Kellner & Kunz AG

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L O G I S T I C S

"Supply Regulations for Suppliers"

Boschstrasse 37 | 4601 Wels | Austria

Supplier colli PALLET

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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 articles.

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.

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.

Supplier colli PALLET

The "supplier colli PALLET" requirements

1.2   Attaching the supplier delivery note

Without exception **outside** on the **pallet** in a delivery note slipcase

1.3   The "Pallet" load
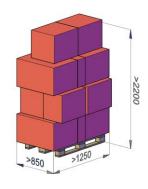
● **Maximum weight of goods incl. pallet**

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

● **Maximum load height**

2,000 mm (incl. pallet)
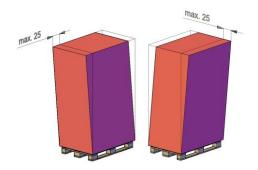
● **No overloading**

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.
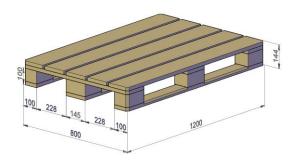

Bulk packed goods need to be secured with strapped **one-way pallet frames**.

1.4 The "pallet" load carrier to be used

1.4.1 EURO pallet DIN EN 13698-1:20013698-1:2003

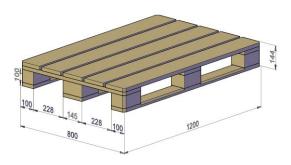
Dimensions	Length [mm]	Width [mm]	Height [mm]
	1200	800	144

1.4.2 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

1.4.3 "Pallet" load carrier properties
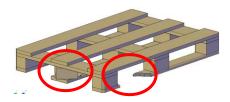
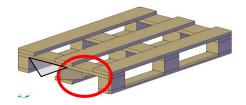- **Maximum permissible bending**   **10 mm** at the maximum transported weight

- **Condition of the load carrier**   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.

1.5 "Pallet" transport, delivery

● **No stacking**

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

● **Vehicles to be used**

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

2 The "supplier colli PARCEL" requirements

2.1   Attaching the supplier delivery note

Without exception **externally** on the **colli** in a delivery note slipcase

2.2   The designation "parcel"

● **Address sticker**

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

● **Colli numbering**

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

2.3 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).

2.4 The "parcel" packaging material to be used

2.4.1 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.

2.5 "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

3 Requirements for "supplier article packaging"

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.

4 Receiving times for goods

- **Monday to Thursday**   06:00 to 14:00

- **Friday**   06:00 to 11:00