

GENERAL SHIPPING AND PACKAGING INSTRUCTIONS BLACK HORSE – FAS DOO BEOGRAD

1. Purpose of the general shipping and packaging instructions

These shipping and packaging instructions apply to all suppliers and describe our requirements and their responsibilities. It serves as a simple and practical guideline to enable a smooth, trouble-free flow of materials between the suppliers and BLACK HORSE - FAS.

Non-compliance with the requirements in these general shipping and packaging instructions may result in a complaint being raised and will thus also have a negative impact on the supplier evaluation. BLACK HORSE – FAS reserves the right to charge suppliers for any additional expenses incurred as a result of non-compliance, at least however a fixed minimum charge of € 50.00 per load carrier. Any deviations from these shipping and packaging instructions shall be expressly agreed by the supplier with BLACK HORSE – FAS in writing. In addition, requirements of the individual material specifications are binding and must be complied with regard to individual material numbers. BLACK HORSE – FAS reserves the right to agree article-specific shipping and packaging instructions with the supplier.

2. Delivery and billing address, Opening hours

Please always pay attention to our ordering documents, delivery and billing address details.

Opening hours and delivery address

BLACK HORSE - FAS doo, Gradina 3, 25000 Sombor, Serbia
Monday to Friday: 06:00 to 14:00

Address on invoices

BLACK HORSE - FAS doo, Knez Mihailova 10/3, 11000 Belgrade (Stari Grad), Serbia

3. Packaging instructions

3.1. General packaging requirements

The chosen packaging must meet the requirements of the goods being packed (Law on packaging and packaging waste). The packaging must be appropriate for the demands of the intended method of transportation. This means that the transport route and means of transport as well as any contributing circumstances, such as weather conditions and handling during transshipments, must be taken into account. The sender shall be liable for damages and expenses caused by packaging that does not meet the requirements set out above.

3.2. Specific packaging requirements

The shipping packaging shall provide sufficient protection for the packaging and loading units during transport, transshipment and storage. To ensure quality-compliant delivery of parts, the following points must be required with as a minimum:

- The packaging must provide protection against mechanical damage, soiling and corrosion.

OPŠTA UPUTSTVA ZA OTPREMU I PAKOVANJE BLACK HORSE – FAS DOO BEOGRAD

1. Svrha opštih uputstava za otpremu i pakovanje

Ova uputstva za otpremu i pakovanje važe za sve dobavljače i opisuju naše zahteve i njihove odgovornosti. Služi kao jednostavna i praktična smernica koja omogućava nesmetan protok materijala između dobavljača i BLACK HORSE – FAS doo Beograd.

Nepridržavanje zahteva iz ovih opštih uputstava za otpremu i pakovanje može rezultirati podnošenjem žalbe, što će takođe imati negativan uticaj na ocenu dobavljača. BLACK HORSE – FAS doo Beograd zadržava pravo da dobavljačima naplati sve dodatne troškove nastale usled neusaglašenosti, najmanje fiksnu minimalnu naknadu od 50,00 EUR po nosaču tereta. Bilo koja odstupanja od ovih uputstava za otpremu i pakovanje, dobavljač će izričito ugovoriti sa BLACK HORSE - FAS doo Beograd, u pismenoj formi. Pored toga, zahtevi pojedinačnih specifikacija materijala su obavezujući i moraju se poštovati u pogledu pojedinačnih brojeva materijala. BLACK HORSE – FAS doo Beograd zadržava pravo da sa dobavljačem dogovori uputstva o otpremi i pakovanju za određeni artikal.

2. Adresa dostavljanja i fakturisanja, Radno vreme

Uvek obratite pažnju na dokumenta za naručivanje, na detalje o adresi za dostavu i adresi na računima.

Radno vreme i adresa za dostavljanje robe

BLACK HORSE – FAS doo, Gradina 3, 25000 Sombor, Srbija
Od ponedeljka do petka: 6.00 do 14.00 časova

Adresa na računima

BLACK HORSE – FAS doo, Knez Mihailova 10/3, Beograd (Stari Grad), Srbija

3. Uputstva za pakovanje

3.1. Opšti zahtevi pakovanja

Odabrana ambalaža mora da ispunjava zahteve robe koja se pakuje (Zakon o ambalaži i ambalažnom otpadu). Pakovanje mora odgovarati zahtevima predviđenog načina transporta. To znači da se moraju uzeti u obzir transportni put i prevozno sredstvo, kao i sve okolnosti koje tome doprinose, poput vremenskih uslova i rukovanja tokom pretovara. Pošiljalac odgovara za štetu i troškove prouzrokovane ambalažom koja ne ispunjava gore navedene uslove.

3.2. Posebni zahtevi pakovanja

Otpremna ambalaža obezbeđuje dovoljnu zaštitu ambalaže i utovarnih jedinica tokom transporta, pretovara i skladištenja. Da bi se osigurala isporuka delova u skladu sa kvalitetom, moraju se zahtevati najmanje sledeće tačke:

- Pakovanje mora da pruža zaštitu od mehaničkih oštećenja, prljavštine i korozije.
- Kartoni se zatvaraju lepljivom trakom, a ne metalnim kopčama ili spajalicama.
- Metalne trake mogu se koristiti kao transportna zaštita samo nakon prethodnog odobrenja BLACK HORSE - FAS (npr.

- Cartons shall be sealed with adhesive tape, not with metal clips or staples.

- Metal straps can only be used as transport protection after prior approval by BLACK HORSE – FAS (e.g. steel coils). Specified pallet dimensions (see section 4.4.1)

- Maximum permitted weights (see section 4.4.1)

3.3. Shipment of hazardous goods and goods with an expiration date

The regulations for the transport of hazardous goods and of limited quantities (LQ) are binding and must always be met. The supplier shall be liable for all damages resulting from non-compliance with the statutory provisions. In the case of goods with an expiration date, the production/expiration date must be detailed both on the delivery note and on the product.

3.3.1. Delivery of hazardous goods

Hazardous goods must be labelled in accordance with regulations currently in force; any labels/symbols that do not apply shall be removed in full.

3.4. Packaging

Adequate packaging that is safe for transportation and appropriate for the goods shall be chosen for all shipping methods. Transport damage that is not recognised by insurers on account of inadequate packaging shall be borne by the supplier.

3.4.1. Pallets

- All shipments shall be delivered on undamaged Euro pallets classed as "New" + "A" in accordance with DIN EN 13698-1:2004-01 with the basic dimensions 1,200 x 800 x 144 mm and must comply with the EPAL exchange criteria (<http://www.epal-pallets.org>).

- Loading aids that deviate from the requirements are only permitted for the delivery of long goods or coils and then only after prior written approval by BLACK HORSE - FAS. For the delivery of long goods or coils, the supplier shall choose load carriers and packaging that ensure safe transportation of the goods.

- The maximum load height including pallet is 1.900 mm.

- Maximum weight / pallet for shipments is 1.000 kg.

- Maximum weight of individual package/carton < 50 kg (or container size)

- Including tilted items, the amount by which goods protrude must not exceed 15 mm on all sides.

- The bottom clearance area of all load carriers must be free of foil. A sufficient number of layers of foil shall be used based on the height and weight.

- Protruding foils, papers, labels, straps etc. are not permitted.

- Strapping must always be attached in the longitudinal direction. In case where transverse strapping is essential, the packaging must be completed with longitudinal strapping afterwards.

- As a general rule, materials shall be palletized unmixed.

- No foreign markings (e.g. Barcode) may be attached to the pallets.

- Mixed palletizing needs to be approved by BLACK HORSE - FAS, and all mixed pallets must be uniformly marked as such.

- Small packaging units with non-standard filling quantities shall be clearly and separately labelled and placed on the top layer.

čeličnih kalem). Određene dimenzije paleta (videti odeljak 4.4.1)

- Maksimalno dozvoljene težine (videti odeljak 4.4.1)

3.3. Dostava opasne robe i robe sa rokom upotrebe
Propisi za prevoz opasne robe i limitiranih količina (LK) su obavezujući i moraju se uvek poštovati. Dobavljač je odgovoran za svu štetu koja nastane usled nepoštovanja zakonskih odredbi. U slučaju robe sa rokom trajanja, rok proizvodnje / isteka mora biti naveden na otpremnici i na proizvodu.

3.3.1. Dostava opasnih materija

Opasna roba mora biti označena u skladu sa važećim propisima; sve nalepnice / simboli koji se ne primenjuju biće uklonjeni u potpunosti.

3.4. Pakovanje

Za sve načine otpreme bira se odgovarajuća ambalaža koja je sigurna za transport i koja odgovara robi. Transportnu štetu koju osiguravači ne prepoznaju zbog neadekvatne ambalaže snosi dobavljač.

3.4.1. Paleta

Sve pošiljke dostavljaju se na neoštećenim evro paletama klasifikovanim kao „Novo“ + „A“ u skladu sa DIN EN 13698-1:2004-01 sa osnovnim dimenzijama 1.200 x 800 x 144 mm i moraju biti u skladu sa EPAL kriterijumima za razmenu.

Pomoćna sredstva za utovar koja odstupaju od zahteva dozvoljena su samo za isporuku duge robe ili kalemova i to samo nakon prethodnog pismenog odobrenja BLACK HORSE - FAS. Za isporuku duge robe ili kalemova, dobavljač će odabrati nosače tereta i ambalažu koja obezbeđuju siguran transport robe.

Maksimalna visina tereta uključujući paletu za pošiljke je 1.900 mm.

Maksimalna težina / paleta je za pošiljke je 1.000 kg.

Maksimalna težina pojedinačnog pakovanja / kartona je < 50 kg (ili veličine kontejnera)

Uključujući nagnute predmete, količina za koju strši roba ne sme preći 15 mm sa svih strana.

Podnožje slobodnog prostora svih nosača tereta mora biti bez folije. Koristi se dovoljan broj slojeva folije na osnovu visine i težine.

Isturene folije, papiri, etikete, trake itd. nisu dozvoljeni.

Remen mora uvek biti pričvršćen u uzdužnom smeru. U slučaju da je poprečno vezivanje neophodno, pakovanje se naknadno mora popuniti uzdužnim vezanjem.

Opšte pravilo je da se materijali paletiziraju bez mešanja.

Na palete ne smeju biti pričvršćene strane oznake (npr. bar kod).

Mešovitu paletizaciju mora odobriti BLACK HORSE -FAS doo Beograd, a sve mešovite palete moraju biti jedinstveno označene kao takve.

Male jedinice pakovanja sa nestandardnim količinama punjenja moraju biti jasno i odvojeno označene i postavljene na gornji sloj.

3.4.2. CEP-deliveries

Kurirske, brze i poštanske pošiljke, sažete kao CEP-ispоруke, izuzete su u poglavlju 3.4.1 uputstva za paletizovanu robu.

3.4.2. CEP-deliveries

Courier, express, and parcel deliveries, summarized as CEP-deliveries, are exempt from in chapter 3.4.1 mentioned instructions for palletized goods.

Those goods can be delivered without additional loading equipment (e.g. pallets). Nonetheless the maximum weight of single parcels have to be < 50 kg.

3.5. Labelling of packaging units

A label must be attached to every container for clear identification.

International symbols shall be applied for the labelling of goods that require special handling

If packaging is used multiple times, all old or invalid identification, labelling and/or other markings shall be removed.

3.6. Delivery note

An original delivery note shall be included with every shipment. The delivery note shall be attached in a clearly visible position using a delivery note pocket on the front end of the package. If a shipment consists of multiple packages or pallets, each load carrier shall be detailed with its content on a packing list. The following order details must be shown on the delivery note:

- Order and item number
- Name and address of the supplier
- Material number with revision status
- Name of the article
- Delivery amount
- Partial deliveries must be marked as such on the delivery note.
- Date of production or date of expiration where applicable.

4. Exemptions

In the event that specific packaging requirements necessitate a deviation from this packaging specification, corresponding agreement and written authorization from BLACK HORSE – FAS will be required.

Ta roba se može isporučiti bez dodatne opreme za utovar (npr. palete). Ipak, maksimalna težina pojedinačnih paketa mora biti < 50 kg.

3.5. Označavanje pakovanja

Etiketa mora biti pričvršćena na svaki kontejner radi jasne identifikacije.

Međunarodni simboli primenjuju se na etiketiranju robe koja zahteva posebno rukovanje.

Ako se pakovanje koristi više puta, ukloniće se sve stare ili neispravne identifikacije, etikete i / ili druge oznake.

3.6. Obaveštenje o prijemu pošiljke

Uz svaku pošiljku nalazi se originalna otpremnica. Dostavnica će biti pričvršćena na jasno vidljivom mestu pomoću džepa sa dostavnicom na prednjem kraju paketa. Ako se pošiljka sastoji od više paketa ili paleta, svaki nosač tereta mora biti detaljno naveden sa svojim sadržajem na listi za pakovanje. Na dostavnici moraju biti navedeni sledeći detalji porudžbine:

- Narudžba i broj predmeta
- Ime i adresa dobavljača
- Broj materijala sa statusom revizije
- Naziv proizvoda
- Vrednost isporuke
- Delimične isporuke moraju biti označene kao takve na otpremnici.
- Datum proizvodnje ili datum isteka, ako je primenljivo

4. Izuzeci

U slučaju da specifični zahtevi za pakovanjem zahtevaju odstupanje od ove specifikacije pakovanja, biće potreban odgovarajući sporazum i pismeno ovlašćenje BLACK HORSE – FAS doo Beograd.

Beograd, jun 2021.

BLACK HORSE – FAS DOO BEOGRAD

Roland Mentzer, Generalni direktor