

Suppliers' Manual for Standardized Deliveries to  
Aspöck Systems GmbH



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### 3. General Information

This manual should simplify and improve the cooperation between Aspöck Systems GmbH and the supplier. The main target is to create a smoothly process for both partners.

Attached you can find all defined requirements for deliveries for Aspöck Systems GmbH. The following supplier's manual is a valid document for both business partners.

### 4. Delivery address

The manual is valid for all deliveries for Aspöck Systems GmbH. The specific delivery address must be planned of the purchasing and logistics department of Aspöck Systems GmbH.

The main address of the headquarter is:

Aspöck Systems GmbH  
Enzing 4  
4722 Peuerbach  
AUSTRIA

### 5. Delivery times

The agreed order and delivery times must be observed. The immediate acceptance of the goods can be guaranteed only if they arrive within the specified time slot.

The current delivery times are:

**Monday to Thursday: 06:00 – 15:00**

**Friday: 06:00 – 11:45**

(Changes in delivery times reserved)

Attention: There will be 1 week company holiday in summer and winter each.

You will be informed of any changes and/or these will be indicated on the respective purchase order.

## 6. Securing the load

The following points must be noted when securing the load:

- The boxes/containers must be secured in such a way that they cannot move or become detached from the pallet.
- The pallets must be secured using upright edge protectors on all 4 corners of the pallet and must be strapped vertically and horizontally. Additionally, the edge protectors must be used properly, that the goods will not be damaged or smashed. The bundle should not be positioned between the boxes.
- In the interest of recycling and waste management, any materials used for securing purposes must be of the same sort that any later contamination through different materials can be kept to a minimum.

**Permissible materials are: transparent PE film, strapping and adhesion points, whereby the product ID must not be covered.**

## **7. Delivery papers / completeness / temperature**

Shipping documents must be enclosed by the delivery, except container deliveries which are LCL or FCL.

### **7.1. Shipping documents**

The ECR Standard Delivery Note must be used for correct shipping documents.

If it is not possible to use this standard delivery note, the delivery note must include at least the following points:

- Address of the supplier and/or consignor
- Exact delivery address (the point where the goods will be unloaded)
- Purchase order number used to order the delivery
- Delivery date (date on which the goods are to arrive)
- Ascending item numbers on delivery note
- Aspöck article no.
- Quantity (e.g. pieces, boxes etc.)
- Content per unit (e.g. kg, cans etc.)
- Exact article description

### **7.2. Completeness of deliveries**

The ordered articles must be supplied the right quantity and in accordance with the purchase order. To guarantee this, the supplier ensures the continuous availability of the items.

### **7.3. Temperature**

Delivered products which underlie a particular temperature must be announced at the incoming department. The compliance of the temperature chain must be confirmed in writing!!

## **8. As-delivered Quality**

To ensure the quality of the products delivered, the supplier is obliged to comply with all the necessary guidelines, including in particular:

- The observance of all requirements for the respective products.
- The driver has to report any damage or impairment of the shipment immediately to incoming goods.
- Should the items delivered not fulfil these requirements, they may be rejected at any time by the incoming goods department and are thus deemed to have not been delivered!

## **9. Carriage-free deliveries**

Deliveries that are not sent to Aspöck "DDU" or "DDP" have to be handled by the current freight forwarder of Aspöck.

## **10.Account management for pallet exchange**

The account management for Euro pallets will be handled by Aspöck together with the freight forwarder.

A separate account will be kept with the respective suppliers/customers for any special pallets etc.!

## 11. Unit Load Devices (ULD)

### 11.1. Pallets

Unless otherwise agreed with Aspöck Systems GmbH (hereinafter referred to as "Aspöck"), deliveries must be shipped on pallets that comply with DIN EN13698 Part 1 (standardized, reusable transport pallet measuring 1200 x 800 x 144 mm and weighing 20 to 24 kg without load) and ÖNORM A5300 according to UIC code 435-2.



**Figure 1: Euro Pallet**

Aspöck will not exchange pallets if:

- they are damaged (i.e. a board is missing, broken vertically or horizontally, a bottom or top edge board is splintered, a nail or screw shaft is visible, a block is missing, broken or splintered, nails or screws are visible).
- they have no identification markings.
- the general state is so bad that there is no guarantee they will be able to bear the load and there is also a risk of the load becoming soiled or damaged.



### 11.2. Overlength pallets

Delivered overlength products must be supplied on a specific unit load device. Using two one-way pallets is improper → as you can see on figure 2. The pallet must be without broken timber.



Figure 2: improper overlength pallet

### 11.3. Load weight

A pallet must not exceed the maximum weight of 1,000 kg!

### 11.4. Pallet height / packing height

The total height of a pallet (incl. 150 mm of the pallet) must be not higher than 1,500 mm.

### 11.5. Load width

Packed items and securing materials must not protrude beyond the outer dimensions of the pallet. Foil has to be fixed at the beginning and at the end. The skid of the pallet has to be free of foil.

Deviations are permitted only if specified by Aspöck on the purchase order.

### 11.6. Mixed pallets

Mixed pallets are allowed only with special authorization from Aspöck. Additionally, mixed pallets must be marked separately. (e.g. signed pallets or packing list)

The article of all mixed pallets must be sorted homogenous in each layer.

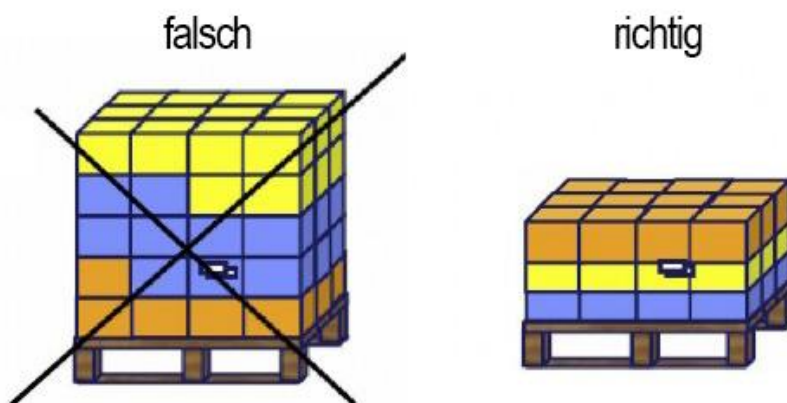


Figure 3: layer pallets

## 12.Packing

### 12.1. Boxes / containers

Unless there is a special agreement with Aspöck, the supplier is responsible for the appropriate packing of their product.

If the product is supplied in open containers, every layer has to be covered by a sheet of cardboard.



Figure 4: container with cover

### 12.2. Fragile items

Fragile items must be packed that they cannot break and must be marked using the standard commercial symbols on the packing. Lenses and glass items must be separated by spacers and must not be placed next to sharp items such as screws or sharp metal edges.

If hollow spaces cannot be avoided in the box, they must be padded out with bubble wrap (or something similar) to prevent any damage.

### **12.3. Electronic parts**

Electronic parts have to be packed in ESD package according ESD rules.

### **12.4. Packing units**

If specified by Aspöck, quantities per packing unit must be observed!

### **12.5. Weight specifications for boxes / containers**

The weight of the box/container must not exceed 15 kg per box or container. Packing units must be chosen that full use can be made of their capacity!

### **12.6. Sizing pallets**

Pallets must be sized that way that no damage in transit can occur.

As described in section 11.4., no overlapping beyond the outer dimensions of the pallet – this applies to both the loaded items and material used to secure the load (e.g. shrink and winding film, strapping bands etc.)

## 13. Marking and labeling

### 13.1. Labeling the load

- Name of consignee
- Numbering of pallets (e.g. 1 of 10)

### 13.2. Boxes

Every box/container must have the following written on the label: Aspöck article number as plain text and barcode (Code 39, 2/5 interleaved, Code 128), article description and quantity (expressed in SI units).

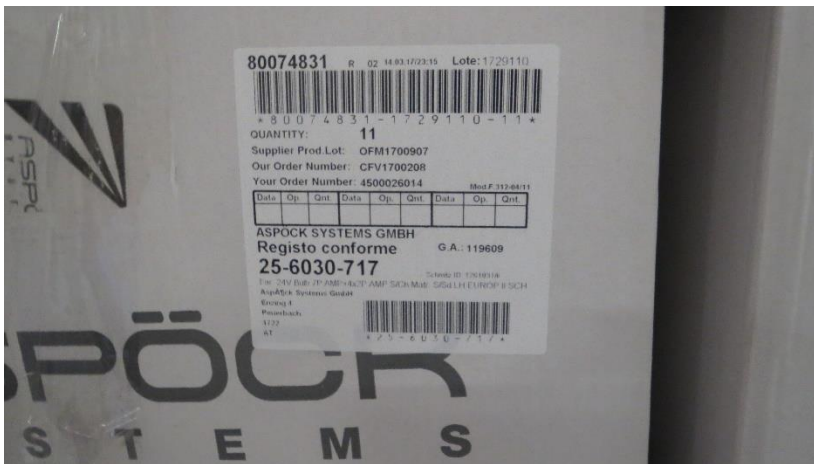


Figure 5: Labeling

The labels should not be covered from corner protectors and must be observable from the outside. Each box/container and the label must be clearly observable.



Figure 6: Label position/Sizing of the pallet

### 13.3. Containers/boxes

If a different type of container is used, the label is to be placed inside the transparent window provided for this purpose. Labels must not be stuck onto the containers themselves.



Figure 7: container marking

### 13.4. Cable drums

Cable drums can be delivered horizontally or vertically on the pallet.

Additionally horizontally delivered cable drums should be bundled axially and secured by full-length piece of squared timber on each side in comparison vertically delivered cable drums only need to be bundled on the pallet.



Figure 8: arrangement and marking of cable drums



Figure 9: arrangement and marking of cable drums 2

Each cable drum must be positioned that the marking can be seen clearly from the outside.



Figure 10: improper arrangement of cable drums



### **13.5. Identification and traceability**

Besides the article number and version, deliveries to Aspöck must also include a lot number. There should be a system behind the lot coding – including the date of manufacture at the very least.

### **13.6. Marking new and modified products**

The first three shipments of new or modified products must be marked clearly with a yellow sticker which says either "new part/Neuteil" or "modified part/geändertes Teil".

This sticker must be placed on each packing unit. Additionally, these items are to be marked as "new part" or "modified part" on the delivery note.

## **14.Contact**

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**15. Agreement: supplier**

Please note the following points, which are not acceptable. Additionally, please note alternatives!

Chapter	Not realizable	alternative

Company name (supplier): \_\_\_\_\_

.....  
 date, signature  
 Aspöck Systems GmbH

.....  
 date, signature  
 supplier