



Delivery- & Packaging Guideline

Version 1.00 date: 02.12.2021

1. Basic Information

Through this Delivery & Packaging Guideline, the requirements of the “ADA Group” – hereinafter referred to as ADA – are communicated to the supplier with regard to the planning, procurement and management of packaging materials as well as product labelling and delivery.

This guideline applies to all ADA suppliers. It is part of the framework or delivery contract concluded with the supplier. The supplier accepts the document in the present form if objections have not been communicated in writing prior to the conclusion of the contract.

2. Entering the company premises

Entering the company premises or the company facilities without being accompanied by an ADA employee is prohibited. Visitors and suppliers must register at reception or the porter. ADA assumes no liability for damage suffered by visitors or accompanying persons on the factory premises!

3. Safety instructions

For your safety and the safety of our employees, the following safety regulations and warnings for deliveries and collections must be observed:

- a. Smoking ban and alcohol ban
- b. Height limit 3.1m
- c. The road traffic regulations apply within the factory premises
- d. Priority for those who come to the right
- e. Top speed on the factory premises 25 km/h
- f. Vehicles must be parked in such a way that the emergency services can drive up at any time!
- g. Use of the traffic routes and stay in the building is at your own risk!
- h. In the area of goods acceptance / delivery and production, safety shoes are mandatory.
- i. External persons and suppliers must wear safety vests for the duration of the stay
- j. Suppliers and supplier representatives, as well as freight forwarders and drivers, must be able to identify themselves.
- k. Deliveries for which unloading aid (industrial trucks, etc.) is required, must be announced.

4. Receipt of goods

Deliveries are possible within the following acceptance times:

4.1 Factory Anger

Mo-Th. 6:00 a.m. to 2:00 p.m.

Fr. 6:00 a.m. to 1:00 p.m.

Registration at the reception required.

4.2 Factory Körmend

Mo-Fr. 6:00 a.m. to 1:00 p.m.

Registration at the porter required.

4.3 Factory Nova / Zalaegerszeg

Mo-Fr. 6:00 a.m. to 9:00 p.m.

Registration at the porter required

4.4 Factory Salonta

Mo-Fr. 6:00 a.m. to 2:00 p.m..

Registration at the porter required

The company premises may only be entered / driven on for the duration of loading and unloading. It is forbidden for trucks to park or stay overnight on the company premises or in the employee parking spaces! This Regulation also applies on Weekends.

5. Information accompanying the goods in daily business

In order to ensure a smooth process in the administrative area, the supplier is obliged to enclose the following documents with every delivery:

- **Delivery Notes**
- **Goods tag / accompanying document**



5.1 Delivery Notes

Delivery Notes should be issued based on DIN4994 in order to be able to guarantee a clear allocation of the goods to the orders and deliveries.

If the delivery note is not issued in accordance with DIN4994, at least the following information and fields must be recorded:

Field	Fieldname	Comment
1	Recipient of goods / shipping address	The entire address of the ADA recipient plant must be given as the recipient of the goods.
2	Unloading point storage location	Enter the exact unloading point according to the order in question.
3	Delivery receipt number	Delivery note no. : numeric
4	Shipping date	Date of the actual shipping day
5	Our sign	The information can be found in the purchase order of ADA
6	Purchaseorder number ADA	The order number / framework contract number assigned by ADA
7	Shipping method	The type of dispatch must be specified here (freight, wagon, container, air freight, express freight, postal parcel)
8	Packaging type	Single or multiway
9	Short supplier address	Short name, plant, postcode, city
10	Item number ADA & item number supplier	The material number specified by ADA. A material number may be given with the respective quantity can only be specified once on the delivery note. In Exceptionally, twice if they are different Order numbers. If batch numbers are assigned to the delivered goods, see below these are separated with a subset under the associated List the part number and batch number. It must be on in each case the term "batch number" must be placed in front.
11	Quantity / number of pieces	Delivery quantity loading unit / container
12	Designation of the delivery / service / content	Designation of the delivery / component designation (the designation can be found in the order information)
13	Unit of measure	Unit of measure for the purchased items
14	Supplier number	Identification number that ADA assigns to the supplier
15	Package number (S / M / G)	The package number is numeric, it identifies that Package clearly within one year. she will per Package assigned by the supplier and should only be used once a year. the Package numbers must be specified on the accompanying document / delivery note and match. S = packages without sub-packaging M = single part number loading unit G = mixed loading unit / mixed pallet
16	Batch number	ID number that the creator assigns to a batch
17	Total gross weight (kg)	In kg
18	Total net weight (kg)	In kg

If there are items from several / different orders on a delivery note, the respective ADA order number must be added to the delivery item field so that a clear assignment can be made.



5.2 Goods tags

The goods label supplements the delivery note transport data as a material-related data carrier. All suppliers must ensure that all packaging (= load carrier = packaging material) is labeled with an up-to-date, carefully completed goods label.

The most common formats for this are 210mm x 74mm or 210mm x 148mm.

The goods tag must be attached to the load carrier in a clearly visible and legible manner, it should be adequately protected from moisture or from be blown away. The attachment should ideally be carried out by means of 4 adhesive dots attached to the corners, full-surface bonding is not desired, and the attachment shall not lead to any damage to the delivery item.

The goods tags should contain the following data:

Feld	Feldname	Bemerkung
1	Recipient of goods	The entire address of the ADA recipient plant must be noted as the recipient of the goods
2	Unloading point storage location	Enter the unloading point according to the order.
3	Delivery receipt number	The delivery note number of the shipment.
4	Short supplier address	Short name, plant, postcode, city
5	Part number ADA	The material number specified by ADA
6	Order number ADA	The order number assigned by ADA
7	Quantity per package	Fill Volume / quantity per package
8	Designation of delivery / service / content	Designation of the delivery / component designation
9	Supplier number	Identification number that ADA assigns to the supplier
10	Date	Delivery date: (DD.MM.YY)
11	Batch number	ID number that the creator assigns to a batch

5.3 Leaf colors for goods tags

The color of the leaf colors should be broken down as follows to make it easier to differentiate between the delivered products:

Common material out of series / standard material = Leaf color white
Samples / special structures / modification = Leaf color yellow or red

6. General packaging requirements

Regardless of the type of packaging (disposable or reusable packaging) are to following requirements binding:

- Delivery of parts free of damage and contamination (no Quality impairment)
- Sufficient moisture and corrosion protection for the packaged parts
- Sufficient transport security (against damage)
- Emptying through rear unloading must be ensured
- Ergonomic part removal
- Compliance with EU health and safety directives and national health and safety regulations.
- The design of the stackability is based on the stacking factor of the packaging.
- Compliance with the specified standard dimensions
- Optimal utilization of the containers
- Optimized filling level
- Use of recyclable materials
- Marking of the packaging units as prescribed



6.1 Requirements for avoiding packaging waste

Chosen packaging should be selected and planned according to economic and ecological aspects. Together with its suppliers, ADA fulfills the waste management goals of the environmental legislation of its national companies under the following priorities:

- I. **Avoidance of packaging waste** -> The packaging should be limited to what is necessary depending on the weight and volume (careful use of resources and reduction of the transport volume)
- II. **Reduction** -> Use, planning and continuous improvement of reusable packaging
- III. **Material usability** -> Use of environmentally friendly, recyclable materials for all types of packaging. Environmentally friendly recycling must be possible for one-way and returnable packaging.

6.2 Packaging Materials

So that the logistical effort for the sorted separation and collection of packaging materials is kept to a minimum and the recycling process can be optimally designed, only certain recyclable materials are permitted (see table "Approved and non-approved materials"). Adhesive / packing tapes as well as labels and goods tags should not restrict the recyclability of the carrier material.

Type of Material	Approved Material	Non-Approved Material
Compound		Compounds are not permitted
General synthetics	Disposable packaging only PE, PP are disposable indicated in DIN 6120	EPS is not permitted
	Returnable packaging ABS, PE, PP are to be used and are noted in DIN 6120	
Packaging material made of synthetics	Protecting and Isolating caps Natural colour PE Insulating caps (unless otherwise stated)	No mono-material synthetics, gum adhesives, metal foil, synthetic film, laminated film, incompatible waterproofed films. Not permitted
	Formed components PE, PP	
	Foamed plastic PE,PP,PS	
	Plastic film PE	
	Pouches and bags made from film PE	
Packing fillers		
Paper and cardboard packaging	Paper and cardboard free from substances that are damaging to paper production	Paper with water-based coatings or adhesive substances (e.g. wax, paraffin, bitumen and oil paper, self-adhesive paper strips)
Corrosion protective paper VCI material	TRGS615 may be used for all VCI materials (technical regulations for dangerous substances)	
Wood	According to the "Guidelines for Regulating Wood Packaging Material in international Trade" (Publication No.15, March 2002), Annex 1 – Heat treatment or gassing. For import within the EC – only heat treatment and gassing for certain source countries. Packaging components made of wood must be marked according to the ISPM No.15 standard.	Exposure to gamma-rays and x-rays, waterproofed with fluids, salts,...waterproofed with chemicals for domestic transportation (e.g. within Germany, within the USA,...) Clamping plates, waterproofed, coated, lacquered wood.
Fastener straps	Polyester and Polypropylene straps	Rays and x-rays Waterproofed with fluids, salts.



7. First delivery

Before the first delivery of series items, the selected packaging must be presented to ADA's purchasing department and its suitability must be proven. The Evidence must be provided that the products arrive at ADA undamaged and without any reduction in quality. Ideally, this takes place in a packaging test, which is transmitted to ADA purchasing by means of photo documentation.

7.1 Technical requirements for packaging

In addition to the general packaging requirements, ADA insists that all the below technical specifications will be met and considered within the selection process of a load carrier unit.

Type of loading equipment	Volumes and altitude limit: [length,width,height]	Maximum weight per loading equipment	Stackability
<p>EUR-Pallet (plastic / wood) [E-PAL]</p>	<p>L=1200mm W=800mm H=1000mm</p> <p>unless otherwise agreed in writing form!</p>	<p>NET: 1.000kg / 2.204 lbs</p>	<p>3-way</p>
<p>overseas pallet</p>	<p>L=1140mm W=1140mm H=735mm</p> <p>unless otherwise agreed in writing form!</p>	<p>NET: 1.000kg / 2.204 lbs</p>	<p>3-way</p>
<p>oneway Pallet</p>	<p>L=800mm W=600mm H=1000mm</p> <p>unless otherwise agreed in writing form!</p>	<p>NET: 1.000kg / 2.204 lbs</p>	<p>3-way</p>
<p>Large load carriers - reusable with lid</p>	<p>L=1200mm W=800mm H=1000mm</p> <p>unless otherwise agreed in writing form!</p>	<p>NET: 1.000kg / 2.204 lbs</p>	<p>3-way</p>

ANGER

- 7.1.1 All loading equipment must be accessible from four sides for forklifts
- 7.1.2 The packages on the loading device should not exceed the maximum external dimensions of the loading device. (E.g., E-PAL 1200x800 = maximum package dimensions 1200x800)
- 7.1.3 If the use of reusable pallets is possible, reusable pallets with high rack storage capability should be used.
- 7.1.4 If there is no stackability, this must be clearly indicated by means of stickers or "stacking pyramids".
- 7.1.5 Packages on the loading equipment must be adequately secured against slipping, fanning out, falling, tipping over or against theft. Permissible methods are strapping, shrinking, stretching.





- 7.1.6 Reusable plastic containers for large load carriers should preferably be designed with foldable walls and lids so that traceability can be guaranteed.
- 7.1.7 Steel mesh boxes should be avoided, if possible, as a high level of dirt and moisture cannot be prevented and restricts the shelf life of the items.
- 7.1.8 Packages who are designed to be lifted by one person should not exceed a gross package weight of 15.00 kg [33 lbs] per box.
- 7.1.9 If the conditions stipulated above cannot be met, the type of delivery condition / packaging must be agreed with ADA Purchasing prior to the first delivery. (See point 7.0 first delivery)

7.2 Bulky goods, special packaging

Excluded from the restrictions listed under 7.1 are goods which, due to their dimensions or type, require special load carriers or packaging, or which do not require separate packaging / load carriers due to their type and quality. If the conditions stipulated above cannot be met, the type of delivery condition / packaging must be agreed with ADA Purchasing prior to the first delivery. (see 7.0 first delivery)

Cited as an example:

- a) Round timber / log wood
- b) Chopped material
- c) Long goods made of wood or steel
- d) Foam blocks
- e) synthetic down (Fleece)
- f) machines and equipment's with oversize

7.3 Chemicals and Hazardous Substances

If chemicals or hazardous substances are supplied to ADA, safety data sheets and a complete list of hazardous substances must be sent to ADA's purchasing department in advance. Suppliers, manufacturers and contracted forwarding agents / freight forwarders are obliged to adhere to the dangerous goods regulations of ADR / RID in the currently valid version.

7.4 Goods made of wood

These include, among other things, products and products made of wood (beech, oak, spruce, birch, ...) in primary form or in the form of chipboard, plywood, MDF, HDF, planed goods, wedges, furniture feet or comparable in terms of packaging, Storage and delivery quality to be treated with particular care.

It mandatory, must be ensured that the wood moisture content of the products listed above does not exceed a limit value of 8-10%, should a deviation be found in the course of the wood moisture measurement when the goods are unloaded, ADA reserves the right not to accept the delivery and at its own expense of the supplier.

Excluded from the wood moisture content required as above upon delivery are round timber and sawn timber which, in accordance with the contract, is not dried or purchased wet. In this case, the agreed wood moisture content must be stated on the delivery notes and the accompanying documents.

7.5 Overseas products

Goods that are transported by sea or air must be adequately protected against moisture, transport damage, theft and mold.

If the goods are delivered on pallets, a pallet with IPPC quality must be used.

8. Range of validity

This guideline applies to the following ADA companies:

ADA Möbelfabrik GmbH

Baiersdorf-Umgebung 61
A-8184 Anger
UID: ATU30418401

ADA Hungária Bútorgyár Kft.

Rákóczi u. 154.
H-9900 Körmend
UID: HU11300476



ADA Nova Kft.
Fő út 21-23
H-8948 Nova
UID: HU12880122

ADA Nova Kft.
Ipari utca 2/A
HU-8900 Zalaegerszeg
UID: HU12880122

ADA fabrica de mobila s.r.l.
Str. Josif Vulcan Nr. 31
RO-415500 Salonta
UID: RO16957137

Symphonic Trading GmbH
Baierdorf-Umgebung 61
A-8184 Anger
UID: ATU67539336