Requirements of procurement logistics

Revision index 1.7 – 20.09.2023

Content

1 Scope 3
2 Packaging instructions 3
2.1 Non-returnable packaging 3
2.2 Returnable containers 4
2.3 Marking 5
2.3.1 Labelling 5
2.3.2 Treatment instructions 6
2.4 Requirements regarding filling/padding 7
2.5 Delivery of identical sorts and lots 7
2.6 Pallets 8
2.6.1 Europallet 8
2.6.2 Special pallets 9
2.7 Delivery condition 10
2.7.1 Quality documents 10
2.7.2 Other requirements 10
2.8 ESD-sensitive parts 10
2.9 Delivery of hazardous goods 10
3 Transportation 11
3.1 Domestic transport 11
3.2 Foreign transportation 12
4 Reception hours 13
5 Requirements of the delivery note 13
5.1 Affixing the delivery note 13
5.2 Set- up of the delivery note 13
5.3 Bar code 14
5.3.1 Bar code type to be used 14
5.3.2 Combination of part number bar code with order item number 14
5.3.3 Bar code dimensions and position 14
5.4 Batch information 15
5.5 Information on destination of goods 15
5.6 Import information 15
5.7 Expiry date (life period) 15
5.8 Pagination of multiple page delivery notes 15
5.9 Example of a delivery note 16
6 Specifications for electronic data exchange 17
7 Deviation from specification 17
8 Remarks to revision index 17
Supplementary documents 17

1 Scope

Deliveries of material to E-T-A will be effected in accordance with the regulations of current version of this performance specification, the related individual agreements and the general conditions of E-T-A.

2 Packaging instructions

The following items describe the requested nature of the basic packaging of shipments to E-T-A.

Please observe the applicable product group specifications.

Requirements regarding collective packaging are described in more detail under item [**Fehler! Verweisquelle konnte nicht gefunden werden.**].
Requirements regarding shipment to E-T-A (shipping weight etc.) can be found under item [3].

2.1 Non-returnable packaging

Non-returnable packaging are only to be used in individual cases and after prior agreement. Maximum weight 15kg.

Properties of packaging:

Packaging has to be designed in a way so as to ensure the following:

- Protection of product against damage and impurities
- Good access to product without damaging it upon removal
- Optimised contents
- Basically stackable
- Quality depending on purpose of use and/or filling weight
- If the goods are wrapped on pallets, care must be taken that the film and straps neither protrude nor are wrapped on the lowest pallet.

Cleanliness:

The container must be clean and dust-free inside and out so that the contents will not be affected by impurities. There must be no loose particles in the container.

Nature:

The packaging must allow environmentally friendly disposal, it must be free of hazardous substances and must be marked with the RESY symbol.

2.2 Returnable containers

Use of E-T-A returnable containers is preferred. For additional information please contact the E-T-A purchase departement.

Dimensions/weight:

Euro standard container (maximum weight):

- 400 x 300 x 75mm (maximum 15kg)
- 400 x 300 x 120mm (maximum 15kg)
- 400 x 300 x 175mm (maximum 15kg)
- 600 x 400 x 220mm (maximum 30kg)
- 600 x 400 x 75mm (maximum 30kg)

Cleanliness:
The container must be clean inside and out so that the contents are not affected by contamination. There must be no loose particles in the container.

Lockability:
Containers must be closed with a suitable lid in such a way as to prevent the ingress of dirt or foreign matter.

Labels:
The attached labels must not be detached or pasted over. The application of own labels is prohibited.

Collective packaging
It is permissible to pack individual packages in a collective package.

Dimensions/Weight:
The maximum dimensions of a collective packaging result from the shipping route to be chosen. This is dealt with in more detail in point [3].

The weight limit of 15 kg or 30 kg mentioned in [2.1/2.2] refers in this case to the individual basic packaging.

<u>A collective package must not weigh more than 45 kg.</u>

Properties of the collective package:

Packaging has to be designed in a way so as to ensure the following:

- Protection of the basic packages (damage/impurities)
- Good access to basic packages (no damage upon removal)
- Stackable

Nature:

The packaging must allow environmentally friendly disposal, it must be free of hazardous substances.

2.3 Marking

2.3.1 Labelling

Each package has to be marked with label on the front end left containing the following information. The following information is necessary:

- Manufacturer/supplier
- E-T-A part number with index (article index)
- quantity
- date of production
- name of material
- date of delivery
- reference weight
- batch number if requested

In accordance with the regulation on packaging and the recycling management and waste law a mono-material labelling is expected (paper label on folding box, PE label on PE bag).

2.3.2 Treatment instructions

If the content of the package requires a special handling of the package, this has to be shown on the outside of the package by clearly visible notices. The standard symbols for the handling of goods to ISO R/780 and DIN 55402 must be used. See the following examples:

Symbols	German meaning	English meaning
	Oben	This way up
	Vor Nässe Schützen	Keep Dry
	Zerbrechliches Packgut	Fragile, Handle with care
	Vor Hitze/Sonneneinstrahlung schützen	Keep away from heat
	Zulässiger Temperaturbereich	Temperature limitations
	Elektrostatisch gefährdetes Bauelement	Electrostatic sensitive device
	Nicht stapeln	Do not stack
	Nicht rollen	Do not roll

2.4 Requirements regarding filling/padding

Filling material must be recyclable and CFC-free, sulphur-free and ammonia-free.
Only dust-free materials must be used.

The following materials must not be used:

- compound
- foam peanuts
- styrofoam
- shreddered cardboard
- dust raising materials
- organic materials
- wood shavings

2.5 Delivery of identical sorts and lots

Order items must not be mixed in one packaging unit, but have to be separated by the basic packages. Quick identification of the corresponding order items is of the essence. Should an order item not fit into a basic package, it can be distributed onto several basic packages. Those have to be marked in a way so as to clearly show how they are related, e.g. 1 of 2, 2 of 2 etc.

If batch management is required, partial quantities from different batches must not be merged. All parts subject to batch management must be packed separately and marked accordingly. The reference must be shown on the delivery note.

One item on the delivery note must correspond to at least one packaging unit.

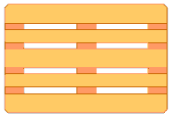
2.6 Pallets

E-T-A uses automatic conveyor and storage technology for transportation and storage of pallets. This requires correspondingly conveyable pallets.
If re-palletising is required due to a defective or wrong pallet, we reserve the right to charge the costs incurred.

2.6.1 Europallet

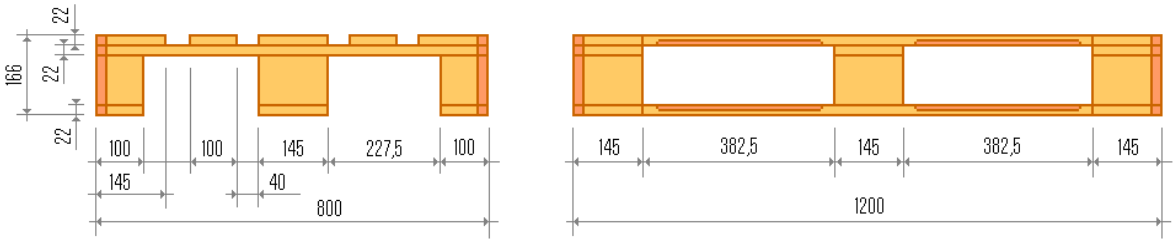
Europallets are to be used as a standard.
(DIN EN 13698-1)

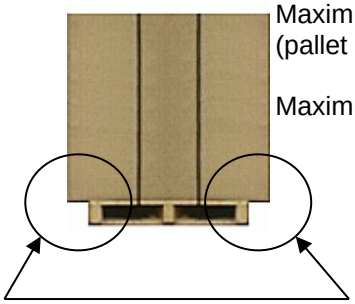
Dimensions/Weight



Maximum pallet dimensions:	1200 x 800mm
Maximum load dimensions:	1200 x 800mm
Maximum pallet height:	2000mm (pallet incl. load)
Minimum pallet weight:	20 - 25kg
Maximum pallet weight:	1000kg
Overhangs:	No overhangs are allowed.

PALETTE EUR - EPAL©





Maximum pallet height 2000mm
(pallet incl. load)

Maximum pallet weight 1000kg

Loading of pallets must not overlay!

Condition

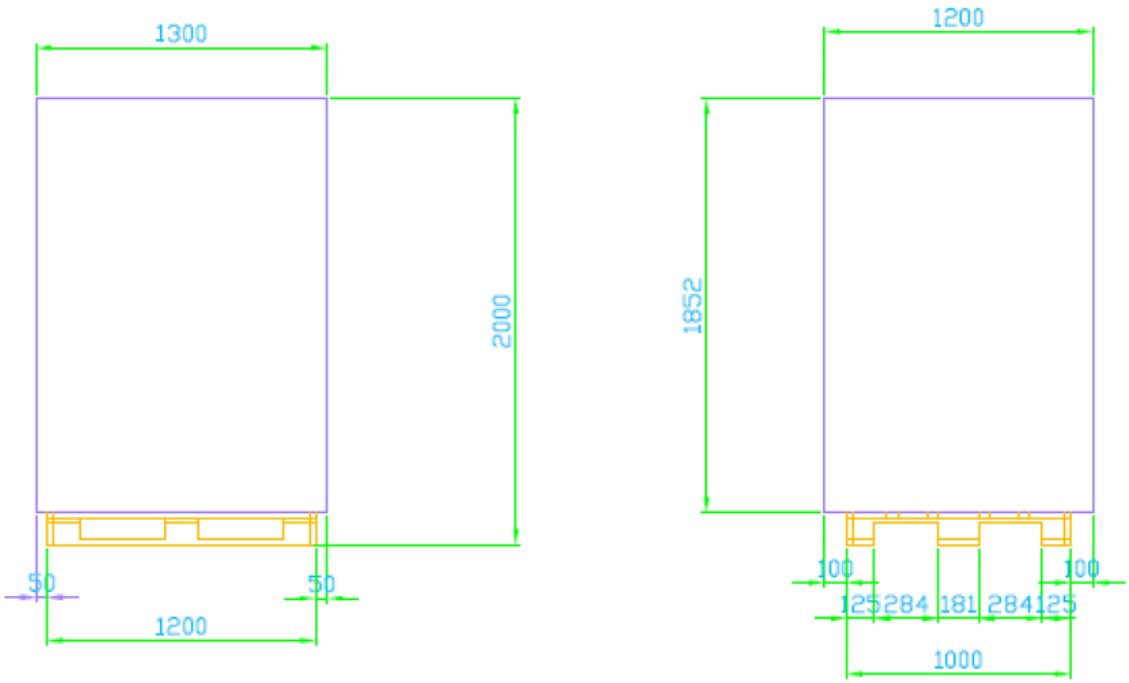
According to quality classification of the EPAL, the pallets have to be in new condition, class A or B and suitable for conveyance on automatic storage and transportation systems.
(Please see: http://www.gpal.de)

2.6.2 Special pallets

Special pallets must only be used after prior written agreement with Purchasing or Material Planning.

Dimensions/weight

Maximum pallet dimensions:	1200mm x 1000mm
Maximum load dimensions:	1300mm x 1200mm
Maximum pallet height:	2000mm (pallet incl. load)
Minimum pallet weight	20 - 25kg
Maximum pallet weight:	1000kg
Overhangs:	Overhangs must be identical on both sides and include load securing/packing.



Condition

According to quality classification of the EPAL, the pallets have to be in new condition, class A or B and suitable for conveyance on automatic storage and transportation systems.
(Please see: http://www.gpal.de)

2.7 Delivery condition

2.7.1 Quality documents

Currently requested test protocols must be enclosed in the delivery.

2.7.2 Other requirements

- All parts provided by E-T-A and the finished products must be secured against unauthorised access by third parties.
- Deliveries have to protected against environmental influences (e.g. humidity) by suitable measures.
- Charge carriers must be permanently marked with the tare weight.
- The goods must be accompanied by a note or paper slip indicating the net weight of the entire goods lying on the charge carrier.

2.8 ESD-sensitive parts

For above parts which might be prone to damage by electrostatic discharge, the following requirements apply:

- ESD-sensitive parts (electronic components) have to be shipped by using an ESD-suitable packaging.
- Meeting the standards in their currently valid issue:
  - DIN EN 61340-5-1 – General requirements
  - DIN EN 61340-5-3 – Properties and requirements for the classification of packaging used for ESD-sensitive components.
- Indication of parts has to be placed on the outside of the ESD packaging.
  The antistatic packaging has to be closed with a label carrying the ESD symbol.

- Fillers have to be chosen in a way so as to exclude the risk of charge generation.

2.9 Delivery of hazardous goods

The duties and obligations of the law on the transportation of dangerous goods and the subordinate regulations in their respectively valid version must be considered and complied with.

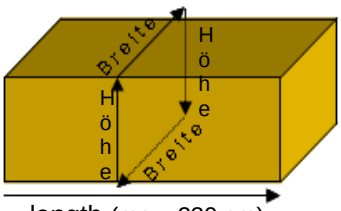
Hazardous goods can only partly be accepted by courier or express parcel services. Acceptance and the required documentation have to be agreed directly with the parcel service without consultation of E-T-A.

If it is not possible to send the hazardous goods by complying with the relevant directives, further proceedings have to be agreed with E-T-A.

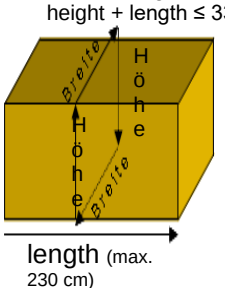
3 Transportation

In general, for all deliveries paid for by E-T-A, only forwarders designated by E-T-A are to be hired. The following applies:

3.1 Domestic transport

Total weight	< 120kg	> 120 kg
Shipped by	UPS	Geis Eurocargo GmbH
Shipping declaration	• with indication of the E-T-A customer number: 820512 • UPS-Call Center: +49 800 / 8826630 or • Online: www.ups.com • Service Level: Standard	• Email: zaa@geis-group.de • With indication of the E-T-A customer number: 301567
Shipping information (Package)	• Max. 30 kg per package • Max. 5 packages (If more packages are necessary to send a consignment <120 kg, please hire our in-house forwarder instead of UPS.)	• Max. 30 kg per package • Max. pallet weight 1,000 kg
Max. dimensions	• Length + circumference per package max. 330 cm Formula: Width + height + width + height + length ≤ 330cm  	• Loading of pallets must not protrude! • In consideration of item 2.7.
Other shipping instructions	• If a shipment <120 kg cannot be split into individual packages with max. 30 kg, it must be shipped with Geis Eurocargo. • Shipments per cash on delivery are generally unacceptable. • Freight costs of third-party forwarders are not accepted by E-T-A. • When in doubt, please consult our responsible purchaser before shipping. Name and contact data can be found on the order.	

3.2 Foreign transportation

	Refers to all countries	EU	Third country
Total weight	< 30kg	> 30 kg	> 30 kg
Shipment by	UPS	Geis Eurocargo GmbH	Spedition DB Schenker
EORI-No.:	DE2393344		
Advice	• With indication of the E-T-A customer number: 22037Y • UPS-Call Center: +49 800 / 8826630 or • Online: www.ups.com • Service Level: Express Saver	• Email: zaa@geis-group.de • With indication of the E-T-A customer number: 301567	• Email: schenker.nuernberg@dbschenker.com • Phone: +49 911/47722661
Shipping information (Package)	• Max. 30 kg per package	• Max. 30 kg per package • Max. pallet weight 1,000 kg	• Max. 30 kg per package • Max. pallet weight 1,000 kg
Max. dimensions	• Length + circumference per package max. 330 cm Formula: Width + height + width + height + length ≤ 330cm  	• Loading of pallets must not protrude! • In consideration of item 2.7.	• Loading of pallets must not protrude! • In consideration of item 2.7.
Other shipping instructions	• Shipments per cash on delivery are generally unacceptable. • Freight costs of third-party forwarders are not accepted by E-T-A. • When in doubt, please consult our responsible purchaser before shipping. Name and contact data can be found on the purchase order.		

4 Reception hours

For the site Altdorf the following reception hours apply:

- Monday through Thursday: 7 a.m. to 4 p.m.
- Friday 7 a.m. to 2 p.m.

5 Requirements of the delivery note

5.1 Affixing the delivery note

The delivery note has to be affixed on the outside of the parcel, for example be means of delivery note bags.

5.2 Set- up of the delivery note

Form and contents of the delivery note have to comply with the example delivery note under 5.9.

The following information has to be indicated as bar code:

- Number of delivery note (once per delivery note)
- Order number combined with ordering item number (on item level per item)
- Supplied quantity (on item level per item)

In addition the following has to be shown on item level:

- Batch information (if full traceability is required) see 5.4
- Information on goods destination (always), see 5.5
- Import information (if imported goods), see 5.6
- Expiry date (unless life period is unlimited) see 5.7
- Other specialties see Product group specifics

5.3 Bar code

5.3.1 Bar code type to be used

Please use exclusively bar code types 39 (preferred) or 128
Definitions of the codes can be found in the following standards:

- **Code 39: ISO/IEC 16388 bar coding**
- Code 128: ISO/IEC 15417

5.3.2 Combination of part number bar code with order item number

The part number and the order item make up one joint bar code. The following form is imperative:

- The bar code has 15 digits (no blanks).
- The digits 1-10 indicate the part number related to the delivery note item.
- The digits 11-15 indicated the order item number of the article, with left-hand zeros.

The bar code must NOT hold a dash.

The example above would indicate the article listed as the second item of order number 4500091127
When shown in plain writing, the order no.s and order item no.s are separated by means of a dash.

5.3.3 Bar code dimensions and position

Width values show minimum values. Should more space be required for a legible representation, the bar codes have to be shaped correspondingly wider. The left edge of the wider bar codes has to be positioned as shown on the example delivery note.

Delivery note number bar code
width: 60 mm
height: 7 mm

Part number and order item number bar code
Width: 70 mm
Height: 7 mm

Quantity bar code
Width: 40 mm
Height: 7 mm

5.4 Batch information

If material is supplied for whose primary material a manufacturer batch is indicated, the following information has to be shown on the delivery note in addition (e.g. moulded parts):

- material
- Manufacturer
- batch number of primary material

The batch number of the production order of the suppliers has also to be shown on the delivery note.

5.5 Information on destination of goods

Place of unloading and consignee have to be shown on the delivery note. Unless otherwise agreed, goods incoming is generally the place of unloading.

5.6 Import information

For shipments from abroad, the following information has to show on the delivery note:

- Customs tariff number
- Country of origin

5.7 Expiry date (life period)

If material has a limited storage life, the expiry date has to be indicated on the delivery note. The manufacturing date is not sufficient.

5.8 Pagination of multiple page delivery notes

Pagination has to be carried out so as to show exclusively complete delivery note items on the individual pages

5.9 Example of a delivery note

NotExistent Ltd.

delivery note

NotExistent Ltd. – First street 4 – 90431 Nuremberg

Firma
E-T-A
Elektrotechnische Apparate GmbH
Industriestr. 2-8

90518 Altdorf

Delivery note number	200521434E
Reference number in case of queries	
Date	24.04.2007
sales tax id-number	DE 1234567
contact	John Doe
customer	11502
sales tax id-number	XY1234
Shipping method	Spedition
Shipping terms	FCA
Supplier number	6080203

Reference: order confirmation 2006-59825

No.	Buyer's order - item	part number	part-index	part-description	quantity	load carrier
1	4500091127-00020	Y30388501	m	Schnapprahmen	4840 pc.	22

Best before 01.06.2009

Unloading point: B
Consignee: KoSt: 111

2	4500091127-00030 X22217607 A c Knopfkappe gruen 7000 pc. 4

Molding compound: Ultramid B5XTG8
Manufacturer: BASF
Raw material batch: 5410875

Supplier batch no.: 2458457

Unloading point: A
Consignee: KoSt: 125

3	4500091127-00010 TB12D33 b Bim.G35 0,50 x 3,5 5,00 kg 8

Manufacturer: Futschi Ltd.
Raw material batch: 6524815

Supplier batch no.: 4524587

Unloading point: B
Consignee: KoSt: 287

Manufacturer: Tokyo-Tec Country of origin: Japan
Customs tariff no.: 85414010 Tariff preference: No

4	4500091127-0040 Y30308323 - Light emitting diode 2000 pc. 1

Manufacturer: Osram Country of origin: Malaysia
Customs tariff no.: 85414010 Tariff preference: No

Unloading point: B
Consignee:: KoSt: 385

Best before 01.03.2008

6 Specifications for electronic data exchange

E-T-A as a whole is striving for electronic data exchange. For concrete implementation, please contact your contact person.

7 Deviation from specification

Should the requirements of our guidelines of procurement logistics be neglected without having agreed on other stipulations, E-T-A reserves the right to return the goods or to invoice the supplier with any extra costs caused (work/time/material).

Deviations of suppliers of production material from our specifications lead to downgrading in the supplier evaluation.

8 Remarks to revision index

Ausgabedatum	Änderungen	Veranlasser Grund
	Revision index 1.4 3.1: Email-Adress of logistics provider Geis	
	Revision index 1.5 • 3.2: EORI-Number added • Update layout	
	Revision index 1.6 3. Update of tranportation tables	
08.12.2022	deposit in Managementsystem	P. Kramer
21.08.2023	Revision index 2. - 3. & 6.	L.Putsche
20.09.2023	deposit in Managementsystem	L.Putsche

Supplementary documents

- Manual container cycle
- Product group specifics
  - Coils
  - Electronic components
  - Printed circuit boards
  - Rod material
  - Thermo-bimetal strips