

General Packaging Guideline

Ladenbau Schmidt AG

I. General

These packaging instructions apply to all suppliers of Ladenbau Schmidt AG (in the following: 'LASA').

Transport security

To protect your products, the transport packaging must be stable and secure. The weight, size, value and sensitivity of your goods must be appropriately taken into account.

Unless otherwise agreed, the supplier is responsible for the adequately protective packaging and safe transport of the goods.

Delivery condition

Deliveries will only be accepted if the load carrier and packaging are in perfect condition. We reserve the right to refuse acceptance in the event of obvious damage or to accept the goods only subject to reservation in the event of deadline pressure. Costs incurred by us due to insufficiently protective packaging will be charged to the supplier.

Neutral packaging

All transport and individual packaging must be kept neutral. Adhesive tape, labels or similar with supplier logos are not permitted.

Shipping documents

Each consignment must be accompanied by the delivery note and the packing list with our article numbers and details in duplicate, including the legally required accompanying documents, and handed over to the goods receiving staff before the goods are unloaded.

II. Principles of packaging and labelling

The basic principle is: "As much as necessary and as little as possible."

Packing

The packaging must be calculated in such a way as to ensure adequate protection of the goods against damage during loading and transport.

Unless otherwise agreed in writing, the following shall apply to the individual packaging unit (in the following: 'PU'):

- **When various** items are delivered together on a load carrier (e.g. a pallet), it must be easy to separate them.
- Deliver pairs/sets as one unit (i.e. packed in sets)
- **Clearly visible labelling** of the goods - this means that each item/package is labelled in a visible place with a clearly legible sticker or tag on the top and long side of the PU.
- **See labelling under point III.**

In addition, the following recommendations apply if possible, with the goods and packaging to be delivered:

- a load weight that is acceptable for our personnel of maximum 25 kg per PU
- Easily countable packaging of the material (the same quantity per layer/bundle)



Plastic films

May only be used as protection against environmental influences All products must be otherwise protected against mechanical damage.

Products with even surfaces

These must not be wrapped with additional plastic film. Non-adhesive cork, cardboard strips or similar may be used as an intermediate layer.

This applies to steel, wood and glassware

III. Labelling

Each packaging unit (e.g. box / carton, bundle) must be labelled with a clearly visible Paletts label and the following information:

PO-No. And- Pos. „123456_Pos.1,,
 Project number „,90123,,
 Parts No. LASA: „1234657“
 Article designation.: „,Article designation LASA,,
 Quantity in the PU.: „,xxx Stk. (50 Pcs. from 810 Pcs.),,
 Pallet number: „,No. 20 or for several pallets with the same article, example 1 of 20; 2 of 20....

See example:

SCHMIDT the shopfitters Paletten / identification

Bestellung- Nr.: PO No.:	159468	Order Pos.:	1
Projektnummer project number	75489 Lager		
Artikel- Nr.:mit Revision Parts- No.with revision level:	P17257-1-86		
Artikel Bezeichnung Item Description	Separativ-L-Blech T57		
Anzahl Stk. pro Palette Number of pieces per pallet	50	Bestell Menge: Order quantity:	50
Paletten Nr.: Pallets No.:	1		
Anzahl der Paletten Number of Pallets	1		

With every delivery, the LASA employee accepting the goods is given a packing list listing all the pallets in the delivery. The packing list must match the information on the pallet labels.

Lieferadresse						Rechnungsadresse				
Ladenbau Schmidt AG						Ladenbau Schmidt AG				
Bächliackerstrasse 11						Bächliackerstrasse 11				
CH- 4410 Liestal						CH- 4410 Liestal				
Pal- Nr.	Pal.- Qty	PO Number	Parts No.	Project No	Parts Discription	delivery Qty	Order Qty	Color (RAL)	Weight	

On each individual packaging

Example displays

SCHMIDT
the shopfitters
Bestell Nr- Pos: 154977-1
Artikel Nr: P30349-0
Artikel: Barren
Menge: 1 Stück

SCHMIDT
the shopfitters
Bestell Nr- Pos: 154977-1
Artikel Nr: P30349-0
Artikel: Barren
Menge: 1 Stück

SCHMIDT
the shopfitters
Bestell Nr- Pos: 154977-1
Artikel Nr: P30349-0
Artikel: Barren
Menge: 1 Stück

SCHMIDT
the shopfitters
Bestell Nr- Pos: 154977-2
Artikel Nr: P30331-0
Artikel: Zweiarmsender
Menge: 1 Stück

SCHMIDT
the shopfitters
Bestell Nr- Pos: 154977-2
Artikel Nr: P30331-0
Artikel: Zweiarmsender
Menge: 1 Stück

SCHMIDT
the shopfitters
Bestell Nr- Pos: 154977-2
Artikel Nr: P30331-0
Artikel: Zweiarmsender
Menge: 1 Stück

IV. Load Carrier

Pallets

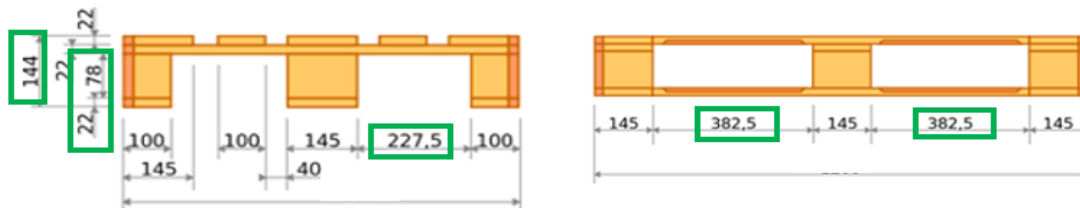
Requirements

Perfect condition without protruding nails, loose boards or blocks. Pallet frames must not have any damage or missing wooden inserts

IPPC standard / ISPM No. 15 must be guaranteed by the supplier.

The front and long sides must have the same dimensions as a Euro pallet so that they can be driven in with lifting vehicles. .

Dimensions of the load carrier incl. openings for forklift and pallet trolley



Masse müssen eingehalten werden

dimensions must be adhered to

Overhang

If the packaged goods protrude beyond the pallet, a protective panel (chipboard, plywood) must be used. The thickness of the protective board must take into account the weight and weight distribution of the transported goods.



Edge protection

Corners and edges of the products must be adequately protected.



Stability

The items must be secured on the load carriers in such a way that they cannot slip. Reliable measures must be taken to prevent the load from shifting, especially when items are stacked on top of each other (e.g. spacers, strapping, straps, etc.): Spacers, strapping bands,

foam intermediate layers, supporting wooden, ...).



Surface protection

Sensitive surfaces must be adequately protected from dust and moisture (e.g. with stretch film, outer carton).

Painted parts must always be packed with an intermediate layer of paper or foam due to possible chafe marks.

Wooden surfaces

UV-resistant packaging must be used, as wood surfaces can become permanently discoloured after a short time in the sun.



Transport boxes

The following applies to self-made load carriers, such as wooden boxes:

- Sturdy construction
- Secure stand - especially for fragile goods
- Can be driven in at the front and lengthwise with a lifting vehicle (like Euro pallets)
- Without top cover if possible

Leaning frame

Must be selected by the wood supplier so that large and bulky products such as, blind ceilings, panels, pieces of furniture, etc. can be transported and require little transport space and can be handled on construction sites, Retracting doors as an example

Features of the Leaning frames:

- The inclination of the trestles must be at least 5°
- Maximum weight 1000 kg
- Maximum width 120 cm.
- Maximum height 150 cm



Transporting glass panes and mirrors

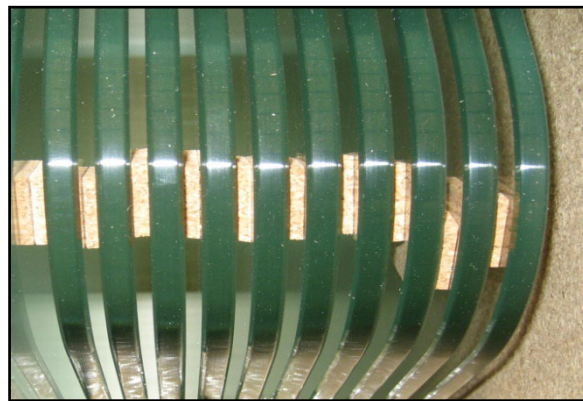
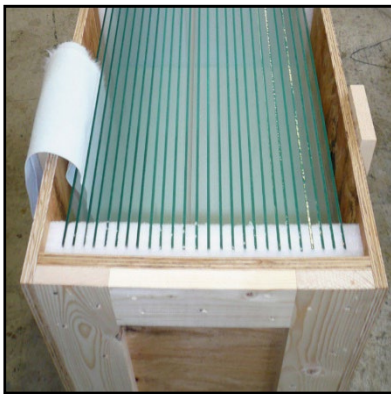
Glass fronts, glass shelves, glass separations, glass rear panels, glass, ESG float glass, etc. up to a dimension of 1300 mm x 150 mm must be delivered in packs of 10 with banderols. The total weight of 25 kg per PU must be taken into account.

All types of glass with larger dimensions must be packed and delivered individually.

Glass panes and mirrors as well as showcases, glued glass constructions, etc. must be delivered on stable, stable and sufficiently protected load carriers or in appropriate transport crates.

Glass panes must always be packed upright. A separation (e.g. cork, tissue paper, etc.) must be used between glass panes/mirrors, which can be easily removed without leaving any residue.

The glass panes/mirrors must not protrude beyond the transport crate or the load carrier.



The packaging must be clearly labelled with warnings.



Weights and dimensions

The supplier is obligated to deliver the ordered goods, if possible on load carriers in standard dimensions (base area 120 x 80 cm).

Whenever the load permits, a maximum height of 140 cm (including load carrier) must be observed.

The weight per load carrier must not exceed 1,000 kg.

Depending on our projects and the structural conditions at our customers' premises, we will define separate requirements in the orders. In these cases, the instructions in the orders apply.

The maximum width of a load carrier must not exceed 1.20 cm; a protective plate must be used to protect the goods against collision and damage.

V. Delivery of the Goods

Unloading process

Due to our structural conditions, it is not possible to unload the transport vehicles from the side. The goods must therefore be loaded in such a way that all load carriers can be easily unloaded from the rear using a pallet truck. To ensure this, the dimensions of the lowest load carrier must correspond to those in point 3 Load carrier, so that the goods can be removed from the lorry without difficulty.

VI. Quality Control by Ladenbau Schmidt AG

All delivered goods must be subjected to a continuous process control or and outgoing goods inspection by the supplier, where the quality, quantity, condition, packaging and delivery documents, etc. must be checked and ensured.

Notification of obvious quality defects shall be reported to the supplier in writing as soon as they are discovered. Hidden defects shall be reported to the supplier in writing by LASA as soon as they are discovered.

Deviations from these binding packaging regulations must be agreed with LASA. The agreement must be made in writing with the responsible purchaser or quality manager.

Place and Date:

.....
Contractor / Supplier

.....
Ladenbau Schmidt AG