

A detailed view of a modern industrial conveyor system. The system is composed of multiple levels of rollers and metal frames, all painted in a vibrant green color. Several green plastic bins are positioned on the rollers, moving along the conveyor. The background shows more of the facility, with various pipes, cables, and structural elements. The lighting is bright and even, highlighting the clean and organized nature of the equipment.

## SUPPLY REGULATION FOR SUPPLIERS

# CONTENTS

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<b>1   THE „SUPPLIER DELIVERY NOTE“ REQUIREMENT</b>	<b>S. 3</b>
1.1 Minimum information	S. 3
1.2 Origin of goods	S. 4
<b>2   THE „SUPPLIER COLLI PALLET“ REQUIREMENTS</b>	<b>S. 5</b>
2.1 Attaching the supplier delivery note	S. 5
2.2 The „Pallet“ load	S. 5
2.3 The „pallet“ load carrier to be used	S. 6
2.3.1 EURO pallet DIN EN 13698-1:20013698-1:2003	S. 6
2.3.2 One-way pallets and other load carriers	S. 7
2.3.3 „Pallet“ load carrier properties	S. 7
2.4 „Pallet“ transport, delivery	S. 8
<b>3   THE „SUPPLIER COLLI PARCEL“ REQUIREMENTS</b>	<b>S. 9</b>
3.1 Attaching the supplier delivery note	S. 9
3.2 The designation „parcel“	S. 9
3.3 The „parcel“ load“	S. 9
3.4 The „parcel“ packaging material to be used	S. 11
3.4.1 The „parcel“ packaging properties	S. 11
3.5 „Parcel“ transport, delivery	S. 11
<b>4   REQUIREMENTS FOR „SUPPLIER ARTICLE PACKAGING“</b>	<b>S. 12</b>
<b>5   RECEIVING TIMES FOR GOODS</b>	<b>S. 13</b>

# SUPPLIER DELIVERY NOTE

## 1 | THE „SUPPLIER DELIVERY NOTE“ REQUIREMENT

### 1.1 Minimum information

The supplier delivery note is the basis for the clear identification and efficient processing of supplier consignments, supplier deliveries and items.

When any of the information as given in the following is missing, the supplier consignment cannot be accepted and will further lead to a complaint.

**FIRMENNAME**

**LIEFERSCHEIN** Seite 1

Paket: 1ZR458896668110370  
 Nett: 3.25 Gross: 3.38 Kgs

Kellner & Kunz AG  
 Boschstrasse 37  
 4601 Wels  
 Tel: 07242 4840

Bestelldatum: 08-06-2011 Datum: 08-06-2011  
 Unsere Lieferanten-Nr.: 865716  
 Bestell-Nr. des Auftraggebers: 4500899082D  
 Bestell-Nr. des Warenempfängers:  
 Unsere Auftrags-Nr.: 3498157 Kunde Nr.: 92741 Lieferschein Nr.: 4002864216  
 Sachb.: Markus Mustermann  
 Tel.: 07245 123 456-78  
 E-mail: markus.mustermann@gmx.at

Bemerkungen:

Pos.	Bezeichnung der Lieferung	Ref.No.	Bestellmenge	Auslieferung
0010	A1222-2 2/49/24/2 JOBBERS LENGTH DRILL UFL 9634 000110000 1 Chargen. Nr.	E641809 001	20	20
0020	A1222-1.6 1,6/43/20/1,6 JOBBERS LENGTH DRILL UFL 9634 000109000 1 Chargen. Nr.	E641810 001	20	20
0030	A1222-4 4/75/43/4 JOBBERS LENGTH DRILL UFL 9634 000111000 1 Chargen. Nr.	E641811 001	20	20

Anzahl Colli gesamt

**Kellner & Kunz AG order no.**

The supplier's **supplier no.** as given by the Kellner & Kunz AG **barcode:** code 128 or code 39

The supplier's **delivery note no.** **barcode:** code 128 or code 39

The Kellner & Kunz AG **order position no.**

The Kellner & Kunz AG **article no.**  
 The Kellner & Kunz AG **article description**  
 Order and delivery quantity

The supplier's **batch no.**

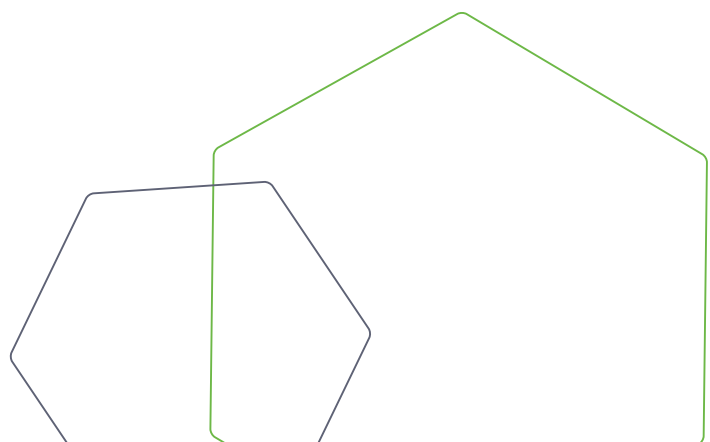
**Total number of collis** in reference to the **supplier delivery**

If any articles have an expiry date, the best-before or production date needs to be quoted for every delivery note position.

## 1.2 Origin of goods

(1) The supplier is obliged to declare truthfully the origin of the goods using one of the options described below:

- **Option 1:**  
Long-term supplier's declaration
  - **Option 2:**  
Individual supplier's declaration on the delivery note / packing list for each delivery item
  - **Option 3:**  
Origin information on the delivery note / packing list for each delivery item together with an individual supplier's declaration on the invoice
  - **Option 4:**  
Origin information on the delivery note / packing list for each delivery item and no individual supplier's declaration on the delivery note or invoice: If needed, a legal proof of origin (individual supplier's declaration for EU origin / certificate of origin for third country origin) for these items shall be requested from the supplier in accordance with the information provided.
- (2) The description of origin "EU" or "third country" is not sufficient for a long-term supplier's declaration and an individual supplier's declaration. The exact country of origin is required, for example "DE" for Germany or "TW" for Taiwan according to the ISO-Alpha-Code.
- (3) The long-term supplier's declaration is to be sent unprompted for first delivery of an article at least one week before the delivery date of the goods and, in the event that a follow-up long-term supplier's declaration is presented, at least four weeks before expiry of the valid long-term supplier's declaration to the following contact details:  
[einkauf@reca.co.at](mailto:einkauf@reca.co.at)
- (4) Additional evidence such as certificates of origin must be provided free of charge upon request.
- (5) If the supplier breaches the aforementioned duties, it shall bear the costs for all expenditure and damages, and all disadvantages (e.g. subsequent demands for foreign import levies, fines) incurred by Kellner & Kunz AG. This shall not apply if the breach of duty is not the fault of the supplier.
- (6) Notes on labelling of the countries of origin and the corresponding IOS-Alpha-Codes can be viewed on the home page of the Federal Office for Statistics.



# SUPPLIER COLLI PALLET

## 2 | THE „SUPPLIER COLLI PALLET“ REQUIREMENTS

### 2.1 Attaching the supplier delivery note

Without exception outside on the pallet in a delivery note slipcase

### 2.2 The „Pallet“ load

- Maximum weight of good incl. pallet

950 kg

The **weight** has to be **spreaded evenly** on the pallet.

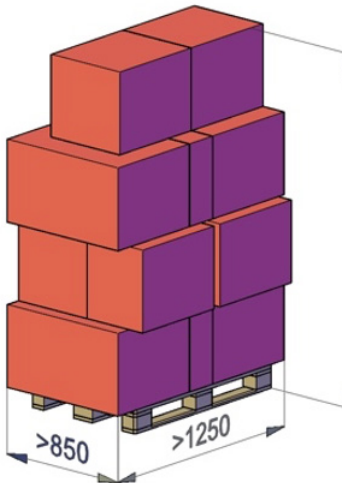
- Maximum load height

2,000 mm (incl. pallet)

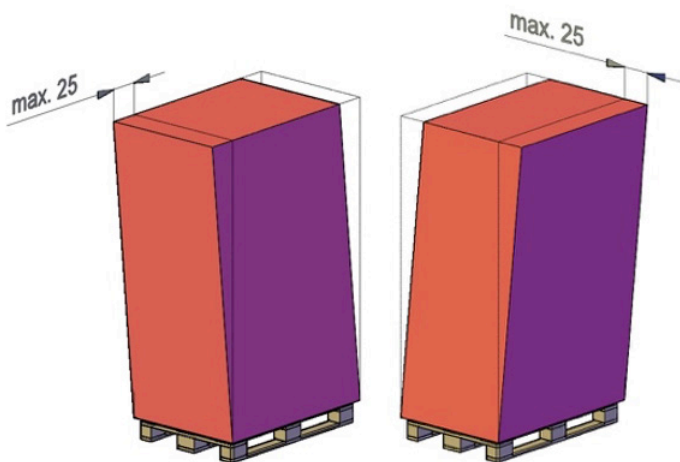
- No overloading

The **articles** must be positioned on the pallet so that they **do not overhang**.

This also concerns loose **wrapping foils**, which can activate the control sensors of our conveyor falsely.



- Maximum inclination



**25 mm at all sides**

The items must be positioned on the pallet so that the load inclination in relation to the pallet is 25 mm maximum.

- Load securing requirement



Articles with low weight, which are difficult to stack or slip easily on the pallet, need to be secured with **wrapping foil** as minimum protection against slipping.

The wrapping foil must be **applied tightly** starting from the upper edge of the load carrier.

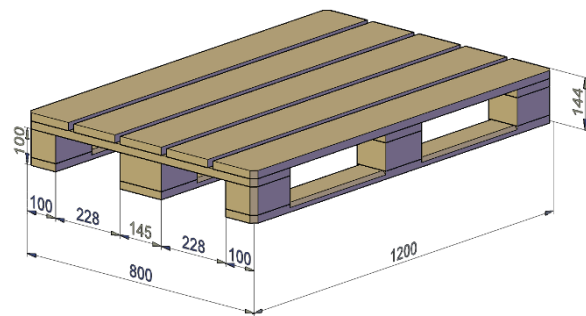
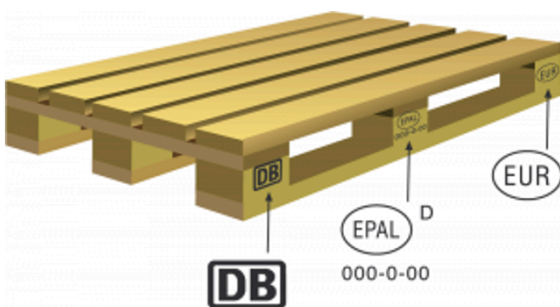
Wrapping foil in the lower parts of the pallet lead to interferences with the control sensors of the pallet conveyors.



**Bulk packed goods** need to be secured with strapped **one-way pallet frames**.

## 2.3 The „pallet“ load carrier to be used

### 2.3.1 EURO pallet DIN EN 13698-1:2001/3698-1:2003

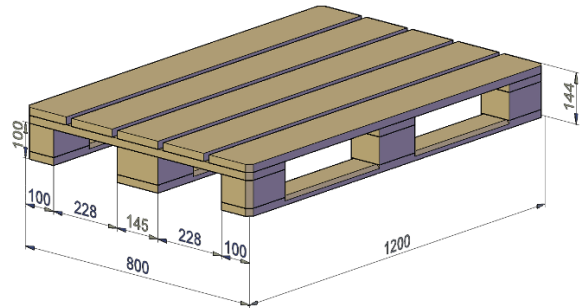


Dimensions	Length [mm]	Width [mm]	Height [mm]
	1200	800	144

### 2.3.2 One-way pallets and other load carriers

One-way pallets and other load carriers may only be used when the external dimensions and the base geometry **comply exactly** with the **EURO pallet dimensions**.

The stability of these one-way pallets and other load carriers must assure secure transport on the pallet conveyor system and secure storage in the high rack warehouse.



Dimensions	Length [mm]	Width [mm]	Height [mm]
	1200	800	144

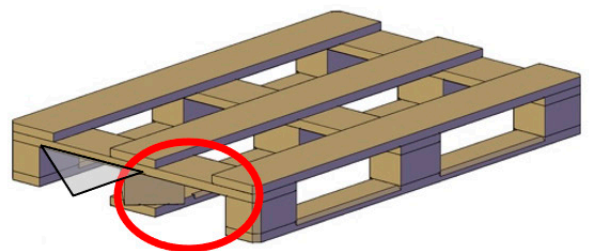
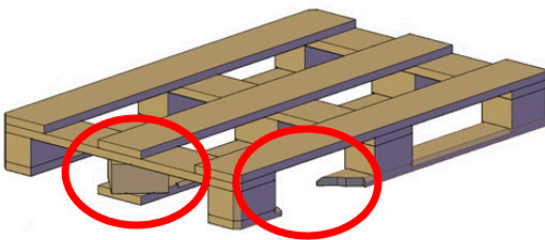
### 2.3.3 „Pallet“ load carrier properties

- **Maximum permissible bending**
- **Condition of the load carrier**

10 mm at the maximum transported weight

The **base** of the pallet must **not** have **any damages**.

The **base-foot clearance** must not be **blocked** by nails, wrapping foil or broken cover boards.



## 2.4 „Pallet“ transport, delivery

- **No stacking**
- **Vehicles to be used** Maximum inclination

In order to avoid any damage to the articles, the colli **must not be stacked**.

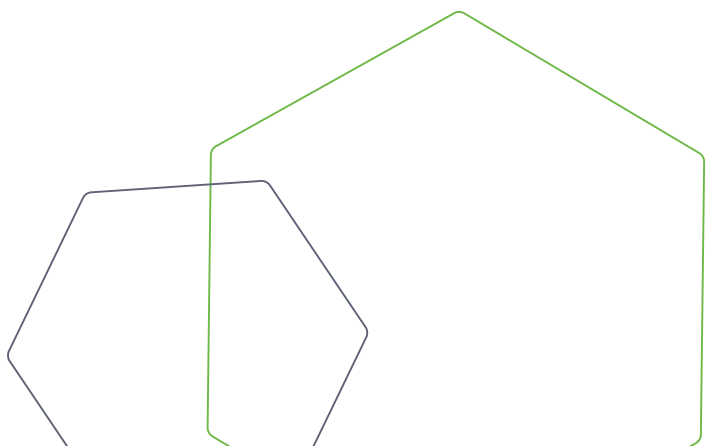


**Small vans** and **mini buses** cannot be unloaded at the ramps for technical reasons.

Trucks, interchangeable body systems and containers can **only** be unloaded from the **front** and not sideways.

Height of unloading ramps = 1.240 mm

Adjusting range ± 300 mm





# SUPPLIER COLLI **PARCEL**

## 3 | THE „SUPPLIER COLLI PARCEL“ REQUIREMENTS

### 3.1 Attaching the supplier delivery note

### 3.2 The designation „parcel“

- Address sticker
- Colli numbering

An address sticker must be attached on **every parcel**. This in particular when the supplier delivery consists of multiple parcels.

**Every parcel** has to be numbered in reference to the **total number** of parcels in the supplier delivery (parcel x out of y).



- Colli weight data

The **colli weight** has to be shown on each parcel

### 3.3 The „parcel“ load“

- Maximum weight

**25 kg**  
The weight must be spread evenly in the parcel.

- Required load securing

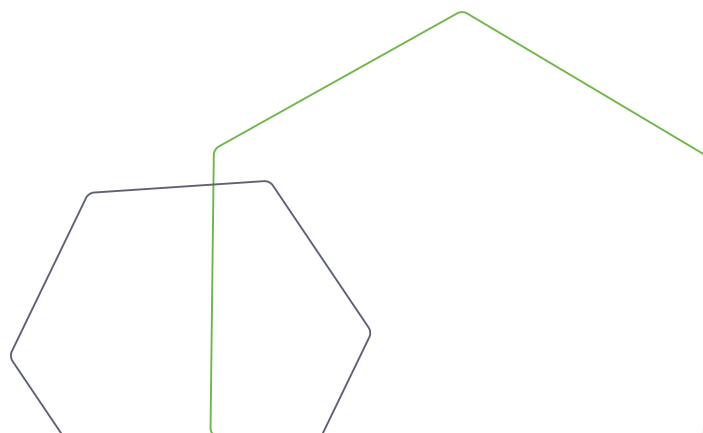


All parcels have to be stuck with **adhesive tape**.

All parcels with a weight of 10 kg and more need to be strapped with **packaging tape**.



The **articles** in the parcel need to be secured **against slipping** during transport and also against **damage** by appropriate measures (e.g. by using air-cushioned filling material).



### 3.4 The „parcel“ packaging material to be used

#### 3.4.1. The „parcel“ packaging properties

In order to ensure adequate protection, the packing has to be adapted according to the weight and the properties of the dispatched goods.

The cardboard packaging must be qualified for use as transport packaging and on fully automated conveyor lines as used in parcel service facilities.

The packaging has to bear a drop from 80 cm height without causing any damage to the the corners, edges and surfaces of the parcel.

When transporting pressure and impact sensitive or heavy goods it is required to use at least double corrugated cardboard to ensure safe transport.

### 3.5 „Parcel“ transport, delivery

- **Stacking**

In order to rule out any damage to the articles parcels and collis may only be **stacked** up to a **maximum height** of **1,500 mm**.

parcels marked „caution fragile“ must not be stacked.

- **Vehicles to be used**



Small vans and mini buses can be unloaded using a lifting platform.

The ramp can be lifted down to the ground floor.

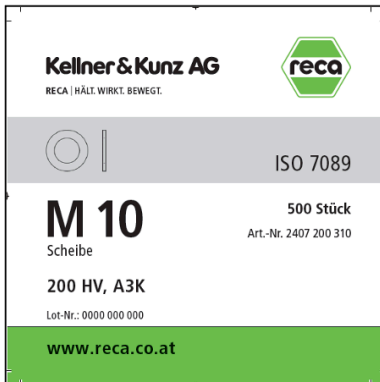
Height of goods receipts ramp = 1,240 mm

Adjustable range - 1,240 mm

# SUPPLIER ARTICLE PACKAGING

## 4 | REQUIREMENTS FOR SUPPLIER ARTICLE PACKAGING

- Article label



In order to identify the article clearly, the article label on the article packaging must include the name and specification for this article as shown on supplier delivery note as a minimum requirement. In the best case the Kellner & Kunz AG article number and description are shown on the label

- Article packaging



The article packaging has to be **firmly stuck down with an adhesive tape** or provided as a lockable and stable strap **without exception**.

The **quality** of the article packaging has to be selected to match the **weight** and the **properties** of the article.

The article packaging has to be qualified to be used as **sales packaging** that is **dispatched by parcel services without any problem**.

When the parcel contains very small parts it has to be avoided that the parts can fall out.

**Oiled** or greased **articles** need to be packed **additionally** in **plastic bags**, in order to prevent any damage to the outer article packaging.

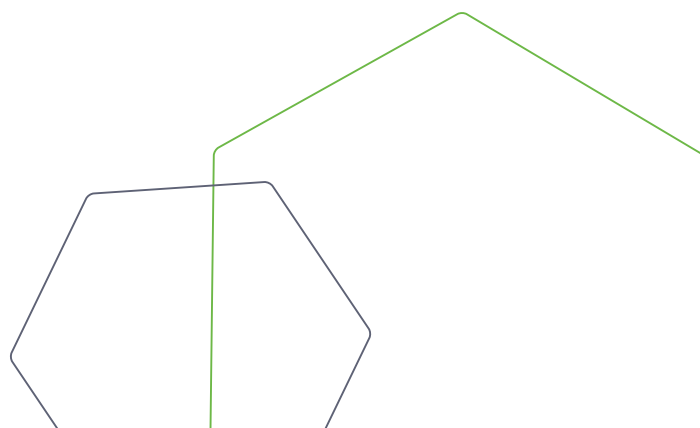


Due to the size of our storage containers, the **maximum allowable dimension for item packaging** is **560 x 365 x 300 mm (L/W/H)**. Deviations are only allowed if the product itself is larger or the agreed upon packing unit requires a larger dimension.

# RECEIVING TIMES FOR **GOODS**

## 5 | RECEIVING TIMES FOR GOODS

- Monday to Thursday      06:00 to 14:00
- Friday                      06:00 to 11:00





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### NIEDERLASSUNGEN

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