



LOGISTICS GUIDELINE

Packaging and Labelling

Version 15.04.2019
Lennard Hofmann/ OSP-OM

Index

1. Purpose and application field
2. Goods receiving
3. Package notification
4. Packaging supplies
5. Package safety
6. Technical packaging data
7. Filling material
8. Suppliers order/stock order
9. Varietal packaging
10. Completeness
11. Quantity delivered
12. Delivery note information
13. Marking requirements
14. Labelling
15. Shipping method
16. Dangerous goods handling
17. Punctual delivery and dispatch notification

1. Purpose and application field

The packaging instruction is valid for every item which is sent to the Hoffmann Holding.

2. Goods receiving

Hoffmann Nürnberg GmbH Qualitätswerkzeuge (LC)
Franz- Hoffmann-Str. 3
90431 Nürnberg

→ **Access road: Virnsberger Str. 45**

Goods receiving: Monday – Friday, 07:00 am - 4:00 pm
Discharging from the side is impossible!

Hoffmann Nürnberg GmbH Qualitätswerkzeuge (BEC)
Business premises Odelzhausen
Carl-von-Linde-Str. 1
85235 Odelzhausen

Goods receiving: Monday – Friday, 07:00 am – 5:00 pm
Discharging from the side is impossible!

3. Package notification

The supplier is responsible for safe packaging with proper handling. The following terms have to be ensured:

- No visible damage on the outer packaging – otherwise we will refuse to accept the delivery
- Proper identification by standardised and visible labels
- Easy discharge by forklift
- Easy transport by pallet truck
- Stability and stackability of the packaging
- Ideal space utilization

4. Packaging supplies

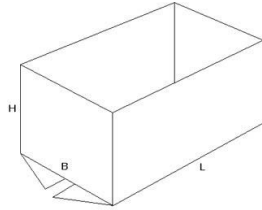
- The appointed packaging supplies such as euro-pallets, barred boxes, Hoffmann-cardboard boxes are to be used. No wooden crates! (deviations only upon consultations)
- Material combinations (e.g. iron clamps, nails in wood) are to be reduced to a minimum and have to be removed easily.
- Due to the EU Timber Regulation (enactment (EU) No.995/2010 from 20.10.10) market participants are in the obligation to produce proof of the legal logging of wood and timber products.
Retailers have to be able to name suppliers as well as recipients of wood and timber products at any time of the supply chain. This information has to be kept at least five years and has to be provided on demand.
- Freight must not be gas-flushed with methyl bromide (acceptable alternative: heat treatment)

5. Package safety

Only tapes and welded PE-tapes are to be used for fastening the cardboard box. No metal strips!

6. Technical packaging data

Cardboard boxes to use:



Length: 300-400 mm width: 200-300 mm height: 100-200 mm
If needed, we can recommend the input quantity per cardboard box.

Due to our logistics department the company Smurfit gave us special conditions for the cardboard box Fefco 0200 (internal dimension bottom: 380x280x210 mm and internal dimension cover: 390x290x210 mm sort B1.30)

Contact data:

Firma Smurfit Kappa GmbH
Wellpappenwerk Plattling
Herr Markus Hartmann
Gottlieb-Daimler-Straße 8
D- 94447 Plattling
Phone +49 (0)99 31 5 04-0
Fax +49 (0)99 31 50 45 125
[mail: markus.hartmann@smurfitkappa.de](mailto:markus.hartmann@smurfitkappa.de)

7. Filling material

The goods have to be secured with sufficient filling material. Please do only use packing paper, crumpled-up newspaper or bubble wrap.

8. Suppliers order/stock order

Please note that suppliers orders differ from stock orders. Orders which are marked with “suppliers order” are booked in a separate department and are also discharged separately. Those packages are forwarded unopened and delivered directly to the customer.

Therefore it is important to:

- pack the packages separately (each order has to be packed separately)
- apply the delivery note visible on the outside of the package
- mark the package as well as the delivery note with “suppliers order”
- exclude documents (invoices, flyer) from the content of the package

Stock orders and suppliers orders must not be mixed. That is the only way we can guarantee a trouble-free and fast delivery to the customer, because the items have not to be unpacked, sorted and examined. Consequently the orders can be sent to the customer on the same day.

9. Varietal packaging

The items have to be packed varietal in labelled bags, cardboard boxes or pallets. The trading units are to be reported to the product management. The height of the pallet may not exceed 90cm. No bulk cargo!

10. Completeness

Are the tools complete? Are operating instruction, audit record, certificate and possible equipment **obviously** enclosed?

11. Quantity delivered

Is the delivered quantity equal to the ordered quantity?
Are the shipment documents corrected in case of a part delivery?

12. Delivery note information

- supplier no.
- delivery note no.
- order no.
- item description
- item no. supplier
- item no. HO
- quantity delivered
- position no.
- clear packing unit
- UN numbers
- contact person

13. Marking requirements

- The delivery note has to be applied on the outside of the cardboard box.
- Delivery notes must not be in the package or spread to several packages.
- Furthermore it is necessary to note a reference to the number of packages on every label. This reference has to be readable (by machine and visual) at the point of delivery despite transport or weather.
- If the delivery note is missing, unreadable or incomplete Hoffmann Qualitätswerkzeuge GmbH will refuse to accept the delivery or charge the additional costs.
- Accident leaflets, technical data sheets and safety data sheets have to be provided on demand.
- Shipping Marks for overseas deliveries:

Pallet:






To: Hoffmann- Group Germany
From: *Supplier John Doe*
Order Number: 4501234567+ 4507654321
Pallet: 1/4

Carton:

Order Number: 4501234567
Carton: 1/20
HO-Item-No: 012345 67
Quantity: 250

14. Labelling

Every tool (individual item or trading unit) is to be labelled or signed according to the following schedule.

 & 	Imprint	Packaging	Individual item
	Barcode	Hoffmann barcode (GTIN-13)	Hoffmann barcode (GTIN-13)
	Item no.	Hoffmann item no.	Hoffmann item no.
	Logo	GARANT / HOLEX	GARANT / HOLEX
	Company address	Hoffmann GmbH Qualitätswerkzeuge 81241 Munich, Germany	Hoffmann GmbH Qualitätswerkzeuge 81241 Munich, Germany
	Product description	Hoffmann product description	Hoffmann product description
	Quantity	Content trading unit & unit (piece, pair, set)	Unit individual item (piece, pair, set)
Examples	  		

Find out more about our corporate identity:

<https://landingpages.hoffmann-group.com/ci-download/>




Access GARANT:

User: garant2017
Password: 8391#hoffmann

Access HOLEX:

User: holex2018
Password: group!9416

Please note: To switch between both accesses close the browser, open the link again and press F5 to enter the data.

manufacturer's brand	Imprint	Packaging	Individual item
	Barcode	Manufacturer barcode (GTIN-13)	Manufacturer barcode (GTIN-13)
	Item no.	Hoffmann item no. and/or Manufacturer item no.	Hoffmann item no. and/or Manufacturer item no.
	Logo	Hoffmann-Group Logo	Hoffmann-Group Logo
	Product description	Hoffmann product description and/or manufacturer product description	Hoffmann product description and/or manufacturer product description
	Quantity	Content trading unit & unit (piece, pair, set)	Unit individual item (piece, pair, set)
Examples	  		

15. Shipping method

Packages with more than 30 kg have to be shipped by a forwarding agency, not by parcel service! (Except for an agreement because of urgency)

16. Dangerous goods handling

Besides the general handling regulations, there is an exception for dangerous goods:

- Before the initial delivery the product management has to be provided with the safety data sheets.
- The delivery note has to contain the following information: the UN-no. with the correct product description (technical name), hazard label and packing group (e.g.: UN 1719 acid alkaline liquid substance N.A.G. 8 III).
- Dispatch if possible in restricted quantities.
- Packaging and labelling according to the dangerous goods regulations.
- Packaging supplies for dangerous goods are to be labelled lawfully (Overpack, Ltd. Qty etc.)
- We will charge additional disposal fees in case of bad or insufficient packaging

17. Punctual delivery and dispatch notification

Pay attention to on time delivery!

Electronic dispatch notification required in case of:

- Dangerous goods
 - if delivery weighs over 1,5 tons per package item
 - more than 20 package items
- **LC-Nürnberg:**
Notification: Fax: 0911/ 6581-345, Mail: LC-Wareneingang@hoffmann-group.com
Contact Person: Mr. Kraft, Phone: +49 911 6581-448
- **BEC-Odelzhausen:**
Notification: Phone: 08134/ 5531-2526, Mail: LieferavisBE@hoffmann-group.com
Contact Person: Mr. Schaeufler, Phone: +49 8134 5531-2001

The **electronic dispatch notification** of every delivery is necessary!