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Technical guideline - Delivery and packaging guidelines

Translation of the original

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Content	Page
1 GENERAL INFORMATION	4
1.1 FIELD OF APPLICATION	4
1.2 SCOPE	4
2 DELIVERY	5
2.1 DELIVERY ADDRESSES	5
2.2 TIMES OF GOODS RECEIPT	5
2.3 BEHAVIOR ON THE PLANT PREMISES	6
3 LOAD HANDLING DEVICES	7
3.1 PALLETS	7
3.1.1 EUROPALLETS	8
3.1.2 SYSTEM PALLETS.....	8
3.1.3 SPECIAL PALLETS	9
3.2 TOTES	9
3.3 GRID BOX	10
3.4 SINGLE-USE PALLETS	10
3.5 SECURING OF GOODS	10
4 SINGLE-ITEM DELIVERY	11
5 CORROSION PROTECTION	12
6 STEEL CONSTRUCTION	13
7 THIRD-PARTY DELIVERIES	14
7.1 TIMELINE.....	14
7.2 SPECIAL PACKAGING THIRD-PARTY DELIVERIES	15
8 SHIPPING INFORMATION	16
8.1 HAZARDOUS MATERIAL	16
8.2 DELIVERY NOTE.....	16
8.3 ACCOMPANYING DOCUMENT	16
8.4 PACKAGE NOTE.....	17
9 ADDITIONAL COSTS FOR WITRON/FAS/ WITRON SERVICE	18
10 LOAD HANDLING DEVICE REQUISITION	19

1 General information

The delivery of the goods to WITRON Logistik + Informatik GmbH/FAS FoerderAnlagen Systeme GmbH/WITRON Service GmbH & Co. KG - hereinafter referred to as WITRON/FAS/WITRON Service - takes place at the facilities in Parkstein according to the applicable guidelines and regulations of this document, as well as the legal requirements and provisions.

1.1 Field of application

The current version of the delivery and packaging guideline is a binding component and basis for all deliveries to WITRON/FAS/WITRON Service based on orders as well as agreed returns and retrievals.

1.2 Scope

The delivery and packaging guideline applies to all shipments delivered to WITRON/FAS/WITRON Service. Deviations from this delivery and packaging guideline must be agreed with WITRON/FAS/WITRON Service without exception.

2 Delivery

2.1 Delivery addresses

The delivery addresses can be found on the order. Unless otherwise agreed, the regular delivery addresses are as follows:

WITRON

Parkstein:

WITRON Logistik + Informatik GmbH
Plant 2
Neustädter Straße 21
92711 Parkstein
Phone: 09602/600-0 (Front desk plant 2)

WITRON Plant 3 (WITRON Service)

Parkstein:

FAS – Foerder Anlagen Systeme GmbH
Plant 3 Gate 42 Inbound
Neustädter Str. 22
92711 Parkstein
Phone: 09602/600-600 (Front desk plant 3)
E-mail: we_ersatzteilabwicklung@witron.de

FAS

Parkstein:

FAS – FörderAnlagen Systeme GmbH
Plant 3 or Plant 4
Neustädter Straße 22
92711 Parkstein
Phone: 09602/600-600 (Front desk plant 3)
E-mail: wareneingang@fas-conveyorsystems.de

2.2 Times of goods receipt

Parkstein location:

WITRON

Monday to Friday: from 06:30 o'clock to 15:30 o'clock

FAS

Monday to Thursday: from 06:30 o'clock to 15:15 o'clock
Friday: from 06:30 o'clock to 2:00 PM o'clock

WITRON Plant 3 (WITRON Service)

Monday to Thursday: from 06:30 o'clock to 15:15 o'clock
Friday: from 06:30 o'clock to 2:00 PM o'clock

From **09:00 o'clock to 09:15 o'clock** and **12:00 o'clock to 12:45 PM o'clock** delivery is not possible and access to the plant premises is not permitted. Deliveries on bridging days are to be discussed at an early stage with the responsible contact person of materials management department.

Delivery in case of exceptional transports to Parkstein location

Deliveries at other times for exceptional transports require prior notification and approval.

The notification must take place at least 2 days before delivery in written form to WITRON/FAS/WITRON Service.

2.3 Behavior on the plant premises

Access and stay is only permitted in the goods receipt area. The German traffic regulations as well as the Road Traffic Licensing Regulations according to StVZO § 30 (1) apply to the entire plant premises. The maximum allowed driving speed is **10 km/h**.



The following applies during the stay on the plant premises:

- Instructions of the responsible personnel are to be followed
- All activities and work to be performed must be carried out in compliance with the Accident Prevention Regulations
- The carrier of the transport company is responsible for securing the load
- The load must be secured in accordance with the generally applicable regulations

The directions to the gates must be handed over to the forwarding company upon delivery or collection!

3 Load handling devices

In the following section, the specifications and requirements for the load handling devices are described in detail.

The following basically applies for load handling device:

- If a load handling device is required, WITRON/FAS/WITRON Service must be informed in writing in good time
- The provision of the load handling devices must be agreed with WITRON/FAS/WITRON Service. The requirement must be communicated to the responsible contact person at least seven working days before collection (WITRON → Purchasing, FAS → E-mail: wareneingang@fas-conveyorsystems.de, WITRON Plant 3 → E-mail: parts_storage@witron.de) → Load handling device requisition (10)
- The provided load handling device are property of WITRON/FAS/WITRON Service and may only be used for storage and transport of WITRON/FAS/WITRON Service products. Use for other products is not permitted

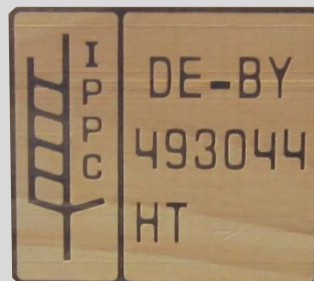
3.1 Pallets

WITRON/FAS/WITRON Service in Parkstein basically differentiates between two types of pallets. Both types have precisely defined specifications and purposes. These are described in more detail in the directive.

System pallets (3.1.2) are not allowed to be delivered to WITRON plant 2, FAS Steel construction. Therefore, deliveries must be made on Europallets (3.1.1). The same requirements as in System pallets (3.1.2) apply.

Only Euro pallets, system pallets, pallet frames and packaging materials with IPPC treatment **HT** - Heat Treatment may be used!

The marking must be legible, permanent and preferably applied to at least two opposing, clearly visible parts of the packaging material.



3.1.1 Europallets

The europallet in accordance with DIN EN 13698 is the permissible load handling device for delivery to WITRON plant 2, FAS Steel construction and for long goods. Long goods are defined as any goods that exceed a basic dimension of **1200 x 800 mm** and have an overhang compared to the europallet.

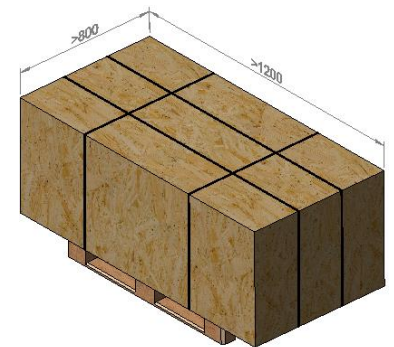
Europallet dimensions: 1200 x 800 x 144 mm according to DIN EN 13698 and UIC standard 435-4

Additional specifications:

- Max. allowed total weight of the load unit **900 kg**
- Max. allowed total height of the load unit **1150 mm**
- Use max. **5 plug-in frames**



1200 x 800 x 144 mm



>1200 x >800 x 144 mm

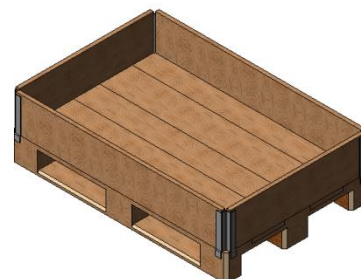
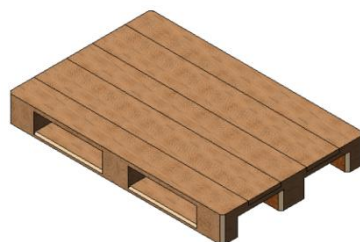
3.1.2 System pallets

If the goods are delivered without overhang and with dimensions within our specifications, the provided system pallets must be used.

System pallet dimensions: 1200 x 800 x 150 mm

Additional specifications:

- Max. allowed total weight of the load unit **900 kg**
- Max. allowed total weight of load units stacked "on top of each other" **900 kg**
- Max. allowed total height of the load unit **1350 mm**
- The goods must not exceed the height of the pallet frames
- Stackability of the load units must be ensured
- Use max. **6 plug-in frames**



1200 x 800 x 150 mm



System pallets (3.1.2) must not be used for deliveries to WITRON Works 2, FAS Steel construction. Only Europallets (3.1.1) and Totes (3.2) for small parts and bulk materials are to be used. The base of this Europallets (3.1.1) must be lined with cardboard.

3.1.3 Special pallets

In case of goods which, due to their dimensions, shape or condition, are not suitable for transport on the provided load handling device, special packaging is required. These special packaging types are not provided by WITRON/FAS/WITRON Service, for example oversized pallets.

In this regard, the supplier is expected to ensure a reasonable packaging in consideration of cost-efficiency, handling and the necessary storage space. A safe transport, free of transport damage, must be guaranteed.

3.2 Totes

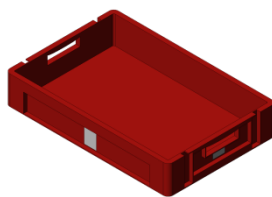
The provided totes must be used for small parts and bulk materials. There are generally three different dimensions for the totes with different requirements. Only the totes **600 x 400 x 120 mm** and **600 x 400 x 270 mm** are allowed for WITRON plant 2.

Tote dimensions :

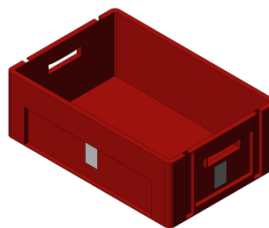
- Size 1 → 600 x 400 x 120 mm
- Size 2 → 600 x 400 x 220 mm
- Size 3 → 600 x 400 x 270 mm

Additional specifications:

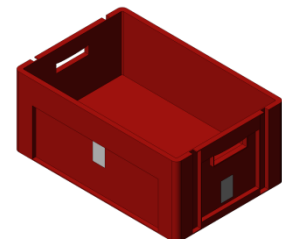
- The goods must not exceed the height of the tote
- Stackability of the load units must be ensured



600 x 400 x 120 mm
23 kg



600 x 400 x 220 mm
28 kg



600 x 400 x 270 mm
28 kg

3.3 Grid box

Delivery in grid boxes must be agreed with WITRON/FAS/WITRON Service. These are provided to the supplier.

Grid box dimensions: 1200 x 800 x 970 mm

Additional specifications:

- Max. weight per load unit **900 kg**
- Max. total height per load unit **1200 mm**
- The goods must not exceed the total height



1200 x 800 x 970 mm

3.4 Single-use pallets

Single-use pallets are not allowed for deliveries.

3.5 Securing of goods

The delivered goods must be secured against slipping and falling on the load handling device and placed or averaged concerning the center of gravity.

Furthermore, pallets must be stretch-wrapped so that the complete goods cannot be separated by the responsible shipping company and are clearly recognizable as one piece of transport.

4 Single-item delivery

The supplier is obliged to deliver all items sorted separately for each delivery. "Single-item" means for WITRON/FAS/WITRON Service that each load handling device is allowed to be loaded with only one line item.

Please note that no small parts from other order items will be included in packaging with larger material. These must be packed separately and marked.

5 Corrosion protection

Raw metal materials, especially shafts, must be **oiled/greased** and packed accordingly **before delivery** in order to protect the material, unless otherwise agreed. This serves to ensure corrosion-free storage of the goods and the continuous functionality of the component. Treatment of the goods by coating them with zinc phosphating is not sufficient. Further methods of passive corrosion protection are only possible after consultation.

6 Steel Construction

The following regulations only apply to the steel construction area!

Orders which have the note "Steel construction" have special requirements concerning the load handling device. These are explained as follows:



System pallets (3.1.2) must not be used for deliveries to FAS Steel construction. Only Europallets (3.1.1) and Totes (3.2) for small parts and bulk materials are to be used. The base of this Europallets (3.1.1) must be lined with cardboard.

Additional specifications:

Generally, the euro pallet must always be equipped with the provided pallet frames until the height of the goods is completely covered by the pallet frames.

7 Third-party deliveries

Collection and direct delivery to the project site within the EU:

- The package information must be sent to WITRON shipping department (versand@witron.de) in the QM_AL_Colli-Creation_en **10 working days before** the collection date
- The package note is transferred to the supplier **5 days before** the collection date
- The delivery documents are forwarded **on the day** of the collection

Collection and direct delivery to the project site outside the EU (third country):

- The package information must be sent to WITRON shipping department (versand@witron.de) in the QM_AL_Colli-Creation_en **10 working days before** the collection date
- The package note is transferred to the supplier **5 days before** the collection date
- The company WITRON notifies collection at the responsible customs office and creates the customs documents
- The delivery documents are forwarded **on the day** of the collection

Collection and delivery to the Parkstein location (Eu+third country):

- The company WITRON/FAS/WITRON Service must be informed when the collection can be made
- WITRON/FAS/WITRON Service arranges the transport to Parkstein
- The package note is created as soon as the goods have arrived at WITRON/FAS/WITRON Service

Applicable documents:

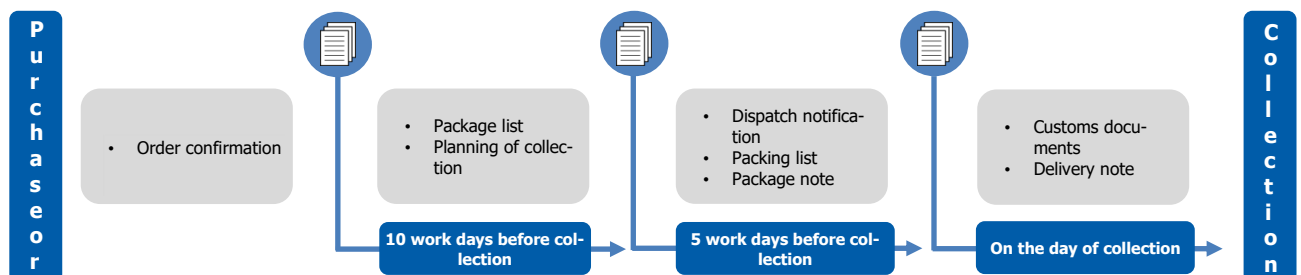


QM_AL_colli_creation_en



The packages must only be picked and loaded according to the delivery note!

7.1 Timeline



7.2 Special packaging third-party deliveries

A packaging drawing is required for the first delivery of new articles involving a third-party delivery. The packaging drawing must be agreed with the head of the dispatch department. The max. allowed total weight of the load unit must not exceed **1200 kg**.

8 Shipping information

Each delivery must contain information about the goods in the form of a delivery note and an accompanying document. Only WITRON delivery notes must be used for third-party deliveries to project sites.

8.1 Hazardous material

Hazardous materials must be labelled properly and visibly on the goods and on the delivery note.

All deliveries of dangerous goods must be accompanied by material safety data sheets ("SDB"). The material safety data sheet must be written according to the currently valid REACH and TRGS (Technical Rules for Hazardous Substances) regulations. In addition, the substances must be delivered and labeled in specially designed and tested packaging.

8.2 Delivery note

A delivery note must be enclosed to each delivery. The delivery note must be attached clearly visible and protected, and must be forwarded to a WITRON/FAS/WITRON Service employee on delivery.

The delivery note must include the following information:

- Supplier address
- Container number (when loaded into a container)
- Delivery note number
- WITRON/FAS/WITRON Service PO number
- WITRON/FAS/WITRON Service article number
- WITRON/FAS/WITRON Service article designation
- Quantity delivered
- Samples, package inserts and test certificate must be labelled clearly identifiable
- For the correct assignment of subsequent deliveries in case of complaints, the delivery note must state "notice of defects/return"

8.3 Accompanying document

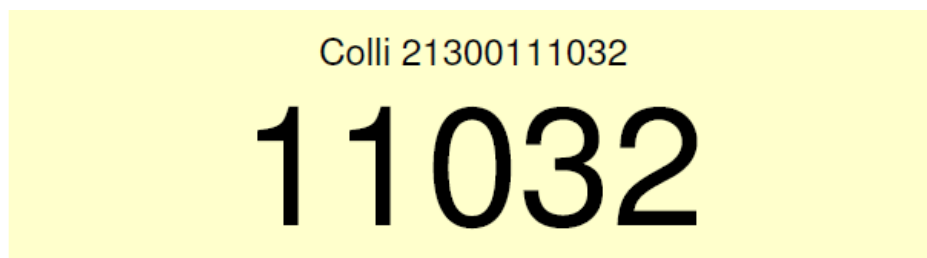
Each line item/transport unit of the delivery must also be provided with an accompanying document. The accompanying document must be attached clearly visible and protected.

These accompanying document must include the following information:

- Company name
- WITRON/FAS/WITRON Service PO number
- WITRON/FAS/WITRON Service article number
- WITRON/FAS/WITRON Service article designation
- Quantity

Generally, when production parts are delivered on the load unit, a drawing according to DIN A4 format must be attached clearly visible and protected.

8.4 Package note



Lieferadresse/	Lesons, Boulogne, Montreuil
Delivery address:	Chemin de Jallies
	F-60000 Boulogne sur Mer
	FRANCE

Projekt:	Lesons, Boulogne, Montreuil
Projekt-Nr:	11032
Kunden-Nr (SAP):	11032

	Länge (mm)	Breite (mm)	Höhe (mm)
Abmessungen:	3500	1600	1200
Gewicht: 1200 KG	Anzahl Elemente:		
Verpackung: Palette			
Baustufe: 11	Nachbestellung:		



In case of third party deliveries, the package notes issued by WITRON must be visibly attached to the specified packages.

9 Additional costs for WITRON/FAS/ WITRON Service

Non-compliance with the delivery and packaging guidelines may result in a non-acceptance and/or further charging of the resulting additional costs.

10 Load handling device requisition

Supplier address:

WITRON Logistik + Informatik GmbH
Plant 2
Neustädter Straße 21
92711 Parkstein

FAS Foerder Anlagen Systeme GmbH
Plant 3 or Plant 4
Neustädter Straße 22
92711 Parkstein
E-Mail: wareneingang@fas-conveyorsystems.de

WITRON Plant 3 (WITRON Service)
Plant 3 Gate 43 Inbound
Neustädter Str. 22
92711 Parkstein
E-mail: parts_storage@witron.de

Load handling devices	Quantity
Europallet	
System pallet	
Plastic pallet	
Pallet frames	
Grid box	
Tote (600 x 400 x 120 mm)	
Tote (600 x 400 x 220 mm)	
Tote (600 x 400 x 270 mm)	

Desired collection date:

Requestor (date and signature):
