Appendix – Bufab packaging and shipping requirements

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1. SCOPE

The purpose of this document is to ensure that the goods dispatched to Bufab are securely and uniformly packaged and will meet the general packaging and shipping requirements in below sections.

Where no specific packing instructions are stated in any relevant and applicable supplier agreement, specified at enquiry stage, or on Bufab purchase orders, the guidelines below shall be followed.

2. GUIDELINES

2.1 Packaging material

Recyclable material shall be used for all packaging material. Suppliers are expected to regularly review and identify opportunities to increase the share of recycled content in all packaging materials, including cardboard, plastic, and other packaging components. Cardboard boxes is to be preferred. Selection of boxes should prioritize space-saving designs to minimize empty space inside the box. This is intended to prevent goods from being damage due to movement within the box and to reduce the volume of the package for sustainability impact. Suppliers must keep records of packaging weights, materials and technical documentation, and provide them to Bufab on request. According to EU PPWR regulations, all packages must include contact information—ideally via a QR code linking to Bufab's details. See chapter 2.2 Label Specification for QR code requirements.

The goods shall be packed in a manner that largely eliminates impact of marks/damages, as well as contamination/corrosion. The goods needs to be securly packed to prevent spilling and boxes needs to be securely closed, whilst in transit or at stock.

A maximum weight of 15 kg per box is not to be exceeded, therefore the external provider shall ensure that the packaging material used can withstand the weight capacity without causing spillages and/or damaged boxes.

In the case of an outer box is used, the total number of packages needs to be printed on each box.

Box quantiy agreed between Bufab and supplier or stated on purchase order must be strictly followed.

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2.1.1 Packaging Instructions for Bufab branded package

When a Bufab branded package is required, the following instructions must be observed :





2.2 Label specification

All products delivered to Bufab must have a label that meets the following requirements.The label should be easy to read and printed in good condition where text, barcodes and QR codes are readable.

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Unless otherwise is requested by the purchase order, the label shall contain the following information:

- BUFAB logo in black and white
- Bufab part number, characters and barcode
- Bufab part description (according to ISO or DIN standard if applicable)
- Manufacturing lot (batch) number, characters and barcode
- Bufabs customer's item number (if specified on the purchase order), characters and barcode
- Quantity of pieces
- Country of origin (ISO-3166-1 Alpha-2 code or full name)
- Bufab order no, characters and barcode

Preferable design of label is shown below:



For deliveris from non EU countries, QR code (including contact information) shall exits on the packaging or label. The QR code shall direct to following URL page: www.bufab.com/packaging:

- QR code shall be placed next to the logotype.
- QR codes used for goods marking shall comply with ISO/IEC 18004 (QR Code symbology).
- The print quality shall be verified according to ISO/IEC 15415 and achieve a minimum grade of B.

- The QR code shall:

– Use error correction level M or higher
– Have a minimum size of 20 × 20 mm
– Be printed as a dark symbol on a light, matte background
– Be readable using a standard smartphone camera under normal

Barcode front shall be Code 128.

For perishable products, the shelf life or expiry date must be stated on both the product and its packaging.

If an outer box is used, the label shall contain the same information as above with the exception that the total quantity must be specified.

The label shall preferably be placed along the length of the box as opposed to the width, the size of the label shall be a suitable size to the box.

Quality of the label:

- White coated, semigloss paper.
- Permanent adhesive for thermal transfer printer. Not direct thermal.
- Preferable FSC certified and recycled paper.

Bufab can support with a tool that meets the above requirements. For further information please get in touch with your Bufab contact.

2.3 General pallet requirements

Except from deliveries to North America, following requirements is applicable for pallets.

Imitation or damaged pallets shall not be used for transportation and could be cause for rejection of the entire shipment upon arrival at Bufab.

When placing boxes within the pallet, they should be stacked in a neat and tidy manner and with the identification labels facing outwards. In the case of gaps within the pallet, recyclable packaging material shall be used, to prevent any movement within the pallet.

All pallets must be stackable to optimize freight volume and keep safe transport.

Pallets needs to be firmly secured to prevent goods from falling or being damages. Wooden surround (collars can be used. All surrounds shall be banded.

Pallets should be clearly labelled, with information of what every pallet includes, as advised on the purchase order. Pallet label shall be placed on the exterior side of the pallet for ease of identification.

Pallets are not acceptable if they have one or more of the following types of defect:

<table>
<tr><td colspan="2">Twisted blocks must not protrude more than 10mm:
</td></tr>
<tr><td>A board is missing:
</td><td>A block is missing or split to the point where more than one nail shanks is visible:
</td></tr>
</table>

A board is broken across its width or diagonally: 	A bottom or deck board is splintered in such a way that more than one nail shank is visible: 

Other characteristics (poor overall condition):

- The loading capacity can no longer be guaranteed (rotten, strong splintering).
- Contamination is such that products may be soiled.
- Large splinters are coming away from a number of blocks.
- There is evidence that inadmissible construction elements have been used (e.g. blocks that are too thin or too narrow).

2.4 Pallet specification for deliveries to Bufab sites in Europe

Pallet type, size and weight

Two types of pallets shall be used: Full Euro pallets or Half Euro pallets produced according to EPAL Technical Regulations:

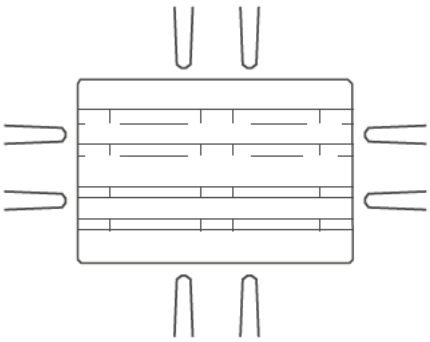
- Length 800 mm
- Width 1 200 mm
- Height 144 mm
- Weight approx. 25 kg
- Safe working load 1 500 kg

Pallet material

- Moisture limit 18%.
- Fumigated pallets for oversea transports; IPPC branded marking accordance with the national plan protection rules.
- Heat treated.

Pallet loading

- When stacking laden pallets on a solid, even surface, the bottom pallet must not exceed a load of max. 5 500 kg.
- Articles may not be divided into part loads between several pallets and packages.
- Number of mixed pallets should be kept to a minimum. The parts must be well divided and clearly marked for easy identification.Smaller articles should be placed on top.
- 4-sided accessibility with chamfered lower edge boards on both sides enables highly efficient handling during production, storage and transportation all the way along the supply chain. Compatible with all (conventional) standard load carriers, industrial trucks and warehouse systems.



2.5 Pallet specification of shipments to Bufab sites in Asia

Pallet type, size and weight

The cargos delivered to Bufab must be loaded on to European standard pallet, size 1 200 mm x 800 mm. Follow regulations below.

Pallet material

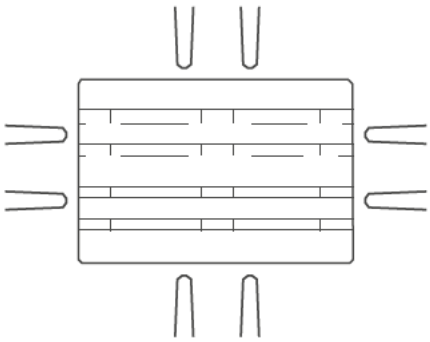
- Moisture limit 18%
- Fumigated pallets for oversea transports; IPPC branded marking accordance with the national plan protection rules.
- Heat treated.

Pallet loading

- Maximum weight 700 kg
- Maximum height 800 mm
- Single article is not allowed to load to several pallets (when it can be loaded in one pallet)
- When stacking laden pallets on a solid, even surface, the bottom pallet must not exceed

a load of max. 5,500 kg.

- Articles with a weight of more than 100 kg are to be packed singly onto a pallet
- When multiple articles need to be loaded onto the same pallet, place the smaller article on top.
- 4-sided accessibility with chamfered lower edge boards on both sides enables highly efficient handling during production, storage and transportation all the way along the supply chain. Compatible with all (conventional) standard load carriers, industrial trucks and warehouse systems.



2.5 Shipping and Packaging documents

2.5.1 Delivery Note

Every shipment must content both goods and original delivery notes. The delivery note must be visible and easy to read:

- Supplier name and address
- Customer name and address
- Bufab Purchase order number
- Supplier number
- Bufab part number and description
- Country of origin
- Delivered quantity
- Number of packages in delivery with description (box, pallet, …)
- Net weight of consignment
- Total weight of consignment

2.5.2 Packing list

When a delivery consists of several packages or pallets the delivery note for each shipment must have a packing list including the following order information:

- Supplier name and address
- Customer name and address
- Bufab Purchase order number
- Package or/and pallet number
- Bufab Part number
- Delivered Quantity
- Number and content of each individual package
- Each unit (package / pallet) must also have a pack list/content list
- Number of packages in delivery with descriptions (box, pallet, …)
- Net weight of consignment
- Total weight of consignment

2.5.3 Transport

Transport shall be booked according the Forwarding Agent Bufab has stated, if nothing else has been agreed.