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| **Packaging Guideline for Suppliers** |
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| J.M. Voith SE & Co. KG | VTA  Alexanderstr. 2  89522 Heidenheim, Germany  Tel.: +49 7321 37-0  [www.voithturbo.de](http://www.voithturbo.de) |

Packing instructions for Supply at VTA in Heidenheim and Mergelstetten.   
Valid for all suppliers.

**Abstract**

**Definition**

The Packaging guideline for suppliers is a documented definition of all general and valid logistic requirements that Voith Turbo Heidenheim (VTA) places on its suppliers.

**Aim**

* Improve cooperation between suppliers and VTA
* Serves as a meduim of communication for suppliers and VTA
* Valid for all suppliers

**Primary instructions for shipping-employees of supplier**

* Use of standardized reusable load carriers abiding to all economical and ecological aspects.
* Improved environmental balance
* More effective material handling
* Improved occupational safety
* Substantial quality assurance
* Material/Goods must not protrude out of the load carrier
* Load restictions (weight carrying capacity) of the load carriers need to be observed and followed.
* Materials with unique or different IDs must be physically separated and must not be stacked on top of one another.
* Unique labels/tags must be used to differentiate materials with different material ID.
* The delivery note and forwarding order must be handed over to the truck driver.
* Separate shipping/dispatching orders must be provided to unload the materials at different unloading points or delivery locations.
* Proper load securing must be observed.

These instructions and its corresponding realisation would help to achieve&maintain our sustainability standards. You can find more information on:

[***http://voith.com/corp-en/about-us/supplier-ecosystem.html***](http://voith.com/corp-en/about-us/supplier-ecosystem.html)

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# Purpose and field of application

This packaging guideline will inform the supplier of Voith Turbo in Heidenheim (VTA) about the VTA logistical requirements to ensure smooth and efficient material flow between the supplier and VTA. This guidline applies to all deliveries. This document is an addition to the existing contractual agreements.

The following pages provides a summarized descriptions and instructions for the selection, design, requirement, labeling and use of packaging. All the suppliers of VTA are requested to read the following instructions carefully and are bound to comply for all deliveries.

**The guideline applies to the following plants:**

**J.M. Voith SE & Co. KG | VTA**

**ISC-Werk Heidenheim – Wareneingang VTA – Geb.506**St. P**ö**ltener Str. 60 (Tor 4)  
89522 Heidenheim

**J.M. Voith SE & Co. KG | VTA**

**ISC-Werk Heidenheim – Wareneingang Mergelstetten**Zoeppritzstr. 79

89522 HDH-Mergelstetten

**C.E. Noerpel GmbH**

**In den Seewiesen 40**

89520 Heidenheim

**Logistic Zollservice Heidenh. GmbH**

Stäffeleswiesen 19

89522 HDH-Mergelstetten

# Contact person/ Contact address

If you have any further questions or if your packaging deviates from the standards specified by Voith, please contact the purchaser or SQA personnel responsible for you.

# Packaging

Suitable packaging protects the employees from accidents at work and the material/goods from damage and incorrect handling throughout the whole logistics chain. At the same time, the whole process chain is optimized: beginning with the packaging at the supplier, through to the shipment, transport, receipt of goods, incoming goods inspection, storage further up to the production and/or picking for assembly line. The supplier is fully responsible for the compliance with the general and special packaging guidelines. VTA reserves the right to inspect the packaging at the supplier at any time.

The basic packaging instructions listed below apply to all deliveries, unless otherwise specified by the responsible purchaser or SQA personnel.

## General packaging guidelines

Packaging must always be planned and standardized under economic and ecological aspects. Uniform packaging leads to uniform processes with learning effects and fewer potential errors. This results in better quality assurance, more effective material handling, increased occupational safety and an improved environmental balance. The packaging guidelines should be seen as a minimum requirement. Damage caused by inadequate packaging during transport is charged to the supplier. If, in the experience of the supplier or VTA, additional measures are required to protect the materials, these must be taken in consultation with the responsible purchaser or SQA employee and documented on a special packaging data sheet.

## Basic packaging instructions

* The packaging shall be designed in such a way that the packed materials and the packaging can be transported, handled and stored without damage.
* Therefore, the goods/materials should not protrube out from the load carrier / load unit.
* Climatic influences during transport must be taken into account with regard to corrosion protection and choice of packaging.
* Observe the weight limit of load carriers (e.g. EUR-pallet and EUR-box pallet: 1000 kg).
* Load centers of gravity of load carriers must be observed and marked.
* Damaged Load carries must not be used.
* Unless otherwise specified, packaging with VCI foils is considered the standard protection worldwide. Detailed information on handling VCI can be found in the appendix of this manual.
* Sufficient protection must be provided for components which are sensitive to UV radiation and to high or low temperatures.
* Shock-sensitive parts must be provided with sufficient damping. Round profiles must be protected by elastic rubber protection.
* Pallet frames must be attached at least up to the height of the upper edge of the goods.
* If pallets are stacked on top of each other, four stacking corners / corner protectors must be used. The maximum stacking height must not exceed 1.70m for all load carriers.
* If pallets must not be stacked, stacking pyramids must be used. These must be procured independently by the supplier.
* Delivery of goods in skeleton container is not permitted.

## Special packaging instructions

For special notes and guidelines, please refer to the respective packaging data sheets or the instructions of your responsible purchaser or SQA employee.

**Cast and forged parts** must be protected against corrosion according to B+L (delivery instruction). In addition, the top layer must be protected against environmental influences. This should be done with VCI foil according to the appendix.

## Packaging examples

The packaging should be used to its full size, i.e. the pallets should be filled completely and uniformly with the goods. Examples of bad and good packaging are illustrated below.

|  |  |
| --- | --- |
| **Right** | **Wrong** |
| C:\Users\kleigrb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\NGUWY6Q0\P1000405.jpg   * VCI-Foil * Dividers / partition walls * Base plates / Base liners * Good unitilization of packaging size/ space. | * No VCI-Foil * No base plates / Base liners |
| C:\Users\kleigrb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\NGUWY6Q0\P1000402.jpg   * Proper dividers/partitions * Base plates / Base liners * Good utilization of packaging space | * No proper dividers/   partition walls   * Bad usage of packaging space * No VCI-Foil |

# Voith packaging material

## Request for packaging material via Noerpel Logistik

Voith Turbo provides its suppliers with packaging material on a loan basis if required. The packaging material remains in the property of Voith Turbo and must be returned to Voith Turbo in the event of damage which does not permit further use, stating the reasons and causes. The following table lists all materials which can be requested. In order to work as economically and sustainably as possible, the request is made exclusively in the shipping units specified below. Euro pallets are not affected by this, as they are always exchanged directly on delivery.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Typ-Nr.** | **Length x Breadth [mm]** | **Height [mm]** | **Weight**  **[kg]** |
| Slip-on frame 800X1200 Wood  Euro-Rahmen (Holz) | H01.088103 | 1200 x 800 | 190 | 8,50 |
| Spacer position WP-pre cut 1150x750mm\* Zwischenlage groß (Karton) | 190.01245610 | 1150 x 750 | 3 | 0,10 |
| Plate 350x350x6 Plastic  Einlegeplatten mittel (Kunststoff) | 190.00056810 | 350 x 350 | 6 | 0,70 |
| Plate 280x280x6 Plastic  Einlegeplatten klein (Kunststoff) | 190.00187810 | 280 x 280 | 6 | 0,50 |
| Partition wall long/ high HD180 1150x18\* Steckkamm, lang und hoch | 001.00199910 | 1150 | 180 | 1,60 |
| Partition wall long / low  Steckkamm, lang und niedrig | 001.00199810 | 1150 | 55 | 0,35 |
| Partition wall short&high HD180 750x180\* Steckkamm, kurz und hoch | 001.00200110 | 750 | 180 | 1,00 |
| Partition wall short&low  Steckkamm, kurz und niedrig | 001.00200010 | 750 | 180 | 1,00 |
| Corner Safety cap  Sicherungsecke | H05.975439 | - | - | 0,07 |
| Cover hood A 1208, 1200x800mm blue Abdeckhaube 1200x800mm blau | 210.00226500 | 1200x800 | 50 | 12,50 |

The materials listed above must be ordered without exception through e-mail to Noerpel Logistics at [logistik\_noerpel\_voith@noerpel.de](mailto:logistik_noerpel_voith@noerpel.de). Please use the request form which you can find at the following address:

[***http://voith.com/corp-de/Heidenheim\_Leergutanforderung\_Formular.pdf***](http://voith.com/corp-de/Heidenheim_Leergutanforderung_Formular.pdf)

Please note that, as a supplier you must ensure that the appropriate packaging is available in sufficient quantity in good time to ensure on-time delivery. At least 2 weeks must be allowed for the provision of the packaging by Voith. The supplier shall bear all additional costs (such as repacking, special transport, etc.) that are due to delayed or incorrect packaging orders.

## Inventory management and inventory – packaging materials

When requesting new packaging material, you will be asked to make a note of your current physical inventory. This information is binding. Request forms that do not show your current stock will be considered invalid and will not be served by Noerpel Logistik.

We ask you to make a physical inventory of your packaging material once a year on 30th November and to send it to the respective responsible purchaser. If necessary, we can also request unscheduled inventories. The above-mentioned empties request form can be used as a template for the inventory.

Inventory differences are charged to the responsible party.

## Packaging materials - Illustrations

|  |  |  |
| --- | --- | --- |
| **Illustration** | **Material and Material number** | **Shipping Unit** |
|  | Slip-on Frame (wood)  Euro-Rahmen (Holz)  H01.088103 | 60 Stk. |
|  | Partition wall long/ high HD180 1150x18\*  Kamm lang 1150 x 180 mm  001.00199910 | 48 Stk. |

|  |  |  |
| --- | --- | --- |
| **Illustration** | **Material and Material number** | **Shipping Unit** |
|  | Partition wall short/ high HD180 750x180\*  Kamm kurz 750 x 180 mm  001.00200110 | 72 Stk. |
|  | Plate 350x350x6 Plastic  Kamm lang 1150 x 55 mm  001.00199810 | 247 Stk. |
|  | Partition wall  Kamm kurz 750 x 55 mm  001.00200010 | 380 Stk. |
|  | Spacer Position WP- Cutouts 1150x750mm\*  (Zwischenlage WP-Zuschnitt 1150x750mm – Karton)  190.01245610 | 50 Stk. |

|  |  |  |
| --- | --- | --- |
| **Illustration** | **Material and Material number** | **Shipping Unit** |
|  | Plate 350x350x6 Plastic  (Kunststoff-Einlegeplatten mittel)  190.00056810 | 180 Stk. |
|  | Plate 280x280x6 Plastic  (Kunststoff-Einlegeplatten klein)  190.00187810 | 240 Stk. |
| C:\Users\kleigrb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\NGUWY6Q0\Sicherungsecke_H05975439 (4).jpg | Corner Safety Cap - Yellow  Sicherungsecke gelb  H05.975439 | 144 Stk, |
|  | Cover hood A 1208, 1200x800mm blue for Euro-pallets with frames.  Abdeckhaube A 1208, 1200x800mm blau für EURO-Palette mit Rahmen  210.00226500 | 20 Stk. |

# Supporting documents

To ensure identification and traceability of supplied parts, all parts/packaging units must be marked with the information required by Voith. The pallet unit (coli) must be provided with valid goods labels. The layout of the goods tags/ transport labels should be based on VDA Recommendation 4902 Version 3.

Transport labels / Goods tags must contain the following information:

|  |  |
| --- | --- |
| Goods Receiver | Unloading point, unloading location |
| Delivery Bill number (and delivery bill) | Supplier address in short-form |
| Gross weight | Net weight |
| Quantity package | Filling quantity |
| Voith Material number | Supplier Material number |
| Delivery description | Date of manufacture or shelf life or Best before date. |
| Batch number. (if available) |

Customs goods are subject to special marking requirements, which can be found in the customs regulations of the respective country.

On each pallet unit (coli), two goods tags must be attached to the left half of the 800 mm sides. The goods tags/ transport labels must be attached to the lowest frame so that they are still there after removing the remaining frames. Old goods labels must be removed to avoid confusion.



If the Voith order is for a delivery of master samples, the delivery unit must be provided with a yellow "Master sample" label in addition to the normal label. This label must be attached to the delivery unit to the right of the normal label.



In addition to the goods tags / transport labels on the pallet unit, the respective goods or component must be explicitly marked as initial sample.

**If defects appear on the supplied raw-material during processing, the affected components and the pallet must be marked with a blocking/restriction note and sent to Voith.**

# Guidelines for transport and delivery

The following guidelines reflect VTA's requirements for transport and delivery.

## Delivery Notification (only for incoterm „FCA“)

Depending on the weight and dimensions of the shipment, suppliers must notify a forwarding agent or parcel service provider specified by VTA. This information can be found in the order. The shipment must be registered for collection well in advance. The delivery date at VTA corresponds to the confirmed delivery date. The delivery time table of the forwarding agent shall be observed.

## Registration of large/ bulk materials

If heavy (> 4 ton) or large (> 1800 x 1800 mm) materials are to be delivered, the supplier must notify the responsible purchaser or SQA employee of the delivery in advance.

## Delivery of bar/ rod materials

VTA has a separate unloading point for bar/ rod material, which can be found in the order. For bar / rod materials, crane unloading takes place.

## Load securing

The protection of the goods also includes sufficient and appropriate load securing on the transport vehicle, which is regulated in the German Road Traffic Regulations –“Straßenverkehrsordnung” (StVO), the German Road Traffic Licensing Regulations –“Straßenverkehrszulassungsordnung” (StVZO) and the German Road and Railway Dangerous Goods Regulations – “der Gefahrgutverordnung Straße und Eisenbahn” (GGVSE) and at this point Voith specifically demands compliance with the aforementioned norms. In accordance with §22 StVO and §412 HGB (German Commercial Code), all groups of persons involved in the loading process, both directly or indirectly (driver, shipper, consignor, carrier) are responsible for proper load securing. In addition to the legal regulations, the VDI guideline 2700 with instructions for the safe handling of loads on road vehicles must be observed. For transport by sea, the instructions of VDA Recommendation 4525 must be observed.

For materials that are to be classified as hazardous substances and/or dangerous goods, the prescribed legal provisions of the hazardous substances law and the hazardous goods law apply. Voith Turbo reserves the right to agree special regulations with suppliers in addition to the statutory provisions. Hazardous goods must be marked in accordance with the law on hazardous materials.

# Hazardous materials and dangerous goods

For materials that are to be classified as hazardous substances and/or dangerous goods, the prescribed legal provisions of the hazardous substances and dangerous goods laws apply. VTA reserves the right to agree special regulations with suppliers in addition to the statutory provisions.

**Packaging / Transport**

Hazardous materials must be packed upright in an approved container. Frost-sensitive hazardous substances must be protected from frost damage by suitable packaging. During transport, frost-sensitive hazardous substances must not be subjected to any weather-related influences.

**Labelling**

Labelling must take place in accordance with the law on hazardous substances. In addition to the hazard symbols, all materials and packaging units (e.g. cardboard) must be labeled with the VTA material number and VTA hazardous substance number.

**Safety data sheet**

In accordance with TRGS220, the supplier shall submit the safety data sheets for hazardous substances to VTA prior to the first delivery and after every change to the material. The safety data sheet must be sent once by e-mail to the responsible purchaser.

# Deviations from the agreed guidelines

In general, the agreements made with the supplier shall apply (see purchasing conditions). Any delivery that does not comply with the rules shall be submitted to VTA for approval in advance. Unauthorized deviations shall be objected through logistic notificaiton of defects process. Notifications of defects are included in the supplier evaluation.

In case of gross deviations, the acceptance of goods can be refused. (e.g.: violation of safety regulations). The supplier shall bear the costs for additional and/or return transport.

# Standards and guidelines used

§22 StVO

§412 HGB

VDI-Richtlinie 2700 (VDA Guideline 2700)

VDA Empfehlung 4525 (VDA Recommendation 4525)

Warenanhänger nach VDA 4902 (Goods tags / Transport Labels according to VDA 4902)

Please note that as a supplier you are obliged to observe the rules and guidelines described in this manual.

We look forward to working with you in a spirit of partnership!

# Appendix

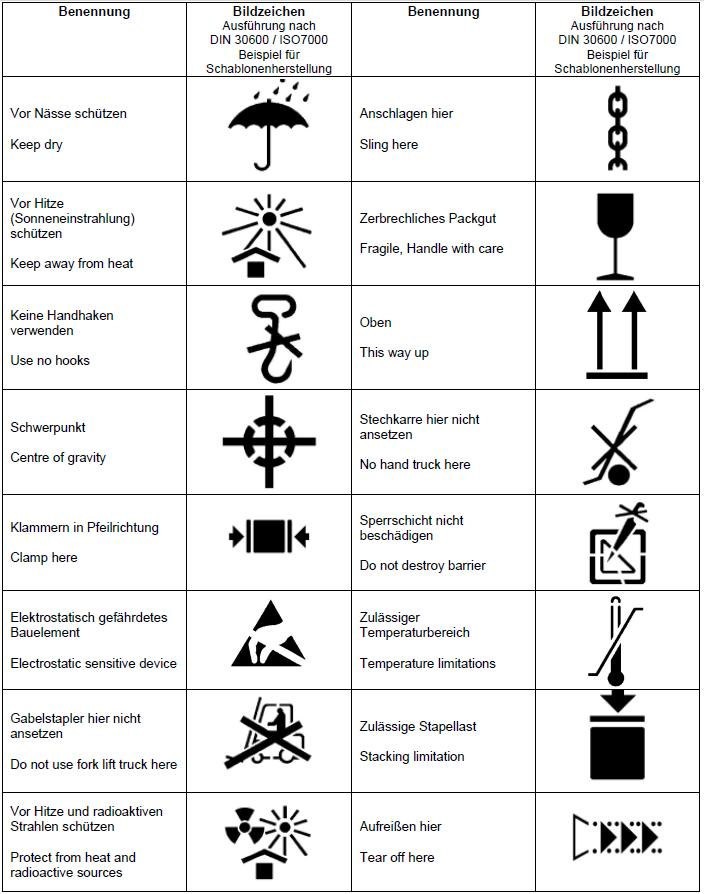
## Packaging with VCI

The following guidelines and instructions for use apply to all parts that must be packed in VCI in accordance with the order and delivery specifications:

* The components must be cooled to room or ambient temperature, dry and free of grease and oil residues in VCI foil.
* The packaging of the VCI packaging material (flat film bag) must be closed after the end of the shift if it is not completely used up at the end of packaging.
* Touching of rust sensitive metal parts with the unprotected hand is not allowed. Gloves must be worn while handling these parts.
* If the component is touched without protective gloves after cleaning, the component must be cleaned immediately with EVAPO - RUSTTM and packed again in a new VCI film.
* The distance between the VCI material and the metal should not exceed 30 cm, depending on the application. For larger packaging goods, additional VCI material must be added.
* All parts must be packed and wraped in VCI foil.

The VCI films are procured independently by the supplier and can be procured at conditions as agreed between our purchasing department and you.

## General Indication Symbols



## Sample label according to VDA 4902

