

General packaging instructions and Instructions for delivery of goods

General packaging instructions

The general packaging requirements of Kunststoff Schwanden AG (KS-AG) serve as the basis for the operative handling of the logistic processes between KS-AG and her suppliers. In order to ensure a fully automated storage process, we must insist on compliance with the following requirements:

1. Packing instruction raw material

The raw material deliveries (except silo) are permitted only on clean and intact Euro pallets with a maximum dimension of 1.14 x 1.14 m (maximum height including Pallet 2.20 m). The pallets must also have no overhang; otherwise, a storage in our warehouse high-bay warehouse is impossible. **Maximum permissible pallet weight is limited to 1,200 kilos net.** This requirement applies to shipments in bags and octabins, this must be implemented. In an event of a deviation from this provision, KS-AG must be contacted in advance.

2. Packing instruction in general

All deliveries (except individual packages) must be delivered on Euro pallets (0.80x1.20 m) or industrial pallets (1.0x1.2 meters) **without overhang** with a maximum height incl. range of 2.20 m. Maximum pallet weight 1'200 kg. Basically, no pallets are exchanged and in case of uncertainty regarding the changes, KS-AG must be contacted in advance.

Euro pallets are not exchanged and can be charged by the supplier at market prices.

Please note: **Trucks can only be unloaded to the rear, not sideways!**

3. Delivery documents and labeling of packaging

For a smooth storage of the delivered goods, the following points must be obeyed.

3.1. Delivery documents (the following information must be stated on the delivery note)

- KS order number
- KS item number
- quantity per packaging unit
- number of packing units
- number of packaging units per pallet
- number of pallets
- batch number and/or lot number
- weights

Raw material deliveries

Together with the delivery documents, it is also mandatory to enclose the batch test certificate and to send it in advance by e-mail to: Abteilung.EK@ks-ag.ch.

3.2. Packaging containers (each individual packaging needs to be labelled with the following information)

- supplier name
- delivery note number
- KS order number
- KS item number
- description of item
- batch /or lot number
- quantity

Compliance with these rules is part of our supplier evaluation.

Instructions for the delivery of goods to Kunststoff Schwanden AG (KSAG)

For a structured process of goods receipt and goods issue, we ask for a time slot booking for deliveries via Cargoclix under the following link.

www.cargoclix.com/kunststoffschwanden

Our opening hours are as follows:

Delivery Point Schwanden	Delivery hours
Kunststoff Schwanden AG Im Tschachen 7 CH-8762 Schwanden	Monday until Friday 07.00- 17.00 Uhr / continuous

Delivery Point Näfels	Delivery hours
Kunststoff Schwanden AG Tschachenstrasse 16 CH-8752 Näfels	Monday until Friday 07.00 - 15.00 Uhr / continuous

A time slot booking is used for more efficiently processing of incoming and outgoing goods, the booked time slots can deviate due to unexpected events. KSAG is every time aspire to process incoming goods within the booked time, but this does not represent a liability on the part of KSAG.

Due to the limited capacity in our goods receipt and goods issue, we are trying to optimize the process by introducing Cargoclix, deliveries with a booked time slot are given priority.

Important points to consider:

- Bookings in Cargoclix are only required **from 5 floor places**, all deliveries under than 5 floor space can be delivered **without** registration.
- Rawmaterial-silo deliveries do **not** require a booking in Cargoclix.
- If you have arranged a special transport with us and there is no free time slot available at Cargoclix, please contact us, that we can organize an internal registration for you.
→ by E-Mail: ek@ks-ag.ch
- For Shipments with collection of empties at the same time, we ask for an additional booking (time-delayed) in the goods issue, also via Cargoclix.
- Deliveries without announcement lead to waiting times or can possibly rejected
→ (stand-costs will not covered by KSAG).
- We ask the forwarders, after arriving in Schwanden for a registration directly at the goods receipt with your Cargoclix booking-ID (acc. zone plan page 3).
- If your forwarding agency determine, that the driver will arrive before the booked unloading time, we ask you to use alternative parking spaces while waiting, be-cause our parking spaces area in Schwanden are very limited.

Should a delay occur with the carrier, we ask the driver to inform our goods receipt and to make sure, that he will use alternative parking spaces, due to the waiting time.

**In case of deviation from the booked unloading time,
please contact the following numbers**

Department	Telefonnummer Schwanden
Teamleader goods receipt	+41 55 647 34 38
Employee goods receipt	+41 55 647 33 01
Teamleader logistics	+41 55 647 32 18

Department	Telefonnummer Näfels
Employee goods receipt	+41 55 647 32 45

We thank you for your cooperation and support.

Zone plan Kunststoff Schwanden AG, in Schwanden

