

# Delivery regulations

## Delivery regulations for ESCHA cardboard boxes

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Duplication is not subject to the updating service.

## 1. Goal | purpose

These regulations should ensure that material moves through the delivery chain smoothly and that goods are safely packaged, loaded and marked (labelled) for the identification processes at ESCHA.

ESCHA reserves the right to send back completely or in part deficient goods deliveries with a test report, the cost for which is borne by the contractor (supplier), if these delivery regulations are repeatedly or seriously breached.

## 2. Scope of validity

- These regulations apply to the delivery of items in ESCHA cardboard boxes.
- Exception: Contractual regulations agreed to on an individual basis (e.g. system suppliers, logistics partners)

## 3. Delivery date and delays

The binding date for delivery is the delivery date given on our orders (date of receipt by ESCHA).

## 4. Delivery packaging

Only packaging approved by ESCHA can be used as packaging. The cardboxes can be obtained from the manufacturer specified by ESCHA. The following sizes are available:

ESCHA small cardboard box



268 mm x 184 mm x 118 mm (LxWxH)

ESCHA large cardboard box



391 mm x 256 mm x 118 mm (LxWxH)

- The cardboard box size to be used and the quantity per cardboard box is given for the respective item on every ESCHA order. The quantity per cardboard box might also be divided into quantity per plastic bag. An ESCHA label must be attached to every plastic bag.
- Bubble wrap can be used as cushioning in the cardboard boxes. Any filling material such as polystyrene that could mix with the items is prohibited.
- The cardboard box is shut with the lid and is secured simply using a strap in the crossways direction. To prevent the strap from cutting into the cardboard, use cardboard edge protectors. The use of sticky tape is prohibited.

Strapping:



- A total weight of 8 kilogrammes per cardboard box must not be exceeded whatever the box size.
- The supplier is given login data to access the ESCHA web portal to ensure they print out the right labels. In the web portal the supplier can select the respective order number as well as the quantity per container. The Internet address is:

<https://labels.ESCHA.net>

Printing the labels informs the ESCHA purchasing department that the goods have been ordered so printing must only be carried out when the goods are actually going to be sent.

It generally takes a maximum of two working days between the printing of the labels and receipt of the goods at ESCHA.

- Irrespective of the cardboard box size, the ESCHA labels have to be attached to the short side with the perforations (see following photos).



Correct!



Incorrect!



Incorrect!



Incorrect!

## 5. Palletization

- If only large cardboard boxes are being sent (4th packaging type), permissible load carriers are Euro pallets that are suitable for high-bay storage, intact and exchangeable (see provisions of EPAL / GPAL) in accordance with UIC 435-2 (1,200 x 800 mm) with the RAL-RG 993 quality mark and which have been treated in accordance with the IPPC standard procedure. If small cardboard boxes are sent too or if only small boxes are sent, half-pallets (800 x 600 mm) or quarter pallets (600 x 400 mm) must be used. Alternatively, one-way pallets in conformity with RAL-RG 993 can be used, as long as they are suitable for high-bay storage, secured for transport, intact, dry, and clean. The maximum permissible dimensions of the pallets are 1,200 x 1,000 mm.
- Pallets or load carriers with the following characteristics will not be accepted:
  - A bottom or top board is splintered so that more than one nail or screw shank is visible.
  - One or more boards are missing.
  - A spacer block is splintered so that more than one nail or screw shank is visible.
  - A board is broken crosswise or diagonally.
  - More than two bottom or top boards are splintered so that more than one nail or screw shank is visible.

Poor general condition:

- The load-bearing capacity is no longer given (rotten, soft, excessive splintering).
- Excessively dirty condition, which would cause the product to become dirty.
- Excessive splintering on several spacer blocks.
- Impermissible materials have obviously been used (such as boards that are too thin, spacer blocks that are too small).

- The goods must be secured for transport and protected against influences from weather.
- The cardboard boxes must be placed on the load carriers with the labelled side of the packaging visible on the outside so the consignment can be scanned upon arrival at ESCHA (see photos).

Half-pallet with small cardboard boxes



Euro pallet with large cardboard boxes



- Do not stack the packages more than **four** high.  
If there are both small and large cardboard boxes on a load carrier, then they have to be stacked so that the small cardboard box is crossways across the large cardboard box.

Stacking:



- The maximum permissible packaging height including the load carrier is 650 cm.
- Weather-proof stretch film has to be used to protect the goods. If a strap is also put around the consignment, edge protectors have to be used.
- The weight of the consignment must be no more than the load-bearing capacity of the respective pallet. The total weight must not exceed 600 kg.

## 6. Delivery note and designation

- Our ESCHA order, drawing, and item numbers; the date of manufacture; the batch number; and our index status always have to be given on the delivery note. If there is a part delivery, then this must also be made clear.
- The delivery note number as well as each individual order number must also be printed on the delivery note as a bar code (code 39). The bar code of the delivery note number should be printed so that it is next to, under or above the delivery note number and the bar codes of the order numbers have to be positioned to make it easy to pinpoint the respective position.

Example:

ESCHA Bauelemente GmbH Elberfelder Str. 32 D- 58553 Halver			
		Lieferschein-Nr. 345123 Datum 21.05.2012 Lieferanten-Nr. 1111 Seite 1/3	
<b>Lieferschein</b>			
Position	Artikel	Bestellung	Menge
1.0	<b>8018807</b> Flanschgehäuse SW 17 x 19,3 mm Werkstoff: CuZn39PB3F43 Zeichnung: 5003687-b	11102653 	1000 Stk.
2.0	<b>9010036</b> Flanschgehäuse SW 24 x 26,5 mm Werkstoff: CuZn39PB3F50 Zeichnung: 5004385-c	11132043 	2000 Stk.
3.0	<b>8021964</b> Steckerstift FS12 Werkstoff: CuNi2bAu0,8 Zeichnung: 500656-b	11198470 	1000 Stk.

- Delivery notes and packing lists must be attached so they are protected and cannot be lost, but still easily visible at the top of every consignment or packaging unit.

Attaching the envelope:



- If you also enclose delivery notes or any other documents within the outer packaging, write 'Papers inside' clearly on the outside.
- Several pallets per ID no. (ESCHA item no.) must also be marked with a pallet no. (e.g. 1/2, 2/2 etc.). The mark on the outside must be attached so that it cannot be lost or overlooked.

## 7. Delivery, dispatch type

- The costs and risk of the delivery to the address of ESCHA given in the orders are borne by the supplier.
- If ESCHA should pay the carriage (by contractual agreement), then the goods must be dispatched by our contract partners, with the specification of our customer number.

Pallets: DACHSER GmbH & Co. KG, customer number 18010490

Packages: UPS Inc. & Co. OHG, customer number 990321

- Since 01/10/2010 we do not accept transport invoices from third-party companies under any circumstances. Our customer number must be given on all carriage documents to avoid the transport costs being calculated incorrectly.
- ESCHA is a “known consignor” with the certification number DE/KC/01201-01 by the LBA Braunschweig. This certification obligates us to follow this procedure.
- In case of delivery by air freight, the delivery company must be a “regulated agent” in accordance with the LBA Federal Office of Civil Aeronautics.

## 8. Document owner

The purchasing department is the owner of these procedural instructions. The purchasing department is solely responsible for decisions regarding changes to instructions as well as the amendment service. The general manager of materials and production of ESCHA GmbH & Co. KG is responsible for approval of the documents and arranges and grants exceptions (contractually).