

## **Procedure at shipments for Künz to a port of departure**

For a save receipt of goods in a port of departure and the secure belonging of all goods Künz makes all obligatory package labels of the shipment to a port of departure.

To that the supplier notifies at Künz 3 working day before shipping the planed shipping and sends the needed information below. The supplier gets the package labels from Künz at least 1 working day before shipping by digital data and brings them on the packages permanent, waterproof and at two opposite sides.

A port of departure can refuse the goods if the goods are not labeled. This is not in the zone of influence of Künz and has to be prevented.

**For the needed delivery note the supplier gets the address of the port of departure from Künz.**

### **Data for the package labels:**

1. **Type of Packing:** carton, crate, bundle, one-way pallet, pallet, drum etc.
2. **Stackable:** YES / NO
3. **Storage Instructions:** open air, warehouse, under roof, air-conditioned room
4. **Length:** in cm
5. **Width:** in cm
6. **Height:** in cm
7. **Gross weight:** in kg
8. **Net weight:** in kg
9. **List of contents:** of the package

The list of goods can be send to Künz as a Word or Excel File. See an example below:

Here an example with the Künz part 949664 emergency stop push button 3 pcs, net weight 0,45kg/pcs and 941822 girder mast 7 pcs, net weight 106kg/pcs.

<b>Künz part no.:</b>	<b>description:</b> <b>in english and german!</b>	<b>PCS</b>	<b>Net weight:</b>
949664	EMERGENCY STOP PUSH BUTTON NOT-AUS TASTER	3	1,35
941822	GIRDER MAST GITTERMAST	7	742