

Delivery and packaging instructions

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1. Basic principle

Products and services are received in the necessary scope to ensure conformity and usability.

2. Validity

This delivery and packaging regulation describes the standards valid at STCH and applicable to all suppliers where no other written agreement has been made.

This regulation is a binding part of all contracts.

3. Objective and reason

These instructions contribute to process safety. Goods receipt (GR) may shorten the holding time for the goods based on these instructions. It is essential to ensure a swift process from goods receipt through to warehousing.

Goods must be delivered in a completely clean condition. Dirt of any kind (grease, oil, dust, swarf or other contamination) will not be accepted. The quality of our products must not be compromised by the packaging.

4. Delivery

Suppliers are requested to report to a warehouse employee.

Delivery times:

Monday to Friday: 07.30 - 12.00 and 13.00 - 17.00. Prior written notification must be provided for deliveries outside of the acceptance times.

In the case of express deliveries or complaints (tickets), we would ask that the relevant department be contacted.

The issuing of supply parts is only possible at goods out.

5. Shipping documents

Shipping documents (delivery note, inspection certificates, etc.) should be delivered in a clean form, and should be protected to prevent them becoming dirty or lost. Original invoices should not be supplied with the goods. They should also not be stapled to the delivery notes.

If the consignment involves a complaint (ticket), the documents mentioned above must be supplied, incl. ticket (in paper form).

6. Labelling

It must be possible to clearly match every part to the item number.

If labelling of every part is not practical (e.g. screws), the parts should be packed in an adequate packaging unit with the item number on it.

STCH recommends using adhesive labels. Labelling should not affect the cleanness and quality of the parts. It is important in particular to ensure that the labelling can be removed without leaving any residue.

7. Packaging requirements

The type of packaging selected is based on the product properties, protection requirements, means of transport and conditions at the supplier.

The following always applies:

1. Every item or item unit weighing more than 15 kg in total is assigned its own pallet, i.e. 1 item – 1 pallet
2. Items must be secured to prevent them moving.
3. Wrapping films are not permitted
4. Air cushion films should be largely avoided
5. Assorted sheet metal panels must not be tied together, see point 1
6. Small parts must not be supplied loose on pallets
7. All small parts with the same item number are placed in a separate packaging unit on the pallet
8. No loose items should be delivered on a pallet. Only in containers and without film
9. Rust protection should be provided in accordance with the latest technical standards (rust inhibitor film, spray treatment)
10. Parts should be delivered without any loss of quality and free of dirt

8. Securing loads for transportation

Safe and simple handling must be ensured when removing the parts from the packaging.

One item (same STCH item number) should be packaged per packaging unit. Assemblies or parts comprising multiple loose individual parts should be supplied together with the assembly.

Mixed containers:

If mixed containers cannot be avoided, the parts should be clearly separated according to STCH item number. In the case of delicate parts or parts where damage may be caused by slipping or friction, dividers should be used. The packaging material should not leave any residue. It is important to ensure the cleanness and quality of the parts.

Containers:

Packaging/containers that are delivered loose and have to be lifted manually should not exceed a weight of max. 15 kg. If this is unavoidable, the packaging units/containers should be delivered on a Euro pallet. Packaging units should be arranged on the carrier so that the weight is evenly distributed.

The size of the carrier should be matched to the part. Protruding parts should be properly protected against impacts.

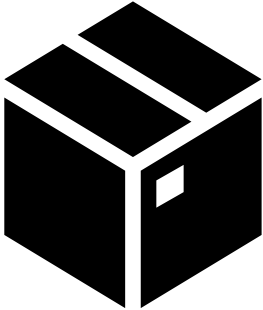
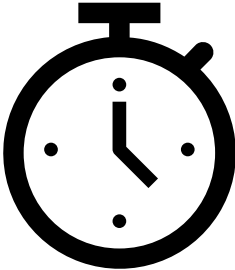
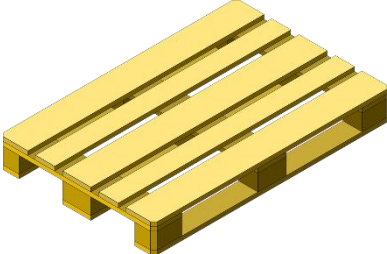


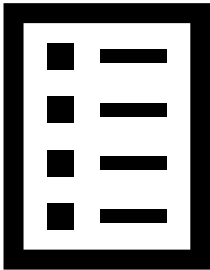
9. Environment

Hollow spaces should be filled to prevent transport damage (does not apply to bulk goods). When selecting the filler, it is important to ensure that it can be removed quickly and easily and, wherever possible, recycled.

The following fillers should be avoided: packing chips, shredded material, newspaper, wood shavings, polystyrene, etc.

We recommend: cardboard and adhesive belt to secure

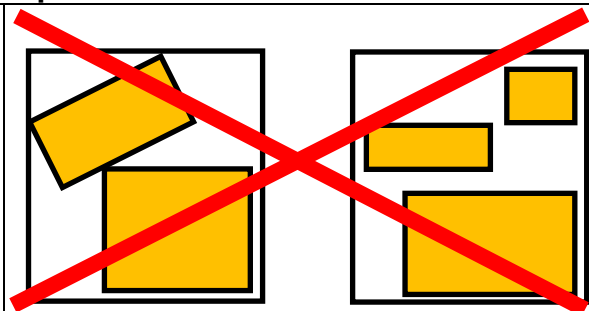
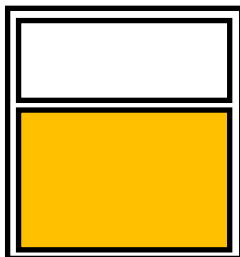
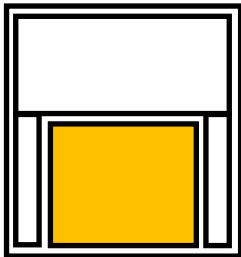
10. Summary

<p>Max. 20 kg</p>	<p>Delivery times: 07.30-12.00, 13.30-17.00</p>
	
<p>Select suitable carriers</p>	<p>Select suitable containers/ packaging units</p>
	
<p>Label parts with STCH item numbers</p>	<p>Complete shipping documents (delivery note, inspection certificate, etc.)</p>
	

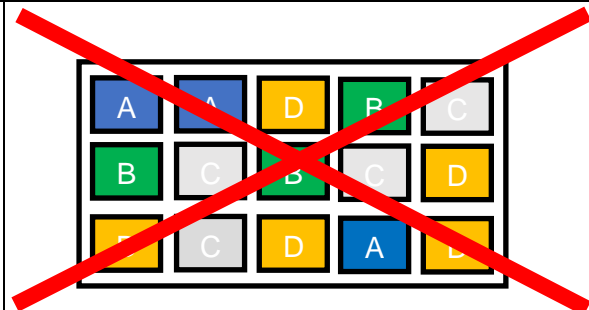
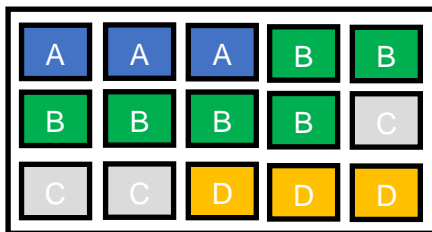
Load carriers correctly



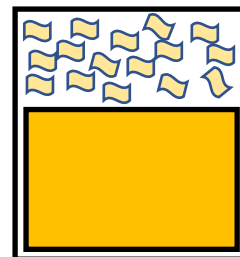
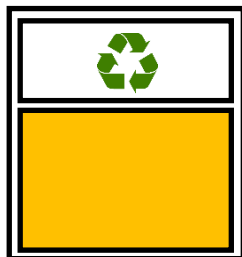
Fill hollow spaces



Pack mixed containers correctly



Use recyclable fillers



Suggested packaging for delivery notes



Protect edges



Protect protruding parts



11. Practical examples

Correct	Incorrect
	
	
	

Correct	Incorrect
<p>Select suitable containers</p> 	<p>Avoid duplicated packaging</p> 
<p>Fill hollow spaces correctly</p> 	<p>Avoid oversized packaging units</p> 
<p>Use protective netting (fits)</p> 	<p>Do not use "wrapping film"</p> 

12. Packaging suggestions

Protection against impact



Protection against rust

