

Packaging instruction

BMA-Logistik



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Verpackungsanweisung_V01_gb

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1 General guidelines



1 General guidelines

1.1 Goal

These packaging instructions are provided to improve efficiency in the logistics chain between the supplier and BAUER. They provide the supplier with detailed information on the logistical requirements of BAUER. The goal is to simplify the processing of deliveries and increase protection of the goods under consideration of the qualitative, commercial and ecological aspects.

1.2 Scope of applicability

These packaging instructions apply to all BAUER suppliers delivering to the following locations: Schrobenhausen, Aresing and Edelshausen factories.

These packaging instructions are binding and supplement the existing BAUER purchasing and delivery conditions. Country-specific requirements are also to be adhered to

1.3 Sustainability

All packaging materials used must conform to the respectively applicable national and international legal requirements. The basic principle is: as much as necessary but as little as possible.

1.4 Deviations

The requirements described in these packaging instructions are always applicable. Any deviations are subject to prior approval and must be agreed in advance with BAUER on a timely basis. If these instructions are not adhered to, the supplier will receive a logical complaint requesting them to implement corrective measures. Acceptance of the delivery can be refused in the case of major deviations. The supplier must pay any extra costs incurred for.

1 General guidelines



2 Packaging



2 Packaging

2.1 Definition of packaging

The packaging is to be designed in conformance with the applicable ecological, economic and qualitative requirements, under consideration of the logistical, quality control, environmental and commercial requirements. This means that it should not be larger or more complicated than necessary for protection of the goods. Re-usability of the packaging is highly desirable. The packaging materials must satisfy the legally prescribed requirements.

These packaging instructions apply to all BAUER suppliers and sister factories. Article-specific packaging regulations can be agreed with the suppliers. Any deviations are to be agreed between the supplier and BAUER.

2.2 Packaging requirements

The packaging must correspond to the requirements of the products and sufficiently protect the transported goods. The following relevant points are to be taken into consideration:

- External influences (e.g. weather, temperature, transport route)
- The materials must not protrude beyond the outer contour of the load carrier
- The load carrier and products must be free of contamination
- Cartons are to be sealed with adhesive tape (**no metal staples!**), to minimize the risk of injury

2.2.1 Permissible pallet dimensions

- 800 mm x 1200 mm (Euro pallet)
- 400 mm x 600 mm (half Euro pallet)
- 2550 mm x 2250 mm (BAUER standard pallet for large components)
- Pallet cage with height of 970 mm and flap
- Pallet cage with height of 570 mm and flap

Agreement with BAUER is necessary for other dimensions.

2.2.2 Permissible height and maximum weight

- Euro pallet (IPPC treated)
- Pallet boxes: 1000 kg
- Pallet cages: 1000 kg
- BAUER standard pallet for large components: 2500 kg
- Permissible height: 970 mm

Consultation with BAUER is necessary if the weight or height is greater.

2 Packaging



2.2.3 Delivery quantity

The ordered quantity is always to be delivered. Prior consultation with BAUER is necessary if only a partial delivery is possible. BAUER shall not incur transport cost due to partial deliveries caused by the supplier. A partial delivery is to be labeled as such and a comment to this effect is to be stated on the delivery note. Attention must be paid to the maximum number of items on a pallet/in a pallet cage so that visual inspection is possible at all times.

2.2.4 Delivery condition

Articles and packaging are only accepted in perfect condition. BAUER can refuse acceptance in the case of visible damage. BAUER reserves the right to charge the supplier for additional costs (e.g. special deliveries, production standstill) that were not immediately evident. The supplier is liable for damage and costs resulting from inadequate or faulty packaging.

2.2.5 Delivery address

The correct delivery address must be used. This is specified in the order. A distinction is made between the following addresses:

Aresing	Schrobenhausen	Edelshausen
Sonnenhamer Straße 55 86561 Aresing	Bürgermeister-Götz-Straße 32 86529 Schrobenhausen	In der Scherau 1 86529 Edelshausen

2.2.6 Special requirements for sea freight and air freight

The special requirements described below apply to sea freight and air freight.

Sea freight

The previously listed packaging requirements (Packaging requirements [→ 7]) apply. The stipulations of the individual countries must also be adhered to. For sea freight, a VCI film (volatile corrosion inhibitor preservation film) and sufficient corrosion protection must be applied to each article.

Air freight

The packaging regulations also apply to air freight transport (Packaging requirements [→ 7]). A PE film must be used for air freight.

2.2.7 Approved and non-approved packaging materials

Materials	Approved materials	Impermissible materials
Plastics (disposable or reusable)	PE (polyethylene) PP (polypropylene) PS (polystyrene) PET (polyethylene terephthalate)	PVC (polyvinyl chloride) Styrofoam Styrofoam chips

2 Packaging



Materials	Approved materials	Impermissible materials
Plastic packing material <ul style="list-style-type: none">– Foil sections– Bags and sacks– Protection and insulation films	PE (polyethylene)	
Carton and paper	As per RESY	Cartons and paper with water-insoluble coatings (e.g. wax, oil)
Packing straps	PP (polypropylene) PET (polyethylene terephthalate) Steel straps	
Wood	IPPC treated	Impregnated, painted, coated wood

2.3 Structure and load-securing of a unit load

A unit load describes a load combining multiple products or packaging units into a single unit. This is transported as a single unit.

2.3.1 Structure of a unit load

If a delivery consists of multiple packaging units (e.g. cartons and small load carriers) slipping or displacement of the goods must be ruled out to ensure that the products are not damaged. This can be achieved through the use of e.g. edge protectors and packing straps. The packing straps must not cut into the cartons and this is to be prevented by using edge protectors. If the delivery quantity results in the unit load not being completely filled then this must be filled using empty small load carriers/cartons. These must be labeled as "EMPTY".

If multiple different articles are ordered by BAUER, these must be packed in packages containing only articles of the same type. Mixed consignments are to be agreed with the BAUER contact person responsible and the delivery is to be labeled with at least one A4 sheet stating "Mixed consignment".

2.3.2 Load safety of the unit load

The load is secured on a loading unit (pallet) by at least:

- Stretch-films or steel straps
- Strapping with plastic packing straps (2-way or 4-way) in conjunction with edge protectors
- Apply a "Do not load pallet" label to stacked cartons to ensure that an additional load is not applied
- Stickers must not be applied over packing straps (e.g. delivery note envelopes or address stickers)
- The materials must be secured so that no parts can fall out or from the load carrier when the packing straps are opened

2 Packaging



- The load must be able to be transported by industrial trucks at any time

2.3.3 Special load carriers

Delivery with special load carriers is possible after prior agreement between BAUER and the supplier. The requirements of the individual departments, such as e.g. Production, Dispatch, Warehouse, Logistics, Purchasing, must be taken into consideration. However, the use of a standard load carrier takes priority.

2.3.4 Labeling of load carriers

Old lettering and labels are to be removed from the load carrier and a current data matrix code (1D code or 2D code) is to be applied to the pallet. The material number, quantity and delivery order number must be specified at the very least.

2.3.5 Delivery of parcels

A sturdy carton capable of carrying the weight of the goods must be used for sending parcels. Cartons may be re-used, but only as long as the stability remains ensured. The parcel must be glued at the sides. Packaging cord must not be used.

Cutting protection (cardboard or similar) must be fitted between the goods, cover and base to prevent damage (cuts, scratches) to the goods when opening the packaging. Sturdy parcel adhesive tape must be used.

The weight limit for parcels must be taken into consideration and a note must be applied to parcels heavier than 17 Kilograms. The recipient and sender must be clearly discernible on delivery of the package. The dispatch document (Appendix 3: Sticker template for parcels [→ 21]) with clearly discernible recipient and sender is to be used.

If the shipment consists of multiple parcels then this must be labeled accordingly on the outside. A copy of the delivery note must be attached to each package item. All package items are also to be labeled with the total quantity of packages. Third party labeling is not permitted on the packages.

The following labeling is permitted:



2.4 Labeling

2.4.1 Container designation

All packaging units and small load carriers are to be labeled by the supplier with a filled-out and bar-coded label (1D code/2D code). Old lettering or labels are to be removed from the units. In the case of incomplete labeling, BAUER reserves the right to charge the supplier for any extra work required due to the resulting processing difficulties.

2 Packaging




2.4.2 Article designation

An article designation consists of:

- BAUER ID/part number
- BAUER Logo (optional)
- Batch/Serial number (if present)
- Date of manufacture
- Requirements on the component that are important for use (e.g. pressure and temperature range specifications, voltage specifications) (if present)
- Conformity information (e.g. CE label, ISO specifications)

The label is to be chosen according to the characteristics of the component (size, shape) and should be clearly legible. The label must be applied to the component. In the case of a package containing only items of the same type, the label must be applied to the package. The label must also be removable without any residue. Packages must also be labeled according to these requirements.

An example of possible part labeling is provided here (Appendix 1: Example of a part designation [→ 19])

 BAUER			
BAUER Maschinen GmbH 86529 Schrobenhausen DE			
BAUER No.			
Serial No. Chargen No.			
Man. Date			
Conformity information (ISO, CE, etc.)			
Product-relevant information (temperature range, voltage range, pressure range, etc.)			

2 Packaging



2.5 Secondary packaging and complicated shipping elements (KVE)

If products are supplied to BAUER with a defined quantity in a package then this defined quantity must be identical for all deliveries. Changes to the quantity or secondary packaging are not permitted. Any changes are to be agreed in advance with the BAUER employee responsible.

3 Delivery

3.1 Freight documents

3.1.1 Delivery notes

A delivery note is required for acceptance of the goods. For parcel delivery providers, this is to be applied internally. In the case of freight forwarding companies, the freight documents are to be handed over to the BAUER employee and the delivery notes are to be applied to the **inside and outside** of the packaging or products. This means that an **individual** delivery note **per package item** is necessary. 1D codes or 2D codes are always to be used.

At least the following information is to be provided on the delivery note: (Appendix 2: Structure of a delivery note [→ 20])

- Delivery note number **with** barcode / QR code
- Serial number **with** barcode / QR code for each material (if present)
- Batch number **with** barcode / QR code (if present)
- Name, address of the sender
- Name, address of the recipient
- Order number **with** barcode
- Supplier contact partner with phone number and email address
- Name of the ordering party
- Customs tariff number
- Country of origin
- Delivery note items
 - Article numbers with barcode / QR code
 - Quantity
 - Number of packaging units
 - Number of unit loads

3.1.2 Freight forwarding contract/consignment note

The freight forwarding contract/consignment note is used for the incoming goods inspection. The supplier must provide delivery documentation that is correctly filled out. The following information must be present:

- Sender
- Loading point
- Recipient
- Supplier number
- Shipment number
- Type of packaging

3 Delivery



- Number of packages
- Weight of the delivery

The correct condition of the goods and completeness of the delivery are confirmed via signature. We reserve the right to charge the supplier for costs incurred due to incomplete information.

3.2 Incoming goods inspection

The incoming goods inspection checks incoming deliveries according to the following criteria:

- Quantity
- Identity
- Preservation
- Packaging

Execution of the inspection is documented via a signature on the delivery note.

4 Protection of components



4 Protection of components

4.1 Corrosion protection

Corrosion protection is necessary for all plain metal parts and must be applied. Among other articles, plain metal parts include:

- Pins
- Bushes
- Gear wheels
- Holes for pin connections in steel components
 - Boom
 - Mast
 - KDK sledges
 - Hydraulic valves
 - Hydraulic motors (especially with splined shaft floating axle)

All plain metal parts are to be provided with corrosion protection and packed accordingly. If not locally available, the appropriate corrosion protection can be order from the Schrobenhausen factory. The corrosion protection is applied using a spray can or paintbrush.

Exclusively the following preservation materials specified in the BAUER standard "Corrosion protection through coating" may be used:

- Klübersynth MZ 4-17 (available in 1 l, 20 l containers or 400 ml spray can)
- Chesterton 740E (available in 5 l, 20 l containers or 400 ml spray can)

Small components must be additionally sealed in a corrosion protection film. Special VCI films are to be used in countries with high humidity.

4.2 Protection of rubber components

Elastomers and seals must be protected from light (especially from direct sunlight). These must be packed according to the manufacturer's specifications in resealable packages.

These packages are to be labeled with stickers containing at least the following information:

- Date of manufacture
- Date of packing
- BAUER part number
- Designation/Description

4.3 Protection of painted components

With painted parts, special care must be taken to provide sufficient protection against scratching. E.g. nets or films can be applied to protect the components. An example of positive packaging of painted components is provided below.

4 Protection of components



4.4 Protection of electronic components

With electronic components (e.g. radiator parts) special care is to be taken to sufficiently protect sensitive locations (e.g. radiator fins) and these articles are to be individually packed. An example of appropriate packaging is provided below.



5 Processing of complaints



5 Processing of complaints

In the case of a complaint, BAUER will coordinate the subsequent procedure with the supplier. The supplier is thus notified of the complaint, a statement of position regarding the complaint is requested from the supplier and possible additional reworking costs are clarified with the supplier. The supplier is responsible for providing appropriate reworking measures or replacement delivery and carries the resulting costs of these measures.

5 Processing of complaints




6 Appendices



6 Appendices

6.1 Appendix 1: Example of a part designation

 BAUER			
BAUER Maschinen GmbH 86529 Schrobenhausen DE			
BAUER No.			
Serial No. Chargen No.			
Man. Date			
Conformity information (ISO, CE, etc.)			
Product-relevant information (temperature range, voltage range, pressure range, etc.)			

6 Appendices



6.2 Appendix 2: Structure of a delivery note



<p>Recipient</p> <p>BAUER Maschinen GmbH</p> <p>Bürgermeister-Götz-Straße 32</p> <p>86529 Schrobenhausen</p>	<p>Sender with supplier logo</p>																									
<p>Order number </p>	<p>Delivery note number </p> <p>Order number:</p> <p>Delivery note number:</p> <p>Contact person:</p> <p style="padding-left: 20px;">Phone number:</p> <p style="padding-left: 20px;">Email:</p> <p>Customs tariff number:</p> <p>Country of origin:</p>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Article no.</th> <th style="text-align: left;">Exact description (dimensions)</th> <th style="text-align: left;">Order quantity</th> <th style="text-align: left;">Serial numbers</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>114776 </td> <td>SHR-ISO4014-10.9-(ZFSHL)-M24X180-NSP</td> <td>10 pieces</td> <td></td> </tr> <tr> <td>2</td> <td>081558 </td> <td>Hex-head Nuts 10-SW36-(ZFSHL)-M24</td> <td>200 pieces</td> <td></td> </tr> <tr> <td>3</td> <td>094664 </td> <td>Oil motor</td> <td>1 piece</td> <td>0715 </td> </tr> <tr> <td>4</td> <td>094664 </td> <td>Oil motor</td> <td>1 piece</td> <td>0716 </td> </tr> </tbody> </table>		Item	Article no.	Exact description (dimensions)	Order quantity	Serial numbers	1	114776	SHR-ISO4014-10.9-(ZFSHL)-M24X180-NSP	10 pieces		2	081558	Hex-head Nuts 10-SW36-(ZFSHL)-M24	200 pieces		3	094664	Oil motor	1 piece	0715	4	094664	Oil motor	1 piece	0716
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<p>Conformity certificate</p>																										
<p>Supplier imprint</p>	<p>Space for endless label</p>																									

6 Appendices



6.3 Appendix 3: Sticker template for parcels



<p>FROM:</p> <p>Company XX Street Postcode / Town</p> <p>SHIP TO:</p> <p>BAUER Maschinen GmbH Bürgermeister-Götz-Straße 32 86529 Schrobenhausen</p>	<p>Space for barcodes etc. that are necessary for dispatch</p>
<p>Order number</p>	
<p>Space for additional necessary dispatch data:</p>	

6 Appendices

