

### 1. Applicability

- 1.1. These Packing and Delivery Instructions shall apply to all deliveries made to EKATO Rühr- und Mischtechnik GmbH.
- 1.2. Any additional transportation costs incurred through the failure of the Supplier to comply with these Instructions shall be charged to the Supplier in addition to a handling fee of €150.00.

### 2. Approved transportation and packing materials

- 2.1. The transportation and packing materials specified below are permitted.
  - 2.1.1. Pallets / cases / cartons
    - Euro pallets (EPAL) (only for participating countries, not Poland)
    - Wooden cases
    - Shipping boxes, max. weight 20 kg
  - 2.1.2. Polymer film
    - Bubble wrap
    - Stretch film, shrink wrap
    - Heat-sealed film
  - 2.1.3. Dunnage
    - Packing paper
    - Airpack cushioning / dunnage bags
    - Foam material
- 2.2. When filler materials are used, due regard must be paid to environmental aspects. Packaging waste must be avoided. Only one type of filler material must be used in any given container.
- 2.3. Shipping boxes must be in a good condition with no damage.
- 2.4. Euro pallets must be in an acceptable condition for exchange. Defective pallets and skids cannot be exchanged and may therefore not be charged to EKATO.
- 2.5. The goods must be adequately secured in containers or on pallets so that they cannot slip or be damaged during shipping and handling with trucks and mechanical handling equipment.
- 2.6. At least 7 days prior notification is necessary for goods needing a crane for unloading. Delivery may then only be made when expressly agreed to by EKATO.
- 2.7. Larger articles, such as flanges, sheet and plate, must be delivered laid flat on wooden boards at least 2 cm thick with no nails.
- 2.8. The packing must be arranged so that both the goods themselves and the packing materials can be shipped, handled and stored without being damaged.
- 2.9. Round bar stock and tubing (1.20 m EPAL length) must be delivered arranged horizontally or vertically and provided with slings. It must be possible to remove the stock manually or with a jib crane.
- 2.10. Round bar stock, shafts and tubing must be delivered stacked on Euro pallets by means of notched timbers (see the two top photos on the attachment). Stock longer than three meters and/or very heavy shaft sections or tubing must be supplied on skids fitted with notched timber supports (see the lower six photos on the attachment). These are either made available by EKATO or provided by the Supplier. Delivery not using these methods is not permitted.
- 2.11. Vessels must be delivered on Euro pallets or on skids specially designed for their weight. They must be securely strapped or bolted onto the pallet or skid, with the center of gravity clearly marked.
- 2.12. Unalloyed steel stock and components (bare metal and machined surfaces) must be given a suitable anti-corrosion coating such as Chesterton 775 or a comparable product. The Chesterton data sheet can be provided on request.
- 2.13. Identification markings on finished machined, ground or polished surfaces must be made with a permanent marker free from chlorine, sulfur, grease and oil, e.g. the Edding 8030 NLS high-tech marker.

### 3. Identification of the goods

- 3.1. The goods must be clearly marked and identifiable in relation to the purchase order, i.e. the markings on the inner and outer packing materials must relate unambiguously to the accompanying documentation. In addition, the articles must be marked with the

EKATO material number, the EKATO Purchase Order No., and where appropriate, the EKATO Order No.

- 3.2. Goods from no more than two purchase orders may be delivered on one pallet.
- 3.3. In the event that various different components are packed in one container or on one Euro pallet or skid, these must be clearly separated from each other and identified with unambiguous markings.

### 4. Accompanying documentation

- 4.1. Delivery notes must be attached in duplicate.
- 4.2. The delivery note states:
  - Shipper (Supplier/address)
  - Address of recipient as per purchase order
  - Number of containers in the consignment
  - In the case of dangerous goods: dangerous goods class + safety data sheet
  - Article number and EKATO Purchase Order No.
  - Number of items
- 4.3. The delivery note is the determining identifier of the consignment and must therefore be attached in a highly visible location on the outside of the packing. All goods delivered must be identified in this way, with the delivery notes easily accessible and not hidden under the goods. If a consignment includes goods from several purchase orders, the individual delivery notes should preferably be attached to their respective containers, not collected together. If they are put together despite this, it must be ensured that the goods are nonetheless clearly assignable to their respective delivery notes, Purchase Order Nos. and Item Nos.

### 5. Pallet loading

- 5.1. The point loading on a Euro pallet must not exceed 1000 kg; the maximum uniformly distributed load is 1500 kg per pallet.
- 5.2. Goods weighing over 1200 kg must be delivered on appropriate skids suitable for transportation by normal mechanical handling equipment. Their centers of gravity and lifting points must be clearly marked.
- 5.3. Goods weighing over 8000 kg with a 600 mm or more load center distance can only be unloaded by crane and must therefore be delivered on a vehicle suitably accessible for cranes. If the goods themselves have no suitable attachment points, the skids must be appropriately constructed with their attachment points marked.

### 6. Inspection certificates and test reports

- 6.1. Articles supplied with certification must only be packed with others from the same batch. If articles from several batches are included in one consignment, the batches must be packed separately, each with its own certification attached and delivered in separate cases or on separate pallets. In addition, the various batches must be identified clearly on the delivery note, with the number of items in each batch specified.
- 6.2. Prior to delivery of the goods, all their respective certificates must be sent to [certificate@ekato.com](mailto:certificate@ekato.com) as PDF files, each being an attachment to a separate e-mail.
- 6.3. The file name must consist of the Purchase Order No. and Item No. Example: 4530012345\_10

### 7. Delivery receiving times

The EKATO Receiving Department is manned at the following times: Monday to Friday

07:00 a.m. – 09:20 a.m. / 09:40 a.m. – 12:00 noon  
12:30 p.m. – 03:00 p.m.

- 7.1. Deliveries outside these regular hours are only possible in exceptionally justified circumstances, conditional on due notification in good time and approval by EKATO. The persons to contact are the Head of the Receiving Department or his or her deputy.  
(Tel: 0049 7622 29 – 0)
- 7.2. Special occasions when the Receiving Department is closed will be notified in good time on purchase orders.

# Packing and Delivery Instructions for Suppliers

Attachment 1 – Typical photos – Updated October 2020

**EKATO RMT**

## 1. Notched timber stacks



## 2. Notched timber skids

