



Logistik + Informatik GmbH
Neustädter Straße 21
92711 Parkstein

Phone: +49 / (0) 96 02 / 6 00 - 0
Fax: +49 / (0) 96 02 / 6 00 - 2 11
e-mail: INFO@WITRON.DE

Technical guideline - Delivery and packaging guidelines

Translation of the original

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Author: Tobias Reber

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1 General information

The delivery of the goods to WITRON Logistik + Informatik GmbH/Witron Fördertechnik GmbH & Co.KG/WITRON Service GmbH & Co. KG - hereinafter referred to as WLI/WFT/WSE - takes place at the facilities in Parkstein according to the applicable guidelines and regulations of this document, as well as the legal requirements and provisions.

- WITRON Logistik + Informatik GmbH: WLI
- WITRON Fördertechnik GmbH & Co. KG: WFT
- WITRON Service GmbH & Co. KG: WSE

1.1 Field of application

The current version of the delivery and packaging guideline is a binding component and basis for all deliveries to WLI/WFT/WSE based on orders as well as agreed returns and retrievals.

1.2 Scope

The delivery and packaging guideline applies to all shipments delivered to WLI/WFT/WSE. Deviations from this delivery and packaging guideline must be agreed upon with WLI/WFT/WSE without exception.

2 Delivery

2.1 Delivery addresses

The delivery addresses can be found on the order. Unless otherwise agreed, the regular delivery addresses are as follows:

WITRON Logistik + Informatik (WLI)

Parkstein:

WITRON Logistik + Informatik GmbH
Plant 2 Gate 26
Neustädter Straße 21
92711 Parkstein

Phone: +49 9602/600-0 (Front desk plant 2)

WITRON Fördertechnik (WFT)

Parkstein:

Witron Fördertechnik GmbH & Co.KG
Plant 3 or Plant 4
Neustädter Straße 22
92711 Parkstein

Phone: +49 9602/600-600 (Front desk plant 3)

E-mail: we-foerdertechnik@witron.de

WITRON Service plant 3 (WSE)

Parkstein:

Witron Fördertechnik GmbH & Co.KG
Plant 3 Gate 42 Inbound
Neustädter Str. 22
92711 Parkstein

Phone: +49 9602/600- 600 (Front desk plant 3)

E-mail: we_ersatzteilabwicklung@witron.de

WITRON Fördertechnik (WFT)

Parkstein:

Witron Fördertechnik GmbH & Co.KG
Plant 2 North / Gates 01-07
Theile 11
92711 Parkstein

2.2 Goods receipt hours

Parkstein location:

WITRON Logistik + Informatik (WLI)

Monday to Friday: 06:30 a.m. to 03:00 p.m.

WITRON Fördertechnik (WFT)

Monday to Thursday: 06:30 a.m. to 03:15 p.m.

Friday: 06:30 a.m. to 02:00 p.m.

WITRON Service plant 3 (WSE)

Monday to Thursday: 06:30 a.m. to 03:15 p.m.

Friday: 06:30 a.m. to 02:00 p.m.

From **09:00 a.m.** to **09:15 a.m.** and **12:00 p.m.** to **12:45 p.m.**, delivery is not possible and access to the plant premises is not permitted. Deliveries on bridging days are to be discussed at an early stage with the responsible contact person of materials management department.

Delivery in case of exceptional transports to Parkstein location

Deliveries at other times for exceptional transports require prior notification and approval.

The notification must take place at least 2 days before delivery in written form to WLI/WFT/WSE.

2.3 Behavior on the plant premises

Access and stay is only permitted in the goods receipt area. The German road traffic regulations (StVO) as well as the Road Traffic Licensing Regulations according to StVZO § 30 (1) apply to the entire plant premises. The maximum allowed driving speed is **10 km/h**.



The following applies during the stay on the plant premises:

- Instructions of the responsible personnel are to be followed
- All activities and work to be performed must be carried out in compliance with the Accident Prevention Regulations (UVV)
- The carrier of the transport company is responsible for securing the load
- The load must be secured in accordance with the generally applicable regulations

The directions to the gates must be handed over to the forwarding company upon delivery or collection!

3 Load handling device

In the following section, the specifications and requirements for the load handling devices are described in detail.

The following basically applies for load handling device:

- If load handling devices are required, WLI/WFT/WSE must be informed in writing in good time
- The provision of the load handling devices must be agreed upon with WLI/WFT/WSE. The requirement must be communicated to the responsible contact person at least **seven working days before collection** (WLI → Purchasing, WFT → e-mail: leergut@witron.de, WSE → e-mail: parts_storage@witron.de → Load handling device requisition (10))
- The provided load handling devices are the property of WLI/WFT/WSE and may only be used for storage and transport of WLI/WFT/WSE products. Use for other products is not permitted

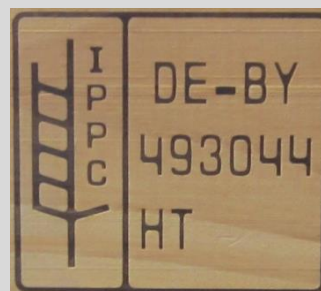
3.1 Pallets

WLI/WFT/WSE in Parkstein basically differentiates between two types of pallets. Both types have precisely defined specifications and purposes. These are described in more detail in the directive.

System pallets (3.1.2) are not permitted for deliveries to WLI plant 2, WFT Steel Construction. Therefore, deliveries must be made on europallets(3.1. 1). The same requirements as in system pallet(3.1. 2) apply.

Only europallets, system pallets, pallet frames and packaging materials with IPPC treatment **HT - Heat Treatment** may be used!

The marking must be legibly, permanently and preferably applied to at least two opposing, clearly visible parts of the packaging material.



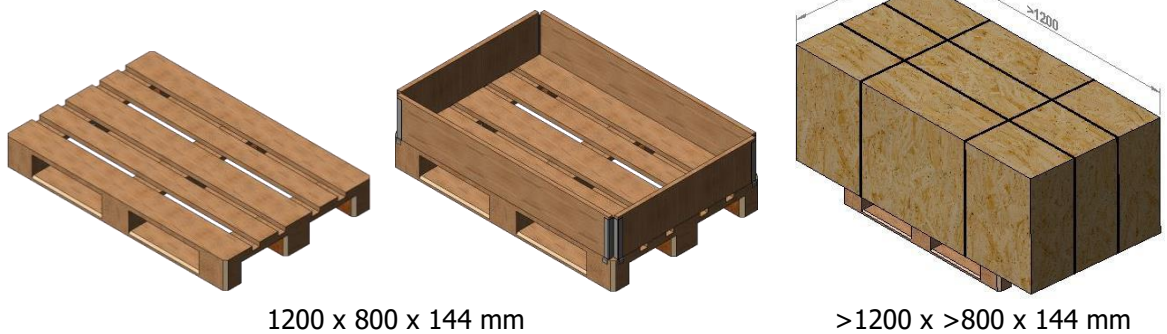
3.1.1 Europallets

The europallet in accordance with DIN EN 13698 is the permissible load handling device for delivery to WLI plant 2, WFT Steel Construction and for long goods. Long goods are defined as any goods that exceed a basic dimension of **1200 x 800 mm** and have an overhang compared to the europallet.

Europallet dimensions: 1200 x 800 x 144 mm according to DIN EN 13698 and UIC standard 435-4

Additional specifications:

- Max. allowed total weight of the load unit **900 kg**
- Max. allowed total height of the load unit **1150 mm**
- Use max. **5 plug-in frames**



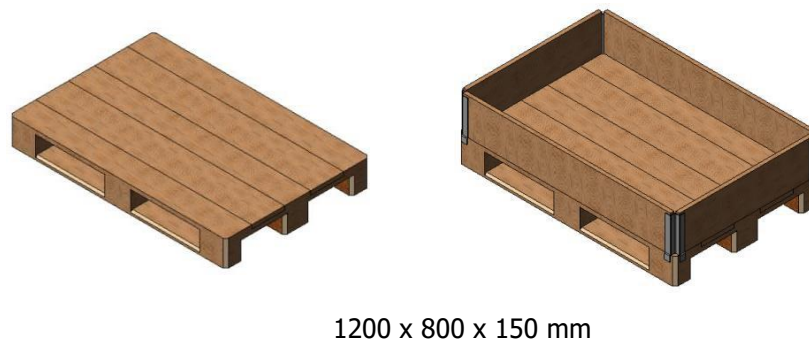
3.1.2 System pallets


If the goods are delivered without overhang and with dimensions within our specifications, the provided system pallets must be used.

System pallet dimensions: 1200 x 800 x 150 mm

Additional specifications:

- Max. allowed total weight of the load unit **900 kg**
- Max. allowed total weight of load units stacked "on top of each other" **900 kg**
- Max. allowed total height of the load unit **1350 mm**
- The goods must not exceed the height of the pallet frames
- Stackability of the load units must be ensured
- Use max. **6 plug-in frames**





No system pallets must be used for deliveries to WLI plant 2, WFT Steel Construction (3.1.2). Exclusively europallets(3.1.1) and totes(3.2) must be used for small parts and bulk materials. The base of these europallets (3.1.1) must be lined with cardboard.

3.1.3 Special pallets

In case of goods which, due to their dimensions, shape or condition, are not suitable for transport on the provided load handling devices, special packaging is provided. These special packaging types are not provided by WLI/WFT/WSE, for example oversized pallets.

In this regard, the supplier is expected to ensure a reasonable packaging in consideration of cost-efficiency, handling and the necessary storage space. A safe transport, free from transport damage, must be guaranteed.

3.2 Totes

For small parts and bulk materials, the provided totes must be used. There are generally three different dimensions for the totes with different requirements.

Only the totes **600 x 400 x 120 mm** and **600 x 400 x 270 mm** are approved for WITRON plant 2. These must be **black and anti-static** and are supplied automatically when a requisition for totes is made (see page 19).

Tote dimensions:

Size 1 → 600 x 400 x 120 mm

Size 2 → 600 x 400 x 220 mm

Size 3 → 600 x 400 x 270 mm

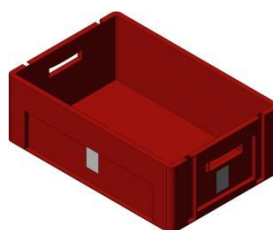
Additional specifications:

- The goods must not exceed the height of the tote
- Stackability of the load units must be ensured



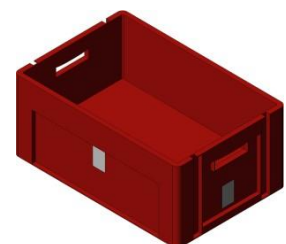
600 x 400 x 120 mm

23 kg



600 x 400 x 220 mm

28 kg



600 x 400 x 270 mm

28 kg

3.3 Grid boxes

Delivery in grid boxes must be agreed upon with WLI/WFT/WSE. These are provided to the supplier.

Grid box dimensions: 1200 x 800 x 970 mm

Additional specifications:

- Max. weight per load unit **900 kg**
- Max. total height per load unit **1200 mm**
- The goods may only exceed the total height in exceptional cases



1200 x 800 x 970 mm

3.4 Disposable pallets

Disposable pallets are only permitted for deliveries in exceptional cases and after written agreement with the inbound of the delivery location concerned.

3.5 Securing of goods

The delivered goods must be secured against slipping and falling on the load handling devices and placed or averaged concerning the center of gravity.

Furthermore, pallets must be stretch-wrapped so that the complete goods cannot be separated by the responsible shipping company and are clearly recognizable as one piece of transport.

4 Single-item delivery

For each delivery, the supplier is obliged to deliver all items sorted by type. For WLI/WFT/WSE, "single-item" means that each load handling device must be loaded with only one item type. In addition, the delivery address should be considered.

Please ensure that no small parts from other order items are added in packaging means with larger material. These must be packed separately and marked.

5 Corrosion protection

Blank metal materials, especially shafts, must be **oiled/greased** and packed accordingly **before delivery** in order to protect the surface, unless otherwise agreed. This serves to ensure corrosion-free storage of the goods and the continuous functionality of the component. Treatment of the goods by coating them with zinc phosphating is not sufficient. Further methods of passive corrosion protection are only possible after consultation.

6 Steel construction

The following regulations only apply to the steel construction area!

Orders which have the note "**Steel construction**" have special requirements concerning the load handling device. These are explained as follows:



No system pallets (3.1.2) and totes (3.2) must be used for deliveries to WFT Steel Construction. Exclusively europallets (3.1.1) must be used for small parts and bulk materials. The base of these europallets (3.1.1) must be lined with cardboard.

Additional specifications:

Generally, the euro pallet must always be equipped with the provided pallet frames until the height of the goods is completely covered by the pallet frames.

7 Third-party deliveries

Collection and direct delivery to the project site within the EU:

- The package information must be transferred to the WITRON Shipping Department (versand@witron.de) in the QM_AL_Package_creation_en **10 working days** before the collection date
- The package note is transferred to the supplier **5 working days** before the collection date
- The delivery documents are forwarded **on the day** of the collection

Collection and direct delivery to the project site outside the EU (third country):

- The package information must be transferred to the WITRON Shipping Department (versand@witron.de) in the QM_AL_Package_creation_en **10 working days** before the collection date
- The package note is transferred to the supplier **5 working days** before the collection date
- The company WITRON notifies the responsible customs office about collection and creates the customs documents
- The delivery documents are forwarded **on the day** of the collection

Collection at and delivery to the Parkstein location (EU+third country):

- The company WLI/WFT/WSE must be informed when the collection can be made
- WLI/WFT/WSE organizes the transport to Parkstein
- The package notes are created as soon as the goods arrive at WLI/WFT/WSE

Applicable documents:



MW_AR_Colli_Erstellung_de

The packages must only be picked and loaded according to the delivery note!

7.1 Timeline



7.2 Special packaging third-party deliveries

A packaging drawing is required for the initial delivery of new articles involving a third-party delivery. The packaging drawing must be agreed upon with the head of the Shipping Department. The max. allowed total weight of the load unit must not exceed **1200 kg**.

8 Shipping information

Each delivery must contain information about the goods in the form of a delivery note and an accompanying document. Only WITRON delivery notes must be used for third-party deliveries to project sites.

8.1 Hazardous substances

Hazardous materials must be labeled properly and visibly on the goods and on the delivery note.

All deliveries of dangerous goods must be accompanied by material safety data sheets ("SDB"). The material safety data sheet must be written according to the currently valid REACH and TRGS (Technical Rules for Hazardous Substances) regulations. In addition, the substances must be delivered and labeled in specially designed and tested packaging.

8.2 Delivery note

A delivery note must be enclosed to each delivery. The delivery note must be attached clearly visible and protected, and must be forwarded to a WLI/WFT/WSE employee at the goods receipt.

The delivery note must include the following information:

- Supplier address
- Container number (when loaded into a container)
- Delivery note number
- WLI/WFT/WSE order number
- WLI/WFT/WSE article number
- WLI/WFT/WSE article designation
- Quantity delivered
- Samples, package inserts and test certificates must be labeled clearly identifiable as such
- For the correct assignment of subsequent deliveries in case of complaints, the delivery note must state "Notice of defects/return"

8.3 Accompanying document


Each line item/transport unit of the delivery must also be provided with an accompanying document. The accompanying document must be attached clearly visible and protected.

This accompanying document must include the following information:

- Company name
- WLI/WFT/WSE order number
- WLI/WFT/WSE article number
- WLI/WFT/WSE article designation
- Quantity

Generally, when production parts are delivered, a drawing according to DIN A4 format must be attached clearly visible and protected on the load unit.

8.4 Package note

Colli 21300111032			
1 1 0 3 2			
			
Lieferadresse/ Delivery address:	Leslims Bougnon, Musée Pasteur Chemin de Jallivet F-35020 Bougnon sur Oise FRANCE		
Projekt:	Leslims Bougnon - Musée Pasteur		
Projekt-Nr:	11032		
Kunden-Nr (SAP):	11032		
Abmessungen:	Länge (mm)	Breite (mm)	Höhe (mm)
	3500	1600	1200
Gewicht:	1200 KG	Anzahl Elemente:	[]
Verpackung:	Palette		
Baustufe:	11	Nachbestellung:	[]



In case of third-party deliveries, the package notes issued by WITRON must be visibly attached to the specified packages.

9 Additional effort for WLI/WFT/WSE

Non-compliance with the delivery and packaging guidelines may result in a non-acceptance and/or further charging of the resulting additional costs.

10 Load handling device requisition

Supplier address:

Witron Fördertechnik GmbH & Co.KG

Plant 3, plant 4, plant 2 North

E-mail: leergut@witron.de

WITRON plant 3 (WSE)

Plant 3 Gate 43 Inbound

Neustädter Str. 22

92711 Parkstein

E-mail: parts_storage@witron.de

Load handling device	Quantity
Europallet	
System pallet	
Plastic pallet	
Pallet frames	
Grid box	
Tote (600 x 400 x 120 mm)	
Tote (600 x 400 x 220 mm)	
Tote (600 x 400 x 270 mm)	

Desired collection date:

Requester (date and signature):
