

# Hyva Packaging Requirements

## CONTENTS

|  |    |
|--|----|
| Introduction .....                             | 3  |
| 1. Hyva packaging categories.....              | 4  |
| 2. Label specifications and instructions ..... | 7  |
| 3. Hyva specific box per item .....            | 9  |
| 4. Hyva standard box (batch in one box) .....  | 11 |
| 5. Pallets .....                               | 13 |
| 6. Heavy structures (steel parts).....         | 14 |
| 7. General guidelines.....                     | 16 |
| Appendices .....                               | 17 |

## Introduction

These Packaging guidelines provide an overview on the various requirements for the packing of Hyva products.

This document sets forth the Hyva general terms for product packaging and must be followed to ensure compliance with the general packaging standards.

The Hyva Packaging guidelines reflect the standard required by Hyva for its products worldwide. All suppliers must adhere to these guidelines.

The following guidelines, including the technical specifications, have been created by Hyva and for Hyva products only. They are considered Hyva intellectual property. Users of these guidelines shall keep these guidelines confidential. Use of these packaging requirements for supply of Product to any other customers of the supplier may amount to intellectual property infringement.

## Important Note

The packaging requirements are applicable for all items shipped to:

- Hyva commercial warehouses
- Direct shipments to Hyva customers.

The packaging requirements are not applicable for:

- Shipments to Hyva factories where it would be logical to have “bulk” packaging
- Shipments to Hyva suppliers/subcontractors which will assemble the product in the final Hyva product.

For packaging of Hyva telescopic cylinders, Hyva Plants must follow packaging instructions for cylinders respectively.

## 1. Hyva packaging categories

Hyva has categorised its products into Packaging Categories:

- CAT 1 for all products manufactured according Hyva drawing and /or having a type plate with "Hyva" label;
- CAT 2 for all products having a type plate with "Hyva made by ..." label (also valid for components that do not have a label, but are related to the main component with the "Hyva made by ..." label);
- CAT 3 for all products NOT having a type plate with Hyva label (normally labelled with the supplier's type plate).

Every category is spilt in an A and B subcategory:

- A means the product is packed in a carton box;
- B means the product is too large or too heavy to be packed in a carton box.

The categories state clearly which rules should be followed, per product category, on the topics:

- Label specifications & instructions;
- Box specifications (item per box);
- Batch box specifications (a batch of products in a box);
- Pallet specifications;
- General guidelines (Overview, non-packed items, Heavy structures).

For category 1A, the full branding of the product, the related manuals and the packaging should be solely Hyva branded. For products packed in carton boxes Hyva has designed its "Hyva Original" logo on the box. As we also see different quality in carton boxes, Hyva has designed a series of solid boxes (see example below). In case you do not supply this category of products yet in this box please send us the inner dimensions of the box and we will return a full box drawing specifying all details. Suppliers name or reference should not be indicated.

For category 1B, the full branding of the product, the related manuals should be solely Hyva branded. This category includes parts which do not have a box per item like hose and heavy structural parts like brackets, cradles and hyfix.

For category 2A, the full branding of the product and the label on the packaging should be solely "HYVA made by ....." branded. Related manuals and boxes can have NO branding or "HYVA made by ..." branding, but never the name of the supplier.

For category 2B, the full branding of the product and the label on the packaging should be solely "HYVA made by ....." branded. This category includes parts which do not have a box per item and heavy structural parts like cargo floor.

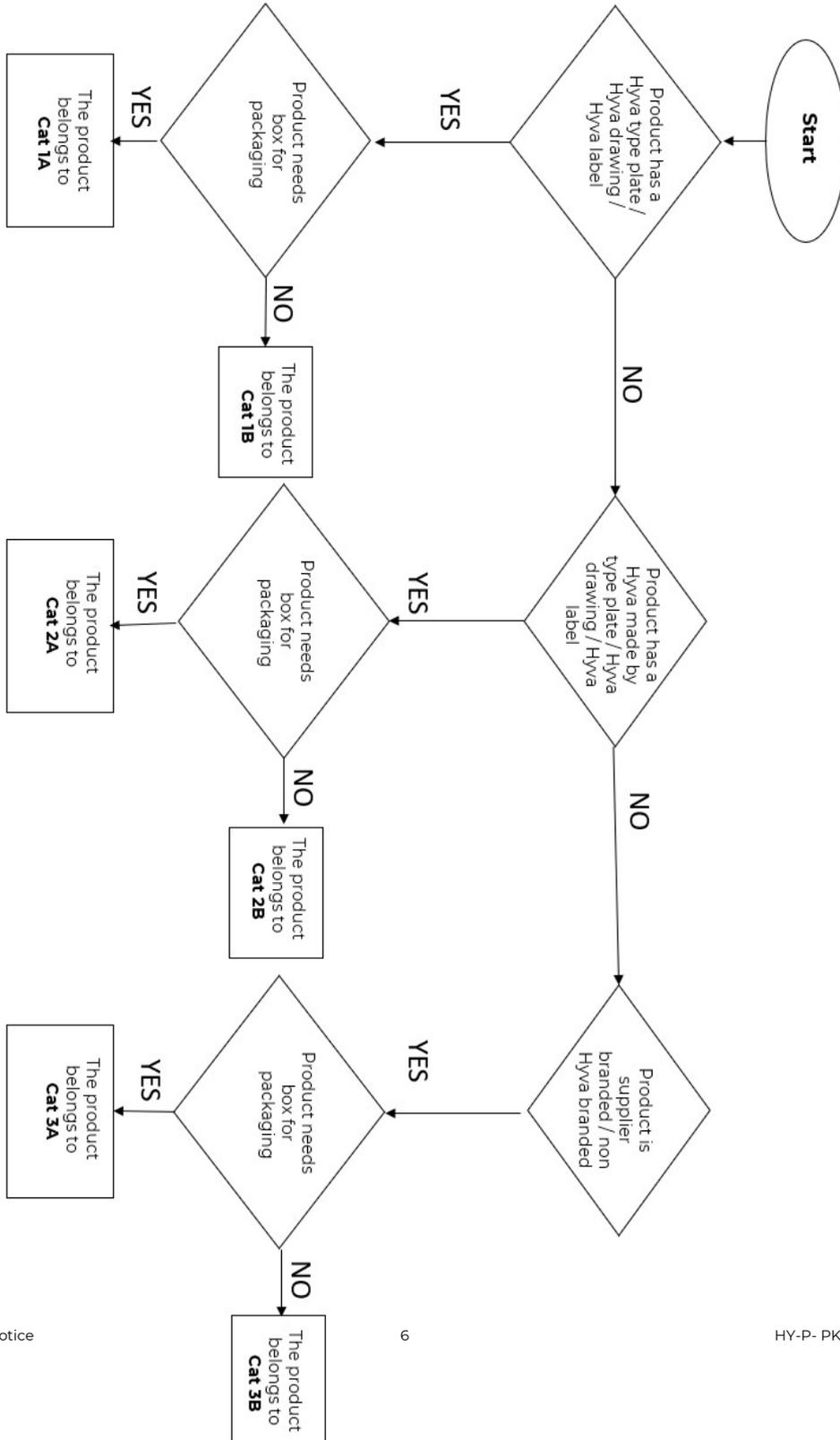
For category 3A, the product branding and related documentation may have the branding of the supplier. However, the packaging must be neutral and labels on the packaging should follow the label specifications.

For category 3B, the product branding and related documentation may have the branding of the supplier. This category includes non Hyva engineered parts which do not have a box per item and heavy structural parts like claws and cranes attachments.

|    | Packaging specification                        | Cat 1A   | Cat 1B  | Cat 2A                           | Cat 2B   | Cat 3A                             | Cat 3B   |
|----|--|--|---|----------------------------------|--|------------------------------------|--|
| 1  | Title  | Hyva branded products                                |   | Hyva made by products            |  | Non Hyva branded Products          |  |
| 2  | Labels<br>Chapter 2                            | 10050632<br>10050633<br>10050634                     | 10050632<br>10050633<br>10050634                    | 10050632<br>10050633<br>10050634 | 10050632<br>10050633<br>10050634                                   | 10050632<br>10050633<br>10050634   | 10050632<br>10050633<br>10050634                   |
| 3  | Box per item<br>Chapter 3                      | Specific Hyva box per item                           | <i>Not appl.</i>                                    | Specific Neutral box per item    | <i>Not appl.</i>   | Neutral boxes.                     | <i>Not appl.</i>                                   |
| 4  | Box in general (batch in one box)<br>Chapter 4 | Hyva std boxes                                       | Hyva std boxes or on a pallet with a neutral collar | Hyva std boxes or neutral boxes  | Hyva std boxes or neutral box or on a pallet with a neutral collar | Neutral boxes                      | Neutral boxes or on a pallet with a neutral collar |
| 5  | Pallets<br>Chapter 5                           | Euro pallet  | Euro pallet   | Euro pallet                      | Euro pallet  | Euro pallet                        | Euro pallet  |
| 6  | Heavy structures (steel parts)<br>Chapter 6    | <i>Not appl.</i>                                     | yes   | <i>Not appl.</i>                 | yes  | <i>Not appl.</i>                   | yes  |
| 7  | General packing instructions<br>Chapter 7      | General packaging instructions are always applicable |   |                                  |  |                                    |  |
| 8  | Language / country signs                       | All in English & no signs/ flags of the country      |   |                                  |  |                                    |  |
| 9  | Manuals & specs                                | Hyva specs & manuals                                 | Hyva specs & manuals                                | Hyva made by specs & manuals     | Hyva made by specs & manuals                                       | Supplier specs & manuals           | Supplier specs & manuals                           |
| 10 | Product Examples                               | HT valve, Hyva pump, Hyva tanks, Air controls        | Hyfix, chassis brackets, cradles & Hoses            | Parts from: Parker               | Parts from: Cargo floor  | General valves and off shelf parts | Metal fabrication parts                            |

Category Flow chart: If you are a supplier to Hyva, the product you supply will fall in one of the categories mentioned in the above matrix.

Below is a flow chart to guide the supplier to the category which the product belongs to.



## 2. Label specifications and instructions

### Label specifications

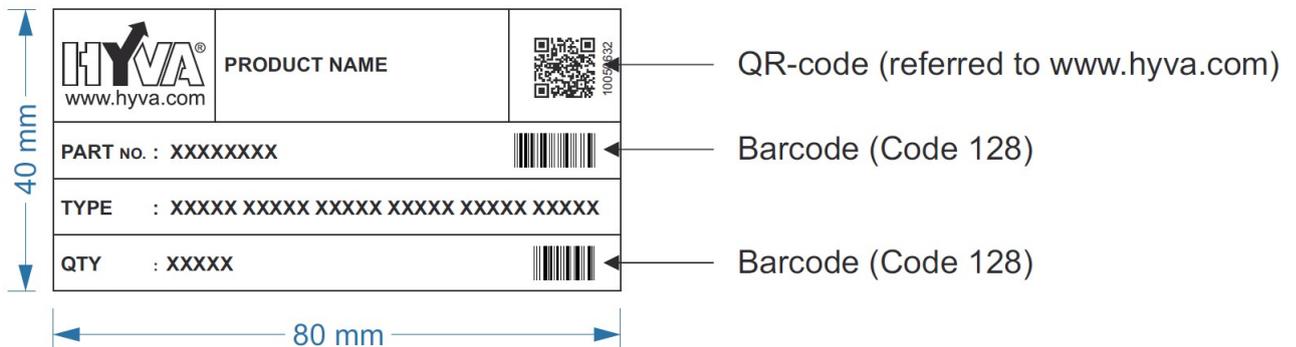
Labelling is necessary for clear identification of each part and each shipment.

Hyva uses two types of labels:

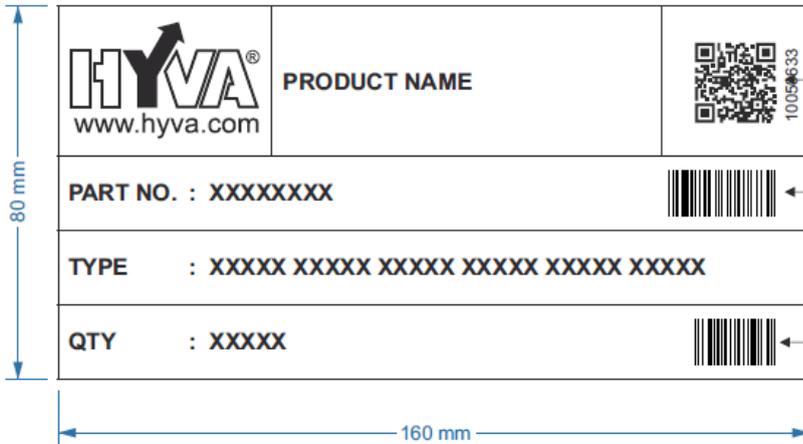
- A label for each item or kit
  - Displaying at least:
    - Part.no. as per Hyva purchase order and related barcode;
    - Type/description as per Hyva purchase order;
    - Qty as in that single box/packaging and related bar code.
  - And whenever possible:
    - Preferably Hyva logo and related QR code;
    - For category 3A/3B no logo or supplier logo is allowed;
    - Product name.
  
- A label for the warehouse boxes or pallets carrying multiple items
  - Displaying at least:
    - Part.no. as per Hyva purchase order in that box and related barcode;
    - Type/description as per Hyva purchase order;
    - Qty as in that box or on that pallet and related barcode;
    - Hyva purchase order number and related barcode;
    - Hyva address of warehouse where it is shipped to.
  - In case one box/pallet contain multiple items/kits, then for every different part number this label needs to be attached to the shipment

Hyva labels are available in three different sizes based on the size of the packaging and the type of product.

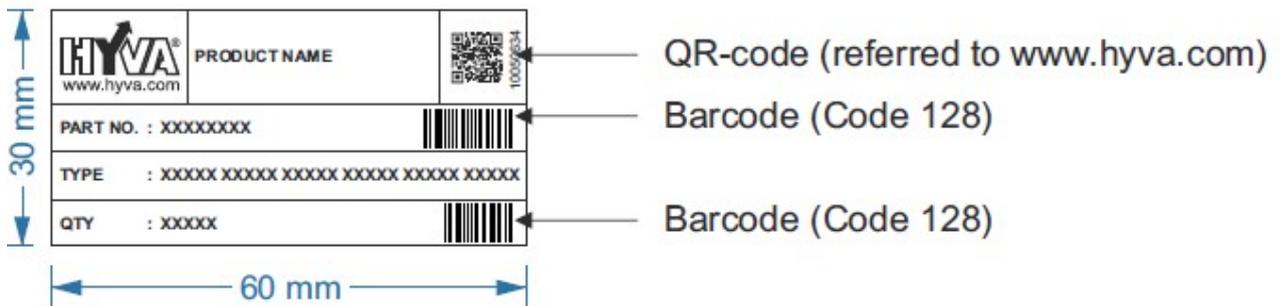
1. Label "10050632" to be used for boxes with height less than 100 mm.



2. Label "10050633" to be used for boxes with height more than 100 mm.



3. Label "10050634" to be used for the wrap cards, small parts, like pins; or components without boxes.



Tie wrap card

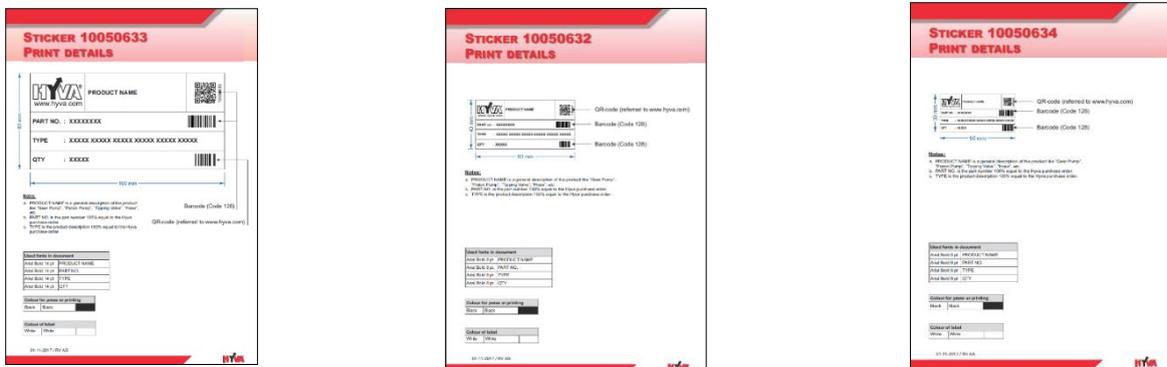


Example for a label attached on top left corner and packing list on the narrow side of a warehouse box.

## Label instructions

1. Each product should have a clear label as per the above-mentioned sizes.
2. Mixing products in one box should be avoided. If products are mixed, every single product in the box should be individually labelled, and clear indication should be provided on the type and quantity of the items inside the box.
3. In case of supplying several parts that together form one Hyva part number, these parts should be solidly packed together as a set and the total package should carry the label as indicated above in the label specification.
4. In case of supplying (steel) structures that are not packed in a box and do not have the part number stamped/casted on the product, ensure every single product has the label firmly attached to it as per sticker 10050634 together with a tie wrap card.
5. Legend to the label:
  - a. Product Name is a general description of the product such as “Gear Pump”, “Piston Pump”, “Tipping Valve”, “Hose”;
  - b. Part.no is the part number which must be identical to the one in Hyva purchase order;
  - c. Type is the product description identical to the Hyva purchase order.

Note: Do not use any regional languages to describe the product. The entire label specification should be in English in order to maintain uniformity across the globe.



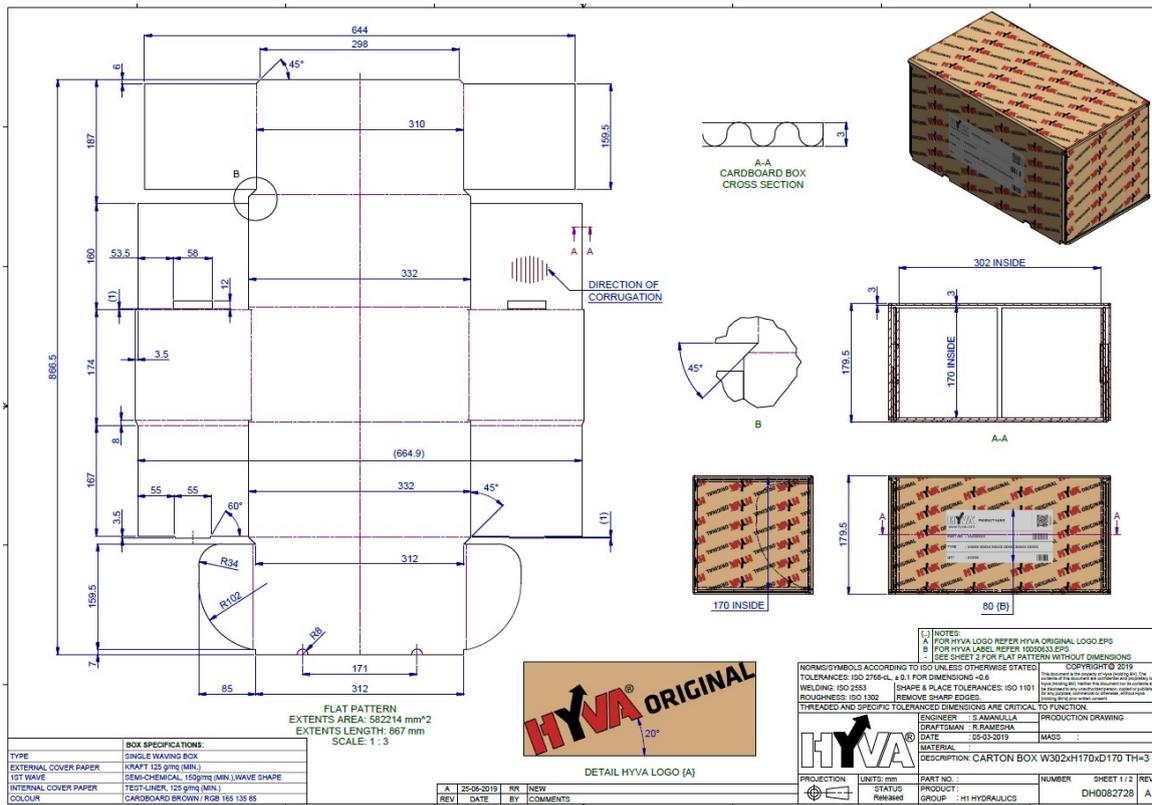
For label sticker font sizes, colour and QR code refer to the specific sticker details overview pdf such as 10050632, 10050633 & 10050634.

## 3. Hyva specific box per item

To assure the same look and quality packaging, Hyva has decided that Hyva designed/labelled products should be packed in a specific design box; this box has proven to be robust and does not need any glue to be set-up.

The pattern of the box is according to F471. The thickness of the box and flute type can be selected by the supplier based on the type of product for secure packaging.

In some specific cases (like for Hyva HT-series Tipping Valves) Hyva also defines the dimensions of these item boxes, but in majority of the cases this is the responsibility of the supplier.



Example of specific Hyva drawing for a specific box per item

## 4. Hyva standard box (batch in one box)

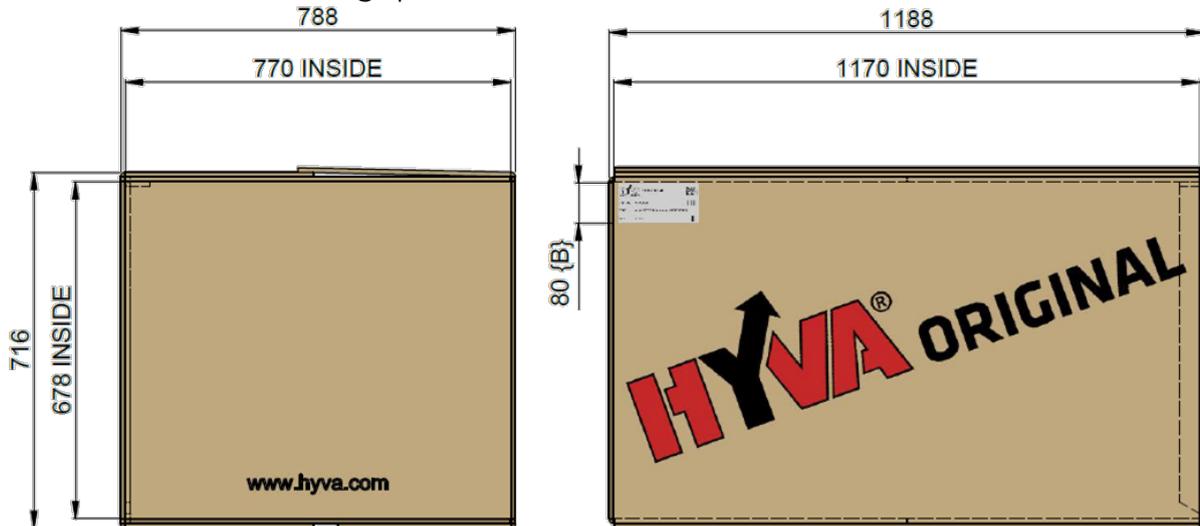
### Standard Hyva box specifications

In addition to the customised packaging for specific products, Hyva has six standard packaging box sizes based on the standard Euro pallet specification.

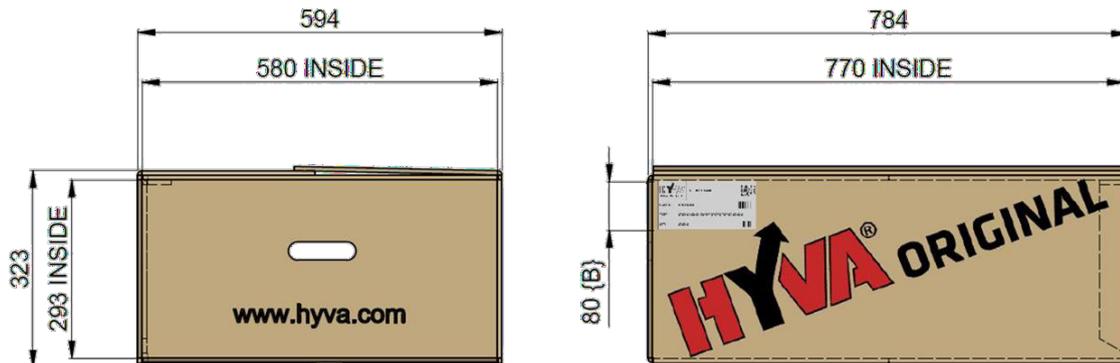
The packaging boxes are classified in two categories: A. Large & B. Medium/small.

#### A. Large boxes : F201 Pattern

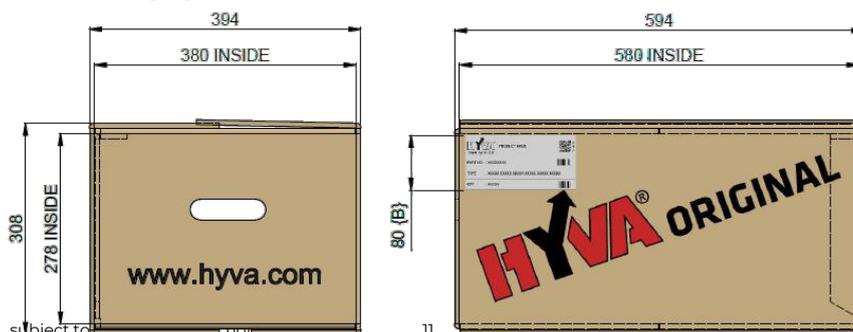
- Part number: 10009081: For 1<sup>st</sup> large box width =788mm, length =1188mm, height=716mm without hand grip and 9mm thickness and AC flute.



- Part number: 10009082: For 2<sup>nd</sup> large box width =594mm, length =784mm, height=323mm with hand grip and 7mm thickness and BC flute.



- Part number: 10009083: For 3<sup>rd</sup> large box width =394mm, length =594mm, height=308mm with hand grip and 7mm thickness and BC flute.

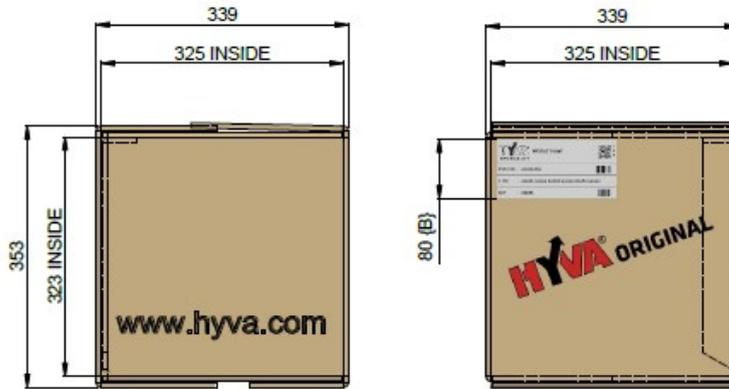


subject to change without notice

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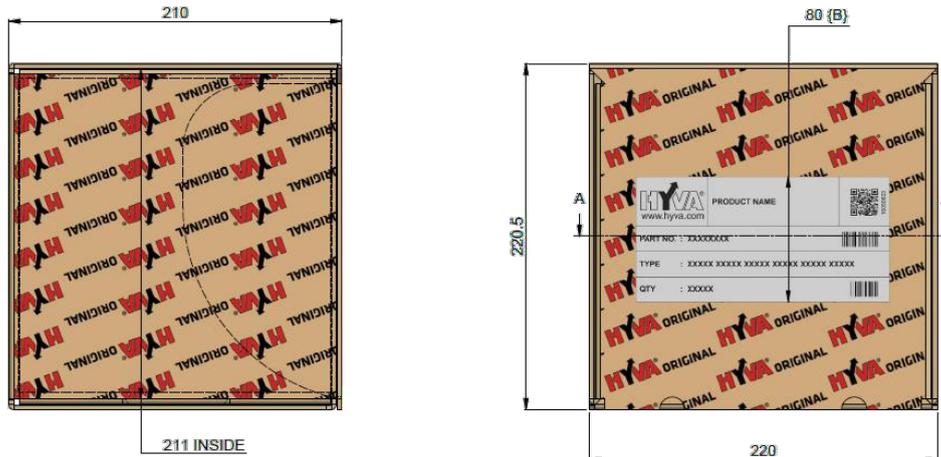
HY-P- PKR-0001 / 11-09-20 / RV AC

4. Part number: 10009084: For 4<sup>th</sup> large box width =339mm, length =339mm, height=353mm without hand grip and 7mm thickness and BC flute.

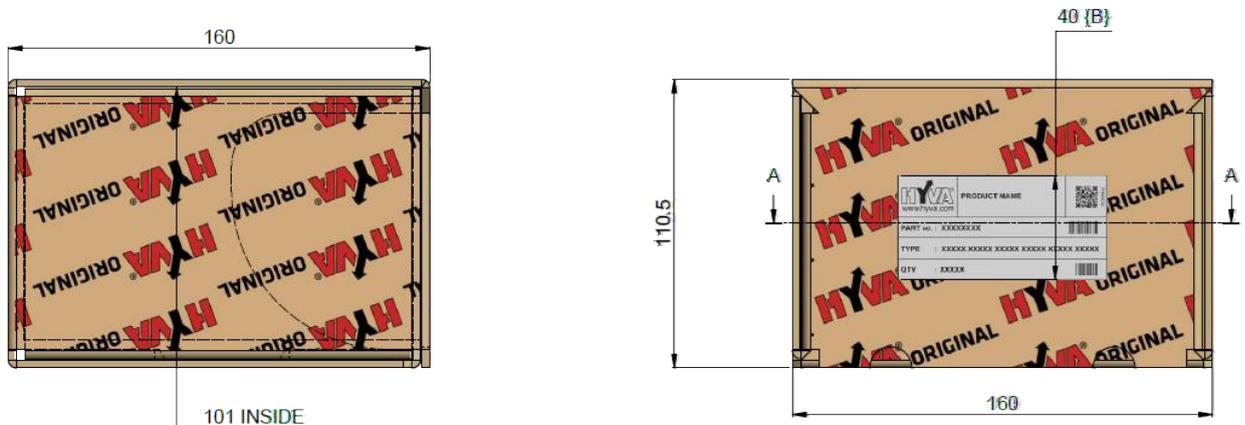


B. Medium and small boxes: F471 Pattern

5. Part number: 10009086: For 1<sup>st</sup> small box width =220mm, length =210mm, height=220mm and 3mm thickness and B flute.



6. Part number: 10009085: For 2<sup>nd</sup> small box width =160mm, length =160mm, height=110mm and 3mm thickness and B flute.



subject to change without notice

## 5. Pallets

### Pallet specifications

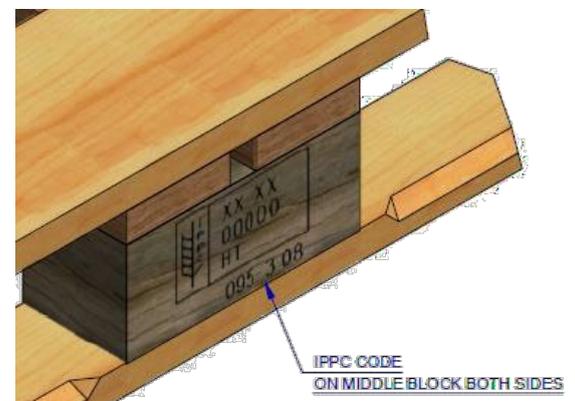
1. Pallets should always be according to the Euro pallet standard dimensions which are 1200\*800\*145 mm with specific marking on the wood.

Suppliers can only use different pallet dimensions, after approval of Hyva Purchase team.

2. High quality timber which is heat-treated should be used according to standard with static load of 1500 kg and high rack bearing load of 5500kg.
3. Pallets should have an IPPC code "095-3-08" on the middle block on both sides.

### Pallet packaging instructions

1. To tie the box with the pallet always ensure the use of nylon straps. Preferable with www.hyva.com printed on them, otherwise neutral straps. Do not forget to tape the top and bottom of the box.
2. In case of pallet modification for narrow sizes always contact Hyva personnel.
3. The outer package should be wrapped with a stretch wrap running in both directions.
4. Use angle board for stacking boxes with heavier than 68kgs to avoid bursting of package.
5. The package on the pallet should not overhang of more than 50mm on both sides of the pallet.



## 6. Heavy structures (steel parts)

### Packaging specifications for heavy steel parts

General instructions:

- Stickers / labels: Hyva lay out (incl item code, description, barcodes, Hyva logo).
- No other stickers / labels with any codes.
- Neutral packaging or Hyva packaging, use of Hyva tape.
- Pack items uniformly.
- Items heavier than 23kgs should be packed with a smaller pallet which should be stacked on top of a Euro pallet.

Heavy fabricated / Steel parts are divided in 5 categories:

1. Large items. All items are labelled with a Hyva part number sticker on tie wrap card.



2. Middle-sized items packed in box. Hyva part number sticker on the side of the box.



3. Middle-sized items in pallet with other items. Pallet divided in areas with box or cardboard divider. Every item should be stored in one area, identified with a tie wrap card with a Hyva part number sticker.



4. Small items. Packed in a box, labelled with a Hyva part number sticker on the box.



## 7. General guidelines

- The packaging always has to fulfill the quality and technical requirements of the product (e.g. it may be necessary to secure the product from dust, corrosion, vibrations, mechanical forces or electrical fields).
- All products which are associated with fluid or tested during the process should be cleaned and dried before they are packed.
- Any open ports which could cause leakage must be sealed to avoid damage to packaging.
- For specific products, such as cylinders, valves always ensure to refer to packaging instructions (i.e., TN document), if available.
- All products must be packed with proper filler material to avoid damages caused by movement during transportation.
- For heavy products (i.e., above 23 kg) ensure to use pallets with Nylon straps to secure the packaging.
- All products shipped through sea must be internally covered with appropriate plastic cover and moisture control bag to avoid corrosion.
- Any stamps / stickers or shipping tapes on the packaging referring to the supplier or region of origin are prohibited.
- The packaging/labels should be exclusively in English, to ensure uniformity across the globe.
- The packing list should always be attached on the top left corner of the shortest side of the pallet.
- All pallets used for packaging should be delivered free of damages.
- All items (such as hoses or mudguards) should be delivered as pieces and all sets should be packed in a single pack. In case of left and right parts these should be packed together.
- In case of a blister packaging, the items shall be delivered separately.
- Packaging should be stackable. Stacking must be transport-safe, easy and safe handling must be ensured.

## Appendices

### Appendix A

1. In case of a package containing mixed products with 10 pieces of item 12xxxxx and 20 pieces of item 87xxxxxx, each individually packed in one large box; the labelling should be:
  - On every single box a label according to specification 10050632 /33 or 10050634 with quantity of 1 pcs for each box.
  - On the large box labels according to specification 10050633 should be stuck.
  - The first label indicates part number 12xxxxxx with the quantity 10 pieces.
  - The second label indicates part number 87xxxxxx with quantity 20 pieces.
2. The label should be aligned and positioned in accordance with the drawing. If there is no instruction with regards to the position, the label should be stuck symmetrically on the larger surface and aligned parallel to the edge of the box.

### Appendix B

In case of supplying multiple items in one single box, the below sequence should be followed:

- a. Largest quantity of items to be placed at the bottom;
- b. Smallest quantity of items at the top;
- c. Pallets to be identified with labels as indicated in Appendix A.

### Appendix C



All structural parts as shown in the above pictures are not accepted and each item should be separated by a pallet in between, rather than only with the wooden supports.

## Appendix D

Small items packed in a pallet shall be labelled individually with the tie wrap card and Hyva part number sticker on one side of the pallet.

See below picture. There is only one part identified, which is prohibited.

