



GENERAL DELIVERY REGULATIONS

For suppliers of PAWI Group AG

AIM OF THE GENERAL DELIVERY REGULATIONS

These delivery regulations are intended to make our requirements clear to all suppliers, as well as setting out their responsibilities. This is intended to serve as a simple and practical guide that ensures the smooth flow of materials between suppliers and us. Failure to comply with the requirements of these general delivery regulations may trigger a complaint and thus have a negative effect on the supplier rating. In addition, any additional costs arising from non-compliance will immediately be passed on to the supplier. Any deviations from these delivery regulations must be expressly agreed with us by the supplier. We also reserve the right to agree item-specific delivery regulations with the supplier.

DELIVERY AND BILLING ADDRESSES

Please note the information contained in our orders!

GOODS RECEIPT TIMES

WHERE	WHO	RECEIPT TIMES
Switzerland	PAWI Packaging Schweiz AG Grüzefeldstrasse 63 CH-8404 Winterthur South ramp	Monday to Thursday 7.00–11.30 am 1.00–3.30 pm Friday 7.00–11.30 am
Deutschland	PAWI Packaging Deutschland GmbH Lise-Meitner-Straße 4 DE-78224 Singen East ramp	Monday to Thursday 7.15 am–12.00 pm 1.00–4.30 pm Friday 7.15 am–12.00 pm

*Only deliveries that have been ordered or called up for the day of delivery will be unloaded. The back of the lorry is used for unloading – no high-volume trucks!

No unloading from the side of the vehicle. The open side of the pallet (no crossbars!) must face backwards in the unloading direction and be picked up with an electric forklift.

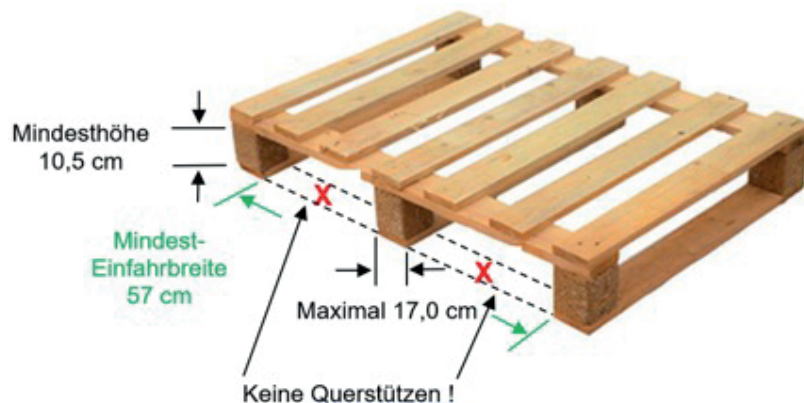
NOTIFICATION

The supplier or freight forwarder must notify the Incoming Goods Department of all deliveries at least 1 day before loading, specifying the pallet quantity.

GENERAL PACKAGING REQUIREMENTS

The selected packaging must meet the requirements of the goods to be packaged. It must meet the requirements of the intended mode of transport. This means that the route, means of transport and any potential factors such as weather conditions and handling during reloading must be taken into account. The sender is liable for damages and expenses caused by packaging that does not comply with the above-mentioned requirements.

- Optimum filling level of packaging materials
- Standard dimensions corresponding to Euro standard dimensions
- Stacking capacity
- Formation of rational loading units
- Easy unloading of transport vehicles by forklift trucks
- Item-only packaging; mixed packaging is not permitted!
- Optimal container and packaging design
- Compliance with packaging units agreed with us
- Wooden Euro pallets 1200 × 800 × 1100 (see details on order)
- Disposable cardboard boxes
- Disposable packaging aids
- Disposable pallets



PACKAGING

Sufficient packaging that is appropriate for the goods and safe for transport must be selected for all shipping methods. Compensation for transport damage that is not recognised by insurers due to inadequate packaging shall be borne by the supplier.

TRANSPORT CONDITIONS

The transport of hazardous/migrating substances with cardboard and/or paper is excluded.

CONTACT*

WHERE	PURCHASING	RECEIPT OF GOODS
Switzerland	PAWI Packaging Schweiz AG T +41 52 234 42 12 info@pawi.com	PAWI Packaging Schweiz AG T +41 52 234 42 61 spedition-ch@pawi.com
Germany	PAWI Packaging Deutschland GmbH T +49 7731 925 88 12 info@pawi.com	PAWI Packaging Deutschland GmbH T +49 7731 925 88 43 versand@pawi.com

*Quality assurance / material testing

We require the final test report from your quality assurance team no later than the delivery of the material in order to release the goods.

DELIVERY NOTE

An original delivery note must be enclosed with every shipment. A delivery note may only contain items from one order, i.e. one delivery note per order number. The delivery note must be clearly visible on the front of the package. If a shipment consists of several packages or pallets, each load carrier and its contents must be listed on a packing list. The delivery note must contain the following order details:

- Our order number
- Our material number
- Weight in kg
- Sheet format
- FSC® code
- Supplier and supplier address
- Name of item
- Delivery quantity; partial deliveries must be noted on the delivery note!
- Customs tariff number and country of origin (including within Switzerland)
- Net weight



DELIVERY SPECIFICATIONS FOR SHEET MATERIAL

Cardboard and paper

PALLET HEIGHT

The desired minimum height is 110cm. The maximum pallet height including the pallet must not exceed 115cm. Disposable pallets with the exact format must be used. See our drawing in Point 5 of this document. A pallet truck must be able to move in unhindered from the long side. The battens must always be on the narrow side. Only 1 stack per pallet. Note any differing information on the specific order.

PALLET WEIGHT

Maximum 600 kg

PALLET VERSION

Minimum entry width 570 mm on the open side. Pallet must be the exact size of the box format. No double pallets. No crossbars on the open side. No double stacks on one pallet.

- No cross-supports at the bottom
- Minimum height of pallet grid in machine direction 18 mm
- Gaps between the pallet grid must be at least 30 mm
- Maximum width of individual slats 100 mm
- Pallet skids in machine direction up to 690 mm without intermediate foot, from 691 mm with intermediate foot
- Minimum height of pallet blocks 105 mm
- There must be a separating film between the pallet grid and the printing material

PALLET LABEL

Each pallet label must contain the following information:

- Designation "variety, quality"
- Format, direction and grammage of the material
- Net weight in kg per pallet
- Gross weight in kg per pallet
- Pallet number
- Job number or manufacturer number of the supplier
- Drum number
- Order number
- Material number

Positioning: long and front side below the stretch film.

The batch number of each delivery batch must be printed as a barcode in line with industry standards so that the pallets are safely accepted and transported. Examples: Code 39, Code 128.

DELIVERY STATUS

Completely flat, straight-edged stacking, no dirt.

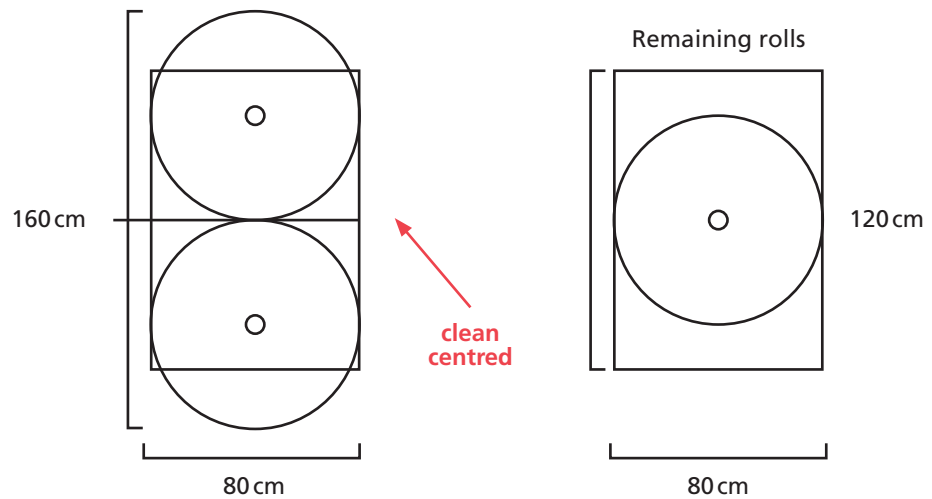


DELIVERY SPECIFICATIONS FOR ROLLED GOODS

Cardboard, paper and film

DELIVERY

Roll standing/sleeve vertical
(eye-to-sky roll)
Winding as per order
Disposable pallets 1200 × 1200 mm,
max. 1250 mm high including wood



ROLL / CORE DIAMETER

Card and paper: 1200 mm/70 mm
Film: 800 mm/76 mm

ROLLER WEIGHT

For roll diameter 1200 mm = maximum 1200 kg
For roll diameter 800 mm = maximum 800 kg
Maximum 1600 kg

PALLET LABEL

Each pallet label must contain the following information:

- Designation "variety, quality"
- Format, direction and grammage of the material
- Net weight in kg per pallet
- Gross weight in kg per pallet
- Pallet number
- Order number or manufacturer number of the supplier
- Drum number
- Order number
- Material number

Positioning: long and front side below the stretch film