

# **Delivery conditions and packaging proposals**

**(V1 22.02.2023)**

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## 1. Terms and abbreviations

ADR	Accord européen relatif au transport international des marchandises Dangereuses par Route - Agreement concerning the International Carriage of Dangerous Goods by Road
FM	Complaint message
FAI	First Article Inspection)
Incoterms	International Commercial Terms
PO	Order number of Hofast AG
SDR	Ordinance on the carriage of dangerous goods by road
VE /PU	Packaging unit
CU	Consumer Unit
TU	Traded Unit -trading unit
LU / PalUnit	Logistic Unit -Transport Unit
S /	Serial number
EURPAL	Euro -pallet
LT	Load carrier
POS	Point of Sale

## 2. General

These specifications define the logistical measures required for the handling of deliveries ordered by Hofast AG and its subsidiaries. It serves to standardize the processing, recognition and tracking of all deliveries. This results in better, faster and optimized processes in the entire supply chain. The regulations for proper and up-to-date packaging are also covered. In case of non-compliance with the guidelines, the supplier bears the resulting costs such as: Handling fees, additional expenses, etc.

Furthermore, the supplier undertakes to comply with the corresponding measures and regulations in the case of legally prescribed provisions, such as for hazardous goods.

## 3. Delivery terms

The condition of the delivered articles must comply with the provisions of the order including all applicable documents such as delivery bill, packing slip and, if applicable, technical specifications. In the order, we shall state the composition or batch size in which delivery is to be made.

Mixing several orders in one container is not allowed.

### 3.1 Delivery dates

The delivery dates specified in the order shall be complied with accordingly and shall apply in accordance with the INCOTERMS®2020 agreement at the place of destination. Should a delay in delivery become apparent, this must be notified to the purchaser in writing without delay. If express costs are otherwise incurred due to the delay in delivery, these shall be borne by the party causing the delay.

### 3.2 Marking of the goods

We distinguish the type of packaging in CU, TU and LU. Each package has to carry the information of its destination which can be different.



#### **Consumer unit - Consumer Unit (CU)**

The CU is the units that are sold at the POS.



#### **Trading Unit - Traded Unit (TU)**

The Traded Unit is a standardized unit, which contains one or more identical consumer units.



#### **Transport Unit - Logistic Unit (LU)**

A LU is a logistical unit (carton/container/pallet) containing one or more identical Traded Units that is transported from a shipper to a consignee.

#### 3.2.1 Marking of the CU

Each article (CU) must be labeled, unless it has primary packaging. The application of the label on the article or article packaging, is ideally on the back. The label must show the following content:

- |                                       |                     |
|---------------------------------------|---------------------|
| ➤ EAN - Barcode(GTIN)                 | (must)              |
| ➤ Item number                         | (must)              |
| ➤ For roll material: length (perroll) | (must)              |
| ➤ Wood declaration according to       | (must)              |
| ➤ Batch number /Lot number            | (must, ifavailable) |
| ➤ Expiration date /Production date    | (must, ifavailable) |
| ➤ Serial number                       | (must, ifavailable) |
| ➤ Drawing number incl.Index/version   | (must, ifavailable) |

#### **Deviations:**

- |                                |  |
|--------------------------------|--|
| ➤ Metre goods /Rolls           | Each at the beginning or end of eachunit |
| ➤ Bulk material andSmall parts | At secondary packaging(TU)               |

### 3.2.2 TU marking

The trade units (TU) must be labeled. The labeling is done on the outer packaging (secondary packaging). The labeling must show the following content:

- Item number (must)
- TU - quantity or content quantity (must)
- Gross weight of the TU (must)
- PO (must)
- EAN - barcode (GTIN of TU) (must, if available)
- For roll material: length (per roll) (must, if available)
- Batch number / Lot number (must, if available)
- Expiration date / Production date (must, if available)
- Serial number (must, if available)

### 3.2.3 LU marking

The logistics units (LU) must be marked on the outside of the tertiary packaging. The labeling of the single-variety LU is also required. Mixed pallets shall be clearly marked on the outside with a packing list and, if applicable, the LS. The following information must be displayed:

- Item number (must)
- Number TU - units and/or Quantity Total (must)
- EAN - Barcode (GTIN) (must, if available)
- For roll material: length (per roll) (must, if available)
- Batch number / Lot number (must, if available)
- Expiration date / Production date (must, if available)
- Serial number (must, if available)

## 4. Packaging specifications

Unless otherwise mutually agreed, the goods shall be packed in the most standardized packaging possible and on pallets (EPAL). Here, the basic logistical dimensions of 600x400mm must be adhered to as far as the product permits. Furthermore, the goods are to be arranged in the packaging / load carrier in such a way that the quantity can be determined after opening and identification is as simple as possible. Furthermore, the delivery parts are to be arranged and secured in such a way that they are not damaged during proper transport and storage. Sensitive and delicate goods, such as painted, fragile and bare metal articles, must be protected in a suitable manner against damage and contamination.

Sufficient packaging appropriate to the goods and safe for transport must be selected for all shipping methods. Any damage or loss caused by inadequate or unsuitable packaging, labeling or errors in the shipping documents shall be borne by the sender.

## 4.1 Packaging - Load carrier (LT)

The standardized EPAL is to be selected whenever possible.

Details about EPAL can be found under the following link:

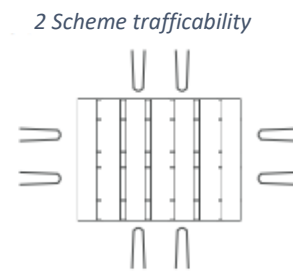
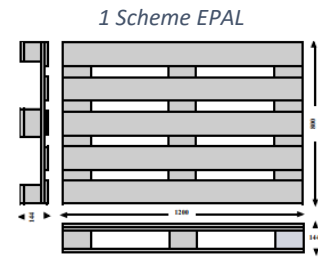
[https://epal.ch/img/dok/d35bf\\_palette\\_produktdatenblaetter\\_de.pdf](https://epal.ch/img/dok/d35bf_palette_produktdatenblaetter_de.pdf)

If the product or the type of packaging precludes the use of the EPAL, an alternative load carrier may be selected. The packaging specifications (4.0) and the following points are still to be complied with:

- 4-sided trafficability and beveled bottom boards on both sides.
- Compatible with common industrial trucks and storage system according to European standard (based on the basic logistic dimension 600x400mm)
- Stability and safety is comparable to EPAL

Deviating LT are permissible only with written confirmation of the orderer. In the event of a planned change to a customary packaging, this must be notified and may only be changed after confirmation has been given.

The use of black and opaque shrink film is not permitted. The receptacles of the load carriers must not be covered. Delivery bill and/or packing lists are clearly visible from the outside and securely attached.



Black foil



Pallet recording  
accessible



3 Symbol image

## 4.2 Packing - CU

The CU or packaging of the sales item at the POS is defined according to the order. Where no CU packaging is available, the agreed arrangements apply.

If no agreements have been made, we will adopt the supplier's standard packaging.

## 4.3 Packing - TU

The package must be marked on at least one long side and one wide side.

The units of measure are defined and agreed in accordance with the PO. Agreed units may not be adjusted unilaterally. Requests for changes on the part of the supplier must be submitted in writing and approved. Any consequential expenses must be invoiced.

## 4.4 Packing - LU

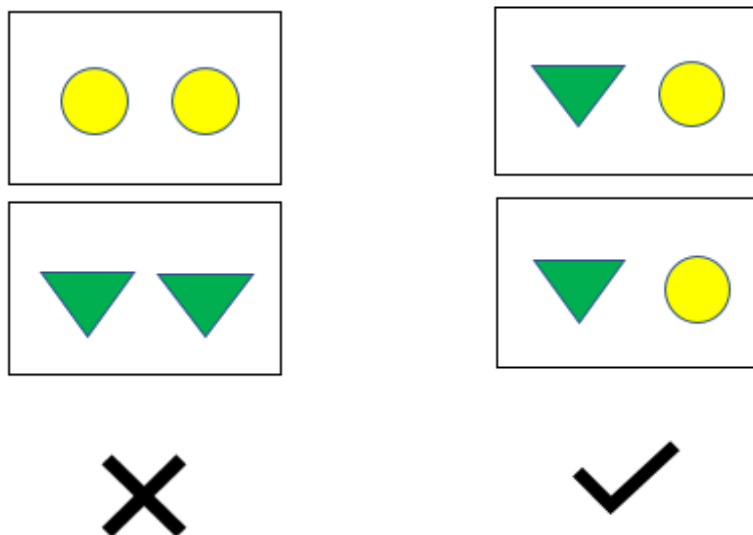
The load carrier unit must be marked on at least one long or wide side.

The units of measure are defined and agreed in accordance with the PO. Agreed units may not be adjusted unilaterally. Change requests must be submitted in writing by the supplier and approved. Remaining stocks or excess and short quantities are marked externally on each LU.

## 4.5 Pair and set or set - item

Articles ordered as a pair, set or set are to be packed accordingly if CU Packaging does not guarantee this. Any correction work will be passed on in full to the originator.

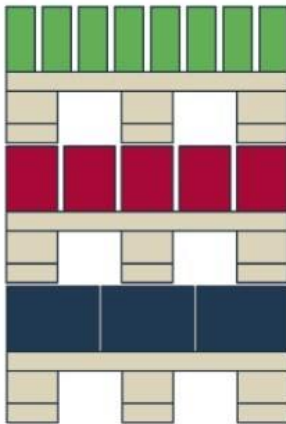
Example set:



## 4.6 Sandwich pallet vs. mixed pallet (LU)

If the volumes allow it, the sandwich pallet is always preferable to the mixing pallet:

Mixing units must be clearly marked. The larger quantity of articles in each case, measured by volume or weight, is to be packed in the lower layers of the pallet. Packages are to be prepared in such a way that access to the contents is not possible without leaving externally visible traces (wrapping with shrink film, excluded black film, strapping tapes, etc.) The film must not cover the forklift receptacles.



4 Sandwich



pallet5 Mixing pallet

## 5. Goods inspection

The inspection of goods is continuous and random. Also 100% checks are common.

Complaints about faulty deliveries and quality defects are accepted up to 12 months after the delivery of the goods. We reserve the right to make complaints even later.

## 6. Exchange devices

The exchange device can only be exchanged if this has been agreed in advance. The exchange must take place at the handover of the goods. Subsequent exchange requests will only be taken into account if they have been unambiguously verified by our employees in the incoming goods department.

**Eligible for exchange:**

Cover

Frame

EPAL



EPAL Exchange Criteria:

[https://europalettentausch.gs1.ch/docs/default-source/default-document-library/poster\\_en\\_epal\\_a0\\_210618.pdf?sfvrsn=5b914926\\_2](https://europalettentausch.gs1.ch/docs/default-source/default-document-library/poster_en_epal_a0_210618.pdf?sfvrsn=5b914926_2)

## 7. Delivery location

The delivery address must always be taken from the order. Different delivery addresses can be defined for individual orders.

**Steinemann AG**  
**Steinemann District Heating / Remcal AG**  
**Steinemann Disinfection / CleanService Group AG**  
**ConVac**

**Wilerstrasse 2180**

**9230 Flawil**

Google Maps Link [:https://goo.gl/maps/n5upZgQjZG3GRdLT7](https://goo.gl/maps/n5upZgQjZG3GRdLT7)

## 8. Delivery times

The delivery times are understood as opening hours in the goods depot. Collection times may deviate from this. Outside these times, no goods will be accepted. Agreements to the contrary are excluded.

<b>OPENING HOURS:</b>	<b>MO -DO</b>	<b>07:00 - 12:00 and 13:00 - 16:30</b>
	<b>FR</b>	<b>07:00 - 12:00 and 13:00 - 15:00</b>

## 9. Shipping notification | Registration

Full loads and overseas containers must be registered and *confirmed* in advance. Deliveries of more than 5 pallets must only be registered in advance. For small consignments and parcel delivery no registration is required.

Your contact will be happy to assist you.

## 10. Supplements

The supplier instruction is to be understood as supplementing existing agreements

## 11. Contact

### **SteinemannAG**

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