

These packaging regulations apply to all suppliers and distributors of SIGMATEK GmbH & Co KG – hereinafter referred to as SIGMATEK – and are intended to ensure a rational and trouble-free flow of materials from the supplier/distributor to the place of consumption.

The primary objectives are

- Optimal container and packaging design
- coordinated quantities
- standardized dimensions
- Environmentally friendly/compatible packaging and delivery

SIGMATEK reserves the right to refuse acceptance of goods and to have them collected at the expense of the supplier/distributor in the event of non-compliance with the following provisions.

1. Delivery times

Mon-Thu: 07:30 - 16:00
Fri: 07:30 - 14:00

Deliveries outside the above delivery times must be agreed in advance in writing at or approved by SIGMATEK.

2. Delivery address

Bahnhofstraße 2
AT-5112 Lamprechtshausen
Directions see sketch under point 23

3. Types of packaging

The following types of packaging are used in the logistics chain from the manufacturer or supplier/distributor to the consumer location, whereby the packer/shipper is responsible for the delivery quality of the packaged goods:

Reusable packaging

- Wooden Euro pallets 1200 x 800 x 150 mm

Disposable packaging

- Disposable cardboard boxes
- Disposable pallets max. 1200 x 800 x 150 mm
- Disposable packaging aids (e.g., various protective films and covers; filling material, etc.)

4. Packaging requirements

Regardless of the type of packaging chosen, the following requirements must be met:

- ESD-compliant (if necessary)
- Optimal filling level of the packaging material
- Maximum weight of 15 kg per packaging unit (except for special packaging → ; special agreement required)
- Standard dimensions in accordance with Euro standards, max. 1200x800x1200mm
- Stackable
- Easy to handle design
- Formation of efficient loading units
- Transport security
- Easy to unload
- Recyclable materials
- No use of Styrofoam

5. Protection against damage

The goods must be in full working order upon delivery, unless otherwise agreed in writing with the responsible purchaser. A maximum component age of 36 months (date code) applies – 6 months for accumulators.

The goods must be delivered in a clean condition and must therefore be free of any contamination (such as dirt, dust, grease, oil, metal chips, etc.). Contaminated goods will be returned to the supplier/distributor at their expense.

6. Handling of electronic and electromechanical components

The goods and their packaging must be such that no damage to further processing (e.g. during reflow and wave soldering) occurs or can occur. The components must be aligned and packed in the appropriate type of packaging (bar, tray, belt, etc.). Only parts with the same date code may be included in one type of packaging. If goods with different date codes are delivered as part of a single shipment, they must be packed and labeled separately.

The supplier/distributor is responsible for the proper packaging of materials, such as:

- Electronic components must be packaged in ESD-safe belts, containers, magazines, etc. in accordance with EN 61340-5-1 (latest version); the solderability of the connections must be ensured.
- Styrofoam/insulating plastics are not permitted as contact packaging and must not be used under any circumstances.
- Moisture-sensitive parts (e.g., semiconductor ICs) must be packed in dry packs and labeled with the appropriate moisture sensitivity level (MSL).

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- Materials susceptible to corrosion must be packed in packaging that prevents corrosion.
- Materials with coated and/or sensitive surfaces must be packaged in such a way that the surfaces are protected (e.g., interlayers in packaging units).

7. Delivery note

A delivery note to SIGMATEK must contain the following information (barcode in code 128 or 39):

- Order number, as text and as a barcode
- Recipient address
- Delivery note number, as text and as a barcode
- Date of issue of the delivery note (format DD.MM.YYYY), in text and as a barcode
- Material number, in text and as a barcode
- Material description
- Description as per order
- Name of the supplier/distributor
- Quantity, in text and as a barcode

Note: All of the above features must also be provided in Matlabel format.

8. Test documents

Test documents, such as initial sample test reports or COC, must be included with the delivery if they are part of the delivery contract.

9. Packaging recycling and waste prevention

The waste management objectives of environmental legislation and also of SIGMATEK must be taken into account:

- Packaging waste must be avoided completely where possible or limited to the minimum necessary.
- Reusable and disposable packaging must be recyclable in an environmentally friendly manner.

10. Weight

The maximum weight of a container is 15 kg.

The maximum weight of a pallet is 950 kg.

11. Cleanliness

Returnable packaging must be cleaned if necessary.

12. Optimization of container filling level

Containers must always be delivered by the supplier/distributor with a maximum fill level. Containers that are not filled with the agreed quantity must be marked with a clearly visible label with the words "Remaining quantity."

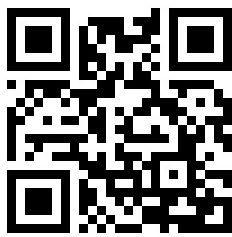
Filling level optimizations must be proposed by the supplier/distributor and agreed upon in cooperation with SIGMATEK.

13. Labeling

Each container must be labeled with a goods tag as follows:

(font size: at least Arial 16 or larger)

(Code according to Mat Label at least 15 x 15 mm)

SIGMATEK item no.:		
Manufacturer part number		
Description:		
Manufacturing date / date code:		
Quantity:		
Batch/lot number:		
Shelf life / best before date:		
Number of delivery units:		

14. Method and location of attachment for product labels

The goods label for containers is affixed once to the front AND once to the side using a self-adhesive label. The labels must be clearly visible after stacking on the pallet.

15. Hazardous substances

Deliveries containing hazardous substances must be labeled accordingly. Any safety data sheets must also be included.

16. Transport packaging

Secure the goods using plastic strapping or shrink wrap. The containers must not be deformed or damaged in the process. damaged. Individual containers or packages must be sealed with plastic tape.

17. Delivery

Euro or disposable pallets / maximum total height: 1,200 mm

18. Pallet exchange

Euro pallets must comply with the relevant EPAL criteria for pallet exchange.

19. Exceptions

If specific packaging requirements apply that contradict these general delivery and packaging regulations, SIGMATEK must be consulted in advance. Deviations from these binding delivery and packaging regulations require written approval.

20. Customs documents

For deliveries from a third country, the delivery documents must be attached to the outside of the package and marked with a customs sticker.

Pro forma invoices corresponding to the respective delivery must be sent in advance to the responsible purchaser and to the SIGMATEK customs department (zoll@sigmatek.at), as well as tracking data, the forwarding agent(s) commissioned and the applicable/agreed Incoterms.

21. Unloading

For liability reasons, the delivered goods must be unloaded by the supplier/distributor themselves or by the contracted freight forwarder.

22. Mandatory labeling of packaging

The supplier guarantees and is liable to SIGMATEK for the correct labeling of the packaging and its contents in accordance with the applicable national and international legal provisions in their currently valid version (in particular, but not limited to, Directive 94/62/EC and PPWR).

23. Directions

