

Stammblatt

Process owner	Gleason-Pfauter Maschinenfabrik GmbH - Supply Chain Department	
Area of application	<input checked="" type="checkbox"/> Internal document	<input checked="" type="checkbox"/> External document
Goal / Purpose	The aim is to ensure damage-free delivery of the goods and a smooth flow of materials.	

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Name / Department:	B. Gundlack / Qualität	K. Karapanagiotidis / Logistik	C. Pechmann / Supply Chain

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1 Fundamentals

It is assumed that all applicable EU and country-specific regulations are complied with.

The purpose of the instruction is to ensure transportation and long-term storage through appropriate packaging.

Regardless of the choice of packaging, the supplier must ensure that the delivery meets the following requirements.

2 Packaging

The selected packaging method must meet the requirements of the goods to be packaged (§§407 ff. HGB). It must meet the requirements of the intended mode of transportation.

This means that the transport route and means of transportation as well as possible influencing circumstances such as weather conditions and handling during reloading must be taken into account. In terms of sustainability, packaging that is suitable for the intended use and conserves resources should be used.

In addition, the parts must be secured against impact and other transport damage. For example, by using packaging paper, cardboard boxes, crates, etc. These parts can be packed in bubble wrap, for example, to protect them from corrosion.

The products must be adequately secured with straps on the load carriers in accordance with the VDI 2700 load securing guidelines.

If necessary, e.g. center of gravity stickers, top-heaviness, upright loading stickers, do not load, no stacking, etc. must be affixed. Should specific packaging requirements necessitate a deviation from these packaging instructions, corresponding coordination and written approval from Gleason-Pfauter Maschinenfabrik is required.

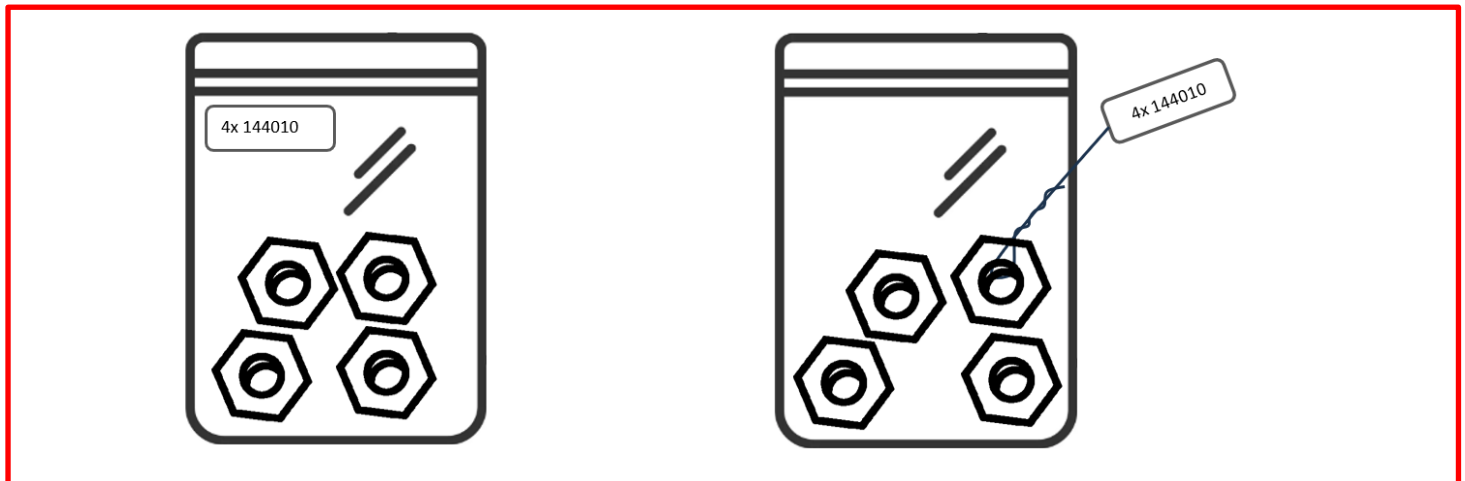
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When packing and delivering, please note that:

- Parts are individually packaged and labeled with a material number.
- The material numbers can be found on the packaging or loose in the packaging.

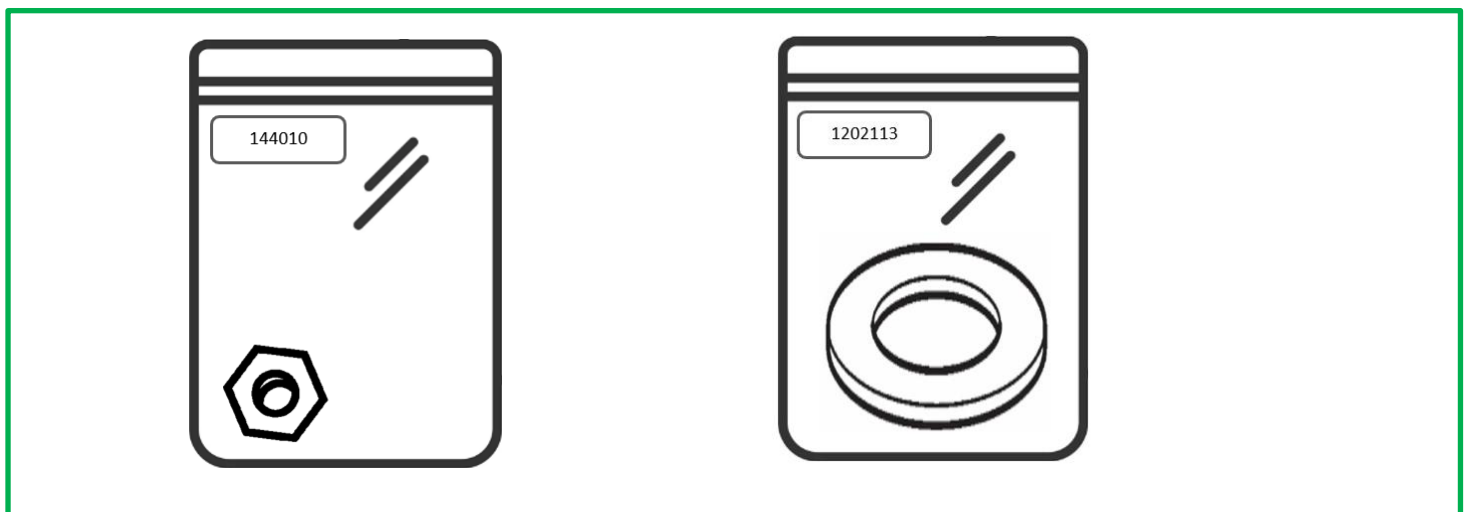
Falsch:



Picture left: Four pieces in one package

Picture right: Material number attached to the goods with wire, four pieces in a bag.

Richtig:



One piece in the packaging, material number on the bag

- Bulk material may be delivered in larger quantities in the bags, but only one type per bag. The material number can also be seen on the bag or loose in the bag.
- The packaging material must not affect the cleanliness and quality of the parts
- Surface-treated parts must be packed in scratch-resistant packaging.
- Safe and easy handling when removing the parts from the packaging must be guaranteed.

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3 Load carrier

The size of the load carrier must correspond to the goods to be packed. If parts protrude, the pallet must correspond to the length of the part, nothing must protrude.

Adequate transport securing is essential. Damage caused by slipping or rubbing must be avoided. Care must be taken to ensure that edges are protected by suitable padding material.

In addition, unless otherwise manageable, it must be possible to pick up the packaged material by suitable means (forklift, pallet truck, etc.).

4 Corrosion protection

Corrosion-sensitive parts must be packed in a dry, corrosion-free environment for the duration of transportation and storage (for a period of at least 12 months). The type of corrosion protection material used depends on the sensitivity of the packaged goods, the transportation conditions, the duration of transportation, storage and the storage conditions.

Before starting preservation, all bare metal surfaces, inside and outside, must be free of any corrosion. Unprotected surfaces should only be touched with clean gloves (chloride-free). Pre-preserved liquid surfaces should also not be touched with bare hands.

Components that are painted on the outside or protected against corrosion with other coatings can also be wrapped conventionally.

Corrugated surfaces must not be preserved.

As a general rule, bare metal must be delivered preserved.

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5 Labeling

In general, the parts must be labeled accordingly:

- **Supplier name**
- **Order number**
- **Network**
- **Own material number**
- **GPM material number**
- **Revision status of the finished material**
- **Quantity of the item in the container.**
- **Parent material number (if available)**

The material numbers must be on the packaging or loose in the packaging.

In the case of parts subject to mandatory testing, the test report associated with the part must be enclosed with the packaging.

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