

Instructions for suppliers to the Grundfos Group



The instructions of this leaflet have been worked out to facilitate correct packing and labelling to the Grundfos Group.

Marking of goods

Consignment note

The consignment note must, as a minimum, contain:

- Factory name and address of sender and receiver
- Department number if available
- If available, name of the receiver

If a consignment contains goods for more than one department, this must be clearly indicated on the consignment note.

The delivery address on the consignment note and the delivery note must be identical with the address stated on the purchase order. Correct marking of the consignment is also stated on the purchase order.

Delivery note

The delivery note must, as a minimum, contain:

- Department number if available
- Grundfos' order number
- Position number
- Grundfos part number (MRO goods: only if available)
- Quantity
- And it must be clearly marked if it is a part delivery or end delivery

The delivery note must be placed visibly on the outside of the box/pallet in a plastic sleeve. Grundfos' order number and Department number if available must be accessible and legible through the plastic sleeve. If the consignment contains several boxes/pallets, each colli must be accompanied by a delivery note.

Please note that Grundfos under no circumstances accepts delivery notes placed inside the box.

Invoice

The invoice must, as a minimum, contain:

- Department number if available
- Grundfos' order number
- Position number
- Grundfos part number (MRO goods: only if available)
- Quantity
- Price and unit of measure

The invoice must be addressed to the buying Grundfos Company, which is stated on the purchase order.



Packaging of goods

Pallets, frames and bearers

Grundfos accepts only heat-treated EUR-pallets, frames and bearers made in accordance with GS280A0018. Grundfos can assist you with acquiring these.

Non-returnable packaging is not accepted unless it has been specifically agreed with the responsible purchaser.

If EUR-pallet sizes are exceeded, the goods must be placed with equal overhang at each side of the pallet. The pallet size must not be exceeded with more than 1250x850 mm including straps, cardboard and plastic.

Maximum pallet weight:

1-, 2- and 3-frame pallets: 990 kg

4- and 5-frame pallets: 690 kg

Pallet frames must be equipped with 2 mm steel hinges. Maximum height for deliveries to the Grundfos Electronics Factory in Denmark is 4 frames.

Goods in boxes

If goods are delivered in separate boxes, all boxes must be clearly marked with:

- Grundfos' order number

- Position number
- Grundfos part number (MRO goods: only if available)
- Department number if available

Each box must be accompanied by a delivery note. All relevant information must be accessible and legible through the plastic sleeve placed on the outside of the box. If possible, the weight of boxes that are not delivered on pallets should not exceed 11 kg. Maximum allowable weight is 15 kg.

Goods on pallets

Goods on pallets must be clearly marked with:

- Grundfos' order number
- Position number
- Grundfos part number (MRO goods: only if available)
- Department number if available

The delivery note must be placed on the pallet in a separate plastic sleeve. If the consignment contains goods for more than one department, this must be clearly indicated on the pallet, and each box must be marked, as described above; cf. "Goods in boxes".

Sanctions/questions

Grundfos reserves the right to impose sanctions in accordance with GRI.LITT 7264, if the instructions are not observed. Possible questions in relation to the instructions must be addressed to the responsible factory purchaser.



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Being responsible is our foundation
Thinking ahead makes it possible
Innovation is the essence

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