

<b>QM-Handbuch</b>	<b>05 AB 10 Packaging regulations</b>
<b>Packaging and Shipping Regulations</b>	Revision 01
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## 1. General

These general packaging and shipping regulations apply to Horn GmbH. They form the basis for ensuring a smooth process for material unloading, acceptance, and internal forwarding. They replace the previously valid "Shipping Regulations for Deliveries from Domestic and Foreign Suppliers". Existing special agreements take precedence and supplement these packaging and shipping regulations. Deviations from these regulations require our explicit approval. Any costs incurred as a result of non-compliance shall be borne by the supplier.

## 2. Delivery / Transport

### Delivery Address

Unless otherwise stated in our order, shipments must be sent to the following address:

*Horn GmbH, Gewerbestrasse 14, 78244 Gottmadingen, Germany*

### Delivery Times

Monday to Thursday: 08:00–12:00 and 13:00–15:30

Friday: 08:00–13:00

Deviations from these delivery times are only possible by agreement with our Purchasing Department!

### Insurance

Transport insurance is taken out by the shipper.

### Dangerous Goods

Goods classified as dangerous within the meaning of the dangerous goods regulations may only be delivered in the morning until 11:30!

### Collection Notifications

Ex works shipments must be registered with our Purchasing Department, including dimensions and weight:

[einkauf@horngmbh.com](mailto:einkauf@horngmbh.com)

or

+49 7731 7803 0

For transports carried out contrary to our regulations using third-party forwarders, we will only reimburse freight costs that we would have had to pay our contracted carriers based on existing special agreements.

Free domicile transports are at the discretion of the supplier.

## 3. Type of Packaging

The supplier is responsible for selecting packaging material of sufficient quality and a functional packaging design. Packaging must be adapted to the expected transport, storage, and environmental conditions and provide adequate protection against damage and contamination.

Packaging materials must be environmentally friendly in accordance with DIN EN ISO 14001, reusable or recyclable, and sulfur-free. Mixed packaging materials are only permitted if they can be separated manually. Material identification must be carried out using abbreviations in accordance with DIN EN ISO 1043-1. For disposable packaging, only oil-, silicone-, and lint-free polystyrene is permitted as bulk filling material. Packaging aids should be avoided wherever possible, while still ensuring adequate protection of the parts.

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### Other Requirements

Parts and packaging materials must be easy to remove, cleanable (for reusable packaging), dimensionally stable, and load-bearing in accordance with expected loads. Disposable or reusable packaging may be used. Depending on delivery volume, distance, and economic efficiency, reusable packaging is to be preferred.

### Provision of Packaging by Supplier

To ensure reliable return of empty containers, labeling and marking "Property of Company John Doe" or prior notification during collection registration is required.

### Provision of Packaging by Horn

Only upon request and if required for the product!  
Inventory recording (annually or upon request) must be carried out in cooperation with our Purchasing Department. The supplier is responsible for inventory management within their area of responsibility (from the factory gate). The supplier is responsible for requesting reusable packaging from Horn.

### ATTENTION

Pallets and mesh boxes must be in perfect condition. Bent or broken feet or boards, as well as dented walls or frames, cause disruptions in the warehouse system and cannot be used and will be charged accordingly. Load carriers must not be labeled or stickered. Old labels and tags must be removed. Goods must not overhang. Strapping is only permitted using plastic strapping. Edge protection is required. Stretch film is only permitted if the wrapped goods (including pallet) are additionally strapped. Maximum load must correspond to the design of the load carrier but must not exceed a total weight of 1,000 kg.

## 4. Accompanying Documents / Labeling

The delivery documents and invoice must state our order number, article number, delivery address, shipping origin, number and type of packages, gross and net weight, and, in the case of bulky shipments, the cubic capacity. For homogeneous deliveries, one goods label must be attached per load unit. For mixed shipments, a packing list must be provided for each packaging unit. Existing old or invalid labels must be removed. Where possible, identical parts must be packed in one load unit.

### Labeling of Packages (Smallest Closed Packaging Unit)

Exactly one label must be attached to each package.

Minimum information on the package label:

- Order / purchase order number
- Horn article / material number
- Description
- Production date and/or batch number
- Quantity
- Supplier name and supplier number

### Attention for Reusable Containers

The label must not be larger than DIN A5 (special agreements excluded). Required documents must be enclosed.

## 5. Delivery Note

A delivery note must be attached to each delivery on the long side of the shipping unit, easily accessible in a delivery note pouch. The delivery note must include:

- Each order item requires a separate delivery note item
- Each delivery note item should correspond to one packaging unit where possible and must have a clearly legible delivery note number
- Horn order number
- Horn article / material number
- Supplier part number and order description
- Number of packages with respective contents
- Additional marking for partial or supplementary deliveries
- Certificates if required or contractually agreed

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## 6. Waybill

Each waybill must contain the following information:

- Type and number of load units
- Number of packages per load unit
- Shipper / destination
- Exact weight of the load units
- Date of dispatch
- Exact delivery address
- Delivery note number
- Order number
- For customs goods: dispatch note number

## 7. Cleaning

To ensure a smooth production process, clean supplied parts must be delivered in clean transport containers. Each supplier is therefore obliged to keep their transport equipment clean and to clean it if necessary. All adhering items (e.g. old labels, adhesive tapes, etc.) must be removed. Specific properties such as tightness or ESD suitability (ESD = electrostatically sensitive devices) must not be altered by cleaning agents.

## 8. Contact

Purchasing Department, Horn GmbH  
[einkauf@horngmbh.com](mailto:einkauf@horngmbh.com)

or

+49 7731 7803 0