

Packing instructions for spare parts Coffee machines

Packaging standards for suppliers are intended to ensure a trouble-free flow of materials between the suppliers and WMF GmbH. High-quality packaging is essential to prevent damage in transit.

Therefore, please observe the following packaging instructions:

Step 1 – Evaluate:

- Take into account the sensitivity of the contents of the shipment

Step 2 – Pack:

- Pack the part, if necessary in an individual product packaging (e.g. environmentally friendly bag)
- Affix the label on the part and/or on the individual product packaging
- Use high-quality, double-wall corrugated cardboard boxes or a shipping bag
- Adjust the packaging to the size of the part
- Completely fill all cavities (e.g. with machine-wrinkled kraft paper)

Step 3 – Seal:

- Use tear-resistant, self-adhesive sealing tapes
- Use strapping if necessary

Step 4 – Label:

- The label rolls are to be procured by the supplier and printed with a suitable label printer at his expense
- Affix the label legibly to the carton or shipping bag
- Check whether additional stickers have to be attached to the package (e.g. hazardous material, this way up, handle with care)

Step 5 – Data transmission:

- Please fill in and sign the enclosed data sheet for the respective item

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Considerations to help you determine your packaging requirements

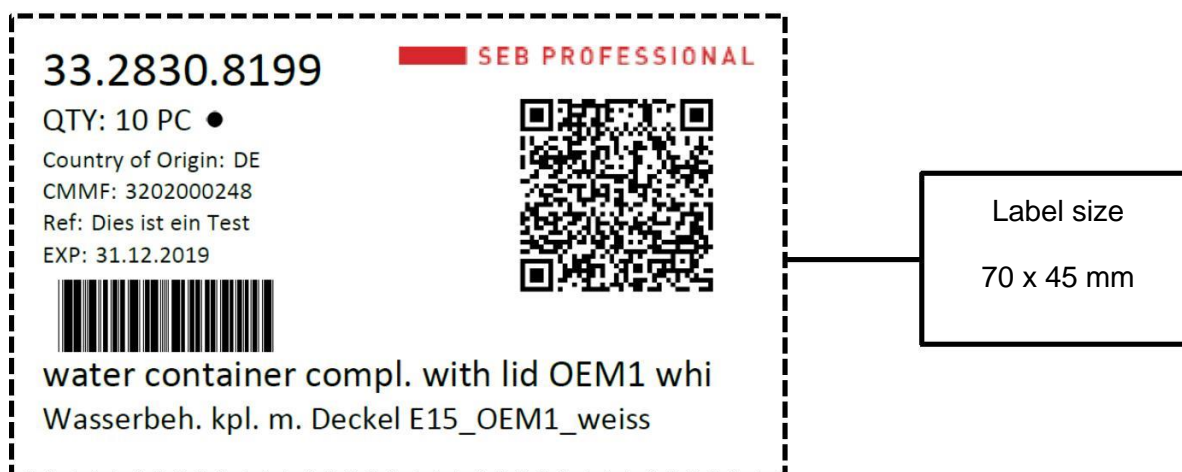
Weight	<ul style="list-style-type: none">• Choose a sufficiently strong and sturdy packaging box
Value of the contents	<ul style="list-style-type: none">• For very valuable goods, additional padding and additional protection is required
Fragility	<ul style="list-style-type: none">• Additional padding or protection is to be used for delicate, easily breakable goods
End user	<ul style="list-style-type: none">• The carton will be forwarded to the end consumer by the WMF. Please avoid transport marks on the surface of the carton
Material	<ul style="list-style-type: none">• Use sturdy cardboard boxes for the packages made with double-wall corrugated board (with ESD protection if necessary)
Size	<ul style="list-style-type: none">• Please choose a carton or shipping bag that is suitable for the size of the contents to be shipped in order to avoid damage

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Information about the label

- For industrial printers with ink ribbon
- **Recyclable**
- Colour: white
- **Material:** Paper (uncoated, matt)
- **Permanently adhesive**
- **Format:** 70 x 45 mm
- The label must be printed in black and white
- The label has a barcode (Code 39) and a QR Code (data length 40)
- A **label template** with the contents is provided to the supplier as a **PDF file**.
- The label rolls are not provided by WMF GmbH. These must be procured independently by the supplier.

Sample label:



Data sheet - information on the individual part and packaging

Please fill out the data sheet in full and sign it. After this, we ask you to send the WMF GmbH data sheet by e-mail.

General data:

Company name	
Contact person (name, phone, e-mail)	

Technical information (about individual part)

Product designation	
WMF item number	
Outer dimensions (with packaging in mm)	
Inner dimensions (without packaging in mm)	
Weight (with packaging in kg)	
Weight (without packaging in kg)	

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Packaging unit (quantity)	
Comments	
Photo: Spare part	
Date	
Signature + company stamp	