

## Delivery, collection and packaging guideline

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<b>1.</b>	<b>Scope and application</b> _____	<b>03</b>
<b>2.</b>	<b>Deliveries and collections</b> _____	<b>03</b>
2.1	Rules of conduct on the plant premises _____	03
2.2	Delivery and collection address _____	03
2.3	Goods receipt and collection hours _____	03
2.4	Unloading, goods receipt, goods collection, refusal of acceptance _____	04
2.5	Deliveries of non-EU origin _____	04
<b>3.</b>	<b>Cargo carriers and loading aids</b> _____	<b>04</b>
3.1	Cargo carriers _____	04
3.2	Loading aids _____	05
<b>4.</b>	<b>Packaging guidelines</b> _____	<b>05</b>
	Notice to reduce plastic packaging _____	05
4.1	Cartoned and/or palletized goods _____	05
4.2	Pendulum packagings and their return _____	05
4.3	Packaging instructions for hazardous substances _____	05
4.4.	ESD and MSD compliant packaging _____	05
<b>5.</b>	<b>Information accompanying goods</b> _____	<b>06</b>
5.	Labeling of shipping packaging _____	06
5.2	Delivery note _____	06
5.3	Marking of hazardous substances _____	06

## 1. Scope and application

Goods are delivered to CAPTRON Electronic GmbH at the Olching site in accordance with the delivery and packaging guidelines set out below and the statutory regulations and provisions.

These delivery and packaging guidelines in the latest version represent the binding basis for all deliveries to and collections from CAPTRON Electronic GmbH on the basis of orders and pre-arranged returns and retrievals. Without exception, any deviations from these delivery and packaging guidelines must be discussed and agreed in advance with CAPTRON Electronic GmbH.

## 2. Deliveries and collections

### 2.1 Rules of conduct on the plant premises

On the entire premises of CAPTRON Electronic GmbH the rules of the Road Traffic Regulations (StVO) as well as the Road Traffic Licensing Regulations according to § 30 (1) apply. The maximum permitted speed on the entire premises is **10 km/h**.

During the stay on the factory premises of CAPTRON Electronic GmbH, the following requirements apply:

- The instructions of the staff must be followed without fail
- The load must be secured in accordance with the generally applicable regulations of the StVO § 22
- The carrier of the delivering or collecting company is responsible for securing the load.

### 2.2 Delivery address and collection addresses

Unless otherwise stated in the order, the address for deliveries and collections is:

**CAPTRON Electronic GmbH**  
**Johann-G.-Gutenberg-Str. 7**  
**82140 Olching**

### 2.3 Goods acceptance and collection times:

**Monday till Thursday**                      **07:00 till 15:30**

**Friday**    **07:00 till 13:30**

Deliveries at different times or on bridge days must be notified at least two working days before planned delivery date.

Contact person:

Giovanni Lunetto (Supervisor Logistics)

[logistics@captron.com](mailto:logistics@captron.com)

Tel.: 08142/4488-281

## 2.4 Unloading, goods receipt, goods collection, refusal of acceptance

Responsibility for loading and unloading of the goods is always incumbent on the carrier.

Acceptance of goods is generally subject to reservation until final inspection for identity, quantity and intactness. Immediately upon delivery, only a superficial inspection for external intactness shall be carried out. Any damage to the transport packaging or the contents that is evident during the inspection must be noted in writing by the supplier or carrier on the relevant delivery bill or consignment note and signed. CAPTRON Electronic GmbH reserves the right to refuse acceptance of the goods in this case.

### Refusal of acceptance

Following aspects may lead to refusal of acceptance and/or additional costs:

- Non-compliance with the agreed delivery date
- Delivery outside goods receipt opening hours
- unsorted or poorly packaged goods
- missing/illegible delivery note/consignment note
- Deviations between delivery and the number of units shown in the delivery note
- damaged or soiled goods
- wrong delivery address
- non-compliance with packaging guidelines

## 2.5 Deliveries of non-EU origin

All goods originating from non-EU countries must be cleared in accordance with the applicable import customs regulations prior to acceptance and receipt of the goods.

## 3. Load carriers and loading aids

### 3.1 Load carrier

In general, deliveries can be made in or on all common reusable load carriers except lattice boxes. One-way pallets will not be accepted.

- In case of delivery on Euro pallets, these are checked by the goods receiving staff for quality and condition. If the pallets are in perfect condition, they can be exchanged directly.

- In case of delivery on one-way pallets, CAPTRON Electronic GmbH reserves the right to charge the supplier or carrier with the corresponding disposal costs for disposable pallets not removed from the premises.

## 3.2 Loading aids

An electric lifting truck with a load capacity of 1.3 t and a maximum lifting height of 2,900 mm as well as a manual lifting truck are available for unloading. The delivery of goods whose safe acceptance and receipt requires additional equipment must be notified to the logistics management of CAPTRON Electronic GmbH at least five working days before delivery and must be approved (see 2.3 for contact person and address). CAPTRON Electronic GmbH reserves the right to charge the supplier or carrier for any additional expenses incurred as a result.

## 4. Packaging guidelines

CAPTRON Electronic GmbH has committed itself to the continuous reduction of packaging waste, especially from plastic. For this reason, we point out to our suppliers that we also expect a corresponding reduction of plastic packaging from our suppliers. Where possible, alternative, biocompostable packaging materials should be used.

### 4.1 Cartoned and/or palletized goods

In the case of cartoned goods, packages must not bulge on any side and should not exceed a weight of 30 kg. The maximum permissible pallet weight is 1 t.

### 4.2 Pendulum packing and recirculation

Certain products must be delivered in shuttle packaging, which is agreed with the supplier before the first delivery and, if necessary, provided to the supplier by CAPTRON Electronic GmbH before the first or the respective next delivery. The terms and conditions as well as the provision and return process for the shuttle packaging will be agreed with the respective supplier in advance. In the case of delivery in the supplier's own shuttle packaging, this must be marked with the name of the supplier.

### 4.3 Packaging guidelines for hazardous substances and dangerous goods

The delivery of hazardous substances and dangerous goods may only be made in packaging intended and approved for this purpose. The goods must be marked accordingly (see item 5.3).

### 4.4 ESD and MSD compliant packaging

The delivery of electromagnetically sensitive products such as assembled boards etc. must be made in ESD-compliant individual or utility packaging. Unless otherwise specified by CAPTRON Electronic GmbH, the requirements for ESD protective packaging according to IEC 61340-5-3 must be selected. For moisture-sensitive devices (Moisture-Sensitive-Devices), the packaging requirements according to J-STD-033 or J-STD-20 (JEDEC) must be selected. Please also refer to our ESD guideline, which can also be found in the download area for collectors and suppliers.

## 5. information accompanying the goods

### 5.1 Labelling of shipping package

All delivered packages and pallets must have a label that contains the following information:

- Sender with complete address
- Recipient with full address
  
- CAPTRON order number/order number
- Package number

In the case of cartonized goods, the lacing must not cover the label. In case of palletized goods, the label must be applied on the front side of the respective pallet.

Rejects must be clearly marked as such and packaged separately.

Samples or release samples must be clearly marked as such and delivered in a separate package.

### 5.2 Delivery note

All shipments must include a delivery note containing at least following information:

- Supplier/consignor with complete address
- Recipient with full address
- Delivery date
- Item number
- CAPTRON order number in plain writing and barcode
- exact number of delivered packages (cartons, pallets, etc.),
- If applicable, number of pieces per pallet, number of pallets per article, article description (short title)

The delivery bill must be handed in by the carrier upon delivery to the goods receiving department. If a shipment consists of several packages, a delivery bill must be enclosed with all packages. Alternatively, a packing slip can be used here, which only contains the information about the respective package.

### 5.3 Labeling of hazardous substances and dangerous goods

Hazardous substances or hazardous goods within the meaning of the German Ordinance on Hazardous Substances (GefStoffV) must be properly and visibly marked **on both the delivery bill and the goods**. The associated safety data sheet must comply with the applicable REACH regulations and must be provided to CAPTRON Electronic GmbH either in paper form or electronically free of charge no later than on the day of the first delivery of the hazardous substance in question.