

1 Purpose and range of validity

This guideline shall regulate the packaging of materials delivered by external suppliers, if no standard or any other packaging is specified in writing. This guideline is valid for all suppliers of the Lindner Group.

2 Guideline

2.1 Marking of Packaging

Each packaging unit must be marked with one label at least. If the delivery consists of more items, a packing list must be provided. The label shall contain the following information:

1. Order number
2. Position numbers according to order
3. Item number, item description and quantity of the packaging unit
4. Information on dangerous goods

If the delivery contains any dangerous goods it must be clearly labelled on the packaging and the supplier has to guarantee the highest level of safety. Packaging and protection on dangerous goods must meet all legal requirements before being dispatched.

Each packaging unit is to be marked if product damages could occur through overturning.

All products must be protected from slipping out of position by intermediate layers and special cases that transport damages can be prevented. Packing protective corners must be used for fragile materials. Non-returnable package shall be generally used.

2.2 Delivery note

A delivery note must be attached to the whole delivery stating the following:

1. Order number
2. Delivery address
3. Item number and item description
4. Complete quantity of delivery & partial quantity per packaging unit
5. Quantity of packaging units
6. Weight per packaging unit
7. Customs tariff number and origin of goods
8. Where appropriate details on hazardous materials according to legal requirements

The packing slip shall be fixed outside of the packaging unit. Each order (separate order number) has to be packed separately. Orders consisting of several positions each item/position shall be clearly stated on the delivery note.

2.3 Carrier

2.3.1 Lorry

In case of shipment via lorry, the palette dimensions are limited:

max. width	1,20 m
max. height	2,20 m
max. height when stacked	1,10 m

2.3.2 Container

In case of shipment via container, the pallet dimensions are limited:

max. width	1,15 m
max. height	2,20 m
max. height when stacked	1,10 m

2.3.3 Air Freight

In case of shipment via air freight the standard dimensions of the packaging units are limited:

max. length	3,00 m
max. width	2,30 m
max. height	1,60 m

For packaging units beyond 100 kg a stackable packaging in boxes is instructed. Exceeding of the above mentioned measurements is to be coordinated with the „Dispatch department/International” Lindner Group. For any questions regarding suitable packaging please contact our Dispatch Department, Phone: +49 8723 / 20 – 3478.

2.4 Pallets

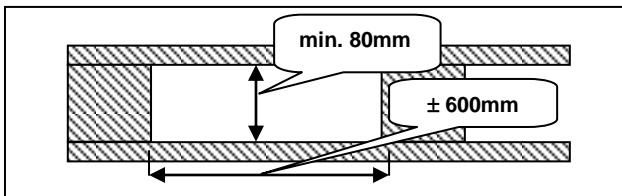
If specifically required in the order the wood packaging shall be carried out as follows:

If solid wood packaging is used, the wood has to be tested according to a registered treatment (such as gassing or heat treatment). The carrying out company has to be officially registered (→ Chip- or OSB-boards, Plywood etc. not included!)

The above stated requirements have to be proofed with marking the packaging through a officially registered company.

2.4.1 Wooden pallet

- Up to 1,200 mm length on wooden pallet
- In general, the pallet has to be chosen larger than the product
- Use of standard pallets
- In case of special pallets the accessibility from two sides shall be guaranteed (for fork lift truck/pallet truck); minimum height 8 cm. The crossbar distance shall be ± 600 mm



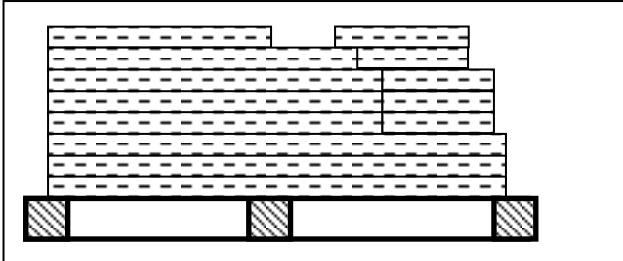
2.4.2 Spacer of timber beams

- Profiles with a length of 1,200 mm → support timbers must be used
- Dimension of timber beams (h x w) min. 80 x 50 mm, over the whole widths of the pile
- Timber beams have to be back-chipped on the underside for strapping (c.f. picture 1)
- Quantity of footboards according to picture 1

Lengths of profile L [mm]	Quantity of timber beams	Bindings per profile lengths
$L \leq 1200$	on wooden pallets	2
$1200 < L \leq 4000$	3	3
$L > 4000$	4	4
$L > 4000$ (optional)	3	5 (1 x per footboard + 2)

2.4.3 Layering, stacking, weight

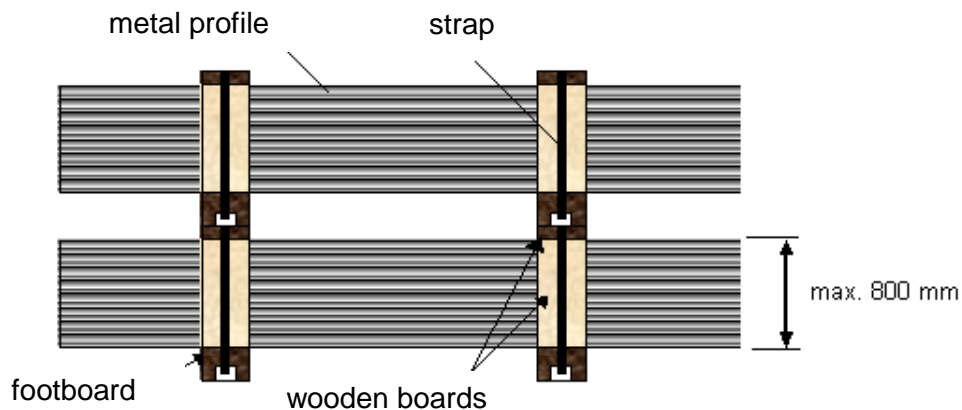
1. The packaging units shall be stacked and arranged equally on the pallet that a necessary stacking might be possible.
2. Maximum weight of a packaging unit is 1,200 kg



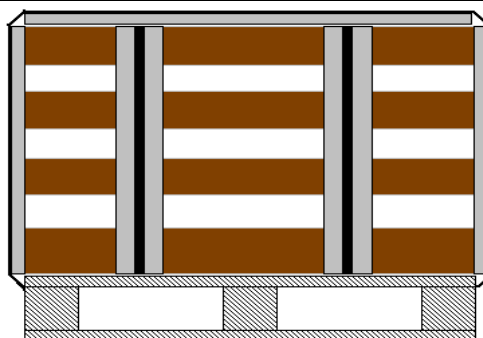
Specifics for profiles

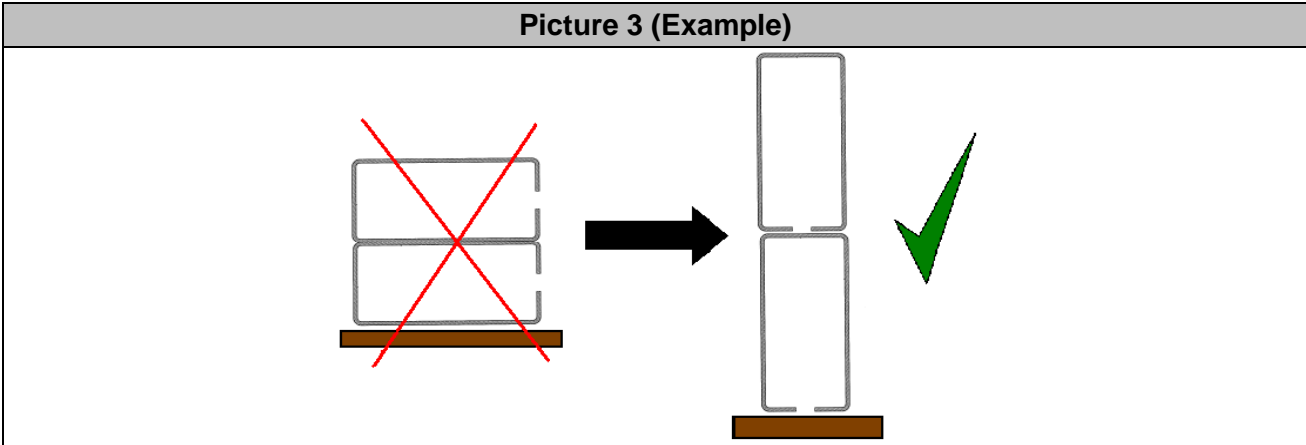
1. Strapping with steel bands
2. Quantity of bindings according to picture 1
3. On the sides and on top has to be a wooden board below the strap to avoid the bands get contracted and the profiles do not get deformed (picture 1)
4. Profiles with $L \leq 1,000$ mm have to be additionally secured on the front side against shifting, either by wooden boards on the front (picture 2) or by means of wrapping them with a stretch film.
5. Max. stacking height: 4 x bunch height
6. Max. layering height per bunch: 800 mm. The layering of the profiles is to carry out either with an opening point at the top or at the bottom (picture 3)

Picture 1






Picture 2





Specifics for glass:

Standard packaging	Special packaging
Glass frame	Forklift appropriate non-returnable wooden box
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px; font-weight: bold; font-size: 24px;">1</div>  </div>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px; font-weight: bold; font-size: 24px;">2</div>  <div style="border: 1px solid black; padding: 5px; margin-left: 10px; font-weight: bold; font-size: 24px;">3</div>  </div>

Orders for reshipment have to be packed on a separate frame and may **not** be mixed with the material destined for production. Glass panels that will be reshipped directly from the dispatch department of Lindner without being repacked have to be packed in fork-lift appropriate non-returnable wooden boxes (e.g.: see picture 2). Multiple orders for the same production unit can be combined to one packing unit (respectively glass frame). Loose parts (e.g.: fittings) have to be packed separately.

3 Noncompliance with the packaging guideline

The supplier guarantees to follow this packaging guideline. This will be checked due to goods inward inspection through the purchaser.

Should goods not be delivered/packed according to the packaging guideline, the purchaser reserves the right to reject those goods as non-contractual. Should damaged or destructed goods be delivered and should the packaging guideline not be followed it will be assumed refutably, that the damage or destruction was caused by wrong or insufficient packaging.

Should additional or consequential charges occur for the purchaser – e.g. through unpacking or additional packaging, additional deliveries, disposal costs, replacement purchase costs or delaying costs – the supplier has to bear these costs, unless he did not pack his goods according to the packaging guideline.