

Packaging- and delivery-requirements Delivery addresses Hart bei Graz and Puntigam

Guideline

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1 Permitted load carriers

- Exchangeable EURO pallets, dimensions (LxWxH) 1200 x 800 x144 mm.
- Four-way or one-way pallets in perfect condition in sizes 600 x 800, 800x 1200 or 800 x 2400 mm.
- If required by the order, pallets meeting IPPC regulations are mandatory.
- Fitted frames 800 x 1200 x 400 mm according to ÖNORM A 5301
- Caution: Fitted frames 800 x 1200 x 200 (foldable) are accepted as load carriers but they are not exchanged.
- Single pack items with a weight greater than 20 kg must be on one of the above-mentioned load carriers.
- Plastic strapping with textured structure. When using this, the packed item must be protected from damage with edge protectors, no exceptions.
- Wire crates are not accepted as load carriers and are not exchanged.

2 Total height and weight of one pallet

- For goods on load carriers measuring 800 x 1200 mm, the weight may not exceed a total of 1000 kg.
- The pallets must be stackable as long as the product permits stacking.
- Components exceeding a length of 2000 mm must be packed on four-way long pallets (800 x 2400 mm).

3 Pack units

- If several different items are packed into one load carrier, they must be clearly separated from each other and clearly labelled.
- If the delivery includes more than one load carrier, each pack unit must be identified by a number (e.g. 1 of 3, 2 of 3, 3 of 3).

4 Filling, glueing, and stacking cartons:

- The packaging must ensure that the items packed as well as the packaging can be transported and stored without being damaged. The packaging must be able to withstand being handled several times during transport.
- Repacks must be in perfect condition.
- The supplier is obligated to pack economically and space-effectively.
- When using dunnage, environmental factors must be considered and packaging trash should be prevented. Only recyclable materials may be used. No composite materials may be used.
- Cartons on load carrier (pallets) may not extend beyond the pallet. The cartons must be protected from slipping and the quantities must be able to be checked.
- The choice of packaging must consider climate factors (moisture, temperature fluctuations, etc.).
- Material that easily slips must be secured both crosswise and lengthwise with strapping.
- The load may not exceed a total height of 1050 mm including the pallet, as long as a single product does not exceed this measurement.

5 Labelling of individual cartons of goods

- The identification on the packaging or secondary packaging must have a clear relation to the delivery papers.
- Only KNAPP labels, stickers or identifiers can be applied to the packaging.

6 Delivery note

- Each shipment must include an original delivery note.
- The delivery note must be applied to the front end of the packing unit, clearly visible inside the delivery note pocket
- The delivery note must declare the following:
 - Highlighted KNAPP order number (e.g. in bold face)
 - ID number
 - Article name
 - Delivered quantity
 - Country of origin
 - Order position
 - Purchaser
 - Weight

7 Bill of lading

- The bill of lading must include the following:
 - Address of the supplier
 - Address of the recipient
 - Number of packs

8 Packing list

- The scope of delivery requires a separate packing list which must contain the following information:
 - Packing unit or pallet number
 - ID number
 - Quantity
 - Number and content of single packs
 - Article name

9 General notes

- Defective re-useable load carriers are not replaced and may not be invoiced.
- The supplier or shipper is responsible for adhering to all relevant legal provisions, for creating the accompanying documents appropriately and for safely storing the delivered goods.
- Expenses that arise in case of non-compliance with these packaging regulations are invoiced or the delivery may not be accepted.
- The packaging shall be included in the purchase price. All damages resulting from inappropriate packaging shall be borne by the supplier.
- When delivering dangerous goods, the existing official regulations, especially the requirements on the type and marking of the packaging must be considered.
- For non-compliance with the packaging requirements and the resulting complaints, there will be an additional charge of EUR 150.-.

10 Delivery regulations

1) Receiving times

The goods-in station is manned at the following times:

Mon. - Thurs. from 07:00 – 12:00
 from 12:30 – 15:00

Fri. from 07:00 – 11:00

Incoming goods can only be received within these times.