

## **“Deliveries to Gira” guideline for suppliers of Gira Giersiepen GmbH & Co. KG**

We request that you observe the following rules when delivering to Gira to ensure that goods are delivered and placed into storage without disruptions. The “Deliveries to Gira” guideline is valid for all Gira suppliers.

Suppliers must ensure through their choice of packaging that the goods ordered by Gira are not damaged in transit and can therefore be incorporated into the production process in the stipulated quality.

Compliance with the following rules is checked by the Goods Inward department, with discrepancies documented and entered in the supplier evaluation. Costs incurred by Gira (costs for special disposal or costs for repacking goods) that have arisen due to non-compliance with the rules below will be invoiced to the supplier. In addition, Gira reserves the right to return the goods at the supplier's expense.

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## 1. Definition of sales unit, packaging unit, and load carrier

A sales unit is the smallest saleable unit.

A packaging unit is the combination of more than one sales unit (e.g. circulation container, (outer) carton).

A load carrier is a transport aid used to transport or store sales units and/or packaging units.

**PLEASE NOTE:** It is not allowed to consolidate several items into one packaging unit!

## 2. Euro pallet load carrier

Only Euro pallets in compliance with EN 13698-1 may be used as load carriers (except for bulk deliveries →see section 10). If the use of another load carrier for the delivery is unavoidable (e.g. a non-returnable pallet or pallet cage), this must be coordinated in advance and approved in writing by Gira. A “Euro pallet cage” is the only pallet cage approved for deliveries to Gira.

The Euro pallets are exchanged one-for-one upon delivery. They can no longer be exchanged if one of the following criteria applies (requirements of the [European Pallet Association \(EPAL\)](#)):

- the pallet was not manufactured by a licensed company according to EPAL criteria,
- the EUR marking or other markings are missing on the blocks,
- a board is missing,
- boards are damaged in such a way that several nail shafts are visible,
- a block is missing or damaged in such a way that more than one nail shaft is visible,
- the general condition is very poor (rotten, dirty, etc.),
- the pallet has been repaired by a non-licensed company.

Only one item number should be delivered to Gira per load carrier. So-called “mixed pallets” should be avoided where possible. If this is not possible, “Mixed pallet” should be written to cover a whole DIN A4-sized label and attached clearly and visibly to the outside of each pallet. In addition, a packing list including the Gira item numbers and the quantities of the respective mixed pallet should be attached clearly and visibly to each mixed pallet.

The goods to be transported must not extend beyond the outer edges of the load carrier and the load weight should be distributed evenly on the load carrier.

A load carrier's total weight must not exceed 1,000 kg and its total height must be 1,700 mm or less. The total weight of a packaging/sales unit must not exceed 12.5 kg, including circulation container (10 kg excluding circulation container) and the outer dimensions must not exceed 500mm x 350mm x 170mm. For a packaging/sales unit requiring ESD protection, the outer dimensions must not exceed 500mm x 350mm x 155mm. The weight of bagged goods must not exceed 25.0 kg.

## 3. Labelling on sales and packaging units

Each sales and packaging unit must be marked with the Gira item number, the Gira item designation, and the number of pieces per sales unit/packaging unit. The labelling on the packaging/sales unit must be positioned on the load carrier so that it is clearly visible from the outside and does not exceed the dimensions of 70 mm x 40 mm.

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#### 4. Disposable packaging

Disposable packaging must be labelled in accordance with DIN 6120. The packaging material used must be completely recyclable. Packaging waste must be avoided as a matter of priority. Combinations of various materials should be avoided. If this is not possible, the different materials must be able to be separated and disposed of easily and without technical effort.

Chips (including biodegradable ones), confetti, waste paper strips and the like must not be used as packaging material!

#### 5. Reusable packaging

Suppliers are – independently of Gira – obliged to keep inventory records of the reusable packaging provided by Gira. The supplier sends Gira, without special prompting, details of its current stock of reusable packaging via e-mail ([LEERGUT@GIRA.DE](mailto:LEERGUT@GIRA.DE)) on the last day of every month. Objections arising from this stock reconciliation should be reported to Gira in writing within 2 calendar weeks.

The following reusable packaging is provided by Gira:

	Item no.: Designation: Size (outer dimensions): Colour: Description:	10604199 Stucki large 600 x 400 x 200 mm Light grey Gira Standard
	Item no.: Designation: Size (outer dimensions): Colour: Description:	10866609 Stucki large NEW grey 600 x 400 x 220 mm Silver grey Gira Standard
	Item no.: Designation: Size (outer dimensions): Colour: Description:	10604072 Stucki small 400 x 300 x 135 mm Light grey Gira Standard

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	<p>Item no.: 10604070</p> <p>Designation: Allibert stack and nest container</p> <p>Size (outer dimensions): 600 x 400 x 400 mm</p> <p>Colour: Yellow/grey</p> <p>Description: Gira Standard</p>	
	<p>Item no.: 10604080</p> <p>Designation: ESD Stucki (Rako container)</p> <p>Size (outer dimensions): 600 x 400 x 170 mm</p> <p>Colour: Black</p> <p>Description: Gira Standard for ESD items</p> <p>Item no.: 10604079</p> <p>Designation: Lid for ESD Stucki (Rako container) without illustration</p>	
	<p>Item no.: 10604077</p> <p>Designation: Support ring basket (stack and nest container)</p> <p>Size (outer dimensions): 795 x 585 x 445 mm</p> <p>Colour: Brown</p> <p>Description: Gira Standard</p>	
	<p>Item no.: 10868551</p> <p>Designation: Lid Stucki gr. LGR</p> <p>Size (outer dimensions): 565 x 365 x 15 mm</p> <p>Colour:</p> <p>Description: Dust cover</p>	

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	Item no.:	10604083
	Designation:	ESD cardboard tray
	Size (outer dimensions):	270 x 354 x 64 mm
	Colour:	Blue
	Description:	Gira Standard circuit board boxes

The ESD cardboard tray pictured above (Gira item no.: 10604083) must not be sealed with adhesive tape; otherwise this reusable packaging will be damaged during removal of the adhesive tape and will lose its ESD-protective properties.

If the supplier attaches a label to reusable Gira packaging, it must be easily removable without tools and without leaving any residues. Gira reserves the right to invoice the sender for any costs involved in removing poorly detachable labels. The Gira bar codes on the reusable containers must not be removed, covered, or modified by any other means (see figure 1)!



*Figure 1: Gira bar code label*

It is the responsibility of the supplier to request the required type and quantity of reusable packaging if this is provided by Gira. An e-mail request should be sent in good time to the following address:

[LEERGUT@GIRA.de](mailto:LEERGUT@GIRA.de).

## 6. Tightening straps

Tightening straps must be made of polypropylene (PP) fabric. They must not be attached using metal staples. Steel strapping is not permissible (except for moulding tools in accordance with section 9). When securing with tightening straps, care should be taken to ensure that the containers do not become deformed. Edge protectors should be used where necessary. Damage to our reusable packaging caused by over-tightening will be charged to the respective sender.

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## 7. Freight documents

Upon delivery, a full set of freight documents (including delivery note) should be handed over. If this is not possible, the delivery note should be attached to the outside of the goods in a clearly visible position. Delivery notes must not be placed within the packaging of the goods.

If the delivery is a partial delivery, this must be clearly indicated on the delivery note, together with a comment as to whether the order has been completed or a remaining quantity is still to be delivered.

The delivery notes must contain at least the following information: delivery note number, delivery date, Gira item number, Gira item designation, supplier number, order number, quantity.

## 8. Packaging with ESD protection

Packaging containing items that require protection from ESD (electrostatic discharge) and are not delivered in suitable Gira outer packaging must have the following coloured symbol printed in a clearly visible location on the outside:

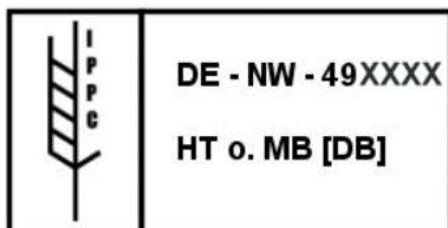


## 9. Moulding tool deliveries

When moulding tools (moulding tools, sub-assemblies and individual parts) are delivered, the components must be cleaned, free of chips, and provided with corrosion protection. Packaging for moulding tools, sub-assemblies and individual parts must be selected to ensure that it conforms with the relevant load safety requirements and that moulding tools/components do not slip out of place.

For deliveries from abroad, the IPPC Standard (ISPM) should be complied with when selecting packaging and the outer packaging should be labelled accordingly.

The Gira order number, the equipment and sub-assembly number of the Gira drawing, and the number of the GIRA delivery note (not applicable for new moulding tools) must be clearly indicated on the delivery note so that the goods can be assigned to the correct project and location immediately upon delivery to the tool shop. The collection and delivery of the goods takes place in the Gira tool shop. If goods are picked up by the contractor from a service provider engaged by GIRA, their transportation by appropriate means of transport should be ensured.



**Figure 1: Example of a label in accordance with IPPC**  
Source: <http://www.tis-gdv.de/tis/verpack/holz/export/export.htm>



**Figure 2: Wooden box IPPC standard 1**

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## 10. Deliveries of granulated plastic/bulk deliveries

Silos must not be filled with a discharge pressure exceeding 0.4 bar. A certificate of cleaning must accompany the delivery documents of every silo delivery.

For deliveries of granulated plastic, the delivery note must additionally contain the following information:

- Supplier batch number
- Date of manufacture.

The inspection certificate pursuant to DIN EN 10204-3.1 must be e-mailed to [COC@GIRA.de](mailto:COC@GIRA.de) before or at the same time as the goods are sent. If this is technically impossible, the inspection certificate should be included with the delivery note.

## 11. Goods delivery times

Gira Goods Inward department: Monday to Friday from 8am – 4pm

Gira tool shop: Monday to Friday from 6am – 1pm

Gira bulk warehouse: Monday to Friday from 8am – 4pm

Gira silo station: Monday to Friday from 8am – 1pm

The goods delivery times apply subject to the delivery time windows agreed between Gira and the respective supplier.

For bulk deliveries with a scope of delivery of more than five Euro-pallets or weighing > 3 tonnes, a dispatch notification must be e-mailed to [VERSAND@GIRA.DE](mailto:VERSAND@GIRA.DE) at least 24 hours in advance.

## 12. Delivery address

Unless otherwise agreed, the following delivery address should be used:

Gira Giersiepen GmbH & Co. KG  
Gewerbestrasse 1-3  
42477 Radevormwald  
Germany

Deviations from the above:

- **Bulk deliveries (bagged goods, Octabin):** Gira Giersiepen GmbH & Co. KG, “Dahlienstr. 12, 42477 Radevormwald, Germany” Tor 2/3
- **Bulk deliveries (silo goods):** Access road for deliveries to the Gira silo station via “Alte Landstrasse, 42477 Radevormwald” (near Alte Landstrasse 32).
- **Moulding tools/other deliveries for the tool construction :** Dahlienstraße 12, Werkzeugbau Tor 6/7
- 42477 Radevormwald (delivery only after prior notification to [claudia.wilms@gira.de](mailto:claudia.wilms@gira.de) or [andreas.merchel@gira.de](mailto:andreas.merchel@gira.de))

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### 13. Contact persons

For logistics questions or questions concerning this document, please contact our Strategic Logistics and Process Optimization team:

Name	Telephone extension	E-mail address
Mr Dominik Ritsche	+49(0)2195-602-177	<a href="mailto:dominik.ritsche@gira.de">dominik.ritsche@gira.de</a>

For questions concerning bulk deliveries, please contact our Goods Inward department:

Name	Telephone extension	E-mail address
Mr Radovan Goncin	+49(0)2195-602-6974	<a href="mailto:radovan.goncin@gira.de">radovan.goncin@gira.de</a>
Mr Jan Kopp	+49(0)2195-602-402	<a href="mailto:jan.kopp@gira.de">jan.kopp@gira.de</a>
Mr Rajmund Ullenboom	+49(0)2195-602-497	<a href="mailto:rajmund.ullenboom@gira.de">rajmund.ullenboom@gira.de</a>
Mr Rainer Scharwächter	+49(0)2195-602-731	<a href="mailto:rainer.scharwaechter@gira.de">rainer.scharwaechter@gira.de</a>

For questions concerning the delivery of silo goods, please contact our Production Control for Plastics Production department:

Name	Telephone extension	E-mail address
Beate Renner-Heinen	+49(0)2195-602-231	<a href="mailto:beate.renner-heinen@gira.de">beate.renner-heinen@gira.de</a>

For questions concerning the delivery of moulding tools, please contact our Mould Construction department:

Name	Telephone extension	E-mail address
Ms Claudia Wilms	+49(0)2195-602-584	<a href="mailto:claudia.wilms@gira.de">claudia.wilms@gira.de</a>
Mr Andreas Merchel	+49(0)2195-602-793	<a href="mailto:andreas.merchel@gira.de">andreas.merchel@gira.de</a>

For commercial questions concerning delivery, please contact the responsible employee in the Gira Purchasing or Scheduling department. Additional information is available at <https://www.purchasing.gira.com/en/>

All exceptions to the delivery form described in this document require the written approval of Gira.

### 14. Change log relating to earlier versions

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<b>Section</b>	<b>Version 2.0</b>	<b>Version 3.0</b>	<b>Description</b>
12		Bulk deliveries Tor 2/3	Addition
13		Tanja Spiegel and Peter Müller removed	Addition

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