



### 3.3) Packing list

If a delivery consists of several carriers or packaging items, the delivery note for each transportation unit must include a packing list with the following details:

- SCHNEIDER article number / designation
- Delivery quantity per article
- Number and content of the individual packages
- Packaging item no. / pallet no.

### 3.4) Customs documents

The papers and documents required for cross-border traffic are to be fully included with the delivery and handed over together with the delivery documents.

### 3.5) Other documents

If SCHNEIDER requires other documents to be furnished with the delivery (e.g. measurement or test certificates), these are also to be included with the consignment and submitted to the incoming goods department.

## 4) Customs

### 4.1) EU suppliers

All suppliers are required to submit a supplier declaration according to Regulation (EC) No. 1207/2011. This will be requested separately by the SCHNEIDER customs department.

In the case of intra-community deliveries, the VAT ID must be specified. The data required for Intrastat is to be provided on the delivery documents.

### 4.2) Third country / EFTA suppliers

Clearance for export is always the responsibility of the supplier. All papers and documents required for cross-border traffic have to be enclosed with the delivery by the supplier at the latter's expense. In the case of delivery from non-EU countries (third country, EFTA), a proof of preference (EUR 1 or declaration of preference on the invoice) is to be included if possible.

## 5) General packaging guidelines

Packaging dimensions are to be such that sufficient protection from damage is ensured during transport.

### 5.1) Packaging materials

#### a) Reusable packaging

- Europool pallet Dimensions: 1,200 × 800 × 144 mm (DIN EN 13698-1:2004-01)

SCHNEIDER prefers the use of Euro pallets. These are only replaced if they meet the replacement criteria for at least class "B" according to the GPAL guideline.

Pallets are no longer replaceable if:

- a base or side plank is chipped off leaving more than one nail or screw shaft visible
- a plank is broken crosswise or obliquely
- a block is missing or split, leaving more than one nail visible
- an entire plank is missing
- load stability can no longer be guaranteed
- soiling is so extreme that loaded goods are soiled
- here are major chips on more than one block
- obviously inadmissible components have been used (e.g. excessively thin planks or narrow blocks)

#### b) Disposable packaging

- Disposable pallet Dimensions: 1,200 × 800  
Disposable pallets must fulfill all phytosanitary measures of the IPPC (International Plant Protection Convention) and must be designed for use in the four-way system. An entry height of 100 mm must be strictly observed for smooth handling with a forklift.
- Cardboard  
Cardboard quality is to be adapted to the relevant weight and size of the goods. In the case of overseas consignments, cardboard packaging should be made of certified corrugated board bonded with moisture-proof glue according to DIN 55468 and comply at least with quality classes 2.7 – 2.96.
- Packaging aids
- Protective packaging

Approved, environment-compatible, reusable materials are to be used for all disposable packaging that is universally accepted for recycling.

### 5.2) Package labelling

Each packaging item is to bear a label or tag in a clearly visible position. The following information (at least) is to be included:

- Name of supplier
- SCHNEIDER article number and designation
- Quantity per packaging item
- SCHNEIDER order number

The individual packaging items are to be stacked on a pallet so that the labels are visible. Hazardous substances are to be labelled clearly and in the proper manner according to regulations.

### 5.3) Packaging design / securing the load

- The packaging must always meet the qualitative and technical requirements of the goods. Additional packaging aids must be used to provide sufficient protection from dust, UV light, corrosion, vibration etc.
- In order to avoid damage during transport, packaging items and packaging aids may not exceed the exterior contours of the carrier.
- The straps used to secure the load must be made of synthetic strapping. Vertical and horizontal edge protection must be applied in order to ensure that the packaging items are not damaged by the straps.
- As an alternative to synthetic strapping, the load can be secured by means of shrink-wrapping with PE foil. Only transparent foil may be used so as to be able to determine the state of packaging items and pallets.
- The supplier undertakes to draw the attention of contracted shipping agents/service providers to the applicable statutory provisions and other regulations. Particular importance is attached to securing goods loads on lorries.

### 5.4) Fill quantity / weight of packaging items

- Taking into account ergonomic limits, packaging items may not exceed a maximum load of 20 kg.

### 5.5) Stacking

- The individual packaging items must be stackable. Stacking is to be such that transport security is ensured as well as simple and safe handling.
- The number of layers stacked on a pallet must not result in deformation or damage to the packaging items.
- If no further stacking is permitted on a packaging item/carrier, this must be clearly labelled (e.g. by means of a pallet fixture / stack protector).

### 5.6) Packaging specification / change

- Packaging is either suggested by the supplier and approved by SCHNEIDER or stipulated by SCHNEIDER.
- If the supplier believes there is a reason to change the packaging, the new proposal must always be approved by SCHNEIDER.
- Temporary deviations require special exemption approval in writing by SCHNEIDER.

March 2017