

Verpackungsanweisung BMA-Logistik



V03_en_08.2025



Verpackungsanweisung_V03_en

Table of contents



1	General guidelines	5
1.1	Goal	5
1.2	Scope of applicability	5
1.3	Deviations	6
1.4	Terminology	7
1.5	Sustainability	8
2	Packaging	9
2.1	Definition of packaging	9
2.2	Packaging requirements	10
2.2.1	Special requirements for sea freight and air freight	11
2.2.2	Approved and prohibited packaging materials	12
2.3	Structure and load-securing of a unit load	13
2.3.1	Structure of a unit load	13
2.3.2	Load safety of the unit load	14
3	Delivery	15
3.1	Incoming goods and incoming goods inspection	15
3.2	Control of traffic on the company's premises	16
3.3	Delivery quantity	17
3.4	Delivery condition	18
3.5	Delivery addresses	18
3.6	Delivery of parcels	19
3.6.1	Parcel labels	20
3.7	Delivery on pallets or in pallet cages	21
3.8	Delivery of packaging units (PU)	24
3.9	Items of a single type and mixed pallets	25
3.10	Refusal of acceptance in the event of transport damage	26
4	Labeling	27
4.1	Article designation/container designation	28
4.2	Pallet labeling	30
5	Delivery	31
5.1	Freight documents	31
5.1.1	Delivery notes	31
5.1.2	Freight forwarding contract/consignment note	33
5.2	Packing list for packages	34

Table of contents



6	Protection of components	35
6.1	Corrosion protection	35
6.2	Small parts packaging for high-quality spare parts	35
6.3	Protection of rubber components	36
6.4	Protection of painted components	36
6.5	Protection of electronic components	36
7	Collection	37
7.1	Collection locations	37
7.2	Collection times	37
7.3	Documents required upon collection	38
7.4	Process equipment of vehicles	39
7.5	Rules of conduct on the premises of BAUER AG	40
8	Processing of complaints	41
9	Sanctions for non-compliance with the regulations	43
10	Appendices	45
10.1	Appendix 1: Template for a parts label	45
10.2	Appendix 2: Template for a delivery note	46
10.3	Appendix 3: Sticker template for parcels	47
10.4	Appendix 4: Label template for a packaging unit	47
10.5	Appendix 5: Template for a packing list	48

1 General guidelines

1.1 Goal

This logistics manual (hereinafter also referred to as the "manual") serves to improve efficiency in the logistics chain between the supplier and Bauer. It provides 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. Any deviations from the provisions of this logistics manual require an agreement between Bauer and the supplier in written form. Otherwise, the provisions of the manual shall remain unaffected.

General questions about this manual can be directed to the respective contact person at Bauer.

1.2 Scope of applicability

This logistics manual applies to all suppliers of materials delivered to Bauer and its sister plants specified below.

These can be found in the order.

Aresing
Sonnenhammer Strasse 55
86561 Aresing

Schrobenhausen
Bürgermeister-Götz-Strasse 32 - 36
86529 Schrobenhausen

Edelshausen
In der Scherau 1
86529 Edelshausen

The packaging instructions are binding and supplement the purchasing/delivery conditions of Bauer. Country-specific requirements must be observed.

The supplier is obligated to comply with the provisions of this manual; he/she is also liable for compliance with, and implementation of, the manual by his/her subcontractors and other vicarious agents.

1 General guidelines



1.3 Deviations

The specifications described in this manual apply. Any deviations are subject to prior approval and must be agreed in advance with Bauer in a timely manner. 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 or deviations that occur repeatedly despite prior complaints. The supplier must pay any extra costs incurred for.

1 General guidelines



1.4 Terminology

The terms used are defined below.

Delivery:

- A delivery includes all of the orders that are delivered to Bauer. A delivery can, in turn, consist of one or more orders.

Load carrier:

- A load carrier describes various loading aids that enable materials to be combined into a load unit. Examples: Pallet, pallet cage.

Material:

- Material is a collective term for an intermediate or end product.

Package:

- A package describes packaging in which several products are packed and transported together. A package can also be delivered on a load carrier (pallet / pallet cage).

Packaging:

- Packaging must be designed according to ecological, economic and qualitative requirements. The requirements of logistics, quality assurance, the environment and economic efficiency must be taken into account here. Consequently, the packaging should not be any larger or more complex than is necessary to protect the goods. Every effort should be made to ensure the packaging is reusable. The packaging materials used must satisfy the legally prescribed requirements. Packaging should meet "standard sizes".

Packaging unit:

- This defines the smallest possible packaging unit in which products may be packaged and delivered to Bauer. If packaging units are defined, no deviation from these is permitted. Changes to the packaging units must be discussed with the respective contact person at Bauer prior to delivery of the goods.

Outer packaging:

- This relates to packaging in which several individual product packages can be transported. The surfaces of the outer packaging form a partial compartment of 800x1200mm, which can fill the base of a pallet.

1.5 Sustainability

All packaging materials used must conform to the respective national and international legal specifications that are in force.

The rule is as follows: "As much as necessary and as little as possible."

Sustainable packaging is made from recyclable or renewable raw materials.

The right packaging and filling material are important for joint sustainable action.

The following requirements have therefore been defined and must be implemented:

- Avoidance of superfluous packaging.
- Cardboard packaging is preferable to the use of film.
- The ban on flips/chips must be observed.
- Do not use metal staples.
- The use of ecological and recyclable packaging materials is preferable to the use of conventional packaging materials.

For example:

- Paper instead of film
- Padding paper instead of padding film and so on

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.

Consequently, the packaging should not be any larger or more complex than is necessary to protect the goods.

Every effort should be made to ensure the packaging is reusable.

The packaging materials used must satisfy the legally prescribed requirements.

Article-specific packaging regulations can be agreed with the suppliers.

Any deviations are to be agreed between the supplier and Bauer.

2 Packaging



2.2 Packaging requirements

The packaging must meet the requirements of, and protect, the transported goods accordingly. The following points are to be taken into consideration:

- The supplier must ensure that the respective materials are delivered in perfect packaging.
- Priority should be given to packaging with the Bauer logo and the Bauer material number. This must be agreed in advance with the respective Bauer contact person on-site.
- If BAUER packaging is not possible, neutral packaging must be selected. This must be agreed upon with the Bauer contact person prior to delivery.
 - No manufacturer branding
 - No supplier branding
 - No other imprints on the packaging
- The packaging must meet the requirements of, and be able to protect, the transported goods accordingly.

The following points must be considered with regard to the correct packaging:

- External influences. (For example: weather, temperature, transport route)
- The materials must not protrude beyond the outer contour of the load carrier.
- The load carrier and goods must be free of contamination.
- Cardboard packaging is to be sealed with adhesive tape (**do not use metal staples!**) in order to minimize the risk of injury.
- Cleanliness and integrity of the packaging.
- Reusable packaging must be completely emptied and cleaned. It is preferable to disposable packaging. (The respective contact person at BAUER must be consulted **PRIOR** to delivering with reusable packaging).
- Avoidance of superfluous packaging.
- Observe the maximum filling level of the containers/load carriers.
- Stackability: It must be possible to stack completely filled packages/packaging units. Otherwise, a "Do not stack" label must be affixed.
- Deliveries must be made in packages of a single type.
- Use packages of a single type. Otherwise, label the individual positions of the parts. Only labeling the outside of the pallet is not permitted.
- A packing list must always be supplied for each package. The contents of the package and the packing list must be clearly identifiable.

2 Packaging



2.2.1 Special requirements for sea freight and air freight

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

Sea freight

The packaging requirements listed under section 2.2 also apply to sea freight.

The stipulations of the individual countries must also be adhered to.

For sea freight, a special VCI film (**V**olatile **C**orrosion **I**nhibitor) must be used for each item in conjunction with adequate corrosion protection.

The packaging must be designed in such a way that the effects of cold, moisture or heat cannot impair the quality of the material.

Furthermore, the packaging must be designed to save space and be suitable for loading using industrial trucks.

Dimensions and weights must be adapted to all transport vehicles in the transport chain, taking economic aspects into account.

Air freight

The packaging requirements listed under section 2.2 also apply to air freight.

A PE film (**P**oly**E**thylene) must be used for air freight.

Space-saving, lightweight and stable packaging must be used for air freight.

The goods must also be protected from external climatic and mechanical influences during the pre-carriage and on-carriage phases.

2 Packaging



Please also refer to

2 Packaging requirements [→ 10]

2.2.2 Approved and prohibited packaging materials

Materials	Approved materials	Prohibited materials
Plastics – Disposable packaging – Reusable packaging	– PE (PolyEthylene) – PP (PolyPropylene) – PS (PolyStyrene) – PET (PolyEthyleneTerephthalate)	– PVC (PolyVinylChloride) – Styrofoam – Styrofoam chips
Plastic packing material – Film sections – Bags and sacks – Protection and insulation films	PE (P oly E thylene)	
Cardboard and paper	In accordance with RESY (R E-cycling S ystem)	Cardboard and paper with water-insoluble coatings, for example: – Wax – Oil
Packing straps	– PP (PolyPropylene) – PET (PolyEthyleneTerephthalate) – Steel straps	Nylon straps
Wood	In accordance with the IPPC International (P lant P rotection C onvention) standard	Impregnated, painted, coated wood

2 Packaging



2.3 Structure and load-securing of a unit load

A loading unit describes a load that is composed of several products or several packaging units. This is transported as a single unit.

2.3.1 Structure of a unit load

A delivery consists of several packaging units, such as cardboard boxes and small load carriers. The goods must be prevented from slipping to prevent any damage to the product.

This can be achieved, for example, by using edge protectors and packing straps.

Packing straps must not cut into the cardboard boxes; use edge protectors to prevent this from occurring.

If a layer on the loading unit is not completely filled due to the delivery quantity, it must be supplemented, for example, with empty small load carriers/cardboard boxes. These must be labeled as "EMPTY".

If several different items are ordered by Bauer, these must be packaged separately according to type. Mixed consignments are to be agreed with the responsible contact person at Bauer and the delivery is to be labeled with at least one A4 sheet stating "Mixed consignment".

2 Packaging



2.3.2 Load safety of the unit load

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

- Shrink wrap or steel strapping.
- 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.
- Do not apply stickers over packing straps (e.g. delivery note pockets or address stickers).
- No parts should fall out of or off the load carrier when the securing elements (packing straps) are opened.
- The load must be able to be transported by industrial trucks at any time.

3

Delivery

3.1

Incoming goods and incoming goods inspection

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

- Deliveries by the supplier, or by third parties commissioned by the supplier, can only be made during opening hours.
 - Monday – Thurs- 07:00 – 09:00 and 09:20 – 16:00
day:
 - Friday: 07:00 – 09:00 and 09:20 – 12:00
- In addition, the loading sequence must be observed when loading the goods onto an HGV/CEP vehicle.
- The load securing regulations according to Section 22 of the StVO (Road Traffic Regulations) must be observed. The load must not tip over or slip. There must be no danger to material or people.
- The incoming goods inspection checks all incoming deliveries according to the following criteria:
 - Quantity
 - Identity
 - Preservation
 - Packaging
- Execution of the inspection is documented via a signature on the delivery note.
- In addition, the maximum number of items on a pallet/in a pallet cage must be observed in order to enable a visual inspection to be conducted by the BAUER employee at any time in the incoming goods area.

3 Delivery



3.2 Control of traffic on the company's premises

Appointments for all deliveries to Bauer are booked via the software "**plx.planning**".

Internet address (link): **<https://bauer-maschinen-gmbh.plxapps.cloud>**

As soon as we have created your user account, you will receive an invitation by e-mail to activate it.

Free time slots can be selected independently here.

Appointments must be booked via the software for all deliveries (with the exception of parcel service providers).

In the case of forwarding agents/carriers, the commissioning supplier is responsible for ensuring that the booked time slot is adhered to.

The use of the software does not incur any costs for the supplier/forwarding agent/carrier.

The software ensures the following:

- An improved process lead time
- Reduced idle time in the incoming goods department when unloading goods.

Please note:

- Deliveries are not possible without previously selecting an appointment. (Excluding parcel service providers)
- Agreed delivery dates are binding.
- If booked delivery dates are not adhered to, the supplier shall be in default without a reminder or setting a deadline.

3 Delivery



3.3 Delivery quantity

The ordered quantity must always be delivered.

In the case of a partial delivery, this must be agreed in advance with Bauer.

Bauer shall not incur any transport costs 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 a visual inspection is possible at all times.

3 Delivery



3.4 Delivery condition

Items, including their packaging, will only be accepted in an undamaged condition.

Bauer can refuse acceptance in the case of visible damage.

Bauer reserves the right to pass on any resulting costs to the supplier that were not immediately apparent.

For example:

- Special deliveries
- Production standstill

The supplier is liable for damage and costs resulting from inadequate or faulty packaging.

3.5 Delivery addresses

The correct delivery address must be observed. 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 32-36 86529 Schrobenhausen	In der Scherau 1 86529 Edelshausen

3.6 Delivery of parcels

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

Cutting protection (cardboard or similar material) must be placed 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 shipping document must be used, clearly indicating both the sender's address and the delivery address.



If the shipment consists of multiple parcels then this must be labeled accordingly on the outside.

- The corresponding packing list must be attached to each package.
- All packages must be labeled with the total quantity of packages.
- Old labels/stickers must be removed.
- The type of product packaging and the procurement of the packaging material is agreed individually with the responsible contact person at Bauer.
- Bauer product packaging should always be given priority. (Agree upon in advance)
- In this case, no other manufacturer or supplier branding may be visible. (Agree upon in advance)

3 Delivery



Please also refer to

2 Appendix 3: Sticker template for parcels [→ 47]

3.6.1 Parcel labels

The label must be applied to the package in a clearly visible location.

Remove old labels including all of the residue.

Example of a package label:

FROM: Firma XX Straße Postleitzahl / Ort SHIP TO: BAUER Maschinen GmbH Bürgermeister-Götz-Straße 32-36 86529 Schrobenhausen	1	Platz für Barcodes etc., die für Versand notwendig sind 3
Bestellnummer 	4	
Platz für weitere notwendige Versanddaten: 5		

- (1) Address of the sender (supplier)
- (2) Address of the recipient (Bauer)
- (3) Area for the QR code/barcode required for shipping
- (4) Order number as a QR code/barcode
- (5) Shipping data

3 Delivery



3.7 Delivery on pallets or in pallet cages

The following provisions apply to materials that are delivered on pallets/in pallet cages to the locations in Schrobenhausen/Aresing/Edelshausen:

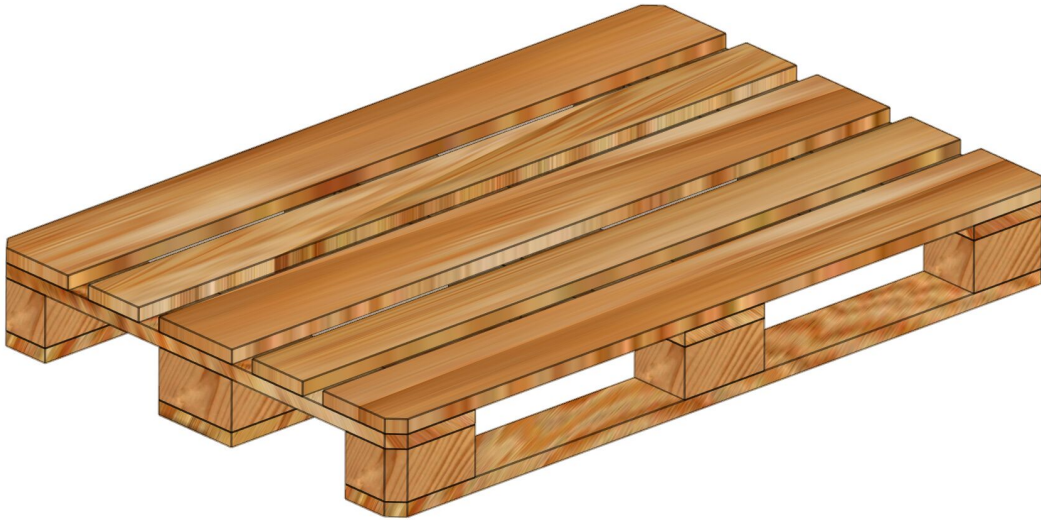
- The use of a standard load carrier takes priority.
- For environmental reasons, wooden pallets must be delivered with IPPC (International Plant Protection Convention) identification.
- The pallets must not be damaged.
- It must be ensured that the permissible total weight is not exceeded.
- Only pallets with approved dimensions are accepted.
- Deliveries on different size pallets will only be accepted in exceptional cases and by written agreement.
- Delivery via special load carriers is possible after prior agreement between Bauer and the supplier.
- However, the use of a standard load carrier takes priority.
- The respective contact person at BAUER must be consulted in the event of deviations in terms of weight or height.

3 Delivery



Permissible dimensions:

Pallet



- **Euro pallet: (reusable Euro pallet according to DIN EN 13698-1)**
 - 1200 mm x 800 mm (EPAL Euro pallet)
- **Half Euro pallet:**
 - 400 mm x 600 mm
- **Bauer standard pallets for large components:**
 - 2250 mm x 2250 mm

3 Delivery



Pallet cage



- **Pallet cages:**
 - 1200 mm x 800 mm x 970 mm
 - 1200 mm x 800 mm x 570 mm

Permissible height and weight:

- Pallets: 1000 kg and height 970 mm
- Pallet cages: 1000 kg and height 570 mm / 970 mm and flap
- Bauer standard pallet for large components: 2500 kg and height 970 mm

3 Delivery



3.8 Delivery of packaging units (PU)

Sticker for PU (Packaging Unit)

Materialnummer	BAUER Logo
Materialbezeichnung	
Menge / Stückzahl	

If products are supplied to Bauer in a package with a defined quantity, then this defined quantity must be identical for all deliveries.

No changes may be made to the quantities or packaging.

Any changes are to be agreed in advance with the responsible employee at Bauer.

A packaging unit bundles several products into one unit.

PUs must be defined together with the BAUER contact person.

As soon as products are delivered in product packaging (e.g. PU = 10 units), this number must always be adhered to for each delivery.

Any changes to the quantity of a packaging unit must be agreed in advance with the respective BAUER contact person.

The number of units must not be changed independently without consulting the respective BAUER contact person.

Affix the label to the outside of the cardboard packaging of the PUs.

3 Delivery



3.9 Items of a single type and mixed pallets

The supplier must ensure that the packaging is sorted by type so that additional repackaging and sorting by BAUER employees is not necessary.

Mixed pallets should be avoided. These are only tolerated if individual load carriers are uneconomical and unsustainable for the corresponding small quantity of packages.

The following points must be observed for mixed pallets:

- The largest item in terms of quantity must be placed at the bottom of the pallet
- Mixed consignments are to be labeled with at least one A4 sheet stating "Mixed consignment"
- Avoid splitting an item across several pallets. (These must also be labeled)

3 Delivery



3.10 Refusal of acceptance in the event of transport damage

Acceptance may be refused if the material has been damaged during transport.

The Quality Assurance department can be consulted in disputed cases. (Uncertainty as to whether the component is damaged).

If the supplier or forwarding agent is still on-site, the material must be reloaded and taken away.

4 Labeling

The label is to be chosen according to the characteristics of the component (size, shape) and must be clearly legible. The label must be applied to the component.

The Bauer material number must be affixed to the component in a visible manner (at least once for each order item) and it must be attributable to the construction member.

In the case of a package containing only items of the same type, the label must be applied to the package.

Remove old labels including all of the residue.

Packages must also be labeled according to these requirements.

Changes to the labeling must be agreed with the respective Bauer contact person prior to delivery.

4 Labeling



4.1 Article designation/container designation

The label must be applied to the component.

Clearly legible labeling of the component, for example:

- Size
- Shape

4 Labeling



Example of a possible part designation:

An article designation/container designation consists of:

Portrait orientation	Landscape orientation
The portrait orientation label diagram shows a vertical layout. At the top left is the BAUER logo (2). To its right is a small square (1). Below the logo is the text 'BAUER Maschinen GmbH 99529 Schrobenhausen DE'. Below this is a table with four rows: 'BAUER No.' with a small square (1) to its right, 'Bestellnummer' with a small square (3) to its right, 'Serial No.Chargen No.' with a small square (4) to its right, and 'Man. Date' with a small square (5) to its right. Below the table is a small square (6) and a barcode with a small square (4) to its right.	The landscape orientation label diagram shows a horizontal layout. At the top left is the BAUER logo (2). To its right is a small square (1). Below the logo is the text 'BAUER Maschinen GmbH 99529 Schrobenhausen DE'. Below this is a table with four rows: 'BAUER No.' with a small square (1) to its right, 'Bestellnummer' with a small square (3) to its right, 'Serial No.Chargen No.' with a small square (4) to its right, and 'Man. Date' with a small square (5) to its right. To the right of the table is a small square (6). Below the table is a barcode with a small square (4) to its right.

- (1) Bauer ID / material number
- (2) Bauer logo (optional)
- (3) Order number
- (4) Batch / serial number (if present)
- (5) Date of manufacture
- (6) Component requirements that are important for the user, for example:
 - Pressure range specifications
 - Temperature range specifications
 - Voltage specifications
- (6) Conformity information, for example: (e.g. CE marking, ISO specifications)
 - CE marking (**C**onformité **E**uropéenne)
 - ISO specifications (**I**nternational **S**tandards **O**rganization)

4 Labeling



Please also refer to

2 Appendix 1: Template for a parts label [→ 45]

4.2 Pallet labeling

The labelling requirement also applies to deliveries on pallets/in pallet cages.

In the case of mixed pallets, an additional "Mixed pallet" label must be affixed to the outside.

Old lettering and labels must be removed from the load carriers.

5 Delivery

5.1 Freight documents

The following accompanying documents must be enclosed with the shipment / deliveries:

Individual numbers are also required as barcodes/QR codes on the documents.

- Delivery note
- Packing list

5.1.1 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 affixed to the **inside or outside** of the packaging or products.

QR codes/barcodes must be used.



To enable MDC devices to read the information correctly, a suitable spacing must be ensured between the codes.

5 Delivery



Example of a delivery note

Empfänger: BAUER Maschinen GmbH Bürgermeister-Golz-Straße 32-36 86509 Schrobenhausen		Absender mit Lieferantenlogo:	
Bestellnummer: Lieferscheinnummer Ansprechpartner: Telefonnummer: Mail-Adresse: Zählernummer: Ursprungsland:		Bestellmenge:	
Artikel-Nr.:		Serialnummer:	
1		2	
2		3	
3		4	
4		5	
Konformitätsbescheinigung			
10			
Platz für Endosticker			
Impressum Lieferant			
11			

Information on the delivery note:

- (1) Delivery note number
- (2) Serial number **with** barcode / QR code for each material
- (2) Batch number **with** barcode / QR code
- (3) Name, address of the sender
- (4) Name, address of the recipient
- (6) Order number **with** barcode / QR code
- (5) Supplier's contact person with telephone number and e-mail address
- (4) Name of the ordering party
- (5) Customs tariff number
- (5) Country of origin
- (7) Delivery note items
 - Material designation
 - Possible dimensions
- (8) Article numbers
- (9) Order quantity
- (10) Information regarding the declaration of conformity
- (11) Information regarding the supplier

5 Delivery



Please also refer to

2 Appendix 2: Template for a delivery note [→ 46]

5.1.2 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
- Number of packages
- Weight of the delivery

5.2 Packing list for packages



To enable MDC devices to read the information correctly, a suitable spacing must be ensured between the codes.

Example of a packing list

Packliste / Packing List			
Datum	5	Gewicht:	
Lieferantenname	1	Lieferantennummer	2
Lieferscheinnummer	3	Bestellnummer:	8
Packstücknummer	4		
Pos	Artikel-Nr.	Bezeichnung (Abmessungen)	Bestellmenge
1	6	5	7
2			
3			
4			

A packing list must be provided for the identification of packages. A packing list must be supplied for each package / load carrier, on which the following must be noted:

Only barcodes / QR codes are accepted

- (1) Name and address of the sender
- (2) Supplier number
- (3) Delivery note number (as a QR code and barcode)
- (4) Package number
- (5) Contents of the package
- (6) Bauer article number
- (7) Unit quantity with unit of measure
- (8) Bauer order number (as a QR code and barcode)
- The items must be sorted according to the Bauer order number.

6 Protection of components

6.1 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 ordered from the Schrobenuhausen 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 (Volatile Corrosion Inhibitor) are to be used in countries with high humidity.

6.2 Small parts packaging for high-quality spare parts

Small parts must be stored in such a manner that they are protected against corrosion and dust.

The components must be protected against corrosion and contamination by means of appropriate packaging (shrink wrap, cardboard, waxed paper, crates, etc.).

Small parts must be delivered already protected against corrosion and dust.

6 Protection of components



6.3 Protection of rubber components

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

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

- Date of manufacture
- Bauer material number
- Description/dimensions

6.4 Protection of painted components

Protect painted parts from scratching.

Protection of components, for example:

- Netting
- Film

An example of a suitable package for painted components is provided below.



6.5 Protection of electronic components

In the case of electronic components (for example: radiator parts), special care must be taken to ensure that sensitive areas (for example: radiator fins) are adequately protected or that these items are packaged **individually**.

An example of appropriate packaging is provided below.



7 Collection



7

Collection

7.1

Collection locations

Plant	Location	Address
Schrobenhausen	86529 Schrobenhausen	Bürgermeister-Götz-Strasse 32-36
Aresing	86561 Aresing	Sonnenhamerstrasse 55
Edelshausen	86529 Edelshausen	In der Scherau 1

7.2

Collection times

No goods can be collected on German or Bavarian public holidays.

The earliest time of admission to the plants is 07:00.

The loading times in the plants are as follows:

Weekday	Collection time	Break time
Monday to Thursday	07:00-16:30	12:00-13:00
Friday	07:00 to 13:00	-

7 Collection



7.3 Documents required upon collection

The "**160 number**" must be stated upon collection. This will be provided prior to collection, including the necessary documents and references, by the person responsible in the Supplier Complaints Management department. In the event of collection by an external carrier, please ensure that the external carrier receives the "160 number" mentioned above.

7.4 Process equipment of vehicles

The vehicles must be in perfect technical condition, comply with the statutory regulations and have the necessary technical equipment for transport, for example:

- A sufficient number of lashing points.

Technically and legally flawless condition of the vehicles, in particular:

- Vehicles that are subject to authorization must have valid transport documents.
- Prior to loading, the documents must be presented to the shipping personnel without being asked to do so.
- Once the papers have been checked, the loading procedure takes place.
- The legal requirements for transport within Germany must be complied with.
- The load securing regulations according to Section 22 of the StVO (Road Traffic Regulations) must be observed by the driver of the vehicle.
- The payload capacity must be sufficient to comply with the permissible total weight.
- Vehicles with inadequately secured loads may not leave the plant premises.
- The driver must possess the necessary lashing materials in a technically perfect condition and sufficient quantity. For example:
 - Anti-slip mats
 - Lashing straps
 - Slings gear
 - And so on

7 Collection



7.5 Rules of conduct on the premises of BAUER AG

- The driver must check in and out at the gate.
- Vehicles must be parked in the allocated parking spaces.
- The driver is not permitted to move freely on the factory premises. He/she must remain in/ on the vehicle.
- For his/her own safety, the driver must wear protective equipment during the loading and unloading procedures.
 - Safety shoes
 - Safety helmet
- The following are not permitted on the premises:
 - The consumption of alcohol or drugs.
 - Overnight stays.
 - Disposal of waste and the cleaning of vehicles.
 - The driver must undergo checks when entering and leaving the company premises. - This serves to maintain order and safety.
 - The instructions issued by personnel must be observed

The above points serve to ensure a safe, fast and smooth loading procedure.

Questions and comments should be addressed to the client or the responsible employee of the BAUER Group.

8 Processing of complaints



8 Processing of complaints

If a complaint arises with regard to the requirement described in the logistics manual, Bauer will contact the supplier and coordinate the next steps.

8 Processing of complaints



9 Sanctions for non-compliance with the regulations

This logistics manual supplements the currently valid purchasing/delivery conditions of Bauer.

Deviations from the delivery conditions specified in the logistics manual will result in the following:

- The supplier must submit a suitable action plan prior to delivery of the goods.
- If no deviations are reported, it is assumed that all required criteria have been met.
- If there are still deviations in the delivery quality, the following measures will be taken:
 - All expenses and other costs incurred by Bauer in this regard shall be borne by the supplier.
 - The supplier shall be liable in accordance with the statutory provisions, in particular for intent and any kind of negligence.
 - Liability cannot be limited in terms of amount.
 - Furthermore, Bauer reserves the right to refuse acceptance of the delivery in the event of gross non-conformity with the quality standards.
 - Repeated violations of the stipulated principles may result in termination of the business relationship.

If any points in this manual are not adhered to, this will be discussed with the supplier.

In this case, special attention will be paid to the supplier over a certain period of time so that an improvement in delivery quality can be noted.

The supplier shall submit an action plan to Bauer with a target date for implementation.

9 Sanctions for non-compliance with the regulations



10 Appendices



10 Appendices

10.1 Appendix 1: Template for a parts label

Portrait/landscape parts label



Bauer Maschinen GmbH 86529 Schrobenhausen DE

Bauer No.	
Bestellnummer	
Serial No. Chargen No.	
Man. Date	

10 Appendices



10.3 Appendix 3: Sticker template for parcels

FROM: _____ _____ _____ SHIP TO: _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
Bestellnummer 	
_____ _____ _____ _____ _____ _____	

10.4 Appendix 4: Label template for a packaging unit

Materialnummer	
Materialbezeichnung	
Menge / Stückzahl	

10 Appendices



10.5 Appendix 5: Template for a packing list

Packliste / Packing List			
Datum		Gewicht:	
Lieferantenname		Lieferantennummer: 	
Lieferscheinnummer 		Bestellnummer: 	
Packstücknummer			
Pos	Artikel-Nr.	Bezeichnung (Abmessungen)	Bestellmenge