

Contents

1	Purpose and scope.....	2
2	Principle.....	2
3	Packaging requirements	3
4	Labelling	5
5	Delivery papers	9
6	Delivery	9
7	Visual representation	10
8	Closing statement.....	12
9	Checklist.....	12

1 Purpose and scope

These supplier instructions help to support process safety for our suppliers. Generally applicable agreements and regulations are presented that apply to internal and external suppliers as a guideline for packaging, labelling and delivery. By complying with the instructions, quality-determining regulations are made generally valid for the supplier as well as for Lindner Recyclingtech.

The scope of application extends to all suppliers and sub-suppliers of Lindner Recyclingtech. Any special agreements made with regard to packaging and delivery shall remain unaffected by this. We reserve the right to make changes due to technical advancements.

2 Principle

It is the supplier's responsibility to ensure, both internally and externally, that all items supplied are properly and adequately conserved, protected, packaged and labelled so that they reach their destination safely.

In the event of non-compliance with the instructions, the supplier may be required to take corrective action. In addition, the supplier may be held liable for any additional costs incurred in connection with repackaging work, handling or waste disposal, as well as for quality losses resulting from inadequate or soiled packaging. Any resulting additional costs shall be borne by the supplier.

3 Packaging requirements

The choice of packaging type depends on the product characteristics, the protection requirements, the type of transport and the conditions at the supplier's premises.

Irrespective of the choice of packaging, the supplier must ensure that the delivery meets the following requirements:

REQ 3	001	The parts are to be delivered without quality losses and free of contamination.
REQ 3	002	Transport packaging should ensure safe and easy handling during unloading, as well as during transport with industrial trucks.
REQ 3	003	Formation of rational loading units and efficient use of capacities.
REQ 3	004	Sufficient transport safety.
REQ 3	005	Safe and easy handling when removing the parts from the packaging.
REQ 3	006	Proper labelling (see REQ 4 LABELLING).
REQ 3	007	Every workpiece has a labelling obligation and must be permanently labelled. Please also observe Lindner factory standard LWN 141
REQ 3	008	One item (parts within a number) per individual package. If a part consists of several individual parts, these must be labelled in such a way that they can be assigned. In the case of several pre-assembled assemblies, loose individual parts (screws, springs, plugs, etc.) of the singular assemblies are to be enclosed individually (e.g. attach bag to the singular assembly).
REQ 3	009	If mixed containers cannot be avoided, the parts must be clearly separated and organised appropriately.
REQ 3	010	If damage can occur due to slipping or rubbing, use separator inserts.
REQ 3	011	Sensitive parts must be properly padded.

Packaging instructions - Parts labelling

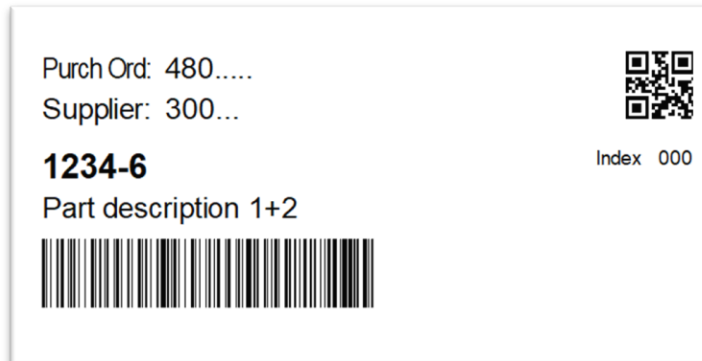
REQ 3	012	The packaging material must not affect the cleanliness and quality of the parts.
REQ 3	013	Corrosion-sensitive parts must be packed in a dry, corrosion-free environment for the duration of transport and storage (for a period of at least 3 months). The type of corrosion protection material used depends on the sensitivity of the packaged goods, the transport conditions, the duration of the transport, the storage and the storage conditions (indoor /outdoor).
REQ 3	014	Packages that are lifted by hand should not weigh more than 20 kg. Packages weighing more than 20 kg must always be delivered on pallets.
REQ 3	015	The parts must be arranged within the load carrier so that the weight is evenly distributed. The same applies to the positioning of the individual packages on the load carrier. If this is not possible in justified and agreed cases, this must be clearly labelled (caution shift of centre of gravity).
REQ 3	016	The size of the load carrier should correspond to the goods to be packed. In case of protruding parts, ensure proper and sufficient impact protection.
REQ 3	017	All cavities must be filled so that the parts cannot slip during transport and handling. This does not apply to bulk goods such as screws, nuts, etc.
REQ 3	018	If padding material is used, make sure that it can be removed easily and quickly and that it is as recyclable as possible. Loose filling material such as packaging chips, shredding material, newspaper, wood wool etc. should be avoided as far as possible.
REQ 3	019	Surface-treated parts must be packed in a scratch-resistant way.
REQ 3	020	All wooden packaging must comply with the international IPPC standard according to ISPM 15. All used woods must be marked according to regulations. The marking must be clearly visible on each package. The treatment certificate must be provided to LINDNER without prompt. Consequential damages resulting from improper packaging will be invoiced without exception.

4 Labelling

Every workpiece must be (permanently) labelled. Please observe the Lindner Recyclingtech factory standard LWN141, so that all parts without exception must be delivered properly labelled for the purpose of clear identification. Labelling requirements:

REQ 4	001	It must be possible to obtain the following information from each part:
	a	Order number
	b	Supplier no. (visible on the order)
	c	Material number incl. index (numerical)
	d	Part designation
	e	(Complaint number if necessary)
REQ 4	002	If the labelling of each individual part is not practical (technically or economically (e.g. screws), the parts are to be packed in an adequate packaging container, on which the above-mentioned information is to be printed.
REQ 4	003	Machine lettering is recommended (label). The lettering should be black on a white background to achieve the highest possible contrast.
REQ 4	004	The labelling must not affect the cleanliness and quality of the parts. In particular, it must be ensured that any inscriptions/labelling can be removed without leaving any residue
REQ 4	005	The labelling should be as easy to see as possible at all times and in all situations. For large parts, the application of a second similar label is recommended.

Lindner label minimum requirement template:



Item no.: ERT-J100X050Z1

PP labels, removable, white, 100 x 50 mm

Printer type: desktop printer

Roll width: 103 mm - Roll outer diameter: 94 mm

Surface: shiny

Printer ribbon recommendation: resin

Roller core: 1 inch (25.4 mm)

https://www.labelident.com/ert-j100x050z1.html?__store=default

Label data sheet



BOPP 60µ, weiß glänzend
Glassinepapier, ablösbarer Kleber

7650 K6d R2
Technische Produkt Information

Sortencharakteristika				
F o l i e	Beschreibung	Biaxial orientierte Polypropylenfolie weiß glänzend mit Perlmuttereffekt		
	Anwendung	Dekor- und Informationsetiketten für Kosmetik, Lebensmittel, Chemieprodukte etc.		
	Oberfläche	Mit Topcoat		
	Zertifikate	Erfüllte EU-Richtlinien : Verpackungsrichtlinie 94/62/EC; Schwermetalle, PBB und PBDE 2003/11;		
	Bemerkungen	Geeignet für Buch-, Flexo-, Offset-, Sieb- und Tiefdruck, alle auch mit UV-Trocknung, sowie Heiß- und Kaltprägungen		
Physikalische Eigenschaften		Werte	Einheit	Norm
	Dicke	60	µm	ISO 534
	Bruchdehnung längs	-	%	DIN 53455
	Zugfestigkeit längs	-	N/mm ²	ISO 1924/1

Beschreibung			
K l e b e r	Ablösbarer Kleber R2:	Copolymere Acrylate, lösemittelfrei, hervorragende Licht- und Alterungsbeständigkeit, erfüllt die Spielzeugnorm EN 71/ Teil 3.).	
Physikalische Eigenschaften		Werte	Einheit
	Klebkraft R2 -> ablösbar	< 8	N/25mm
			FTM 1 24h auf Glas

Beschreibung			
T r ä g e r	Abdeckung K6d	Superkalandriertes, hochverdichtetes weißes Glassinepapier, hohe Reißfestigkeit, hervorragende Stanzeigenschaften, lösemittelfreie Silikonisierung	
Physikalische Eigenschaften		Werte	Einheit
	Flächengewicht	65	g/m ²
	Dicke	57	µm
			ISO 536 ISO 534

Lager- und Verarbeitungshinweise	
Empfohlene Verarbeitungstemperatur	mind. + 5°C
Temperaturbeständigkeit	- 30 bis + 90°C
Halbbarkeit bei sachgerechter Anwendung	2 Jahre
Lagerfähigkeit bei 23°C / 50% r.F.	2 Jahre bei ungeöffneter Originalverpackung *

Garantie

INTERCOAT Materialien werden unter strengen Qualitätskontrollen gefertigt und ausgeliefert. Jegliches Material, das nachweislich unser Werk mit einem Qualitätsmangel verlassen hat, wird kostenlos ersetzt. Aufgrund der vielfältigen Einsatzgebiete von Selbstklebefolien können wir nicht alle Anwendungsmöglichkeiten testen.

Alle anwendungstechnischen Angaben geben wir auf der Grundlage unserer langjährigen Kenntnisse und Erfahrungen in der Praxis, jedoch ohne Gewähr. Bei Ersteinsatz empfehlen wir vorherige Tests. Bei Fragen steht unsere Anwendungstechnik für Ihre Unterstützung jederzeit zur Verfügung.

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 * Unter Einhaltung der Lager- und Handhabungsgrundsätze
 Gültig ab 16.05.2014
 Änderungen vorbehalten

Packaging instructions - Parts labelling

Compatible with desktop thermal transfer printers (use with ribbon) for small rolls with 1 inch (25.4mm) roll core, such as.

Bixolon Samsung	SLP-T400, SLP-T403, SLP-TX400, SLP-TX403, SLP-TX420, SLP-TX423, XD3-40t, XD5-40t
Brady	BBP23
CAB	Mach1, Mach2
Citizen	CL-E321, CL-S321, CL-S521, CL-S621, CL-S631, CL-S6621, CL-S700, CL-S700R, CL-S703, CL-S703R, CLP-521, CLP-621
Datamax Honeywell	E-4204B Mark III, E-4205A Mark III, E-4206P Mark III, E-4206L Mark III, E-4304B Mark III, E-4305A Mark III, E-4305P Mark III, E-4305L Mark III
Godex	EZ-1105, EZ-1305, G300, G330, G500, G530, RT700(i), RT730(i), RT860i, RT863i
Gprinter	GP-1124T, GP-1125T, GP-1224T, GP-1224Z, GP-1225T, GP-1225Z, GP-1235T, GP-1624T, GP-1624Z, GP-9026T, GP-9035T
Intermec Honeywell	EC4, ECC4, IC4, ICC4, PC4, PC42T, PC43T
Labelident	BP730, BP730I
Metapace	L-42T
Printronix	T600
Sato	CG408, CG412, CX400, CT408i, CT412i, CT424i, WS408, WS412
Toshiba Tec	B-EV4T, B-FV4T, B-SV4T
TSC	ML240P, ML340P, TA210, TA310, TC200, TC210, TC300, TC310, TE200, TE300, TE210, TE310, TTP-244, TTP-245, TTP-247, TTP-343C, TTP-345, TX200, TX300, TX600
Valentin	Micra 104/8, Micra 106/12
Zebra	GC420T, GK420T, GT800, GX420T, GX430T, TLP2844, TLP3842, TLP3844, ZD220T, ZD230T, ZD420T, ZD421T, ZD620T, ZD621T

5 Delivery papers

Delivery papers and accompanying documents (e.g. inspection reports, certificates of origin, etc.) should be handed over to the warehouse staff in a clean form. In addition, the papers must be sent in digital form by email to deliverynote@lindner.com / pruefzeugnis@lindner.com no later than the delivery date.

If special deliveries are involved (complaints, reworks, quick changes, etc.), the warehouse staff must be informed of this separately. Special papers (quick change) are to be enclosed.

6 Delivery

Suppliers are requested to register at the entrance area terminal. When delivering by car/truck, the parking space markings on the warehouse forecourt must be observed. On the Lindner Recyclingtech site, walking speed and extreme caution to passenger traffic applies. Care should be taken to deliver with suitable and easily unloadable transport vehicles **so that unloading/loading** by means of a forklift truck from the side **is guaranteed**.

7 Visual representation

REQ 7	001	Packages that are lifted by hand should not weigh more than 20 kg. Packages weighing more than 20 kg must always be delivered on pallets.	
REQ 7	002	All cavities must be filled so that the parts cannot slip during transport and handling.	
REQ 7	003	The parts must be arranged within the load carrier so that the weight is evenly distributed. The same applies to the positioning of the individual packages on the load carrier. Sensitive parts must be properly padded.	
REQ 7	004	The load carrier is to be packed in such a way that the weight is distributed evenly over the surface. If this is not possible, this must be clearly labelled (caution shifting the centre of gravity).	
REQ 7	005	The capacity of the load carrier is to be used optimally according to reasonable discretion. Care should be taken to select an appropriate load carrier.	
REQ 7	006	When packing heavy and/or very large parts with wooden crates, boxes, transport aids or pallets, ensure that the inserts are designed in such a way that the load is properly secured against slipping.	
REQ 7	007	Sufficient transport safety is essential. Make sure that edges are protected by suitable padding material. If necessary, cylindrical parts should be supported by screwed edges.	



Packaging instructions - Parts labelling

<p>REQ 7</p>	<p>008</p>	<p>If it is not practical (technically or economically (e.g. screws)) to label each individual part, the parts shall be packed in an adequate packaging container.</p>	
<p>REQ 7</p>	<p>009</p>	<p>The parts are to be delivered without quality losses and free of contamination. The packaging material must not affect the cleanliness and quality of the parts.</p>	
<p>REQ 7</p>	<p>010</p>	<p>If mixed containers cannot be avoided, the parts must be clearly separated and organised appropriately.</p>	
<p>REQ 7</p>	<p>011</p>	<p>If padding material is used, make sure that it can be removed easily and quickly and that it is as recyclable as possible. Loose filling material such as packaging chips, shredding material, newspaper, wood wool etc. should be avoided as far as possible.</p>	
<p>REQ 7</p>	<p>012</p>	<p>The size of the load carrier should correspond to the goods to be packed. In case of protruding parts, ensure proper and sufficient impact protection.</p>	
<p>REQ 7</p>	<p>013</p>	<p>If damage can occur due to slipping or rubbing, use separating inserts / separating material. In general, surface-treated parts must be packed in a scratch-resistant manner.</p>	

8 Closing statement

These supplier instructions are intended to help coordinate the processes at the supplier and at Lindner Recyclingtech. We look forward to an ongoing mutually beneficial business relationship. We reserve the right to make changes due to technical advancements.

9 Checklist

REQ 9	001	Packaging according to LWN 141 (see REQ 7 / 001- 013)
REQ 9	002	<p>Parts labelling (see REQ 4/ 001a, ... - 005)</p> <p>Minimum requirement with the aid of label according to template LWN 141 are to be attached to the part, PDF template will be sent with the order / item.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Purch Ord: 480..... Supplier: 300...</p> <p style="text-align: right;"></p> <p>1234-6 Index 000</p> <p>Part description 1+2</p>  </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Bestellung: 480..... Lieferant: 300...</p> <p style="text-align: right;"></p> <p>1234-6 Index 000</p> <p>Teilebezeichnung 1+2</p>  </div>
REQ 9	003	Unloading option by means of forklift truck must be possible from the side (see REQ 6)
REQ 9	004	Delivery note enclosed (also digitally deliverynote@lindner.com) senden (siehe REQ 5)