1. General

The following regulations are intended to ensure a problem-free material flow between the supplier and Standard-Metallwerke GmbH.

2. Delivery

Delivery is possible between the hours of 07:00 and 15:00 on working days. The delivery address is:

Standard-Metallwerke GmbH
Hammer Str. 82 / Gate 2

59457 Werl

3. Packaging

3.1 Approved packaging materials at SWW

In general, all commonly available packages are approved for use at SWW insofar as these are not further specified by separate packaging regulations between the supplier and SWW as a basic principle the type and shape of the packaging must be designed for the supplied product. (Fulfilment of protective function, storage function, unloading and transport function) When selecting packaging, please observe the following principles with regard to our environment:

- Priority should be given to avoidance of packaging waste.

- If packaging waste cannot be avoided, priority should be given to re-utilisation and materials recycling

compared with energetic utilisation and / or disposal in the public interest.

3.2 Approved replacement packaging materials at SWW

Replacement packaging must be presented by the supplier on delivery to SWW before first use. Replacement packaging generally requires written authorisation by SWW's purchasing department.

3.3 Packaging description:

The maximum permissible size of the load carrier (length x width) is restricted to dimensions of 1200 x 800 mm. These dimensions are equivalent to the size of standard commercial Euro pallets / Euro lattice boxes. Packaging dimensions which are less than these maximum external dimensions are permissible and can be stored at SWW. (see example Figs. 1 - 6) Irrespective of the size of the load carrier, the maximum permissible stack height of the packaging including the load carrier is limited to 1100 mm to enable storage in the SWW logistics centre.

Examples of standard load carrier sizes:

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Packaging sizes in millimetres

LENGTH	WIDTH	HEIGHT
1200	800	1100
600	800	1100
400	800	1100
xxxx	xxxx	1100

The packaging placed on the load carrier on delivery may not exceed the maximum permissible individual weight of 15 kg per carton/package.
All uncoated steel components and steel assemblies (with the exception of stainless steel) must always be delivered in a suitable carton/package **lined with VCI corrosion protection products [1]** (Fig. 7-8), for reasons of corrosion sensitivity.

Please ensure that only one type of delivery per part number is placed on any one load carrier whilst observing the packaging quantities per carton/package. Mixing of more than one part number in one carton/package is not permitted!
If several part numbers are supplied on one load carrier you must ensure that all part numbers can be taken from the load carrier without repackaging! In this case the supplier must ensure that the goods are stacked above each other to suit the part numbers and that access to the different part numbers can be achieved at all times. If different part numbers are supplied mixed on one load carrier the part number which has the largest number of parts must be placed at the bottom.

3.4 Labelling and securing goods on the packaging:

As a basic principle each individual carton/package must be provided with a suitable, agreed label in acc. w. VDA 4902 by the supplier (details: see Point 5 ff).
The goods must be secured on the load carrier against slipping and damage to provide safety during transport. In order to reduce injury risks, please use (if possible) plastic binding straps (PET, PP) instead of metal binding straps.

4. Shipping documents - delivery note
An appropriate delivery note must be handed over in **advance** to **Logistk@standardmetall.de** and additionally in paper form with the goods with each delivery. The delivery note must include the following information:
- Delivery note number
- Supplier number
- Delivery/service date
- Order number or reference number
- Standard-Metallwerke GmbH part number for supplied article
- Delivery quantity in the ordered unit with information on number of packaging units (number of cartons, lattice boxes etc.)
- Net weight of goods

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[1] VCI corrosion protection products contain air-volatile corrosion inhibitors which can be incorporated in a range of packaging materials such as paper, polyethylene, polypropylene, oil or polyurethane. The VCI sublimates out of the packaging carrier into the packaging space, is adsorbed on the metal surface and therefore protects it effectively against corrosion and oxidation. VCI packaging carries out preservation as transport protection or storage protection as long as the metal is inside the VCI packaging.

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- Gross weight of goods incl. packaging
- Statistical goods number in acc. w. electronic customs tariff.

5. Goods tags

The supplier must attach a barcode reader-capable goods tag to the goods for clear identification of the goods received.

5.1 Goods tags for purchased parts

5.1.1 Goods tags in acc. w. VDA 4902

Goods tags in acc. w. VDA 4902 are accepted.

5.1.2 Other goods tags

If goods tags which do not comply with the recommendations in VDA 4902 are attached they must fulfil the following requirements.
- Only code 39 is accepted as a barcode
- The following fields are barcode-obligatory on the goods tags
    1. Delivery note number
    2. Customer part number
    3. Filling quantity
    4. Supplier number

A barcode ID is obligatory for the listed fields.

Data element	Barcode ID
Delivery note number	N
Customer part number	P
Filling quantity	Q
Supplier number	V

Example: *Q<Data character>*

5.2 Goods tags for outside processing

5.2.1 Goods tags in acc. w. VDA 4902

Goods tags in acc. w. VDA 4902 are accepted, but you must ensure that the reference number in field 16 (batch number) is printed as a barcode.

5.2.2 Other goods tags

If goods tags which do not comply with the recommendations in VDA 4902 are attached they must fulfil the following requirements.
- Only code 39 is accepted as a barcode
- The following fields are barcode-obligatory on the goods tags
    1. Delivery note number
    2. Customer part number
    3. Filling quantity
    4. Supplier number
    5. Reference number

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A barcode ID is obligatory for the listed fields.

Data element	Barcode ID
Delivery note number	N
Customer part number	P
Filling quantity	Q
Supplier number	V
Reference number	H

Example: *Q<Data character>*

5.3 Identification of the shipping unit
(master label)
Every shipping unit/pallet must be provided with a goods tag. The total quantity located on the shipping unit must be entered as a filling quantity.

5.4 Identification of single packages
(single label)
Single labels must be attached to each package. The requirements of the goods tag are as described above.

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Fig. 1: Euro pallet (1200mm x 800mm)

Fig. 2: Disposable pallet (600mm x 800mm)

Fig. 3: Disposable pallet (1200mm x 800mm)

Fig. 4: Disposable pallet (400mm x 800mm)

Fig. 5: Packaging on Euro pallet

Fig. 6: Packaging on Euro pallet

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Figure 7: Packaging in VCI film in carton

Fig. 8: Packaging in VCI film in carton

Date/signature Standard-Metallwerke
GmbH - Purchasing Department

Date/signature/company stamp
supplier

Company name:

Name in print:

Function of the undersigned:

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