



# Delivery guidelines of kdg opticomp GmbH and kdg medialog GmbH valid for the Elbigenalp, Stanzach and Füssen sites

(as at 04/2026)

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## 0. Preliminary remarks

The delivery requirements listed below for the receipt of goods at the kdg locations Elbigenalp (kdg opticomp), Stanzach (kdg medialog) and Füssen (kdg medialog) are an appendix to our General Terms and Conditions of Purchase and apply without exception to every delivery of goods.

We would like to remind you that, our business partners, that we attach great importance to the correct delivery of goods. We therefore ask you to ensure that the transport companies you commission are familiar with our delivery requirements and comply with them precisely.

## 1. Delivery times

Locations	ELBIGENALP (kdg opticomp)	STANZACH (kdg medialog)	FÜSSEN (kdg medialog)
Address	At the kdg campus, Dorf 91 A-6652 Elbigenalp	Blockau 61 A-6642 Stanzach	Hiebelerstrasse 45a D-87629 Füssen
Delivery times for <10 pallets Mon - Fri	8:00 - 16:00	8:00 - 12:00 12:30 - 16:00	8:00 - 12:00 12:30 - 16:00 (Fri 15:00)
Delivery times for >10 pallets Mon - Fri	8:00 - 14:00	T +43 5634 500 272	T +43 5634 500 272



Please note:

- For deliveries > 10 pallets, the delivery period ends two hours prior to the times indicated above.
- In Stanzach and Füssen, deliveries must be notified by 3 pm the day before at the latest.
- Deliveries arriving later can only be accepted after prior agreement.

Deliveries before the confirmed delivery date cannot be accepted for organisational reasons. Delivery dates must be confirmed via order confirmation and are binding.

kdg reserves the right to change the delivery address up to 48 hours (in exceptional cases 24 hours) before delivery.

For full truck loads, please notify your contact person by telephone two hours prior to delivery.

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## 2. Accompanying documents

Our goods receiving department is instructed to only accept consignments with a correctly issued delivery note. The delivery note accompanying your consignment must contain the following information (items):

- Delivery note number
- Name and address of the sender
- Name of freight forwarder (if applicable)
- Dispatch date
- Description of the ordered item (description, code)
- Place of manufacture
- kdg order number
- Order quantity
- Weight
- Quantity of pallets and packages
- Indication of possible dangerous goods
- Unloading point (if specified)
- Contact at the kdg group of companies

If there are multiple packages, the delivery note must be clearly visible on the designated pallet.

## 3. Labelling per pallet and package

All pallets and packages must be labelled with barcode labels.

- Labels must be clearly visible.
- Labels must comply with specifications in Appendix 10.1

## 4. Goods receipt

Acceptance of goods is always subject to reservation and in accordance with kdg's General Terms and Conditions of Purchase, in particular:

- Section 13: Quality
- Section 14: Defects and warranties
- Section 15: Product liability



## 5. Returns

Returns require special accompanying documents, which must be requested in advance. Returns are only accepted with correct documentation and must be delivered carriage paid.

## 6. Pallet and package delivery

The following palletisation specifications apply:

### **Pallets:**

- One-way pallets: 120 x 80 cm or 80 x 60 cm
- EURO pallets in good condition (no PKP pallets)
- Reusable pallets must comply with EPAL standards
- Pallets with a front board are not accepted
- Minimum forklift clearance: 100 mm
- Maximum dimensions: 120 x 80 x 200 cm
- Maximum pallet height: 185 cm (cardboard), 195 cm (CD/DVD)

### **Packaging requirements:**

- Packaging (e.g. boxes, trays) must be banded
- No palletisation in outer cartons
- Loose items must be delivered in outer cartons
- Edge protection required for stacked/banded goods
- Plastic strapping only
- Use intermediate layers (cardboard/foil)
- Pallets must be secured against moisture and slipping

### **Additional Rules**

- No overhanging load
- No stacking of pallets
- No mixed palletisation
- Required unloading equipment must be communicated in advance

### **Printed Materials**

- Must be stacked using the spiral stacking method
- CD materials upright, DVD materials flat
- Uniform orientation required

## 7. Access to the company premises

See Appendix 10.4–10.6 for delivery routes.

## 8. Recyclability of the packaging material

- Minimise disposable packaging
- Use recyclable materials
- Materials must be easily separable
- Labelling must not impair recyclability

No entitlement to return disposable packaging.



## 9. Procedure for rule violations

Violations of these delivery requirements will be charged as follows:

- Repacking: EUR 20.00 / pallet
- Stretch wrapping: EUR 10.00 / pallet
- Labelling: EUR 0.30 / label

Additional costs will be charged based on effort and current purchase prices.

## 10. Appendix

*Appendix 10.1 Barcode structure and label specifications*

*Appendix 10.2 CD box for printed materials*

*Appendix 10.3 DVD box for printed materials*

*Appendix 10.4 Lorry access routes for the delivery of goods in Elbigenalp*

*Appendix 10.5 Lorry access routes for the delivery of goods in Stanzach and Füssen*

*Appendix 10.6 Füssen*

### **Appendix 10.1 Barcode structure and label specifications for printed materials**

- Barcode type: **CODE 128 (B)**

- Structure: **\$ PIECE COUNT \* CODE + PRODUCTION NUMBER** - where "\$" and "\*" and "+" are required separators; example: \$ 20 \* 30006 + 812.232

- Number of pieces: refers to the number of pieces contained in the respective packaging unit

- Code: designates the article (according to the order)

- Production number: the kdg production number (between 7 and 12 digits)

Barcode label specifications

The barcode label should contain the following information:

- Title of the production number or the name of the article (according to the order)

- Your company name

- Storage medium: DVD, CD, MC, LP, CDR

- Date (creation of the label)

In principle, it is also possible to create these labels without quantity information or without a production number (e.g. for jewel boxes, film). Please note: the production number must always be specified for order-related items (e.g. printed materials).



### Appendix 10.1.1 Specifications for barcode structure and label - kdg opticomp material supplier injection moulding

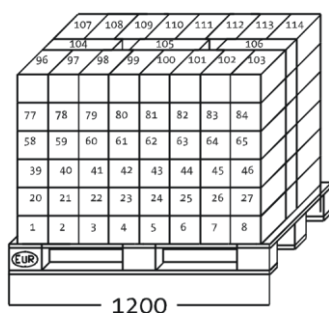
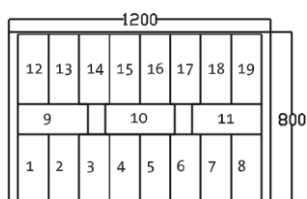
- Barcode type: **CODE 128 (B)**
- Structure: **#CODE+\*VPES\$CHARGE** where "#", "+", "\*" and "\$" are required separators; example: #65489+\*1\$123456  
These separators must also be specified if no value is entered, e.g. #65489+\*\$ (without quantity and without batch)
- **PU**: refers to the number of units contained in the respective packaging unit (or VPE)
- Code: designates the article (according to the order)
- Production number: the kdg production number (between 7 and 12 digits)

#### Barcode label specifications

The barcode label should contain the following information:

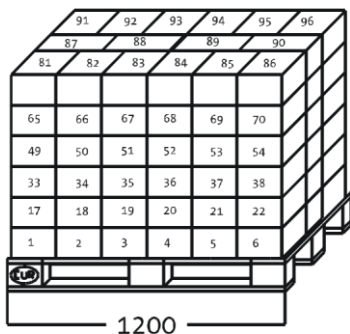
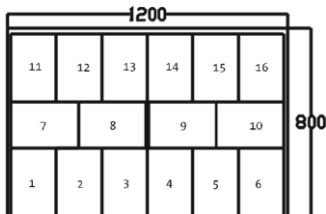
- kdg opticomp article no. (e.g. 62316)
- kdg opticomp order no. (e.g. 421948)
- Supplier + date (company xyz + current date dd.mm.yyyy)
- Batch number Supplier
- Article description from supplier (material xyz)
- Weight of the packaging unit (e.g. 25 kg)

### Appendix 10.2 CD box for printed materials



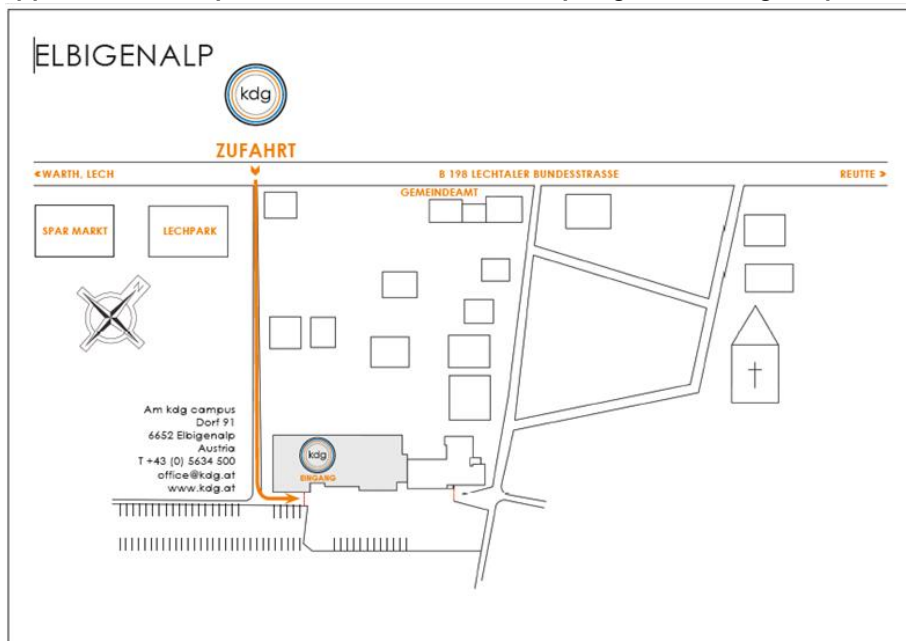
**Karton**  
Maße: 320 x 140 x 130 (L x B x H)

### Appendix 10.3 DVD box for printed materials



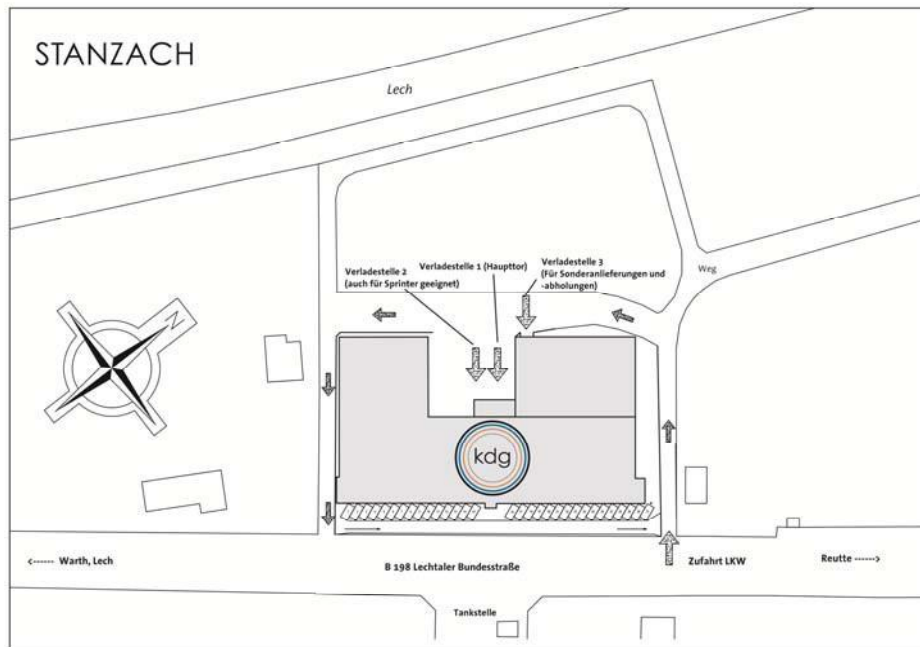
**Karton**  
Maße: 290 x 195 x 130 (L x B x H)

### Appendix 10.4 Lorry access routes for the delivery of goods in Elbigenalp



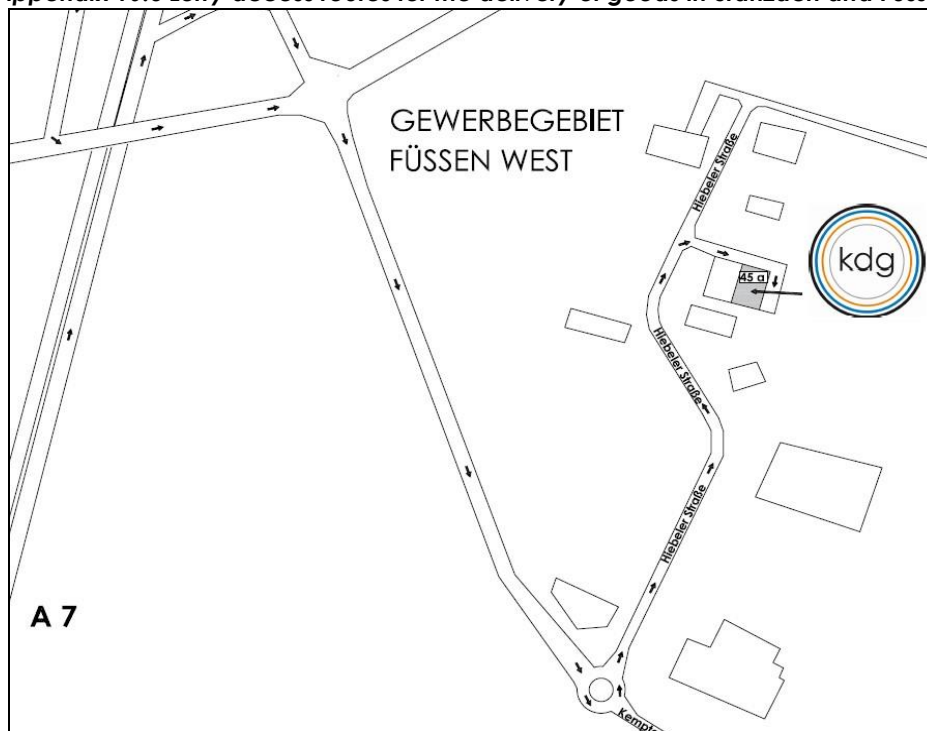
At the kdg campus, Dorf 91  
A-6652 Elbigenalp

**Appendix 10.5 Lorry access routes for the delivery of goods in Stanzach**



Blockau 61  
A-6642 Stanzach

**Appendix 10.6 Lorry access routes for the delivery of goods in Stanzach and Füssen**



Hieblerstrasse 45a  
D-87629 Füssen