

Packaging and delivery instructions, marking of service parts

1. Introduction

1.1. Target

The purpose of this document is to describe the proper use of load carriers, packaging and labelling techniques. It describes to the executing person/entity how goods are to be optimally packed and labelled and which options are available for this.

It further serves as a guide for purchasers to agree with suppliers on the use of the right packaging. The target is to find a packaging incl. labelling that allows a passage through the value chain without unnecessary handling.

1.2. Scope of application

The minimum requirements for deliveries to Robert Bürkle GmbH are described below. In particular, it is pointed out that the following contents do not release the executing persons/entities from liability for damage caused by defective packaging. The descriptions do not exempt from the obligation to inform about the respective valid regulations for packaging and packaging materials of the legislator.

2. Packaging

2.1. Function

Packaging for Robert Bürkle GmbH basically has to fulfil the following three functions.

- **Protective function:** The packaging must protect the goods from mechanical and environmental influences and against loss.
- **Stock function:** The packaging must be designed in such a way that clear and safe storage is possible. Further, it should support various storage technology if needed (high racks, cantilever racks, etc.).
- **Loading and transport function:** The packaging should ensure easy and rational handling of the goods. This includes handling by hand as well as by forklift.

2.2. Requirements

In order to fulfil the above three functions, a package must meet the following requirements:

- High packing density of the load carriers (e.g. no unnecessary empty spaces within a grid box).
- Efficient utilization of cargo space in lorries.
- Modular structure. The packaging should always be a part or a multiple of the standard logistics dimension 1200mm x 800mm (exception: bulky goods).
- The height of 1000mm should not be exceeded (exception: bulky goods).
- Overhangs exceeding the logistics standard dimension are to be avoided (exception: bulky goods).
- There must be no mixing of different articles within a load carrier. The use of subcarriers is possible. (An exception is left, right articles. However, this is only allowed in consultation with a purchaser and the articles must be distinguished from each other and clearly marked).
- Goods stackability of different load carriers.
- Goods must be secured within a load carrier in such a way that no losses can occur.
- Reusable packaging is preferable to disposable packaging. Composite materials are to be avoided altogether.
- Dangerous goods may only be transported in approved packaging.

2.3. Definition of different packaging

- **Disposable packaging** Disposable packaging is only intended for one transport route and is disposed of after this route. For ecological reasons, reusable packaging is generally preferable wherever possible. Disposable packaging is procured by the supplier, whereby attention must be paid to the following criteria:
 - o Easy handling (both by hand and with forklifts)
 - o Stackable at least twice
 - o Recyclability
- **Reusable packaging:** Reusable packaging is generally designed to last longer. Reusable packaging can be in the possession of the supplier or the company Robert Bürkle GmbH. Further, such load carriers can also be pool products. The following criteria must be observed:
 - o Easy handling (both by hand and with forklifts).
 - o Possible stacking, where the stacking factor depends on the dimension of the load carrier.
- **Combined packaging:** Combined packaging consists of a combination of disposable and reusable packaging.
- **Special case with special load carrier:** Special cases with special load carrier are goods that exceed the standard logistics dimension of 1200mm x 800mm in length or width. The load carriers for such goods must be designed for handling by lift trucks without exception. These load carriers are often special racks owned by suppliers or Robert Bürkle GmbH. In general, care should be taken to ensure that such load carriers are also stackable.
- **Special case without special load carrier:** Special cases without a special load carrier are goods with such an extreme size that it is no longer possible to deliver these goods in load

carriers. Examples of such goods are lifting platforms and chassis. These articles are transported and stored only with packing aids (transport timbers).

2.4. Size and marking of the load carriers

- **Size of the load carriers:** As mentioned above, the standard size is generally 1200mm x 800mm x max. 1000mm. Standard load carriers (reusable) based on this basic dimension are Euro pallets (P1 and P2) according to DIN 15146-Part 2, lattice boxes (G1 and G2) according to DIN 15155. An exception is bulky goods with overhang.
In order to be able to guarantee high-rack storage capability, no damaged load carriers may be in circulation. Furthermore, it must be ensured that only closed surfaces are visible in the area of the floor and the pallet feet.
- **Marking of the load carriers:** According to current status, marking of the load carriers has not yet been implemented, but is planned for the future.
- **Maximum weight for handmade goods:** Cartons or reusable boxes (Kanban boxes) handled by hand shall not exceed a maximum weight of **10 kg**.

2.5. Packaging aids

Packaging aids are materials that are used to seal and/or pad a package. Packaging aids are divided into six groups at Robert Bürkle GmbH.

Group	Example	Note
Plastic	Stretch foil	For wrapping small load carriers on pallets
Adhesive materials	Adhesive tape	Removable without residue
Filler material	Padpak plastic cushion, Wood wool	Styrofoam or fillers from foodstuffs (e.g. corn chips) are not permitted
Strapping material	Steel and plastic belt	When using such techniques edge protectors must be used
Cardboard boxes	Cardboard panels	For separating goods within a load carrier, as a continuous floor on pallets
Wood	Squared timber	For the transport and storage of chassis and lifting platforms like e.g. (ISPM15 stamp, IPPC stamp)

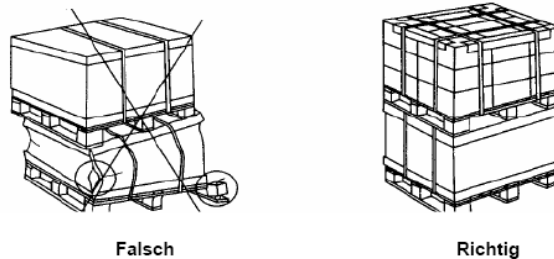
2.6. Determination of the packaging

The packaging is always determined in consultation between the supplier and the purchasing department. These agreements are recorded in delivery instructions and must be observed. Deviation from the agreed packaging is only permissible if there are bottlenecks in loading carriers. However, any deviation from the agreed packaging must be reported to the incoming goods department of Robert Bürkle GmbH. If the packaging is to be changed in the long term, this must be done in consultation between the supplier and the purchasing department.

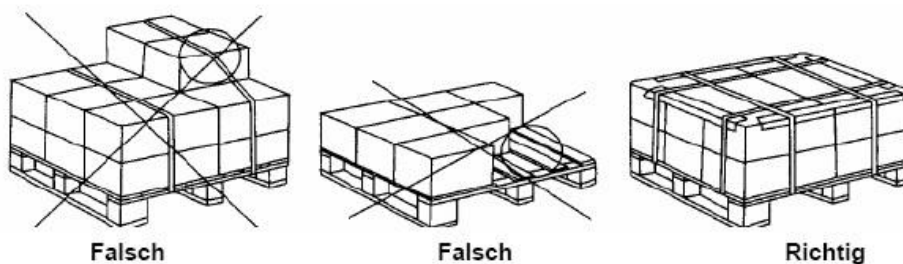
2.7. Formation of loading units

A load unit is a load that is combined from packaging (load carriers) and packaging aids so that it can be transported as a unit. A loading unit can be formed from both reusable and disposable packaging. Mixed types are also possible.

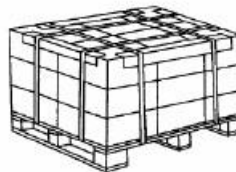
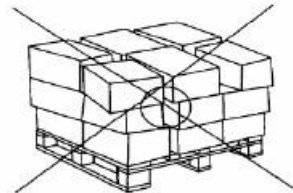
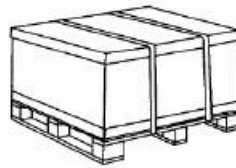
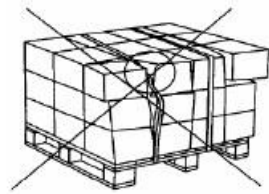
At least two load units must be stackable on top of each other.



If a load unit is composed of smaller load carriers on a pallet, the dimensions 1200mm x 800mm x max.1000mm must not be exceeded. It is also important to ensure that the individual layers on a pallet are complete, otherwise stacking is no longer possible.



Handling by forklift truck and stacker crane must always be guaranteed. This means that the cavity between the pallet feet must not be impaired by any packaging aids under any circumstances. Furthermore, load units must be secured in such a way that slipping or loss of individual load carriers during transport can be ruled out. If this is done with the aid of strapping bands, these must be prevented from cutting into the goods or also into cardboard boxes by means of edge protectors.

**Falsch****Richtig**

3. Delivery and transport of goods

The delivery of the goods shall take place at all locations at the respective incoming goods departments. All goods that do not exceed the standard logistics dimensions, i.e. all pallets, wire mesh boxes, cartons, etc., must be delivered at the incoming goods department. For all other goods, i.e. those with pallet overhang, registration takes place in the incoming goods department. The following addresses are possible delivery addresses of Robert Bürkle GmbH:

Robert Bürkle GmbH Freudenstadt:

Stuttgarter Straße 123
D-72250 Freudenstadt / Germany

from 07:30 to 12:00

from 12:45 to 14:30

Mastholte branch

Gewerbestr.5
D-33397 Rietberg-Mastholte / Germany

From Monday to Thursday

from 06:00 to 12:00

from 12:30 to 15:45

Friday

from 06:00 to 12:00

from 12:30 to 14:45

Bürklee Hungary Kft. Debrecen

Nagy Mihály utca 5.
H-4002 Debrecen / Hungary

from 07:30 to 12:00

from 12:45 to 15:30

This does not affect the possibility of direct delivery from the manufacturer to the end customer. If this is a replacement service, the returned goods or the defective part must generally be sent to the ROBERT BÜRKLE GMBH factory in Freudenstadt.

4. Marking of the goods

When marking the goods, a distinction is made between article marking, manufacturer marking and component marking.

4.1. Article identification

The article identification of Robert Bürkle GmbH serves as a basis for a mobile warehouse management. It is used purely for logistical recording of the goods and partly also for documentation purposes. It has nothing to do with a manufacturer's marking or a component marking, so it is completely independent. It is therefore essential that at least every load carrier is provided with such a marking. In the case of strategically important parts, each individual piece must be labelled. These important parts are specified by Robert Bürkle GmbH.

The attachment of labels or goods tags must be carried out by the supplier. Furthermore, Robert Bürkle GmbH specifies on every order how a part is to be marked (on a bundle) or per piece.

The agreement on how the labelling is to be done is made between the purchasing department and the supplier. This is recorded in the delivery instruction.

Where the article marking is to be affixed is also to be regulated in the delivery instruction. However, the spot should always be chosen so that the marking is easily visible. Labelling must be done with adhesive labels or tags.

4.2. Manufacturer and component marking

For production/drawing parts, it must be ensured that the supplier ID number and the Robert Bürkle GmbH ID number are visible on the component in accordance with the specifications. For standard parts, the marking obligation conforms to the service agreement. In general, marking serves identification and documentation purposes. Any additional documentation required shall be regulated by the service agreement applicable in each case.

5. Accompanying documents

5.1. Delivery note

At least one delivery note must be enclosed with each delivery. The delivery note must always be an accurate reflection of the goods delivered. In the case of partial deliveries, it is not permissible to list the entire order on the delivery note and to subsequently deliver part of the goods without a delivery note. If several orders are delivered with one delivery, several delivery notes are also necessary. The following applies: one delivery note per order.

The delivery note is protected by means of a delivery note bag designed for this purpose, so that it is clearly visible and protected from mechanical and weather-related influences.

In addition to legal aspects, the following information is always absolutely necessary on the delivery note:

- The supplier number assigned by BÜRKLE
- Number and date of the delivery note
- Name and address of the supplier including contact details for queries
- BÜRKLE order number and order item
- BÜRKLE part number
- Description of parts
- Delivery quantity
- Total weight
- Unloading place as specified in the order

Only one delivery note is to be issued per package. If a consignment contains several packages, an overall delivery note must also be enclosed.

5.2. Consignment note

Each delivery must also be accompanied by a consignment note from the carrier. The following information shall be indicated on consignment notes.

- Order number
- Delivery note number(s)
- Delivery method (free/freight collect)
- Number of packages (number of boxes, number of pallets, etc.)

5.3. Initial sample inspection plan/quality certificate

The initial sample inspection plan must be filled by the supplier for each initial sample order. A quality certificate must be enclosed with each item. In the case of production parts, the measurement reports are to be sent to the responsible purchaser before delivery. The cover sheet of the initial sample inspection report or the quality certificate must be sent with the goods (delivery papers). If the quality assurance agreement applies, it takes precedence.

5.4. Documentation

In the case of goods that are subject to a documentation obligation, the corresponding documentation in accordance with the Robert Bürkle GmbH - "Documentation" specifications must be enclosed with the delivery of goods and noted on the delivery note in a separate item. Examples of this are:

- Declarations of incorporation
- Pressure tank test reports
- Service documentation
- Assembly instructions
- Operating instructions

5.5. Customs documents

Customs documents must be enclosed with deliveries of goods from non-EC countries. The papers are to be issued by the owner of the goods.

5.6. Invoices

Invoicing shall be carried out separately from delivery. The invoice must always be sent to the address stated on the order. Invoices sent to Robert Bürkle GmbH must fulfil all legal requirements. All papers required here and the data contained therein are indispensable for a smooth process. If information is incomplete or papers are missing, this means considerable additional work. For this reason, Robert Bürkle GmbH reserves the right to reject deliveries with incomplete papers or to charge for the additional expenditure.

6. Missing parts management

An essential component for the successful realisation of our flexible production and service programme is a functioning and efficient missing parts management. In order to be able to ensure a timely delivery and supply of the assembly, it is necessary to exchange relevant information between the supplier and Robert Bürkle GmbH. For this reason, Robert Bürkle GmbH provides its suppliers with a so-called missing parts overview.

6.1. Missing parts

The purpose of the missing parts overview is a transparent presentation of the most urgent requirements for the supplier. This overview compares open order items with the production start dates of Robert Bürkle GmbH for the next 14 days. The list includes:

- **Missing parts** (these are order items that are required by Robert Bürkle GmbH for orders that have already been started and for which the delivery date has been exceeded by the supplier).
- **Urgent parts** (are parts that are needed for orders with a start date within the next 14 days).

The missing parts overview is compiled by Robert Bürkle GmbH once a week. The overview is generally divided into two parts. The first part contains the missing parts, the second part the urgent parts. In the case of missing parts and items marked with NDD (new delivery date), we expect the supplier to send us binding delivery dates by 10.30 a.m. of the following day. The remaining items only have to be confirmed if the specified date or quantity cannot be kept.

The feedback to Robert Bürkle GmbH has to be made by e-mail to the responsible purchaser. Furthermore, the supplier is obliged to ensure timely processing of the missing parts overview. For this purpose, Robert Bürkle GmbH should be informed of a responsible contact person at the supplier and an e-mail address (for the transmission of the notification).

6.2. Consignment tracking

The supplier must ensure that all parts are tracked. This means that the supplier has to ensure for all goods that Robert Bürkle GmbH can inform himself about the status of the delivery at any time. This tracking can be done by telephone or online.

7. Cost responsibility for packaging

7.1. Investment

The investment for reusable bundles must always be made by the owner in the case of a new procurement. In the case of a joint purchase, the costs are divided according to the procurement share.

Disposable packaging must always be purchased by the supplier.

7.2. Additional procurement

If returnable load carriers have to be additionally purchased due to bottlenecks or damage, the owner is responsible for the costs. In the case of a joint purchase, the costs are divided according to the procurement share.

7.3. Repair

The owner shall bear the costs of repairs or repair work. In the case of a joint purchase, the costs are divided according to the procurement share.

7.4. Wrong deliveries

If the specified packaging is not adhered to, Robert Bürkle GmbH reserves the right to charge the corresponding handling and repackaging costs to the supplier. A deviation from the agreed

packaging is only possible without additional costs being charged to the supplier if the deviation is communicated with reasons to the responsible purchaser of Robert Bürkle GmbH before delivery.

8. Final remark

For coordination or support, Robert Bürkle GmbH spare parts logistics can be contacted via the known contact person.

In marginal cases, ambiguities or issues not mentioned here, decisions are to be made on the basis of the HPE packaging guideline (see <http://www.hpe.de>) and quality standards customary in the industry.