

**baby-walz GmbH**

**Packing  
Labelling  
Shipping Instructions  
(PLSI)**

**Version: 08/2017**

**- Quality Control / Purchasing Department -**

**baby-walz GmbH  
Steinstrasse 28  
D-88339 Bad Waldsee  
Germany**

## Contents

<b>1</b>	<b>General Terms and Conditions.....</b>	<b>3</b>
<b>2</b>	<b>Individual Packing of Items.....</b>	<b>4</b>
2.1	Individual Packing of Items .....	4
2.2	Labelling .....	5
<b>3</b>	<b>Collective Packing of Articles.....</b>	<b>7</b>
3.1	Supplier Standard Carton (SSC) .....	7
3.2	Minimum Quantities and Large Items: .....	8
3.3	Labelling - Supplier Standard Carton (SSC).....	9
<b>4</b>	<b>Items on Pallets.....</b>	<b>10</b>
<b>5</b>	<b>Special Shipments .....</b>	<b>11</b>
5.1	Samples .....	11
5.2	Spare parts .....	11
<b>6</b>	<b>Delivery and Shipping Documents .....</b>	<b>12</b>
<b>7</b>	<b>Invoicing .....</b>	<b>13</b>
<b>8</b>	<b>Addresses.....</b>	<b>14</b>
<b>9</b>	<b>Annex .....</b>	<b>15</b>

## **1 General Terms and Conditions**

- 1.1 All previously valid packing, labelling and shipping instructions (hereinafter referred to as PLS Instructions) hereby lose their validity and are replaced by this version.
- 1.2 The latest version is available in the web-based supplier portal of Versandhaus Walz GmbH (hereinafter referred to as Walz) at [www.versandhauswalz.de/Lieferantenportal.html](http://www.versandhauswalz.de/Lieferantenportal.html).
- 1.3 The PLS Instructions are an integral part of the Walz Terms and Conditions of Purchasing, Listing Conditions and the respective offer of a purchase contract (purchase order), and are therefore binding.
- 1.4 Walz does not recognise any deviating supplier terms and conditions unless Walz confirms these deviations in writing.
- 1.5 Walz shall inform suppliers immediately in writing (e.g. by email) of any changes / new versions.
- 1.6 The supplier is hereby explicitly reminded that, in addition to the regulations contained herein, it must comply strictly with the applicable regulations governing the packing, labelling and shipping of contractual goods in force in the Federal Republic of Germany, the member states of the European Union, Switzerland and in all other countries separately agreed in writing.
- 1.7 The supplier must ensure that the articles supplied do not infringe any third-party rights, in particular industrial property rights, copyrights and proprietary rights under patent law, and do not infringe any third-party trademarks.
- 1.8 If rework is required to be performed by Walz as a result of non-compliance with these PLS Instructions, or if damage arises as a consequence, Walz will invoice any costs incurred to the supplier without notification or will return the goods at the expense of the supplier.

## **2 Individual Packing of Items**

### **2.1 Individual Packing of Items**

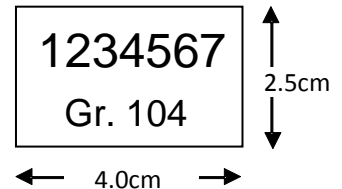
- 2.1.1 Individual item packing refers to the packing of order or sales units.  
An order or sales unit may comprise a single or several items or goods.
- 2.1.2 Each sales unit shall be provided with a clean and visually attractive packing.  
Non-polluting packaging material are to be used.  
Plastic bags and stretch and shrink films may only be made of polyethylene.  
Packaging containing CFCs or PVC is prohibited.  
The limits contained in the Regulation 94/62/EG shall apply to heavy metals (lead, cadmium, mercury, chromium(VI) oxide, etc.).
- 2.1.3 Each sales unit shall be provided with an individual packing that is ready for dispatch, safe, has the correct dimensions, and is adapted to the particular features of the item so as to protect the unit against damage in transit and from dirt and contamination.  
The quality and type of packing are primarily determined by the degree of protection against damage that the item requires. Responsibility lies with supplier.
- 2.1.4 Choose packaging that is only as big as absolutely necessary to protect the item.  
However, a minimum size of 8.5 x 4.5 cm is to be used.
- 2.1.5 The package shall be adequately sealed with a durable seal capable of bearing a load. The lids of telescopic cartons (e.g. shoeboxes) must also be secured to prevent the items from falling out.
- 2.1.6 The packaging shall be such that, in the event that the item is returned by our customers, sufficient protection in transit is provided.
- 2.1.7 Breakable items shall be packed to avoid breakage. The packaging of individual items shall be tested by means of drop tests from a height of 60 cm based on DHL free-fall tests.
- 2.1.8 Items with liquid contents shall be packed in leakproof packaging that prevents evaporation. Any openings shall be sealed with protective foil. In addition, items shall be packed in a polythene bag to prevent leaking. Spray attachments shall be enclosed in the carton. Polythene bags shall be strong enough to prevent the spray attachments from piercing them.
- 2.1.9 Packages containing items with hazardous contents (combustible, toxic, etc.) shall be labelled correspondingly in accordance with the statutory regulations.  
Childproof seals must be used at all times.
- 2.1.10 For safety reasons, a film thickness of at least 0.038 mm must be used with polythene bags with an opening > 38 cm. Polythene bags with a film thickness ≤ 0.038 mm shall be provided with a warning and with a perforation (0.5 cm diameter) in the corners opposite the opening (please refer to 2.2.6). The use of polythene bags with a film thickness < 0.038 mm is not permitted for toy packaging if the opening is > 38 cm.
- 2.1.11 The packaging agreed upon with the Purchasing Department shall be maintained for the complete duration of the listing.

## 2.2 Labelling

- 2.2.1 All items shall be labelled with the Walz item number.  
In addition, the size must be indicated for clothing and shoes.

Please observe following points for labelling:

- Adhesive labels shall be used
- Minimum label size: length: 4.0 cm; height: 2.5 cm
- Height of numbers: no less than 3 mm
- Equal distance between figures
- The label must be printed or stamped
- The label containing the item number must not cover any other information on the individual packaging of the item
- The label shall be positioned on the right side of the front of the packing



- 2.2.2 Price labels are permitted only if this has previously been agreed in writing with the responsible Purchasing Department.

- 2.2.3 All items shall be labelled with the manufacturer's information (name and full address) and with unambiguous marking enabling the identification of the product (supplier's item number or other unambiguous product number or name) in accordance with the German Product Safety Act (ProdSG - § 6, Sentence 1, Points 2 and 3 - [www.gesetze-im-internet.de/prodsg\\_2011/\\_6.html](http://www.gesetze-im-internet.de/prodsg_2011/_6.html)).

The manufacturer's details shall be indelibly affixed to the item.

- 2.2.4 All items shall be provided with all the required country-specific labelling and information in the languages stipulated by the Purchasing Department.  
For a list of the required languages, see the overview in the supplier portal.  
Please refer to [www.versandhauswalz.de/Lieferantenportal.html](http://www.versandhauswalz.de/Lieferantenportal.html).

The requirements arise from the applicable regulations and laws of the European Union, the Federal Republic of Germany, Switzerland and any other countries specified by the Purchasing Department.

- 2.2.5 Textiles shall be labelled with the corresponding textile labelling (Regulation (EU) No 1007/2011, [www.gesetze-im-internet.de/bundesrecht/textilkennzng\\_2016/gesamt.pdf](http://www.gesetze-im-internet.de/bundesrecht/textilkennzng_2016/gesamt.pdf)) in the languages specified by the Purchasing Department and internationally valid care symbols ([ginetex.de/pflegesymbole/](http://ginetex.de/pflegesymbole/), ISO EN DIN 3758:2012).  
For a list of the required languages, see the overview in the supplier portal.  
Please refer to [www.versandhauswalz.de/Lieferantenportal.html](http://www.versandhauswalz.de/Lieferantenportal.html).

The textile and care label shall be indelibly affixed to each item and clearly visible.

- Clothing labelling shall be positioned in the neck area, on the left side seam or on the waistband.
- For knee highs and socks, labelling on the packing is sufficient.

In addition the regulations in the "Supplier-Quality-Guideline Textiles", available in the supplier portal of Versandhaus Walz GmbH, shall apply.  
Please refer to [www.versandhauswalz.de/Lieferantenportal.html](http://www.versandhauswalz.de/Lieferantenportal.html).



### **3 Collective Packing of Articles**

#### **3.1 Supplier Standard Carton (SSC)**

- 3.1.1 The Supplier Standard Carton, hereinafter referred to SSC, is the standardised transport packaging in accordance with Walz criteria. The SSC is a collective package that protects the goods during transport and storage, and supports the storage and materials handling systems of Versandhaus Walz.
- 3.1.2 Please take care to ensure that the following sizes are observed for all SSCs:  
Minimum size: 400 x 300 x 200 (length x width x height, in mm)  
Maximum size: 600 x 300 x 400 (length x width x height, in mm)
- 3.1.3 Only one-piece cartons shall be used (telescopic cartons are only allowed if the sides overlap completely).
- 3.1.4 The maximum weight per SSC shall not exceed 15 kg.
- 3.1.5 An SSC shall only contain items with the same item number and of the same size.
- 3.1.6 Items shall be packed in the SSC without any other grouping or subpackaging.
- 3.1.7 The volume of the SSC shall be used in an optimum way.
- 3.1.8 The SSC shall not be overpacked. Our storage and materials handling systems do not permit any bulging cartons.
- 3.1.9 Do not use stuffing material.
- 3.1.10 Seal the SSC with adhesive tape (min. width 50 mm). PVC adhesive tape must not be used. Tying up items with synthetic tape, steel band, cord, wire or closing with top fasteners is not permitted.
- 3.1.11 We reserve the right to request cutting protection in individual cases in order to avoid damage to goods when opening the cartons.
- 3.1.12 The SSC shall always be transported and stored on the bottom surface of the carton.
- 3.1.13 Items containing liquids shall be kept upright at all times. The cartons shall be labelled with the corresponding standard symbols.
- 3.1.14 Hazardous substances shall be labelled in accordance with the applicable regulations for transporting hazardous substances and objects.

### 3.2 Minimum Quantities and Large Items:

3.2.1 The delivery of items that are unsuitable for these SSCs due to their size and characteristics shall be agreed in writing in advance with the responsible Purchasing Department on a case-by-case basis.

#### 3.2.2 **Small delivery quantities:**

If the delivery volume is so low for small delivery quantities that the smallest SSC measuring 400 x 300 x 200 mm cannot be filled in a sensible manner, the carton measurements may be lower than the standard or the goods may be delivered in mixed cartons which are labelled indicating the contents.

**For deliveries in mixed cartons, the following points must be observed:**

##### **Mixed carton measurements:**

- Mixed cartons must not exceed 600 x 400 x 400 mm.

##### **Mixed carton labelling:**

- All contents must be written on the exterior of the carton (list of all items and sizes inside the carton, including the order number and quantity).

##### **Packing and labelling of contents:**

- Each item number, size and order number must be packed separately in polythene bags or carton.
- Each polythene bag or carton must be identified with the item number, size, quantity and the respective order number.
- The polythene bag or carton must be at least 15 x 20 cm.

#### 3.2.3 **Large Items:**

Large items (items > 50 l) shall be packed separately and shall be adequately protected for shipment by post or by a forwarding agent.

The sales unit shall be labelled in accordance with the provisions in Labelling (see Section 2.2).

The quality of the packing shall be tested by means of drop tests from a height of 60 cm based on DHL free-fall tests.



### **3.3 Labelling - Supplier Standard Carton (SSC)**

3.3.1 A standard Walz label shall be affixed to the front side of all SSCs in a consignment. Please use the attachment, see Section 9 – Annex.

3.3.2 Please observe the following points when labelling:

- Do not write by hand
- Instead of a label, the information on the Walz label can be printed or stamped (make sure there is a good contrast)
- Character height: min. 10 mm
- Stroke width and spacing shall correspond to the font size

3.3.3 The label (sticker or printed) shall contain the following information:

- Walz item number
- Item name
- Size
- Colour
- Quantity
- Supplier number
- Order number
- Carton number (sequential number)

## **4 Items on Pallets**

- 4.1 For shipment on pallets, Euro exchange pallets measuring 80 x 120 cm shall be used.
- 4.2 The goods must not exceed the basic pallet dimensions of 80 x 120 cm.
- 4.3 Overloading the pallets is not permitted.  
Maximum height (pallet incl. load): 1,750 mm  
Maximum weight (pallet incl. load): 700 kg
- 4.4 Only 1 type of item may be packed per pallet.  
If mixed goods are supplied on one pallet because the delivery quantity is small, the pallet shall be labelled with the wording "Achtung! Mischpalette". Please refer to [www.versandhauswalz.de/Lieferantenportal.html](http://www.versandhauswalz.de/Lieferantenportal.html).
- 4.5 The pallets are to be protected during transport and storage in automated high-bay warehouses, for example using stretch film.
- 4.6 Large cartons conforming to the basic size of the Euro pallet (80 x 120 cm) are also allowed. Overloading is also not permitted in such cases.
- 4.7 Quantities over 10 cartons shall be delivered on Euro pallets.
- 4.8 Large parts must always be delivered on Euro pallets.

## **5 Special Shipments**

### **5.1 Samples**

Please always state the full address and the responsible department.

Sample shipments shall be clearly labelled as follows depending on the type of sample:

Offer sample

Counter sample

Photo sample

Preproduction sample

Production sample

Packing sample

Packing samples for quality assurance shall be provided with appropriate labelling and information in accordance with our PLS Instructions, see Section Labelling - 2.2.

### **5.2 Spare parts**

Spare parts shall be delivered in accordance with the specifications of the different departments.

Customer Service:	To the specified customer address or to the responsible department and person in charge
Purchasing Department:	To the responsible Purchasing Department
Branch:	To the branch department or the respective branch office

## **6 Delivery and Shipping Documents**

- 6.1 If shipping is paid by Versandhaus Walz GmbH, the goods must be shipped by the shipping method specified by us. If another forwarding agent is used, all additional charges incurred as a result shall be invoiced to the supplier.
- 6.2 Advance notice of at least 1 week before delivery shall be provided for any delivery of more than 5 pallets. Notice can be given by phone, fax or email to our Goods Inwards Department. The date must be scheduled and confirmed by our Goods Inwards Department. As we have off-premises warehouses managed by us or third parties, we reserve the right to agree the unloading place at short notice with your drivers.
- 6.3 Goods are received during the following hours:  
Monday - Thursday: 07:00 am to 11:00 am 12:30 pm to 3:30 pm  
Friday: 07:00 am to 11:00 am
- 6.4 Our Goods Inwards Department has 1.4-metre-high ramps. We can therefore only accept deliveries from standard-height trucks or containers.
- 6.5 Each consignment shall be provided with a delivery note.
- For delivery by post or parcel service, the delivery note shall be affixed in a plastic document wallet on the outside of the carton. The carton shall be clearly marked "Delivery note within" or "Delivery note".
  - In the case of shipping by a forwarding agent, the delivery note and bill of lading shall be handed to the Goods Inwards Office.
- 6.6 The delivery note shall contain the following information:
- Supplier number
  - Order number
  - Walz item number / size
  - Item name
  - Total quantity (pcs) of each item number
  - Total number of cartons per item number
- 6.7 If several SSCs each containing the same article number are shipped, the quantity per SSC shall always be the same. Remaining quantities are to be shipped in a specially labelled SSC.

## 7 Invoicing

7.1 Invoices must be addressed directly to baby-walz GmbH and not enclosed with the goods.

**The invoicing address is:**

baby-walz GmbH  
Rechnungskontrolle  
Steinstrasse 28  
D-88339 Bad Waldsee  
Germany

7.2 To ensure that invoices can be processed efficiently, it is absolutely necessary to include the following information in addition to the information required by law:

- Walz order number
- Walz supplier number
- Walz purchasing group
- Walz item number + size

7.3 In the case of invoices for drop shipments, the REKO number and the customer numbers of Walz customers must be specified:

The REKO number is composed of the following:  
supplier number / run number / client number / purchasing group  
e.g.: 12345 / 1111 / 20 / BH

7.4 A separate invoice must be produced for each order number / run number.

7.5 In the case of invoices for spare parts or samples, the respective ordering party and Purchasing Department must be specified in each case.

Further details on invoicing and special invoicing requirements, such as the requirements for drop shipments, are specified in our General Terms and Conditions of Purchasing and the specifications for drop shipment items.

For our General Terms and Conditions of Purchasing, please see [www.versandhauswalz.de/Lieferantenportal.html](http://www.versandhauswalz.de/Lieferantenportal.html).

For information on the process for drop shipment items, please see the information circulars for invoicing drop shipments.

## 8 Addresses

Address	Telephone	Fax
<b>General address:</b> baby-walz GmbH Steinstrasse 28 D-88339 Bad Waldsee Germany	+49 (0)7524/703-0	+49 (0)7524/703-575
<b>Goods Inwards:</b> VERSANDHAUS WALZ GMBH Warenannahme Steinstrasse 28 D-88339 Bad Waldsee Germany	+49 (0)7524/703-365  +49 (0)7524/703-265	+49 (0)7524/703-337
warenannahme@walz.de		

**9 Annex**

**Template SSC Adhesive Label**

<b>VERSANDHAUS WALZ GMBH D-88339 Bad Waldsee Germany</b>	
<b>WALZ ITEM NUMBER</b>	
<b>ITEM NAME</b>	
<b>SIZE</b>	
<b>COLOUR</b>	
<b>QUANTITY</b>	
<b>SUPPLIER NUMBER</b>	
<b>ORDER NUMBER</b>	
<b>CARTON NUMBER</b>	