

Packing instruction

Dear Suppliers,

With the following packing instruction we would like to ensure together with you the smooth delivery to our Receiving Department and to avoid further questions and delays during the billing procedure.

If place of delivery is BEUMER Wareneingang, Beckum please note the opening hours of our goods receipt department: Mo – Fr 7:00 – 17:00.

Each carrier (e. g. each package, each pallet, each pallet cage) has to be provided with a mandatory separate delivery note stating the contents of the carrier. The delivery note must be attached visibly to the carrier. In the event of deliveries through forwarding agents a bill of lading has to be provided in addition.

All documents (e. g. notification of dispatch, delivery note, packing slip, way of bill, invoice etc.) must be labelled with the following information:

- each document must be provided with a purchase order no. (e. g. 450001234)
- each individual order item must be provided with a BEUMER material no. (e. g. 135012)

We would ask you **never** to summarize order item numbers and corresponding quantities even if the delivery items are the same (e. g. common parts).

The expected formats of the delivery note as well as the material label are shown on the following pages.

Requirements concerning the carrier:

• pallet, euro-pallets or pallet cages

o dimensions: W x L x H 800 x 1,200 x 1,100 mm

weight: max. 1,500 kg per carrier

package

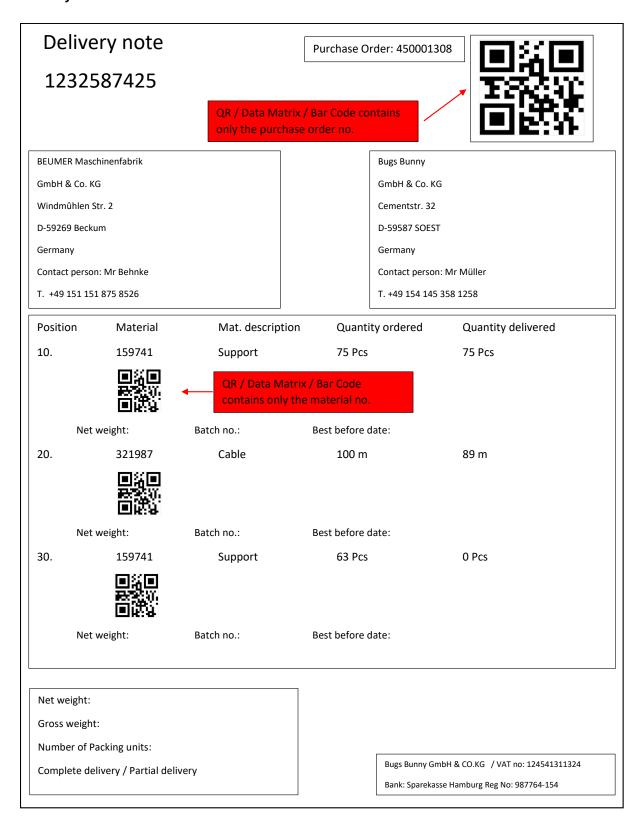
weight: max. 32 kg per package or delivered on pallet

Thank you very much for your cooperation!

Version: February 2023



Delivery note:



Version: February 2023 2 / 3



Material label:

QR / Data Matrix / Bar Code contains only material no.



Material description: Support Material no.: 159741 Quantity: 75 Pcs Position: 10 Net weight: 1,2 kg

Version: February 2023 3 / 3