

## **Marking and accompanying documents**

- All deliveries have to be marked in a way that all parts belonging to the delivery can clearly be identified.
- Express deliveries have to be marked as such.
- Delivered initial samples have to be marked definitely and its report has to be enclosed.
- All markings/ documents that are not valid or not necessary have to be removed.

## **Missing supplier data / documents**

- In case of missing documents / delivery notes BÄR reserves the right to refuse the receipt of goods and to return them at the expenses of the supplier.

## **Delivery note information:**

- Recipient
- Sender
- Delivery note number
- Date of delivery note
- BÄR order number
- BÄR article number
- Description
- Delivered amount
- Production drawing number (index/version)
- Initial sample marking

## **Information of the article label:**

- BÄR article number
- Description
- Amount per packaging/container
- BÄR order number (maybe BÄR order position)

## **General information for the packing**

- The material has to be packed in a way that it cannot be damaged during the transport specified by or agreed with BÄR. Besides, an effective warehousing or provision for the production shall be possible without repacking.
- The load has to be secured on the charge carrier that it can be transported to BÄR without damage. Consequently the load has to be secured in a way that no overlaps of the charge carrier are resulted during the transport.
- BÄR prefers reusable packing and ask their suppliers to use them also.
- The articles have to be delivered correctly sorted on the charge carrier.
- If more than one article is packed on a charge carrier, they have to be packed in a way that they can be picked individually and correctly sorted.
- The individual agreed BÄR packing regulations do appl. If the packing is not stuck, BÄR reserves the right to charge the supplier with arisen handling and repacking costs. Variations in reasoned cases have to be coordinated timely with the appropriate contact person. A comment has to be included in the delivery note.
- Empties owned by BÄR are placed to the suppliers disposal. The provision takes place in direct exchange or through separate deliveries. BÄR and the supplier will check the empties stock annually during the inventory.
- The corrosion protection (if not especially prescribed in drawings or specifications/performance standards) has to be defined by the supplier according to the known sensibility of the products. The chosen safety method may not interfere with the functionality and possible uses of the products. Used protective substances have to be removed and disposed in a residue-free and economic way.

## **Cardboard base on euro-pallets**

- On euro-pallets a cardboard base has to be installed between the charge carrier and the load that covers the whole charge carrier but that does not overhang.