

Delivery Specification

General Delivery Instruction

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	Issued	Modified		Reviewed	Released		0-27-03647.4	

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1 General

1.1 Aim and purpose

By means of this instruction, clear and documented requirements are set out to ensure smooth logistic handling.

The stipulated requirements serve to avoid costs for both parties, ensure better handling, prevent damage to the parts, ensure a uniform quality standard and reduce the risk of accidents during transport and subsequent storage.

This instruction defines basic notes as to the delivery of materials.

1.2 Scope of application

All deliveries from suppliers to VAG-Armaturen GmbH.

Deliveries deviating from this General Delivery Instruction must be authorised by VAG in advance and a special endorsement must be made on the delivery note and the packing piece(s).

Additional delivery specifications shall be regarded as supplemental requisites relating to the "General Delivery Instruction", which can be found under the specified references contained in the order.

1.3 Delivery address and delivery time

At VAG – Armaturen GmbH, there are two delivery points - 1 and 3 to receive deliveries.

The delivery point to be used for delivery will be specified in the order.

<p>Anlieferstelle 1 [Delivery point 1]: VAG – Armaturen GmbH Carl – Reuther – Straße 1 68305 Mannheim Germany</p> <p>Receiving hours: On workdays: 8:00 a.m. – 12:00 p.m. 1:00 p.m.– 3:00 p.m.</p> <p>Phone: +49 621 749 - 2171 Fax: +49 621 749 - 291000 Homepage: www.vag-armaturen.com</p>	<p>Anlieferstelle 3 [Delivery point 3]: VAG – Armaturen GmbH Carl – Reuther – Straße 1 68305 Mannheim Germany</p> <p>Receiving hours: On workdays: 7:00 a.m. – 8:45 a.m. 9:00 a.m. – 12:00 p.m. 12:30 p.m. – 3:15 p.m.</p> <p>Phone: +49 621 749 - 1570 or -1348 Fax: +49 621 749 - 1585 Homepage: www.vag-armaturen.com</p>
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Any delivery outside those hours may only be made according to prior agreement.

In this case, please refer to the contact persons specified in the order.

2 Delivery documents

2.1 Delivery note

A separate delivery note shall be issued for each delivery point.

The delivery note must be issued according to DIN 4991 and contain the following data fields:

- VAG order number, order date and order item
- Delivery point (as specified in the order)
- VAG material number
- Material description
- Delivery quantity
- Type and number of the individual cargo carriers / packages
- Total gross weight incl. unit
- Supplier's name and address,
- Supplier's contact details for possible queries.
- Delivery note number and date
- Type of dispatch (e.g. by lorry, parcel service, etc.)
- Forwarding agent's name / Forwarder's dispatch conditions
- Dispatch conditions, e.g. CIP
- Use-by date/date of production according to order in case of materials having a limited period of use.
- Information on dangerous goods.

2.2 Customs documents (in case of deliveries from non-EU countries)

To handle the import, the following documents, besides the delivery note and consignment note (Road: CMR Waybill, Air: Airwaybill, Sea: Bill of Lading), are required:

- Commercial invoice and customs invoice, respectively in case of free delivery.
- Original preference documents (only if the goods come from a country that has concluded a preferential agreement with the EU, such as ATR, EUR. 1, UZ Form A, etc.)
- The commercial invoice and customs invoice, respectively, must be issued fivefold (2 for the forwarding agent / forwarder, 1 applied to the packing piece, 1 inside the packing piece, 1 to the Accounting Department of VAG) and feature the following:
 - Title: Commercial invoice and customs invoice, respectively
 - Invoice number and date
 - Addresses of seller, purchaser and consignee
 - Forwarding agent / forwarder – does not have to be specified in my opinion
 - Incoterms
 - Point of departure and place of arrival
 - Payment terms
 - Order number of VAG
 - Material number and name of VAG
 - Customs tariff number (HS code)
 - Origin specification
 - Quantity
 - Unit price and total price and the note "Only for customs handling, no payment", respectively
 - Net and gross weight
 - Type and number of packing pieces
 - Type of transport

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2.3 Documents language

Documents, markings and the delivery documents destined for identification of the consignment shall be prepared in German or English. If statutory provisions (such as customs regulations) require another language, a translation into German or English shall be attached.

2.4 Additional documents

2.4.1 Test records

If measurement reports (and drawings featuring determined actual sizes, respectively) have been prepared for machined components, they must be added to the goods. If several parts are supplied, they shall be numbered; this shall also be specified in the relevant documents.

2.4.2 Non-conformance reports

In case of a replacement or return delivery arising out of a non-conformance report (NCR), the NCR no. of VAG must be shown on the delivery note.

2.4.3 Initial sample

If initial samples are delivered, this must be endorsed on the delivery note. An initial sample test report, incl. drawing, on which the metering points are numbered shall be added to the consignment.

2.4.4 Material certificates

If ordered parts additionally require material certificates, they shall be sent to the following e-mail address zeugnisse@vag-group.com in PDF file format prior to delivery.

The file name's structure shall be as follows:

Order number_Order item_Supplier's name.pdf

Ex.:

45182235_020_ComanyXYZ.pdf

If the production order number is available to the supplier instead of the order number, it shall be used.

This does not apply to special provisions set out by the Purchasing Department in the order. In this case, these provisions shall be endorsed as "Special Notes" on the delivery note.

Any deviations from the provided form and timing, respectively for the transmission of certificates will result in complaints from our Purchasing Department.

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3 Packaging

The statutory provisions applicable to transport and packaging shall prevail in any case.

3.1 **General packaging principles**

Only clean, protected, undamaged packaging material in mint condition shall be used.

It is assumed that the packaging and goods are delivered free from production residues (such as chips, drilling emulsion, etc.), corrosion and other impurities. Bright metal parts shall be provided with corrosion protection (such as oil film), if required. Please note that this corrosion protection must be absolutely silicone-free.

Appropriate packaging and protection from
 - damage, especially of functional surfaces or sealing faces
 - bending, deformation, twisting or breakage

must be chosen.

In doing so, the smallest possible packaging having the best filling rate shall be selected.

If the consignment is delivered on pallets, Euro-pallets shall be preferred, unless the component geometry requires another cargo carrier appropriate to this purpose.

Plastic packaging materials must not be used, if possible. Plastic packaging materials shall be admissible only, if they serve to protect the component.

Cargo carriers and packing pieces having a weight >20kg shall have a ground clearance of 100mm at least.

A maximum height of 1m and a maximum weight of 600kg shall apply to pallet and paperboard containers (if they do not conflict with the component geometry). Otherwise, appropriate packaging and cargo carriers for the pertinent component weight shall be selected.

The sound condition of Euro-flat pallets and Euro-box pallets shall be ensured in accordance with the EPAL exchange criteria. www.epal-pallets.de/de/produkte/paletten.php
 If the pallets are not in sound condition, they will not be exchanged.

If wood packaging is used in case of delivery from non-EU countries, the requirements pursuant to IPPC Standard ISPM No. 15 must be complied with.

If one order item consists of several units (such as clutches and gear units, engines and electrical mounted parts, etc.) and of components having one material number, respectively, they shall be packed and marked together. If this is not possible, the articles have to be numbered consecutively. Moreover, the goods must be separable without any problems.

If several packaged goods are packed in one transport unit (such as cage pallet, flat pallet featuring a pallet frame, etc.), they must be protected from damage through the packing unit and through each other by using appropriate means, such as paperboard intermediate layers, air bubble film or the like.

To avoid confusion, any existing old markings (and remnants of those markings, respectively) shall be removed from the cargo carriers.

Packaged goods may only be bundled or stacked, if they contain intermediate layers which absorb the stacking upset pressure and which cannot be deformed or dented.

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The closure devices must be closed so tight, that packaged parts cannot slip out of the bundle/stack. A bundle/stack shall be kept together by at least three clips or belts.

Moreover, the goods shall be packaged separately according to sort. Intermixture during the transport shall be excluded.

Materials featuring material certificates shall be delivered separately and shall be marked as such, respectively.

In case of materials having a limited period of use, consignments featuring various use-by dates and production dates, respectively within one packing piece shall not be admissible.

Appropriate transport packaging shall be selected so that the packaged goods do not protrude the packaging edge (such as pallet edge), since, otherwise, they could be damaged during transport.

3.2 Disposal of packaging

When using non-returnable packages, they shall be minimised in terms of weight and volume.

Basically, environmentally compatible and recyclable materials shall be used for all packages.

Material combinations (such as iron clamp, nails in wood) shall be reduced to a minimum and easily separable after use.

Packaging markings shall not affect the recyclability (no PVC adhesive labels on cardboard packaging).

Generally, packages will only be returned based on a special agreement entered into between the supplier and VAG. Returnable packaging shall be marked accordingly (e.g. property of company XYZ)

4 Marking

4.1 General principles

The packing piece's marking must show the following data:

- Order number / order item
- VAG material number / description
- Quantity
- Delivery point
- Weight
- Batch number (if available)
- Specifics (e.g. eccentric position of centre of gravity, note relating to special agreements, statutory information on dangerous goods, initial samples, etc.)

The article must not be pasted up directly.

The marking of collective packages/mixed pallets shall contain the following data, besides the marking of the individual packing pieces:

- Packing list (featuring individual material numbers)
- Number of packaged goods

Collective packages/mixed pallets may only contain packaged goods for one delivery point.

In case of materials having a limited period of use, the marking showing production date / use-by date shall be attached directly to the material or the smallest packaging unit.

Test certificates shall be attached to the outside of the packing piece and must be protected and clearly visible there.

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4.2 Special requirements

Special requirements as to the marking of the material can be found in our additional delivery specifications sent to you, as far as they are specified in the order.

5 Transport specifications

5.1 Statutory provisions and deviations from the Instruction

This General Delivery Instruction shall not release the supplier from the currently valid statutory provisions.

5.2 Small items, grouped loads, part and full loads

5.2.1 Small items consignments up to 20kg with freight terms exw or unpaid

All consignments having a total gross weight up to a maximum of 20kg shall exclusively be dispatched via DSV Xpress Dienst:

- Registration: phone +49 6107 707-208, fax: +49 6107 707-214 or via e-mail to: cs.fra@de.dsv.com
- Customer number: 316581
- NO collect on delivery and NO sub-pallet please (only after agreement with VAG's Purchase Department)

5.2.2 Grouped loads, part and full loads, 20kg to 2,500kg with freight terms exw or unpaid

All consignments having a total gross weight ranging from 20kg to 2,500kg shall exclusively be dispatched by means of the freight forwarding company Network Logistik GmbH (only by lorry):

- Registration: Via pick-up order by fax +49 (0) 621 38006-15
- Contact person: Ms Jessica Caria, phone +49 (0)621 38006-88
- Ölhafenstr. 30-32, 68169 Mannheim, Germany
- Pick-up order: weight, number, type and size of the packing pieces incl. possible dangerous goods information, loading times, loading date
- Delivery note: shall be attached to the consignment in an appropriate documents pouch.
- Dispatching order: shall be completed and handed over to Network Logistik.
- Packing pieces shall have ground clearance.

5.2.3 Grouped loads, part and full loads > 2,500kg and > 2.5 loading metres (lorry), respectively with freight terms exw or unpaid

All consignments having a total gross weight >2,500kg and >2.5 loading metres (lorry), respectively shall exclusively be dispatched by means of the freight forwarding company DSV Air & Sea GmbH (only by lorry):

DSV Air & Sea GmbH	kristof.glanzner@de.dsv.com	
Mr. Kristof Glanzner	+49 621 300 990 0	Phone
Rheinvorlandstrasse 5	+49 621 300 990 16	Direct dial
68159 Mannheim	+49 173 5771190	Mobile phone
	+49 621 300 990 58	Fax

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5.3 Notes relating to freight forwarding/loading/transport

Apart from the aforementioned provisions, the following further notes relating to transport, loading and freight forwarding shall be observed.


- There is no loading platform in the works.
- The delivery shall be such that the goods can be unloaded from one side of the lorry!
- In case of box bodies, it shall be ensured that the goods are appropriately located on the loading space which is accessible for a forklift truck.
- If material is reloaded during transport, it shall be ensured that the marking and clear identification will be preserved.
- If maritime containers are delivered, care shall be taken that the containers are delivered by means of a side loader
- In case of packing pieces >2.5t located within one maritime container, it shall be ensured that they are unloaded by means of a pallet truck and thus the cargo carrier openings are directed towards the front (see Annex).

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6 Annex

6.1 Example pictures of packaging




Individual package 




Individual package 




Individual package 




Individual package 

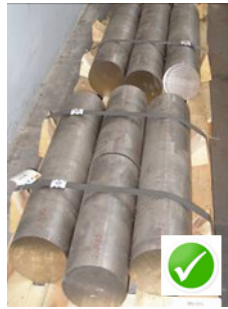


Several packaged goods in transport unit 



Several packaged goods in transport unit 





Bundle and stack packages



Safeguarding of packing pieces against damage by means of filling material



Separate packaging according to sort in case of mixed consignments

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6.2 Example pictures of transport



Unloading of box bodies



Negative example: unloading from one side not possible



Container delivery



Cargo carriers opened at the front for forks

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