

Huber+Suhner Packaging Instruction Suppliers (PINS)
(Packaging guideline for suppliers)

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History of Changes

Version	Changes	Date	Name
A	New Document	February 2025	Hermann Hug

1. Preamble

In an effort to protect the environment and promote sustainable practices, we have established these packaging guidelines for suppliers. These guidelines are designed to improve the efficiency and safety of our supply chain, ensure the quality of our products and minimize the environmental impact of our packaging. We are committed to comply with national and international standards and expect our suppliers to do the same. Together we strive to promote and develop innovative and environmentally friendly packaging solutions that meet the highest standards in regards to sustainability and functionality.

2. Definition

These packaging regulations for suppliers define the requirements and responsibilities that suppliers must fulfill when packaging and shipping their goods. These rules have several objectives:

1. **Ensure quality:** packaging must protect goods from damage, contamination and weathering during transport.
2. **Material flow efficiency:** standardized packaging requirements ensure the smooth flow of materials between suppliers and recipients.
3. **Regulatory compliance:** Suppliers need to comply with national and international regulations, especially for hazardous goods or goods with expiry dates.
4. **Avoiding complaints:** Failure to comply with this packaging regulation can lead to complaints and have a negative impact on supplier ratings.

3. Goals and Benefits

In general:

- Standardized packaging ensures that products are protected during transport and storage
- Standardized packaging makes it easier to handle and store products
- Improve environmental performance by using reusable or recyclable packaging materials
- Clear packaging instructions define supplier responsibilities and minimize misunderstandings
- Control costs by preventing damage and optimizing logistics processes
- Improve cooperation between suppliers and H+S
- Basis for communication between suppliers and H+S
- Valid for all suppliers

Operational:

- Use of standardized reusable carriers from an economic and environmental perspective
- Improved environmental performance
- More efficient material handling
- Increased occupational safety
- Extensive quality assurance
- As a general rule, materials must not extend beyond the carrier
- Observe the weight limit for load carriers
- Items with different material numbers must be physically separated
- Goods tags must be used to identify materials
- The delivery note and transport order must be given to the truck driver
- If there are different unloading points, separate transport orders must be issued and the materials must be packed on different load carriers
- Ensure proper load securing

4. Purpose and scope of application

This packaging guideline is intended to inform Huber+Suhner's suppliers of the logistical requirements to ensure an efficient and trouble-free flow of materials. This packaging guideline is binding for all deliveries and supplements the H+S Technical Terms of Delivery and other existing contractual agreements.

In the following sections we have summarized descriptions and instructions for the selection, design, requirements, labelling and use of packaging. We ask that you, as a supplier, read these instructions carefully and follow them to ensure smooth processing.

5. Contact person / contact address

If you have any further questions or if your packaging deviates from the standards specified by Huber+Suhner, please contact your responsible purchaser.

6. Packaging requirements under the EU Packaging Regulation (PPWR)

All suppliers are required to comply with the requirements of the EU Packaging Regulation (Regulation (EU) 2025/40). This includes in particular:

1. Use of environmentally friendly materials: Packaging must be made from recyclable or reusable materials to minimize environmental impact.
2. Reduce packaging waste: Suppliers must take measures to reduce the amount of packaging waste, including optimizing the size and quantity of packaging.
3. Labelling requirements: All packaging must be clearly labelled to indicate recyclability and material composition.
4. Take-back schemes: Suppliers must implement packaging take-back and reuse schemes to promote the circular economy.
5. A key requirement of the PPWR is to reduce the weight of the packaging:
'Lightweight packaging → great impact on our environment!'

Failure to comply may result in legal action and sanctions. For more information, see the full Regulation (EU) 2025/40.

7. Packaging at Huber+Suhner

Appropriate packaging not only protects employees from accidents at work, but also protects the material from damage and mishandling throughout the logistics chain. It also contributes to the optimization of the entire process chain, from the packaging process at the supplier, through shipping, transport, receiving, receiving inspection and storage, to processing in production and removal for assembly.

The supplier is responsible for compliance with the general and specific packaging guidelines. Huber+Suhner reserves the right to inspect the packaging at the supplier's premises at any time.

Unless otherwise specified by the responsible purchaser, the following basic packaging instructions are binding.

8. General packaging guidelines

The basic categorization features of a packaging are the protection of the product, the handling capacity, the suitability for transportation, the classification in tariff structures and the ecological aspect. Huber+Suhner understands the term 'goods suitable for handling' to mean materials and goods which, due to the nature of their packaging, are suitable for multiple loading and unloading operations as usually required by a transport organization. Disposable packaging and reusable load carriers should meet the handling requirements. Stackability is not a requirement for handling capacity.

Packaging must be based on the standard units for cargo transport and the procedures for packing cargo transport units in accordance with the current edition of the CTU.

9. Requirements for packaging material

Packaging must meet the requirements of the goods to be shipped and satisfy various criteria such as protective function, functional requirements, environmental compatibility, user-friendliness, hygiene safety, resource efficiency and legal regulations.

The quality of the products must not be compromised. Packaging should be made of high quality materials that provide adequate protection against damage, dust, moisture and other external influences.

It must be dimensionally accurate to hold the product securely and prevent it from slipping or tipping during transport. For delicate or fragile products, additional cushioning material must be used to protect the product. In addition, the packaging must be securely fastened to prevent unauthorized opening or loss of the product. It is important that the packaging meets the requirements of the product to ensure safe and efficient transport.

9.1 Basic requirements

Recyclability

Packaging must be designed to be easily recyclable. This means using materials that can be processed in existing recycling processes.

Reduction of harmful substances

Packaging materials must not contain hazardous substances that could harm the environment or human health.

Minimize the use of materials

The amount of packaging material used should be reduced to the minimum necessary to conserve resources and avoid waste.

Labelling

Packaging shall be clearly labelled to indicate the type of material and recyclability. This will facilitate correct disposal and recycling.

Extended producer responsibility

Producers must take responsibility for the entire life cycle of their packaging, including take-back and recycling.

9.2 Special requirements for packaging materials used for Huber+Suhner

Wood

Only wood that complies at least with the phytosanitary standard ISPM 15 (IPPC) and is labelled accordingly may be used. Wood packaging that has been glued, heated or pressed during processing, as well as packaging made from wood wool and sawdust or from solid wood thinner than 6 mm produced in accordance with the EU harmonized system are excluded from this provision.

Pallets

Only pallets that comply with EN 13698-1 (EUR), are of at least quality class B and can be used in any storage system may be used. Pallets are not interchangeable.

Cardboard packaging

Only boxes that meet at least the double-wall standard of an A/C corrugated board box, have been tested for suitability for transport in accordance with DIN EN 22248 and have a minimum wall thickness of one B-wave may be used. Deviations are permitted for small quantities.

Strapping

Only PET (polyester) strapping should be used. Small cartons are an exception; these may be strapped with PP (polypropylene) strapping. Strapping made of other materials may only be used after prior consultation.

10. Labeling

The goods delivered must be clearly labelled to ensure efficient and accurate handling. Each pallet must be accompanied by a delivery note in duplicate (one copy will be retained by Customs - the CMR is not sufficient) containing the following information:

- Item number of all goods on the load carrier
- H+S order number (PO number) and position of each item on the pallet
- Name and address of the consignor and consignee
- An accurate description of the contents of the shipment, incl. item number, quantity and weight
- Details of any dangerous goods labelling and special storage or handling instructions.
- Necessary safety and warning information to ensure the safe handling and use of the products
- Date of delivery
- Date of manufacture
- Inspection certificate of the manufacturer

To ensure that goods are received quickly and accurately, and to avoid delays at customs, goods must be appropriately labelled. Labelling must be completed to the last level (item level). Handwritten or corrected labels will not be accepted. If a barcode is required, it must be printed in Code 128 format.

The following fields must be printed on the label:

Description	Field name	Barcode
Supplier logo		
Supplier article number	(1P) SPLR PN	X
Supplier batch number	(1T) SPLR LOT	X
Supplier article designation	Description	
Revision status of the supplier	(2P) SPLR EC#	
Weight	(2Q) ACT WGT	
Country of origin	(4L) ORIGIN	
Production date	PROD DATE	
Quantity	(Q) QTY	
Unit of measure	(3Q) U/M	
Manufacturer ID	(6V) MFR ID	
H+S article number	(P) CUST PN	X

Identifier

Identifiers are not permitted for 1D barcodes

Identifiers are mandatory for 2D barcodes

Label example

	
(1P) SPLR PN  17654321	(2P) SPLR EC# A
DESCRIPTION Screw, Panhead, M5x30mm, A2	(4L) ORIGIN Switzerland
(1T) SPLR LOT  12345678901	(5V) MFR ID 9862
(P) CUST PN  84026052	PROD DATE 2012.02.21
(Q) QTY  100	(3Q) U/M PC
	

Pictograms

Pictogram	Pictogram Name	System number
	CE	DOC-0000202685
	EU RoHS	DOC-0000253436
	China RoHS EFPU 50	DOC-0000254585
	WEEE	DOC-0000233915
	CSA	DOC-0000349777

11. Handling Labels

The following handling labels are to be used if necessary:

Fragile:



The contents of the package are fragile and require careful handling.

Top:



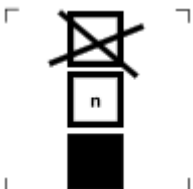
Indicates the correct orientation of the package.

Protect from moisture:



The package should be protected from rain and kept dry.

Permissible stacking height:



Maximum number of identical packages that can be stacked on top of each other, where 'n' is the highest number.