

PACKAGING AND DELIVERY INSTRUCTIONS

for suppliers and business partners
of botek Präzisionsbohrtechnik GmbH



1. Objective of the general shipping and packaging instructions

The shipping and packaging regulation serves as a guideline to ensure a trouble-free flow of material and information along the value chain between suppliers/ business partners and botek Präzisionsbohrtechnik GmbH (hereinafter referred to as botek).

In case of non-compliance, this will have a negative impact on the supplier rating for suppliers. Furthermore, botek reserves the right to pass on the additional effort and costs for non-compliance directly to the supplier/ business partner.

Deviations from these shipping and packaging instructions must be expressly agreed upon by the supplier/ business partner with botek and must be agreed upon in writing.

2. Delivery address

Please be sure to note the delivery address on our orders.

3. Goods receiving hours

Monday – Thursday	06:30 – 11:50 am 12:20 – 15:45 pm
Friday	06:30 – 11:50 am 12:20 – 14:30 pm

Outside the mentioned times there will be no goods acceptance!

4. Packing instructions

4.1 General requirements

For reasons of economic and ecological sustainability, we prefer to ship the goods in reusable packaging.

The selected packaging must meet the requirements of the goods to be packed (cf. § 411 ff. HGB). In doing so, it must meet the stresses of the intended mode of transport. This means that the transport route and the means of transport as well as possible influencing circumstances such as weather and treatment during transport must be taken into account.

The following must be taken into account:

- Type of route
- Expected effects
- Exposure to contamination
- Sufficient protection of the packaging during reloading and other movement of the package

The sender is liable for damage and expenses caused by inadequate packaging.

In order to be able to guarantee a quality-appropriate delivery, the following requirements must be met:

- The goods must be free of any contamination.
- The packaging must ensure the protective function, i.e. it must protect the goods from mechanical damage, corrosion and the effects of weather.
- The packaging must not be sealed by metal clips and straps, but by adhesive tapes and PET/ PP strapping.

4.2 Permissible packaging materials

Material	Permitted materials	Prohibited materials
Composite materials		Composite materials are not permitted
Plastic material One way	PE, PP, PS, PET Labelling as per DIN 6120	PVC, Styrofoam
Plastic material Re-usable	PE, PP, PET, ABS Labelling as per DIN 6120	PVC, Styrofoam
Plastic packing materials Bags/ Sacks Film blanks Shrink and stretch films Tubes Protective caps/ insulating caps Thermoforming inserts	PE PE PE PE, PP, PS PE PE, PP, PS, PET, ABS	
Paper, Cardboard	Environmentally friendly material	Kerosene paper Wax paper Bitumen Old/ soiled materials
Wood	Plywood Solid wood For all pallets and boxes, which are imported, the compliance with the IPPC standard "ISPM15" is mandatory	Lacquered, coated, impregnated wood Pressed particle boards Pressboard pallets
Filling materials	Paper Corrugated cardboard	Molded parts/ chips from Styrofoam Chips from vegetable products
Anticorrosive paper	Only VCI papers that are demonstrably recyclable together with paper/ cardboard	
Strapping tapes/ adhesive tapes	PP, PET	Polyamide belts Steel belts

4.3 Environmentally conscious handling of packaging waste

Loading aids and packaging must be planned in such a way as to ensure adequate transport protection while minimizing the use of packaging.

In order to keep the environmental impact as low as possible, care must be taken with all packaging materials to use as few resources as possible and to pack in the most environmentally friendly way possible.

Requirements for reducing packaging waste

1. avoidance of packaging:

- The supplier/ business partner shall pack the goods in such a way that safe and damage-free transport is ensured with the least possible use of packaging material.

2. reduction of packaging:

- Packaging waste can be reduced by using reusable packaging. If economically feasible, reusable packaging is preferable to the use of disposable packaging.
- Reusable packaging must be labeled accordingly (e.g., "Property of ...").

3. material recycling of the packaging:

- The best disposal option for packaging is recycling into new products.
Only environmentally compatible and materially recyclable (recyclable) materials may be used as packaging material, which can be accepted for recycling across the board and disposed of by botek Präzisionsbohrtechnik GmbH without additional effort and costs.

4.4 Dimensions and weights of the packages

Packages in the CEP sector must not weigh more than 20 kg. If packages weighing more than 20 kg are delivered, they must be transported on or in appropriate loading aids. It must be ensured that the loading aids can be unloaded with an industrial truck.

Individual packages that are moved manually:

Maximum 20 kg

Loading units/ pallets:

Maximum 1,000 kg

4.5 Loading aids

All loading aids delivered to botek must be in perfect and undamaged (replaceable) condition. The assessment of the condition is carried out by the respective employee in the botek incoming goods department.

4.6 Types of loading equipment

- Euro grid box (1,200 x 800 x 144mm)
- One-way pallets (1,200 x 800 x 144/ 800 x 60 x 144mm)

In exceptional cases also smaller pallets.

- Euro grid box (1,200 x 800 x 970mm)
- Wooden boxes
- Cardboard boxes on pallets

The dimensions of the loading aids (1,200 x 800mm) may only be exceeded in exceptional cases, provided that the load is larger than the dimensions.

4.7 Requirements for shipping packaging

To ensure an efficient and rational material flow, the following requirements must always be observed:

- Damage-free delivery
- Formation of optimum loading units
- Transport securing
- Non-stackable goods must be adequately marked
- Compliance with the specified dimensions
- Handling-friendly structure
- Recyclable materials

5. Delivery of parcel and freight forwarding consignments

Upon delivery, it must already be clearly recognizable from the outside who the recipient and the sender are. If the shipment consists of several packages, this must also be marked on the outside (package 1 of ...).

6. Accompanying documents

A delivery is only possible with complete accompanying documents.

7. Delivery notes

The delivery bill must be enclosed with the shipment.