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1. Amendment history

Index	Brief description	Date	Name/Dept.
	New version	10.10.2011	AVE/ IE , MRO/ QS
a	Change E-Mail address Malaysia	10.03.2014	LSC/ MT
b	Change description of designation H (Page 14)	24.03.2016	TW / So

2. Scope of validity

2.1 Purpose

The "Packaging Policy for Suppliers" is intended to provide suppliers and IKA® internal personnel with information as an aid for the use of packaging and managing shipments. It is intended to indicate to individuals/offices how goods should be packaged securely and properly.

It is simultaneously:

- a support tool for purchasers to indicate to suppliers the proper packaging to be used for deliveries to IKA® worldwide
- an aid to IKA® shipping offices worldwide for training staff.

2.2 Area of application

This packaging policy is a recommendation for suppliers to IKA® sites and their subsidiary companies. If country-specific legislation conflicts with recommendations, this packaging policy should be applied correspondingly.

This packaging policy is a recommendation only. Wherever possible, the following remarks include information on additional help/addresses. IKA® specifically points out that the contents of this policy do not exonerate the individuals/offices concerned from liability for damages, especially damages caused by faulty packaging or inadequate corrosion protection.

Furthermore, the individual/office concerned is not released from the duty to provide information on any regulations applicable to packaging and packaging materials.

2.3 Packaging recommendation for initial sampling

At the time of initial sampling, a recommendation for production packaging (in accordance with the categories set out in [section 6](#)) should be provided by the supplier.

If no adequate packaging has been defined by the supplier/IKA® at the time of the initial sampling, the supplier is to ensure that suitable packaging has been selected. Packaging should protect the initial sample appropriately against transportation damage and external influences (e.g. corrosion).

3. Packaging and freight costs

3.1 Allocation of packaging and freight costs

Any packaging and freight costs shall be accounted for separately as a matter of principle.

3.2 Incoterms®

What are Incoterms®?

Incoterms® (International Commercial Terms) are standardized clauses for rights and obligations during transportation associated with international agreements for the purchase of goods.

They were first published by the International Chamber of Commerce (ICC) in Paris in 1936.

INCOTERMS® are not international law that must be applied automatically. Rather, they are a proposal from the ICC that can - but not must - be applied. Therefore they must be expressly agreed upon by the contracted parties.

The ICC Incoterms® are generally recognized today at the international level and are supported by the United Nations Commission on International Trade Law (UNCITRAL).

What do Incoterms® govern?

Incoterms® govern the following areas:

- **Transportation costs**
(who bears the costs to which location?)
- **Transfer of risk**
(Who bears the risk of transportation, e.g. damage to or loss of goods, to which location?)
- **Delivery and acceptance of goods**
- **Required documentation for delivery**
(Who provides the required documentation or stamps?)

The following areas are not governed by Incoterms®:

- **Transfer of ownership**
- **Payment processing**
- **Legal domicile and applicable law**
- **Liability disclaimers**
- **Shortages and impairment of performance**

The relevant Incoterms® shall be observed.

7 Incoterms clauses for any type or combination of transportation (multimodally applicable):

EXW (ex works)
FCA (free carrier)
CPT (carriage paid to)
CIP (carriage and insurance paid to)
DAP (delivered at place)
DAT (delivered at terminal)
DDP (delivered duty paid)

4 Incoterms clauses for transportation by seagoing and inland vessels:

FAS (free alongside ship)
FOB (free on board)
CFR (cost and freight)
CIF (cost, insurance and freight)

NOTE: All information is provided for a rough and general overview. In practice, reference should be made to the official guidelines of the International Chamber of Commerce (ICC) on interpreting Incoterms® trading clauses, and all information in the official wording should be observed completely. An expert lawyer should be consulted for legal advice.

Incoterms® are issued by the International Chamber of Commerce (ICC). Only the text version issued by the ICC is binding.

All trade names, brand names and styles used are the property of the relevant owner and are only used here for the purposes of description. Incoterms® is a brand of the International Chamber of Commerce.

All contributions and content are journalistically researched. Nevertheless, no liability is accepted.

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Source: <http://www.incoterms2010-aktuell.de>

4. Deliveries to foreign subsidiaries (and intercompany deliveries)

The packaging must be selected in such a way that transportation damage is prevented when shipping by air or sea freight.

- **Wooden packaging**

Wooden packaging must be handled in accordance with ISPM Standard no. 15.

For detailed information, please see: www.suedlicher-oberrhein.ihk.de,

Alternatively: plastic or INKA pallets

- **Electronic export declaration (ATLAS export)**

With goods valued in excess of €1,000.00 or with a freight weight in excess of 1,000kg an electronic export declaration must be generated.

For detailed information, please see www.zoll.de, here: EN home page > Entry and exit summary declaration (ICS)

- **Customs/EORI number**

In order to be able to export goods, a customs or EORI number is required.

This can be requested for free from the Customs' Information and Knowledge Management (Customs' IKM) in Dresden.

For detailed information, please see www.zoll.de, here: EN home page > Entry and exit summary declaration (ICS)

- **Customs tariff number**

In order to generate an export declaration, a customs tariff number is required for every item (possible alternative designations include statistical article number, customs code, HS code, CN code, article number). If the customs tariff number is not known, it must be identified in advance. This is done by consulting the book entitled "Warenverzeichnis für die Außenhandelsstatistik" ("Commodities Index for Foreign Trade Statistics"), also available free on the internet at

www.zoll.de, here: EN home page > Entry and exit summary declaration (ICS)

or www.destatis.de > Außenhandel>Klassifikationen>Warenverzeichnis für die Außenhandelsstatistik

- Transportation and packaging costs are assumed by the IKA® subsidiary based abroad, by agreement.
- The IKA® subsidiary assumes the bank fees for its own domestic branch.
- The correct article values must always be stated identically on all documents.
- Export is generally carried out via Spedition Schenker, unless there is another instruction on the order from the relevant IKA® subsidiary.
- Your contacts are the individuals named in the enquiry/order.

5. Selecting the packaging

5.1 Packaging quality requirements

5.1.1 Importance of the shipping method

The shipping packaging shall be suitable for the intended standard means of transportation and must be adapted as appropriate to any change of shipping method.

For example, if sea freight applies as the standard shipping method for a component, but for delivery date reasons relating to the order the item is being shipped by air freight, the shipping packaging must be adapted to the change in requirements.

The various infrastructures in the countries of dispatch and delivery must be taken into consideration, for example: manual handling of goods, poor roads, high levels of traffic (stop and go) etc. Furthermore, all current customs and safety conditions in the country of delivery must be adhered to.

The following shipping methods are available for selection. Combinations are possible:

Sea freight

- Long transportation times
- Increased risk of corrosion
- Frequent freight turnover

Air freight

- Extreme temperature variations
- Light, space-saving packaging for optimum protection
- Strong acceleration and deceleration forces

Commercial road vehicle / rail transportation

- Frequent freight turnover
- Impact loads
- Greater environmental influences (dust, soot particles, rain)

5.1.2 Materials / Reusability

Renewable and non-renewable raw materials

With IKA® packaging and packaging systems, materials made of renewable raw materials (e.g. cardboard) should be used, ideally. Materials made of non-renewable raw materials (e.g. plastics) should only be used when more advantageous for commercial or quality reasons.

Use of reusable packaging

With sophisticated packaging systems, there is the option of declaring these as circulating or multi-use packaging where it makes sense for commercial reasons (e.g. lower transportation/storage costs).

If reusable packaging is used, the following must be observed:

- Only use reusable packaging that is in good working order.
- Packaging must be clean and correspond to the IKA® hygiene requirements.
- Empty goods are handled by IKA®.

Recycling

All delivered disposable and multi-use packaging must be entirely recyclable. Labeling on disposable packaging must be clearly visible (e.g. RESY symbols, labeling of plastics etc).

Legal requirements/guidelines

****Semi-part**** packaging must comply with the Duales System Deutschland GmbH criteria, the EU Directive on Packaging and Packaging Waste and the assessment system in use in the preferred country of application (e.g. IKA® foreign subsidiaries).

The packaging must adhere to the legally defined cumulative threshold value of 100 ppm for lead, cadmium, mercury and chromium VI.

If serious reasons justify non-adherence to one of the guidelines from the perspective of the supplier, these reasons shall be presented plausibly and approved by IKA® on a case by case basis.

Materials

Type	Permitted materials	Non-permitted materials
Cardboard / paper	Paper and board free of materials harmful to paper production	Paper and board with water-insoluble coatings, adhesives or incompatible admixtures
Corrosion-proof paper	VCI papers that can subsequently be materially reused in conjunction with paper/board. VCI films that can subsequently be materially reused in conjunction with plastic films.	Paper with incompatible admixtures, incompatibly impregnated or soaked paper (e.g. bitumen paper)
Plastics	Molded parts: PE, PP, PS Films/bubble wrap: PE with max. 5% printed surface area Foam material: PE, PP, PS Strapping tapes: PE, PP, PS Polystyrene molded parts Other plastic mixtures: PE, PP, PS	Other plastic mixtures, rubber compounds, metal/plastic compound films, incompatibly impregnated and VCI plastic films, metal/plastic compounds, packaging materials containing PVC
Metals	Steel (including zinc-plated or painted), aluminum	tin-plated metals (tinplate), metals containing heavy metals
Wood	Untreated solid wood and plywood,	chipboards, coated or painted wood, wood shavings
Padding materials	Corrugated board, paper, bubble wrap	Chips made of vegetal products, polystyrene chips
Glass	Only when absolutely essential for reasons of chemical compatibility with the filling material	Fiber glass, mineral wool
Damp protection	Desiccant pouches, silicates, VCI films	Materials with contents harmful to health

5.1.3 Hygiene requirement

The qualitative requirements for the component being delivered determine the level of cleanliness of the packaging. This is to be taken care of by the supplier. The method and cycle of cleaning shall correspond with IKA® requirements. Pallets, containers and packaging must be supplied in a clean condition.

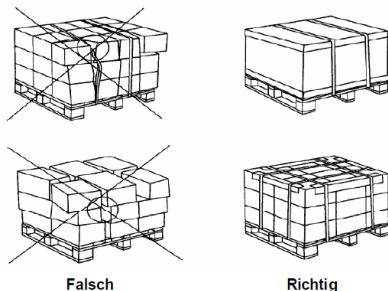
5.2 Fastening and load securing-homogeneous packaging

The fastening material used shall be adapted according to the size and weight of the consignment. The fastening material should serve both to secure goods during transportation and prove originality of shipment. Suitable materials for this include:

- self-adhesive packing tapes
- wet adhesive tapes
- fabric adhesive tapes
- stretch film
- metal and plastic tapes (for heavy consignments)



During selection, the weight, shape and material of the consignment should be considered. Metal/plastic tapes should be adequate for the task and not be stretched too tightly. Edge protection profiles and angle trims may be used if necessary.



Homogeneous packaging

Consignments shall ideally be packed with the articles consolidated. If such consolidated packing is not possible, the various consignments shall be clearly separated from one another and marked.

Fillers

Empty spaces in boxes, euro containers, loading equipment and reusable packaging shall be filled with suitable fillers. This should then prevent individual components from colliding or shifting.

Important

Small parts should be packed with outer packaging either in bundles or in pallet boxes in such a way that they cannot become lost in the filler e.g. "5th batch of sealing rings d = 10".

5.3 Definition of packaging types / transportation aids

Pool pallet (euro standard)



- External size 1200 x 800mm (Euro pallet as per DIN 15146 part 2)
- No projection over the pallet surface area permitted.
- Transportation height ≤ 2000mm (for air freight ≤ 1500mm)
- As per the quality requirements of the European Pallet Association (EPAL)
- Maximum gross weight 1000kg

Disposable pallets



- Length ≤ 1200mm
- Width ≤ 800mm
- No projection over the pallet surface area permitted.
- Transportation height ≤ 2000mm (for air freight ≤ 1500mm)
- Maximum gross weight 1000kg
- Material quality determined from goods being conveyed
- Transportable using standard forklift trucks

Wire mesh crate



Wire mesh crates should essentially be avoided and only used in exceptional cases.

- External size 1200 x 800mm (Euro wire mesh crates as per DIN 15155)
- Stackable
- As per the quality requirements of the European Pallet Association (EPAL)
- Maximum gross weight 1000kg

Euro containers

These can be used for subcontracted work (extended work bench). Euro containers should not or should only in exceptional cases be used for purchased parts.



- External size (length x width) 600 x 400mm and 400 x 300mm
- Permitted heights: 120mm, 220mm, 320mm
- ESD implementation only required for electronic components (e.g. BLPs)
- Color: blue / ESD box black
- Maximum gross weight < 15kg
- Recessed grips/handles must be provided

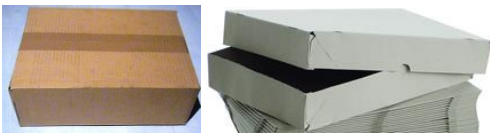
Wooden crate



- The IPPC and HPE standards are obligatory

The construction must be approved by IKA®. Furthermore the conditions of entry for the relevant IKA® foreign locations must be observed.

Disposable packaging



- Permitted exclusively for single use.
- Length $\leq 600\text{mm}$
- Width $\leq 400\text{mm}$
- Height $\leq 320\text{mm}$
- Maximum gross weight $< 15\text{kg}$
- Packaging quality determined from contents
- Ideally with slip lids

Postal or express parcels and separate consignments



Separate consignments and postal or express parcels should be adapted for the relevant shipping method.

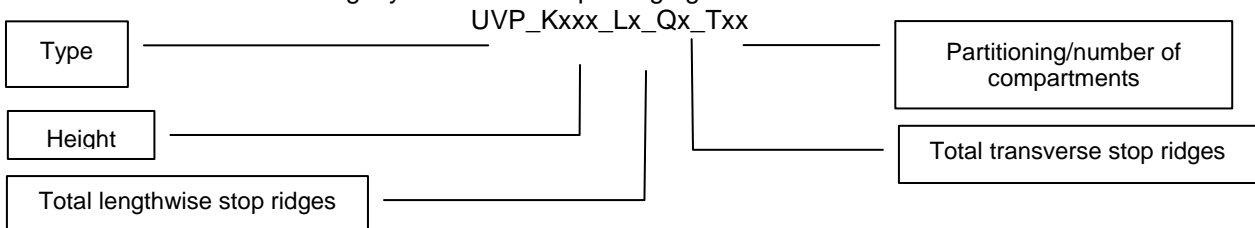
- Length $\leq 600\text{mm}$
- Width $\leq 400\text{mm}$
- Height $\leq 320\text{mm}$
- Maximum gross weight $< 15\text{kg}$
- Material quality determined from contents

IKA® reusable packaging (UVP)



- Company-specific, standardized multi-use packaging
- External dimensions: 550 x 360mm
- Height: 160mm, 180mm, 250mm, 290mm
- Modular partition system for customized adjustment to goods being conveyed
- Reusable packaging is provided by IKA
- The choice of reusable packaging is determined by IKA, taking commercial reasons into consideration

IKA® has defined the following style for reusable packaging:



Example:

UVP_K250_L2_Q4_T09 => Reusable packaging - Height 250mm, 2 lengthwise stop ridges, 4 transverse stop ridges, 9 compartments



Blisters/Trays



- Molded parts for appropriate components
- Size depends on the outer packaging
- Maximum gross weight < 15kg
- Material quality determined from contents

Special packaging

Special packaging should be avoided where possible and only used if no existing packaging system can be used. Standard dimensions for palletizing and logistics should be adhered to where possible. Special packaging shall only be used in consultation with IKA®.

Hazardous goods and best-before date



The current provisions for the transportation of hazardous goods must be observed. The supplier is liable for any damage arising from non-observance of the legal provisions.







- Only packaging of a permitted design (e.g. cardboard packaging, canisters) that are constructed according to the regulation governing individual ADR classifications shall be used for transporting hazardous goods.
- The consignment note or delivery note shall bear the relevant hazardous goods details (identification number, hazardous goods class, packaging group) as per the ADR.
- All shipped items with hazardous goods content shall be rendered clearly visible using the prescribed hazardous goods bill.
- Details of any risk of water contamination are absolutely essential.
- With articles with a limited shelf life, the date of manufacture and expiration must be stated on the container (e.g. adhesives, paints, varnish).




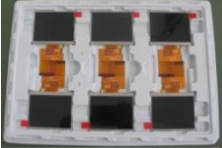







Corrosion prevention


Purchased parts that are inclined to corrode during transportation or storage shall be protected by the supplier, using suitable corrosion protection as agreed with IKA® (air-tight packaging, VCI corrosion prevention film/pouches, dry silicates, oil paper, grease/oil in exceptional cases).



6. Component-specific packaging provision

Designation	Parts category	Explanation	Sample photo
A1	Dry bulk	The separate parts should be protected against falling out and general dirt using a suitable box/film pouch. Maximum weight (15kg), stacking height and filling depth must be observed. Package batches shall be selected reasonably or shall be stipulated by IKA.	
A2	Dry bulk (ordered)	Parts shall be packaged separately and orientated in a structured manner in batches of 50, 100, 500 and 1000. Maximum weight 15kg/box	
B	Bundled parts	Parts shall be bundled into appropriate batch sizes of e.g. 50, 100, 500 etc and should be protected against general damage. Maximum weight 10kg/bundle	
C1	Parts with low finish quality	Basic protection of the parts should be guaranteed. Parts are allowed to be touching; gentle impacts are permitted.	
C2	Parts with high finish quality, design parts and sheet metal parts	Parts are not allowed to touch in the box; parts must be protected against impact. Empty spaces must be filled with a suitable filler; if possible use component-specific packaging. Use blisters or reusable packaging. Protective film may be required (see production drawing).	
C3	Precision turned or milled parts	Parts are not allowed to touch in the box. Parts must be protected against impact. Empty spaces must be filled with a suitable filler; if possible use component-specific packaging. Use a tubular net bandage, blis-	

		ter or reusable packaging.	
D	Painted/coated body	Specific parts packaging (ideally with partitions). Individual parts must be protected against impact. Empty spaces must be filled with a suitable filler. If necessary use reusable packaging or blisters. Individual parts should be packed in separate molded material (e.g bubble wrap). It must be possible to open without using tools.	 
E	Displays / front covers / membrane keyboards	Front covers / membrane keyboards should be supplied with protective film on both sides and packed separately in batch sizes of 50, 100, 500 and 1000. Displays must be supplied in appropriate molded packaging such as blister, punch and foam inlays.	  
F	Assembled printed circuit boards	Each individual printed circuit board must be packed in an ESD film pouch if the circuit boards are not supplied in an ESD box. It must be possible to open the pouch without using tools. The circuit boards can be supplied in a box with partitions (ideally use slip lids). Alternatively euro boxes with racks can also be used as reusable packaging.	 
G	SMD components	Standard feeder-suitable packaging should be selected (e.g. roll, magazines)	 
H	Special agreements	Special packing according to the separate packing regulation. This must only be used in consultation with IKA®.	

I	Equipment packaging, inlays, die cuts, collapsible boxes and other	Packaging should not be supplied folded. The load carrier should be protected against dirt; dampness and fading (e.g. stretch film, corrugated board).	
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7. Labelling, marking, sorting

7.1 Delivery note

Every shipping unit must have a delivery note attached. The delivery note must be easily visible, with a delivery note pocket attached to the consignment. In the event of multiple consignments or pallets, a packing list should also be generated and attached. Order details should be readable both as text and as a barcode (code 128).

The following order details must be included on the delivery note:

- IKA® order number
- IKA® article number with article designation
- Your IKA® supplier number
- Supplier article number
- Quantity
- Customs tariff number and country of origin
- Certificates (where necessary)
- Batch number (where necessary)
- Note partial deliveries; if possible state the delivery date of the balance

Special agreements and concessions should be noted on the delivery note. Initial samples and test materials must be clearly marked or supplied separately.

7.2 Sorting by load carrier

Where possible, effort should be made to put identical articles onto the same pallet. Avoid spreading identical articles across multiple pallets (homogeneous packing).

If one delivery must consist of multiple articles, the components must be clearly marked (see section 3.1).

7.3 Labelling

7.3.1 Labels/goods tags

Every shipment should be clearly marked. A label or tag with the shipping details (e.g. customer, delivery volume and order number) should be visible in both text form and in barcode form and attached to every shipment. The VDA 4902 goods tag can be considered as an IKA® standard. Information on this can be found in VDA Recommendation 4902 Version 4; this recommendation can be viewed on the VDA (German Association of the Automotive Industry) homepage:

<http://www.vda.de/de/downloads/69>

(1) Warenempfänger MOTORENWERKE AG D-8000 MUENCHEN		(2) Abladestelle - Lagerort - Verwendungsschlüssel ER GMBH & CO KG SPEDITION MUENCHEN	
(3) Lieferschein-Nr. (N) 808916 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) HOESCH STAHL AG ZINCAL-WERK	
(6) Sech-Nr. Kunde (P) 0 166 496 		(5) Gewicht netto 10310	(8) Gewicht brutto 10340
(9) Füllmenge (Q) 10340 		(7) Anzahl Packstücke 2250 M	
(12) Lieferanten-Nr. (V) 57349611 		(10) Bezeichnung Lieferung, Leistung RR ST 13 05 MONOZINC	
(15) Packstück-Nr. (S) 440010300010340		(11.1) Abmessung 0,80 X 0750,0 610	
(17) HOESCH STAHL AG ZINCAL WERK		(11.2) Wkp 8813895302100	
		(13) Datum P 901016	(14) Zink-Auflage 10,0 / 7,5
		(16) Chargen-Nr. (F) 1481781001 	
		Warenanhänger VDA 4902, Version 3 10:12 13.05.91	

7.3.2 IPPC Standard


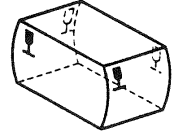

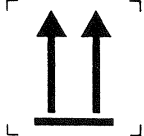
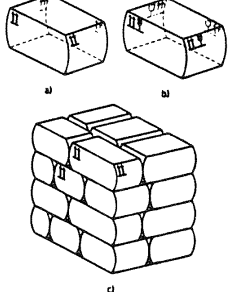
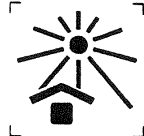

The IPPC Standard applies to the import and export of packaging material of a vegetal origin. Details on this can be found in the Regional Office for Plant Protection leaflet.


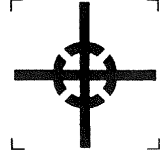
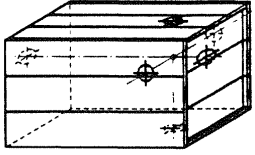


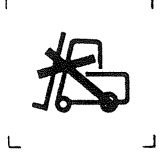
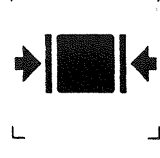
7.3.3 Sensitivity labeling (HPE Standard)


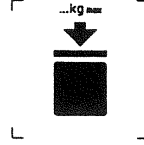
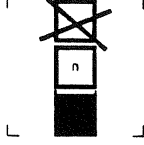
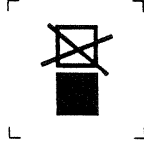
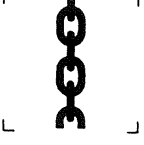
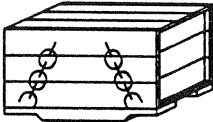
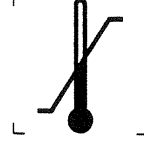
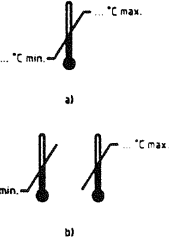
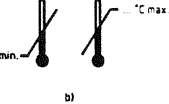
The HPE Standard is intended to act as an aid for the labeling of stress-resistant packaging for import / export. When selecting packaging the following points should be taken into consideration in order to guarantee the intact transportation of packaged goods:

- Country / place of destination
- Shipping route
- Transportation method
- Reloading
- Storage

However, the labeling does not exonerate the logistics chain from careful handling during transportation and storage.

No.	Meaning of symbol	Symbol	Function	Comments
1	breakable		The contents of this consignment are breakable and must therefore be handled with care.	ISO 7000, No. 0 621 Example of use: 
2	do not use hooks		Use of hooks for handling the consignment is forbidden.	ISO 7000 No. 0 622
3	top		Shows the correct upright position for the consignment.	ISO 7000 No. 0 623 Example of use: 
4	protect against heat		The consignment must be protected from heat.	ISO 7000, No. 0 624
5	protect against radioactive radiation		The contents of the shipment can be impaired or rendered unusable by radioactive radiation.	ISO 7000 No. 2 401

No.	Meaning of symbol	Symbol	Function	Comments
6	protect from damp		The consignment must be stored in a dry environment.	ISO 7000, No. 0 626
7	centre of gravity		Indicates the centre of gravity of the consignment that is handled as a single unit.	see 2.4.1 and 2.4.3 ISO 7000 No. 0 627 Example of use: 
8	do not roll		The consignment must not be rolled over.	ISO 7000 No. 2 405
9	do not use a sack truck		Sack trucks should not be used on this side when handling the consignment.	ISO 7000 No. 0 629
10	do not use a forklift		The consignment should not be handled using a forklift.	ISO 7000 No. 2 406
11	clamp in the direction of the arrows		Clamps must be applied on the sides indicated when handling the consignment.	see 2.4.1 ISO 7000 No. 0 631

No.	Meaning of symbol	Symbol	Function	Comments
12	do not apply clamps in the direction of the arrows		The consignment should not be handled with clamps on the sides indicated.	ISO 7000 No. 2 404
13	maximum stacking load weight		Indicates the maximum weight of the consignment stacking load.	ISO 7000, No. 0 630
14	stacking limit		Maximum number of identical consignments that can be stacked, where <i>n</i> represents the permitted number of consignments.	see 2.4.4 ISO 7000 No. 2 403
15	do not stack		Stacking of consignments is not allowed and no load should be placed on top of the consignment.	ISO 7000 No. 2 402
16	fasten here		Fasteners for lifting the consignment should be positioned as indicated.	see 2.4.1 and 2.4.3 ISO 7000 No. 0 625 Example of use 
17	permitted temperature range		Indicates the temperature range within which the consignment must be stored and handled.	ISO 7000 No. 0 632 Example of use: Anwendungsbeispiel:  a)  b)

8. Consequences of non-observance

This packaging policy is a recommendation for the IKA® group, its subsidiaries and suppliers. This packaging manual should be applied correspondingly under obligatory observance of country-specific legislation. We point out that the contents of this packaging policy document do not exonerate the company/individual involved from liability for any damage that might occur, such as faulty packaging or inadequate corrosion protection. Furthermore, the company/individual involved is not released from the duty to provide information on any regulations applicable to packaging and packaging materials.

If the supplier does not observe this packaging policy and, for example, uses disallowed materials or exceeds the permitted consignment sizes or maximum weight, IKA® will take steps to protect the goods and minimize damage by unpacking, inspecting, repacking, relabeling and replacing the goods into storage and/or disposing of the inadequate packaging. The supplier will bear the costs of these measures. These will be calculated at an effective rate of €60.00 an hour, but will be €30.00 per delivery as a minimum.

The supplier is liable as follows for damage that occurs through non-observance of this packaging policy:

- The legal provisions governing materials defect liability shall apply to material damage to the goods.
- The supplier shall be liable for damage that has occurred to legally protected interests other than the goods themselves caused by inadequate packaging, including through ordinary negligence.

The supplier is obliged to compensate IKA® for the damage that has occurred.

9. General

9.1 Goods delivery and dispatch times

Delivery and dispatch times can be found on our homepage www.ika.net.

9.2 Address list of IKA sites:

IKA® Werke GmbH & Co. KG

Janke & Kunkel-Str. 10
79219 Staufen
Germany / Deutschland
Tel.: +49 7633 831-0
Fax.: +49 7633 831-98
Email: sales@ika.de

IKA® Works, Inc.

2635 North Chase Pkwy SE
Wilmington, NC 28405-7419
USA
Hotline: 800 733 3037
Tel.: +1 910 452 7059
Fax.: +1 910 452 7693
Email: usa@ika.net

IKA® Works (Asia) Sdn Bhd

No. 17 & 19, Jalan PJU 3/50
Sunway Damansara Technology Park
47810 Petaling Jaya
Malaysia
Tel.: +60 3 7804 3322
Fax.: +60 3 7804 8940
Email: sales.lab@ika.my; sales.process@ika.my

IKA® Works Guangzhou

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173 - 175 Friendship Road
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