

<h1 style="margin: 0;">VTSK Delivery Instructions</h1> <h2 style="margin: 0;">Revision 4</h2>			Edition: 04 / 06.2020
			Page 1 of 23
	Date	Department	Name
Revised	2020-06-18	tomgsl	A. Steinert
Checked	2020-06-18	tomgsl	M. Sudhoff
released	2020-06-18	tomgsp	M. Tapken
Applicability:	VTSK suppliers		
CC:	Distribution via the internal network; a paper copy to the VTSK suppliers		

Delivery Manual for Suppliers

For deliveries to the site:

J.M. Voith SE & Co.KG | VTA
 Gottfried-Linke-Straße 205
 D- 38239 Salzgitter

For deliveries to the warehouse:

Rudolph Logistik GmbH
 c/o J.M. Voith SE & Co.KG | VTA
 Sudetenstraße 34
 D- 38239 Salzgitter

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 2 of 23

Content

1	Introduction	3
1.1	Delivery address:	3
1.2	Contact	4
1.3	Delivery times	4
2	General rules:	5
3	Packaging	6
3.1	General packaging guidelines	6
3.2	Delivery of fixed lengths	7
3.3	Handling of load carriers	8
3.4	Load carrier example photos	9
3.5	Procurement of packaging	10
3.6	Defective load carriers	10
3.7	VCI – Packing instructions	14
4	Documents	14
4.1	Delivery note	14
4.2	Certificates / first sample reports	15
4.3	Invoices	15
4.4	Goods tags	15
4.5	Attachment of the goods tags	17
5	Non-observance of the packaging manual	21
6	Severability clause	22

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 3 of 23

1 Introduction

The packaging manual for suppliers is a written definition of the generally applicable logistics requirements posed to the suppliers by Voith Turbo Scharfenberg (VTSK) and valid as contractual agreements in addition to the general purchasing conditions.

In order to enable an effective handling of the large amounts of goods that arrive at our plant in Salzgitter, only standardised packaging material must be used. Deviations from this standard must be contractually agreed by the purchaser in collaboration with the logistics department (e.g. small goods).

Objective of the supplier's manual:

- Unique standards for suppliers and VTSK
- Consistent protection of the material
- Avoiding multiple handling
- Efficient handling of incoming deliveries
- Cost optimisation

This guideline applies for all deliveries. The packaging manual is an addition to the applicable contractual agreement.

1.1 Delivery address:

Stock goods go to our external store, a part of the goods is delivered directly to VTSK. The correct address is communicated in the course of the respective order.

Delivery to site:

J.M. Voith SE & Co.KG | VTA (VTSK)
Gottfried–Linke–Straße 205
D-38239 Salzgitter

Address for deliveries to the store:

Rudolph Logistik GmbH
c/o J.M. Voith SE & Co.KG | VTA
Sudetenstraße 34
D-38239 Salzgitter

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 4 of 23

1.2 Contact

The incoming goods department is the central contact for all concerns

Contact person:

Mr. Alexander Steinert

Phone: +49 5341 21-5823

Alexander.Steinert@voith.com

1.3 Delivery times

VTSK plant: Mo – Fr: 7:00 – 14:00 hrs (long goods, sheet metal)

Mo – Fr: 7:00 – 20:00 hrs

Rudolph Logistik GmbH: Mo – Fr: 7:00 – 20:00 hrs

Deviations (holidays, bridging days etc.) will be communicated in advance in writing.

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 5 of 23

2 General rules:

- 1) It is a mandatory requirement that the load must be properly secured
- 2) Only fully intact shipping containers may be used**
- 3) As a general rule, materials must not project beyond the load carrier
- 4) Each delivery note must state the order number, delivery note number, Voith material number, designation, quantity delivered, contact information of the supplier, gross and net weight, unloading point
- 5) Goods without a delivery note will not be accepted**
- 6) The ordered quantity must be delivered exactly or within mutually agreed tolerance limits
- 7) Deviations in quantity must be agreed with VTSK in advance
- 8) The quantity stated on the delivery note must match the quantity delivered
- 9) The parts must be packed so that the quantity can be clearly identified without the need for repacking.**
- 10) Different material numbers must not be delivered in the same container (only 1 material number per container)**
- 11) Each (goods) item must be clearly identified (material number + designation).
- 12) **Ordered sets** (various parts with one common material number) must be packed and labelled together as sets (**SET** - labelling). Admissible packaging materials include foil bags, cardboard boxes or security threads, etc. (this is also true for the reverse case, where, for example, 10 parts are plugged together)
- 13) The load must be distributed evenly.
- 14) if there are several load carriers / packages, they must be numbered (1 of x) accordingly; the delivery note must always be attached to the first load carrier / package.
- 15) With materials to be handled in batches, the batch must be identified on the material (in permanent lettering)
- 16) Cardboard boxes must not weigh more than 15 kg

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 6 of 23

3 Packaging

3.1 General packaging guidelines

Basic packaging information

- Observe the weight limits of the load carriers (refer to standard or manufacturer information).
- Observe the load centre of load carriers and mark if necessary. -> Asymmetric: mark centre of gravity.
- Materials must not be free to move around in the packaging and on the load carrier. A form-fit and force-fit connection must be ensured.
- When lashing, the materials must be protected from damage caused by the lashing strap.
- The lashing strap must be routed to avoid damage to the load carrier.
- **The material must be packed such that each load carrier contains one type of item only.**
- As a general rule, the packaging should be chosen so as to be easily removable (for example, screws instead of nails)
- The load carrier must remain stackable at all times. If the material exceeds the dimensions of a half-height pallet cage (G2), suitable packaging like a UIC pallet cage, a disposable pallet or a euro pallet must be used.
- Machined surfaces must be protected by means of auxiliary means like surface protection netting or similar.
- **Items with a limited shelf life (best before date) must be marked with the date of manufacture on the material**
- **The respective delivery instruction must be observed for sheet metal and bar stock (see annex 1)**
- Lacquer/paint => must be delivered packed securely for transportation under applicable law and contain:
 - a. Safety data sheet according to applicable legislation
 - b. Minimum durability must be at least half a year, especially in case of water-based paint
- Hazardous substances (paint, varnishes, GFRP products) have to be registered with the gatekeeper, as they have to be unloaded at a separate location. The carrier is instructed.

Should the supplier state that additional measures for protecting the material are required, these should be taken in consultation with Voith.

VTSK Delivery Instructions

Edition:

04 / 06.2020


Page 7 of 23

3.2 Delivery of fixed lengths

Item	Description	Example pictures
01	<p>As a general rule, material must be delivered in a package that prevents it from toppling or tilting.</p> <p>This is what we would suggest as a first approach, yet the dimensions of the material must always be considered.</p> <p>Material with lengths of up to 100 mm must be delivered in a vertical package. (saw-cut surfaces on load carrier)</p> <p>Material with lengths beyond 100 mm must be delivered in a horizontal package.</p> <p>Pay attention to load securing!</p> <p>For fixed lengths a half-height pallet cage (G2) must be used (if there is a shortage, Euro pallets may be used alternatively). Wooden prisms must be used to secure material against rolling away; these can be provided by VTSK if required. One layer of material only is allowed on the load carrier.</p>	<p>The top photograph illustrates the correct packaging for material with a length $L < 100\text{mm}$. On the left, a circular piece is oriented vertically, labeled 'vertical' and 'correct'. On the right, a cylindrical piece is oriented horizontally, labeled 'hori-' and 'wrong'. A yellow double-headed arrow indicates the length L of the cylindrical piece.</p> <p>The bottom photograph illustrates the correct packaging for material with a length $L > 100\text{mm}$. On the left, a circular piece is oriented vertically, labeled 'vertical' and 'wrong'. On the right, a cylindrical piece is oriented horizontally, labeled 'horizon-' and 'correct'. A yellow double-headed arrow indicates the length L of the cylindrical piece.</p>

VTSK Delivery Instructions

Edition:
 04 / 06.2020
 Page 8 of 23

02	<p>Fixed lengths with $L > 1200$ mm must be delivered on special load carriers (such as disposable pallets). The basic rule is that the load carrier $>$ material.</p> <p>Wooden prisms must also be used to secure against rolling away.</p>	
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3.3 Handling of load carriers

Material must be delivered neither in defective nor in dirty load carriers. The general exchange criteria must be observed.

Old labels must be removed from the load carrier prior to shipping.

VTSK reserves the right to invoice the cost of repair for defective load carriers plus a processing fee to the responsible company, see para 6.

Notifying the carrier of a shipment:

When registering goods for shipment with DHL, be sure to use the appropriate DHL terminology.

When registering, it is mandatory to observe the following:


Voith designation:	DHL designation:	Remark
G1 pallet cage	GP - (mesh box pallet)	
G2 pallet cage	GP - (mesh box pallet, half height)	
Euro pallet	FP - (flat pallet)	
Disposable / custom pallets	XP	
Cardboard box	XP	Max. weight 15 kg

<h2 style="margin: 0;">VTSK Delivery Instructions</h2>	<p>Edition: 04 / 06.2020</p> <p>Page 9 of 23</p>
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3.4 Load carrier example photos



Euro pallet	<u>VTSK No.</u>
+ Stacking frame (wood)	001.000340
+ Cover (wood)	001.001901
Dimensions: L x W x H [mm]	001.002345
1200 x 800 x 354	
Weight: 30 kg	
 <u>VTSK standard:</u>	
Max. number of frames per pallet: 3 pcs.	

	<p><u>VTSK No.</u></p> <p>Euro pallet cage G 1 001.000363</p> <p>Dimensions L x W x H [mm]</p> <p>1240 x 830 x 973</p> <p>Weight: 85 kg</p> <p>Max. weight per per pallet cage G1: 1000 kg</p>
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<u>VTSK No.</u>	
Euro pallet cage G2	001.001734
Dimensions L x W x H [mm]	
1240 x 830 x 600	
Weight: 70 kg	
Max. weight per G2 pallet cage: 1000 kg	

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 10 of 23

3.5 Procurement of packaging

In general, the returnable containers approved by Voith are to be exchanged for corresponding empties directly upon delivery. The supplier is obliged to provide sufficient empties. Exceptions must be clarified with the logistics of VTSK in advance.

3.6 Defective load carriers

1. Euro pallets (EN 13698-1)

If Euro pallets show one of the following defects, they must not be used anymore or must be repaired:

→ The label EUR or the sign of a European railway company is missing on a pallet,



→ One bottom or top border plank is so heavily damaged that one nail or screw shaft is visible,



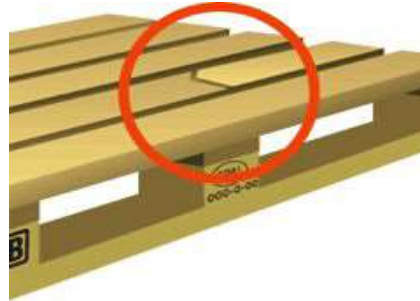
→ A plank is split across or biaswise broken,

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 11 of 23



→ A log is missing or split in a way that more than one nail is visible,



→ A plank is missing.



The pallet cannot be exchanged anymore if:

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 12 of 23

- The load capacity is no longer guaranteed,
- Soiling is so severe that the load is contaminated,



- Several logs are heavily splintered,
- Manifestly inadmissible components have been used,
- Timber is missing completely or partly,
- Screws or nails jut out of the pallet,
- No admissible marking is visible.

- **Pallet cages DIN 15155 (UIC 435-3):**

If pallet cages DIN 15155 (UIC 435-3) show one of the following defects, they must not be used anymore:

- The corner posts are deformed,



- The hinged front panels (upper and lower) are immovable or deformed in a way that the pallet cage cannot be closed anymore,

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 13 of 23



→ The floor frame or the pallet feet are so heavily bent that the pallet cage no longer stands firmly on 4 feet



→ The wire mesh is so torn that the wire ends extend to the inside or outside, (one missing mesh per side is allowed),



→ A plank is missing or broken,

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 14 of 23



The supplier is invoiced for the delivery of poor quality euro pallets or pallet cages.

3.7 VCI – Packing instructions

The material must be protected from corrosion.

The following procedures must be undergone according to VCI:

- Metal parts that are sensitive to corrosion must not be touched with unprotected hand. Wear gloves.
- The distance between the VCI material and the metal should be maximum 30 cm depending on the application. In case of larger packed goods, additional VCI material must be inserted.
- Corrodible parts must be packed in VCI foil and sealed with adhesive tape.

If the goods are not packed in VCI foil, a suitable preservation (released by VTSK) must be applied.

4 Documents

4.1 Delivery note

For goods receipt at incoming goods department, VTSK needs a delivery note that clearly describes the delivery. The delivery note must be situated on the goods and visible from the outside. The order numbers etc. on the delivery notes must be correct.

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 15 of 23

The delivery note must contain the following information:

- Oder number/delivery plan number (order number = 4501.. or delivery plan = 55000...),
- VTSK material number of all sent material. This must also include, for example reference pieces or samples
- Quantity delivered
- Contact information of supplier
- Contact information of purchaser (VTSK)
- Delivery note no.
- Gross and net weight
- Unloading point (delivery address)
- Quantity of load carriers delivered
- Load carrier designation (e.g. pallet cage, wooden pallet, euro pallet, including quantity of small load carriers)

4.2 Certificates / first sample reports

Certificates or first sample reports must be sent to the following E-mail address 24h before the delivery of the goods:

zeugnisse-schaku@voith.com

The file name must be "Orderno_Item_Materialno_Batch.pdf" or "EMP_Orderno_Materialno_Batch.pdf".



Example: [4501278986_0090_230.007600110D00_00743088-002.pdf](#) → for series delivery

Example: [EMP_4501278986_0090_230.007600110D00_00743088-002.pdf](#) → for first sample

First samples must be marked in the load carrier.

4.3 Invoices

Invoices must be issued in accordance with § 14 of the UStG. The VTSK order number must be documented.

The invoice remains unchanged.

4.4 Goods tags

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 16 of 23

In order to ensure the identification and traceability of parts from suppliers, it is necessary that valid goods tags are attached to the packaging material. The goods tag should orient itself toward the VDA Recommendation 4902.

Example 1

(1) Warenempfänger	(2) Abladestelle, Lagerort		
(3) Lieferschein-Nr. (N)	(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort)		
	(5) Gewicht netto KG	(6) Gewicht brutto KG	(7) Anzahl Packstück
(8) Sach-Nr. Kunde (P)			
(9) Füllmenge (Q)	(10) Bezeichnung Lieferung / Leistung		
	(11) Bestell-Nr. / Lieferplan-Nr. (B)		
(12) Lieferanten-Nr. (V)	(13) Datum		
	(14) Änderungsstand Konstruktion		
(15) Packstück-Nr. (S)	(16) Chargen-Nr. (H) / Erstmuster		

The following requirements **must** always be **documented by the supplier**:

- | | |
|---|---|
| (1) Consignee | (9) Filling quantity (container) |
| (2) Unloading point, storage location | (10) Designation delivery / performance |
| (3) Delivery note no. | (11) Order no. / delivery plan no. |
| (4) Supplier address (short name, site, postal code, place) | (12) Supplier no. |
| (5) Net weight | (13) Date |
| (6) Gross weight | (14) Design revision status |
| (7) Quantity of package | (15) Package no. |
| (8) VTSK material no. | (16) Batch no. / first sample |

In addition, the following must be completed:

- (17) Hazardous substances

Example: Completed label

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 17 of 23

(1) Warenempfänger Voith Turbo GmbH & Co. KG Gottfried-Linke-Straße 205 D-38239 Salzgitter		(2) Abladestelle, Lagerort Rudolph Logistik GmbH c/o Voith Turbo GmbH & Co. KG Sudetenstrasse 34 D-38239 Salzgitter		
(3) Lieferschein-Nr. (N) LS5608054386 		(4) Lieferantenschrift (Kurzname, Werk, PLZ, Ort) Max Muster GmbH		
(8) Sach-Nr. Kunde (P) 230.012238109D00 		(5) Gewicht netto KG 500	(6) Gewicht brutto KG 575	(7) Anzahl Packstück 1
(9) Füllmenge (Q) 120 		(10) Bezeichnung Lieferung / Leistung 17XXXXXXXXX00 Musterteil		
(12) Lieferanten-Nr. (V) 304XXXX 		(11) Bestell-Nr. / Lieferplan-Nr. (B) 4501195080 		
(15) Packstück-Nr. (S) 1234567890		(13) Datum 2008-05-15	(14) Änderungsstand Konstruktion	
		(16) Chargen-Nr. (H) / Erstmuster CH234534678		

The goods tags should not be fixed under the strapping band or lashing strap.

If the delivery note contains several items, the item must be marked in the container. A logistic notice of defects will be issued from 2015-10-01 if the goods tag as per VDA 4902 is not available.

4.5 Attachment of the goods tags

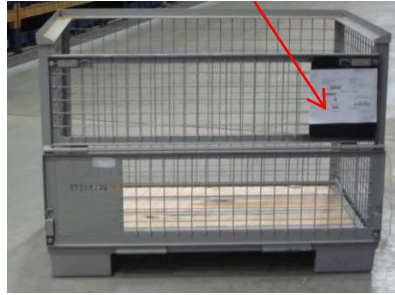
VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 18 of 23

- one goods tag must be attached to each unit in the top right corner on the long side.



Negative example (n. ok) => goods must not be delivered this way



There is no practical possibility to count.
The goods are well stacked on the side, but in the middle, it is impossible to determine the quantity.

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 19 of 23



There is no practical possibility to count.



The material lies loose on the lorry.

The material must be delivered in or on the specified load carriers.



Delivery on pallet:

The steel belts are torn on the right side.

Stack the material in only one layer.

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 20 of 23



The pallet cage is too heavy and cannot be stacked anymore, the pallet cage is pressed apart. The material projects the pallet cage.

Load securing is not sufficient.



Delivery on pallet:

The steel straps are torn and the euro pallet is defective.

The euro pallet must be in faultless condition.

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 21 of 23

5 Non-observance of the packaging manual

As the supplier, you are responsible for the proper use and handling of the packaging.

You must also assume your part of the overall responsibility for the compliance with general legal requirements and the special packaging guidelines defined by VTSK.

We reserve the right to send back all incoming goods not corresponding to the standards defined by VTSK in this manual at the supplier's expense.

The costs for damages of the material resulting from inadequate packaging, wrong handling and/or the use of wrong or damaged transport containers are charged to the supplier.

If damage of the material is detected in the course of quality testing and results from the causes mentioned above, the supplier will be invoiced for this belatedly.

Basically, all goods without valid accompanying documents corresponding to the standards defined in this manual are not accepted.

In case of deviations from this manual, we reserve the right to invoice the responsible company with a lump sum of €100 per case or complaint (for example, defective load carrier, excess quantities delivered, missing documentation etc.).

Please note that you as the supplier are obligated to observe the specifications described in this manual.

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 22 of 23

6 Severability clause

Should a provision of this contract be null and void, the remaining provisions shall continue to be effective. The parties undertake to replace the void provision by a regulation which is as similar as possible to the void provision.

We are looking forward to working together with you as partners.

J.M. Voith SE & Co.KG | VTA
Gottfried-Linke-Straße 205
38239 Salzgitter

Appendix 1: Delivery instruction for semi-finished products (sheet metal and bar stock)

VTSK Delivery Instructions

Edition:

04 / 06.2020

Page 23 of 23

Read confirmation/acknowledgement of receipt

Dear Sir or Madam,

this is to confirm that we have received, read and accepted the delivery instructions from the „J.M. Voith SE & Co.KG | VTA “ company.

Place, date, signature