

## Valid for production parts suppliers and service providers

Valid for the location of

**teamtechnik Maschinen und Anlagen GmbH, 71691 Freiberg (Neckar), Germany**, in as much as no special agreements have been made in writing.

## 1. OUTER PACKAGING

- \_ The parts must be secured against damage.
- \_ Skeleton container adapted to European pallet dimensions of 1200 x 800 mm, max. packing height 1000 mm.
- \_ Carton packing to European pallet dimensions of 1200 x 800, maximum permissible pallet height 1000 mm (base carton dimensions, for example, 600 x 400 mm or 400 x 300 mm).
- \_ The permissible total weight of a full container or carton may not exceed 15 kg (manual handling).
- \_ One package may only contain one teamtechnik order.

## 2. IDENTIFICATION

- \_ The outer packaging must be marked or labeled with the following:
  - \_ the teamtechnik order number
  - \_ the delivery slip number
- \_ The contents of the inner parts packing must be clearly identified with the following:
  - \_ the teamtechnik order number
  - \_ the teamtechnik project number
  - \_ the part number
  - \_ the item number on the order form.
- \_ This identification labels are to be attached to the packing units so that they are visible on the outside of the short side of the packed item.

## 3. DELIVERY DOCUMENTS

- Consignment note with the shipment number and **all** packing units, (4 copies) according
- to the **VDA standard 4922**.
- Delivery slip with the following information:
  - Delivery slip number (only give one delivery slip number per shipment),
  - Date,
  - The teamtechnik order number
  - The part number and part description,
  - Amounts,
  - Reference to the order date (item number from the teamtechnik order),
  - Comment as to which package contains the drawings.
- Drawings must be ordered by the item numbers in the teamtechnik order and placed in
- one packing unit.
- Any other accompanying documents that were especially requested by teamtechnik.
- Material certificates and test records must contain:
  - the teamtechnik order number, the part number and reference to the order date (item
  - number from the teamtechnik order).
  - These documents must be fixed to the corresponding drawing.
- If a delivery service is used, the delivery slips are to be attached to the package; if the shipment is made through a logistics company, the delivery slips are to be added to the goods.
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## 4. TIMES FOR INCOMING GOODS

Monday - Friday 07:00 to 15:30 o'clock

Lunch break 12:00 to 12:45 o'clock

**For questions, please contact:**

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