

Transport and Packaging Regulations (TPR) of Ganter Interior GmbH

Ganter Interior GmbH has been AEO F certified since 27 June 2013.

Current as of: January 2014

Goods receiving hours at Ganter Interior GmbH are Monday – Friday, 7.30 a.m. – 12.30 p.m. and 1.00 p.m. – 4.00 p.m. Goods are not received on public holidays or weekends.

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Directorate General Customs and Taxation
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1. Basics

The following Transport and Packaging Regulations (TPR) form part of the Terms and Conditions of Purchase and contracts with Ganter Interior GmbH, regardless of the agreed terms of delivery. Compliance is mandatory. The supplier is responsible for ensuring the TPR are complied with and implemented. Possible breaches may have a negative impact on the supplier evaluation. Ganter Interior GmbH reserves the right to pass on to the supplier all costs arising from a failure to comply with the TPR, including the resulting processing fees.

- 1.1. Earlier versions of the TPR hereby lose their validity.
- 1.2. Deliveries made to Ganter Interior GmbH and to all establishments belonging to Ganter Interior GmbH must follow the agreed shipment conditions.
- 1.3. Ganter Interior GmbH will, if applicable, pay transport costs in accordance with the agreed terms of delivery.
- 1.4. The TPR are no longer valid if, in an individual case, Ganter Interior GmbH makes other specifications.
- 1.5. The supplier may insure shipments at its own expense.

However, insurance costs invoiced to Ganter Interior GmbH will not be recognised.
- 1.6. Deliveries must be made using means of transport that are adapted to the goods.

2. Shipment and transport

2.1. Framework conditions between supplier, logistics service provider and Ganter Interior GmbH

- 2.1.1. In the case of "carriage forward" and "ex works" shipment conditions, transport must be performed by haulage firms contracted by Ganter Interior GmbH.
- 2.1.2. Higher transport costs arising from transport by a service provider that has not been specified by Ganter Interior GmbH must be borne by the supplier.
- 2.1.3. Deviations and special cases concerning the assumption of costs must always be agreed in advance with the responsible contact person of Ganter Interior GmbH.
- 2.1.4. Special and express deliveries must be approved by the responsible administrator.
No special deliveries may be performed at the expense of Ganter Interior GmbH without written authorisation – Ganter Interior GmbH must always be given written notification of special deliveries in advance. Costs for special deliveries will be allocated according to the cost causation principle.

2.2. Notification of readiness for shipment

2.2.1. The following details must be passed on to the project manager in good time in order to ensure efficient transport planning:

- Type of package (loading equipment)
- Number of packages and their dimensions
- Gross weight of each package
- Type of delivery (parcel delivery or freight shipment)
- Deviating loading points

2.3. Choosing the right type of shipment packaging

2.3.1. Parcel deliveries

2.3.1.1. A parcel delivery may not exceed a gross weight of 30 kg in total.

2.3.2. Freight shipments

2.3.2.1. Shipments with a total weight exceeding 30 kg must always be loaded onto undamaged pallets. Unless Ganter Interior GmbH has issued special instructions, these shipments will be transported on a part-load basis. The consignor is responsible for ensuring that suitable packaging is provided for each part load; see also 3.3 and 3.4.

2.3.2.2. Shipments of goods that are transported directly from construction sites must be packed on disposable load carriers. These load carriers may not be exchanged.

Only deliveries that are transported directly to Ganter Interior GmbH may be packed on EUR-pallets. These EUR-pallets will be exchanged over the course of the delivery or at a later point.

2.3.2.3. The packages must be handed over to the contracted logistics service provider only. Shipment costs will be settled between Ganter Interior GmbH and the service provider.

2.3.2.4. Packing of goods in special containers (glass racks, grid boxes, dangerous goods containers) must be specially agreed with the project manager. See also 3.4.

2.4. Shipment of dangerous goods

The regulations for the transport of dangerous good and limited quantities [LQ] must be strictly observed. The supplier is liable for any losses resulting from the non-observance of legal regulations,

in particular the provisions of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) valid at the time of transport.

- 2.4.1. Only containers approved in accordance with the regulations for the individual ADR dangerous goods classes may be used to transport dangerous goods.
- 2.4.2. The required ADR transport documents must be given to the haulage firm.
- 2.4.3. All packages must display the prescribed dangerous substance label.

2.5. **Delivery address**

- 2.5.1. The exact delivery address will be supplied in the order or specified by the project manager. All packages must be provided with the delivery address.

3. **Packaging**

3.1. **General**

For all modes of transport, the packaging used must be sufficient in amount, suitable for the goods in question, and safe for transportation. Costs for damages to goods in transit that are not recognised by insurers due to inadequate packaging will be borne by the supplier.

- 3.1.1. Goods must be adequately labelled as in the delivery note.
- 3.1.2. In general, deliveries of partial quantities should be avoided. If the target quantity cannot be delivered by the agreed date, delivery of a partial quantity must be cleared with the project manager. The delivery documents must be adapted accordingly.
- 3.1.3. A protective gap of at least 1 cm between the goods and the sides of the container should be provided when packing goods into closed containers (boxes, crates). Bubble wrap, air cushions, polystyrene and paper are suitable for cushioning and protecting the goods. Edge protectors should also be used for larger goods, in particular goods that are transported on a part-load basis.

3.2. **Parcels**

- 3.2.1. Always use new boxes. Used boxes may have lost their protective function.
- 3.2.2. Pack cardboard boxes in such a manner that they are safe from manipulation. Possible attempts to gain access to the boxes must be immediately detectable (packaging or strapping is damaged).

- 3.2.3. Parcels must be labelled with the details of the consignor and the recipient (orderer). It must be evident if a shipment consists of several parcels.

Example:



- 3.2.4. If a delivery consists of several parcels, a package list detailing the quantities per box must be provided along with a delivery note detailing the total quantity.

3.3. Pallets

- 3.3.1. All goods must be delivered on undamaged pallets.
- 3.3.2. Pallets must be securely packed in a way that is safe for transport. They must be fitted together into one compact, secured transport unit with no protruding edges.

Example:



3.3.3. Articles may not be distributed in partial quantities across several pallets if they can all fit together on one pallet. Pallet labels must be clearly visible.

3.3.4. The shipment's weight must be evenly distributed on the pallet so that it does not topple over during loading and unloading.

3.4. Special packaging

3.4.1. **Wooden boxes**

3.4.1.1. Deviating loading equipment may only be used for debris or long goods, or for goods that are to be shipped onwards by air or sea freight (see 3.5).

For the delivery of articles that are longer than 120 cm, the supplier must select load carriers and packaging that will guarantee safe transport of the goods.

3.4.1.2. Wooden boxes must be joined using screws; nails may not be used. They must also be secured with strapping tape.

3.4.1.3. Wooden boxes must be constructed so as to be suitable for transport by forklift. Ideally, they should be accessible from both sides.

3.4.1.4. Any necessary warning signs should be sprayed in a clearly visible manner on the wooden boxes.

Example:



3.5. Air and sea freight shipments

3.5.1. Shipments intended for transport by air or sea freight should generally be packed in wooden boxes. The import regulations with regard to wooden packaging in the destination country must be observed. Any prescribed methods of treating wooden packaging that exist in the destination country must be implemented.

3.5.2. The goods must be surrounded with bubble wrap and cushioned within the boxes (see 3.1.3). Desiccant bags must also be placed in the boxes.

4. Accompanying papers and documents

The haulage firm must be given the proper shipment and accompanying documents.

4.1. Shipment note:

4.1.1. The haulage firm, carrier or logistics service provider must be given a transport contract for every shipment.

4.1.2. The following details must be included in the transport contract:

- Consignor (supplier), address with supplier number
- Recipient's address
- Ganter Interior GmbH order/contract number
- Number of packages
- Total weight of the shipment

- Date of transfer / shipping

4.2. Delivery note:

- 4.2.1. An original delivery note must be attached to each shipment. The delivery note must be protected from the weather and attached to the package in a clearly visible manner.
- 4.2.2. A Ganter Interior GmbH delivery note must be attached to goods that are delivered directly to the customer, final recipient or other suppliers. This note will be supplied by the project manager.

4.2.3. For shipments directly to Ganter Interior GmbH, the supplier must provide a delivery note.

4.2.4. The delivery note must contain the following details:

- Ganter Interior GmbH order/contract number
- Orderer at Ganter Interior GmbH
- Ganter Interior GmbH item number, if available
- Item text
- Delivery amount
- Delivery note number and shipment number, if possible
- Country of origin of the goods

where relevant:

- Item's customs tariff number
- Dangerous goods class, UN number or packing group

4.3 Other accompanying documents

- 4.3.1 Should other accompanying documents be required, e.g. for the transport of dangerous goods, these must be provided by the consignor (see 2.4).

Any losses resulting from inadequate documentation in the shipment papers will be charged in line with the cost causation principle.

4.4 Export documents

- 4.4.1 Ganter Interior GmbH will provide the necessary export documents for deliveries of goods to third countries.

4.5 Origin of goods with preferences

- 4.5.1 All EU suppliers are obliged to submit a long-term supplier's declaration pursuant to Council Regulation (EC) No. 1207/2001. If this is not possible, Ganter Interior GmbH expects the submission of an individual supplier's declaration along with the indication of the goods' country of origin of on the delivery note.



- 4.5.2 Other certificates, such as certificates of origin, must be provided if required.
- 4.5.3 In the case of failure to meet this obligation, the supplier is liable for any losses arising for Ganter Interior as a result, and for subsequent foreign customs charges.
- 4.5.4 A copy of requested documents must be included with every shipment of goods, regardless of whether the original is sent separately to Ganter Interior GmbH.