



# Packaging and Shipment Instructions

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**ERIKS**

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## Introduction

ERIKS expects a proactive approach to costs and/or efficiency improvements. As we all are responsible for protecting our planet, we strive to reduce our waste as much as possible. Together with our suppliers, we must look for opportunities to reduce waste (e.g. packaging materials) as much as possible.

### 1. General

For all shipping methods, appropriate and sufficient packaging is to be chosen for the type of goods and type of transport. The cost of any transport damage for which insurers do not accept claims because of insufficient packaging shall be borne by the supplier.

All goods must be delivered in clean condition and, at the time of delivery, still have their full shelf life. Any contamination (e.g. grease, oil, dust, metal shavings or other impurities) that lead to reworking or cleaning before any further processing will not be accepted and will be removed at the expense of the supplier. ERIKS reserves the right to return any damaged, dirty or inadequate goods to the supplier, at the supplier's expense. Additionally, ERIKS reserves the right to charge the supplier for any costs that arise from improper deliveries.

Goods must always be delivered with a shipment label that displays at least the following information: ERIKS article number, description and quantity. The content of the individual package must match what the label states. The packaging unit shall be chosen as specified in the ERIKS order. Any deviation must be agreed with the respective buyer. For loose or poured bulk goods, no particular filling quantity is prescribed per package. However, any loose goods must be delivered packaged (e.g. in cartons). One packaging unit must not exceed a total weight of 20 kg.

Partial deliveries should generally be avoided. Orders that are assigned to a project must never be delivered as a partial quantity, unless otherwise agreed. Over- and under-deliveries can only be accepted after confirmation by the Purchase Manager responsible.

#### 1.1 Choosing the right package

##### 1.1.1 Parcel deliveries

A parcel delivery must not exceed a total weight of 90 kg. The maximum weight per individual parcel is 20 kg. A parcel delivery should not include more than 4 individual parcels. If one of these limitations is exceeded, then the goods or parcels should be shipped with Euro pallets.

##### 1.1.2 Freight deliveries (pallet shipments)

Deliveries with a total weight above 90 kg should be loaded on Euro pallets.

##### 1.1.3 Shipping of dangerous goods and goods with best-by-date-MSDS sheets

The rules concerning transport of dangerous goods and of limited quantities (LQ) are very strict. The supplier shall be liable for any damages resulting from non-compliance with the legal provisions, in particular non-compliance with the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR - Accord européen relatif au transport international des marchandises dangereuses par route) valid at the time of transport. For the transport of dangerous goods, only packaging with approved cardboard or canister design may be used, in line with the provisions for the respective dangerous goods class of the ADR. All items must be accompanied by MSDS sheets, or must refer to the MSDS sheets shared by the suppliers with ERIKS. Temperature-sensitive goods must have the correct temperature on delivery and be delivered in appropriate containers.

## 1.2 Marking

It is essential that all statutory marking is complied with, e.g. markings required by ADR (the European Agreement Concerning the International Carriage of Dangerous Goods by Road) and the Ordinance on Hazardous Substances. Each parcel must be labelled in a way that allows clear identification of the goods at any time. The label should include at least the ERIKS article number and order number, the manufacturer's article number, the quantities contained in each package and the date code in plain text, and in barcode 128 format. Any delivery without such markings can only be made after obtaining special authorisation from ERIKS. In particular, it is necessary to ensure that the details on the delivery note are identical to the content of the package. ERIKS reserves the right to charge the supplier for any expenses arising from non-compliance with these guidelines.

## 1.3 Packaging

Unless otherwise agreed, the supplier is responsible for the type and layout of the packaging and shall bear the resulting costs. The packaging must be designed in such a way that the goods are protected during storage and transport against damage, corrosion, contamination and harmful environmental influences (e.g. moisture). In addition, the following criteria should be noted:

- One package must only contain parts of one article. If several different articles are delivered in one consignment, these need to be packaged separately.
- Only clean, undamaged packaging must be used.
- With large quantities, special attention must be paid to the optimal utilisation of the package, as well as the optimal utilisation of disposable and of returnable packaging.
- The materials used for disposable packaging must be suitable for recycling and environmentally degradable.
- The structure of the packaging should be designed so that no repackaging is required and that, without any additional effort, each parcel can be immediately identified, i.e. the labelling must be clearly visible from outside.
- It is possible that ERIKS might give instructions for different packaging in cases where deliveries are directly or completely forwarded to the end customer. Usually these have to be wrapped neutrally or with ERIKS cartons and adhesive tape.
- Wooden crates need to be heat-treated according to NIMP15.

## 1.4 Packages

When delivering individual packages, it is essential that the receiver and the sender are clearly recognisable from the outside. If a consignment is made up of several packages, this should be clearly indicated. The total number of packages in a consignment should be noted on each package.



### Fragile products

"FRAGILE" and "DO NOT STACK" adhesive labels must be stuck on individual product packaging.

When a consignment contains several packages, each package needs to include an individual packing list (see item 4.2); a collective delivery note for all packages is not sufficient.

### 1.5 Pallets/wire mesh pallets

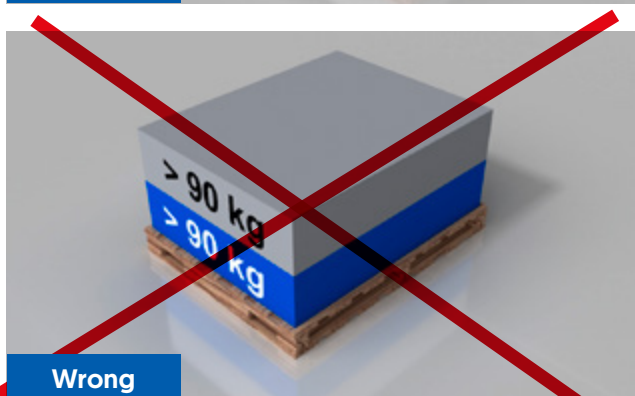
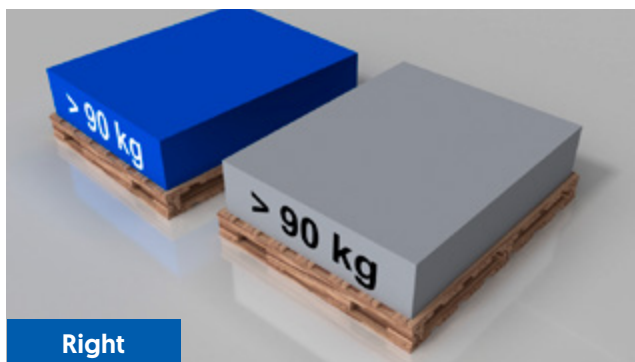
All consignments are to be delivered on undamaged Euro pallets of the standard DIN EN 13698-1:2004-01 with the basic dimensions 1200 x 800 x 144 mm (length x width x height). Other loading aids are only accepted for the delivery of long goods. For the delivery of articles longer than 1500 mm, the supplier shall select a load carrier and packaging that ensures safe transport of the goods.

Upon handover of goods, pallets will only be exchanged if they are in perfect condition. Damaged pallets will be treated as one-way pallets. If Euro pallets should not be exchanged on the explicit request of the carrier, they will also be treated as one-way pallets. Loading aids such as suppliers' own pallets, leased pallets, railway mesh pallets etc. must be avoided. There cannot be any return transport. This, however, excludes the agreed possible circulation of ERIKS transport containers.

The max. loading height including the pallet is 1300 mm. The total weight per packing unit of 1000 kg must not be exceeded.

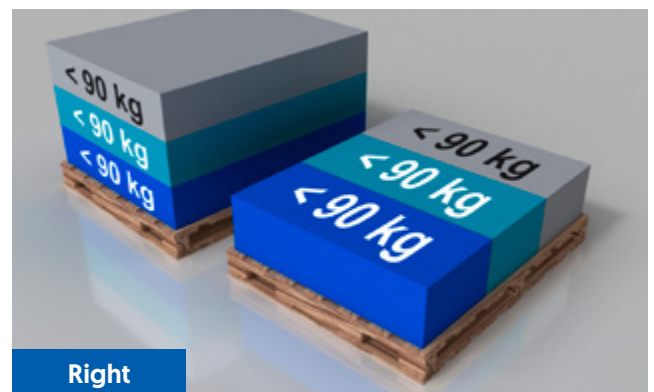
The pallets must be combined without protrusions into a compact, secured transport unit so that no repacking procedures by ERIKS are needed. The pallet units must be safely packaged for transport and adequately secured.

When the weight of an order exceeds 90 kg, the composition of pallets must be on a single-order basis as a homogenous handling unit.



Article items must not be distributed as partial quantities on several pallets if their total quantity fits on one individual pallet.

If an article item does not reach the weight limit of 90 kg, then a mixed pallet may be created. However, each article or each batch must be marked clearly and placed separately from the others so that there is no possibility of confusion.



Non-slip layers of cardboard or paper should be placed between the pallet and the articles as well as between the individual horizontal article layers (see also item 3.3.6, left graph). Cardboard or similar (non-slip) material should also be used to separate vertical blocks (see item 3.3.6, right graph).

The individual packages on the pallet should, as far much as possible, be placed in such a way that labels can be seen from the outside. On a mixed pallet, only articles with the same storage location are permitted. The storage location can be found on the order form.

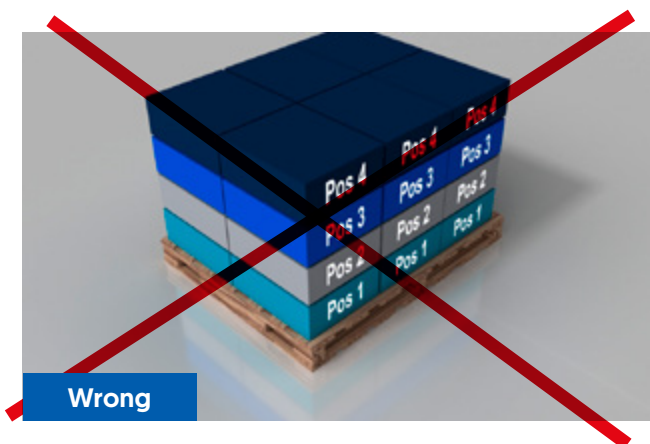
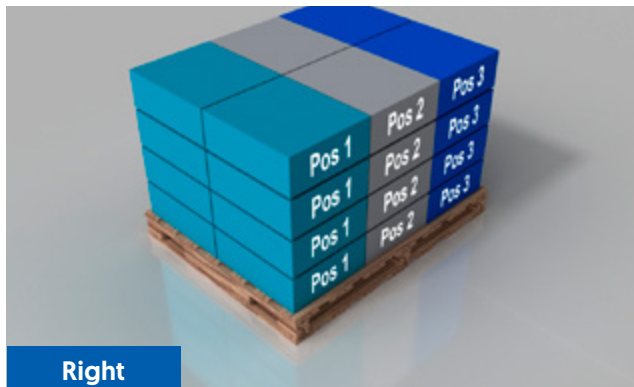
Pallets that aren't easily recognisable as mixed pallets must be identified by a coloured label on top of the pallet or a similar mark advising "mixed pallet" or "more than one article". The same applies to unmixed pallets; these must be labelled as "unmixed pallet" or "one article". Wire mesh pallets with the basic size 1240 x 835 x 970 mm must be packed in a way that allows stacking. Their weight should not exceed 1000 kg.

### 1.6 Small load carriers (KLTs)

All consignments are to be delivered on undamaged Euro pallets  
Any consignment of small quantities packed in a KLT should be agreed in advance with ERIKS. The instructions in item 3.4., therefore, only apply to certain suppliers.

Items that weigh less than 90 kg and which, by volume, fit into a maximum of six KLTs should be shipped packaged in KLTs. The weight of one KLT should not exceed 15 kg. Goods must not be shaken and must be packaged in the unit as instructed in the purchase order.

All KLTs belonging to one article position must be delivered on the same Euro pallet. The KLT positions must be put on a mixed pallet; however, those KLTs that belong to the same order position (same article) need to be spatially separated from the others. Ideally, KLTs should be stacked vertically with no more than 4 KLT in one stack.



Each KLT must be labelled with the ERIKS article number, description and filling quantity. Also, the number of KLTs per article position should be indicated.

## 2. Accompanying documents and documentation

### 2.1 General

The contract carrier, forwarder or logistics service provider must be provided with proper freight papers and accompanying documents. The delivery documents must contain: the consignment note, the transport order, delivery note in duplicate, packing slip, cleaning certificates and test certificates according to the agreed specifications.

All shipping documents and the outer wrapping of packaged goods must indicate the following details: the order number, the supplier number, our article number, gross and net weights, number of packaging units, the type of packaging (one way or returnable), the shipping date or availability date, the destination (unloading point) and, as far as known, the consignee.

To ensure smooth operations in our company, it is essential that all documentation is correct and complete, and deliveries are timely, thereby avoiding additional costs.

Goods must comply with the specific functions and data documented on the data sheet valid at the time the order was placed.

When transporting dangerous goods, the forwarding agent or carrier must be given transport documents as defined in provision 2.1.2 of the ADR. All packaging units containing dangerous goods need to carry danger labels which are clearly visible, in accordance with chapter 2.1.2. of the ADR (marking and labelling)

Any articles with a limited shelf-life need to carry the date of manufacture and the best-before date (BBD).

### 2.2 Transport orders

For the following details, refer to the transport order:

- Sender (supplier), address and supplier number
- ERIKS receiving address
- ERIKS order number
- Number of parcel items of the consignment
- Total weight of consignment
- Hand-over day or day of dispatch of the consignment

### 2.3 Delivery note and packing list

With each consignment, the original delivery note must be included. The delivery note must be attached to the face side of the packing unit in a clearly visible position. The delivery note must not be included with the transport papers. If a consignment is made up of several packing units, each package needs to carry an individual packing list.

The shipping details of delivery notes and packings lists are identical – with the exception that delivery notes need to carry the information of all article positions for the complete consignment, while on the packing list only those details that relate to the respective packaging unit need to be printed. On the packing list, each article position should be given on a separate sheet.

Delivery notes and packing lists need to contain the following details:

- ERIKS order number and order position
- ERIKS article number
- Article description
- Delivery quantity
- Delivery note number and, possibly, consignment number.
- Pallet number or, if possible, serial shipping container code (SSCC)
- Country of origin of goods
- Batch number
- Number of packaging units per position
- Supplier number, if relevant
- Number of small load carriers (KLTs) per position where delivery is made by KLT (see item 3.4.)
- Customs tariff number
- Best-before date
- Date of manufacture
- Dangerous goods class, UN number or packing group

Partial deliveries must be indicated on the delivery note or on the packing list.

The delivery note number as well as the ERIKS order number must also be printed as a “code 128 barcode” on the delivery note and the packing list.

## 3. Shipping and transport

### 3.1 General

Unless otherwise agreed, ERIKS standard delivery conditions are DAP for deliveries to ERIKS from within the Netherlands, or FCA for European deliveries to ERIKS in the Netherlands and FCA or FOB (sea freight) for deliveries from outside of the EU, according to the latest Incoterms. FCA and FOB shipments will be arranged by using ERIKS' selected forwarders. Any additional transport costs arising from transport through logistic services providers not stipulated by ERIKS shall be charged to the supplier.

Agreed dates and deadlines shall be binding. Relevant for compliance with the delivery date or the delivery deadline is the receipt of the goods at our company.

Additional costs arising from over deliveries or short deliveries as well as from incorrect deliveries shall be borne by the supplier. Excess quantities will generally not be accepted and ERIKS reserves the right to return these to the suppliers at their expense. Should there be any delivery or transport problems, ERIKS must be informed immediately without prompting. If the delay is caused by the supplier, the supplier shall take all necessary steps, at its expense, to make sure that the shipment still arrives at the stipulated date. Should a timely delivery still not be possible, the supplier shall immediately advise of the new delivery dates.

Transport costs will only be paid by ERIKS in accordance with the stipulated shipping conditions. Higher transport costs arising from deviations from the instructed mode of transport (e.g. air freight, rail express, express parcel, courier services etc.) will only be recognised where such mode of shipping has been expressly stipulated by ERIKS.

Suppliers may insure goods at their own discretion and expense. Insurance costs charged to ERIKS will not be recognised unless these were explicitly agreed beforehand.

All shipments shall be handed over to the logistics services provider without any initial costs. This applies in particular to direct shipments from or to subsidiaries of ERIKS and their end customers.

Insurance and packaging shares, as well as storage and acquisition costs, won't be recognised.

Prepaid services will be rejected, taking into account the costs in the invoice of the goods, and the costs deducted.

A prepaid handover of a consignment will be refused and the stated freight charge will be offset, taking into account the freight on the invoice of the goods.

Shipments on one dispatch day shall be combined into one consignment. If one consignment is made up of several packing units, these are to be handed over at the same time at the agreed delivery address.

Returned goods (returns) are always shipped “free domicile” to the supplier. Collections of returns from the premises of ERIKS companies should generally be avoided.

### 3.2 Choosing the logistics services provider

Depending on the supplier, the type of package and the number of packages, different logistics services providers are used for transport to ERIKS:

Type of transport	Max KG	Location of sender	Responsible logistics service provider
Road transport	<200 kg	Europe	TNT / Fedex
Road transport	>200 kg	Europe	DB Schenker
Sea / container transport	-	World	Via ERIKS contact person tb@eriks.nl

Any deviations and specific cases are to be agreed beforehand with the respective contact person at ERIKS. Special and express transport need to be coordinated in advance with the respective buyer at ERIKS. Without their written permission, no extra journey may be made at ERIKS' expense – extra trips are to be advised in writing. The costs of extra trips will be distributed on a cost-by-cause principle.

### 3.3 Delivery addresses and goods receiving

The exact delivery address is indicated individually on the order. Additional, different delivery addresses such as locations of ERIKS or their end customers can be agreed. The information concerning exact delivery and invoicing addresses on orders must be observed. ERIKS NL has the following locations able to accept deliveries:

- ERIKS Alkmaar
- ERIKS Capelle
- ERIKS Rotterdam Sevillaweg
- ERIKS Rotterdam Botlek
- ERIKS Elsloo

- ERIKS Roermond
- ERIKS Groningen
- ERIKS Ede
- ERIKS CDC

#### 3.3.1 Special deliveries

Any necessary special deliveries need to be agreed between the parties concerned; the costs arising from such trips must be borne by the supplier. Special trips caused by ERIKS shall be at the expense of ERIKS.

#### 3.3.2 Notice of readiness for shipment/notification

It is mandatory to address the notification of readiness for shipment for “FCA-deliveries” to the ordering party, be that for freight or parcel deliveries. Notification of collection of goods is to be made directly to the logistics service provider.

The following complete data must be provided with notification of readiness for collection:

- Order number (8 digits)
- Weight of consignment
- Type of packing units (loading aids)
- Number of packing units (including dimensions)
- Type of service: parcel or freight
- Different loading points (to be clarified in advance)
- Name, telephone number and email address of contact

The delivery dates indicated with orders or call-off orders are always the arrival dates at the incoming goods department at the stipulated destination.

#### 3.3.3 Goods receiving times

Goods receiving times at the ERIKS Group (ERIKS NL) are: Monday to Thursday from 8.00 a.m. to 9.00 a.m., from 9.15 a.m. to 11.30 a.m. and from 12.15 p.m. to 4 p.m.; and Friday from 8.00 a.m. to 9.00 a.m., from 9.15 a.m. to 11.30 a.m. and from 12.15 p.m. to 1.00 p.m.

Goods are not received on public holidays. For the acceptance of goods, a consignment note is mandatory. Deliveries outside of the stated goods receiving times and missing freight papers will lead to rejection of consignments.

Several consignments on one shipping day should be combined into one report or one shipment.



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