

General storage instructions

- SIBU design sheets must always be kept in indoor stock, no storage outside! Following instructions are to be considered:
- Design sheets to be stored flat, rolled packed design sheets should be unpacked and laid out flat and - if necessary - subjected to additional weight to improve flatness (Use carton underlay and weigh down the entire sheet in order to prevent damage.)
- Store the uppermost plate in the pile with decor side down.
- Protect SIBU products from UV rays.
- Do not expose SIBU products to moisture or humidity.
- Protect material from dirt, dust and mechanical damages.
- A permanent storage of more than 3 months at a temperature less than 0°C or more than +30°C may impact the quality of our design sheets and should be avoided.

STORAGE INFORMATION SIBUGLAS

- Always store SibuGlas products dry and flat, and protect them against the effects of humidity. Wrap the sheets in plastic together with a silicate cachet and seal carefully. This prevents possible ripples along the sheet edges due to moisture in the air. Outdoor storage is not possible and the following should be noted. Sheets delivered in rolls should be unpacked immediately and laid down flat with the topside pointing upwards. Flatness is improved by weighing down. In order to prevent damage, the card underlay should be used and weighed down over its entire area. The uppermost sheet in the stack should be stored face down. In storage, SibuGlas must be protected against sunlight and not come into contact with any liquids or damp. The material should also be safeguarded against dirt, dust and mechanical damage.

General transport instructions

- In general, for the transport of SIBU products pay attention to protect them from dirt, UV radiation, moisture and mechanical damages.
- Use stable, flat pallets with carton bedding, the pallet should be longer than the design sheets.
- Place the uppermost design sheet on the pallet with the decor side face down. This uppermost design sheet should be protected in addition by a carton and a board (e.g., chipboard, HDF...).
- The design sheets should be protected from shifting.
- The edges and sides must be also protected (edge protection, PE foil...)
- Avoid temperatures below – 35 °C or more than + 50 °C.
- Structured sheets to be transported on pallets with the patterns running in same direction.
- SIBU products must be acclimatized prior to processing; ideal processing temperature is approx. + 10 °C to + 30 °C.
- Before any processing of the design sheets read the attached processing instructions which you can also find on the SIBU website!
- **Rolled packable:**
Basically our design sheets are packed flat on pallets. However, in order to dispatch small consignments as favourably as possible, we have developed a packaging carton in which many of our design sheets can be packed rolled as well.
Basically, the following applies:
Design sheets in non-adhesive (NA) version are rolled with the decor side outwardly and design sheets in self-adhesive version (SA) are rolled with the glue side outwardly.
Exceptions:
LEATHER-LINE products and sheets with a magnetic film: always roll with the patterning on the outside.
PL 3D, WOOD-LINE and DECO-LINE products with impregnated papers: always roll with the patterning on the inside.
Packed in boxes (480x480 mm):
DECO-LINE products with strips and sheets with a magnetic film: we recommend a maximum of 2 pieces per box.
DECO-LINE products with impregnated papers, LEATHER-LINE, PUNCH-LINE 3D and WOOD-LINE: we recommend a maximum of 3 pieces per box.
DECO-LINE (excluding products with impregnated papers), PUNCH-LINE, ACRYLIC-LINE, MSC and STRUCTURE-LINE products: we recommend a maximum of 6 pieces per box.
After receipt, rolled goods should be laid out flat for around 24 hours at room temperature and if necessary, subjected to additional weight.

TRANSPORT INFORMATION SIBUGLAS

- When transporting SibuGlas care should be taken that the sheets are protected against dirt, UV rays, moisture and mechanical damage. Stable, flat pallets that are larger than the sheets are to be employed with a card underlay.
The uppermost sheet must lie on the pallet with the structured face down. In addition, this top sheet should be protected by card and a slatted frame. The edges and the sides must also be safeguarded (edge protection, PE film, ...) and temperatures below minus 35° C or above 50° C should not be exceeded.

The enclosed processing instructions must be read prior to use of the sheets. These instructions are also available on the SIBU website.
Sibukle D 22 HV may not be stored at temperatures below +5°C and during transport must be packaged in frost-protective material.
Where possible, SIBU products should be used within 12 months (with the exception of products pretreated with PVA).
For enquiries, please contact your salesperson or retailer.

General delivery provisions

Procedures if deliveries are damaged

- **The damage must be noted on the driver's CMR**
 - subsequent additions on the CMR of the recipient are excluded from CMR liability.
 - if there is no CMR from the forwarder (electronic transfer), always instruct the driver to make a note of the damage!
- **Notes on damaged goods on the SIBU delivery note are NOT accepted by the damage insurance.**
 - but they are helpful for SIBU in recording the damage to the designs
- **Photographs of the damage to the goods and packaging**
 - photograph not only the damaged goods but also the goods including packaging (pallet and boxes)
 - photographs before the goods are unloaded are helpful as well (goods are still on the truck) e.g. at upright delivery of the pallet
- **The goods remain the property of SIBU Design in spite of the damage.**
 - after processing the damage, SIBU will decide what to do with the damaged goods (return to SIBU Design, disposal or other use)
- **Damage must be reported within 1 week**