



**Your equipment is valuable to us, but only if it arrives in good condition.
So please follow strictly these packaging and sending instructions.**

- 1) Clearly PRINT the PO# on the outside of the BOX/PALLET and INVOICE.
- 2) Do not declare insurance value or shipper will be responsible for the additional cost.
- 3) If stated 'Pick-up' on PO, please let our logistics team via logistics@globalhardwaresolutions.com (in copy) know when equipment is available for pick-up and we will schedule it ourselves. Please include all weights and dimensions. If stated on PO our 'Shipping Account Number' and service to use i.e. (UPS etc.), please ship on this account and reference our PO# on the Airwaybill (AWB) and send us tracking number right away.
- 4) You are guaranteeing (to the best of your knowledge) all equipment is properly available for import into and/or sale within the European Economic Area ("EEA").
- 5) You have read, understood and packaged all items as per our packaging instructions in order to avoid damage of goods in transit. If goods are not packaged accordingly and damage occurs in transit, then GHS will return these damaged goods to sender and expect a full Credit.
- 6) GHS Terms and Conditions shall govern all transactions by GHS.

Sending Instructions

- 1) Make certain that all equipment is well packed: Each piece of equipment should be protected. We demand items are bubble-wrapped with a minimum of two layers of bubble wrap. Wrapped equipment should then be placed in double (walled) cardboard boxes. Double tape the boxes when closing them up.
- 2) Write down the PT number on the outside of the box.
- 3) Make sure you have all the correct shipping documents.
- 4) Once your item(s) has been received and tested, you will receive confirmation of payment. If you ordered items, the credit memo will be applied to your invoice.
- 5) Shipping address is:

GHS B.V.
attn: <Logistics and PO number>
Waarderveldweg 91
2031 BK Haarlem
Netherlands

Packaging Instructions - Pallet Shipment

- 1) Prepare pallet by placing cardboard on the bottom of the pallet.
- 2) Protect equipment as stated above and place the units on pallet. Be careful not to set fragile components of the chassis directly on the pallet.
- 3) Bubble wrap the outside of the pallet to make sure items are well protected during freight.
- 4) Secure the units to the pallet with banding.
- 5) Stretch wrap unit to protect from moisture and other external damage
- 6) Start wrapping from bottom to top and pull tight as you go.
- 7) Clearly identify the GHS PT# associated with the items and include the correct shipping documents.

Packing Instructions:

- 1) Use a standard EURO pallet. Put carton on the basis.
- 2) Place the first layer of switches/routers sideways on the carton. Ensure that the hardware doesn't overhang the pallet!
- 3) Make sure that all the serial numbers are visible from the outside.
- 4) Insert carton in between the hardware to avoid scratches.
- 5) Put a second piece of carton on top before placing the next layer.
- 6) Put again switches or routers at the pallet, with the serial numbers facing outside.
- 7) Put carton again before placing the next layer, etc etc.
- 8) Never place more than 4 layers or 80 pieces on one pallet.
- 9) Cover the top with carton or bubble wrap.
- 10) Seal the pallet with transparent seal.
- 11) Pack all related accessories' in separates boxes and put them on top.
- 12) Stick a shipping form on the outside of the pallet.
- 13) Repeat this procedure for every next pallet.
- 14) Place chassis only on pallets if they don't have wheels.



- 15) Accessories' like flash memory, cables, memory, software etc. Have to be returned as well. Please pack them in a separate box.
- 16) Instead of carton you may use bubble foil.
- 17) Pack all other equipment in bubble foil and seal it.

General

- The trade-in values stated in the PO are based on working and complete products delivered in our warehouse.
- All hardware is required to be complete with accessories, cables, adapters, (external) drives, manuals, software, licenses, recovery disks, peripherals, consumables, battery, stand and login code.
- The password should be removed.
- A final trade in value can only be determined after a technical audit of the products.
- Compact Flash injectors at the backside of the routers need to be taped with the injectors put inwards and the routers should be individually packed firmly in bubble plastic.
- Prices stated in the quote are trade in values per unit for the specified periods only.
- Supplier invoices for products after the audit of the entire project batch has been finished and has sent the audit report to the supplier. The process period is 60 days after receipt of the hardware.
- Payment of invoices is due 30 days after invoice date.
- Defective/damaged/incomplete products result in lower trade-in value.



Place a sticker on every box with number of shipment (either PT or RMA).