

General Delivery Specifications

I. In addition to the BST Terms of Conditions of Purchase, the following conditions apply to the delivery note:

1. The delivery note should be prepared in accordance with DIN 4991 and must include the following data fields:
 - ❖ BST PO number
 - ❖ BST PO position
 - ❖ BST code number
 - ❖ Designation of building component
 - ❖ Delivery quantity
 - ❖ Number and type of carriers (Europallet, Eurobox etc.)
 - ❖ Net unit weight
 - ❖ Total gross weight
 - ❖ Name and address of supplier
 - ❖ Delivery note number
 - ❖ Delivery note date
 - ❖ Type of shipping
 - ❖ Name of freight carrier
 - ❖ Shipping conditions
 - ❖ Additional purchaser's data, if any
 - ❖ Information on ESD directives (for electronic subassemblies and components)
 - ❖ Information on hazardous goods (if required)
2. The delivery documents shall be handed separately to the freight carrier. Another copy must be attached to the outside of the package in a visible, adequately protected manner
3. A separate delivery note must be prepared for each order.
4. The supplier shall ensure that the freight carrier responsible enters correctly the unloading place information onto the freight documents.
5. The unloading place will be specified in the BST PO.

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II. In addition to the BST Terms of Conditions of Purchase, the following conditions apply to packaging:

1. Protection of components

Packaging must be of such a standard that components are kept clean, corrosion-free and free from damage and must be suitable for the method of transport selected. Further conditions relating to packaging will be defined in the purchase order or in the packaging spec sheets.

2. Marking

a) The packaging must be marked in accordance with VDA recommendation no. 4902.

In any case, marking must include the following data fields:

- ❖ **BST code number**
- ❖ **Designation of building component**
- ❖ **Number and position number of carriers**
- ❖ **Quantity per carrier**
- ❖ **BST PO number**
- ❖ **BST PO position**

b) The inner package / the small load carrier must be marked as follows:

- ❖ **BST part number (bar code)**
- ❖ **BST designation**
- ❖ **Hard-/software revision**
- ❖ **Serial number**
- ❖ **BST PO number**
- ❖ **Quantity per package**
- ❖ **Week/year of production**
- ❖ **Expected life (e.g. for rubber parts)**

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Example :

BST-Teile-Nr <i>BST Part-no.</i>		
Bezeichnung <i>Designation</i>		
Hard/Softwarestand <i>Hard/Software-revision</i>		
Serien-Nr. <i>Serial no.</i>		
BST-Bestell-Nr <i>BST P.O. number</i>		
Barcode Teile-Nr <i>Barcode part no</i>		
Stückzahl <i>Quantity</i>		KW / Jahr <i>week / year</i>

- The marking must be applied in a legible manner on the side of the carrier / the outer package.
- The marking of small load carriers must be attached using the pockets provided for this purpose. The marking of cardboard boxes must be stuck on.
- If a test certificate is added to the material consignment, this must be attached to the outside of the load carrier / package in a visible, adequately protected manner.
- Hazardous goods or substances must be marked in accordance with legal regulations.
- For the preparation of bar codes used on the labels, a separate description will be made available on request.
- If components have an expected life of less than one year, this must be marked on the package or on the component itself.

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BST International GmbH.

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3. Handling

- Carriers and packages with a weight of more than 25 kg must have a bottom clearance of at least 100 mm for entering the arms of a fork stacker. The maximum weight for inner packaging / small load carriers is 15 kg. The maximum height for small load carriers and cardboard boxes is 1 m.
- If consignments comprise several code numbers per carrier, each code number must be separately packed and marked, and separate transport of each code number must be possible.
- In order to ensure stackability, components must not protrude above the upper end of a Eurobox. If they protrude laterally, collision protection must be provided.
- Electronic subassemblies / components must be packed in accordance with the ESD directives.

4. Disposal of packaging material

- When using non-returnable packaging, its weight and volume should be a minimum.
- Generally, the packaging regulation 1991 for the avoidance and recycling of packaging waste must be observed, and only environmentally compatible and recoverable materials shall be used.
- Material combinations (e.g. iron clamps, nails in timber) must be a minimum, and easy separation after use must be ensured.
- Markings on packaging must not affect the suitability of the material for recycling (e.g. no PVC stickers on cardboard boxes).