

Pick, Pack and Ship Instruction

Overview

Scope

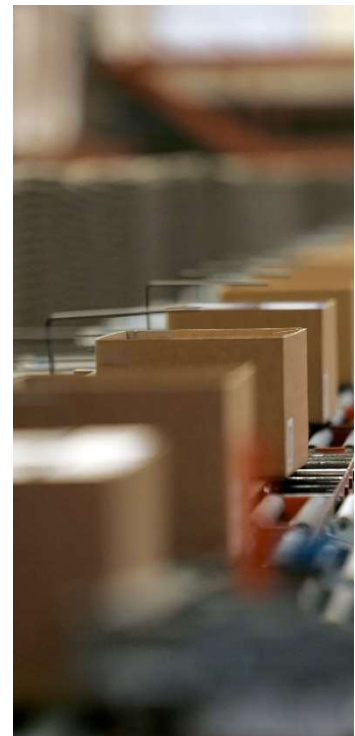
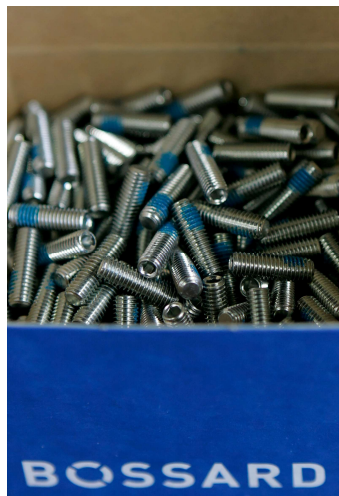
We at Bossard, have recently updated our requirements for deliveries like pick, pack and ship materials with the target to improve the quality and the handling process.

We would like to ask you to read the instruction and to maintain these standards in the future.

If you are not able to maintain these delivery standards, please inform us.

Content

- 1.0 Purchase Order
- 2.0 Cardboard boxes & plastic bags
- 3.0 Threaded rods
- 4.0 Ship unit
- 5.0 Labels
- 6.0 Incoterms
- 7.0 Declaration of approval



Created	ESCR /	Pick Pack Ship Instruction Entwurf neu.docx	Page 1/9
Changed	17.09.2024		Revision: 1
Checked	ESMG /		
Approved	17.09.2024		

Pick, Pack and Ship Instruction

1.0 Purchase Order

Purchase Order

Instructions regarding label and packing material on the Bossard purchase order:

Purchase Order Supplier-No. 200975 Page 1 / 5		BOSSARD Bossard AG Steinhauserstrasse 70 Telephone+41 41 749 66 11 6301 Zug Telefax +41 41 749 66 22 Gen.Terms & Cond. www.bossard.com/open/GTC				
Ship to Bossard AG Steinhauserstrasse 70 CH-6301 Zug CH		Ship Via Bill to Address Bossard AG Steinhauserstrasse 70 CH-6301 Zug				
Pos.	Product description	Our B Our Item No	Quantity	Currency	Price	Ship date Week/Year
1	Wood packing requirements acc. to International Standard on Phytosanitary Measures No 15 M 3 x 25 Hexagon standoffs with internal threads brass nickel plated RoHS compliant Packed at 1000 P (10) Labels are delivered separately	BN3320 1382780	20'000 P	USD	6.610 H	30/2008 (ISPM)

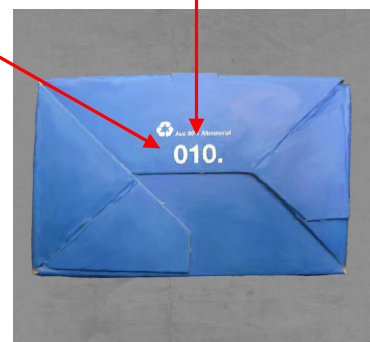
Label on the boxes

The label position is marked with a white field in front of the boxes.



Delivered Label

The box size is printed on the label. Please use these boxes.





Pick, Pack and Ship Instruction

2.0 Cardboard boxes & plastic bags

Cardboard boxes and plastic bags

If possible please use original Bossard packing material. Otherwise you may find the corresponding dimensions for neutral boxes (uncolored) in the list below.

Bossard packing material-Nr.	Plastic Bags Dimensions LxW in mm.	Blue Boxes Ext. Dimensions LxWxH in mm.	Bossard Article Nr.	Closure
001	min.	75x90x0.050 (A)	3226365	 <p>Pressure lock (reclosable)</p>
	max.	90x110x0.075 (B)	3226367	
002	min.	115x155x0.075 (C)	3226368	
	max.	150x180x0.075 (D)	3226369	
003	min.	200x250x0.075 (E)	3226370	
	max.	240x305x0.075 (F)	3226371	
Instead of overfilling Plastic Bags please use the next bigger dimension.				
005		77x72x68	3200279	 <p>Both sides sealed by tape</p>
006		96x68x77	3226332	
008		156x72x68	3226334	
009		156x96x68	3226335	
010		156x103x96	3226338	
011		156x145x103	3226340	
012		208x156x96	3226341	
013		290x156x103	3226342	
018		290x103x51	3226343	
019		290x103x77	3226344	
Greased items should be packed in boxes with inlaid plastic bags.				

Attributes of packing material

Packing Material	Max. Dimension	Max. Weight	Material	Closure
Plastic Bag	-	700g	Min. 0.075 mm	Reclosable
Cardboard Box	290x206x156 mm	7 kg	Stable (no deformation with 3 stacked boxes)	Reclosable / Closure sealed by tape
Oversize goods	Depending on material	15 kg	Cardboard/wood	Closure sealed by tape

Pick, Pack and Ship Instruction

3.0 Treaded rods

Threaded rods

If there are several products (articles) on the same pallet, the goods must be clearly separated from each other.

The threaded rods need to be evenly bundled (by 5, 10 or 20 pieces, depending on item dimension) and fixed by adhesive tape, stretch film, or a strong string at the ends.



The threaded rods should then be laid on a fully wooden pallet 80x120 cm (such as a euro pallet) that is covered with a plastic film. Stilts are to be placed at each end of the pallet in order to avoid the threaded rods rolling off.

There must not be any development of moisture during transport. Therefore the wood of the pallet needs to be very dry.

If the pallet is completely packed, the threaded rods will be rapped thoroughly with the plastic film to prevent any moisture penetrating.



If the pallets may be stacked, there are to be wooden cask covers or even a whole cage to protect the threaded rods from damage or tilting during transport.

If a full-container is delivered, the pallets should be wedged or interlocked against shifting or tilting.



Created	ESCR /
Changed	17.09.2024
Checked	ESMG /
Approved	17.09.2024

Pick, Pack and Ship Instruction

4.0 Ship unit

Ship unit

Every unit needs a packing list with unit number and content per unit:

Covering cardboard boxes

Dimension: Max L 300 mm, W 220 mm, H 165mm, maximum weight 25 kg

Material Cardboard, strong and stable

Closure Closure sealed with adhesive tape, stable and tight-fitting



X



✓

The box has to be fully filled with packages or filling material to avoid transport damage.

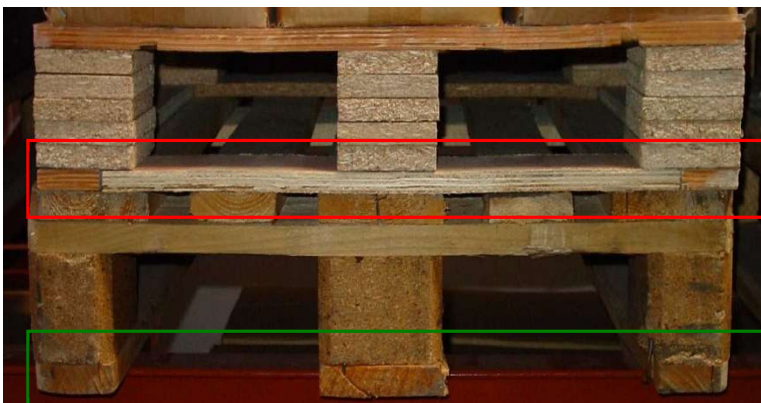
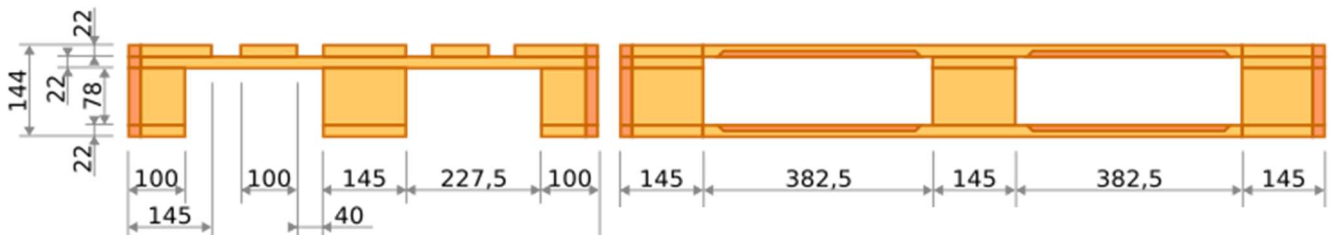
Pallet

Dimension: L 120 cm, W 80 cm, H 75 cm, maximum weight 900 kg

Material: Must be conform to ISPM standards, no particle board

Protection: Goods on pallets need to be protected against moisture, dirt, and shifting (for instance with stretch film or something similar)

Remark: Wooden cask covers protect from damage and help to stabilize pallets in containers.



X

In front of the pallets:
No floor board

✓

Container

Pallets in containers need to be fixed in order to avoid damage.



Goods must always be loaded into the containers on pallets



Loading without pallets is not allowed



Problem: Weak cask cover and heavy pallets on top / cardboard boxes and pallets without sufficient fixation



Pick, Pack and Ship Instruction

5.0 Labels

Labels

Every box needs to be labeled. Please do not write the vendor address on the label. If you get labels from Bossard, they are only to use for the defined order.

Standard item

Description	Layout
<ol style="list-style-type: none"> 1. Quantity* 2. Bossard Number* 3. Standard / Norm* 4. Item Picture 5. Dimension* 6. Material / Quality / Surface* 7. Item number 8. PO- or Lot-Number 9. Country of Origin + Vendor Number 10. Packaging Size 11. EAN-13-Barcode (only for Small Pack Labels) 	

Special item

Description	Layout
<ol style="list-style-type: none"> 1. Quantity* 2. Dimension* 3. Item Description 4. Picture Number 5. Material* 6. Plating* 7. Customer Item Number 8. Item number* 9. PO- or Lot-Number 10. Country of Origin 11. Vendor Number 12. Packaging Size 	

* minimum requirement for neutral labels

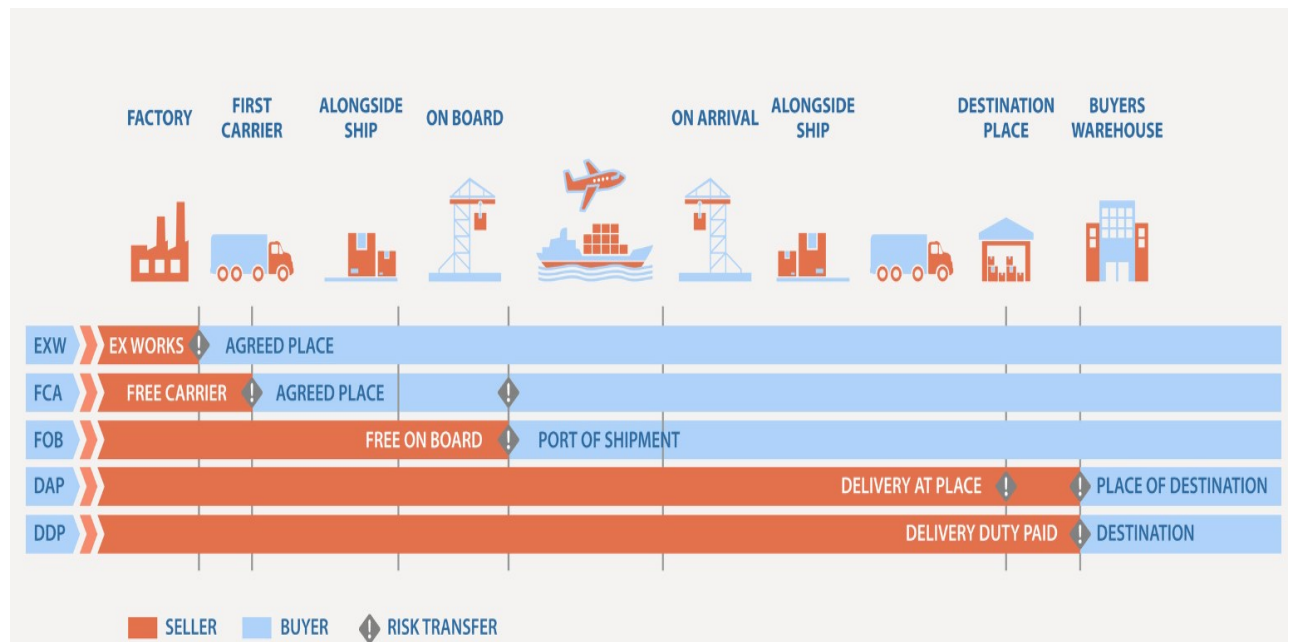
Pick, Pack and Ship Instruction

6.0 Incoterms

Incoterms

At the top of our Purchase Order, you can find our delivery terms on the right side. You may also find our carrier where you have to announce the shipment in advance. Please note that additional expenses caused by another Incoterm (different from the one on the Purchase Order) will be charged to the supplier. In general, we only use Incoterms as listed below in the Purchase Order.

Purchase Order Supplier-No. 200975 Page 1 / 5		BOSSARD Bossard AG Steinhauserstrasse 70 Telephone+41 41 749 66 11 6301 Zug Telefax +41 41 749 66 22 Gen.Terms & Cond. www.bossard.com/open/GTC	
Ship to Bossard AG Steinhauserstrasse 70 CH-6301 Zug		Order-No. Date Reference Phone direct Fax direct E-Mail Payment terms Delivery terms FOB Shenzhen Ports packing included Ship Via Agility Logistics Ltd. Bill to Address Bossard AG Steinhauserstrasse 70 CH-6301 Zug	



Pick, Pack and Ship Instruction

7.0 Declaration of approval

Agreement between:

Bossard Group, Steinhauserstrasse 70, 6301 Zug, Switzerland

and

Name of authorized person:

Date and Place:

Signature:

Created	ESCR /	Pick Pack Ship Instruction Entwurf neu.docx	Page 9/9
Changed	17.09.2024		Revision: 1
Checked	ESMG /		
Approved	17.09.2024		