

# SHIPPING INSTRUCTIONS FOR SUPPLIERS



A PERFECT ALLIANCE.

## 1. Scope

ODU GmbH & Co. KG  
Otto Dunkel GmbH  
ODU Automotive GmbH  
+ Business unit: Surface technology

## 2. Delivery times

Monday to Thursday from 7 a.m. to 4.15 p.m.  
Friday from 7 a.m. to 12 noon  
Outside the indicated times only by arrangement.

## 3. Delivered condition

The goods must be packed and secured in such a way that they cannot be soiled or damaged during transport.

### 3.1 Weight

The following weights must be observed.  
Goods in EUR wire mesh containers or on EUR pallets max. 1000 kg  
Disposable packaging max. 15 kg (e.g., cardboard box)  
(Disposable pallets are not permitted!)

### 3.2 Dimensions

If not otherwise specified in the order, the following applies:  
Cardboard boxes/disposable packaging on EUR pallets (1200 x 800 mm) are not permitted to stick out over the edge of the pallet, and the max. delivery weight (15 kg) per cardboard box must be observed.  
The height is not permitted to exceed a maximum of 1400 mm.

## 4. Shipping documents

A delivery note must be included with each shipment and it must be clearly visible. Each packaging unit must be marked with material number, number of units and, where applicable, batch.

Each packaging unit must be limited to one type of goods, separated by batch, and delivered with the following information on the delivery note:

- Recipient and order number
- Manufacturer and manufacturer part number
- Our material number, including product name
- Name of the supplier
- Number of units

**(For wooden boxes with bar stock, each packaging unit must be marked with the particular weight. On the accompanying delivery note, the weight in KG and a statement in meters per packaging unit must be given).**

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## 4.1 Inspection documents

Inspection documents are to be enclosed with the goods if they are called for in the order.

## 5. Use of disposable packaging

When selecting the packaging material, the applicable environmental legislation and regulations must be observed. All disposable packaging must be unambiguously and visibly marked with standardized pictograms and abbreviations (in accordance with DIN 6120) or with symbols recognized by the waste management industry. Identifying markings, adhesive/packing tape, labels and material tags are not permitted to limit the recyclability.

## 6. Product-specific packaging

The supplier is responsible for the packaging of materials that require special protection, such as:

Electronic components in ESD-protected containers, racks, straps as specified in DIN EN 61340-5-1

Materials that are susceptible to corrosion in protective containers

Surface-treated materials in packaging that protects the surface (layer pads)

Cost that arise because of a failure to comply with these instructions will be charged to the supplier.