Packaging and labelling instructions for suppliers

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Content

Scope of application

Packaging and labelling instructions for suppliers regulates the conditions for the delivery of products by the SUPPLIER.

To our plants

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The regulations contained herein apply in addition to the agreements made with SUPPLIER regarding the delivery of products (e.g. "Framework agreement").
The SUPPLIER is responsible for the quality of its products as well as for compliance with the requirements and regulations contained in these packaging and labelling instructions.
Deviations from or additions to these packaging and labelling instructions (e.g. to take special requirements into account) can be agreed in writing between the SUPPLIER and HECHINGER if required.

1 Packaging / Palletising

The specific packaging instructions issued by Hechinger apply.
If no specific packaging instructions are given, the supplier must select suitable packaging with regard to the following:
- Safety of the product
- Safety during handling (no risks to persons)
- Protection of persons from the contents (e.g. dangerous goods)
- Protection against external influences (contamination, moisture)
- Suitability for transport
- Stackability
- Load capacity of cardboard boxes or pallets
- Economic efficiency (optimum filling level, quality-justified design)

- Environmental compatibility with regard to the disposal of packaging materials Packaging of one type only!
- Reusable packaging must be preferred to recyclable packaging
- Weight limitations:
  - Cardboard boxes up to max. 30 kg

  - Disposable pallets depending on load capacity, max. 500 kg

  - Euro pallets max. 1,000 kg

  - Plastic pallets depending on load capacity, max. 1,000 kg

  - Box pallets depending on load capacity, max. 1,000 kg

  - Other packaging items depending on load capacity, max. 1,000 kg
- Dimensional limitations where no specific packaging instructions or exemption is/are available:
  - Dimensions of pallets max. 120x80x100 cm

  - Excess lengths only after prior consultation and approval
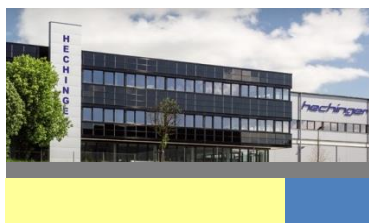

2 Identification:

- German VDA main goods tags, address labels, delivery note pockets must be attached to:
  - Cardboard boxes on the top
  - Pallets on the front
- Dangerous goods labels must be visible from at least one narrow and one long side
- Non-stackable pallets must be labelled as such both on the side and on the surface
- Pallets with limited stacking capacity must be labelled accordingly (2x stacking, 3x stacking, etc.)
- Mixed pallets must be marked as such on the end face
- Different batches on a pallet must be clearly separated from each other Smaller batches must be packed at the top so that they can be repacked with reasonable effort
- Empty containers, empty cardboard boxes, etc. may only be used for filling in the upper layer It is generally necessary to pack in layers before stacking

3 Shipping documents:

3.1 Delivery note

The delivery note to be issued by the SUPPLIER must contain at least the following information:
- SUPPLIER name and sender address
- The supplier number assigned by Hechinger
- Recipient address (recipient plant, unloading point as per purchase order, e.g. LAB)
- Hechinger item number (abbrev.: Item. no.)
- Parts index no.

- Document index no.
- Entire amount of the item no.
- Number & type of packaging (e.g. KLT, Colli, Euro pallets)
- Hechinger order number incl. position
- Batch number and, if applicable, best before date (abbreviation: BBD)
- Separate listing of different batches

3.2 Labels:

According to German Association of the Automotive Industry (VDA) regulations, the following standards are defined for the automotive industry and its suppliers.
Labels according to VDA 4902 are standard in Europe (ODETTE), USA and Canada (AIAG) and can be used for all international supply chains.

The main packaging must have the following structure:
- Main packaging: Pallet, box pallet
- Secondary packaging: Small load carrier, cardboard box, tray

These two packaging variants are described and used below:

Main goods tag for main packaging (pallet, box pallet)
- Adhesive labels on films or cardboard boxes, on small load carrier attachment with removable adhesive dots
- White background, size 210 x 148 mm on films
- The label must be affixed to the front
- The contents of the label must be printed in "Arial" or a similar font
- The print must be in black
- Handwritten entries / changes are not permitted
- For details, see below (example label)

Secondary labels (secondary goods labels) for small load carrier, cardboard box, tray
- Adhesive labels on cardboard box, on small load carrier, attachment in a plug-in card slot or attachment with removable adhesive dots
- The label white background, size 210 x 74 mm
- It must be placed on the front or front side of each small load carrier
- The contents of the label must be printed in "Arial" or a similar font
- The print must be in black
- Handwritten entries / changes are not permitted

Details on the next pages (example label)

3.2.1 Main goods tag (210 x 148 mm)

Figure 1: Main goods tag for the main packaging (pallet, box pallet). The contents are only example data.

Field definitions for the goods tag: Optional / required fields

Field no.	Field name / Data element	Required	Optional	Barcode
1	Consignee	X		No
2	Unloading point	X		No
3	Delivery note – number (N)	X		Yes
4	Supplier address short	X		No
5	Net weight		X	No
6	Gross weight		X	No
7	Number of packages	X		No
8	Customer part number (P)	X		Yes
9	Filling quantity (Q)	X		Yes
10	Article designation	X		No
11	Supplier part number (30S)		X	Yes
12	Supplier – number (V)	X		Yes
13	Date of delivery	X		No
14	Change status of design (2P)	X		Yes
15	Package number (S)	X		Yes
16	Batch number (H)	X		Yes

Fields and barcode description: Main goods tag

The package number (see example field 15 in Fig. 1) is numerical and uniquely identifies the package within one year. It is assigned per package by the SUPPLIER and should only be used once per year.

Labels S, M or G are as follows.
- (S) Packages without subpackaging.
- (M) Loading unit with clean item numbers.
- (G) Mixed loading unit/pallet.

3.2.2 Secondary goods labels (210 x 74 mm)

Figure 2: *Secondary goods label (secondary label) for the subpackaging (small load carrier, cardboard box, tray). The contents are only example data.*