

## **Supplier Instructions – Delivery Regulations**

This instruction defines the rules for receiving deliveries in our company, including requirements regarding pallets, goods weight, documentation, and labelling. Compliance with these guidelines ensures smooth goods acceptance and minimizes the risk of delays.

### **1. Pallets and Goods Weight**

1. Goods should be delivered on **\*\*EURO pallets\*\***, with standard EURO pallets preferred.
2. Maximum weight per pallet:

Standard goods: up to 600 kg  
Height 160cm

Oversized / non-standard goods (e.g., crates, metal pipes, other non-standard units):  
currently: up to 1400 kg\*

\*from January (after introduction of new forklift): up to 2000 kg

3. For deliveries from non-European countries where EURO pallets cannot be used (e.g., USA), please contact the logistics department to arrange individual conditions.

### **2. Delivery Documentation**

Each delivery must include documents such as **\*\*Packing List, Invoice\*\***, or other documents required for goods acceptance. Documents must contain:

Order number  
Kitron code / manufacturer number  
Quantity  
NPN/DC number (if required)  
Delivery number (if applicable)

Documents may be placed in a designated spot on the pallet or inside the packaging, provided they are easily accessible during goods acceptance.

### **3. Pallet and Carton Labelling**

1. Each carton must have a label with the order number and quantity of items.
2. Pallets should be labelled according to these requirements, and goods properly secured to ensure safety during transport and storage.

#### **4. Oversized / Non-Standard Goods**

Non-standard goods should be delivered on non-standard pallets or crates, with maximum weight according to point 1.

All necessary information for goods acceptance must be clearly visible on the pallet or packaging.

#### **5. Final Notes.**

Compliance with these rules is mandatory for all suppliers.

For questions, uncertainties, or non-standard deliveries, please contact the logistics department in advance. Proper documentation and labelling ensure smooth acceptance of goods and minimizes the risk of delays.