

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging		Document-No. STAB-Spec. 10009425
			Page 1
			Ident. Doc.: SN 6509LR
Intended for internal and supplier use.	CONTENTS		
	<u>1. General</u>	Sheet	3
	<u>2. Packaging of Production Material</u>	Sheet	4
	2.1 Packing material, Packing accessories	Sheet	4
	2.2 General instructions	Sheet	4
	2.3 Anticorrosive agent	Sheet	5
	2.4 Box marking	Sheet	6
	2.5 KEU labelling	Sheet	6
	2.6 Packing test	Sheet	7
	2.7 Container and KEU exchange	Sheet	7
2.8 Box cleaning	Sheet	8	
<u>3. Packaging of Tubes</u>	Sheet	9	
3.1 Packaging of tubes for overland transport	Sheet	9	
3.2 Anticorrosive agent	Sheet	10	
3.3 Overland transport of tubes	Sheet	10	
3.4 Packaging tubes for shipment overseas	Sheet	11	
3.4.1 Container	Sheet	11	
3.4.2 Rust protection paper	Sheet	11	
3.4.3 Tube bundles	Sheet	11	
3.4.4 Anticorrosive agent	Sheet	12	
3.4.5 Container loading	Sheet	12	
3.5 Identification	Sheet	12	
<u>4. Packaging of Bright Steel</u>	Sheet	12	
<u>5. Packaging of Steel Strips</u>	Sheet	12	
5.1 Coils	Sheet	12	
5.2 Anticorrosive agent	Sheet	13	
5.3 Identification	Sheet	13	
<u>6. Packaging of Process Materials</u>	Sheet	13	
6.1 Packaging material	Sheet	13	
6.2 Identification	Sheet	13	
<u>7. Packaging of Brackets, End Fitting Assemblies and Conditioned Outer Tubes</u>	Sheet	14	
7.1 Packaging of Brackets	Sheet	14	
7.2 Packaging of End Fitting Assemblies	Sheet	15	
7.3 Packaging of Conditioned Outer Tubes	Sheet	15	
EN			
DE: X EN: X ES: IT: PR: FR: RO: Preceding edition:			
		Rev.:	11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging		Document-No. STAB-Spec. 10009425
			Page 2
			Ident. Doc.: SN 6509LR
Intended for internal and supplier use.	<u>8. Packaging of Indirect Material</u>		Sheet 18
	8.1	General instructions	Sheet 18
	8.2	Packing material	Sheet 18
	8.3	Identification	Sheet 18
	8.4	Delivery documents	Sheet 18
		Lable in accordance with VDA 4902-4	Sheet 19
		Lable in accordance with VDA 4902-4 – Main good tag (sample)	Sheet 20
		Main goods tag in accordance VDA 4902-4	Sheet 21
		Check list for pipe or bright steel transports	Sheet 22
EN			
DE: X EN: X ES: IT: PR: FR: RO:			
Preceding edition:			
			Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425
		Page 3
Intended for internal and supplier use.	1. General	
	<p>The requirements for safe transport packaging defined in this specification are binding for all deliveries to STABILUS plants.</p> <p>Compliance with this specification is a main quality characteristic and is subject to constant monitoring.</p> <p>Deviations must be agreed on individually with STABILUS, Procurement Department and must be approved <u>in writing</u>.</p> <p>Additional costs generated by the non-compliance may be invoiced by STABILUS.</p> <p><u>Identification, labeling:</u></p> <p>A completely filled-out sticker/merchandise tag in compliance with VDA 4902-4 (see pages 19 and 20) shall be used. All fields are “required fields.” In addition, the note “Test Status: Approved” must be documented in field 8 (Customer Item No.). This note can be added in the form of an additional sticker, stamp, or similar. For safety parts, field 8 shall also have an entry with the symbol for safety items or a “D” before the item number. The stickers/tags must be protected from damage and contamination. The information on the sticker/tag must be bar-coded with CODE 39.</p> <p><u>Anticorrosive agent</u></p> <p>- please see Stabilus specification STAB-Spec. 10174938</p> <p>Other anticorrosives may only be used after prior approval by STABILUS.</p>	
EN		
DE: X EN: X ES: IT: PR: FR: RO: Preceding edition:		
		Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging		Document-No. STAB-Spec. 10009425																																				
			Page 4																																				
		Ident. Doc.: SN 6509LR																																					
Intended for internal and supplier use.	<p>2. Packaging of Production Material</p> <p>2.1. Packing material, Packing accessories</p> <p>All production materials must be packed in reusable special containers.</p> <p><i>Non-returnable packaging is not allowed!</i></p> <p>The following containers are available:</p> <table border="0"> <tr> <td style="padding-right: 20px;">EF 3120 green</td> <td style="padding-right: 20px;">Outside dimensions</td> <td>300 x 200 x 120 mm</td> </tr> <tr> <td></td> <td>Inside dimensions</td> <td>265 x 165 x 113 mm</td> </tr> <tr> <td></td> <td>Unladen weight</td> <td>0,58 kg</td> </tr> <tr> <td style="padding-top: 10px;">EF 4120 yellow</td> <td style="padding-top: 10px;">Outside dimensions</td> <td style="padding-top: 10px;">400 x 300 x 120 mm</td> </tr> <tr> <td></td> <td>Inside dimensions</td> <td>368 x 268 x 113 mm</td> </tr> <tr> <td></td> <td>Unladen weight</td> <td>0,92 kg</td> </tr> <tr> <td style="padding-top: 10px;">EF 6421 grey</td> <td style="padding-top: 10px;">Outside dimensions</td> <td style="padding-top: 10px;">600 x 400 x 425 mm</td> </tr> <tr> <td></td> <td>Inside dimensions</td> <td>565 x 365 x 415 mm</td> </tr> <tr> <td></td> <td>Unladen weight</td> <td>3,32 kg</td> </tr> <tr> <td style="padding-top: 10px;">KLT 6414</td> <td style="padding-top: 10px;">Outside dimensions</td> <td style="padding-top: 10px;">594 x 396 x 148 mm</td> </tr> <tr> <td></td> <td>Inside dimensions</td> <td>532 x 346 x 132 mm</td> </tr> <tr> <td></td> <td>Unladen weight</td> <td>2,78 kg</td> </tr> </table> <p>The use of container KLT 6414 is subject to approval by STABILUS, Procurement Department.</p> <p>Only STABILUS plastic KEU pallets size 1200 x 800 x 170 mm, unladen weight 29 kg, may be used as transport pallets.</p>			EF 3120 green	Outside dimensions	300 x 200 x 120 mm		Inside dimensions	265 x 165 x 113 mm		Unladen weight	0,58 kg	EF 4120 yellow	Outside dimensions	400 x 300 x 120 mm		Inside dimensions	368 x 268 x 113 mm		Unladen weight	0,92 kg	EF 6421 grey	Outside dimensions	600 x 400 x 425 mm		Inside dimensions	565 x 365 x 415 mm		Unladen weight	3,32 kg	KLT 6414	Outside dimensions	594 x 396 x 148 mm		Inside dimensions	532 x 346 x 132 mm		Unladen weight	2,78 kg
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DE: X EN: X ES: IT: PR: FR: RO: Preceding edition:	<p>2.2. General Instructions</p> <p>The weight of a loaded KEU must not exceed 1,000 KG. The height of a flush layered, loaded KEU - including the KEU - must not exceed 1 metre. The weight of a full transport container must not exceed 16 KG.</p> <p>The individual containers must be filled in such a way that the contents cannot be damaged. Containers EF 3120 and EF 4120 must also be provided with a dust protection cover.</p>																																						
		Rev.: 11																																					

The print-out is not subject to the modification service.

Design of the STABILUS Procurement Packaging

Document-No.
STAB-Spec. 10009425
Page 5
Ident. Doc.: SN 6509LR

The arrangement of the boxes on the KEU (7 layers) may occur as follows:



Figure 1: Packaging with box EF 4120

Figure 2: Packaging with box EF 3120

Stack at least 1 layer per KEU =

- 16 EF 3120 containers
- 8 EF 4120 containers
- 4 EF 6421 containers
- 4 KLT 6414 containers

Both standard and mixed KEU (a number of different components) are allowed per KEU, however, only one box type is allowed per KEU. Possible gaps per layer must be filled up with empty boxes.

The labels of containers must be readable of one side on each pallet (see fig. 1, 2).

The containers stacked on the KEU must be adequately secured against sliding. To this end use a tightening strap.

Shrink film should be avoided for environmental protection considerations.

2.3. Anticorrosive agent

The material must be protected against corrosion, if necessary.

The anticorrosives to be used can be found on the Stabilus specification STAB-Spec. 10174938.

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EN

DE: X | EN: X | ES: | IT: | PR: | FR: | RO:
Preceding edition:

Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425
		Page 6
		Ident. Doc.: SN 6509LR
Intended for internal and supplier use.	<p>2.4. Box Marking</p> <p>Each container must be provided with a sticker in accordance with VDA 4902-4 - Product part for light load carrier (see point 1, paragraph V,; Labeling, Identification).</p> <p>For deliveries to STABILUS Germany the sticker must be in German, for direct deliveries to STABILUS plants abroad the sticker must be in English. (See sheets 19 to 21 for dimensions and form).</p> <p>The Sticker must consist of a white label with black print and must be stuck using an easily removable adhesive in the following locations:</p> <p>for EF 3120 containers on the long side for EF 4120 containers on the narrow front side</p> <p>The right edge of the sticker may protrude or be reduced to 80% of the label size stipulated in the relevant VDA standard.</p> <p>All packing units must additionally state the country of origin. For elastomer parts also state the maximum use-by date.</p> <p>2.5. KEU Labeling</p> <p>Each transport unit must be marked with a main goods tag in accordance with VDA 4902-4 (see point 1, paragraph V: Labeling, Identification). These stickers have to be attached on the two both longer sides.</p> <p>For mixed pallets each material number must have its own main goods tag which must be attached to the transport unit.</p>	
	EN	
DE: X EN: X ES: IT: PR: FR: RO:	Preceding edition:	Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging		Document-No. STAB-Spec. 10009425												
			Page 7												
			Ident. Doc.: SN 6509LR												
Intended for internal and supplier use.	<p>2.6. Packing Test</p> <p><u>Prior to the first series delivery</u> of a new component the supplier shall perform a packing test to select the most suitable packaging.</p> <p>The following information must be provided for STABILUS in the first sample test report:</p> <ul style="list-style-type: none"> - selected box type - amount per box type - weight per 100 parts in grams <p>If these data are not provided in the first sample documents the first sample may be rejected.</p> <p>Subsequent changes to these data by the supplier will only be accepted after prior <u>written</u> consent of STABILUS, Procurement Department.</p>														
	<p>2.7. Container and KEU Exchange</p> <p>A logistics service provider shall set up a circulation system between the supplier and STABILUS and a fixed collection and delivery route will be agreed on.</p> <p>The parties involved, STABILUS, supplier and the logistics service provider, will obtain the necessary packing and transport material at cost price. The logistics service provider shall see to the exchange, cleaning and accounting. The transport related to the exchange of empty packaging shall be optimized, i.e. only full pallet units will be delivered to the supplier.</p>														
EN	<p>These units comprise:</p> <table style="margin-left: 40px;"> <tr> <td>EF 3120 containers</td> <td>=</td> <td>144 per KEU</td> </tr> <tr> <td>EF 4120 containers</td> <td>=</td> <td>72 per KEU</td> </tr> <tr> <td>EF 6421 containers</td> <td>=</td> <td>20 per KEU</td> </tr> <tr> <td>KLT 6414 containers</td> <td>=</td> <td>40 per KEU</td> </tr> </table>			EF 3120 containers	=	144 per KEU	EF 4120 containers	=	72 per KEU	EF 6421 containers	=	20 per KEU	KLT 6414 containers	=	40 per KEU
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Rev.:	11														

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425
		Page 8
		Ident. Doc.: SN 6509LR
Intended for internal and supplier use.	<p>In the event of necessary special or additional transports outside the defined route the transport service provider indicated by STABILUS must also be used to ensure the exchange and correct management of the empty containers. If, however, in consultation with STABILUS, Inventory Control Department, another transporter is used, there will be an immediate return of the exact number of empties by the STABILUS logistics service provider. The costs related to this return shall be borne by the party having requested the special transport.</p> <p>2.8. Box Cleaning</p> <p>Cleaning of the box is the responsibility of the logistics service provider. For this purpose a washing system released by STABILUS is installed and the alkaline detergents released by STABILUS are used. The use of other detergents -especially when these deviate from the applicable water endangerment class, waste code and dengerouse goods ordinance-is subject to releaese in writing by STABILUS.</p> <p>Suppliers must only use clean boxes. If empties are found to be dirty both the STABILUS service provider and the STABILUS, Procurement Department must be immediately informed.</p>	
EN		
DE: X EN: X ES: IT: PR: FR: RO:	Preceding edition:	
		Rev.: 11

Design of the STABILUS Procurement Packaging

The print-out is not subject to the modification service.

3. Packaging of tubes

3.1. Packaging of tubes for overland transport

For transport the tubes must be bundled. The following points must be complied with:

maximum bundle weight	2.200 KG
maximum bundle height H	500 mm
maximum bundle width B	550 mm
Bundle length L	see single sheet for material specification
Type of strapping	with steel strips, suitable strapping support: wood or cardboard
Distance from end of bundle to first strap L1	maximum 500 mm
Number of straps	min. 3 per bundle

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The maximum bundle height and bundle width dimensions must be complied with taking into account the maximum bundle weight. The transporter shall comply with possible import regulations of the relevant countries when using strapping materials and loading accessories.

Note the required delivery condition according to single sheet of material specification.

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Figure 3: Packaging of tubes for overland transport

DE: X | EN: X | ES: | IT: | PR: | FR: | RO:
 Preceding edition:

Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425		
		Page 10		
		Ident. Doc.: SN 6509LR		
Intended for internal and supplier use.	<p>3.2. Anticorrosive agent</p> <p>Prior to transport the tubing material must be provided with a corrosion protection so as to protect inside and outside surfaces of the tubes. Excess anti-corrosion agents must be disposed of by the supplier in compliance with the applicable environmental protection requirements.</p> <p>The anti-corrosion agents to be used can be found on the Stabilus specification STAB-Spec. 10174938.</p>			
	<p>3.3. Overland transport of tubes</p> <p>Transport from the supplier's production plant to the end-user must occur <u>without</u> transfer.</p> <p>The transporter shall bear the responsibility for a damage-free transport of the tubes from the supplier's plant to the STABILUS plant. Moreover, the transporter shall ensure the tubes do not come into contact with humidity during transport.</p> <p>The superstructures of the truck used for transport and the tube bundle arrangement on the loading surface of the vehicle shall be such that the transport is damage-free and is the transporter's responsibility.</p> <p>For tube deliveries for which the free delivery statement indicates "<u>ex factory</u>", the loading surface and vehicle superstructures as well as the tube bundles must be checked during loading by both the supplier and the truck driver using a check list (Sheet 22) and their compliance with recommendations must be confirmed with their name and signature. The check list must be attached to the delivery documents.</p>			
EN	<p>If during the inspection of the tube bundles based on the check list deviations from the reference condition are ascertained, the Quality Assurance Department of the STABILUS plant responsible for the tube manufacturer must be involved and the further procedure will be agreed.</p> <p>The adopted decision must be documented.</p>			
DE: X EN: X ES: IT: PR: FR: RO: Preceding edition:	<table border="1"> <tr> <td>Rev.:</td> <td>11</td> </tr> </table>		Rev.:	11
Rev.:	11			

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425
		Page 11
Intended for internal and supplier use.	<p>3.4. Packaging of tubes for shipment overseas</p> <p>3.4.1. Container</p> <p>The shipment of tubes overseas must in principle always occur in a container with removable hardtop, tilt containers must not be used.</p> <p>Container deliveries to STABILUS Brazil are the only exception to this rule.</p> <p>Before loading the container the supplier shall check the compliance with the recommendations and shall confirm it in the check list referred to sub Point 3.3.</p> <p>The completed check list must be attached to the delivery documents.</p> <p>3.4.2. Rust protection paper</p> <p>The containers used must be lined with special rust protection paper approved by STABILUS. This special paper must be plastified on one side and reject possible humidity (condensation water).</p> <p>The plastified paper side must always be on the outside. The paper sheets must be placed in the container as follows:</p> <ol style="list-style-type: none"> 1. Five sheets in cross direction - length approx. 8 - 8.50 m 2. Two sheets lengthways - length approx. 12 m 3. Stick places where paper sheets overlap with adhesive tape. <p>Make sure the paper sheets are not damaged in any way.</p> <p>For container deliveries to STABILUS Brazil the individual tube bundles must be wrapped in the above-mentioned rust protection paper.</p>	
	<p>3.4.3. Tube bundles</p> <p>Before transport the tubes must be bundled. The instructions sub Point 3.1. must be observed.</p> <p>For each tube bundle layer 4 spacers must be used with a height of min. 80 mm. Depending on the materials used the transporter must comply with applicable import regulations in the destination countries.</p>	
DE: X EN: X ES: IT: PR: FR: RO: Preceding edition:	EN	Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425		
		Page 12		
			Ident. Doc.: SN 6509LR	
Intended for internal and supplier use.	<p>3.4.4. Anticorrosive agent</p> <p>The instructions sub point 3.2. apply.</p>			
	<p>3.4.5. Container loading</p> <p>All tube bundles must be loaded against the front side of the container. If the top tube bundle position does not fill up the entire container width, the tube bundles must be secured against lateral sliding. For the securing materials the transporter must comply with possible import regulations of the individual countries.</p> <p>After loading the tube bundles the lengthways paper sheets and subsequently the cross layers must be carefully placed over the lengthways sheets and stuck with adhesive tape. To finish two further paper sheets must be laid lengthways and must also be carefully stuck.</p>			
	<p>3.5. Identification</p> <p>Each tube bundles must be provided with a goods tag in accordance with VDA 4902-4 (see point 1, paragraph V: Labeling, Identification). Under item 9 (Filling quantity Q) to be indicated the bundles length in meter (m) and also in section 10 (Delivery, service designation) the tube designation with tube dimension.</p> <p>This goods tag must be attached to the front side of the tube bundle.</p>			
EN	<p>4. Packaging of Bright Steel</p> <p>For the packaging and transport of bright steel apply the same instructions as for packaging tubes.</p>			
	<p>5. Packaging of Steel Strips</p>			
	<p>5.1. Coils</p> <p>Unless other values are stated in the material order instructions steel strips must be supplied in coils of 500 x 1300₋₁₀₀ mm. Individual coils of a transport unit must be separated by wooden strips. Per transport unit only one STABILUS part number may be delivered. The coils must be attached with tightening straps.</p>			
DE: X EN: X ES: IT: PR: FR: RO: Preceding edition:	<table border="1"> <tr> <td>Rev.:</td> <td>11</td> </tr> </table>		Rev.:	11
Rev.:	11			

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging		Document-No. STAB-Spec. 10009425
			Page 13
			Ident. Doc.: SN 6509LR
Intended for internal and supplier use.	<p>5.2. Anticorrosive agent</p> <p>For transport the coils must be provided with a sufficient amount of anticorrosive agent (please see the Stabilus specification STAB-Spec. 10174938). Excess anti-corrosion agents must be disposed of by the supplier in compliance with the applicable environmental protection requirements.</p> <p>5.3. Identification</p> <p>Each steel strip dimension must be provided with a goods tag in accordance with VDA 4902-4 (see point 1, paragraph V: Labeling, Identification).</p>		
	<p>6. Packaging of Process Materials</p> <p>6.1. Packaging material</p> <p>The process materials are to be packed in packing materials guaranteeing a stackable and damage-free transport and delivery. Existing legal conditions must be observed by the supplier; this especially applies for the notification and loading of hazardous materials.</p> <p>6.2. Identification</p> <p>In addition to the existing, compulsory identification regulations (e.g. for hazardous materials) each packing unit must be provided with a goods sticker in accordance with VDA 4902-4 (see point 1, paragraph V: Labeling, Identification).</p>		
EN			
DE: X EN: X ES: IT: PR: FR: RO:	Preceding edition:		
			Rev.: 11

The print-out is not subject to the modification service.

Design of the STABILUS Procurement Packaging

Document-No.
STAB-Spec. 10009425
Page 14
Ident. Doc.: SN 6509LR

7. Packaging of Brackets, End Fitting Assemblies and Conditioned Outer Tubes

The packaging of brackets and eyelet assemblies follows the same guidelines as those for production material, except for the filling material. Separate, disposable packaging that deviates from these must be sized so that the honeycomb structure or intermediate layers can be used in reusable special containers.

When specifying the packaging, one should differentiate between packaging for brackets and eyelet assemblies.

7.1. Packaging of Brackets

Brackets should be packaged separate from each other so that they do not touch (separator insert set, honeycomb structure, Fig. 4). It must be ensured that the brackets located at the sides of the container are surrounded by four separator walls. The size and height of the separator insert sets or the honeycomb structure should be determined by the size of the brackets.

To take full advantage of the container space, several separated layers of brackets should be stacked in one container (Fig. 5 and 6).

Each layer of brackets, even the last one, should be separated by a continuous, sturdy cardboard layer (Fig. 7).

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EN

DE: X | EN: X | ES: | IT: | PR: | FR: | RO:
Preceding edition:



Figure 4: Separator insert set, honeycomb structure



Figure 5: Packing of brackets

Rev.: 11

Design of the STABILUS Procurement Packaging

The print-out is not subject to the modification service.



Figure 6: Packing of brackets

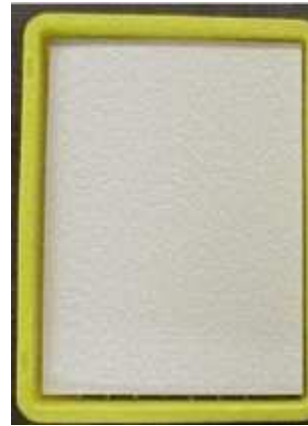


Figure 7: Intermediate layers

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As a rule, all containers should be completely filled with brackets. If containers are not completely filled, any empty space should be filled with layers of foam sections, air cushions, or corrugated cardboard pieces, until the containers are completely filled.

7.2. Packaging of End Fitting Assemblies

The eyelet assembly (ZUGE) consists of the components bracket, bolt, and end fitting.
 End fitting assemblies should be packaged according to the instructions in Chapter 7.1.
 There is no difference in the packaging of brackets and eyelet assemblies, except for the filling material.

7.3. Packaging of Conditioned Outer Tubes

The outer tubes must be packaged in a conditioned state to prevent them from becoming brittle. The purpose of a water additive in the plastic is to condition the plastic. This water is added by two water-soaked foam mats (40 x 40 cm x 0.9 cm thick), which are placed on the bottom of the folding bags (see Fig. 8). Wet the foam mats with 0.2 liters of demineralized water.

The folding bags to be used, item no. 526460, are made of HDPE, low pressure polyethylene with the following dimensions:

- Width : 480 mm
- Length : 800 mm
- Thickness : 0.035 mm

EN

DE: X | EN: X | ES: | IT: | PR: | FR: | RO:
 Preceding edition:

Rev.: 11

Design of the STABILUS Procurement Packaging

The print-out is not subject to the modification service.

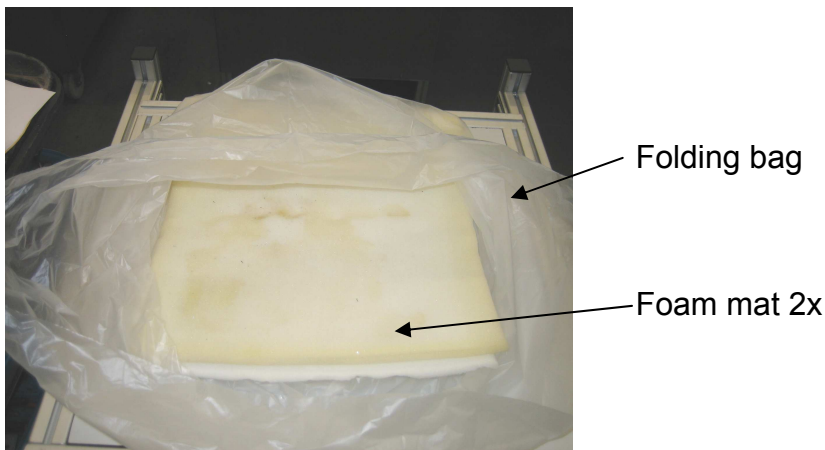


Fig. 8: Folding bag with foam mats

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Fill the folding bag with 150 outer tubes (see Fig. 9 and 10).
 After that, tie it up and place in a gray grid basket EF 6421 (see Fig. 11 and 12).
 Place a second folding bag in the grid basket, for a total of 300 outer tubes in one grid basket (see Fig. 13).
 Stack four grid baskets each on a pallet; that is, fitting a total of eight grid baskets on a pallet (see Fig. 14).

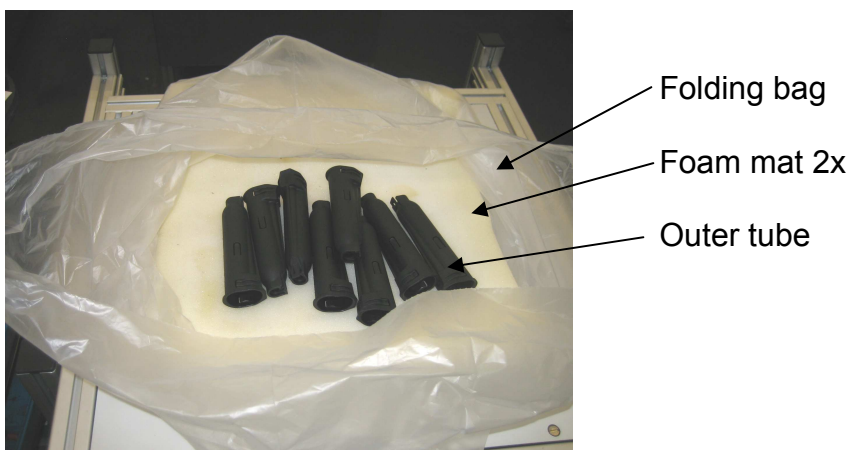


Fig. 9: outer tubes in the folding bag

EN

DE: X | EN: X | ES: | IT: | PR: | FR: | RO:
 Preceding edition:

Rev.: 11

The print-out is not subject to the modification service.

Design of the STABILUS Procurement Packaging

Document-No.
 STAB-Spec. 10009425
 Page 17
 Ident. Doc.: SN 6509LR



Fig. 10: 150 outer tubes in the folding bag



Fig. 11: tied up folding bag

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Fig. 12: folding bag in grid basket



Fig. 13: grid basket with two filled folding bags

EN

DE: X | EN: X | ES: | IT: | PR: | FR: | RO:
 Preceding edition:



Fig. 14: pallet with 8 grid baskets

Rev.: 11

The print-out is not subject to the modification service.	Design of the STABILUS Procurement Packaging	Document-No. STAB-Spec. 10009425
		Page 18
		Ident. Doc.: SN 6509LR
Intended for internal and supplier use.	<p>8. Packaging of Indirect Material</p> <p>8.1. General Instructions</p> <p>All materials supplied to STABILUS and not covered by the above paragraphs must be packed in accordance with section 8 of these instructions.</p> <p>8.2. Packing material</p> <p>For packaging select materials capable of protecting the goods at all times during transport and storage against damage or loss.</p> <p>As transport accessories select EURO wooden pallets or DB box pallets. The maximum weight of a transport unit must not exceed 1,000 KG.</p> <p>Individual packing units of a transport unit must be secured against sliding or damage by plastic tightening straps.</p> <p><i>Shrink film should be avoided for environmental protection considerations.</i></p> <p>Loaded transport units must be stackable.</p> <p>A number of individual packing units may be included per transport unit inasmuch as the delivery is to be made to the same discharging place. Deliveries to different discharging places must be handled separately. The discharging place is stated on the order form.</p> <p>8.3. Identification</p> <p>Each packing unit must be provided with a goods tag or sticker in accordance with VDA 4902-4 (see point 1, paragraph V: Labeling, Identification).</p> <p>In field "(16) Charge number" indicate the STABILUS order number (e.g. 4500010000).</p> <p>8.4. Delivery documents</p> <p>The delivery documents must be handed to the logistics service provider upon collection. These documents must include all the necessary information about the order, more specifically the order number, STABILUS part number, amount.</p>	
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Design of the STABILUS Procurement Packaging

Document-No.
 STAB-Spec. 10009425
 Page 19
 Ident. Doc.: SN 6509LR

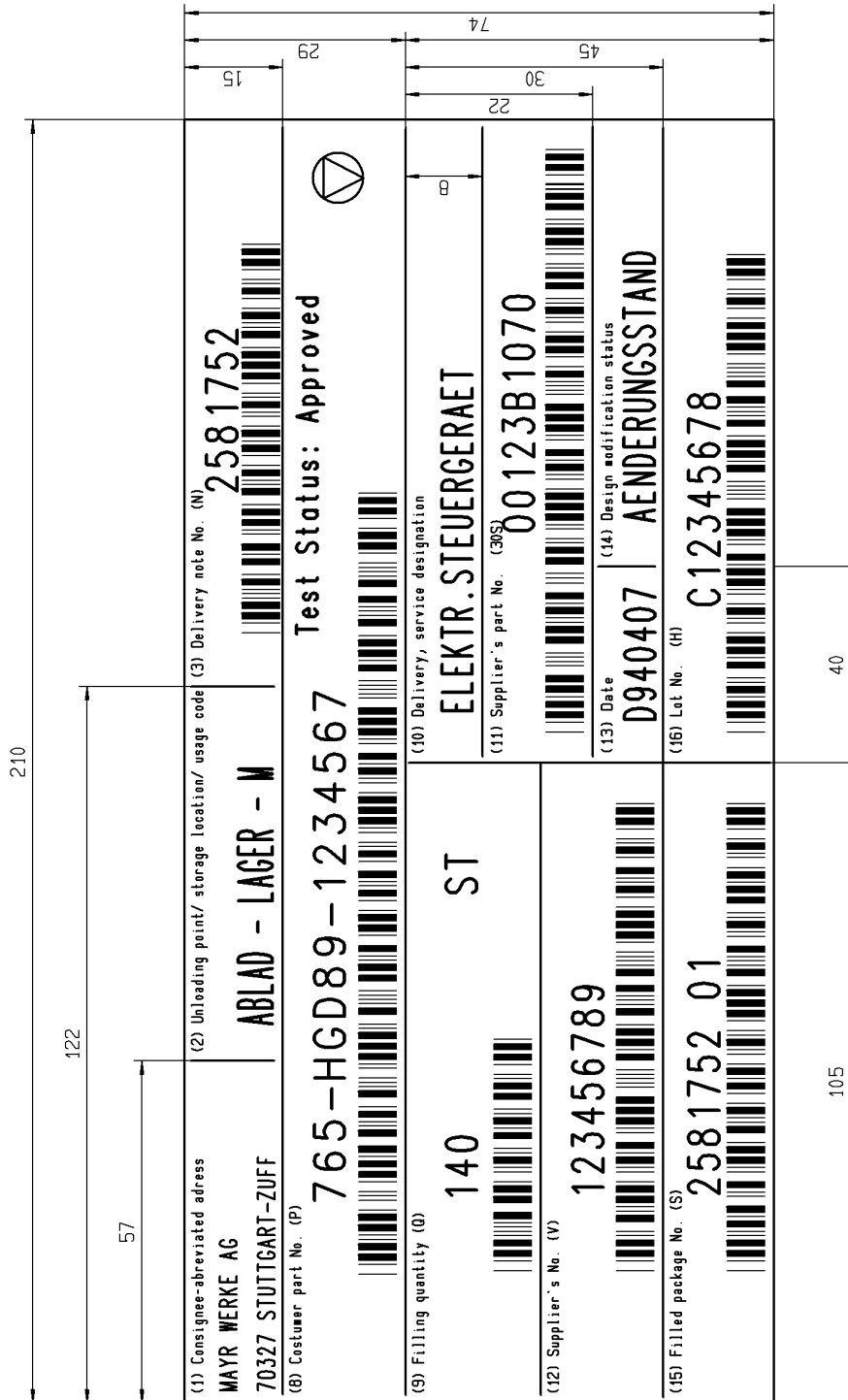
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Label in accordance with VDA 4902-4(standard)



TIE-ON TAG acc. VDA 4902 Version 4, KLT-Label, Dimensions are in mm

Rev.: 11

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Design of the STABILUS Procurement Packaging		Document-No. STAB-Spec. 10009425 Page 20 Ident. Doc.: SN 6509LR	
Label in accordance with VDA 4902-4 - Main goods tag (sample)			
(1) Consignee STABILUS GMBH D-56070 KOBLENZ	(2) Unloading point/ storage location/ usage code 6.2	(4) Supplier's address (abbreviated name, plant, post code, town) FA. MUSTERMANN, D-99999 MUSTER	
(3) Delivery note No. (N1) 123456 	(5) Net weight 700	(6) Gross weight 800	(7) Number of filled packages 1
(8) Customer part No. (P) 055956 Test Status: Approved 			
(9) Filling quantity (Q) 784000			
(10) Delivery, service designation MUSTERTEILE ABCD11	(11) Supplier's part No. ABCD11 		
(12) Supplier's No. (W) 12345 	(13) Date D980506		
(14) Design modification status 999			
(15) Filled package No. (S) 123456001 		(16) Lot No. (H) 	
(17) Fa. Mustermann, Muster Weg 999, D-99999 Muster 555555 (18) TIE-ON TAG acc. VDA 4902, Version 4			
		Rev.: 11	

Design of the STABILUS Procurement Packaging

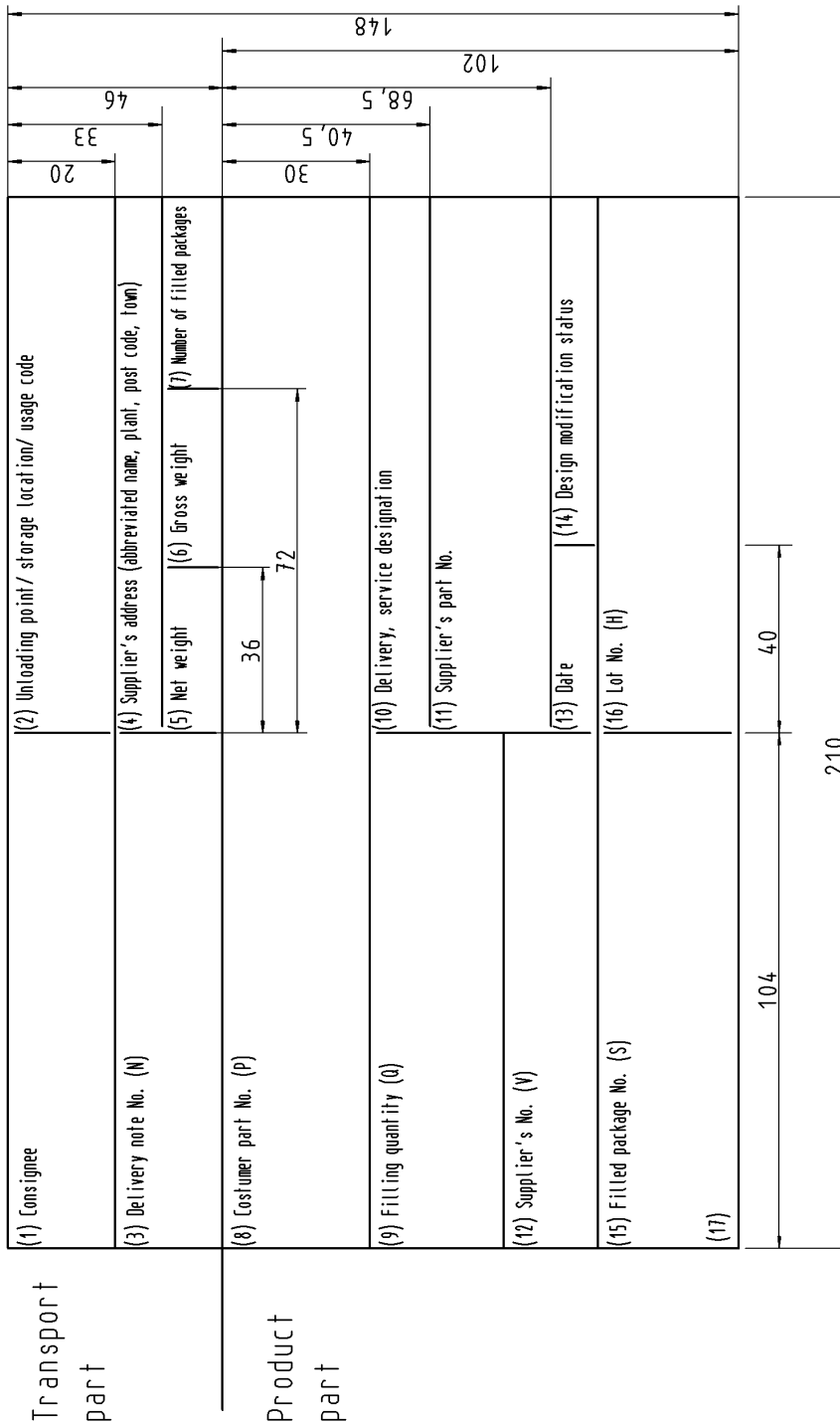
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Main goods tag in accordance with VDA 4902-4



TIE-ON TAG acc. VDA 4902 Version 4, Dimensions are in mm

Rev.: 11

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Design of the STABILUS Procurement Packaging

Document-No.
STAB-Spec. 10009425
 Page **22**
 Ident. Doc.: SN 6509LR

Check list for tube or bright steel transports

Loading date:..... Loading place:.....
 Loading time: from:.....until:..... hrs Supplier:.....
 Carrier:..... Truck registration number:.....
 Name truck driver:..... Container No:.....

Test criteria	O.K.	N.O.K. / Comment
Truck superstructure, surface and loading surfaces free of dampness, dirt, damage, likely to impair the quality of the material.		
The material does not display external signs of damage or deformation		
The material does not show any signs of corrosion (rust patches, rust film) No excess, dropped anti-corrosion oil		
The loading process did not damage the material		

Intended for internal and supplier use.

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Authorised signatures

Supplier

Truck driver

.....
 Signature

.....
 Signature

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Rev.: 11