

1 Purpose

The Logistics Guideline of Ziehm Imaging GmbH serves as an assistance to Suppliers and Service Providers. They inform about local conditions as well as how transport aids need to be used.

2 Deliveries and Collections

2.1 Delivery and Collection of Documents

Document shipments can be delivered and picked up during business hours (Monday to Thursday between 8:00 am and 6:00 pm and Friday between 8:00 am and 4:00 pm) at the reception desk.

2.2 Delivery and collection of goods

Incoming goods (Receiving) and outgoing goods (Shipping) are located on the southeast side of the building. From Otto-Bärnreuther-Straße, drive under the bridge and then turn right at the first traffic light (see flyer "How to find us").

2.3 Receipt of goods

The receiving department is opened from **Monday to Friday between 6:00 a.m. and 2:30 p.m.** Deliveries beyond these hours are only possible after consultation. To ensure that the required personnel is on site, a delivery after 2:30 pm. must be announced at least 24 hours before the original delivery. For deliveries, either Gate 1 (Receiving) or Gate 2 (Receiving) can be used. To ensure rapid unloading, vehicles with ramp capability is a prerequisite.

The goods acceptance times for demo, trade fair and customer devices at the Global Service Hygiene Centre (in the basement) are Monday to Thursday between 7:00 am and 2:30 pm, on Friday between 7:00 am and 1:00 pm.

2.4 Collection

For device pickups, returns and complaints, the driver must report to Gate 6 (Shipping). Collections can be made Monday to Friday between 6:00 am and 2:30 pm. Beyond that time pickups can be made with prior arrangement. To ensure that the required personnel is on site, a collection after 2:30 p.m. must be announced at least 24 hours before the original collection. Collection is also possible with non-ramp vehicles.

2.5 Load securing

The legal regulations for securing loads must be observed - in particular § 22 of the German Road Traffic Act (StVO) and the VDI Guideline 2700. The driver is responsible for intended and proper load securing. For the correct shipment of our finished products, it is necessary that the driver has absolved a training hold by Ziehm Imaging. This must be repeated and documented on a regular basis. If untrained drivers from external forwarders are collecting devices for one time, the shipping staff will be happy to assist in securing the load.

3 Packaging

3.1 General instructions

In general, shipped materials need to be clean and properly packed to prevent damage. They also need to be adequately labelled. If no separate packaging and labelling agreement with Ziehm Imaging has been made, each individual packaging unit must be labelled with the Ziehm article number. In addition, necessary ESD protection measures must be taken, if required. Materials containing lead need to be packed in ESD-protective plastic bags.

3.2 Packaging aids

Please use recyclable packaging.

3.3 Re-usable Packaging



Unless other agreements have been made, the delivery and collection of goods must be carried in reusable packaging. Ziehm Imaging keeps corresponding inventory accounts.

3.3.1 Standard Re-usable Packaging

Euro-pallets and skeleton containers are exchanged for each delivery/collection. The carrier must acknowledge this exchange on a THM exchange list with license plate number, name, date and signature.

3.3.2 Ziehm-specific Small Load Carriers (SLC)

Shipped materials, that should be delivered in a Ziehm-specific SLC, must comply with the packaging rules according to the agreement. After the initial agreement on delivery in Ziehm-specific SLCs, the containers will be provided for collection at Lina-Ammon-Straße 10 after 3 working days. The following Containers are in use:

Description	Max. load + Dimensions in mm	SAP Designation	Example picture
Small Container B1	17,5 kg 170 x 102 x 78	Packing material Container B1	
Small Container B2	17,5 kg 230 x 147 x 132	Packing material Container B2	

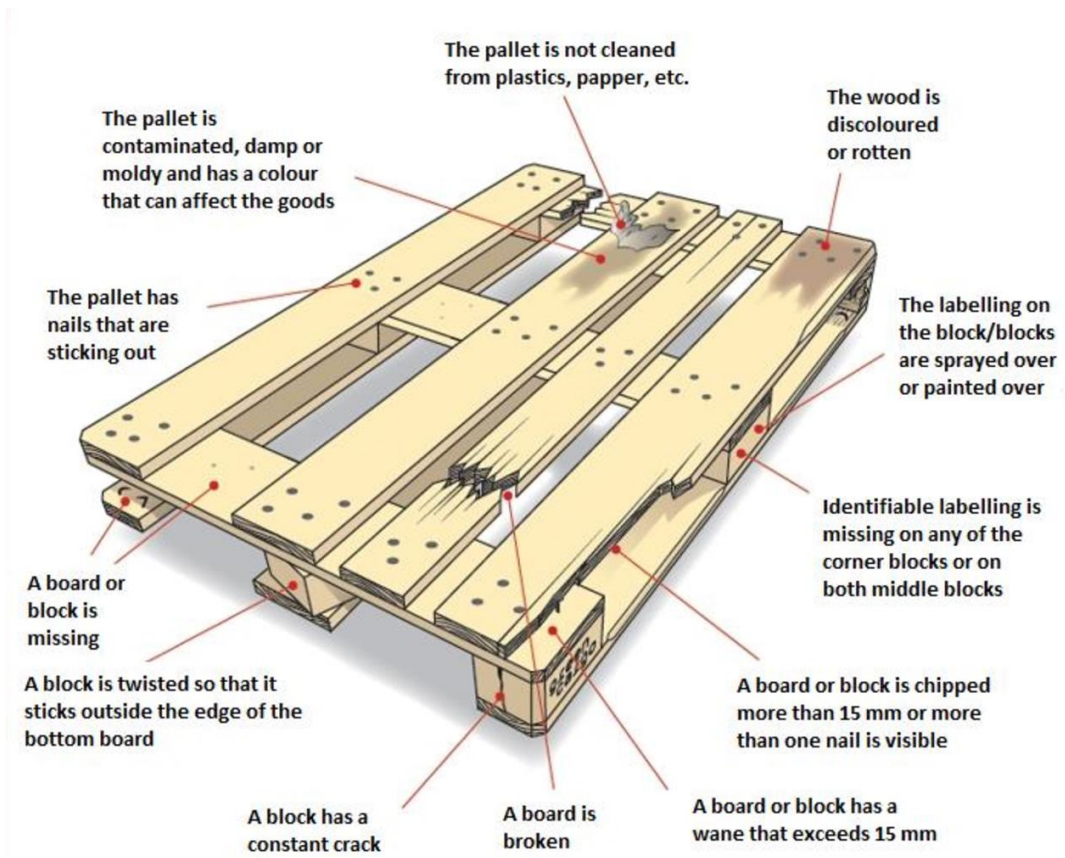
<p>Small Container B3</p>	<p>17,5 kg 300 x 200 x 147</p>	<p>Packing material Container B3</p>	
<p>AKL container Plastic Container type B</p>	<p>17,5 kg 400 x 300 x 220</p>	<p>Packing material Container B4 AKL type B</p>	
<p>AKL Container Plastic Container type D</p>	<p>35 kg 600 x 400 x 270</p>	<p>Packing material Container B5 AKL type D</p>	
<p>AKL container Plastic Container type C</p>	<p>35 kg 600 x 400 x 120</p>	<p>Packing material Container B5 S AKL type C</p>	

3.3.3 Supplier's own reusable packaging

If the use of own special returnable packaging by the supplier is necessary, it must be agreed on with Ziehm Imaging in advance. In addition, the appropriate labelling of the supplier's returnable packaging needs to be arranged and agreed on. Otherwise, Ziehm Imaging cannot guarantee that the packaging will be returned.

3.4 Quality of transport aids

Delivery is only permitted with transport aids in good order and condition. Deliveries with broken transport equipment may be rejected. Broken Euro-pallets and skeleton containers will be documented in writing, acknowledged by the carrier and will not be exchanged. The following criteria is used to evaluate the condition of Euro-pallets:








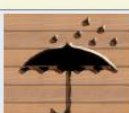














4 Identification and marking

4.1 Marking of individual parts

All individual parts, including loose parts within a packaging unit, need to be marked separately. This marking must be included in the packing list/delivery bill. The individual marking for goods to be delivered can be found in the Ziehm purchase order.

4.2 Handling symbols

For the marking of goods that are subject to special handling, the following international symbols according to DIN 55402 need to be applied.

			
Zerbrechliches Packgut (Fragile, Handle with care)	Keine Handhaken verwenden (Use no hooks)	Oben (This way up)	Vor Hitze (Sonneneinstrahlung) schützen (Keep away from heat)
			
Vor Hitze und radioaktiven Strahlen schützen (Protect from heat and radioactive sources)	Vor Nässe schützen (Keep dry)	Schwerpunkt (Centre of gravity)	Nicht rollen (Do not roll)
			
Steckkarre hier nicht ansetzen (No hand truck here)	Gabelstapler hier nicht ansetzen (Do not use fork lift truck here)	Klammern in Pfeilrichtung (Clamp here)	Keine Klammern in Pfeilrichtung ansetzen (No clamp here)
			
Zulässige Stapellast (Stacking limitation)	Nicht Stapeln (Do not stack)	Stapelbegrenzung (Stacking limit)	Hier anschlagen (Sling here)
			
Zulässiger Temperaturbereich (Temperature limitations)	Elektrostatisch empfindliches Produkt (Electrostatic sensitive device)	Sperrschicht nicht beschädigen (Do not destroy barrier)	Aufreißen hier (Tear off here)

4.3 Symbols for dangerous goods

The symbols for dangerous goods can be found in the international codes for dangerous goods. The labelling is done according to the valid codes of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

How to find us

For visitors

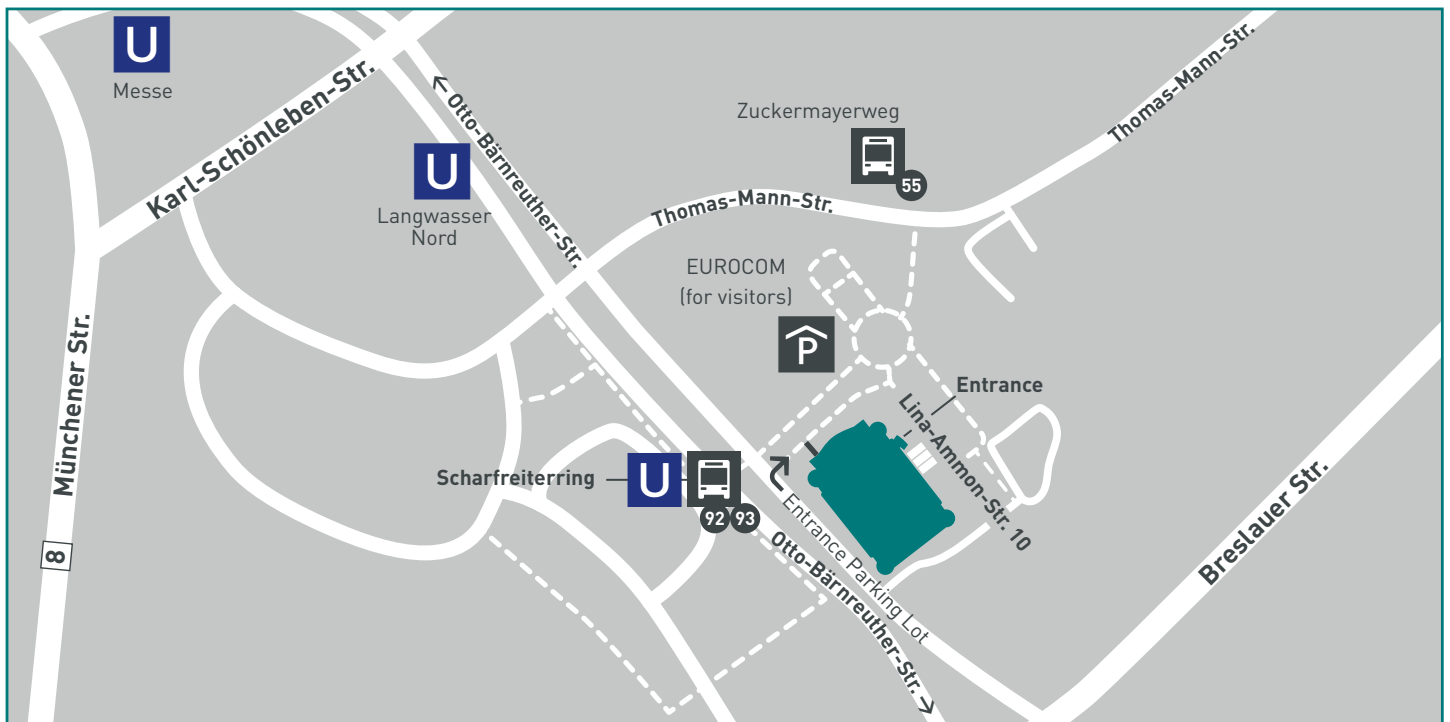
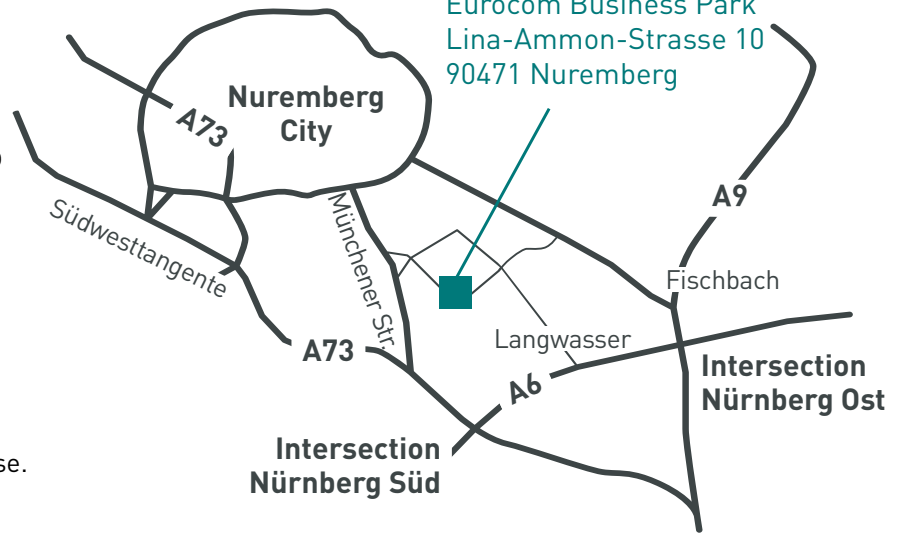
The company headquarters is located in the Eurocom Business Park, close to the center of Nuremberg, and is easily accessible by car and public transport.

By car

Ziehm Imaging Global Headquarters is well connected to the city center and the highway network (A73, A6 and A9) via Münchener Strasse.

Ziehm Imaging Global Headquarters

Eurocom Business Park
Lina-Ammon-Strasse 10
90471 Nuremberg



On-site parking is available in the **public underground parking lot of the Eurocom Business Park**.

You can reach the underground parking lot directly from Otto-Bärnreuther-Strasse. Once you have arrived in the parking lot, keep to the right and park in the rear by the green columns. An elevator and a spiral staircase lead directly to the site, close to the main entrance. Parking fees will be refunded upon presentation of the parking ticket at our reception.

By public transport

The underground station **Scharfreiterrung** (U1) is very close, as are **bus connections** (55, 92 and 93).

Ziehm Imaging GmbH – Global Headquarters

Lina-Ammon-Strasse 10
90471 Nuremberg
Germany

→ Route planning with [Google Maps](#)

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ziehm imaging

Delivery/Pick-up

Courier services

Documents can be accepted at the reception during business hours. Larger deliveries should be taken to Incoming Goods.

Delivery/collection

Incoming Goods and **Outgoing Goods** are located on the south-east side of the building. From Otto-Bärnreuther-Strasse, drive under the bridge and then turn right at the first traffic light.



The **second access road (2)** on the left leads to the **delivery area**.

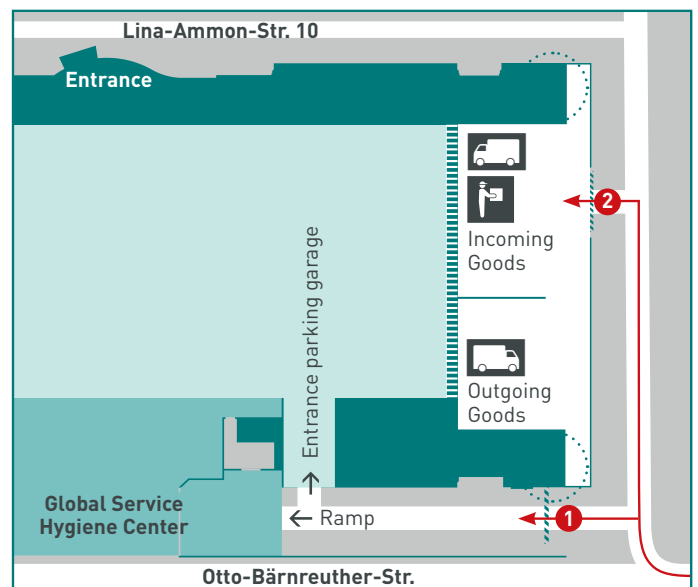
The gates of the **Incoming Goods** department are on the **right**.

To pick up goods and parcels (**Outgoing Goods**), please drive to the gate on the **far left side** of the courtyard.

Goods receiving for Global Service Hygiene Center (demo units)

For the delivery of **demo devices** leave the Otto-Bärnreuther-Strasse, turn right, **then immediately turn left** into the **first access road (1)** of the Ziehm Imaging premises. The receiving ramp is located straight ahead.

i Please do not block the entrance to the underground parking lot on the right.



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