

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**
 - **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!

Delivery note:

Delivery note

1232587425




Purchase Order: 450001308



QR / Data Matrix / Bar Code contains only the purchase order no.

BEUMER Maschinenfabrik
 GmbH & Co. KG
 Windmühlen Str. 2
 D-59269 Beckum
 Germany
 Contact person: Mr Behnke
 T. +49 151 151 875 8526

Bugs Bunny
 GmbH & Co. KG
 Cementstr. 32
 D-59587 SOEST
 Germany
 Contact person: Mr Müller
 T. +49 154 145 358 1258

Position	Material	Mat. description	Quantity ordered	Quantity delivered
10.	159741	Support	75 Pcs	75 Pcs
		QR / Data Matrix / Bar Code contains only the material no.		
	Net weight:	Batch no.:	Best before date:	
20.	321987	Cable	100 m	89 m
				
	Net weight:	Batch no.:	Best before date:	
30.	159741	Support	63 Pcs	0 Pcs
				
	Net weight:	Batch no.:	Best before date:	

Net weight:
 Gross weight:
 Number of Packing units:
 Complete delivery / Partial delivery

Bugs Bunny GmbH & CO.KG / VAT no: 124541311324
 Bank: Sparekasse Hamburg Reg No: 987764-154

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