

General shipping and packaging instructions for suppliers

of Neura Electronics GmbH

1. Goal

The shipping and packaging instructions apply as standard to all suppliers worldwide. Our requirements and the responsibilities of the suppliers are described in general terms. The resulting specifications form a simple and practice-oriented guideline that enables a smooth material flow between the suppliers and Neura Electronics GmbH and represents an important part of the supply chain with stable processes.

For deliveries of goods from non-EU countries, please also observe the specifications listed in the "Supplementary regulations for overseas transportation".

2. Handling of the shipping and packaging instructions

Non-compliance with the requirements of the general shipping and packaging instructions triggers an internal complaints process at Neura Electronics, which automatically has a negative impact on the supplier rating of each supplier. Transport damage that is not recognized by insurers due to inadequate packaging shall be at the expense of the supplier.

Regarding the delivery address and invoice address, the details on our orders must be observed.

Any deviation from these general shipping and packaging instructions must be agreed bilaterally and in writing between the Supplier and Neura Electronics GmbH. Neura Electronics also reserves the right to agree item-specific shipping and packaging instructions with the Supplier at any time.

3. Packaging

3.1 Permissible packaging materials

All packaging materials used must comply with the current legal requirements in Germany and the European Union (EU), in particular the current legal limits for the content of heavy metals must not be exceeded (current status: cumulative concentration of lead, cadmium, mercury and chromium VI must not exceed 100 milligrams per kilogram) The packaging must always be recyclable.

Composite materials:

- Composite materials are generally not permitted
- Plastic pallets must be made exclusively of PE (polyethylene), PP (polypropylene) or PET (polyethylene terephthalate). PVC (polyvinyl chloride) is generally not permitted
- Shrink and stretch films must always be made of PE (polyethylene)
- Bags and sacks made of film must be made of PE (polyethylene)
- Paper and cardboard must be free of substances harmful to paper production
- Styrofoam chips are generally not permitted
- Filling materials may only be corrugated cardboard, paper or foil air cushions
- Strapping may only be used as plastic strapping made of PP (polypropylene) and PET (polyethylene terephthalate)
- The use of metal straps for strapping is not permitted

3.2 General packaging requirements

The applicable legal regulations are set out in the German Commercial Code (§§ 407 ff. HGB).

The selected packaging must meet the requirements of the goods to be packaged and must be able to withstand the stresses of the intended mode of transportation. This means that the transport route and means of transportation as well as possible influencing circumstances, such as weather conditions and handling during reloading, must be taken into account. The sender of the goods is liable for damage and expenses caused by packaging that does not meet the above requirements.

The shipping packaging must ensure that the packaging and loading units are adequately secured during transportation, handling and storage. In order to ensure that parts are delivered in accordance with quality standards, the following minimum requirements must be met:

- The parts must be free of any contamination. (in particular residues of blasting material or metal chips that could start to rust)
- The packaging must ensure maximum protection of the parts against mechanical damage, contamination and corrosion damage.
- Due to the increased risk of injury, the cardboard packaging should be sealed with adhesive tape rather than metal staples wherever possible.

3.3 Supplementary information for mechanical components

- All corrosion-prone areas of a component must be specially protected, i.e. mechanically machined, bare surfaces must be provided with corrosion protection (e.g. Tectyl).
- Cavities (including pipes) and areas that are difficult to access, such as threads and blind holes, must be fully protected against the ingress of moisture, i.e. sealed, e.g. with sealing plugs or masking.
- When packing completely with film, the risk of water accumulation must be prevented.
- Completely airtight packaging is only permissible if effective measures are taken to prevent the formation of condensation. Otherwise, sufficient ventilation of the packaging must be ensured.

3.4 Supplementary instructions for painted components

- Painted parts may only be packaged once the paint has fully cured. (Intermediate) storage of packaged parts in direct sunlight is not permitted.
- Bubble wrap must not be used, as otherwise visible marks may occur even on hardened paint.
- Damage caused by impact/chafing between individual components must be prevented, i.e. use, for example, intermediate layers and buffer material between the components.
- Paint chipping on edges must be prevented by appropriate countermeasures, e.g. attaching edge protection.
- If material is protected with tarpaulins, abrasion of the coating, especially on edges, must be prevented by padding.
- As the surface protection is not yet complete, primed components must be protected in the same way as unpainted parts, but must also be protected against paint damage.

3.5 Additional information for electronic components

When shipping electronic components, electrostatic discharge (ESD) can cause irreversible damage to the goods.

Sensitive electronic goods in transit must therefore be protected against electrostatic discharge within the packaging using antistatic packaging material or, ideally, electrostatic packaging in accordance with the DIN EN 61340-5-3 standard (three categories: Conductive (C), Dissipative (D) and Shielding (S)).

Additional protection against mechanical stress must be provided by shock-absorbing, antistatic, conductive bubble wrap or bubble foam packaging.

Exposed cables, cable harnesses and plugs must be protected against dirt, ingress of moisture, cable breakage and other damage. Cables and plugs must be permanently fixed to the assembly during transportation and storage. The bending of cables and the dragging of cables or plugs over the ground during transportation must be prevented. The loading equipment used must be selected in accordance with these requirements.

3.6 Avoidance of packaging waste

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

In the course of sustainability and the conservation of resources, reusable packaging or so-called returnable packaging is a sensible impulse that must be taken into account when determining article-specific packaging.

4. Pallets

All shipments must be delivered on undamaged Euro pallets of class New, class A or class B according to DIN EN 13698-1 with the basic dimensions 1,200 x 800 x 144 mm and must comply with the exchange criteria according to EPAL (<http://www.epal-pallets.org>).

Other loading aids are only permitted for the delivery of long goods, item-specific packaging or returnable packaging. For the delivery of long goods, the supplier must select load carriers and packaging in such a way that safe transportation of the goods is guaranteed.

The pallet or load carrier should not be significantly smaller than the external dimensions of the material to be transported. The following parameters apply to the delivery of goods on Euro pallets:

- Maximum height including pallet is 1,800 mm
- Maximum weight per pallet 1,000 kg
- Maximum weight of individual packaging per carton max. 25 kg
- Load protrusion on all sides of the goods including skew < 25 mm
- Foot clearance must be free of film
- Mixed pallets must be packed in a SORTING CLEAN manner

Material may only be lashed to pallets at points on the material that are mechanically stable.

Deformation of material due to excessive tensioning forces or unsuitable loading of material must be prevented. (e.g. engine cladding) The shipper and carrier are equally responsible for compliance with these points.

5. Documentation and labeling

5.1. Accompanying documents (delivery bill)

An original delivery bill must be enclosed with each consignment. The delivery bill must be clearly visible and attached to the package by means of a delivery note pocket. If a consignment consists of several packages or pallets, their contents must be listed on a packing list. The delivery bill must have the following content:

- Sender (supplier) with address and supplier number
- Order number of Neura Electronics GmbH
- Neura Electronics article number and quantity

- Package or pallet number
- Partial deliveries must be noted on the delivery bill
- Date of manufacture or best before date (BBD), if available

5.2. Labeling of packages

The contents of the package must be unmixed, i.e. only one item per package.

Each package must be clearly and indelibly marked to ensure clear identification and conformity with the delivery bill (packing list):

- Item number of Neura Electronics GmbH
- Article number as barcode
- Material designation of the article
- Production date
- Quantity of the packaging unit

Any labeling of the material must be weatherproof or protected against the effects of the weather. International symbols must be used for the labeling of goods that are subject to special handling.

For example:



Vor Nässe
schützen



Zerbrechliches
Gut



Oben



Vor Hitze
schützen



Elektrostatisch
gefährdetes
Bauelement

5.3. Goods with a best-before date

For articles with a limited shelf life, the date of manufacture or best-before date (BBD) must be stated both on the delivery bill and on the product itself.

6. Special cases

6.1. Shipment of dangerous goods

The regulations for the transportation of dangerous goods and the associated limited quantities (LQ) must be complied with and implemented. The supplier shall be liable for all damages resulting from non-compliance with the statutory regulations.

Hazardous substances must be labelled in accordance with the globally harmonized system - the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). In the case of classified hazardous substances, the supplier is responsible for labeling the containers and packaging and for supplying the safety data sheets.

GHS warning signs for hazardous substances, extract of the new hazardous substance symbols:



Umweltgefährdend



Leicht entzündlich

Akute
Vergiftungsgefahr

Ätzend

6.2 CEP shipments

Courier, express and parcel service consignments (CEP consignments) are exempt from the regulations for palletized goods explained under point 4. These small shipments can be sent without the use of loading aids (pallets) but must not exceed the maximum weight of 31.5 kg per parcel. Care must also be taken to ensure that the packaging within the parcel is kept SEPARATE.