

Objective:

These packaging and shipping regulations define the requirements for **suppliers** when delivering goods in order to ensure smooth processing in goods receiving and safe delivery. The overarching goal is to ensure material availability in the right quality, quantity, at the right time, and in the right place.

Scope:

This specification applies to all suppliers who deliver to HIMA Paul Hildebrandt GmbH.

The supplier is also obliged to observe and comply with these requirements if it commissions logistics service providers to carry out packaging and/or transport to HIMA or if the packaging and delivery is carried out directly by its supplier to HIMA Paul Hildebrandt GmbH.

Related documents:

This document applies in conjunction with:

- HIMA Supplier Code of Conduct (available on the HIMA website)
- HIMA Sustainability Policy (available on the HIMA homepage)
- Packaging Act (VerpackG)

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Requirements for suppliers:

HIMA Paul Hildebrandt GmbH strives for long-term and successful cooperation.

To ensure this, compliance with the following standards is expected:

1.) Transport-safe packaging

Goods must be packaged in such a way that they are effectively protected against damage, external influences, and loss. Packaging and filling materials must be environmentally friendly and selected with sustainability in mind. Suitable ESD-compliant packaging must be used for electrostatically sensitive products. If HIMA has specific transport or packaging requirements, these must be strictly adhered to. All relevant legal standards and labeling requirements (e.g., weight or marking of dangerous goods) must be observed. Deliveries in defective packaging or damaged containers will not be accepted and will be returned at the supplier's expense.

a) Appropriate choice of packaging materials

Sturdy packaging must be used for shipping: heavy goods must be packed in at least double-wall corrugated cardboard boxes, sensitive or moisture-sensitive products in weatherproof plastic boxes, and particularly heavy freight in wooden crates or similar to ensure protection during transport.

Returns (e.g., as part of the extended workbench) must always be made in the same type and condition as the delivery (e.g., pallet → pallet).

b) Inner packaging and padding

Fragile items must be additionally protected with bubble wrap, cavities must be filled with foam (which must be ESD-compatible if necessary), or paper or corrugated cardboard can be used as a more sustainable alternative. Suitable edge protection must be used for the corners and edges of fragile products.

c) Closure and securing

Closures must be secured with parcel tape at least 5 cm wide, ideally with thread reinforcement. For parcels weighing up to 31.5 kg, staples must also be used. For palletized goods (weighing 31.5 kg or more), strapping bands must be used and stretch film or shrink wrap must also be applied.

d) Marking and labeling (see Chapter 2 for examples).

Shipping labels must be clearly legible and contain complete address details. Handling instructions such as "Caution: glass," "Do not stack," or "This side up" must be clearly visible. If necessary, the appropriate hazardous goods labeling (e.g., for chemicals) and battery labeling must be applied in accordance with the GHS/CLP system (Globally Harmonized System of Classification and Labeling of Chemicals), the Battery Act (BattG), and the EU Battery Regulation (Regulation (EU) 2023/1542). Goods weighing 15 kg or more must be labeled with a weight indication.

In addition, the supplier must ensure that different orders or contracts are clearly identified (e.g., by using grouping labels). Partial deliveries must be clearly marked on the delivery note. Faulty goods must also be clearly marked. Sample goods must be clearly identified as such on the package, taking care to ensure that they are **not marked in red with black lettering**.

e) Mandatory information

Relevant information must be provided in full, correctly, and in a timely manner. In particular, the **best-before date** (BBD) must be provided for all products for which such labeling is required. The delivery documents must include the delivery note with the corresponding order number or project number and the correct address. In addition, a packing list must be enclosed, especially for deliveries with multiple packages.

f) Stackability and palletizing

Uniform sizes of the packaged units must be ensured to prevent tipping or instability. Stretch film or strapping bands must be used to stabilize pallets. The weight distribution on the pallet must be such that heavy items are stored at the bottom and lighter items at the top. Goods may only be stacked if they are stackable.

g) Legal regulations and standards

Packaging and shipping must be carried out in accordance with international standards such as ISO 780 and ISO 11607. For the transport of dangerous goods, the requirements of the ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road) must be strictly observed. In addition, the requirements of the Packaging Act (VerpackG) regarding the use of environmentally friendly packaging must be taken into account.

h) Sustainability and the environment

When selecting and designing packaging, ecological considerations must be taken into account in addition to transport safety. Priority must be given to using environmentally friendly, recyclable, reusable, and sustainable packaging materials. Single-use packaging should be avoided. At the same time, it must be ensured that the packaging adequately protects the goods against external stresses or environmental influences such as moisture, vibration, or contamination. The applicable international and national environmental laws, regulations, and standards must be observed (see Supplier Code of Conduct).

When using cardboard packaging, FSC-certified products must be used.

i) Receiving times

Goods may be delivered on normal working days from Monday to Friday between 7:00 a.m. and 3:30 p.m. Later deliveries up to a maximum of 4:30 p.m. are possible by prior arrangement with the warehouse office. Should there be any deviations from this, such as on closing days, this will be indicated separately on the orders. The goods receiving department is generally closed on extended holiday days. Exceptions must be agreed in advance on a case-by-case basis.

Contact:

Warehouse office

Phone: +49 6202 709 178 (Thomas Stubenrauch)

Phone: +49 6202 709 133 (Andre Distelrath)

Email: POLW-lagerbuero@hima.com

2.) Illustrations

The following section shows various ways in which you can implement the handling instructions (see point d.) when labeling deliveries:

- "Top"



- "Tilt"

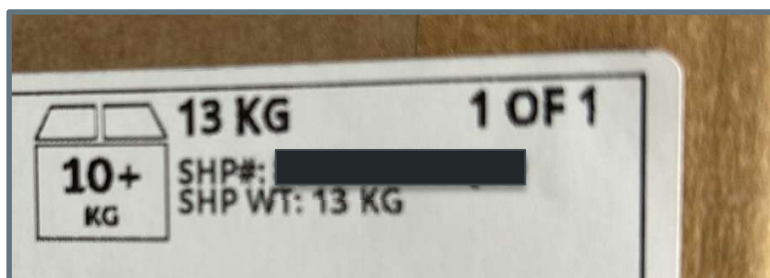


- "Do not load"



- "Caution: Heavy"





- **Battery labeling**



- **Labeling Sample goods**

