



**SPECIFICATION REGARDING THE PACKAGING,
PRESERVATION AND THE DRAWING UP OF
DOCUMENTS FOR DELIVERIES TO SCHOTTEL**

Title : SPECIFICATION REGARDING THE PACKAGING,
PRESERVATION AND THE DRAWING UP OF
DOCUMENTS FOR DELIVERIES TO SCHOTTEL

Basic principles : ./.

Area of application : Deliveries to SCHOTTEL

Applicable specifications : Procurement documents

Replaced specifications : SNQ-304 REV- (first edition 15/01/2009)

Notes : ./.

Appendices : ./.

Contents : 1. Objective
2. Application
3. Requirements
3.1 Packaging
3.2 Preservation
3.3 Documentation

First Issue: 15.01.2009	Prepared	Checked	Released	Reviewed	Specification Original QQS
Department	MEK	AAZ	QQS	PL	
Date	14.04.2010	14.04.2010	14.04.2010	14.04.2010	Distribution list Intranet SNQ Distribution
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1. **Objective:**

The protection of SCHOTTEL products at the supplier's, during transportation and when in storage against any harmful, external influences.
The clear assignment and identification of the goods by using unambiguous and permanent labelling complying with SCHOTTEL standards.

2. **Application**

This specification applies to all SCHOTTEL GmbH suppliers and their subsidiaries. They describe the basic requirements regarding the packaging and preservation of the products to be supplied, as well as the minimum requirements regarding the documents to be drawn up by the supplier.

Individual agreements may be concluded. However, they shall only be valid if agreed to in writing by both parties concerned.

3. **Requirements**

3.1 **Packaging**

3.1.1 **Packaging in General**

The packaging is to conform to the general regulations regarding safety and environmental protection, as well as any special customer requirements. Returnable packaging is to be clearly indicated as such; packaging material requiring special disposal (e.g. hazardous waste) is also to be indicated accordingly.
Supplied goods shall be considered "incomplete" if these packaging references are not provided.

The packaging is to be weatherproof as a matter of principle; however, it also has to be able to counteract the formation of condensation. If necessary, special shipping packaging is to be provided to meet special requirements in terms of temperature, moisture and other similar factors.

The packaging is to help prevent mechanical damages that may occur in the course of normal, daily business due to the usual strains and stresses, as well as offer sufficient protection against UV radiation.
Orifices are also to be closed off and threads protected against damage.

If possible, all supplied components and materials are to be packed using transport packaging conforming to European standard sizes, such as wooden or lattice box Euro pallets.

Due to the available forklift truck capacity, the total weight of **5 000** kg must not be exceeded. Special agreements are otherwise to be made.

The goods are to be secured in and on the pallets so they cannot slip.



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3.1.2 Returnable Packaging

Returnable packaging may be the property of the supplier or a third party.

Returnable packaging is only to be used if this has been stipulated as a contractual requirement by the customer.

If such an agreement does not exist, the acceptance of goods may be rejected and their return delivery organised at the expense of the supplier. If the delivery is accepted without such an agreement, the returnable packaging shall become the property of SCHOTTEL GmbH.

If the delivery of goods in returnable packaging has been stipulated by contract, the following information is to be clearly included in the delivery documents:

- The owner of the returnable packaging and the return delivery address, including phone number
- Return delivery dates with the incoming and outgoing dates provided by the customer

The costs incurred for the use of returnable packaging are generally borne by the supplier.

The storage period at the customer is 20 working days. If the packaging is not fetched within this period, the customer shall organise its return at the expense of the supplier.

The returnable packaging used is to conform to the requirements cited in this section (3) as a matter of principle. If this is not the case, the customer shall reserve the right to reject the goods.

Any costs arising, even if these have been incurred by the assigned forwarding agent, shall be borne by the supplier.

3.1.3 Labelling of Packaging

Permanent labelling is to be applied so that it can be clearly seen on the outside of the goods and packaging, and immediately on acceptance of the goods. Labelling that can only be seen by opening the packaging is not permissible.

Labelling is to be protected against damage during transit or adverse weather conditions.

Special information regarding transportation, handling and storage is to be attached in the form of written labels.

This includes:

- The identification of special attachment points for lifting gear
- Fragile goods
- Caution: glass
- Transportation position: "top/bottom" sign
- Protect against moisture



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- Information on expiry dates
- Protection against direct sunlight
- Temperature resistance
- Information on permissible package heights

In the case of parts subject to an acceptance test, the components are to be positioned in such a way that the acceptance stamp can be easily accessed and seen without the component concerned needing to be tampered with.

The position of the centre of gravity is to be identified on components/containers where this is offcentre and there is a danger of the part tilting.

3.2 Preservation

The preliminary preservation for components and materials being supplied is to have a service life of at least 6 months from the date the goods are received at the customer's. The exception to this are components and materials with final coats or special, contractually agreed preservation goods.

If transportation/storage preservation is applied that needs to be removed before the goods can be used again, the customer is to be provided with the following information:

- A description of the preserving agent used
- Information regarding its removal
- Information regarding the conditions for disposal of the preservation media, solutions and packaging used
- Indication of hazardous substances with a corresponding safety data sheet with every initial delivery

3.3 Documentation

The content and handling of the written documents required by contract are to be compiled by the supplier in accordance with the following specifications. These include:

- Shipping documents
- Delivery notes
- Packaging labels

The delivery notes, packed content lists or other lists concerning the content are to be attached to the packages in self-adhesive document pouches.



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3.3.1 Scope of Information and its Use

3.3.1.1 Scope of Minimum Information

The following information is to conform to the following clauses and be entered in the respective documents required by contract:

No.	Details
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- | | |
|----|----------------------------------------------------------------------------------------------------------------------|
| 1 | Company name and address of the supplier |
| 2 | Company name and address of the document compiler if not the same as the supplier |
| 3 | Supplier receipt number (delivery note number/invoice number, etc.) |
| 4 | Order number; if applicable, the customer's general contract number |
| 5 | Order date; if applicable, the customer's call date |
| 6 | Delivery address (given in the order) |
| 7 | Customer order item number |
| 8 | Customer parts number |
| 9 | Customer parts description |
| 10 | Order quantity/quantity delivered |
| 11 | Order unit |
| 12 | Password – if disclosed with the order |
| 13 | Acceptance authority – if disclosed with the order |
| 14 | Identification of sets that belong together (several different articles are only allocated one Schottel part number) |

3.3.1.2. Shipping Documents and Delivery Notes

Every shipping document, delivery note and packaging label is to include the information listed in clause 3.4.1.1, numbers 1 to 14 as a minimum requirement.

3.3.1.3. Packaging Label

The packaging label identifies an individual part or a packaged unit. Every packaging label is to include the information listed in clause 3.3.1.1, numbers 1 and 8 to 14 as a minimum requirement.

3.3.2 Failure to Comply with Requirements

If just one of these pieces of information is missing, the customer shall be entitled to consider the entire written document as not received. However, the customer shall also be obliged to send the document back to the person who created it immediately.