

Logistics Manual for Suppliers

These instructions are intended to support the cooperation between the supplier and SELVE company in terms of labelling and packaging goods delivered to a SELVE site. The supplier shall expressly agree deviations from these instructions.

1. Scope

These instructions apply to all goods deliveries to SELVE sites, as well as transport between different SELVE works.

2. Delivery

The delivery address and delivery time are stated on the order.
Goods are not received outside of the defined delivery times.

3. Papers accompanying goods

The supplier/dispatcher is responsible for creating the accompanying papers correctly according to statutory provisions.

3.1 Consignment note

The consignment note must contain the following consignment details:

- Supplier and supplier address
- Name and address of the haulier (if not the supplier itself)
- Receiver's name and address
- Order and/or assignment number
- Number of packaging items belonging to the consignment
- Total weight of the consignment
- Handover and/or dispatch date of the consignment

3.2 Delivery note

In principle, deliveries are not accepted without a delivery note.

A delivery note must be created and enclosed with each consignment. Each article number shall be listed only as one item on the delivery note. The delivery note must contain the following minimum details per delivery note item.

- Supplier and supplier address
- Receiver's name and address
- SELVE order number
- SELVE article number
- SELVE article name
- Current drawing index
- Batch (if relevant)
- Delivery amount (in the ordered amount)
- Number of packaging units (VE)

Logistics Manual for Suppliers

4. Packaging and packaging labelling

4.1 General

Choose the packaging based on the requirements of the goods to be packed. (§§ 407 et seqq. German Commercial Code)

It must meet the strains of the envisaged transport type. This means that the transport route and means of transport, as well as potential influencing circumstances such as weather and the handling of re-loading must be taken into account.

Observe the following:

- Type and state of the planned route
- Expected influences on the goods during transport
- Climactic conditions
- Exposure to potential contamination
- Sufficient packaging protection when the goods are being stored, re-loaded and otherwise moved

The dispatcher is liable for damage and expenses resulting from packaging not consistent with the above requirements.

4.2 Goods packaging (packaging unit)

Each packaging unit must be packed with one type of articles only, i.e. multiple different articles must not be mixed in the same packaging, e.g. a carton.

The supplier is responsible for packaging the goods in an anti-damage and transport-secure manner consistent with § 411 German Commercial Code.

4.2.1 Packaging type

- Individual packaging items moved manually: max. 15 kg
- Loading units / pallets / GiBo: max. 800 kg

Dimensions:

- Greatest base area dimension max. 80 x 120 cm (Euro pallet dimension)
- Each carton base area must be compatible with the Euro pallet dimension.
- However, the carton dimensions must be designed so that the maximum carton weight is not exceeded.
- Pallet height under 5.2.2

4.3 Goods labelling / packaging unit

Each individual packaging unit, including each packaging unit within re-packaging (e.g. carton in carton), must be labelled with a label containing at least the following details in the minimum font size 12pt:

- SELVE article number
- SELVE article number also as bar code EAN 13
- SELVE article name
- Batch number (if relevant)

Logistics Manual for Suppliers

- Quantity in the packaging unit

Example label:



4.4 Pack list

If a delivery consists of multiple packaging items or pallets, a pack list shall be enclosed with the following order information:

- Packaging item or pallet number
- SELVE article number
- Article quantity
- Number and content of individual packaging items

This information must also be visible from the markings on the individual packaging items: The content in the individual packaging pieces must match the markings.

5. Load carriers

Deliveries shall be rendered exclusively on the loading aids listed in the following:

- Euro pallet (DIN 15146) dimension (LxWxH): 1200x800x144 [mm]
- Euro cage pallet dimension (LxWxH): 1240x835x970 [mm]
- One-way pallet dimension (LxWxH): 1200x800x144 [mm]
(Maximum load: 1000 kg; configuration consistent with the Euro pallet)

The dimensions of the loading aid (1200 mm x 800 mm) must not be exceeded.

If loading aids or packaging items need to be used exceeding the dimensions stated above, this requires the express prior approval of SELVE.

Loading carriers may contain loading units from multiple individual containers (cartons, small load containers, etc.), meaning that they can be handled, transported, stacked and stored as one unit.

Logistics Manual for Suppliers

5.1 Requirement for shipping packing

Irrespective of the chosen packaging type, the following requirements must be met:

- Damage-free goods delivery
- Optimum loading units must be formed
- Transport insurance
- Suitable for stacking
- Stipulated standard dimensions must be observed
- Structure suitable for handling
- Materials suitable for recycling
- Labelling of used packaging materials

5.2 EURO pallet

5.2.1 Requirements for EURO pallets

Pool pallets shall be used in the internationally recognised sizes of 1200 x 800 mm (Euro pallets according to DIN 15146 part 2). The pallets must satisfy the quality requirements of the European Pallet Association (EPAL) and have the following three fire marks on the longitudinal side.

- Left: mark of a European railway company, e.g. DB mark
- Centre: quality mark of the European Pallet Association (EPAL) and the manufacturer code
- Right: EUR mark as the mark of the European pallet pool of the railways
- The wood must be treated according to ISPM 15 (IPPC standard).

Do not use damaged pallets. Damage includes:

- Splinters on bottom or top deck lead boards or blocks
- Lateral or diagonal board seizure
- Brittle or rotten boards or blocks
- Missing boards or blocks or distorted blocks
- Unauthorised repair and unauthorised components (e.g. by boards or blocks that are too small)

5.2.2 Forming loading units on EURO pallets

The load must not overhang the pallets. Pallets must be loaded evenly on each level. The maximum weight of a EURO pallet is 800 kg (incl. tare).

Permitted height grids:

- H1: 1050 mm (450 mm goods + 150 mm pallet)
- H2: 1500 mm (1350 mm goods + 150 mm pallet)
- H3: 1950 mm (1800 mm goods + 150 mm pallet)

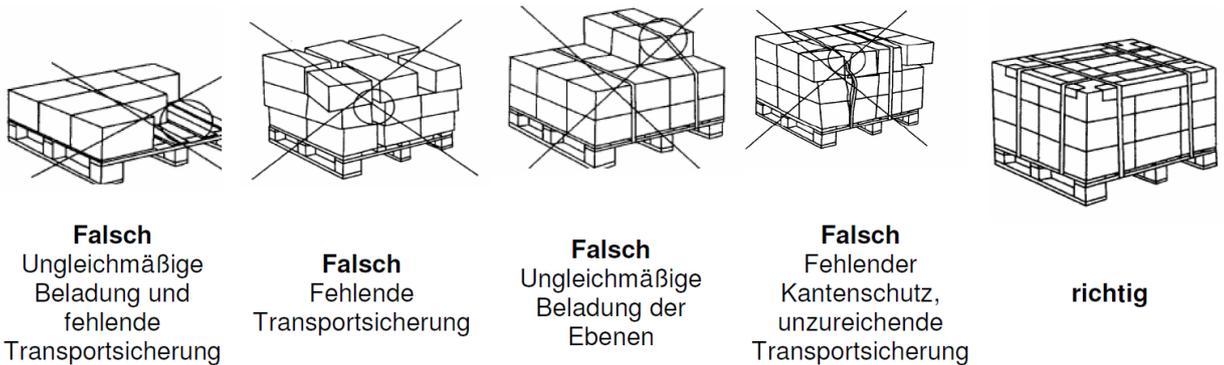
The loading unit shall be secured if possible by stretch foil, strapping or pallet frame, meaning that the loading unit cannot slip when it is transported with a forklift truck or automatic conveyor.

Straps must not cut into cartons and this shall be avoided by using edge protectors.

The pallets must be suitable for a high-bay warehouse; they must be able to be handled using floor-level conveyors and automatic conveyor technology.

Logistics Manual for Suppliers

Therefore, the free space between the pallet feet must not be impaired by the loading unit securing.
When partial amounts are removed from a loading unit, ensure that the remaining amount is secure.



5.3 Cage pallet

The cage pallets (according to DIN 15155), which are also poolable, have the basic dimensions 1200 x 800 mm. The flat pallets and cage pallets must satisfy the quality requirements of the European Pallet Association (EPAL).

- The cage pallets must be suitable for a high-bay warehouse.
- Damaged cage pallets must not be used.
- Do not load the pallets beyond the side edges.
- The maximum permitted total weight is 800 kg.
- The maximum permitted loading height of the cage pallet is 1500 mm.

When the goods are stacked above the top edge of the cage pallet, use transport securing as described for the EURO pallets.

Inscription plate on cage pallets

Euro cage pallets are constructed according to UIC 435-3 and can be exchanged in the European pallet pool only if the inscription plate contains the following entries:

Logistics Manual for Suppliers



5.4 Coils

The regulations contained in each order shall be observed.

5.5 Delivery of packages

When individual packages are delivered, the dispatcher and receiver must be clearly visible on the outside.

If the consignment comprises multiple packages, this also needs to be visible on the outside.

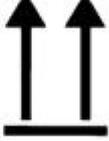
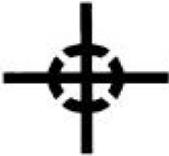
If a consignment comprises multiple packaging items, clearly label the packaging item containing the delivery note; all packaging items must be labelled with the total number (e.g. 1 of 2).

5.6 Exchanging loading carriers

It is not compulsory to exchange Euro pallets and cage pallets immediately. Defective loading gear is not exchanged immediately.

6. Handling symbols

Goods subject to particular handling shall be labelled with international symbols pursuant to DIN 55 402.

				
Vor Nässe schützen	Zerbrechliches Gut	Oben	Vor Hitze schützen	Elektrostatisch gefährdetes Bauteil
				
Schwerpunkt	Anschlagen hier	Zulässige Stapellast	Handhaken verboten	Sperrschicht nicht beschädigen

Logistics Manual for Suppliers

7. Hazardous goods symbols

The hazardous goods symbols can be found in the international Recommendations on the Transport of Dangerous Goods. Labelling takes place consistent with the valid codes.

8. Safety and environment

8.1 Safety regulations and traffic rules

German traffic regulations apply on the entire works site.

The maximum travel speeds are:

- In the open air on the works premises: 10 km/h
- Inside areas: Walking pace (< 10 km/h)

Instructions from the SELVE staff must be followed, particularly from the unloading and loading staff.

8.2 Securing the load and transport

The loading supplier is generally also responsible for securing the load during unloading consistent with § 412 German Commercial Code. SELVE is only a vicarious agent here.

Therefore, the supplier is responsible for the goods to be unloaded being properly secured on the vehicle as well as on the load carriers (pallets, cage pallets); it must also ensure that only secure load carriers are used and these can be unloaded securely.

The dispatcher is also responsible for packaging the goods securely for transport.

The measures described below regarding the requirements for load carriers, as well as forming and securing load units, serve to achieve these tasks.

8.3 Environmental requirements

The goods packaging and securing gear for loading units must generally be made of environmentally friendly and recyclable material.

- Composite materials are fundamentally prohibited.
- Bag, stretch and shrink foil must be made of polyethylene foil (PE) only.
- Packaging containing CFCs, PVC, or similar packaging, as well as such packaging not consistent with our regulations shall be disposed of at the supplier's cost.
- Polystyrene is generally permitted on mould parts only. Polystyrene chips are prohibited.
- Paper and cardboard must be free from hazardous substances from the paper production process.
- Straps must be made only from artificial straps made of polypropylene (PP) or polyethylene terephthalate (PET).

Metal straps are required for coil deliveries only.

9. Non-observance of the regulations for labelling and packaging

If the listed regulations for labelling and packaging are not observed, a complaint is triggered.

To process any justified complaint, SELVE charges a fee of EUR 50.00. Moreover, costs for the additional work arising to rectify the errors, e.g. re-packing, re-labelling, disposal, are charged to the supplier additionally.