

Instructions for shipping documents & packaging

Valid for all orders of Opitec Handel GmbH, D-97232 Giebelstadt from 1. August 2013

I.) shipping documents:

1.) Each shipment must be sent with shipping invoice, packing list, Form A and Bill of Lading

2.) Shipping invoice/packing list have to mention the following details:

General information:

Order number of Opitec Handel GmbH

Information per item:

Item number of Opitec Handel GmbH

Your item no.

Description

Unit price

Barcode (if informed)

Total quantity

Quantity of master carton

Total cartons

Measurement of carton size: L x W x H cm

II.) Packing:

1.) Requirements for Master carton (except item itself is over the maximum):

Dimension	minimum	maximum
length:	380mm	580mm
width:	220mm	480mm
height:	170mm	480mm
thickness:	5,5mm or more	
weight:		less then 25kg

It is very important that all fragile goods will be packed very stable into the agreed sales units, because Opitec Handel GmbH is a mail order company who ships all goods by parcel service to their customers!

2.) Labelling of selling units

Selling unit = smallest unit, smallest content Opitec sells the item to customers!

All and only selling units must be provided with this label:

Label can be a sticker or any other kind of label considering to item and/or packing

Details of the description will be provided by Opitec

The Opitec Logo and Label you can download at

www.opitec.com/purchasing

Different kinds of selling units:

- 1 **STÜCK** / piece

- 1 **PACK** = MORE than 1 pc of SAME item in 1 inner packing
SAME is 100% SAME

- 1 **SET** = MORE than 1 pc of DIFFERENT items in 1 inner packing
DIFFERENT can also be same item but different size or colour

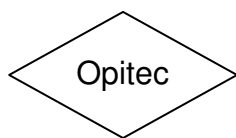
The label should attach on product or its packing only and NOT anywhere else (e.g. master carton or inner box).

Please send the finish label back for confirmation.



3.) Each Master carton must be printed with following details:

Shipping mark:



GW: kg NW: kg

Side mark:

Order No.:

Art.No.

Ctn.No. of

Qty: pcs (depends on item pcs/set/pack)

Meas.: L x W x H cm

4.) Inner Box:

Each inner box must show item number and unit (pc/set/pack). Normally, our selling unit is already single packed with inner box, it is not necessary to have additional inner box, except the items are very small or fragile. *For example: 144pcs/Ctn, and you packed 12pcs in an additional inner box, in this case, you need to mention the item number and contents (12pcs) on each additional inner box as well.*

5.) General Information:

To make sure that our requirements are fulfilled before shipment you can Email a picture of packing or label to purchasing@opitec.com with your requirement to be approved by Opitec.

If you deliver cartons which do not follow our packing standard, we may charge 25 Euro per master carton of re-handling, because our warehouse is fully automatic. We may charge 1,00 Euro per selling unit, if we have to label or re-label them.

We obligate ourselves to keep these instructions for all further deliveries

Date, stamp & sign supplier