

## **PACKING INSTRUCTIONS FOR DELIVERIES TO HERRMANS/NORDIC LIGHTS FINLAND**

### **1 GENERAL INSTRUCTIONS – To be applied to all materials and components**

- All packaging materials shall be appropriate for the purpose so that transport and normal handling can be done in such a way that neither the materials nor the packages are damaged in any way
- All incoming deliveries, except bulk granular raw materials and liquids, should be packed at EUR-pallets (80x120 cm), or pallets with similar measurements as EUR-pallets, which can be lifted by fork lift or pallet jack from truck or container
- The measurements of cardboard boxes should be suitable to fit the EUR-pallets
- Max height for EUR-pallets: 220 cm
- Only one kind of item per EUR-pallet
- The last EUR-pallet can contain layers with different kind of items, separated from each other with cardboard sheets
- All deliveries should contain packing list or table of content

### **2 CARDBOARD BOXES – To be applied to all materials and components except the ones listed under “EXCEPTIONS” below**

#### **Allowed options for cardboard box sizes**

<b>Alternative</b>	<b>Length, mm</b>	<b>Width, mm</b>	<b>Height, mm</b>	<b>Max gross weight per packed box, kg:</b>
1	(570 -) 600	(380 -) 400	(270 -) 290	20
2	(380 -) 400	(285 -) 300	(270 -) 290	20
3	(285 -) 300	(190 -) 200	(270 -) 290	20
4	(285 -) 300	(190 -) 200	(140 -) 148	20

- Only one kind of item per cardboard box
- Quantity per cardboard box according to agreement
- Strength of cardboard boxes should be enough to carry several layers of boxes on top of each other without collapsing
- All cardboard boxes should be labelled with the complete Herrmans/Nordic Lights item number, order number and quantity

#### **EXCEPTIONS**

Purchased items which do not have to be packed according to instruction section CARDBOARD BOXES above are:

- Items that due to the unit size are larger in either length, width, height, unit weight than “Alternative 1” cardboard box mentioned above
- Items made from wood, cardboard, fibres, or wood pulp
- Bulk raw materials, for example granular plastic raw materials

- Liquids with standard packaging vessels not fitting into “Alternative 1” cardboard box mentioned above

### **3 PCBA's**

- ESD protection
- Should be packed in trays, made of plastic or foam, which fit into boxes and gives the products protection and support
- The tray pockets should be high enough to cover the whole PCBA
- PCBAs with cables should be packed separately standing on the edge in the tray pockets with the cables upwards to the side, cables can't be folded
- PCBAs without cables should be packed separately laying in foam trays
- PCBAs should always be packed separately, never attached to each other with tape or with cables twisted together, or cables twisted around the PCBAs
- Quantity of PCBA per tray and box should be agreed with Herrmans/Nordic Lights

### **4 METAL PARTS**

- ESD protection for deliveries to Nordic Lights
- Should if possible, be packed in bundles with a certain agreed quantity, inside the cardboard boxes
- The surface treatment or painting of the items must not be damaged during the transport (scratching)

### **5 ASSEMBLIES, SEMI-FINISHED PRODUCTS (mainly to BIKE division)**

- The supplier can make a packing suggestion with pictures for approval
- Should be packed in cardboard boxes
- The layers inside the cardboard box should be separated from each other by cardboard layers or similar products to avoid pressure at the products

### **6 LENSES**

- Packing of glass lenses according to agreement
- Plastic lenses should always be packed in tray, foam or something similar to protect the surface
- ESD protection for deliveries to Nordic Lights

### **7 METALIZED PARTS**

- ESD protection for deliveries to Nordic Lights
- Should be packed in trays, made of plastic or foam, which fit into boxes and gives the products protection and support
- The package should protect the surface of the items
- Item 8C008 packed on pallets with cardboard sheet in between

### **8 PLASTIC PARTS**

- Can be bulk packed if agreed separately with Herrmans/Nordic Lights

### **9 OTHER ITEMS**

- Follow instructions under sections 1 and 2