



General packaging and delivery instructions

1 General packaging information

The packing instructions apply for all suppliers. This is for standardization of delivery note information, labelling, packaging and label marking of palletized and bundle goods.

In addition to this general regulation, the specific packaging regulation of a type always applies.

K2 Systems would like to work together with their suppliers on a basis of trust. Working according to K2 packaging instructions is necessary for a smooth process.

K2 reserves the right to take further actions in the event of permanent non-compliance.

1.1 Questions or remarks

In case you have any questions or remarks concerning the packing instructions, please do not hesitate to contact us via email under packaging@k2-systems.de.

1.2 Delivery Notification

The time slot for deliveries must be booked in advance through our timeslot tool myleo for the respective place of delivery.

1.3 Marking

Each pallet and bundle good must be marked with labels by the supplier. They must contain the following information:

- Article number
- Article description
- Batch number (if article is tracked by batch numbers)
- Quantity
- Weight
- GTIN-number

As an alternative to the K2 Systems label template, the VDA label applies.

Each box must be marked with a K2 Systems label by the supplier.



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1.4 Delivery note

The following information must be included in the delivery note:

- Delivery number (Notification number from myleo – reference starting with A)
- Delivery address
- Order number of K2 including order item
- Order number of supplier if needed by supplier
- K2 Systems article number
- Article description
- Order and delivery quantity, in case of partial delivery with note
- Packaging units
- Number of packages incl. weight
- Country of origin
- Batch numbers per position as Code 39 barcode, if this is not possible, please write out the batch numerically

In case of triangles and special constructions, consumables (article number of the preliminary product) for each finished article and quantity must be noted on the delivery note.

1.5 Packaging of a pallet

- The pallet must be kept homogeneous.
- If mixed pallets are required for stock goods due to economic reasons, the different articles must be visibly separated from each other (e.g. by cardboard); unequal packaging units must also be marked.
- The pallet must be labelled with the contents of the pallet. Alternatively, the delivery note copy may be used.
- **The packaging must guarantee a damage-free transport**
- The pallet is to be packed waterproof and tight, but also transparent with stretch foil. Use strapping and/or edge protection if necessary.
- The maximum weight of the packaging unit of a carton is 23 kg.
- The specified quantities per carton and pallet must be adhered.
- The cardboard boxes may only be sealed with adhesive tape. Other sealing solutions such as stapling and clips are not accepted.

1.6 Packaging of profiles/mounting rails

- All bundles must be packed stackable
- Packaging material: IPPC wood fumigated according to ISPM 15 wood protection regulations
- Profiles within the bundle must not be able to slip
- The wood bars must be provided with a groove in which the strapping must run
- The wood bars must be connected to each other (nail / screw or similar)
- The specific packaging instructions have to be checked for additional strappings
- The maximum permissible total weight of 800 kg per bundle must not be exceeded.
- Rails can include additional packaging, such as foil, paper interlayers or cardboard, in the specific packaging instructions
- Every bundle is to be kept with just one different article



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2 K2 label fill in

2.1 Purpose

Regulates the standardized procedure for filling in the K2 label.

2.2 Responsibility / scope of responsibility

Responsible for the correct recording of the data and the use of the current K2 label is the supplier.

2.3 Login

The PDF files provided by K2 are to be used

2.4 User interface (example)

Bag/Box - Label

K2 Systems GmbH
Haldenstraße 1, 71272 Renningen, Germany
info@k2-systems.com
General safety information on our website:
catalogue.k2-systems.com

2003144

20

SingleHook 4S

12,64 kg

CE

GTIN

Cha

Pallet label

K2 Systems GmbH
Haldenstraße 1, 71272 Renningen, Germany
info@k2-systems.com
General safety information on our website:
catalogue.k2-systems.com

2003144

480

SingleHook 4S

303 kg

GTIN

Charge

Symbol Asterisk

Country code

Supplier number

K2 - Purchase order number

Symbol Asterisk

K2 Systems GmbH Haldenstraße 1 71272 Renningen · Germany
Tel.: +49 (0)7159-42059-0 · info@k2-systems.de

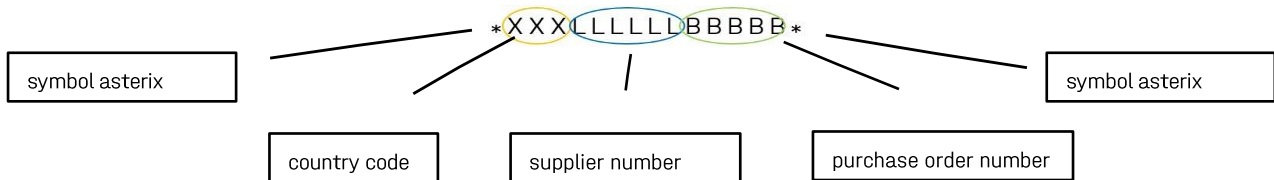
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Composition of the 14-digit batch number



- * Start of batch number (necessary)
- Digits 1-3 country code of the country of origin according to [ISO 3166-1 numeric](#)
- Digits 4-9 K2-Supplier number (only numerical)
- Digits 10-14 K2-Purchase order number
- * End of batch number (necessary)

| Input field | Description |
|---------------|--|
| Batch | Entry of the batch number (for definition of the batch number, see above) <i>If your supplier number begins with a K, the letter is NOT part of the batch number</i> |
| | Date of production (date of start of production at the supplier) |
| 10-stlg. Code | If neither a batch number or a supplier number is available, a supplier code and the production location must be entered in the 2nd input field (max. 10-digit code). If it is necessary to specify the responsible employee, the person symbol must be displayed by clicking on the first input field. In the second input field, the employee abbreviation is integrated in the 10-digit code (supplier abbreviation + location + employee abbreviation). |



The remaining fields are prefilled by K2 and **cannot** be changed!
Note: The labels do not have to be printed in colour.



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3 Orientation for palletized goods

Please note that our delivery regulations for pallet deliveries have changed. Please ensure that pallets are facing the direction of travel as your trucks can only be unloaded from the rear.

Acceptance of the goods cannot be guaranteed if the packaging instructions are not complied with.



We only accept deliveries on pallets suitable for high-bay storage and automatic conveyor technology.

We refrain from unloading if the suitability for use appears doubtful.

The following are considered unsuitable for use:

- Board missing, broken crosswise or fitted at an angle
- Floor and ceiling edge boards are damaged so that nails are visibly sticking out
- A block is missing or visibly damaged
- Obviously unauthorised repairs have been carried out using blocks or boards that are too narrow or too thin
- Rotten or mouldy pallets
- Pallets must be in a dry condition and marked with an IPPC stamp