

For the credit note process, an empties account for packaging material is maintained by ETO for every supplier. Should the supplier not have been registered in the debiting process to date, an application shall be filed with the responsible contact person at ETO.

[E-007-Contact Persons and Availability Ansprechpartner und Erreichbarkeit](#)

Packaging material according to the packaging instructions by ETO Stockach shall be directly ordered from the logistic service provider "Clean Logistik" who is commissioned by ETO.

In order to ensure timely availability of the packaging materials, the order must be received by Clean Logistik 5 work days prior to the date they are required. A suitable form for ordering the empties by facsimile or e-mail can be found by clicking the following link. The responsible Materials Requirements Planner indicated on the purchase orders or releases is available for any questions.

[E-013-Order of Empties Leergutbestellung EST](#)

The packaging material is available to the supplier at no cost, a deposit in the amount of the replacement value is charged by ETO only for the time the packaging material is with the supplier. This amount is invoiced to the supplier and charged to the empties account by means of an accounting voucher. As soon as the goods arrive at ETO in the containers, the deposit amount is credited in full. Invoicing by the supplier is rejected for of accounting reasons.

The date of transaction for the debiting as well as the crediting is 8 days as a standard.

In order to ensure smooth processing of the accounting transactions, the packaging material must be indicated separately and individually on the delivery notes for containers, covers, trays or shelves. The delivery note shall include the following information about the packaging material:

- ETO item no. (see [G-014-Logistic Guideline for Direct Material and Services](#) / 5.12 Packaging list)
- Delivered quantity of individual packaging

For control purposes, the suppliers are advised to maintain their own packaging material account.

The packaging material is provided to the supplier in a cleaned condition. The supplier shall always ensure that the reusable packaging stays clean and undamaged. In case the supplier receives soiled or damaged packaging materials, the supplier is advised to submit a complaint and return them to ETO. If containers or trays are lost or damaged while being in the supplier's possession, the supplier is charged the corresponding amount. A stock reconciliation between ETO and the supplier is performed annually.

The supplier is asked to examine its procedures and shipping documents for the above mentioned requirements and adjust them accordingly.

The solution offered by ETO provides a packaging cycle with no costs involved which protects the products the supplier delivers to ETO from contamination and damages and is also environmentally friendly because no additional waste is produced.

The supplier and ETO normally have sufficient containers available to keep the cycle flowing. Use of the containers other than packaging and providing ETO parts is not permitted. Suppliers may only order as many containers as they need for the packaging of the parts quantity specified in the individual production releases. Should there be a shortage of specified packaging material, the supplier is required to inform the contact person at ETO Materials Requirements Planning and, after an approval, use a suitable alternative packaging material which is indicated in the packaging instruction.

[LP-014 Packaging Instruction Z26 Verpackungsvorschrift Z26](#)

Overview of the packaging material cycle:

