

# Transport and packaging specifications

## GRASS GmbH Vorarlberg

**Version:** July 2023

### **Goods acceptance hours:**

The GRASS GmbH goods acceptance hours are as follows:

Monday to Thursday between 7 am and 11:45 am, and between 1 pm and 3 pm.

To be accepted, all goods must have a consignment note.  
Deliveries outside acceptance hours and/or the absence  
of freight documents will result in the shipment of goods being rejected.

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## 1 Introduction

The following transport and packaging specifications (TuV) are an integral part of the purchasing conditions and contracts of the GRASS Group, irrespective of the agreed delivery condition, and must be strictly observed. The supplier is responsible for compliance with and implementation of supply agreements. Violations are recorded in a non-conformance report and any resulting costs are charged on the basis of the cost-by-cause principle. This version of the TuV renders all previous versions invalid.

- Goods must be delivered to the GRASS Group under the agreed shipping conditions.
- If there are specific cases in which the GRASS Group requires otherwise, the TuV loses its validity.
- The GRASS Group only recognises increased transport costs as a result of deviating from the shipping methods given in these specifications, for example using air freight, express packages, courier services etc., if using such a shipping method has been expressly mandated by the GRASS Group.
- The goods must be delivered on new Euro pallets.
- Loading aids, such as the supplier's own disposable pallets, crates, wooden frames etc., will only be accepted if this has been agreed with the GRASS Group in writing.

## 2 General information

- For all shipping methods, packaging that is sufficient and appropriate for the goods as well as safe for transport must be used.
- The supplier bears any costs due to damage in transit as a result of insufficient packaging.
- The goods must be delivered in a clean condition. If the goods must be reworked or cleaned before further processing due to soiling such as grease, oil, dust, metal chips and other impurities, the goods will not be accepted and this will lead to notices of defects.
- All goods must be delivered with a label. See Section 4 for more specific information about labelling goods.
- The packaging unit can be found in the order. Deviations must be agreed upon in writing with the responsible purchaser.
- One packaging unit must not exceed the total weight of 15 kilograms. If the total weight is above 15 kilograms, this must be agreed with the responsible buyer.
- A package shipment must not contain more than four packages. If the number of packages in a shipment exceeds this limit, the goods must be delivered on Euro pallets.
- In general, delivering partial amounts must be avoided. In the case of exceptions, at least one packaging unit (VPE) must be delivered. Deliveries that exceed or fall short of the agreed amount will only be accepted in multiples of the agreed VPE.

## 3 Packaging

Unless otherwise agreed, the supplier is responsible for the choice of packaging and bears the costs incurred. The packaging must be designed in such a way that the goods are protected from damage, corrosion, contamination and other environmental influences (e.g. moisture) at all times during storage and transport.

The following criteria must also be observed:

- The packaging must be clean and not damaged.
- Disposable packaging must be made from recyclable materials.
- Each packaging unit must only contain parts of one article.
- The article must be easily identifiable without any additional effort: for this reason, the labelling must be clearly visible from the outside.

### 3.1 Package shipments

Package shipments must not exceed a total weight of 60 kilograms. As the maximum weight per package is 15 kilograms, a package shipment must not exceed 4 packages. If individual packages are to be delivered, the label must clearly identify the sender and the recipient. If a shipment consists of several packages, a collective delivery note is not permitted.

In such cases, the total number of packages in the shipment and the package number must be listed on each package.

### 3.2 Freight shipments

Freight shipments that exceed a total weight of 60 kilograms must always be delivered on new Euro pallets in accordance with DIN EN 13698-1. The Euro pallets must have the basic dimensions 1200 x 800 x 144 mm. For goods that exceed the basic dimensions 1200 x 800 mm, the supplier must choose the packaging in such a way as to ensure the safe transport of the goods.

Euro pallets are only exchanged during the transferral of goods if they are in perfect condition. Use of the supplier's own pallets, crates etc. must be avoided or are permitted only upon consultation.

The maximum loading height, including the pallet, must not exceed 1200 mm and the maximum weight must not exceed 1000 kg.

Article units must not be split into partial amounts across multiple pallets if they fit as a whole on a single pallet.

Mixed pallets can be formed only if an article unit is below the weight limit of 60 kilograms.

Where possible, the individual packaging units must be placed on the pallet in a way that ensures the label for each packaging unit is visible from the outside without any additional effort.

Mixed pallets must be all be identified with a coloured "Mixed Pallet" label.

### 3.3 Dangerous goods

The regulations for transporting dangerous goods and limited quantities (LQ) must be observed. The supplier is liable for all damage resulting from non-compliance with statutory regulations, in particular from the directive of the Agreement concerning the International Carriage of Dangerous Goods by Road (ADR = Accord européen relatif au transport international des marchandises dangereuses par Route) valid at the time of transport. Only packaging that has been approved for the goods in question, such as cartons or canisters, must be used for transport in accordance with ADR regulations for the relevant class of dangerous goods.

All legally prescribed identifiers must be observed, for example labelling in accordance with ADR and the Gefahrstoffverordnung (German ordinance on hazardous substances).

## 4 Labelling

Each package must be labelled so that it is possible to clearly identify the goods contained therein at any time. The following information must be provided in full:

- GRASS location (Höchst, Götzis etc.)
- Order and item number
- Article number
- Article description
- Supplier name
- Supplier article number
- Production date
- Number of pallets/packages

A delivery without such labelling is only permitted with special permission granted in advance by GRASS GmbH. It must be guaranteed that the information on the delivery note matches the contents in the package. GRASS GmbH reserves the right to charge the supplier for any costs incurred as a result of non-compliance with these specifications.

## 5 Accompanying papers and documents

### 5.1 General information

The shipper or logistics service provider must be provided with proper freight documents and accompanying papers. The delivery papers must contain the following documents:

- Consignment note
- Transport order
- Delivery note
- Packing or pallet slip

The following information must be provided in the shipping documents:

- Order number
- Supplier number
- GRASS article number
- Gross and net weights
- Number of packages
- Destination (Götzis, Höchst or Hohenems)
- Recipient of the goods, if known

### 5.2 Transport order

The following information must be included in the transport order:

- Sender (supplier)
- Destination
- Order number
- Number of packages in the shipment
- Total weight of the shipment
- Date on which shipment was sent

### 5.3 Delivery note and packing list

The delivery note must be affixed to the front of the package in an easily visible manner using a delivery note pocket. If a shipment consists of several packages, a separate packing list must be provided for each package.

The delivery note and packing list must contain the following details:

- GRASS order number and unit
- GRASS article number
- GRASS article description
- Delivery quantity
- Delivery note number
- Pallet number
- Country of origin of the goods
- Batch number, if possible
- Number of packaging units per item
- Supplier number
- Customs tariff number
- Class of dangerous goods, packaging group

In the case of agreed partial deliveries, this must be noted on the delivery note or on the packing list.

## 6 Shipping and transport

### 6.1 General information

Unless otherwise agreed, the goods are to be supplied to the stipulated "delivered-at-place" destination

In the case of "FCA supplier's point of departure" shipping conditions, the goods must be transported exclusively by GRASS GmbH contracted shippers.  
The supplier bears any additional costs incurred as a result of deliveries that exceed or fall short of the agreed amount, as well as incorrect deliveries.  
Transport costs

### 6.2 Special deliveries

Any necessary special deliveries must be agreed between the parties involved.  
Special deliveries caused by the supplier must be organised by the supplier. The supplier also bears the corresponding costs.  
Special deliveries caused by GRASS GmbH shall be charged to GRASS GmbH.

### 6.3 Notification of readiness for dispatch/advice

The notification of readiness for dispatch for "ex-works shipments" must be sent to the purchaser, irrespective of whether the shipments are package or freight shipments.  
For this purpose, GRASS GmbH must be advised of the shipment in the "transport order".



## 7 Prices for processing deviations

- Incorrect pallet €9/pallet
- Redeployment of goods €40/h
- Film covers insertion opening €100
- Goods protrude beyond the pallet dimensions without explanation  
€100
- Packaging deviation (flat rate) €100
- Labelling deviation (flat rate) €100

## 8 Documents and templates

- Supplier article information sheet
- Transport notice
- Pallet label
- Package label

## 9 Conclusion

If you have any questions relating to transport, delivery and packaging, please get in touch with your contact person at GRASS GmbH.