

**LOGISTIC-
PACKAGING-
INSTRUCTION**

FOR SUPPLIERS

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Logistic – Packaging Instructions for Suppliers

1 Introduction

The basis for successful and cooperative cooperation between you as supplier and Brückner Maschinenbau GmbH & Co KG (hereinafter referred to as BMS) is clear and binding communication and information.

Above all, this applies to the supply logistics in order to safeguard our production. To ensure an efficient and smooth process flow, a functioning logistics system within agreed rules is essential.

To clarify our requirements for all parties involved and to regulate them in a binding manner, we have summarized them in these logistics and packaging instructions.

These instructions form an integral part of our contractual relationship.

We reserve the right to make changes to the instructions if necessary.

In a spirit of partnership and cooperation, processes will be continuously reviewed. Through regular audits and process analyses at the supplier's premises, we ensure continuous improvement. BMS re-serves the right to demand changes in the processes.

2 Purpose

For a smooth working process, it is necessary that all deliveries from suppliers contain a label with the standard information required by Brückner Maschinenbau.

3 Definitions

Kurzzeichen	Beschreibung
BMS	Brückner Maschinenbau
BST	Brückner ServTec
PSP	Project Number / Allocation
Barcode	Is an optical, machine-readable, representation of data; the data usually describes something about the object that carries the barcode.
Code 128	Is a high-density linear barcode symbology defined in ISO/IEC 15417:2007
QR-Code	Is the trademark for a type of matrix barcode (or two-dimensional barcode).
ECCN	Export Control Classification Number

4 Packing

- 4.1 The type and quality of the packaging must always be chosen in such a way that no damage or defects can occur to the goods and that it is designed in such a way that safe transport and safe reloading with conventional means of conveyance is possible.
- 4.2 Individually agreed BMS packaging regulations must be adhered to. If the agreed packaging is not complied with, BMS reserves the right to charge the supplier with handling and repackaging costs. Deviations in justified cases must be discussed with the appropriate contact persons in good time.
- 4.3 The supplier commits to using environmentally friendly packaging that permits reuse or cost-effective disposal. Styrofoam chips are not allowed as packaging material.
- 4.4 Packaging materials must comply with the European environmental protection directives regarding the prevention of environmental damage, optimum use of materials, recycling and disposal. When materials are delivered by air or sea, the packaging must comply with the guidelines applicable to these modes of transport.
- 4.5 ISPM Standard 15 (International Standards for Phytosanitary Measures) must be used for wooden packaging. The ISPM standard describes measures to reduce the risk of the introduction or spread of insect infestations in connection with wooden packaging.
- 4.6 Regardless of the choice of packaging, the supplier must ensure that the deliveries meet the following requirements at least:
- 4.6.1 Materials must be delivered free of contamination and without any loss of quality. Packaging material must not affect the cleanliness and quality of the parts. Surface-treated parts must be packed so they are scratch resistant.
- 4.6.2 Transport packaging should ensure safe and simple handling during the unloading as well as during the transport with industrial trucks. All cavities must be filled so that the parts cannot shift during transport and handling.

- 4.6.3 Efforts should be made to create rational loading units and to make efficient use of capacities.
- 4.6.4 Adequate transport protection, padding, separators must be provided.
- 4.6.5 One material (same materials of a material number) per individual package is to be aimed for. If a part consists of several individual parts, they must be marked in such a way that they can be attributed. In the case of several pre-mounted assemblies, loose component parts (screws, springs, plugs, etc.) of the individual assemblies must be attached separately (e.g. fasten the bag to the individual assembly).
- 4.6.6 If mixed containers cannot be avoided, the parts must be clearly and visibly separated and appropriately organized.
- 4.6.7 Corrosion-sensitive parts must be protected against corrosion for the duration of transport and storage (at least for a period of 3 months). The type of corrosion material used depends on the sensitivity of the packaged goods, the transport conditions, the duration of transport, storage and storage conditions.
- 4.6.8 Packages that are not delivered on load carriers and, therefore, must be lifted by hand must not exceed a weight of 20 kg. Packages with a weight more than 20 kg must always be delivered on pallets.
- 4.6.9 Materials must be arranged within the load carrier in such a way that the weight is evenly distributed. The same applies to the positioning of the individual packages on the load carrier. If this is not possible in substantiated and agreed cases, this must be marked in a clear and visible manner (caution: shifting of the center of gravity).
- 4.6.10 The size of the load carrier should correspond to the goods to be packed. With protruding parts, ensure proper and adequate and impact protection.

5 Load securing / Transport damage

- 5.1 The goods must be packed so that they are safe for transport and handed over to the haulage contractor.
- 5.2 In accordance with statutory stipulations, all groups of persons involved in the loading process, whether directly or indirectly, (drivers, shippers, dispatchers, haulage contractors) are responsible for ensuring that the load is properly secured.
- 5.3 BMS must be notified of special loading and unloading conditions in good time. If there is transport damage, the supplier and the forwarding agent will be informed immediately by BMS in writing. The damage must be documented on the consignment note.

6 Hazardous goods transport

- 6.1 The regulations for the transport of dangerous goods must be observed. The supplier is liable for all damage resulting from the non-observance of statutory regulations.
- 6.2 As the distributor of dangerous goods, the supplier is responsible for categorization/ classification, permitted mode of transport and transport permit. The relevant information must be reported to BMS when the quotation is created.
- 6.3 As the shipper or sender, the supplier must comply with the applicable regulations for the transport of dangerous goods. Required data sheets, approval notices, etc. must be made available to the transport company in good time prior to shipment.

7 Goods delivery

- 7.1 **Business hours of goods receipt** (applies to main plant in Brückner Maschinenbau works at Königsbergerstr. 5-7 – in Siegsdorf as well for Brückner Slovakia in Topolcany)
Monday – Thursday 07:00 – 15:30 hrs.
Friday 07:00 – 11:45 hrs.
- 7.2 The unloading of Lorries with standard industrial trucks at BMS or at an unloading point specified by BMS must be ensured.
- 7.3 In principle, it must be possible to load, and unload all means of transport used from the side as well as to load and unload them from the rear.

8 Marking of the delivery

- 8.1 All deliveries must always be labelled in such a way that all products can be clearly identified. Initial samples and scheduled goods must be marked separately as such. In the case of goods with a limited shelf life, the minimum storage life must be indicated. All non-valid markings must be removed.

Special handling instructions (e. g. "Protect against moisture", "Do not drop") must also be attached in the form of symbols. Instructions on stacking are required.

8.2 Package marking:

- 8.2.1 If an order is divided into several packages, a separate list of contents must be attached to each package. Individual packages must be clearly marked.

- Full sender address.
- Full recipient address (contact person if required).
- Full customer address (if different from recipient, normally BMS).
- Delivery note number.
- BMS order number.
- BMS PSP element (if present in order).
- Number of delivered packages.

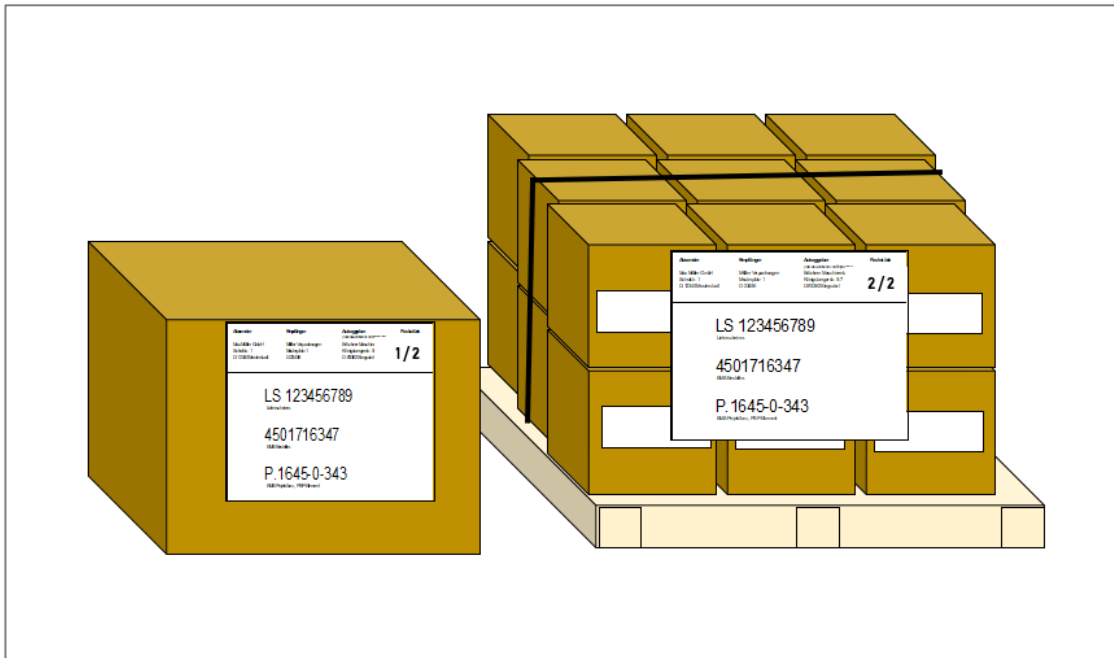
Figure 1

e.g. of package labelling

Absender	Empfänger	Autraggeber <small>(falls abweichend von Empfänger)</small>	Packstück
Max Müller GmbH Schulstr. 1 D-12345 Musterstadt	Müller Verpackungen Musterplatz 1 D-23456	Brückner Maschinenbau Königsbergerstr. 5-7 D-83362 Siegsdorf	1 / 3
<p>LS 123456789 Lieferscheinnr.</p> <p>4501716347 BMS Bestellnr.</p> <p>P.1645-0-343 BMS Projektbez., PSP-Element</p>			

Figure 2

e.g. of Packaging Label:



8.3 Material Identification:

8.3.1 Alle Materialien müssen ausnahmslos zum Zwecke der eindeutigen Identifizierung ordnungsgemäß gekennzeichnet angeliefert werden.

1. **BMS PSP-Element** (wenn in Bestellung vorhanden) → *alphanumerisch*
2. **BMS Bestellnummer und Position** → *numerisch*
i. sowie per Code 128-Code oder QR-Code (siehe Abbildung 3 und 4)
3. **BMS Materialnummer** → *numerisch*
i. sowie per Code 128-Code oder QR-Code (siehe Abbildung 3 und 4)
4. **Bezeichnung der Ware** → *alphanumerisch*
5. **Stückzahl** → *numerisch*

8.3.2 The information, which on the package label must be, you find on the purchase order of Brückner Maschinenbau. **Please see Figure 6.**

8.3.3 Brückner offers the possibility, to print out the Material identification label with the Barcodes above requested by the new platform “SAP Ariba”, if you as our supplier are not yet connected with SAP Ariba, you can request the connection to this platform by your BMS’s contact person.


Figure 3

e.g. Code -128

Brückner Maschinenbau GmbH


1) PSP- No. **E.1209-178**

2) P.O- No. **4501817346** Pos. **(10)**



450181734600010

3) Mat. – No. **362456**



362456

4) Mat. Description-
Senkschraube Innensechskant DIN7991

5) Qty 30


Figure 4

e.g. QR - Code

Brückner Maschinenbau GmbH


1) PSP- Nr. **E.1209-178**

2) P.O - Nr. **45012345678** Pos. **(10)**



45012345678

3) Mat. – Nr. **362456**



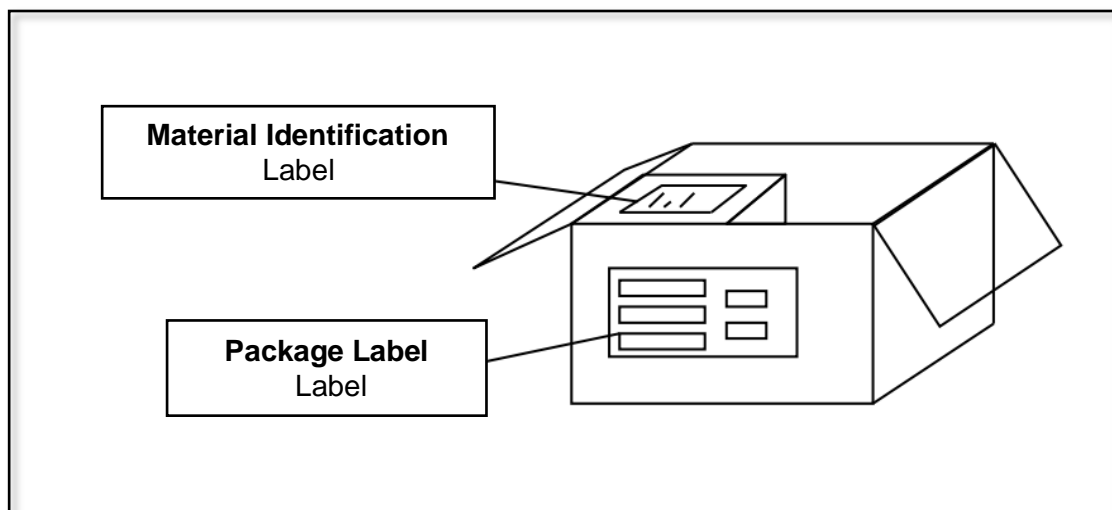
362456

4) Mat. Description
Senkschraube Innensechskant DIN799

5) Qty **30**

- 8.3.4 If the marking of each individual part is not technically or economically feasible, the parts must be packed in an adequate packaging container onto which information mentioned above is applied.
- 8.3.5 Lettering with a machine typeface is recommended (label). The lettering should be black on a light background in order to achieve the highest possible contrast.
- 8.3.6 The marking must not affect the cleanliness and quality of the parts. It is important to ensure that any labels can be removed without leaving residues.
- 8.3.7 The labelling should always be as easy as possible to see and in any position. For large parts, it is recommended to affix a second marking of the same type.
- 8.3.8 The Figure 5 shows the difference between the material Identification label and package labeling and their colocation.

Figure 5




9 Accompanying documents / Delivery notes

- 9.1 A delivery note clearly describing the delivery is required for the receipt of materials at the goods receipt of BMS or different unloading points. The delivery notes for the respective shipment must be attached to the corresponding packages and, in the case of shipment by forwarding agent, must be handed over to the haulage contractor with the freight documents.

9.2 The delivery note must include at least the following data:

- Full sender address.
- Full recipient address and contact person.
- Full customer address (if different from recipient, normally BMS).
- Delivery note number.
- Date of shipment.
- Term of delivery.
- BMS order number, BMS order item and BMS PSP element (if present).
- Material number supplier.
- BMS material number.
- Designation of the goods.
- Number of pieces packed.
- Net weight of the individual material.
- Shipment details – number, type and weight of the packages.

Figure 6: Sample of Brückner’s purchasing order

<p>Brückner Maschinenbau GmbH & Co. KG Königsberger Str. 5 - 7 · 83313 Siegsdorf · Germany</p>		<p>BRÜCKNER MASCHINENBAU </p>																					
<p>Firma Mustermann GmbH Musterstr. 1 D-12345 Musterhausen</p>		<table border="1" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Bestellung</td> <td colspan="2" style="text-align: right;">Seite 1/2</td> </tr> <tr> <td style="width: 50%;">Bestellnummer</td> <td style="width: 50%;">Datum</td> <td colspan="2"></td> </tr> <tr> <td style="border: 2px dashed black;">4501234567</td> <td></td> <td colspan="2" style="font-size: small;">(in Schriftstücken angeben.)</td> </tr> <tr> <td colspan="2">Kontierung:</td> <td colspan="2" style="border: 2px dashed black; text-align: center;">P.1832 - 2 - 070</td> </tr> <tr> <td colspan="2">Liefertermin:</td> <td colspan="2" style="text-align: center;">25.06.2018</td> </tr> </table>		Bestellung		Seite 1/2		Bestellnummer	Datum			4501234567		(in Schriftstücken angeben.)		Kontierung:		P.1832 - 2 - 070		Liefertermin:		25.06.2018	
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<p>Lieferadresse: Brückner Maschinenbau GmbH & Co. KG Königsberger Str. 5 - 7 83313 Siegsdorf</p>																							
<p>Gesamtbestellwert: EUR 12,36 Lieferbedingung: Frachtfrei *CPT* Siegsdorf Zahlungsbedingung: innerhalb von 30 Tagen 2 % Skonto innerhalb von 60 Tagen ohne Abzug</p>																							
<p>Projekt P.1832-2-070</p>																							
<p>Eine maschinell erstellte Fax/Mail-Bestellung ist auch ohne Unterschrift gültig.</p>																							
<p>Brückner Maschinenbau GmbH & Co. KG</p>																							
<p>Wir bestellen zu beiliegenden/bekanntem Bedingungen, die ausdrücklich Bestandteil des Vertrags sind:</p>																							
Pos.	Menge	Einheit	Material-Nr. Beschreibung	Preis/Einheit	Zu-/ Abschlag	Nettowert EUR																	
00010	30	Stück	510484. gerade, EL 8 / verz. Normbezeichnung: DIN 02353 Werkstoff: St	1,03		12,36																	

10 Transport process / Delivery conditions

10.1 In principle all offers, and contracts are prepared or concluded in accordance with Incoterms 2010. Depending on this, a distinction is made between the following transport processes:

10.2 E and F - clauses

10.2.1 For the EXW, FCA, FAS and FOB delivery terms, the forwarding agent and the transport concept are defined by BMS. The supplier must deliver or hand over the goods to the haulage contractor or another person designated by BMS at the agreed location.

10.2.2 In general, the goods shipments to be delivered must be notified to the freight forwarder on the day before loading in good time, taking into account the delivery period.

10.2.3 Freight invoices from external freight forwarders will not be accepted by BMS.

10.3 C and D - clauses

10.3.1 In the case of the CIF, CIP, CFR, CPT, DAT, DAP terms of delivery, the supplier bears the responsibility and the costs for his delivery up to the place of unloading specified by BMS. The goods must be transported to the appropriate location in such a way that the goods are in perfect condition, i.e. without damage to the goods or packaging. Damaged goods will be returned at the expense of the supplier. Proven consequential costs incurred as a result will be borne by the supplier.

10.3.2 The supplier is authorized to employ shippers/subcontractors. The supplier will oblige personnel he employs, including any subcontractors, to comply with the requirements of this contract.

10.3.3 If a supplier commissions a forwarding agent, the commissioning may only take place after his performance has been checked. Suitable criteria (condition of the fleet, reliability, accessibility, credit rating, flexibility, compliance with environmental standards, etc.) must be checked regularly by the supplier. Corresponding agreements must be made with the forwarding agents to ensure smooth transport.

10.3.4 This includes unloading times, contact persons, emergency concepts, exemption from driving bans (e.g. driving prohibition on Sundays and public holidays) and customs regulations.

11 Customs clearance, origin of goods and declarations regarding export restrictions

- 11.1 The supplier is responsible for export clearance. All papers and documents required for international transport (especially preference documents and certificates of origin) must be provided by the supplier at his expense and made available to BMS.
- 11.2 We reserve the right to make recourse claims against the supplier for all consequences about tax and customs claims, including any consequences arising from proceedings under the German Tax Code and other regulations – that arise from an incorrect declaration made by the supplier.
- 11.3 The supplier commits to listing the following data – required for customs clearance – on all delivery notes and invoices on an item-by-item basis:
 - Statistical goods number.
 - Country of origin under commercial law.
 - Information on European/German export legislation.
 - Information on the European/German export list number (AL) – if applicable.
 - The value of goods is only expressed on invoices.

Figure 1: Sample Delivery Note

Mustermann GmbH Musterstr. 1 D-12345 Musterhausen	Ihr Ansprechpartner: Rolf Müller	<div style="border: 1px solid black; padding: 10px; width: 100px; margin: 0 auto;"> LOGO </div>																		
Warenempfänger Brückner Maschinenbau GmbH & CoKG Königsbbergerstr. 5-7 D-83313 Siegsdorf	Auftraggeber Siehe Warenempfänger																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Ihre Bestellung</th> <th style="width: 25%;">Ihr Projekt</th> <th style="width: 25%;">Unsere Auftragsnummer</th> <th style="width: 25%;">Lieferscheinnummer</th> </tr> <tr> <td style="text-align: center;">45012345678</td> <td style="text-align: center;">P.1777-0-391</td> <td style="text-align: center;">1773167844</td> <td style="text-align: center;">1773167844</td> </tr> </table>	Ihre Bestellung	Ihr Projekt	Unsere Auftragsnummer	Lieferscheinnummer	45012345678	P.1777-0-391	1773167844	1773167844												
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12 Deviations

- 12.1 In principle, the specifications described in these logistics and packaging instructions apply. Deviations are subject to approval and must be agreed in advance with BMS in good time.
- 12.2 If these instructions are not followed, the supplier will receive a logistical complaint. This will request him to take corrective measures.
- 12.3 In the case of gross deviations, acceptance of the goods can be refused. Costs for additional expenses will be borne by the supplier.

Figure 2: Summary of the contain for the label information

No.	Description	Packaging Label	Material Label Identification	Delivery Note
1	Full sender address	Yes	No	Yes
2	Full recipient address and contact person (If necessary, contact person)	Yes	No	Yes
3	Full customer address (If different from recipient, normally BMS)	Yes	No	Yes
4	Delivery note number	Optional	No	Yes
5	BMS Purchase order	Yes	Yes	Yes
6	BMS Purchase order + Position with Barcode (Code-128 or QR-Code)	No	Yes	Optional
7	Materials number	Optional	Yes	Yes
8	Material description	Optional	Yes	Yes
9	Supplier material number	Optional	No	Optional
10	BMS-PSP-Element (if present)	Yes	Yes	Yes
11	Number of delivered packages	Yes	No	No
12	Quantity	Yes	Yes	Yes
13	Net weight of the individual material	Optional	No	Yes
14	Date of shipment	Optional	No	Yes
15	Term of delivery	No	No	Yes
16	Shipment details – number, type and weight of the packages	No	No	Yes

13 Revision History

Version	Description	Writer	Reviser	Date
1.0	New Version	C. Lenze	E. Böker	01.10.2018
2.0	<ol style="list-style-type: none"> 1. Paragraph were numerated. 2. Point 4.5: Has been marked as optional. 3. Point 4.6.7: Text deleted; „pack in a dry, non-corroding environment”. Text update; „against corrosion protection”. 4. Point 8.1: Packaging Label updated; Full, partial, or remainder delivery were from Label deleted. (see Figure 2) 5. Point 8.3.3: Text added. Figure 2; figure was updated. 6. Point 11.3: Text added; „The value of goods is only expressed on invoices”. 7. Appendix 2 (Matrix): Point 11 updated. 	C. Lenze	E. Böker	29.07.2019

14 Release by



Eckhard Böker

Head of Division Supply Chain & Production



Christoph Lenze

Materials Manager / Logistic & Quality