

## Dispatch and packaging regulations (Valid since July 1st, 2000)

### General Conditions

This instruction regulates the packaging and the dispatch of commodities to KATAG Einkauf GmbH, furtheron named as KaE, for the delivery to the logistics centre.

### KATAG AG

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### Vadility

The dispatch and packaging regulations are valid independent of the agreed delivery condition and they are part of each sales contract, unless nothing else was agreed in individual cases. Alterations and deviations regarding these regulations have to be authorized concerning deliveries to KATAG through KATAG Logistik.

### Transport risk

The transport risk has to be borne by KaE according to the Incoterms as follows:

Transport way	Country freight	Sea freight	Air freight
Home	ExW	---	---
Europe	FCA	---	FOB
Overseas	---	FOB	FOB

FCA = free carrier arrived

FOB = free on board

EXW = ex works The costs of packaging are to be borne by the supplier. The costs for keeping these regulations are also to be borne by the supplier. Additional costs and losses which occur to KaE because of the non-observance of these regulations have to be charged to the supplier. The additional costs refer particularly to the observance of the forwarding ways, the packaging instruction, the carton inscription, the making of delivery notes and - if need be - the packaging list.

### Partial deliveries

Partial deliveries of an order at one delivery date are not allowed.

### Collection of deliveries

All deliveries of a dispatch day have to be opened separated to lying and hanging merchandise according to the named delivery address and have to be sended as a united shipment.

## **Duty of advice**

The shipments have to be advised before loading with the appointed forwarding agents, in case of shipments to the dispatch address Bielefeld KATAG - Logistik has to be informed. The delivery advice/delivery note/packaging list has to be opened per KaE purchase order no. The delivery advice has to include the following details:

- planned date of handing over
- KaE order number and delivery date according to the order
- Number of cartons / number of pallets
- Gross weight / volume in cbm
- Number of parts regarding hanging merchandise

## **Delivery note**

Per KaE order number a delivery note with the following details has to be made:

- Supplier, Consignee, Dispatch address,
- KaE order number, Delivery date
- KaE model number, KaE model description
- Quantity per colour and size, Number of cartons, Weight in kg, Volume in cbm

## **Packaging list**

As supplement to the delivery note a packaging list has to be made with the following additional details:

- Number of cartons Assortments / Colour assortments / individual division
- Cartons no. 1 until ...
- Cartons with a sorting which deviates from the order have to be indicated separately and individually.

## **Packaging (Lying merchandise)**

According to the order the merchandise has to be packed in cartons made of corrugated cardboard which are customary in trade and safe for transport.

Carton dimensions: (L X B X H)

- ca. 30 X 20 X 30 cm
- ca. 40 X 30 X 30 cm
- ca. 40 X 40 X 30 cm
- ca. 60 X 40 X 30 cm
- ca. 60 X 40 X 40 cm
- ca. 80 X 40 X 30 cm

**Inscription:** for deliveries to KATAG in Bielefeld

## **Assortment packaging**

Assortment Maximum weight 31.5 kg One assortment equal one carton. In case of exceeding the weight or the measurement please separate into assortment A/B/C and so on.

Inscription:

KATAG

KaE order no.

KaE model no.

KAE model description

Contents of carton:

Colours / Sizes

Carton no

## **Colour assortment packaging**

Maximum weight 12.0 kg One colour, different sizes Single assortmen packed in a polyethylene film Severals assortments up to max. 12.0 kg packed in an export carton

Inscription:

KATAG

KaE order no.

KAE model

KAE model description

Colour description

Contents of carton: (e. g. 4 X 8 units)

Carton no.

## **Pure article packaging**

Maximum weight 12.0 kg Individual distribution

Inscription:

KATAG

KaE order no.

KaE model no.

KAE model description

Colour:

Size:

Contents of carton:

Carton no.

## **Hanging merchandises**

The regulations for the hanging dispatch are additionally to be seen specific to merchandise and they complete the previous text. KaE supports the project clothes hanger of the CCG. The clothes hanger types which are defined in the rules of the CCG have to be used. Because the total adjustment to the recommendation cannot be realized yet, we indicate the clothes hanger types used until now for the different fields of application.

Pendy	Karner	Coronet	Field of application
Art. NA 43	Art. 552	Art. NA 43	dresses, blouses, sweat-shirts, shirts, jumpers, t-shirts, swear-waistcoats, tops
Art. PL 36	Art. 939	Art. RKT 35	swear-waistcoats, tops, skirts, trousers
Art. NF 44	Art. NF 44	Art. NF 44	costumes, trouser suits, jackets, blazers, coats
Art. 122/37	Art. 906 N	Art. HW 22	trousers (put over web)

### **Duty of advice**

The delivery has to be advised before loading with the appointed forwarding agents, in case of shipments to the dispatch address Bielefeld KATAG - Logistik has to be informed.

### **Providing of the hanging merchandise**

In case of individual division the delivery is sorted per colour according to the sizes, in case of colour assortment division it is sorted as per order according to colours, and then the delivery has to be provided for collection and/or has to be loaded.

### **Packaging of hanging merchandise**

The hanging merchandise has to be packed in a polyethylene film which is closed at the bottom. The individual clothes hangers have to be collected in grip units and they have to be supplied with a total cover. Only in exceptional cases in case of an extreme sensitive merchandise, the garments have to be packed separately.

### **Inscription**

for deliveries to KATAG in Bielefeld The total covers have to be provided with identification stickers made of polyethylene film with the following information:

Inscription:

KATAG

KaE order no.

KaE model no.

KAE model description

Colour description

Size and/or division in sizes in case of colour assortments

### **Notice:**

Please retrieve the corresponding sample inscriptions for cartons and/or adhesive labels for the hanging merchandise via the internet address <http://www.katag.net/>.