interior (overlaps are helpful here)
- Package must be identifiable (company logo, or coordinated layout/printing on the packaging released by Eckerle)
- Recessed grips in the packages must not allow any access to the inside of the package
- Stapling cardboard boxes

If there is any uncertainty as to whether the specifications of this instruction must be complied with in the current item, this must be agreed in writing with the responsible specialist purchaser and approved.

7 Weights and dimensions

The **maximum** gross weight for parcel shipment is **31.5 kg**.

The permissible gross weight of a loading unit is:

- For deliveries of lattice boxes **max. 1000 kg**
- For deliveries of EURO or one-way pallets with dimensions 800 x 1200 mm **max. 1000 kg**









If there is any ambiguity as to whether the specifications of this instruction must be complied with in the current item, this must be coordinated in writing with the responsible purchaser and released.

8 Standards and guidelines

Standard / Guideline	Current status	Version
Delivery bill according to DIN 4991	2006-04	-
Forwarding order (consignment note) according to VDA 4922	2010-06	4
Barcode-capable goods tag according to VDA 4902	1996-04	4
RDT of delivery bill and transport data according to VDA 4913	1996-03	4
§22 Road traffic regulations Germany	2009-09	46
§412 commercial code Germany	2006-10	9
VDI-Guideline 2700	2004-11	-
TRGS220	2007-09	-

9 Labeling by symbols

Symbols according to DIN 55 402 and ISO standard R/780 must be used.

No.	Meaning	Symbol	Function	Acc. DIN	Acc. ISO	Remarks
1	Protect from moisture		The package must be kept in a dry environment.	X	X	ISO 7000, No. 0626
2	Fragile		The contents are fragile and must therefore be handled with care.	X	X	ISO 7000, No. 0621
3	Up		Indicates the correct upright position of the PU or LU.	X		
4	Center of gravity		Indicates the center of gravity of the package that is handled as a single unit.	X	X	ISO 7000, No. 0627
5	Do not stack		Stacking of the packages is not allowed and no load should be placed on the package.	X	X	ISO 7000, No. 2402
6	No hand hooks		Hand hooks and dunnage hooks must not be used for cargo handling, as they cause point loads and can thus lead to damage.	X	X	
7	Do not place forklift truck here		With the note "Do not use forklift here", the packages are protected from improper handling.	X	X	
8	Electrostatic sensitive component		Components and assemblies which are marked with the adjacent symbol, or packaging marked with this symbol can be destroyed by electrostatic discharge.	X	X	



10 Derogation

Should specific packaging requirements necessitate a deviation from these packaging instructions, corresponding coordination and written approval on the part of Eckerle is required.