

# FESTOOL

Festool GmbH

## Packaging Manual

for Wendlingen, Neidlingen, Illertissen, Česká Lípa

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# 1 General

The following guidelines and rules for the delivery of goods to the plants of the Festool GmbH form the basis for our general terms and conditions of business and apply as supplementary contractual agreements to the general terms and conditions of purchase or to the supply contract.

This manual contains all packaging requirements for Wendlingen (Festool GmbH), Neidlingen (Festool GmbH), Illertissen (TTS Cleantec GmbH) and Česká Lípa (Festool s.r.o).

**Attention: Compliance with the regulations of the packaging manual influences the supplier evaluation in terms of logistics!**

## 2 Objective

This manual should serve as a guideline and aid for all suppliers of the Festool GmbH for the use of optimal containers and loading units, for the standardisation of packaging and for the agreement of quantity units.

In the packaging process it should serve as a practical and comprehensible guideline with its simple structure, as well as inform the suppliers of existing guidelines and rules in the area of packaging and delivery.

The following rules on

- optimal packaging design,
- standard dimensions for containers, cardboard packaging and carriers,
- agreed quantity units per package and
- proper and complete labelling of the package

should also help achieve an error-free material flow between the suppliers and the Festool GmbH and avoid unnecessary repackaging.

## 3 Area of application

This packaging manual is valid for deliveries to the Festool plants in Wendlingen, Neidlingen, Illertissen, Česká Lípa, as well as for the consignment warehouse of Festool GmbH in Weilheim/Teck and the supplier consignment warehouse of Festool GmbH in Wendlingen.

The processes for the packaging of

- production material and
- trading goods

are regulated in this packaging manual.

The packaging regulations retain their validity until new or modified packaging becomes necessary.

## 4 Terms

GLT	Large carrier
KLT	Small carrier
LHM	Loading device
VPE	Packaging unit

## 5 Contact partners

The contact partners of the individual delivery locations who are listed below are available to the suppliers to answer all questions concerning packaging.

<b>Wendlingen</b>	<b>Neidlingen</b>
Mr. Stefan Zeller, Mrs. Sandra Resch	Mr. Tobias Beez
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Fax: +49 (0)7024 804-124166	Fax: +49 (0)7023 14-33384
E-Mail: Stefan.Zeller@festool.com E-Mail: Sandra.Resch@festool.com	E-Mail: Tobias.Beez@festool.com

<b>Festool GmbH (Weilheim/Teck)</b>	
Mr. Michael Peter	Mr. Damir Rubcic
Tel.: +49 (0)7023 9586-118 Mobil: +49(170) 8419097	Tel.: +49 (0)7023 9586-114 Mobil: +49(160) 91347001
E-Mail: Michael.Peter@festool.com	E-Mail: Damir.Rubcic@festool.com

<b>Illertissen</b>
Mr. Joachim Salzgeber
Mobil: +49(160) 97708105
E-Mail: Joachim.Salzgeber@tts-cleantec.com

<b>Česká Lípa</b>	
Mrs. Tereza Rampasova	Mr. Jakub Kohout
Tel.: +420 (4816) 45407	Tel.: +420 (4816) 45423
E-Mail: Terezan.Rampasova@festool.com	E-Mail: Jakub.Kohout@festool.com

## 6 General

### packaging regulations

The transport packaging is a type of packaging used to protect the goods between the manufacturer and the consumer and for safety during transportation. It comprises, for example pallets, cardboard packaging, foam trays, shrink film wrapping and similar wrapping.

The following requirements must be satisfied irrespective of the choice of packaging type:

- Delivery of undamaged parts
- Safe transport
- Optimal use of the transport unit space
- Optimal utilisation of the loading device
- Trouble-free unloading
- Stacking capacity
- Compliance with the specified standard dimensions
- Reasonable part removal
- Recyclable materials
- Use of disposable materials should be avoided
- Compliance with approved/recommended lifting loads.

All objects which may influence error-free scanning of the goods tags such as cords, loose paper/cardboard, etc. must be removed before shipment.

If the supplier is unable to supply in accordance with this regulation, he must inform the Festool GmbH thereof in good time before the delivery.

If the defined packaging regulations are not observed, the Festool GmbH reserves the right to invoice the supplier for the corresponding expense, such as repackaging costs.

The supplier is liable for the reduced quality as a result of defective or contaminated packaging. In general, the packaging used must be recyclable.

#### 6.1 Packaging regulation for delivery

##### **Packaging requirement**

For a high-quality delivery of the parts, it is imperative the following points are observed:

- The parts must be free of any contamination. The parts should be protected against mechanical damage (e.g. deformation, impact) and corrosion by the multi-item packaging (container, carton) and if nec. additional basic packaging (film, film pouch, tubes, deep-drawn inserts, etc.).

- Cartons must not be sealed with metal clips, but with adhesive tape, due to the increased risk of damage.

The transport package should provide adequate protection of the container or carton during transportation and handling.

## Reusable packaging

In principle, the delivery must be effected in the packaging specified by the Festool GmbH. The following overview of the KLT standard packaging contains all standardised plastic containers and Festool reusable cartons, their module dimensions, as well as the maximum stacking heights. Other standards may also apply to trade goods. The supplier shall be informed thereof.

### Overview of dimensions of KLT standard packaging:

Teile Nr.	Bezeichnung	Außen LxBxH (cm)	Innen LxBxH (cm)	Tara (kg)	Behälter je Lage	Behälter je Palette	max. Lagen je Palette
451978	Kunststoff-Behälter grau	30x20x10	24x14x9	0,5	16	224	14
451310	Kunststoff-Behälter grau	40x30x12	35x26x9	1,1	8	112	14
451311	Kunststoff-Behälter grau	40x30x22	35x26x18	1,6	8	56	7
451309	Kunststoff-Behälter grau	40x30x27	35x26x22	1,8	8	40	5
451312	Kunststoff-Behälter grau	60x40x22	55x35x18	2,6	4	28	7
451313	Kunststoff-Behälter grau	60x40x32	55x35x28	3,3	4	16	4
451750	Kunststoff-Behälter grau	20x10x11					
702293	Kunststoff-Behälter schwarz ESD	30x20x10	24x14x9	0,5	16	224	14
705137	Kunststoff-Behälter schwarz ESD	40x30x22	35x26x18	1,6	8	56	7
451316	Festool Mehrweg Karton klein	40x30x31			8	32	4
451314	Festool Mehrweg Karton groß	60x40x31			4	16	4
451317	Deckel klein	40x30x31					
451315	Deckel groß	60x40x31					

Every KLT must have a **label** on the front, which must contain the following information:

- Festool part no.
- Designation
- Supplier no.
- Name of the supplier
- Quantity

- KLT part no.
- Production data (if applicable)
- Production batch no. (if applicable)
- Revision index acc. to drawing (if applicable)

The label should not exceed the dimensions 15 cm x 7.5 cm.

### Sample label

Festool Teile-Nr.:	<b>497657</b>	Menge:	<b>10</b>
Bezeichnung:	<b>Zubehör-Set FS-SYS/2</b>	KLT Teile-Nr:	<b>451978</b>
Lieferanten-Nr.:	<b>123456</b>	Produktionsdatum:	<b>08.01.2014</b>
Lieferant:	<b>Muster-Lieferant</b>	Produktions-Charge:	<b>99998BA4434D</b>
		Änderungs-Index:	<b>D</b>

Note for delivery in Wendlingen, the metal clip must always be attached on the left, otherwise the barcode is covered.

### Overview of container for KLT standard packaging:

	451978 30x20x10		451313 60x40x32		451750
	451310 40x30x12		702293 30x20x10		702294
	451311 40x30x22		705137 40x30x22	<p>The insert 702294 is shown here as an example.</p> <p>The Festool GmbH defines the inserts to be used.</p>	
	451309 40x30x27		451316 40x30x31		
	451312 60x40x32		451314 60x40x31		

**New delivery**

Prior to the start of regular deliveries, the following is agreed on between Purchasing, Material Planning, Logistics and the supplier:

- Type of loading device used (pallet, carton, container)
- Quantity per loading device
- For pallets: type of pallet, height used.

**Unmixed deliveries**

In principle, deliveries should be made on unmixed loading devices (i.e. pallets or cartons/containers). The loading device quantities are defined once for each article at the start of the regular deliveries and then must always be delivered in the same quantity, until adjustments are made by Material Planning. It is possible with delivery on pallets that an alternative loading device quantity per article is specified so that, depending on our order, deliveries can be made of the regular or the alternative loading device quantity.

**Mixed deliveries**

If, however, in **exceptional cases**, a delivery has to be made in a mixed loading device (e.g. because the quantities of each article are very small), an article item must never be supplied in short deliveries spread over several loading devices. If there are several articles in a loading device (e.g. spare parts in one carton), correct identification must be guaranteed.

Care should always be taken to ensure that if there are several different part numbers each part number is delivered in a separate package (no mixing of parts within a package).

The largest quantity in mixed pallets must be at the bottom.

A packing list must be affixed to every mixed loading device identifying the contents of the loading device. The contents of the loading device must match the packing list. In addition, each sub-packing unit must be marked with the delivery note number.

**Pack structure**

In general, euro-pallets with the dimension 80x120 cm or 80x60 cm and a maximum height of 175 cm must be used as transport pallets. Exceptions are only possible if they have been agreed in advance.

The goods must generally be protected so that no damage may arise during transportation.

The goods must be preserved in accordance with the order and delivery regulations so that they do not suffer any corrosion.

The handling equipment by means of industrial trucks and automatic conveyor technology must also be guaranteed. The free space between the pallet feet or runners should therefore not be restricted by the securing elements of the load.



Loading units must be secured so that the transport packaging cannot slip during transportation. This can be achieved through the use of:

- stretch film
- plastic straps
- corner brackets
- cardboard inserts

All pallets are stretched with film and must have a pallet cover to prevent contamination and, if nec., to protect the consumer packaging.

The structure is improved through the use of paper or cardboard inserts.

For the removal of part quantities of a loading unit, ensure that the stability of the remaining quantity is guaranteed.

Care should always be taken to ensure that if there are several different part numbers each part number is delivered in a separate package (no mixing of parts within a package).

Special regulations for the individual delivery locations can be found in the following chapters 8-9.

**Identification**

Each KLT must be marked with a label according to chapter 6.1.

It should be ensured during the design of the packaging that the goods can be stacked. In the case of sensitive goods that cannot be stacked, the goods must be marked with pictograms "**Fragile**" / "**Cannot be stacked**" and, if nec., "**Keep dry**" in order to avoid transport damage.

In the case of deliveries with inspection exemption or special release, the release letter from Festool GmbH must be enclosed with each package.



## 6.2 Packaging regulation for individual part (production requirement)




### Standard

In general, goods **in the domestic territory** must be supplied in the Festool reusable containers. The type of container and the quantity contained therein are specified before the initial delivery and communicated to the supplier. If there is no detailed packaging regulation in the order text, the general packaging regulations in chapter 6 apply.

### Special

Due to the various quality requirements it may be necessary to use special packaging to protect the individual parts. This special packaging may involve the use of deep-drawn inserts, etc. A specific packaging datasheet is created by the Festool GmbH or all goods requiring special packaging and is sent to the supplier. The datasheet contains all the necessary requirements for the packaging of the individual parts. A sample of a packaging datasheet can be found below:

### Packaging datasheet:

erstellt von:		Datum	aktueller Index	VerpackungsDatenblatt		FESTOOL		
MKC		22.08.2012	A			DokumentInfo: index.bl.greb		
S:\Managementsysteme\Formulare\Verpackungsdatenblatt								
Festool-Teile Nr.	704552	Maschinentyp	LEX Rotor 9	Lieferant				
Festool-Teilebezeichnung	Rotor	Werk	Neidlingen	Adresse				
Mehrwegverpackung	<input checked="" type="checkbox"/> ja <input type="checkbox"/> nein	Linie / Bereich	3	PLZ/Ort				
				Lieferanten-Nr.				
Foto/Zeichnung der Verpackung								
Teil		Innenverpackung			Behälter			
								
Verpackungsmaterial								
Innenverpackung	Anzahl	Bemerkung	Packart innerhalb der Liefereinheit		Verschlußmittel		Fracht:	
Auslieferung			geschützt	<input type="checkbox"/>	Metallband	<input type="checkbox"/>	Leergutrückführung	bei Bedarf
Zwischenlagen		Kartongefache	geschichtet	<input checked="" type="checkbox"/>	Kunststoffband	<input type="checkbox"/>	Anlieferzyklus	bei Bedarf
Abdeckung	1	Tiefzieheinlage leer	verschachtelt	<input type="checkbox"/>	Klebstreifen	<input type="checkbox"/>	Sonstiges	
Tiefzieheinlage	3	704847	gebündelt	<input type="checkbox"/>	Sonstiges	<input type="checkbox"/>		
keine			Sonstiges	<input type="checkbox"/>		<input type="checkbox"/>		
Verpackungsdaten								
T. Nr.	Festool-Bezeichnung	Länge (mm)	Breite (mm)	Höhe (mm)	Gewicht Tara (Kg)	Gewicht Brutto (Kg)	Menge je Verpackung	
Behälter	451978	300	200	120			36	
Einlage	spez. Tiefzieheinlage							
Änderungshistorie:								
Index alt	Gegenstand der Änderung			Index neu	Bearbeitet: Planung	Geprüft: Dispo	Freigabe: QS (FQ-PQ)	
-	Neuerstellung			A	Kurz-/Dat.	Kurz-/Dat.	Kurz-/Dat.	
					MKC/ 21.08.2012	DAE	MKC/21.08.2012	

erstellt von:		Datum	aktueller Index	VerpackungsDatenblatt		FESTOOL	
MHC		22.08.2012	A	S:\Maschinenbau\extern\formularkopf\Verpackungsdatenblatt		DokumentenInfo: Index bz greb	
Festool-Teile Nr.		704552		Maschinentyp	LEX Rotor 9	Lieferant	
Festool-Teilebezeichnung		Rotor		Werk	Neidlingen	Adresse	
Mehrwegverpackung		<input checked="" type="checkbox"/> ja <input type="checkbox"/> nein		Linie / Bereich	3	PLZ/Ort	
						Lieferanten-Nr.	
Foto/Zeichnung der Verpackung							
Innenverpackung							
				<div style="border: 1px solid black; padding: 5px;"> <p>In Kunststoffbehälter 451978 kommen 3 gefüllte Tiefzieheinlagen à 12 Rotoren abgedeckt mit einer leeren Einlage.</p> </div>			

## 7 Shipping documents

To ensure smooth processing in the administration area, for each delivery the supplier is required to enclose the following shipping documents with the prescribed content in a corresponding form.

### 7.1 Delivery note

The three types of deliveries differ in their delivery note which must contain the following information:

Type 1: Delivery in Consignment Warehouse

Field designation	Contents	Example
<b>(1) Delivery type</b>	Goods for consignment stock or individual order or delivery of sample parts	x Consignment stock Individual order Sample parts
<b>(2) Recipient (MANDATORY)</b>	Address of the Consignment Warehouse (see chapter 8&9)	Festool GmbH Consignment Warehouse (Supplier No.) Wertstrasse 20 73240 Wendlingen
<b>(3) Delivery note number</b>	The delivery note number should not exceed 16 characters and can be alphanumeric. (Permitted special characters: spaces, hyphen, underscore). The number can only be used once a year.	
<b>(4) Shipping date (MANDATORY)</b>	Date of the actual shipment date (not the date of issue)	
<b>(5) Supplier number and sender address (MANDATORY)</b>	The supplier number must agree with the order/request information.	Supplier no.: 11111 Supplier name Street name/no. Postcode Town/City Germany
<b>(6) Transport details</b>	The shipment type must be specified here and, if nec., the name and number of the freight forwarder.	Freight forwarder truck Freight forwarder master
<b>(7) Delivery conditions</b>	Specification of delivery conditions	FOB / freight forward
<b>(8) Part number (MANDATORY)</b>	Festool part no.	
<b>(9) Quantity + units (MANDATORY)</b>	Only one quantity may be entered for each item; the quantity units should always correspond to the Festool order details.	

<b>(10) Information on packaging of individual parts / carriers (MANDATORY)</b>	Details on the packaging, as well as subquantities supplied per pack must be specified.	Packages for each item
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## Type 2: Delivery for an Individual Purchase Order

Field designation	Contents	Example
<b>(1) Delivery type</b>	Goods for consignment stock or individual order or delivery of sample parts	Consignment stock x Individual order Sample parts Germany
<b>(2) Recipient (MANDATORY)</b>	Address of the recipient Wendlingen, Neidlingen, Illertissen or or Česká Lípa. (see chapter 8-11)	Festool GmbH Plant Wendlingen Wertstrasse 20 73240 Wendlingen Germany
<b>(3) Delivery note number</b>	The delivery note number should not exceed 16 characters and can be alphanumeric. (Permitted special characters: spaces, hyphen, underscore). The number can only be used once a year.	
<b>(4) Purchase order number (MANDATORY)</b>	Festool purchase order number	
<b>(5) Shipping date (MANDATORY)</b>	Date of the actual shipment date (not the date of issue)	
<b>(6) Supplier number and sender address (MANDATORY)</b>	The supplier number must agree with the order/request information.	Supplier no.: 11111 Supplier name Street name/no. Postcode Town/City Germany
<b>(7) Transport details</b>	The shipment type must be specified here and, if nec., the name and number of the freight forwarder.	Freight forwarder truck Freight forwarder master
<b>(8) Delivery conditions</b>	Specification of delivery conditions	FOB / freight forward
<b>(9) Part number (MANDATORY)</b>	Festool part no.	
<b>(10) Quantity + units (MANDATORY)</b>	Only one quantity may be entered for each item; the quantity units should always correspond to the Festool order details.	
<b>(11) Information on packaging of individual parts / carriers (MANDATORY)</b>	Details on the packaging, as well as subquantities supplied per pack must be specified.	Packages for each item

## Type 3: Delivery of sample parts

Field designation	Contents	Example
<b>(1) Delivery type</b>	Goods for consignment stock or individual order or delivery of sample parts	Consignment stock Individual order x Sample parts
<b>(2) Recipient (MANDATORY)</b>	Address of the recipient incl phone number (see chapter 12)	Festool GmbH Sample Consignment Dep. FQ-MN Weilheimer Str. 32 73272 Neidlingen Germany Tel.: +49 (0)7023 14-33205
<b>(3) Delivery note number</b>	The delivery note number should not exceed 16 characters and can be alphanumeric. (Permitted special characters: spaces, hyphen, underscore). The number can only be used once a year.	
<b>(4) Purchase order number (MANDATORY)</b>	Festool purchase order number	
<b>(5) Shipping date (MANDATORY)</b>	Date of the actual shipment date (not the date of issue)	
<b>(6) Supplier number and sender address (MANDATORY)</b>	The supplier number must agree with the order/request information.	Supplier no.: 11111 Supplier name Street name/no. Postcode Town/City Germany
<b>(7) Transport details</b>	The shipment type must be specified here and, if nec., the name and number of the freight forwarder.	Freight forwarder truck Freight forwarder master
<b>(8) Delivery conditions</b>	Specification of delivery conditions	FOB / freight forward
<b>(9) Part number (MANDATORY)</b>	Festool part no.	
<b>(10) Quantity + units (MANDATORY)</b>	Only one quantity may be entered for each item; the quantity units should always correspond to the Festool order details.	
<b>(11) Information on packaging of individual parts / carriers (MANDATORY)</b>	Details on the packaging, as well as subquantities supplied per pack must be specified.	Packages for each item

The delivery notes should be visible on the outside in a delivery note pocket on the delivery item (pallet or carton), or if inside a carton, then the carton must be labelled.

The delivery note must be enclosed with the shipment as a transit accompanying document. It is an element of our logistics concept and simplifies matters when entering the goods receipt.



## 7.2 Master transport label

The master transport label is used for the clear identification of transportation and GLT in in-house material flow and in transit between the supplier - freight forwarder - ship-to-party.

All suppliers must therefore ensure that all transportation and GLTs have current and carefully completed transport labels.

### **Format**

### Hauptwarenanhänger

Material- / Artikel-Nr.:	497 657
Gesamtmenge:	100 St.
Lieferscheinnummer:	87654321
Bestellnummer:	99999999
Lieferantenummer:	12345678
Bezeichnung:	Zubehör-Set FS-SYS/2
KLT-Behälter Teile-Nr.:	451798
Anzahl der KLT-Behälter:	10
Menge pro KLT-Behälter:	10

In general, an A5 printed form (210 mm X 148 mm) arranged crossways must always be used as a master transport label on large carriers. This can either be attached as a label or sticker.

(For **trade goods** ensure that the sticker is only attached on the stretch film and not on the consumer packaging.)

### **Contents**

It is necessary to ensure that all data on the master transport label agrees with the content of the packs or carriers.

The following information must be specified:

- Material/Product no.
- Designation
- Supplier number
- Delivery note number
- PO number
- Quantity + Unit
- KLT container used (part no.)
- Number of KLT containers
- Quantity per KLT container

## **Fixing**

In the case of special containers the transport label must be inserted in the intended document pocket (label holder) and if there is no document pocket it can be secured using a sticker. However, a flat adhesive label is not permitted.

The transport label must be secured so that it can be read directly and is splashproof according to the following specifications:

- If there is **one** material number on a GLT, a transport label is used to identify this material number.  
(=unmixed pallet)
- If there are **several** material numbers on a GLT, packaging units are created for clear separation of the materials. Each individual packaging unit must have a master transport label. In addition, as already explained in 6.1, each KLT container must have a label.  
(=mixed pallet)

In order to ensure clear identification, the supplier is obligated to remove old transport labels on packs or loading units before filling and delivery to the Festool GmbH. In the event of missing, glued, illegible or incomplete transport labels, the supplier is charged the costs resulting from the circumstances.

## 8 Special delivery modes for Wendlingen & supplier consignment warehouse of Festool GmbH

Compliance with some of the key regulations is the basis for orderly and efficient material flow. The cornerstone of an economic and rational movement of goods from the loading bridge to the storage location and beyond is laid by the supplier.

Please observe the following general requirements for deliveries to the Wendlingen plant of the Festool GmbH and to the supplier consignment warehouse of Festool GmbH.

All deliveries to the Wendlingen plant of the Festool GmbH and the supplier consignment warehouse of the Festool GmbH are processed via a common goods arrival area. It is therefore essential a distinction is made between the following two recipient addresses, so that all goods can be properly assigned:

- a) Identification of goods for the warehouse of the Festool GmbH (mainly processing via individual order):  
**Festool GmbH – Wendlingen plant**  
(see 8.1 Variant 1).
- b) Identification of goods for the supplier consignment warehouse:  
**Festool GmbH – Consignment warehouse (supplier no.)**  
(see 8.1 Variant 2).

If a delivery contains goods both for the external warehouse and for the consignment warehouse, two delivery notes with the aforementioned recipients must be enclosed. The goods also have to be clearly marked and supplied on two pallets. Small quantities (max. volume approx. 60x40x31 cm) can be delivered on one pallet, if clear identification is guaranteed. A packing list must be enclosed with each pallet to facilitate identification. The packing list contains information about how the goods are to be assigned to the two warehouse areas. It is also necessary to ensure that the goods on the pallet are not mixed up and that the largest quantity is at the bottom (also see 6.1 Mixed delivery).

## 8.1 General data

Variant 1: Festool GmbH warehouse

Festool GmbH  
Wendlingen plant  
  
Wertstrasse 20  
73240 Wendlingen  
Germany

**Opening times for receipt of goods:**

Monday–Thursday: 07:00–12:00  
12:30–15:30

Variant 2: Supplier consignment warehouse

Festool GmbH  
Consignment warehouse  
(supplier no.)  
  
Wertstrasse 20  
73240 Wendlingen  
Germany

**Opening times for receipt of goods:**

Monday–Thursday: 07:00–12:00  
12:30–15:30

Unloading specifications:

For partial and full loads, a delivery time slot must be agreed in advance via Purchasing with Goods Receiving.  
Except for already agreed fixed delivery slots.

In principle, unloading is only carried out via the ramp (no yard stacker available).  
Excluding parcel shipments up to approx. 25 kg.

## 8.2 Packaging regulations

In general, the guidelines listed in chapter 6 apply. However, to optimise the material flow part-specific packaging specifications will be agreed and have to be observed.

**Attention: Also if no special packaging is stipulated, the parts must be packed so that they arrive undamaged at Festool!**

In general, two LHMs are possible:

- A) Pallet (euro-pallets, press board pallets, exception: disposable pallets)
- B) Carton (carton type 1, carton type 2)

The precise dimensions and weight tolerances are listed below.

**A: Pallets**Maximum weights

Paletten- art	Maße LxB cm	max. Gewicht
EUR 1	120x80	500 kg
EUR 2	80x60	200 kg

Maximum heights

The following pallet heights must not be exceeded. Also ensure that the specified heights are used.

E0 = 0.80 m

E1 = 1.15 m

E2 = 1.75 m

The maximum permissible euro-pallets have a basic size of 120 x 80 cm. A length overhang of 5 cm is permitted. A width overhang is not permitted. The maximum height of 1.75 m, incl. pallet, should not be exceeded.

**B: Cartons**Maximum weight

Max. 25 kg/piece(s)

Karton Typ 1	Standard	Toleranz min.-max.
Länge [cm]	60	35-60
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

Karton Typ 2	Standard	Toleranz min.-max.
Länge [cm]	30	25-30
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

The cartons must be sufficiently robust for the respective weight. The cartons are stored in flow rack channels and their general dimensions are adapted to the basic pallet dimensions and the existing storage technology. Deviation from the dimension tolerances is therefore not permitted.

Exceptions are possible in special cases. However, these must be agreed in advance with Material Planning.

Corrugated cardboard or bubble wrap is preferred as filling material; wood shavings, paper strips, polystyrene and textiles are **not permitted**.

## 9 Special delivery modes

### External warehouse in Neidlingen plant & supplier consignment warehouse Festool GmbH

Compliance with some of the key regulations is the basis for orderly and efficient material flow. The cornerstone of an economic and rational movement of goods from the loading bridge to the storage location and beyond is laid by the supplier.

Please observe the following general requirements for deliveries to the Festool GmbH plant in Neidlingen and to the Festool GmbH supplier consignment warehouse in Weilheim/Teck.

Deliveries to the plant in Neidlingen are generally effected via the Festool GmbH incoming goods department in Weilheim/Teck. Possible exceptions are communicated directly to the suppliers - here the delivery is made directly to the plant in Neidlingen.

All deliveries are processed via the incoming goods department of the external warehouse of Festool GmbH and the supplier consignment warehouse Festool GmbH in Weilheim/Teck. It is therefore essential a distinction is made between the following two recipient addresses, so that all goods can be properly assigned:

- a) Identification of goods for the external warehouse of the Festool GmbH (mainly processing via individual order):  
**Festool GmbH – Weilheim Teck**  
(see 9.1 Variant 1).
- b) Identification of goods for the supplier consignment warehouse:  
**Festool GmbH – Consignment warehouse (supplier no.)**  
(see 9.1 Variant 2).

If a delivery contains goods both for the external warehouse and for the consignment warehouse, two delivery notes with the aforementioned recipients must be enclosed. The goods also have to be clearly marked and supplied on two pallets. Small quantities (max. volume approx. 60x40x31 cm) can be delivered on one pallet, if clear identification is guaranteed. A packing list must be enclosed with each pallet to facilitate identification. The packing list contains information about how the goods are to be assigned to the two warehouse areas. It is also necessary to ensure that the goods on the pallet are not mixed up and that the largest quantity is at the bottom (also see 6.1 Mixed delivery).

## 9.1 General data

Variant 1: Festool GmbH external warehouse

<p>Festool GmbH External Warehouse</p> <p>Johannes-Rau-Str. 1/1 73235 Weilheim/Teck Germany</p>
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**Opening times for receipt of goods:**

Monday–Thursday: 07:30–12:00  
13:00–16:00

Variant 2: Supplier consignment warehouse

<p>Festool GmbH Consignment warehouse (supplier no.)</p> <p>Johannes-Rau-Str. 1/1 73235 Weilheim/Teck Germany</p>
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**Opening times for receipt of goods:**

Monday–Thursday: 07:30–12:00  
13:00–16:00

## 9.2 Packaging regulations

In general, the guidelines listed in chapter 6 apply. However, to optimise the material flow part-specific packaging specifications will be agreed and have to be observed.

**Attention: Also if no special packaging is stipulated, the parts must be packed so that they arrive undamaged at the Festool GmbH!**

In general, three LHMs are possible:

- A) Pallet (euro-pallets, press board pallets)
- B) Festool reusable cartons (small carton, large carton)
- C) Grey plastic container

### **A: Pallets**

#### **Maximum weights**

Paletten- art	Maße LxB cm	max. Gewicht
EUR 1	120x80	500 kg
EUR 2	80x60	200 kg

The maximum height of **1.80 m**, incl. pallet, should not be exceeded.

**B: Cartons****Maximum weight****max. 25 kg/pc.**

<b>Karton Typ 1</b>	<b>Standard</b>	<b>Toleranz min.-max.</b>
Länge [cm]	60	35-60
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

<b>Karton Typ 2</b>	<b>Standard</b>	<b>Toleranz min.-max.</b>
Länge [cm]	30	25-30
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

**C: Plastic container**

The dimensions of the plastic containers and reusable cartons must be taken from the table in chapter 6.1.

Exceptions are possible in special cases. However, these must be agreed in advance with Material Planning.

Corrugated cardboard or bubble wrap is preferred as filling material; wood shavings, paper strips and textiles are **not permitted**.



## 10 Special delivery modes for Illertissen

Compliance with some of the key regulations is the basis for orderly and efficient material flow. The cornerstone of an economic and rational movement of goods from the loading bridge to the storage location and beyond is laid by the supplier.

Please observe the following general requirements for deliveries to the Illertissen plant of TTS Cleantec GmbH.

### 10.1 General data

TTS Cleantec GmbH  Pionierstrasse 1 89257 Illertissen Germany
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**Opening times for receipt of goods:**

Monday–Thursday: 06:30–16:00

Friday: 06:30–12:15

### 10.2 Packaging regulations

In general, the guidelines listed in chapter 6 apply. However, to optimise the material flow part-specific packaging specifications will be agreed and have to be observed.

**Attention: Also if no special packaging is stipulated, the parts must be packed so that they arrive undamaged at the Festool GmbH!**

The maximum permissible euro-pallets have a basic size of 120 x 80 cm. The maximum height of **1.95 m**, incl. pallet, should not be exceeded.

In general, three LHMs are possible:

- A) Pallet (euro-pallets, press board pallets)
- B) Festool reusable cartons (small carton, large carton)
- C) Grey plastic container

#### **A: Pallets**

##### **Maximum weights**

Paletten- art	Maße LxB cm	max. Gewicht
EUR 1	120x80	500 kg
EUR 2	80x60	200 kg

Maximum permissible are Euro pallets with basic dimensions of 120 x 80 cm. The maximum height must not exceed 1.95 m, including the pallet.

**B: Cartons**Maximum weight

max. 25 kg/pc.

<b>Karton Typ 1</b>	<b>Standard</b>	<b>Toleranz min.-max.</b>
Länge [cm]	60	35-60
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

<b>Karton Typ 2</b>	<b>Standard</b>	<b>Toleranz min.-max.</b>
Länge [cm]	30	25-30
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

**C: Plastic container**

The dimensions of the plastic containers and reusable cartons must be taken from the table in chapter 6.1.

Exceptions are possible in special cases. However, these must be agreed in advance with Material Planning.

Corrugated cardboard or bubble wrap is preferred as filling material; wood shavings, paper strips and textiles are **not permitted**.

# 11 Special delivery modes for Česká Lípa

## 11.1 General data

Festool s.r.o.  Chelčického 1932 470 37 Česká Lípa Czech Republic
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**Open times for receipt of goods:**

Monday–Thursday: 06:00–16:00

Friday: 06:00–15:00

## 11.2 Packaging regulations

In general, the guidelines listed in chapter 6 apply. However, to optimise the material flow part-specific packaging specifications will be agreed and have to be observed.

**Attention: Also if no special packaging is stipulated, the parts must be packed so that they arrive undamaged at the Festool GmbH!**

In general, three LHMs are possible:

- A) Pallet (euro-pallets, press board pallets)
- B) Festool reusable cartons (small carton, large carton)
- C) Grey plastic containers, Athena/Festool

### **A: Pallets**

#### Maximum weights

Paletten- art	Maße LxB cm	max. Gewicht
EUR 1	120x80	500 kg
EUR 2	80x60	200 kg

The maximum permissible euro-pallets have a basic size of **120 x 80 cm**. The maximum height of **1.95 m**, incl. pallet, should not be exceeded.

**B: Cartons**Maximum weight

max. 25 kg/pc.

<b>Karton Typ 1</b>	<b>Standard</b>	<b>Toleranz min.-max.</b>
Länge [cm]	60	35-60
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

<b>Karton Typ 2</b>	<b>Standard</b>	<b>Toleranz min.-max.</b>
Länge [cm]	30	25-30
Breite [cm]	40	33-40
Höhe [cm]	32	0-39

**C: Plastic container**

The dimensions of the plastic containers and reusable cartons must be taken from the table in chapter 6.1.

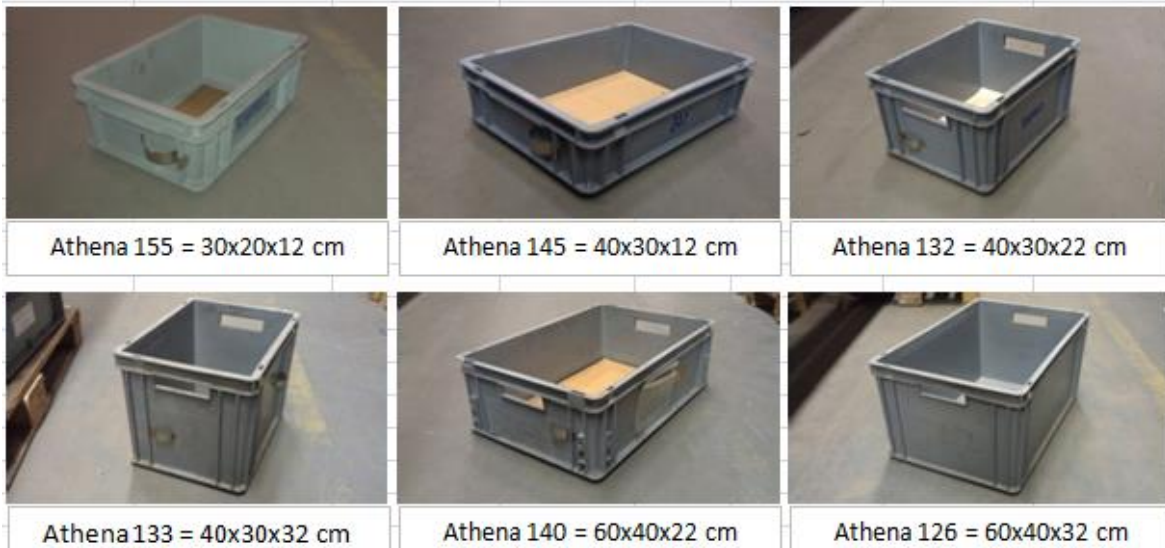
In addition, on the following page you will find an overview of Athena plastic containers.

Exceptions are possible in special cases. However, these must be agreed in advance with Material Planning.

Corrugated cardboard or bubble wrap is preferred as filling material; wood shavings, paper strips and textiles are **not permitted**.

**Overview of dimensions of KLT special containers  
for Česká Lípa:**

Teile Nr.	Bezeichnung	Außen LxBxH (cm)	Innen LxBxH (cm)	Tara (kg)	Behälter je Lage	max Legen je Palette	Behälter je Palette
619989	Athena 155	30x20x12	26x16x10	0,45	16	18	288
619079	Athena 145	40x30x12	36x26x10	0,77	8	18	144
616704	Athena 132	40x30x22	36x26x20	1,23	8	9	72
616705	Athena 133	40x30x32	36x26x30	2,02	8	6	48
619379	Athena 140	60x40x22	56x36x20	2,125	4	9	32
624416	Athena 126	60x40x32	56x36x30	3,215	4	6	24

**Overview of KLT special containers for Česká Lípa:**

## 12 Delivery of initial sample parts

### **Delivery location for sample parts**

Unless otherwise stated on the order for samples, please always send the sample parts to Quality Assurance in the Neidlingen plant.

Please note that sample parts always have to be sent in a separate delivery containing a separate delivery note and not to be mixed with other deliveries. Furthermore there must be an explicit characterisation as sample consignment.

Festool GmbH
Sample Consignment Dept. FQ-MN (Quality Assurance / Measurement Technology)
Weilheimer Str. 32 73272 Neidlingen Germany
Tel.: +49 (0)7023 14-33205
Fax: +49 (0)7023 14-133205
E-mail: <a href="mailto:messtechnik@festool.com">messtechnik@festool.com</a>

We would like to point out that only sample consignments which correspond to the standard described in the "Procurement Organisation Manual" (March 2011) are accepted.

**All initial and repeat sample reports must be sent separately in file format to the aforementioned e-mail address.**

**Our own sample report form must be used for mailing the sample report.**

## 13 Load carrier empties

The supplier shall be provided with load carrier empties for delivery. The supplier shall have no more than enough empties to cover a range of approximately two weeks. In particular, the load carriers provided by Festool are to be used only for deliveries to Festool. Any other use is not permitted. Festool reserves the right, in the event that the load carriers are used by the supplier for a purpose other than the intended one, to charge the supplier for the use other than the intended one.