

Directive "Delivery to Insta GmbH"

Please observe the following rules when delivering to Insta in order to ensure a trouble-free delivery and storage process. The directive "Delivery to Insta GmbH" applies to all suppliers of Insta.

By choosing the packaging, the supplier ensures that the items ordered by Insta withstand transport without damage and can therefore be introduced into the production process in the agreed quality.

Compliance with the following rules is checked upon receipt of goods, deviations are documented and included in the supplier evaluation. Costs incurred by Insta (costs for special disposal or costs for repackaging goods) due to non-compliance with the above rules shall be charged to the supplier. Insta also reserves the right to return goods at the supplier's expense.

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1. Definition of packaging unit , outer packaging and load carrier

A packaging unit is the smallest packaging material (usually a plastic tray or a carton). Outer packaging is the combination of several packaging materials (e.g. circulating containers, (outer) cartons). A load carrier is a transport aid used to transport and store packaging and/or outer packaging.

2. Europool pallet load carrier

Only a Europool pallet (= Euro pallet) according to EN 13698-1 may be used as load carrier. If it cannot be avoided that another load carrier (e.g. a one-way pallet or pallet cage) is used for delivery, this shall require the prior approval and written consent of Insta. Only a "Europool pallet cage" is permitted as a pallet cage for delivery to Insta.

The Euro pallets are exchanged upon delivery step by step. The exchangeability is no longer guaranteed if one of the following criteria applies (regulations of the European Pallet Association (EPAL)):

- The pallet was not manufactured by a licensed company according to EPAL criteria
- The EUR or other markings according to EN 13698-1 on the blocks are missing or unrecognisable
- A board is missing
- Boards are damaged in such a way that several nail shanks are visible
- A block is missing or damaged in such a way that more than one nail shank is visible
- The general condition is very poor (rotten, dirty, etc.)
- The pallet has been repaired by an unlicensed company

If possible, only one item number per load carrier should be delivered to Insta. So-called "mixed pallets" are to be avoided and are only permissible after consultation with Insta. If this is not possible, a clearly visible marking in DIN A4 format with the format-filling text "Mixed pallet" should be applied to each pallet from the outside. In addition, a packing list containing the Insta material number and the quantity of the respective mixed pallet should be clearly visible from the outside on each mixed pallet.

The goods to be transported must not exceed the outer edges of the load carrier and the load weight should be evenly distributed across the load carrier.

The overall weight of a load carrier may not exceed 1,000 kg and a maximum overall height of 1,800 mm. The overall weight of a packaging unit must not exceed 20 kg (gross).

3. Labelling of packaging

Each packaging as well as the outer packaging must be marked with the Insta material number, the Insta material description and the number of items per packaging/outer packaging.

"Opened cartons" shall be placed on the top of the load carrier and clearly marked.

The goods must be visibly separated from each other with the intermediate material customary in the industry (cardboard, foil, etc.). In addition, partial quantities of individual goods may not be distributed among different shipping units.

The marking on the load carrier must be applied in such a way that it is clearly visible from the outside.

a) One-way packaging

One-way packaging must be labelled in accordance with DIN 6120. The packaging material used must be fully recyclable. Packaging waste should be avoided wherever possible. Combinations of different materials should be avoided. If this is not possible, the different materials should be easy to separate and dispose of without any special equipment. Chips (also biodegradable chips), confetti, waste paper strips and other similar materials must not be used as packaging material!

b) Reusable packaging

The supplier is required to maintain an inventory of the reusable packaging provided by Insta. An inventory reconciliation is to take place once a year at the request of Insta.

For the Insta trays, the following generally applies:

- The trays may only be filled up to the lower edge of the handle opening.
- The overall weight of a filled tray must not exceed 20 kg.
- The trays are used as returnable packaging and must not be covered with adhesive.
- A holder for a printed document is provided for labelling the trays, where the document with the tray contents (quantity and material number) can be inserted.

	<p>Designation "L01" 97005900 ESD storage container - black 600 x 400 x 220 mm Application: Standard / ESD item</p>
	<p>Designation "L02" ESD storage container - black 600 x 400 x 120 mm Application: ESD item</p>
	<p>Designation "L03" ESD storage container - black 400 x 300 x 120 mm Application: ESD item</p>
	<p>Designation "L10" Storage container - blue 600 x 400 x 320 mm Application: mechanics</p>
	<p>Designation "LGB" Storage container - blue 600 x 390 x 295 mm Application: mechanics</p>
	<p>97006200 Flexitainer large 2500 x 692 x 710 mm Application: long goods</p>
	<p>97005800 Flexitainer small 1230 x 810 x 710 mm Application: long goods</p>

4. Tensioning straps

Tensioning straps must be made of plastic fabric. They must not be connected by means of metal clamps. Steel straps are not permitted. When securing by means of tensioning straps, it must be ensured that the containers do not deform and, if necessary, edge protectors must be used. Damage to our returnable packaging due to excessive strapping will be charged to the respective sender.

5. Shipping documents

In the case of deliveries, the shipping documents are to be handed over completely, including the delivery note. If this is not possible, the delivery note must be attached to the outside of the goods in a clearly visible position. Delivery notes must not be included inside the packaging of the goods.

If the delivery is a partial delivery, this shall be clearly indicated on the delivery note with an indication as to whether the order has been completed or whether a remaining quantity will follow.

The delivery note must contain at least the following information:

- Ordering number
- Delivery quantity
- Supplier address
- Delivery note number
- Supplier number
- Delivery date
- Insta material number
- Manufacturer designation
- Insta material description

Furthermore, our order number must be printed on each delivery note in the form of a barcode or QR code so that we can scan the order number. An example of this can be found below:



6. Delivery of long goods

Packaging used for long goods must be selected in such a way that it meets the relevant load safety requirements.

In addition, special consideration must be given to the following:

- Bundling/packaging must be carried out in fixed stable units
- Solid wood composites are also accepted
- The containers must be accessible from the side
- A double pallet must be four-way accessible

7. Goods delivery times

The goods delivery times are as follows:

- Monday to Thursday from 07:00 - 15:00
- Friday from 07:00 - 12:00.

The goods delivery times shall apply taking into account the delivery time windows and defined delivery days agreed between Insta and the respective supplier.

A shipping notification is to be sent by e-mail to lagerbuero@insta.de if deliveries with a scope of more than five Euro pallets are made.

8. Delivery address and contact

Insta GmbH

Hohe Steinert 10

58509 Lüdenscheid

✉ lagerbuero@insta.de

☎ +49 2351 936-1600

9. Special provisions

Special provisions deviating from these delivery guidelines must be agreed in advance with the responsible employees and must be made in writing.