



(According to [RS 70.G065](#))

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1. General arrangement

This guideline applies to packaging, labeling, load securing and transporting of consignments to TRUMPF GmbH & Co. KG as well as to all associated companies including the logistics center for spare parts of TRUMPF Werkzeugmaschinen GmbH + Co. KG.

The supplier is responsible to deliver the products clearly labeled and identifiable to TRUMPF.

The supplier is responsible for the complete delivery of the ordered products without damage. The supplier bears responsibility until the agreed point of delivery. The responsibility also includes all goods-related information. The logistical service provision of the supplier ends with the transfer of risk at the delivery point. The currently valid Incoterms and the following specifications apply to the transfer of risk and the obligations regarding loading and unloading, transport risk, freight costs, customs clearance and import duties.

The packaging shall be carried out in accordance with the logistical requirements of TRUMPF. Legal requirements have to be complied with at all times.

2. Accompanying documents and identification

- Accompanying documents have to be clearly assigned to their goods.
- The delivery receipt is to be attached to the package on the outside.
- Required information on delivery receipt:
 - Address of sender
 - Complete delivery address and exact delivery point; If named in the order also the name of recipient
 - Date of delivery
 - TRUMPF supplier number (if possible)
 - TRUMPF purchase order number in plain text (for TRUMPF internal: production order number or business order number)



- Purchase order item of TRUMPF
- Serial number for purchase order item (if available)
- TRUMPF material number with TRUMPF material description
- Delivery quantity and unit of quantity
- Article description of manufacturer
- Bar code type 39 or 128 consisting of 18 digits with the following information:
 - TRUMPF order number = 8 digits e.g. 80877702
 - purchase order item = 5 digits e.g. 00010
 - delivery quantity = 5 digits e.g. 00100
- It is recommended to use delivery receipt according to DIN 4991



- Damage reports, orders, invoices and similar documents must **NOT** be attached to the goods and shall be sent separately to TRUMPF.
- Each package must clearly be marked with a delivery receipt. This also applies to combined shipments including several packages in one collection box (collective delivery notes are not permitted).
- Individual packages (piece, set, assembly unit, etc.) have to be labeled clearly with a bar code (see point 5: Labeling).
- In case of packaging units of the same article, the over pack has to be clearly labeled with a bar code (see point 5: Labeling).

3. Quality inspection

- Required test certificates (e.g. in accordance with DIN EN 10204 3.1 or EN ISO/IEC 17000) have to be attached to the goods in the package. If this is not possible, the test certificates have to be delivered to TRUMPF immediately upon request. Differing agreements have to be documented in a quality agreement between the supplier and TRUMPF.
- By accepting received goods we confirm the receipt of complete packaging units subject to later quantity and quality checks.
- Packaging units will only be examined for obvious transport and packaging damages on the outside at our receiving department.

4. Packaging requirements

General requirements

- Packaging and filling material should be recyclable.
- Filling material has to be homogeneous.
- Filling materials such as packing chips (polystyrene chips) or wood shavings should possibly be avoided.
- All solid wood packaging (e.g. wooden boxes, palletes) must be treated according to the International Plant Protection Convention (IPPC) and labeled with an IPPC identification. This identification must at least be placed at two opposing sites of the carrier.

- Selected packaging has to enclose the material completely and protect it against damage, dirt, leakage, corrosion etc.
- For all deliveries of a material number, the same type of packaging as well as the same package size has to be used. In case of changes the purchasing department has to be informed.
- Packaging of different material numbers in the same packaging unit is not allowed.
- Packaging should be designed volume reduced.
- Provided that the material is to be shrink-wrapped or delivered in plastic bags, a TRUMPF Original Microsnap bag may alternatively be used.

The following sizes are available:

PE bag with pressure cap no. 10 / Size 70 x 100 mm; TRUMPF mat. no. 0141824



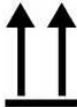

PE bag with pressure cap no. 30 / Size 150 x 220 mm; TRUMPF mat. no. 0141826






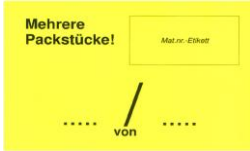
PE bag with pressure cap no. 50 / Size 250 x 350 mm; TRUMPF mat. no. 0141827

Those Microsnap bags can be ordered from:

Hans Joachim Dill GmbH
 Unteraicher Weg 5
 70771 Leinfelden-Echterdingen
 Tel. 0711-97555-0
 Fax 0711-9755580

- The delivered goods have to be balanced in the load carrier to ensure no tilting risk during lifting. If that is not possible, the center of gravity has to be marked. Center of gravity and suspension points have to be clearly visibly.
- The possibility of opening a package without damaging the goods is required (seals excluded).
- Articles with special requirements have to be labeled appropriately. Each packaging is to be labeled separately. The following figures serve as examples for such labels:

Name	Labeling
ESD (<i>electrostatic discharge</i>)	
Tilt indicator	
Direction	
Dangerous goods	

Moisture	
Fragile	
Not stackable	
Clean room conformance (DIN EN ISO 14644)	
Magnetic waves / Forbidden for persons using a cardiac pacemaker	
Material is divided on several pallets (due to size, weight etc.)	

Specific spare part requirements

- Products have to be delivered in individual packaging or according to the agreed packaging unit at all times. Modifications have to be agreed upon with the purchasing department.
- Assembly units and sets of parts, which include several components, have to be delivered as a unit, but otherwise individually packed (fixed assignment for each unit and no loose items).
- Accessory has to be attached to each article in the package (e.g. documentation, software, type plates, test certificates, cables and plugs). Accessory has to be packed securely and fixed to the article.
- Goods shall be delivered in a package suitable for storage. The package must be stable, shock resistant and form-fitting, including all required markings.
- A form closure between part and packaging is required.
- Nonreturnable packaging is required. It must comply with worldwide shipment of spare parts and its return (no EURO pallets, no small load carriers, no pallet cages).
- The height of the packaging must be smaller than 1,50m and stackable if the geometry of the component allows it.
- As far as possible a TRUMPF package is to be used for deliveries. If this is not possible a neutral package without branding of the manufacturer and with a neutral tape must be used.

The usage of a TRUMPF logo on the package must previously be discussed with the responsible purchaser. Different packaging materials are available for this. TRUMPF packages can only be used for deliveries on behalf of TRUMPF.

Specific repair-related requirements

- Used parts must not be attached to repairs.
- Packaging and scope of delivery must be according to those of a new part.
- A product which is not repaired has to be labeled clearly as such on the packaging and delivered separately on an own load carrier with a separate delivery receipt.
- Customer-specific repairs, new parts and rebuilt parts have to be delivered separately on an own load carrier with a separate delivery receipt.
- Old labels or labels which are no longer applicable have to be removed from the product and packaging.

5. Labeling of materials with TRUMPF bar code

All materials have to be signed with a bar code label.

The bar code has to be fixed to each individual package. For multi-item packaging, the repackaging is labeled and the amount of content is specified.

Serialized materials have to have the bar code label supplemental directly on the material. Modifications have to be agreed with purchasing department.

- The bar code label includes the following information:
 - 7-digit material number as bar code and text
 - Bar code type: Code 39 or 128
 - Material description in German and English.
 - Package quantity
 - Quantity unit (piece, liter, meter etc.) in German and English
 - Serial or production number (if available)
 - Country of Origin (e.g. Country of origin: DE)
 - Fitting labels with the dimensions 70x37 mm are available at Avery-Zweckform (www.zweckform.de, article number 3474) and at Lyreco (www.lyreco.de, article number 146.003). While using different labels the size of the bar code needs to have dimensions 10 x 40mm at least.
- The bar code label has to be fixed free from creases on a smooth and clean surface.
- Directly affixing the label on a metal surface should be avoided.



6. Signing of serialization

- Assembly units (serial parts and spare parts), must be traceable (e.g. for technical or safety reasons), and require a serial number labeling for clear identification. Those labels must:
 - have the serial number itself and the word 'serial number' in German or English or reduced to S/N,
 - be machine readable with bar code,
 - be solvent-resistant,

- have no influence to the design of the products.
- Information for serialization has to be fixed on the product itself as well as on the individual package. For service parts the information must be placed on the individual packaging. The serial number including bar code may also be integrated in a type plate.
- The serial number has to be unambiguous within each TRUMPF material number.
- Information for designing the bar code:
 - Use type Code 39 or 128.
 - Height should be at least 10 mm; Width depends on the number of digits.
 - Distance to additional codes and other signs must be at least 10 mm.
 - Bar code labels can be fixed to the product e.g. as laser-marked metal sign or printed label.
 - The material no. and serial no. (possibly additional version) or shortened **M/N S/N** respectively must be contained. No self-created abbreviations such as “S. No.” are permitted.



7. Materials with expiry date

- Materials with expiry date/use-by date have to be signed with a label with date specifications in German or English, which indicates the durability.
- When delivering a material there must be at least 80% of the outstanding time until expiry date.

8. Hazardous goods

- Delivery must be made as per the hazardous waste road directive (GGVS - Gefahrgutverordnung Straße). The corresponding safety data sheet and an accident instruction sheet must be provided with the freight papers.
- Dangerous goods must always be delivered in hazardous material packaging.

9. Delivery

General conditions

- The delivery of goods on pallets has to be suitable for ramps by a truck.
- Other deliveries (packages) have to be supplied at the ramp.

Specific spare part conditions

- A material with a unit weight over 25 kg has to be delivered on a suitable IPPC pallet.
- To avoid damages, a material must not extend the load carrier if the geometry of the component allows it.



- All deliveries exceeding one of the following dimensions have to be registered at the TRUMPF receiving department at least 24 hours in advance. Email addresses are provided below. (cancelled from 01.04.2017):
 - Height 2,5 meters
 - Length or width 3 meters
 - Gross weight 500 kg
- Discharge by side is only possible if suitable loading aids are carried along. (cancelled from 01.04.2017)
- The Receiving department in the Logistics Center Spare Parts of TRUMPF Werkzeugmaschinen GmbH + Co. KG in Ditzingen:
Mo. – Fr.: 06:30 AM - 09:00 AM
09:15 AM - 12:45 PM
01:30 PM - 03:00 PM
Email: wareneingang.tws@de.trumpf.com

10. Insurance, transfer of risk and load securing

- TRUMPF has a transport insurance policy valid worldwide. It covers all transport risks from the time of transfer of risk to TRUMPF.
- The transfer of risk is determined in accordance with the regulations contained in the INCOTERMS 2010.
- The suppliers as shippers (under public law, e.g. § 22 StVO) and as senders (under commercial law, e.g. §412 HGB) along with the freight carrier are responsible for the load safety during transportation. All necessary measures to fulfill all legal requirements have to be taken.
- The taken load-securing actions have to comply with guidelines of current case-law as well as valid norms and rules of engineering, e.g. VDI guidelines, DIN EN norms.

11. Customs and export regulations

- The supplier is responsible to obey customs and export regulations, including the obtaining of export licenses for direct deliveries abroad. For deliveries to the TRUMPF logistics center for spare parts, the supplier has to note if a material is subject to approval.
- Delays caused by non-compliance with customs regulations have to be borne by the supplier.