

## **Shipping and Packaging Instructions**

### **General Conditions:**

These shipping and packaging instructions apply to all deliveries of goods to KATAG abz Einkauf GmbH, which hereinafter acts not only for itself, but also for KATAG AG, KATAG Marketing GmbH and KATAG International Partners GmbH, Stralsunder Straße 5, 33605 Bielefeld, Germany. These instructions regulate the packaging and delivery of all shipments of goods to the logistics centre of KATAG AG and supersedes all previous shipping and packaging instructions.

### **Delivery Address:**

Unless otherwise specified, all deliveries are to be made to the following address:

KATAG AG  
 Stralsunder Str. 5  
 D-33605 Bielefeld  
 Telephone: 0521-292-114  
 E-mail: [beschaffungslogistik@katag.net](mailto:beschaffungslogistik@katag.net)

### **Acceptance Times:**

Monday - Thursday: 07:30 - 15:30  
 Friday: 07:30 - 14:00  
 Later deliveries are only possible after consultation.

### **Transport Risk:**

<b>Transport route</b>	<b>Land transport</b>	<b>Sea freight</b>	<b>Air freight</b>
Domestic	EXW	---	---
Europe	FCA	---	FOB
Overseas	---	FOB	FOB

### **Partial Delivery:**

Partial deliveries of an order are not permitted.

## **Notification Obligation:**

KATAG Logistik must be notified of the consignments at the e-mail address [beschaffungslogistik@katag.net](mailto:beschaffungslogistik@katag.net) before loading with the contract carriers.

The dispatch notice must contain the following information:

- Planned handover date
- KaE order number and delivery date according to the order
- Number of cartons per order
- Number of pallets
- Gross weight / Volume in cubic metres
- Number of pieces for hanging garments

## **Documentation Requirements:**

### **Delivery note:**

A delivery note with the following details must be created for each consignment and KaE purchasing area:

- Supplier, Recipient, Shipping address
- KaE Order number and Delivery date
- KaE Model number and KaE Model name
- Quantity per colour and size
- Number of cartons
- Gross weight in KG
- Volume in cubic metres
- Labelling of certified articles
- Sample: [Packinglist drafts.xls \(live.com\)](#)

### **Packing list:**

In addition to the delivery note, a packing list must be created with the following details:

- Number of cartons assortments / colour assortments (lots) / individual parts
- Carton No. 1 to ...
- Cartons with sorting deviating from the order must be listed separately
- Quantity per purchase order
- Labelling of certified articles

### **Invoice:**

Please issue a separate invoice for each KAE purchasing area.

The first 4 digits of the KaE model numbers indicate the corresponding purchasing area (2190, 2230, 2300, etc.).

## **Packaging (flat-packed goods):**

The goods are to be packed safe for transport in standard corrugated cardboard boxes in accordance with the order.

The items must be stowed in such a way that the barcodes are ALWAYS immediately visible.

Outer packaging with certified articles must be labelled as such.

## **Outer Dimensions of the Cartons:**

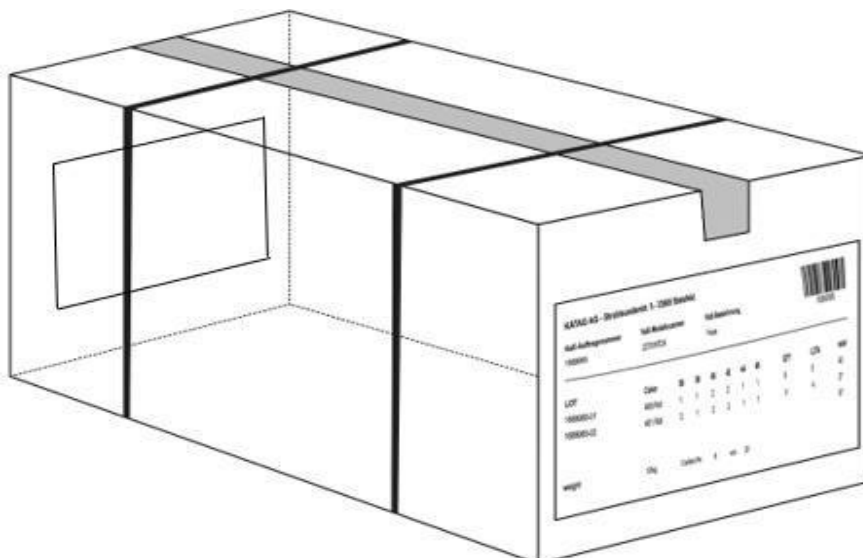
- 30 x 20 x 20 cm
- 40 x 30 x 30 cm
- 40 x 40 x 30 cm
- 60 x 40 x 30 cm
- 60 x 40 x 40 cm
- 80 x 40 x 30 cm

## **Carton Labelling:**


**Please only use printed stickers for carton labelling:**

- Machine printing
- Handwritten corrections must be clearly legible
- Barcode 128 generated from EK orders


**Carton labels must be affixed to both front sides:**



**Example of carton label for assortments:**

<b>KATAG AG - Stralsunder Str. 5 - 33605 Bielefeld</b>			
<b>1</b>			<b>2</b>
<b>KaE-Ordernumber</b>	<b>KaE-Item number</b>	<b>KaE-Description</b>	
1700462 <b>3</b>	230089408 <b>4</b>	Md.-Kleid <b>5</b>	
1700462			
<b>Assortment</b>	<b>Colour</b>	<b>56</b>	<b>62</b>
1700462-01 <b>6</b>	rouge aop <b>7</b>	1	3
		<b>68</b>	<b>QTY</b>
		2	6
			<b>Total Ass.</b>
			12
			<b>Total QTY</b>
			72
brutto weight: 9kg <b>11</b>		Carton-Nr. 1 <b>12</b>	von 15 <b>13</b>
<b>14</b> Remark for certified goods!			

 Draft: [Carton-Label\\_download.xlsx \(live.com\)](#)
**Example of carton label for single-variety delivery of individual pieces:**

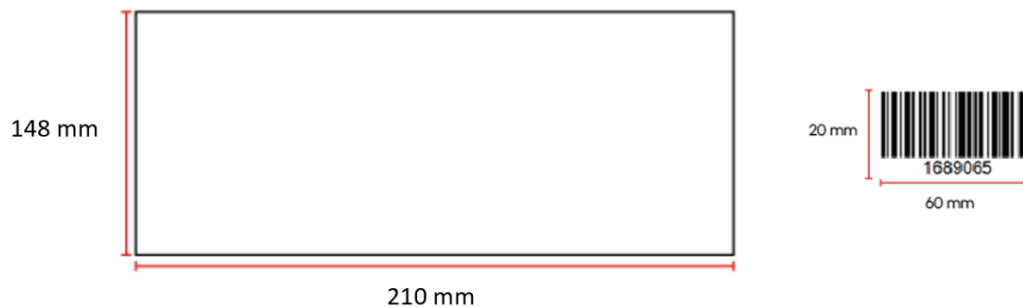
<b>KATAG AG - Stralsunder Str. 5 - 33605 Bielefeld</b>			
<b>1</b>			<b>2</b>
<b>KaE-Ordernumber</b>	<b>KaE-Item number</b>	<b>KaE-Description</b>	
1700524 <b>3</b>	230089408 <b>4</b>	Md.-Kleid <b>5</b>	
1700524			
<b>Assortment</b>	<b>Colour</b>	<b>56</b>	<b>62</b>
	rouge aop <b>7</b>	25	
		<b>68</b>	<b>QTY</b>
			25
			<b>Total Ass.</b>
			<b>Total QTY</b>
			25
brutto weight: 3,5kg <b>11</b>		Carton-Nr. 1 <b>12</b>	von 3 <b>13</b>
<b>14</b> Remark for certified goods!			

 Draft: [Carton-Label\\_download.xlsx \(live.com\)](#)

Please use the following information on the carton labels:

1	Name and address of the recipient (KATAG AG)
2	Barcode (128) generated from the purchase order number
3	Order number
4	Model number
5	Designation
6	Lot no.
7	Colour
8	Assortment breakdown
9	Total assortments
10	Total pieces
11	Gross weight of the carton
12	Number of the carton
13	Total number of cartons
14	Note certified articles (e.g. GOTS, OCS, GRS)

Measurements of carton label and barcode (128):



Mixed cartons must be clearly labelled with a sticker:



A carton is considered a mixed carton if:

-the carton contains different purchase orders

## Labelling of Assortments / Polybags:

### Importance of barcode labelling:

It is crucial that every ASSORTMENT be labelled with a barcode.  
This is essential for the digital recording of incoming goods.  
If the barcode labelling is missing, a corresponding reworking is due.  
The resulting additional costs will be passed on to you accordingly.

The barcode 128 is made up of the number of the purchase order and the assortment number:

**1689065-01 = purchase order assortment**



Technical details:

Barcode type: 128, minimum size: 60 mm x 20 mm

Please ensure a good print quality of the barcode.  
The barcode must be legible.



## Labelling of Unsorted Assortments / Polybags:

Each unsorted lot must be clearly and visibly labelled on the polybag with a **D**


### An assortment is considered unsorted if:

- the sorting is incomplete (missing quantities)
- the composition is incorrect (wrong size / wrong colour)

## Composition of Barcode 128:

<b>Purchase order</b>				Order Number <b>1700022</b>	Order Date 19.02.24					
				Item Group 130310	Item Number KAE 230089725	Item Description Md.-Pullover				
A		Size	140	152	164	176				
		Price(s)	8,90	8,90	8,90	8,90				
zu A	HENNA STR.	QUANTITY	525	150	201	150	24			
		USD	4672,50							
<b>ASSORTMENT</b>										
	<b>Sor.23008972501</b>	Amount of	<b>51</b>	<b>- Assortments Description -</b>						
zu A	HENNA STR.			2	3	2				
	<b>Sor.23008972502</b>	Amount of	<b>24</b>	<b>- Assortments Description -</b>						
zu A	HENNA STR.			2	2	2	1			
<b>Pieces TOTAL AMOUNT</b>			<b>525</b>							

Order Number **1700022** + Assortment 230089725**01** = Barcode 128 →



**1700022-01**

## Labelling of Single-Variety Delivery / Individual Parts:

Individual parts must be packed separately in a polybag.

The EAN barcode must be clearly visible.

## Provision of Hanging Goods:

The delivery must be sorted in ascending order as per colour and size, in the case of individual part division, and sorted by colour according to order in the case of colour lot division and made ready for collection or loading.

## Packaging of Hanging Garments:

The hanging garments must be packed closed at the bottom in PE film. The individual hangers are to be combined into handle units and provided with a global cover. Only in exceptional cases with extremely sensitive goods should the garments be packed individually.

## **Labelling of the Hanging Garments:**

The global covers must be labelled with Ident stickers and must contain the following information:

- KaE order no.
- KaE model no.
- KaE model description
- Colour description
- Size or size division for colour lots
- Barcode

## **Note:**

The corresponding sample labelling of the carton labels, packing lists and invoices can be downloaded from the Internet at <https://www.katag.net/download/>

If you have any queries regarding the shipping and packaging regulations, please contact us using the following E-mail: [instructions@katag.net](mailto:instructions@katag.net)