

Packaging Manual

for Suppliers



Contents

1. General	3
1.1 Aim of the manual	3
1.2 Scope of the manual	3
1.3 Contact person	3
2. Packaging specification process from enquiry to order	4
3. Packaging regulations and packaging requirements	5
3.1 Packaging instructions	5
3.2 General packaging requirements	5
3.3 Packaging requirements for merchandise	6
4. Design of the packaging	7
4.1. SAF-HOLLAND packaging instructions	7
4.2. Design of disposable packaging	8
4.3. Design and use of reusable packaging	8
4.3.1 Types of reusable packaging	8
4.3.2 VDA small load carriers	9
4.3.3 Inner packaging	9
4.3.4 Shipping pallet and KLT packaging units	10
4.3.5 Load securing	10
4.3.6 Design of reusable packaging	10
4.3.7 Procurement and recirculated quantities	11
4.3.8 Determination of requirements	11
4.3.9 Cleaning the reusable packaging	11
4.3.10 Empties freight costs	11
4.3.11 Inventory management	12
4.4. Packaging requirement	12
5. Labelling and packaging	13
5.1. Labelling of the shipping unit	13
5.2. VDA delivery note / VDA waybill	13
6. Corrosion protection measures and duration of effectiveness	14
7. Annexes	15
Annex 1 - VDA LABEL	15
Annex 2 - VDA DELIVERY NOTE	16
Annex 3 - VDA WAYBILL	17

1. General

The following guidelines & regulations for the delivery of goods to the SAF-HOLLAND plants form the basis for our terms and conditions and apply as supplementary contractual agreements to the General Terms and Conditions of Purchase.

1.1 Aim of the manual

This manual is intended to serve as a simple, easy-to-understand and practice-orientated guide for packaging development and to inform suppliers about existing guidelines and regulations in the field of packaging.

The following regulations are intended through

- optimised packaging design,
- standardised dimensions for containers, cardboard boxes and load carriers,
- coordinated quantity contents per packaging material and
- correct and complete labelling of the packaging

to contribute to achieving a smooth material flow between the suppliers and SAF-HOLLAND GmbH and to avoiding unnecessary repackaging work.

1.2 Scope of the manual

This packaging manual is valid for deliveries to SAF-HOLLAND GmbH (OEM) in Bessenbach-Keilberg, Bessenbach-Frauengrund and Aschaffenburg.

The packaging manual regulates the processes for packaging

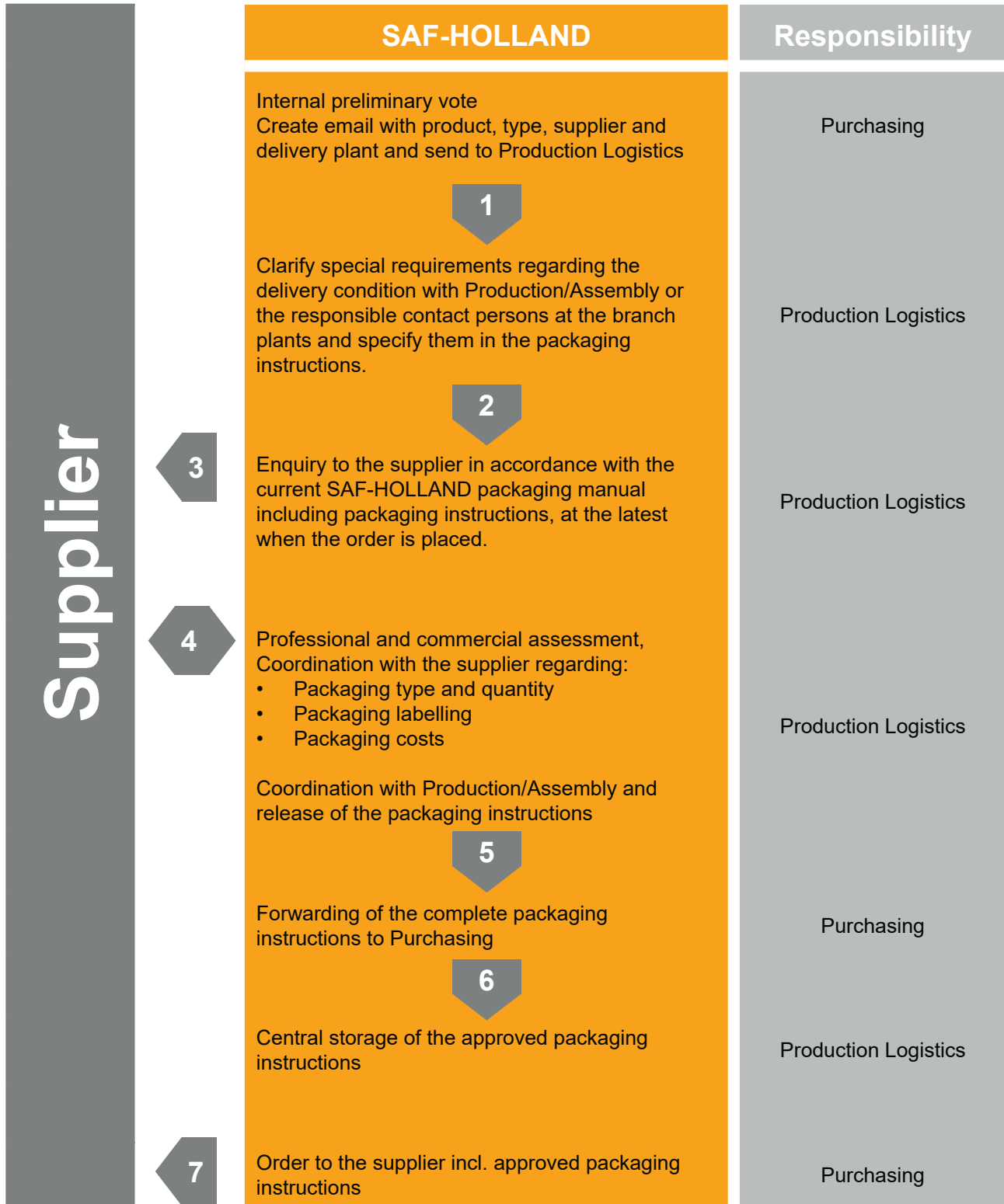
- production parts and
- merchandise

1.3 Contact person

The central container management centre is located in Bessenbach-Frauengrund.

Container management Contact person	Telephone number	Email
Jan Stein	+ 49 (0) 6095 / 301 - 318	behaeltermangement@safholland.de
Silke Prockner	+ 49 (0) 6095 / 301 - 505	behaeltermangement@safholland.de

1. Packaging specification process from enquiry to order



Supplier

3. Packaging regulations and packaging requirements

3.1 Packaging instructions

There are two basic cases for the packaging of SAF-HOLLAND purchased parts with regard to packaging regulations:

Packaging design by the supplier

In this case, which usually involves production goods that are processed in the SAF-HOLLAND plants, the packaging must be designed by the supplier in accordance with the guidelines given in sections

- 3.2 General packaging requirements
- 4.2 Design of disposable packaging
- 5.1 Labelling of the shipping unit
- 5.2 Labelling of cartons and containers

As a rule, the supplier's own packaging is used.

Packaging design by SAF-HOLLAND

This variant is used in the following cases, as a rule

- Reusable packaging for production goods
- Disposable or reusable packaging of merchandise, i.e. of products that are resold by SAF-HOLLAND GmbH.

A part-specific packaging specification is drawn up by Production Logistics and submitted to the supplier by SAF-HOLLAND GmbH's Purchasing.

3.2. General packaging requirements

Compliance with the following points is absolutely essential for the quality-compliant delivery of parts:

- The parts must be free of any contamination. Direct contact with uncoated corrugated or woollen cardboard and filling materials is not permitted.
- With collective packaging (container, carton) and, if necessary, additional basic packaging (film, film bags, tubes, thermoforming inserts, etc.) protection of the parts from mechanical damage (e.g. deformations, impact marks, craters) and from corrosion must be ensured.
- Cartons should not be sealed with metal staples but with adhesive tape due to the increased risk of injury.

The shipping packaging must ensure that the containers or cartons are adequately secured during transport and handling. In particular

- Specified pallet dimensions and designs (see Chapter 4.3)
- Modular pallet dimensions, based on the Euro dimension 1,200 mm x 800 mm
- Permitted handling and load weights
- 2-fold stackability of the load units

must be observed or guaranteed.

3. Packaging regulations and packaging requirements

3.3. Packaging requirements for merchandise

Only SAF-HOLLAND's own packaging materials shall be used for the delivery of merchandise. The supplier's own packaging aids (e.g. adhesive strips) may only be used in a neutral version. The company logos of suppliers should always be avoided with this type of packaging. In case of doubt, please contact Container Management (1.3)

Over-delivery of quantities of merchandise is generally not permitted. In exceptional cases, the delivery of residual quantities is only permitted after coordination and approval by SAF-HOLLAND's Purchasing. In this case, SAF-HOLLAND's Goods Inwards must be informed in good time before the arrival of the consignment.

Cartons with bottom and lid flaps must be sealed with a neutral adhesive strip (minimum width 50 mm). Cartons with an attached lid, e.g. SAF-HOLLAND standard cartons, must also be glued with a neutral adhesive strip (minimum width 19 mm) at four points (2x on the long side, 1x on the short side).

When delivering merchandise, the packaging must be determined together with the respective contact person.

4. Design of the packaging

4.1 SAF-HOLLAND packaging instructions

To fulfil the packaging requirements, it is necessary to define the packaging structure for each product.

The written fixation takes place **in the SAF-HOLLAND packaging instructions.**

The packaging instructions will be sent to the supplier by SAF-HOLLAND's Purchasing when the packaging is redefined or changed in accordance with the flow chart in Chapter 2.

The packaging is valid across all change indices until further notice.

The release of packaging does not release the supplier from its responsibility for damage-free material delivery.

In the event of non-compliance with the agreed packaging, SAF-HOLLAND reserves the right to charge the supplier the repackaging costs plus the handling costs incurred, but at least € 130 per loading unit.

Deviations in justified cases (e.g. pre-series packaging for restarts) must be agreed with Production Logistics.

4. Design of the packaging

4.2. Design of disposable packaging

Permissible packaging materials

Material	Authorised materials	Unauthorised materials
Composites		Composite materials are not authorised
Plastic Disposable	PE, PP, PS, PET Labelling in accordance with DIN 6120	PVC, polystyrene
Plastic Reusable	PE, PP, PET, ABS Labelling in accordance with DIN 6120	PVC, polystyrene
Plastic packaging Bags / sacks Film blanks Shrink and stretch films Tubes Protective caps / insulating caps Thermoforming inserts	PE (e.g. VCI) PE PE PE, PP, PS PE PE, PP, PS, PET, ABS	
Paper / cardboard	Environmentally friendly material	Paraffin paper Wax paper Bitumen Old / soiled materials
Wood	Plywood Solid wood Compliance with the IPPC standard "ISPM15" is mandatory for all pallets and crates that are imported	Lacquered, coated, impregnated wood Pressboard Pressboard pallets
Fillers	Paper Corrugated cardboard	Moulded parts/ chips made from polystyrene Chips made from plant-based products
Anti-tarnish paper	Only VCI papers that are demonstrably recyclable together with paper / cardboard	
Straps / adhesive tapes	PE, PET	Polyamide strips Steel strips

4.3. Design and use of reusable packaging

4.3.1. Types of reusable packaging

- EPAL pallet cage
- EPAL Euro pallet
- VDA small load carrier (KLT) system according to DIN 30 820 or VDA recommendation 4500
- Special load carriers

4. Design of the packaging

4.3.2 VDA small load carriers

In principle, reusable packaging is made up of the following components:

- Reusable containers (KLT with accessories)
- EPAL Euro pallet
- Load securing

The following VDA-KLT system types are used:

- C-KLT 4314 (400 x 300 x 147.5)
- C-KLT 6428 (600 x 400 x 280)

Information on the KLT systems and their processing (request according to the pull principle via the service provider's platform, etc.) must be coordinated with Container Management (1.3.).

4.3.3. Inner packaging

Inner packaging may be required for production protection and handling reasons.

It can be:

Reusable

- Thermoforming sheets or components made of plastic or the like

Disposable (see 4.2. for permissible packaging material)

- Thermoforming moulds made of plastic
- Inserts or blanks made of solid board
- Films as bags or blanks
- Anti-tarnish papers

Decisions on the requirement for additional inner packaging, its development and implementation are the responsibility of the supplier, whereby SAF-HOLLAND reserves the option to review.

4. Design of the packaging

4.3.4 Shipping pallet and KLT packaging units

Mainly for logistical and weight reasons, SAF-HOLLAND uses the 1,200 x 800 (EPAL Euro pallet) and 1,240 x 835 (EPAL pallet cage) dimensions in connection with reusable packaging.

The stacking of KLTs on EPAL Euro pallets is permissible as follows:

KLT 4314

- 48 KLT per EPAL Euro pallet
- 8 KLT per layer, 6 layers high



KLT 6428

- 12 KLT per EPAL Euro pallet
- 4 KLT per layer, 3 layers high



4.3.5 Load securing

The load securing of a KLT container is to be carried out with

Safety strap (plastic) around the KLT container (2-fold).

4.3.6. Design of reusable packaging

The EPAL Euro pallet is designed for the following loads when stored in a rack or on the fork of an industrial truck:

- 1,000 kg, (nominal load) if the load is distributed randomly on the pallet surface
- 1,500 kg if the load is evenly distributed on the pallet surface.
- 2,000 kg if the load is applied in compact form evenly over the entire surface of the pallet.

In the stack, the additional load on the bottom pallet is a maximum of 4,000 kg if it is located on a flat, horizontal and rigid surface and the load is horizontal and rests on the entire surface..

As with disposable packaging, only complete layers are permissible on an EPAL Euro pallet. Individual despatch of KLT is permitted for smaller quantities.

As with disposable packaging, mixed consignments require the enclosure of a loading list with the following data per type:

- Subject abbreviation
- Number of containers for the type in question
- Pieces per container

The different types must be clearly arranged on the pallet. Each packaging unit must be labelled (5.1.); exceptions must be agreed with Container Management (1.3.).

4. Design of the packaging

For EPAL pallet cages, the weight information can be found on the type plate on the front. These are as follows:

- Own weight ~ 85 kg
- Load capacity max. 1,500 kg
- Load max. 6,000 kg
- Loading space ~ 0.75 m

4.3.7. Procurement and recirculated quantities

- Reusable packaging (Euro Pool container = EPAL Euro pallet, KLT, EPAL pallet cage)
Coordination with SAF-HOLLAND's Container Management and Logistics Planning (1.3.)
- SAF-HOLLAND's own packaging
Procurement: Exclusively by SAF-HOLLAND
Pool provider 100% SAF-HOLLAND
- As a rule, the supplier procures its own reusable packaging for the entire cycle.

4.3.8. Determination of requirements

The pool quantity calculation is carried out in coordination with SAF-HOLLAND's Container Management/Logistics Planning, taking into account input variables such as batch sizes, safety stocks, transport capacity utilisation, transport routes, storage (service provider, consignment), etc.

Unscheduled requirements for empties due to e.g. prefabrication by the supplier must be agreed with SAF-HOLLAND's Container Management in good time.

4.3.9. Cleaning the reusable packaging

The load carriers provided by SAF-HOLLAND are made available to the suppliers in cleaned condition.

If necessary, the supplier must clean the its own reusable packaging.

No reusable packaging may be additionally labelled, affixed with stickers, used for purposes other than intended or brought into contact with oils or fats more than is unavoidable. Reusable packaging that is labelled, covered with stickers or can no longer be cleaned may not be put into circulation.

4.3.10. Empties freight costs

The freight costs for the delivery of empties to the supplier shall be agreed as follows, unless special arrangements have been made.

- For delivery ex works: acceptance by SAF-HOLLAND
- For free delivery: acceptance by the supplier

Deliveries of empties must be announced to the respective delivery points at least 1 day before delivery.

4. Design of the packaging

4.3.11. Inventory management

The basis for a trouble-free reusable cycle is the inventory management and administration of reusable packaging. Regardless of any existing supplier inventory management, SAF-HOLLAND GmbH manages reusable packaging with the assistance of an IT system.

The supplier is provided with a monthly container account statement.

Corrections can be made within 14 working days of submission of the inventory statements. If the account is not reconciled within this period, the account balance is deemed to be recognised and serves as the basis for the debit for the purpose of replacing reusable packaging.

A stocktake is also performed once a year.

4.4. Packaging requirement

The supplier shall be responsible for requesting the required reusable / disposable packaging materials, insofar as they are provided by SAF-HOLLAND.

Please note that reusable packaging must be ordered from the above contact persons in Container Management (1.3.).

5. Labelling and packaging

5.1. Labelling of the shipping unit

Each shipping unit and each packaging unit within the shipping unit (e.g. KLT or individual carton) must be labelled with a VDA goods tag whose content and form comply with VDA Recommendation 4902 Version 4.

The following specifications for the field assignment of the VDA goods trailer must be observed:

- | | | |
|------|----------------------------------|---|
| (8) | Customer part number | SAF-HOLLAND material number
(e.g. 04247402280) 11 digits |
| (10) | Designation delivery,
service | SAF-HOLLAND description
(e.g. safety nut M30) |
| (14) | Change status
Construction | SAF-HOLLAND change index as per drawing |
| (16) | Batch number | Manufacturer batch number |

A completed VDA goods label can be found as a sample in **Annex 1**.

The labelling of reusable shipping packaging is not permitted. If required, corrugated cardboard label holders can be used here, which can be attached under the strap.

5.2. VDA delivery note / VDA waybill

As a rule, VDA delivery notes (**see Annex 2**) and VDA waybills (**see Annex 3**) must be used for shipments to SAF-HOLLAND GmbH.

The packaging materials must be noted on the VDA delivery note in addition to the consignment.

Annex 3 provides an example of how the VDA waybill is to be labelled.

6. 1. Corrosion protection measures and duration of effectiveness

Corrosion protection measures, such as the use of VCI film or short-term corrosion protection agents, etc. must be agreed individually with SAF-HOLLAND.

The following substances are prohibited as a rule:



Furthermore, the following corrosion protection times must be guaranteed by suppliers:

- | | |
|--|-----------|
| ■ Production goods (parts that are installed at SAF-HOLLAND) | 12 months |
| ■ Merchandise | 36 months |

7. Annexes

ANNEX 1 – VDA LABEL

(1) Receiver SAF-Holland GmbH Hauptstraße 26 63856 Bessenbach		(2) Dock - Gate Werk 01 1212 0		
(3) Advice Note No (N) 0 		(4) Supplier Address 0		
		(5) Net weight 0	(6) Gross weight 0	(7) No Boxes 1
(8) Part No (P) 01234567890 				
(9) Quantity (Q) 800 Stück 		(10) Description Musterteil Ø 149 x 130 x 8		
		(11) Supplier Part No (30S) 0 		
(12) Supplier (V) 0 		(13) Date 09.07.2018	(14) Engr. Change 0	
(15) Serial No (S) 0 		(16) Batch No (H) 0 		

7. Annexes

ANNEX 3 – VDA WAYBILL

1) Versender/Lieferant XXXXX GmbH Musterstrasse 1 D – 12345 Mühlbach		2) Lieferanten-Nr. Absenderadresse		3) Speditionsauftrags-Nr. Datum		
5) Beladestelle		8) Sendungs-/Ladungs-Bezugsnummer		4) Nr. Versender beim Versand-Spediteur		
11) Empfänger SAF – HOLLAND GmbH Hauptstrasse 26 D – 63856 Bessenbach		12) Kunden-Nr. Empfängeradresse		SPEDITIONS-AUFTRAG 6) Datum 19.04.16 7) Relations-Nr. 9) Versandspediteur Spedition Schenker Hafenstr. 54 97424 Schweinfurt 10) Spediteur-Nr. Adresse des Spediteurs mit Telefonnummer 09721 / 656-0 Telefon Telefax 13) Bordero-/Ladefliste-Nr.		
14) Anliefer-/Abladestelle SAF – HOLLAND GmbH Werk 1 Hauptstraße 26 D – 63856 Bessenbach		Abladestelle		15) Versendervermerk für den Versandspediteur:		
18) Zeichen und Nr. Lieferschein-Nr.	19) Anzahl	20) Verpackung	21) S F	22) Inhalt	23) Lademittelgewicht kg	24) Bruttogewicht kg
LS Nr.	10	Euro - Gitterbox		Leergut		850
Lieferscheinnummer	Menge	Lademittelbezeichnung		Inhaltsbezeichnung		Gewicht
25) Summe 10		26) Rauminhalt cdm/Lademeter		27) Summen		28) 850
29) Gefahrgut-Klassifikation		30) Gefahrgut-Bezeichnung		Gesamtmenge		Gesamtgewicht
31) Frankatur unfrei	32) Warenwert für SpV 1000 €		33) Transportversicherung vom Spediteur zu decken mit		34) Versender-Nachnahme	
35) Anlagen		Frankatur		36) Warenwert		37) Kontierung
43) Übernahmebestätigung des Fahrers: obige Sendung vollständig und in ordnungsgemäßem Zustand übernommen.		40) Versandart		41) Abrechnungs-Schl.		42) Empfangsbestätigung des Warenempfängers: obige Sendung vollständig und in ordnungsgemäßem Zustand erhalten.
Datum		Uhrzeit		Unterschrift		Firmenstempel/Unterschrift
44) Die Sendung enthält Euro-Flach-Pal. (FP)		davon getauscht Euro-Flach-Pal. (FP)		Euro-Gitter-Pal. (GP)		Euro-Gitter-Pal. (GP)
45) Es gelten die Allgemeinen Deutschen Spediteurbedingungen (ADSp), Gerichtsstand ist der Firmensitz des Versandspediteurs.				46) für Warenempfänger		

The SAF-HOLLAND Group is one of the leading international manufacturers of suspension-related assemblies and components for trailers, trucks and buses. Our innovative products increase the efficiency, safety and environmental friendliness of commercial vehicles, contribute to the success of our customers. With around 6,000 employees worldwide, we are at the forefront of shaping the future of the transportation industry.

