



# Transport and packaging regulations

Revision: June 2024

# MÜPRO

## Contents

|                                              |    |
|----------------------------------------------|----|
| 1. Basic principles .....                    | 3  |
| 2. Goods acceptance time .....               | 4  |
| 3. Shipping and transport.....               | 4  |
| 3.1. Choosing the right package .....        | 4  |
| 3.2. Delivery address .....                  | 5  |
| 4. Packaging and Sorting.....                | 5  |
| 4.1. General.....                            | 5  |
| 4.2. Packages.....                           | 5  |
| 4.3. Pallets.....                            | 5  |
| 4.4. Accompanying papers and documents ..... | 7  |
| 4.5. Consignment note.....                   | 7  |
| 4.6. Delivery note and packing list .....    | 8  |
| 4.7. Origin of goods with preferences .....  | 9  |
| 4.8. Certificates.....                       | 10 |

## 1. Basic principles

**MÜPRO Services GmbH uses contract logisticians as logistics service providers for logistical warehouse and dispatch processing. In this context, common transport and packaging regulations have been defined.**

**The following transport and packaging regulations are an integral part of the terms and conditions of purchase and contracts with MÜPRO Services GmbH, irrespective of the agreed delivery conditions. Compliance with them is mandatory. The supplier is responsible for compliance with and implementation of the delivery agreements. A violation of the TuV leads to the creation of a defect protocol, which is included in the supplier assessment. MÜPRO Services GmbH reserves the right to charge the causer for costs incurred due to non-observance of the TuV as well as any resulting processing fees.**

Earlier versions of the Transport and Packaging Regulations are hereby invalidated.

Deliveries to MÜPRO Services GmbH shall be made with the agreed shipping conditions.

Where applicable, transport costs shall be borne by MÜPRO Services GmbH in accordance with the agreed delivery conditions.

The transport and packaging regulations shall lose their validity if MÜPRO Services GmbH stipulates otherwise in individual cases.

We shall only recognise higher transport costs in the event of a change in the mode of dispatch stipulated by these regulations, e.g. air freight, rail express, express parcels, courier services, etc., if such a mode of dispatch is expressly stipulated by MÜPRO Services GmbH.

The supplier is free to insure the shipments at his own expense. Insurance costs charged to MÜPRO Services GmbH will not be accepted.

Return shipments (returned goods) are always transported free to the supplier's premises. The costs for returns shall be distributed according to

the polluter-pays principle.

Deliveries must be made on Euro (flat) pallets which are exchangeable in accordance with the EPAL standard (published on the website of the European Pallet Association). Euro pallets will only be exchanged at the handover of goods if they comply with an exchangeable condition in accordance with the EPAL standard. Euro pallets that do not comply with this standard will be handled as disposable pallets. If Euro pallets are not exchanged at the express request of the carrier, they are also regarded as one-way pallets.

Loading aids such as the supplier's own pallets, loan pallets, etc. must be avoided at all costs. Return transport cannot take place.

## 2. **Goods acceptance time**

For details on the goods acceptance times, please refer to the respective orders. There is no goods acceptance on public holidays. A consignment note is mandatory for the acceptance of goods. Deliveries outside the goods acceptance times as well as the non-existence of freight documents will result in the rejection of the consignment!

**Please note that the goods must be advised prior to delivery and that the notification has been confirmed by the unloading point.**

## 3. **Shipping and transport**

### 3.1. **Choosing the right package**

#### **Parcel shipments**

A parcel shipment may not exceed a total weight of 100 kilograms. The maximum weight per parcel is 30 kilograms. However, a parcel shipment may not contain more than 4 parcels. If one of the limits is exceeded, the goods or the parcels must be loaded onto Euro pallets.

#### **Freight consignments (pallet consignments)**

Consignments with a total weight of more than 100 kilograms must always be loaded onto undamaged Euro pallets.

## 3.2. Delivery address

The exact delivery address is specified individually in the order. Other, deviating shipping addresses can be agreed upon.

The order must be observed with regard to the exact delivery and invoice address.

## 4. Packaging and Sorting

### 4.1. General

Sufficient packaging appropriate to the goods and safe for transport must be selected for all types of shipment. Transport damages which are not accepted by insurers due to insufficient packaging shall be borne by the supplier.

Goods must always be delivered labelled with the customer article number, text and quantity. The contents of the individual packaging must correspond to the label.

### 4.2. Packages

When delivering individual parcels, it must be clearly recognisable from the outside who is the recipient and who is the sender. If the consignment consists of several parcels, this must be clearly indicated. The total number of parcels belonging together must be noted on each package:

As soon as a consignment comprises several packages, an individual packing list must accompany each package (see point 5.2.).

A collective delivery note for all packages is not sufficient.

### 4.3 Pallets

All consignments must be delivered on undamaged Euro pallets according to DIN EN 13698-1:2004-01 with basic dimensions of 1.200 x 800 x 144 millimetres (length x width x height).

# MÜPRO



Deviating loading aids are only permitted for the delivery of long goods. For the delivery of items with a length of more than 1.500 millimetres, the supplier must select load carriers and packaging in such a way that safe transport of the goods is guaranteed.

The maximum loading height including pallet is 1.050 millimetres. The total weight per package of 1,000 kilograms must not be exceeded.

The pallets must be joined together without overhangs to form a compact, secured transport unit so that no repacking measures are required by the contract logistics provider. The pallet units must be packed and secured for transport.



Article items may not be distributed in partial quantities over several pallets if they fit as a total quantity on a single pallet.

# MÜPRO

In principle, mixed pallets may be formed. However, each article or batch must be clearly marked and spatially separated from the others so that confusion is excluded.

Non-slip layers of paper or cardboard must be placed between the pallet and the articles as well as between the individual horizontal article layers. Cardboard or a comparable (non-slip) material should also be used to spatially separate vertical item blocks.

If possible, the individual packages on the pallet should be placed so that their labels are visible from the outside.

All mixed pallets that are not obviously recognisable must be uniformly marked as "Mixed Pallet", "Mixed Pallet" or "More than one Article" by a coloured label on top of the pallet or by a similar mark. The same applies to single-variety pallets. These are to be labelled by the note "single-variety pallet" or "One Article".

## 5. **Accompanying papers and documents**

Proper freight and accompanying documents shall be handed over to the contract freight forwarder.

### 5.1. Consignment note

A transport order must be handed over to the forwarder, carrier or logistics service provider for each consignment.

The following details must be included in the transport order:

- Consignor (supplier), address with supplier number
- MÜPRO receiving address
- MÜPRO order number
- Storage location
- Number of packages belonging to the consignment
- Total weight of the consignment
- Delivery or dispatch date of the consignment

## 5.2. Delivery note and packing list

Each consignment must be accompanied by the original delivery note. The delivery note must be attached to the front of the package in a clearly visible position with a delivery note pocket. It must not be included with the freight documents under any circumstances. If a consignment consists of several packages, an individual packing list must also be enclosed with each package.

The consignment details of the delivery note and the packing list are identical - with the difference that the delivery note contains the information on all article items of the complete consignment and the packing list only contains the details of the relevant package. In the packing list, each item should be listed on a separate sheet.

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

- Customer order number and item
- Customer item number
- Item text
- Delivery quantity
- Delivery note number and possibly consignment number
- Storage location
- Pallet number or, if possible, shipping unit number (NVE)
- Item weight
- Country of origin of the goods
- Batch number
- Number of packaging units per item
- Supplier number

if relevant:

- Customs tariff number
- Best before date or date of manufacture
- Dangerous goods class, UN number or packaging group

Partial deliveries must be noted on the delivery note or packing list.

The delivery note number and the customer order number must also be printed as a "Code 128 barcode" on the delivery note and on the packing list.



## 5.3. Origin of goods with preferences

All EU suppliers are generally obliged to submit a long-term supplier's declaration according to Regulation EEC No. 1207/2001. If this is not possible, we expect the submission of an individual supplier's declaration as well as the marking of the respective country of origin of the goods on the delivery note and on the packing list.

Explanations on the labelling of the countries of origin and the corresponding ISO alpha codes can be found on the homepage of the Federal Statistical Office:

[https://www.destatis.de/DE/Methoden/Klassifikationen/Aussenhandel/Laenderverzeichnis.pdf?\\_\\_blob=publicationFile](https://www.destatis.de/DE/Methoden/Klassifikationen/Aussenhandel/Laenderverzeichnis.pdf?__blob=publicationFile)

Further evidence such as certificates of origin must be provided if required.

If the supplier has a long-term supplier's declaration guaranteeing the delivery of EC originating goods, this is indicated on the order by the corresponding origin indicator "E" and is thus required.

Should this not be applicable for certain article items in individual cases, the supplier is obliged according to the declaration to mark these articles on the order confirmation as well as on the delivery note and on the packing list by the note "no certificate of origin", "third country goods" or by an equivalent addition.

Decoding of the origin indicators:

D = Third country

E = European Community

EFTA = European Free Trade Association (=European Free Trade Association)

In the event of non-compliance with this obligation, the supplier shall be liable for any resulting damage to MÜPRO and for any additional claims for foreign customs duties.

## 5.4. Certificates

A copy of requested certificates must be enclosed with the consignment of goods, even if the original is sent to MÜPRO by separate post.