



Packaging Regulations of the HABA Supply Chain GmbH & Co. KG

As of: January 2022

These Shipping and Packaging Regulations contain information and requirements for deliveries to HABA Supply Chain GmbH & Co. KG central merchandise management system.

The implementation of the guidelines provided in this document are intended to ensure the efficiency of our processes and to prevent additional costs. It also preserves product quality and guarantees the safety of our staff. By upholding our guidelines, you – as a business partner – play a key role in the speed and smooth operation of the entire supply chain, all the way down to our customers.

Should you have any questions regarding the shipping regulations, please contact the address provided in [Chapter 5.2](#).

The Shipping and Packaging Regulations are an integral part of our terms and conditions and as such must be strictly observed.

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1 Basic Principles

1.1 Our Environmental Policy as a Foundation

We deem environmental protection an important constituent of the corporate policy of the HABA Supply Chain. Our suppliers are integrated into the environmental policy of our corporate family. We give the relevant environmental laws and regulations a high priority and rigorously observe them. The use of raw materials and the amount of waste produced are continually monitored, evaluated and minimised. We undertake to reduce the effects on the environment as far as the economically acceptable application of the best available technology allows.

1.2 Ecological Packing Requirements

- Do not use oversized outer packaging but rather only an amount sufficient to ensure protection of the article in question.
- According to the packing ordinance, only packaging is permitted to be used that does not contain concentrations of heavy metals (lead, cadmium, mercury and chromium VI) which do not cumulatively exceed the maximum of 100 milligrams per kilogram.
- Furthermore, the products and/or packaging are not permitted to have a dimethyl fumarate concentration which is higher than 0.1 mg/kg of the weight of the product or part product.
- Recyclable materials are to be used as far as possible.
- Only use cardboard to fill spaces (to avoid Styrofoam) and foil packaging from PE-LD material.
- Cellulose from sustainable forests (FSC/PEFC certified) and from sulphate manufacture (no sulphate pulp) are preferred.
- The supplier is responsible for ensuring that his, her or its deliveries fulfil the conditions of EG Directive No. 1907/2006 on the Registration, Evaluation, Authorisation and Restriction of Chemical substances ("REACH Directive").
- The packaging **must** fulfil the following aspects:

Plastic:	no PVC components
Wood:	no impregnators
Paper/cardboard:	no printing ink containing heavy metals
- The packaging **must** fulfil the following aspects:

Plastic:	no PVC components
Paper/cardboard:	no composite materials (e.g. paper/plastic)

2 Packing and Marking

2.1 Article Packing

- Each article must be packed individually or in the appropriate sales units given in our order.
- The packaging must protect the article. Other articles must not be damaged.
- The articles are to be secured against damage from pressure, impact and falling.
- Sharp and pointed objects must not be allowed to protrude through the packaging.
- The packaging must be sufficiently sealed.
- The statutory provisions are to be observed in the case of hazardous goods and child-proof seals used (DIN 55 559). The prescribed warning symbols are to be applied.
- Liquid containers are to be secured against leakage and to be marked accordingly.
- The packaging should be designed so as to ensure sufficient transport protection in the event of a return of the article by our customers.
- The article package is only to be as large as necessary to protect the article.
- Unsightly packing material (e.g. newspaper) is not to be used.
- Article accessories and article supplements (e.g. instructions for use, set-up instructions) must be easy to find when the article is unpacked and capable of being removed first.
- The packaging must not be altered without our consent.
- There is no guarantee that the packaging units supplied can be kept for return consignments.
- Should you believe that the article requires special handling, please notify us about this before sending the article.

2.1.1 Markings on Plastic Packaging

Please mark the packaging in a legible manner in accordance with DIN 6120 so as facilitate sorting.

Examples:



PE-LD (LDPE): Low density polyethylene



PE-HD (HDPE): High density polyethylene



PS: Polystyrene



PP: Polypropylene



PET: Polyethylene terephthalate

2.1.2 Poly Bags

The poly bags used to package the goods must fulfil the norms of DIN EN 71 – 1 / Toy Section.

Furthermore, the following points must be complied with:

- Film thickness of 50 my
- In respect of textile goods there must be two universal air holes (each of a maximum diameter of 5 mm) for reducing the volume.
- The antistatic poly bags must be equipped with a selfadhesive flap (adhesive seal).
- Each poly bag must bear a printed warning (see [Annex 6.1](#)), as well as the recycling symbols named in [2.1.1](#).

2.2 Marking the Article Packaging

In general, every article must be labelled with the following information.

If an article can be clearly identified by looking at the packaging, then labelling is not necessary. Consultation must be sought first, however, being doing so.

- The adhesive label must be at least 5 cm wide and 4 cm high.
- The font size must be a minimum of 0.5 cm high.
- The following information must be attached in the form of adhesive labels to the bottom right corner of the article packaging.

Proprietary products

- Our article number
- Article description
- The size of the packing unit ordered by us
- EAN barcode (based on the specifications of our Purchasing Department)

Retail goods

- Our article number
- Article description
- The size of the packing unit ordered by us (Only if this is required by us)

Textiles and shoes

- Our article description
- Our article number
- Our basic model number
- Article variant (colour/size)
- The size of the packing unit ordered by us (Only if this is required by us)

Example:



- The following templates provide examples of correct article packaging labelling:

Textiles and shoes

Fledermausshirt	
Item No.	808641
Master No.	755678
Colour	beere
Size	152/158
(PU	1)

Proprietary products

Obstgarten	
Item No.	4170
VE	1
	
12345600047112	

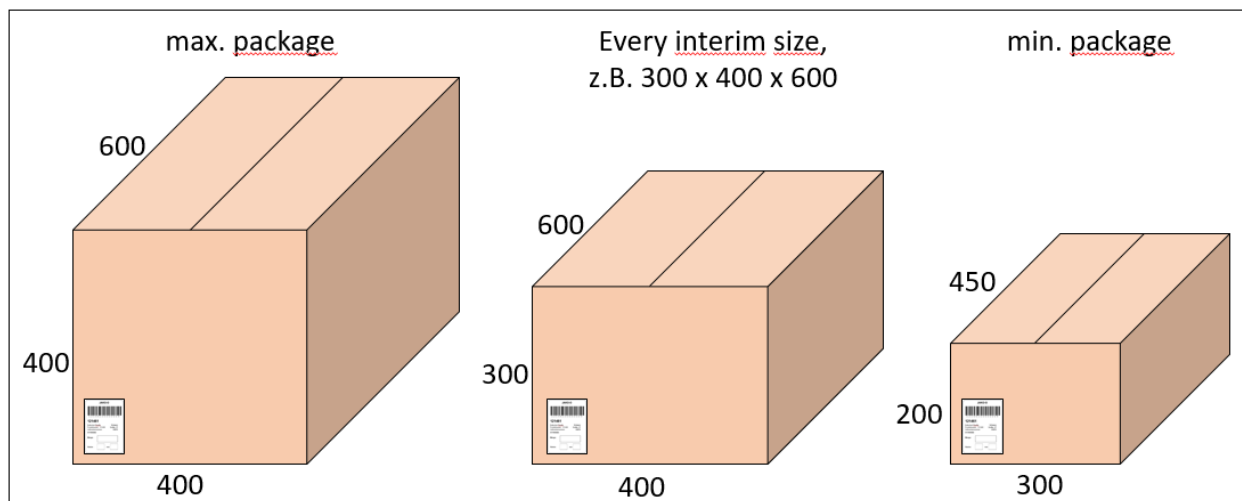
Retail goods

Mathe-Pinguine	
Item No.	133272
(PU	1)

2.3 Box Dimensions/Outer Packaging

2.3.1 Box Dimensions

- The outer packaging of the goods must lie between the following exterior dimensions:
 - Minimum: 450 mm x 300 mm x 200 mm (length x width x height)
 - Maximum: 600 mm x 400 mm x 400 mm (length x width x height)



- The given dimensions are the maximum permissible box outer dimensions!
- The boxes with outer packaging are permitted to weigh as follows:
 - Minimum: 0.5 kg
 - Maximum: 20 kg
- An exception here are 'individually shipped items' – the applicable regulations for which can be found in [Chapter 2.7](#).

2.3.2 Outer Packaging

- The corrugated cardboard quality must be suitable for a stack height of 180 cm and must – taking into account the gross weight and the transport demands – be delivered in an undamaged and non-deformed state at our premises.
- The outer packaging must not contain different articles.

- No additional consolidated packages are permissible in the outer box.
- The outer box is to be sealed with adhesive tape (not PVC, min. 50 mm wide) along the entire length of the box.
- Additional wrapping with a plastic flat strap is not permissible.
- Loose fill materials, such as Styrofoam packing peanuts or shredded paper, may not be used.
- In order to avoid bulging, the boxes must not be overpacked.
- Mixed Boxes require a separate packing list and must be marked with a red sticker (approx. 20 cm x 15 cm / width x height) and bear the words mixed box ([Example](#)).
- Moreover, the stipulations for hazardous goods under [Chapter 2.1](#).

Marking the outer packaging:

- Clearly visible symbols or lettering must be used for the outer packaging labelling.
- Boxes containing electronic items must be marked accordingly on the outer packaging.
- Outer packaging containing temperature-sensitive articles (e.g. chocolate, glue, and electronic components) is to be marked accordingly.
- Moreover, the outer packaging of these articles must be designed to withstand transportation in below freezing temperatures during the delivery period of October to March.
- Examples:
 - Do not tip!
 - Caution – fragile!
 - Store this side up!
 - Standing edge!
 - Electrical items
 - Temperature sensitive: do not store above/below xxx degrees!



WARNING:

Specific legal requirements apply when handling, storing, transporting and disposing products, batteries or cleaning agents classified as dangerous goods.

The delivery of dangerous goods must therefore explicitly stated in the written notification.

2.4 Marking the Outer Packaging

2.4.1 General Cargo Label

A general cargo label is to be attached to the bottom left of the front side of each outer packaging.

WARNING: HABA and HABA Pro barcodes are created differently than JAKO-O and FIT-Z barcodes!

Sample layout of general cargo sticker – JAKO-O & FIT-Z:

Proprietary products & retail goods	Fashion & shoes
<p style="text-align: center;">JAKO-O</p>  <p style="text-align: center;">1 2 3 4 5 6 0 0 0 0 0 0 0 1</p> <p>Itemnumber</p> <p>Article description</p> <p>Suppliernumber: Suppliernumber</p> <p>Ordernumber: Ordernumber</p> <p>Quantity: <input type="text"/></p> <p>Box No. <input type="text"/> from <input type="text"/></p>	<p style="text-align: center;">JAKO-O</p>  <p style="text-align: center;">1 2 3 4 5 6 0 0 0 0 0 0 0 1</p> <p>Itemnumber</p> <p>Article description</p> <p>Basic model number: Basic model number</p> <p>Suppliernumber: Suppliernumber</p> <p>Ordernumber: Ordernumber</p> <p>Quantity: <input type="text"/></p> <p>Box. No. <input type="text"/> from <input type="text"/></p>

Barcode content:

Our article number	=	6	digit
Fill 7 digits with zeros	=	7	digit
Inspection number	=	1	digit
<hr/>			
→ Barcode length	=	14	digit

Sample layout of general cargo sticker – JAKO-O & FIT-Z:

Proprietary products & retail goods

HABA / HABA Pro



1 2 3 4 5 6 0 0 0 4 3 2 1 3

Itemnumber

Article description

Suppliernummer:

Ordernummer:

Suppliernummer

Ordernummer

Quantity:

Box No.

from

Barcode content:

Our article number	=	6	digit
Your supplier number with us (right justified with zeros)	=	7	digit
Inspection number	=	1	digit

→ **Barcode length** = **14 digit**

- The barcode is a code 2/5 interleaved.
- The label should be approx. 8 cm wide and 11 cm long.
- In addition, the label must also contain the following information:
 - Our order number
 - Article number and Article description
 - Number of sales units in the outer packaging
 - Individual box number, as well as the total number of boxes
 - Fashion: Our basic model number, colour and size
- The same barcode must not be used for various sizes of an article (size, colour).
- Should it not be possible to produce a barcode label yourself, it is possible to request the information for this from our Logistics Department [Logistics Department](#).
- The [Annex](#) also provides instructions on how to create the barcodes required for the general cargo label.

- The barcode can only be omitted if our Logistics Department has permitted this. In this event the following information must be attached to the outer packaging (via adhesive labels or printed on the box):
 - Article and order number in accordance with our order
 - Quantity (the number of sales units must be given)
 - Article size / colour (for fabrics)
 - Total number of boxes, as well as the individual box number
- The information must be applied in black lettering (bold), character height min. 20 mm.
- A mixed box must be clearly marked with the corresponding label provided in the [Annex](#). A general cargo label must also be attached to the outer packaging for each item contained inside.
- In general, however, shipping goods in mixed boxes should be avoided in as far as possible.
- Unavoidable bulk packaging (e.g. to protect the article) do not need to also be labelled with a general cargo label. Labelling the outer box is sufficient.

2.4.2 Additions to seaborne and airborne freight import cargo

2.4.2 Additions to seaborne and airborne freight import cargo

- The following information must be printed on each outer packaging:

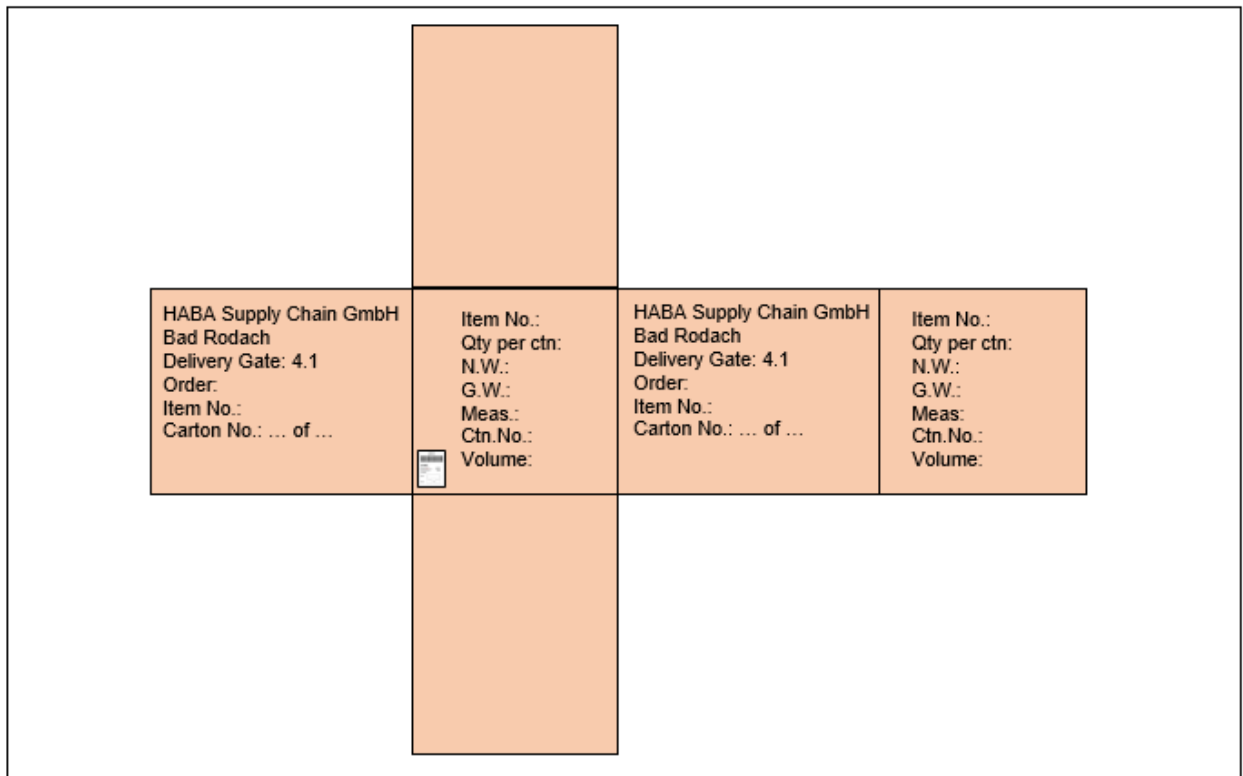
Front and back:

- Our article number
- Quantity in the box
- Net weight
- Gross weight
- Carton size
- Volume

Sides:

- Recipient
- Destination
- Our article number (Item No.)
- Our part number, if available
- Our order number
- Delivery gate, if provided in the order
- Total number of the boxes, as well as the individual box number

- The information must be placed on the outer packaging so that a general cargo label can be attached. When doing so, make sure that the shipping marks are not covered up.



2.5 Formation of Transport Units

The stipulations given here only apply to European overland transport:

- The specified box dimensions must be adhered to strictly.
- The individual outer packaging is to be combined in transport units (pallets).
- The transport units must each contain just one article.
- It is important to make absolutely certain that boxes containing the same article are always placed next to or above each other on a pallet if the pallet will contain several boxes with different articles.
- Mixed pallets must be labelled with the inscription 'Mixed pallet'. The corresponding template can be found in the [Annex](#).
- The box labelling must always be clearly visible from the outside.
- Pallets that comply with the quality of the UIC standard 435/2 are to be used for the transport units. However, delivery on EURO exchange pallets is preferred.
- The transport units are permitted to be a maximum of **180 cm** high (incl. pallet) and must not jut out or be overloaded on any side.
- Make sure that the transport units are properly secured and packaged for transport.
- Transportation damage, which is not recognised by insurers because of inadequate packaging or load securing, are borne by the supplier.
- The weight of a transport unit must not be more than 800 kg.

Special cases: "individual despatch article", see Chapter [Chapter 2.7](#).

2.5.1 Delivery Services

Shipments up to a shipment size of five individual packages, all of which are within the maximum dimensions specified above, can be sent by parcel service.

- Weight per box: 20 kg max
- Length: 175 cm max.
- Girth: 300 cm max.

Definition of girth: $\text{Girth} = 1 \times \text{longest side} + 2 \times \text{width} + 2 \times \text{height}$.

These shipments are also subject to specific shipping instructions, which can be found in [Chapter 3](#).

2.5.2 Complete Loads

Complete loads must be loaded in trucks and containers in accordance with the following points:

- There must be a uniform distribution of weight.
- The boxes must be sorted according to our order numbers.
- Article numbers are to be sorted within the individual order numbers.

2.6 Marking Transport Units

An adhesive label is to be applied to the outer film of every transport unit and contain the following information:

- Sender (incl. address)
- Recipient
- Total number of outer packages on the transport unit
- Total number of transport units as well as the number of the individual transport unit

2.7 Individual Despatch

Supplemental special regulations for individual despatch articles in the previous chapters:

- You will receive information on whether an article is to be declared as an individual despatch article from our Purchasing Department along with the order.
- Care must be taken to especially secure article packaging that corresponds to the details, as, at the same time, it involves the sales packaging.
- Package the articles individually and in such a way that they can be sent direct to the customer without additional handling/processing.
- If the contents cannot be clearly identified from the outside based on the article packaging, the packaging must be labelled in accordance with our guidelines outlined in [Chapter 2.2](#).
- Insofar as the article composition is unsuitable for the size of a pallet as per UIC – Standard 435/2, another pallet/pallet size can be used as an alternative.
- Special care must be taken to use antistatic film in respect of rugs.
- No invoices or shipping notes may be attached to the product packaging.

3 Loading and Despatch

3.1 Shipping Note

Every goods consignment to the HABA Supply Chain must be accompanied by a shipping note in accordance with our stipulations. The shipping note must be clearly visible on a transport unit or small consignment and attached in a way that protects it against outside influences.

It must contain the following information:

- Sender with full address
- Our order number, as well as contract number (if given)
- Article number or article variant number of the HABA Supply Chain
- Description of the article or article variant
- Supplied quantity (sales units ordered as well as individual quantity)
- Fashion: Colour and size of the article

3.2 Packing List

Upon import deliveries, the freight service provider must be provided with a detailed packing list for every shipment.

The packing list must contain the following information:

- Recipient
- Your supplier number with us
- Our order number
- Total number of boxes as well as the individual box numbers
- Our article numbers (Item No.) of all items contained in the shipment
- Our participant number (Part No.), if available
- Description of each article
- Size and colour of each article
- Number of individual articles
- Missing/excess quantities of individual articles
- Net and gross weight of the shipment
- If a shipment contains mixed boxes, this information must be provided on the delivery note.

A corresponding template for the packing list can be found in the [Annex](#).

3.3 Notification

3.3.1 Delivery services and european overland Transport

As soon as the scheduled handover date to the service provider is known, the HABA Supply Chain must be informed of every goods consignment by an email to the following addresses:

wareneingang_4.1@habafamilygroup.com and mp-avis@habafamilygroup.com

For shipments with no notifications, waiting times must be taken into account during unloading.

The notification must contain the following information:

- Scheduled handover date to the service provider
- Scheduled delivery address
- Number of transport units/small consignments
- Order numbers of the HABA Supply Chain as well as the contract numbers (insofar as given)

A pre-printed form for notifications can be found on our HABA Supply Chain portal:

www.haba-firmenfamilie.de/de/lieferantenanforderungen

or can be requested from the above-mentioned address.

Should no other instructions regarding the delivery address be forthcoming within 24 hours of the notification, the stipulations specified in [Chapter 4](#) apply.

The price must not under any circumstances be included in the delivery notification.

Deliveries are to be effected with a ramp-capable vehicle.

Non-observance will entail waiting times during unloading.

3.3.2 Sea/Air Freight Transportation

Special notification via suppliers is not to take place as the notification/date is arranged directly with the service provider.

However, the supplier must hand over a complete commercial invoice with our article and order number to the service provider for each despatch. Moreover, the supplier must give our order number as the reference number.

3.4 Despatch

Insofar as it has been arranged that the HABA Supply Chain is the freight payer the following stipulations apply:

- At handover to the corresponding service provider our order numbers and – if given – contract numbers are always to be given as reference.
- You receive the information on the selected service provider when you receive our order.
- If required, you can obtain the local contact partner of the service provider from our Logistics Department.
- The HABA Supply Chain bears the costs from the time at which the goods are delivered to the relevant carrier.

4 Consequences for the Supplier

Compliance to our shipping and packaging regulations is continuously and regularly checked upon delivery to our warehouse. We reserve the right at all times to refuse acceptance of the goods or to return the goods at your expense if these regulations are not observed.

Observance of the PRS is regularly and constantly monitored. Costs resulting from non-observance of the PRS will be charged to you. Detailed information on this can be found in our terms and conditions of purchase.

Violation/non-observance of our shipping and packaging regulations leads to delays in the goods receipt process and thus also in payment transactions.

5 General

5.1 Opening Times – Goods Inward

Our goods inward times are:

Monday – Friday from 7:00 a.m.–12:00 noon and 12:45 p.m.–3:00 p.m.

5.2 Contact and Delivery Addresses

Should you have any queries regarding the PRS, please contact the Logistics Department:

Email: wareneingang_4.1@habafamilygroup.com

Delivery Address:

HABA Supply Chain GmbH & Co. KG
Wareneingang 4.1
Werner-von-Siemens-Straße 27
96476 Bad Rodach

Delivery Address – Individual Despatch Articles:

HABA Supply Chain GmbH & Co. KG
Außenlager Weitramsdorf
Altenhofer Straße 19
96479 Weitramsdorf

Invoice address can be taken from the respective order.

Place, Date

Stamp and signature of the supplier

6 Annex

6.1 Warning Text Poly Bags

Warnung: Dieser Beutel ist kein Spielzeug. Halten Sie diesen Beutel fern von Babys und Kleinkindern. Nicht in Kinderkrippen, Kinderbetten oder Kinderwagen sowie in Kindernähe benutzen. Die dünne Folie könnte sich im Mund und an der Nase festsaugen und das Atmen behindern.

Warning: This bag is not a toy. Keep it out of the reach of babies and small children. Do not use the bag in cribs, children's beds, prams, pushchairs or anywhere in the vicinity of children. The thin foil could be sucked in and become stuck in the mouth or nose of a child and cause breathing difficulties or suffocation.

Attention: Ce sachet n'est pas un jouet. Éloignez ce sachet de la portée des bébés et des petits enfants. Ne pas utiliser dans les crèches, les lits d'enfants ou les voitures d'enfants ainsi qu'à proximité des enfants. La feuille plastique très fine pourrait se plaquer dans la bouche et sur le nez par succion et empêcher l'enfant de respirer.

Opgelet: Dit zakje is geen speelgoed. Houd dit zakje verwijderd uit de omgeving van baby's en kleine kinderen. Niet in kinderwiegen, kinderbedden of kinderwagens alsook in de omgeving van kinderen gebruiken. De dunne folie zou zich in de mond en aan de neus kunnen vastzuigen en het ademen kunnen belemmeren.

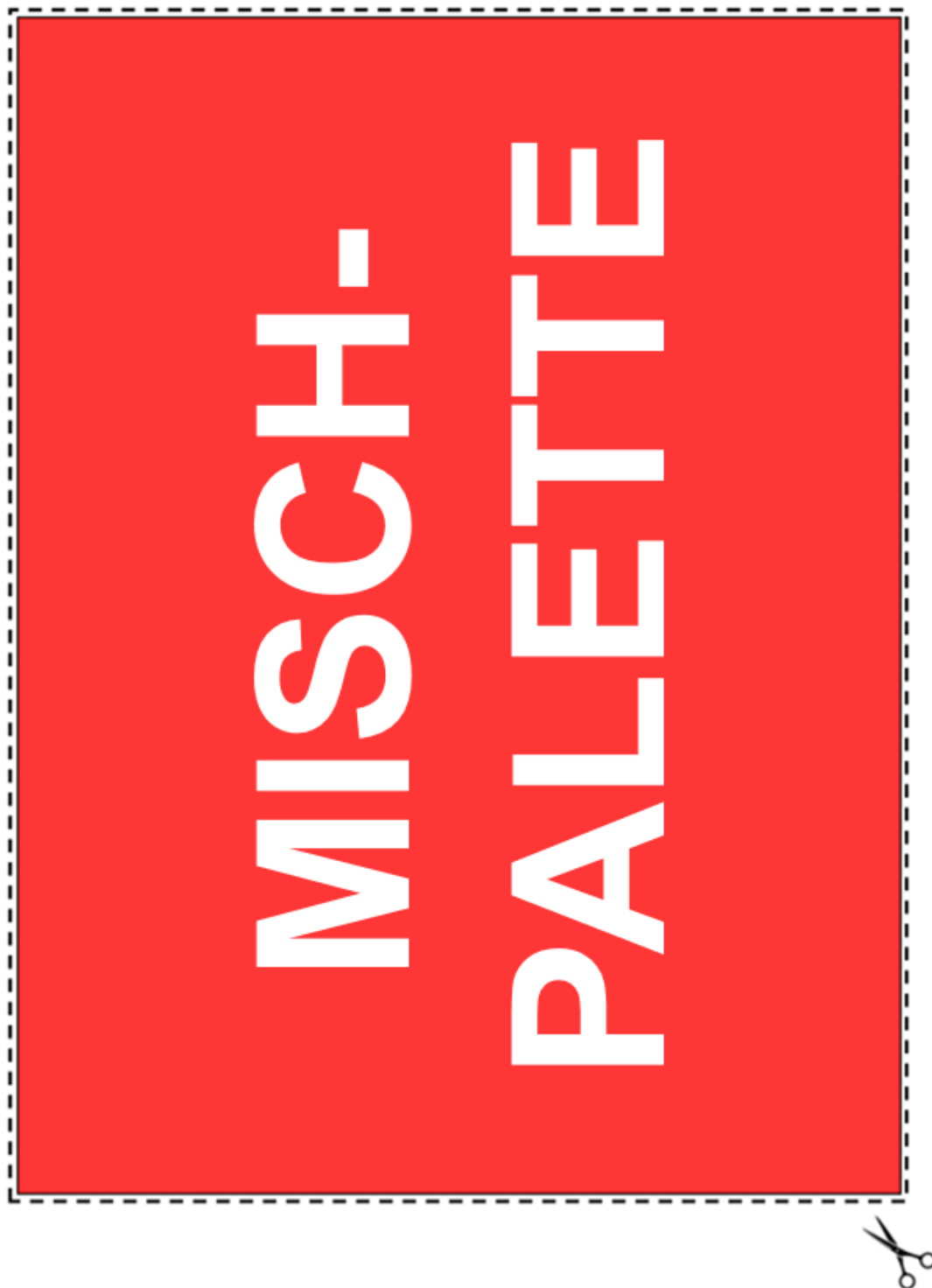
Avvertenza: questo sacchetto non è un giocattolo. Tenerlo lontano dalla portata di bebè e bambini piccoli. Non utilizzare in culle, lettini o carrozzine e nelle vicinanze di bambini. La sottile pellicola potrebbe attaccarsi a bocca e naso impedendo la respirazione.

Advertencia: Esta bolsa no es ningún juguete. Mantenerla alejada de bebés y niños pequeños. No emplear en cunas, camas o cochecitos para niños, ni tampoco cerca de niños. La lámina fina podría adherirse a la boca y a la nariz, dificultando la respiración.

6.2 Template sticker for mixed boxes



6.3 Template sticker for mixed pallets



6.4 Creation of barcodes

Various programmes for creating barcodes can be found online.

One option, for example, is the website: <https://www.terryburton.co.uk/barcodewriter/generator/>

Take the following steps to create an 'Interleaved 2 of 5' barcode for the general cargo label:

Required parameters

Barcode:

Contents:



Options:

Acceptable **contents** and **options** varies according to the symbology as described in the [symbologies reference](#) and the [general options reference](#).

Additional parameters

Scale:

Rotate:

  Making this hugely popular barcode generator available at the owner's expense. If you are making a small contribution to support its development, it will be greatly appreciated. (also accepted.)

(It will appear below)

1. For the barcode, select the type 'Interleaved 2 of 5 (ITF)'.

2. Then under Contents, enter the six-digit article number and seven zeros.

3. Then click on 'Make Barcode'.

4. The barcode appears.



5. You can then insert this barcode as an image on your template of our general cargo label.

Source: <https://www.terryburton.co.uk/barcodewriter/generator/>

General Information about Calculating Inspection Numbers:

- The barcode is a code 2/5 interleaved, Modulo 10, weighting 3/1.
- The inspection number is determined by alternately multiplying the numerals by 3 and 1.
- The results form a checksum.
- This sum provides the Modulo 10 by calculating how often the number 10 goes into this result.
- The remainder is considered for the next stage.
- The inspection numeral is then the numeral obtained when the remainder of the Modulo calculation is subtracted from the number 10.
- An example of how the inspection number is calculated is provided below:

	Item number						Supplier number*						
Digit	1	2	3	4	5	6	0	0	0	0	0	0	0
Weighted	3	1	3	1	3	1	3	1	3	1	3	1	3
Result	3	2	9	4	15	6	0	0	0	0	0	0	0

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* Fill the supplier number with zeros.

39: 10 = 3.9 Residual value = 9

10 - 9 = 1 = Inspection number

6.5 Packing List

JAKO-O / FIT-Z / HABA / HABA Pro							
To: HABA Supply Chain GmbH & Co. KG Zentrale Warenwirtschaft 96473 Bad Rodach				HABA Supply Chain GmbH & Co. KG Zentrale Warenwirtschaft 96473 Bad Rodach			
From: Name and address of the sender				Date: Supplier number: Order number:			
Box No.	Our Article No.	Size	Description	Colour	No. delivered	No. ordered	-/+ quantities
1	795984	140/146	Kapuzensw. Ja.Ju.	Grau meliert	25		
2-4	795985	152/158	Kapuzensw. Ja.Ju.	Grau meliert	60		
5-9	795986	164/170	Kapuzensw. Ja.Ju.	Grau meliert	100		
10-19	795987	176/182	Kapuzensw. Ja.Ju.	Grau meliert	200		
20	795987	176/182	Kapuzensw. Ja.Ju.	Grau meliert	21	255	-34
21	795984	140/146	Kapuzensw. Ja.Ju.	Grau meliert	2	25	+2
	795985	152/158	Kapuzensw. Ja.Ju.	Grau meliert	11	80	-9
	795986	164/170	Kapuzensw. Ja.Ju.	Grau meliert	5	140	-35
			Our basic model number	Total	424	500	-76
Total number of boxes		21					
Net weight		230.4 kg					
Gross weight		248.25 kg					
Subsequent delivery on:							
Order completely delivered:					X		