

Packaging standards for suppliers are intended to ensure a trouble-free flow of materials between the suppliers and WMF Group 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

**Considerations to help you determine your packaging requirements**

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

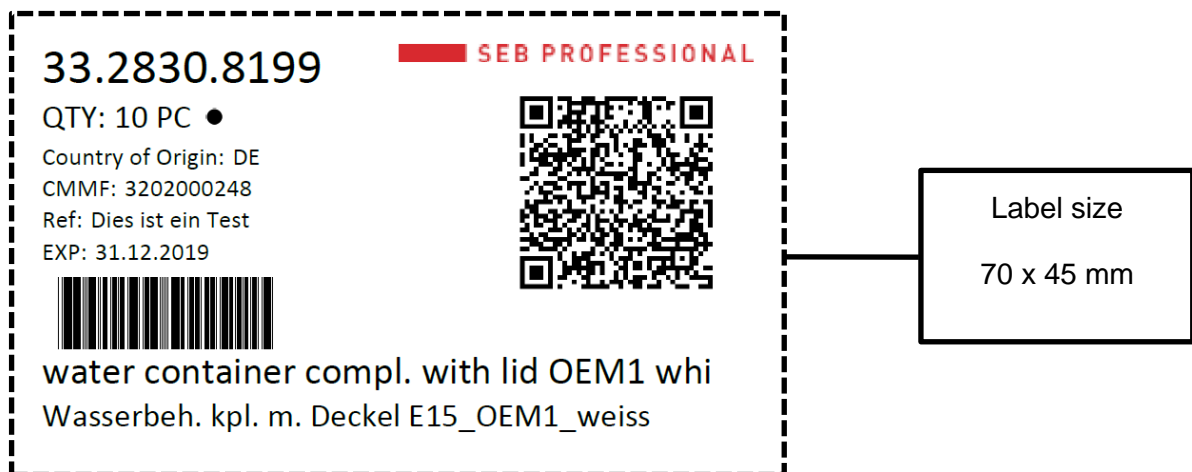
## Packing instructions for spare parts Coffee machines

# WMF Group

### 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 Group 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 Group 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)	

**Packing instructions for spare parts**  
**Coffee machines**

**WMF Group**

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