



Logistics Handbook

Geringhoff Manufacturing LLC

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Edition: Rev. 01



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Change History

History			
Edition	Type of change	Chapter	Creator
Nov 2014	New edition		H. Braun



1. Objective

This logistics handbook defines the basic guidelines that a supplier must fulfill in order to be able to maintain a supplier relationship with Geringhoff's plants. They must be absolutely observed when it comes to the development, design and planning of logistics processes.

The Geringhoff Logistics Handbook is distributed to potential Geringhoff suppliers complete with the order documents. With its signature, the supplier undertakes to comply with the general and specific Geringhoff logistics requirements.

Geringhoff reserves the right to conduct regular logistics audits at the premises of the supplier for the purposes of examining and evaluating the logistics system incl. all logistics handbook requirements. The aim of this is to encourage continuous improvement of the quality levels, supplier performance, flexibility and collaboration with suppliers. Generally, suppliers that meet the requirements of these guidelines in full and that supply high quality products and services at a competitive price and on time, shall continue to be eligible to supply ongoing and new products.

Please read the Geringhoff Logistics Handbook through carefully. Should you have any questions relating to these guidelines, please get in touch with the appropriate contact person.

2. Responsibility of Supplier

The supplier is responsible for compliance with the mutually agreed logistics requirements and must ensure that these are also met by its sub-suppliers. Lasting trading partner relationships are organized in consultation on an individual basis and are required to be in writing. The logistics quality capability of the sub-supplier should therefore be ensured by the supplier.



3. General Information

3.1. Communications

3.1.1. Point of Contact at Geringhoff

You can reach your point of contact for logistics at Geringhoff using the following contact details:

Head of Production Planning and Logistics
Karla Braun

320 252 4633
kbraun@geringhoff.com

Head of Purchasing
Anton (Tony) Tembreull

320 252 4633
atembreull@geringhoff.com

3.1.2. Point of Contact at the Supplier's Premises

The respective points of contact available to the Procurement Department to answer any questions must be listed in the table below.

In the event of any changes in relation to the specified contact persons, Geringhoff must be informed immediately. An updated list with points of contact must then be immediately sent to Geringhoff.

Department	Name	Phone	Fax	Email
Sales				
Logistics Management				
Administrator				
Quality				

3.2. Requirements for Prevention of Packaging Waste

The Supplier Handbook contains the principles according to which Geringhoff conducts its packaging planning. Of course this is done - together with the suppliers - under consideration of environmental targets from the following ecological standpoints:

Avoidance:



Use of resources to which is really necessary and appropriate for the weight and volume, and reduction of transportation volume.

Reduction:

Use and continuous improvement of reusable packaging made from recyclable materials.

Recycling:

Use of environmentally friendly, recyclable materials for all types of packaging; recycling as near to source as possible to avoid return via the delivery chain and the associated transport costs.

3.3. Delivery Quantities and Delivery Punctuality

The supplier is under strict obligation to adhere to the delivery date agreed upon with Geringhoff beforehand. Geringhoff shall also accept deliveries supplied a maximum of two (2) working days before the delivery date. Geringhoff reserves the right to refuse acceptance or to return the goods to the supplier in the case of deliveries that are made more than two days before the delivery date. All resulting costs shall be incurred by the originator. Deliveries after the delivery date specified by Geringhoff are registered as too late. When it comes to the delivery punctuality criterion, the desired delivery date is compared with the actual delivery date.

3.4. Goods Receiving

3.4.1. Place of Delivery

Goods deliveries are to be made to the following address:

Delivery address:	Geringhoff Manufacturing LLC
	3405 Energy Dr.
	St. Cloud, MN 56304
	USA
	Tel. 320 252 4633

Deliveries deviating from this address shall be expressly communicated should the need arise:

3.4.2. Goods Receiving Times

Monday - Friday: 07:30 to 15:30

Break times: 12:00 to 12:30

Deliveries outside of opening hours must be approved by the supply supervisor and reported to the Goods Receiving Department in advance. Deliveries on Saturdays or Sundays and public holidays must also be approved.



3.4.3. Incoming Goods Inspections

Regardless of the outgoing checks to be undertaken by suppliers, Geringhoff conducts the following inspections at random:

- Identity examination
- Visual examination for immediately recognizable transportation damage
- Quantity examination

Depending on the quality history and the use of parts, corresponding examination planning and an examination is carried out for each material number.

3.4.4. Examinations Procedures

The following examinations are applied:

- Normal examination
- Intensified examination
- Reduced examination
- Skip-lot test for individual items according to the examination plan in the case of correspondingly good quality history.
- Inspection foregone for individual items (e.g. material testing in the event of existing certificate).

Geringhoff shall notify the supplier in writing of any obviously recognizable defects. The supplier shall be notified of defects that were not visible or not detected in the course of the incoming-material inspection during the accumulated scraps inspections. In individual cases (catalogue parts, standard parts, etc.), after thorough inspection of the facts, the inspection of goods on receipt as part of the goods acceptance process can be reduced to identity, quantity and transportation damage checks.

3.5. Certificate of Origin

If requested to do so by Geringhoff, the supplier is under obligation to provide detailed proof of origin in relation to the parts supplied in accordance with the current import provisions.



4. Logistics Requirements

4.1. Geringhoff Transport Container/Packaging Regulations

4.1.1. Requirements for Transport Containers/Packaging

The responsibility for appropriate packaging for transportation and handling and the planning for this (incl. inner packaging), ensuring damage-free delivery to the delivery location, is with the supplier. The definition of packaging is based on the requirements of the packaging and stock systems of the Geringhoff sites. Generally, Geringhoff uses returnable packaging made of recyclable materials. The objective is the continuous reshaping of the logistics chain, together with the collaborative utilization of any associated rationalization potential. Furthermore, in doing so Geringhoff together with its suppliers, pursues the waste management goal of environmental legislation according to the ecological principle "prevention before reduction before recycling", thus making a continuous contribution to waste reduction. Standard Geringhoff packaging is defined in chapter 4.5. The following points must be ensured regardless of the packaging type:

- The packaging must protect the goods from external influences such as damage, theft and weather conditions.
- Stability in terms of quality, shape and volume
- Development of efficient transport packaging/carriers and efficient use of capacities
- Problem-free unloading with forklift
- Stacking capability
- Easy parts removal / optimum handling in the production process
- Correct identification by means of uniform and standardized labels
- Reusable packaging should be preferred over disposable packaging
- Transport safety
- Compliance with the given standard dimensions
- Max. weight when using small load carrier: 20 kg
- Dimensions should be selected so that there is no overhang of the container

To meet these requirements, it is necessary to define packaging for each part. Before placing the order, the supplier must plan the packaging and the filling quantity and, when providing a quote, state these on the packaging datasheet. Packaging approval is contractually regulated, taking into consideration the technical and logistics requirements as well as efficiency. Geringhoff may change this provision at any time during the series production process following the first delivery.

Variations on the specified packaging must be agreed with the Geringhoff plants. In the event of failure to adhere to the defined packaging of goods, Geringhoff reserves the right to invoice the supplier for any resulting handling and repackaging costs in the form of a processing fee.



Variations for justified reasons (e.g. alternate packaging on series production start-up, exceptional lead times) must be agreed upon with the plants in due time. A corresponding ("alternate packaging") note must be entered on the delivery slip.

4.1.2. Operational Sequence for Transport/Packaging Material Selection and Packaging Specification

After the part or range of parts to be delivered by the supplier has been defined, the supplier is encouraged to select a suitable transport/packaging material in the Geringhoff Logistics Handbook. The supplier shall suggest this to the Geringhoff Logistics department. If Geringhoff does not have at its disposal any suitable transport/packaging materials, the supplier shall check whether its own transport/packaging materials may be used. If this is the case, the supplier shall suggest its transport/packaging materials to the Geringhoff Logistics department. The go-ahead for the packaging material will be granted following a successful inspection. Afterwards, the return cycles are calculated on the basis of the agreed batch sizes (number of containers, pallets, etc.) together with the supplier, and the selected transport/packaging material is stated on the packaging datasheet. Attached you will find the diagram for transport and packaging material selection (Annex 3).

4.2. Packaging Datasheet

After the transport/packaging material selection has been made, the current packaging/container data is definitively stated on a packaging datasheet based on the German VDA (Association of the German Automotive Industry) Recommendation 4931 or similar. This is signed by the supplier and returned to the responsible Geringhoff purchaser.

If the stated packaging is not adhered to for reasons owing to the supplier, Geringhoff shall send the delivery back at the expense of the supplier. Attached you will find a template packaging datasheet (Annex 2).

4.3. Packaging Procurement

4.3.1. Procurement of Disposable Packaging

If the packaging material is disposable packaging, the supplier must purchase it.

4.3.2. Procurement of Small-Load Containers

The transaction for this takes place in line with Geringhoff's discretion and this depends on the volume and feasibility. The responsibility for the functionality of the pool is with all participants in the pool, i.e. the parties to a contract are obliged to themselves procure the supplies required in their respective spheres of influence.



4.3.3. Procurement of Large-Load Containers





Because the use of large-load containers offers clear economic advantages for all those involved throughout the entire logistics chain in comparison to the use of disposable packaging, suppliers may share the costs of procuring large-load carriers if needs be.






The costs for procuring additional supplier requirements (e.g. batch production, additional storage facilities or use of sub-suppliers) shall be borne in full by the supplier.

The responsible purchaser is available for any basic questions on cost sharing. Any questions relating to load carrier requirements planning shall be answered by the responsible point of contact at Geringhoff Logistics Planning.

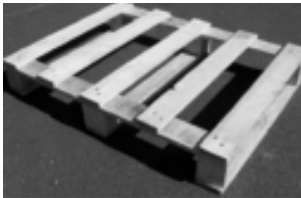

4.4. Transportation Range

4.4.1. Reusable Packaging

Pallet 	Stacking frame option 
Mesh box 	½ mesh box 

Small-load carrier 3214 	Small-load carrier 4328 	Small-load container 4315 
Small-load container 6428 	Small-load container 6415 	

4.4.2. Disposable pallets

Disposable half flat pallet 	Disposable pallet 
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4.4.3. Special Packaging

The following points must be observed when using special packaging:

- the use of special packaging is only permitted with the consent of Geringhoff;



- damage and problem-free handling using industrial trucks as well as easy partial stock removal must be ensured for special packaging too;
- standard dimensions and modular construction must be adhered to;
- special packaging should be labeled with the max. applied load or stacking factor;
- the supplier is responsible for finding a suitable packaging supplier, obtaining corresponding offers and suggesting prototypes to Geringhoff;
- the supplier is also responsible for implementing any necessary modifications;
- orders for special packaging from packaging manufacturers must be placed by the supplier;
- the supplier must ensure that the packaging is procured and delivered on time;
- Geringhoff must be informed of any deviations /delays and the planned corrective measures by the supplier immediately.

4.5. Padding Material

Padding material serves to fill hollow space and to protect the supplied parts from damage from mechanical influences such as jolts, shaking or vibrations. If padding material is used, it must be ensured that this can be easily and quickly removed and that it is recyclable. Loose filling material such as packaging chips, shredded material, newspaper etc. should be avoided as far as possible.

4.6. Overseas Packaging

When dispatching overseas, wooden cases or wooden pallets with cardboard packaging that meet the requirements in terms of stacking capability, transport demands and import regulations for wooden packaging etc. must be used.

Figure: Disposable packaging options for international transport





4.7. Cleaning Containers

Parts must only be delivered by suppliers in clean and functional containers. Geringhoff shall send the reusable packaging in usable condition. Should this state of cleanliness fall short of the supplier's requirements, the extra cleaning is to be carried out by the supplier at its own expense. The condition of the containers is monitored by Geringhoff upon the receipt of goods in terms of cleanliness and functionality. If the supplier should deliver very dirty load carriers in violation of its obligation, Geringhoff reserves the right to invoice the supplier for the costs accrued as a result.

4.8. Management of Containers and Empties

Euro-pallets, mesh boxes and small-load containers must be exchanged immediately on delivery. If the exchange does not take place immediately, the contracting party is not entitled to a full settlement of account. The account would then be settled in partial installments. An application must be made to Geringhoff Container Management before collecting quantities that are not exchanged. The application must be made to Geringhoff Container Management in writing (e.g. via email at kbraun@geringhoff.com) at least five working days before the planned collection date.

A corresponding empties account shall be set up for all suppliers that deliver to Geringhoff in reusable packaging.

Suppliers are supplied with empties on the basis of load containers inventory management. Here, booking quality directly influences the needs-oriented supply of containers and hence is largely shaped by suppliers themselves. This includes, inter alia, issuing the delivery slip data correctly and verification of the empties dispatch in terms of quantity and type of container. In order to maintain the functionality of the container accounts, there is a regular balancing of the booked inventories with the stocks actually available. For this, suppliers receive an account statement once a month relating to the managed inventory of load containers in each case (current version: see annex). Stocks are represented taking into consideration incoming and outgoing entries. The delivery slips or freight letter serves as an accounting document for the correct monitoring, management and transaction of all load container movements.

The date for the stocktaking is set by Geringhoff. After calculating the adjustment, the supplier is obligated to file a report on its own stock within five working days. Geringhoff reserves the right to procure substitutes in the event of any minus differences. The differences in quantity shall be invoiced to the supplier if so required based on the cost-by-cause principle at the replacement price. If the stocktaking is not carried out on time or correctly, supply will continue initially on the basis of the non-adjusted book inventory balances. However, here there is the risk of bottlenecks occurring in the supplier's empties provision due to undetected shortfalls in quantity. Expenses resulting from this (e.g. special journeys, alternate packaging, repackaging costs, etc.) shall be borne by the supplier. Users of this container system are personally responsible for detecting damages and losses and informing the Geringhoff Logistics department. The costs of replacement of spare parts for containers shall be borne by the originator. The point of contact for all questions regarding the transport process/management is the clerk indicated on the account statement.



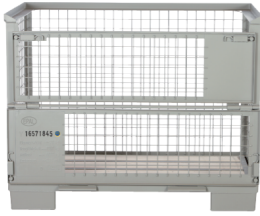
4.9. Exchange of Defective/Counterfeit Pallets/Containers

Defective or counterfeit containers (pallets/mesh boxes) disrupt Geringhoff's internal material flow, consequently leading to significant expenses and costs. Geringhoff reserves the right to invoice the costs accrued in the course of this to the supplier (inter alia: repackaging costs, additional administration and logistics expenditure). Containers that do not meet the EPAL exchange criteria (see: www.epalpallets.org) are not exchanged by Geringhoff. They are recorded as disposable containers and dealt with as such. Defective containers are also recorded as disposable containers. If repair can be carried out, these costs shall be borne by the supplier. After this cost has been borne, a 1:1 exchange shall be possible again.

4.10. Exchangeability of Containers

4.10.1. Mesh Box

If mesh boxes show damage, they may not be exchanged and must be taken out of circulation and repaired or scrapped as the case may be. Possible types of damage are shown in the following image



bis Juli 2013



ab August 2013

Bei folgenden Beschädigungen ist eine Reparatur durch einen lizenzierten Betrieb erforderlich:

Korrosion



Der Allgemeinzustand ist durch Rost oder Verschmutzung so schlecht, dass Ladegüter verunreinigt werden können.

Verformungen



Der Steilwinkelaufsatz oder die Ecksäulen sind verformt.

Beschädigungen an den Füßen



Der Bodenrahmen oder die Füße sind so verbogen, dass die Gitterboxpalette nicht mehr gleichmäßig auf vier Füßen steht oder nicht mehr ohne Gefahr gestapelt werden kann.

Defekte Vorderwandklappen



Die Vorderwandklappen können nicht mehr geöffnet oder nicht mehr geschlossen werden.

Defekter Boden



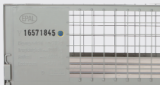
Ein Brett fehlt oder ist gebrochen.

Risse im Rundstahlgitter



Die Rundstahlgitter sind gerissen, so dass die Drahtenden nach innen oder außen ragen (eine Masche pro Wand darf fehlen).

Unvollständige Aufschriftentafel



Die wesentlichen Kennzeichen (EPAL, Y-Nummer) fehlen.

Nur von der EPAL zugelassene Reparaturfirmen dürfen diese EPAL-Gitterboxen reparieren. Ordnungsgemäß reparierte EPAL-Gitterboxen erkennt man an der grünen Reparaturplakette auf der Aufschriftentafel.



Gütegemeinschaft
Paletten e.V.

Benrather Schlossallee 2A
40597 Düsseldorf
Tel.: 0211/98 49 49 93
Fax: 0211/98 49 49 85
info@gpal.de
www.gpal.de

4.10.2. Pallet

If pallets show, inter alia, damage, they may not be exchanged and must be taken out of circulation and repaired or scrapped as the case may be.

Pallet criteria for failure:

- A board is damaged/splintered in such a way that more than one nail or screw shaft is visible.
- The Geringhoff logo is missing.
- A board is missing
- A board is broken diagonally or crossways.
- A block between the bottom and top border plank is damaged or missing.
- Restrictions on load-carrying capacity due to rotten and splintered boards



- Loaded goods could become contaminated due to dirt
- Wrong components (blocks or boards) were used.

4.11. Accompanying Documents

All documents and labels must be in English.

4.11.1. Delivery Slip

Generally speaking, the following accompanying documents are expected to be submitted to the Goods Receiving office:

- Delivery slip in duplicate
- Freight Order

The driver shall receive a stamped copy as confirmation of receipt for the purposes of documenting the delivery. The goods are however only accepted conditionally. In the following, a sample delivery slip is shown including the detailed field descriptions. Special mention should be made here to the fact that delivery slips without container details cannot be recorded and also lead to an incorrect container inventory balance, which leads to difficulties in the acceptance of goods and container management and supply. This means that there can be no payment/proper account management. Generally speaking, Geringhoff reserves the right to refuse acceptance or to invoice for resulting additional costs in the form of a processing fee if delivery papers are missing/incomplete.

You can find a sample delivery slip in Annex 1.

4.11.2. Content of the Delivery Slip

The delivery slip must contain the following information:

Field designation	Content	Example
(1) Recipient (MANDATORY detail)	Address of the recipient (the customer)	
(2) Delivery slip number (MANDATORY detail)	The delivery slip number may be a maximum of eight figures long and must be numerical (no special characters). The number must be used only once in any one year.	12345678
Date of dispatch (Mandatory detail)	Date of the actual dispatch (not the date of issue)	06/10/2014
(3) Supplier number and consignor address (MANDATORY detail)	The supplier number must match the details from the order/request	SN: 2356 sample company name, industrial area, 12345 Sample City
(4) Shipping address (OPTIONAL detail)	Address of the recipient, if different from the order address	



(5) Transport details (MANDATORY detail)	Here the mode of dispatch and, if need be, the name and number of the haulage company should be specified.	Truck haulage, sample haulage company
(6) Supplier terms (OPTIONAL detail)	Detail delivery terms	Prepaid/ not prepaid
(7) Other details (MANDATORY detail)	Purchaser's reference Order number/date Additional purchaser data Details of the product category from the order or delivery instructions Department of the consignor Consignor's order number Overall weight in Kg/lbs (gross), the entry here relates to a delivery slip number's delivery scope described in the detail section. Overall weight in Kg/lbs (net)	MM 19 654321/ 10-06-2014 WG 1 Distribution 16879 108.8 kg 70.5 kg
(8) Item number (MANDATORY detail)	Delivery/service designation The designation of the goods to be taken from the order/request. In the case of goods, this is the part name or the item	
(9) quantity + units (MANDATORY detail)	Only one quantity may be entered per item	
(10) Packaging units/load carrier details (MANDATORY detail)	In accordance with the sample delivery slip, details on the packaging and the smaller quantities per package delivered must be indicated.	

4.11.3. Goods Labels

Products and transport units must be identifiable by means of clear and systematic labeling. Packaging units should always be labeled with standardized, uniform and barcode-compatible goods labels (for example VDA 4902 or AIAG). The label should be selected in such a quality that it remains legible by machine or visually at the place of delivery despite environmental influences and transport demands. All goods labels are barcoded and, as required, can be glued down depending on the means of the transport. Variations on the agreed instructions must be consulted upon with the Geringhoff plants. In the case of absent, illegible or incomplete goods labels, Geringhoff reserves the right to charge the supplier for any resulting additional costs. This



applies likewise to resulting additional costs from failure to remove old goods labels, improper affixing or other violations.

Sample Single Label VDA 4902

210 mm x 148 mm format

(1) Absender (Sender) Fa. Muster KG 00000 Musterstadt		(2) Absende- / Lager- / Verwendungszeichen 384 T	
(3) Lieferanten-Nr. (L) 12345678 		(4) Lieferantenspezifische Daten (M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z) A. Absender, Werk, 11111 Lieferstadt	
(5) Gewicht Netto 34 kg		(6) Gewicht Brutto 158 kg	(7) Anzahl Packstücke 3
(8) Sach-Nr. Kunde (K) A 123 456 7890 			
(9) Menge (St.) 1 000 St. 		(10) Beschreibung, Leistung, Leistung Elektr. Steuergerät	
(11) Lieferanten-Nr. (L) 123 45678 		(12) Sach-Nr. Lieferant (S) 987654321 B 	
(13) Packstück-Nr. (P) 9876543 21 		(14) Datum D 960126	(15) Anlieferungs-/Kombikennung D 940801
(16) Chargen-Nr. (C) C 123456 			
<small>(17) A. Absender GmbH & Co. KG, 11111 Lieferstadt</small>			

Sample AIAG label

PART NO. (P) 0204212030BKC15		LEFT HAND ABS CABLE BRACKET	
QUANTITY (Q) 99999		LOT NO. (T) 1234567890	
SUPPLIER (S) 49810A		PURCHASE ORDER NO. (K) 5500004190	
SERIAL (R) 123456789		WHS. DATE 10-17-02	ENG. LEVEL (Z) 12
Supplier Name, Street Address, City, State & Zip Country		EXP. DATE 10-19-02	

4.11.4. Content of the Goods Label

The goods labels must contain the following data:

Field designation	Contents	Example
Delivery slip no.	Number that the supplier allocates to the delivery slip	654321
Order no.	Geringhoff order no.	xxxxxx
Net weight	Weight of the package without load carrier in kg	77 kg
Gross weight	Weight of the package with load carrier in kg	100 kg
Number of packages	Total number of packages handed over to the haulier	5
Item no. customer	6 or 7-figure Geringhoff ID number on package	123456
Fill quantity	Actual fill quantity of the ID number on the package	100 units
Delivery / service designation	Designation of the goods	Side section
Supplier item no.	The supplier's item number	1.456.789
Supplier no.	ID number that Geringhoff allocates to the supplier	2356
Date	The dispatch date of the goods	06/10/2014
Revision status / construction	ID no. that the customer allocates to a sample status	2.404.458
Batch number	ID no. that the manufacturer allocates to a batch	

4.11.5. Attaching the Goods Labels

- Each loading unit, container and package must be marked with a goods label as per VDA4902 or AIAG standards.
- Mixed loading units (mixed pallets) should be kept to a minimum.



- In the case of mixed pallets, each packing unit must be marked with a label.
- Additional “mixed pallet” note on the pallet.
- Unmixed individual packaging. (A set number of same material of the same revision status per container / per packing unit)

4.11.6. Attaching the Goods Label to Small-Load Containers

The Geringhoff goods label must be attached in a manner whereby it is clearly visible from the outside on the front or side in the card pocket and it must not exceed the outer contour of the packaging.

The label selected must be of such a quality that it remains legible by machine at the place of delivery despite environmental influences and transport demands. It may only be affixed in the card pockets intended for this.

In addition, the goods label can be affixed with a max. of four residue-free removable adhesive strips/spots.

Figure: Attaching the goods label to small-load containers



4.11.7. Attaching the Goods Label to other Reusable Containers

In the case of reusable containers such as mesh boxes, goods labels can be fixed using four adhesive points just as they are with small-load carriers. Alternatively, residue-free removable mailing bags or DIN C5 format self-adhesive accompanying-document pockets made of polyethylene film or a wire-clap pocket can be used.

Figure: Attaching the goods label to large-load carriers

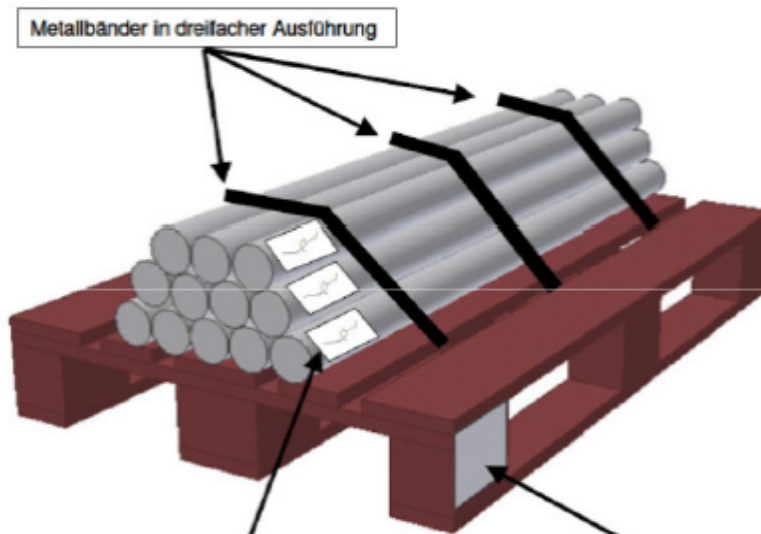


4.12. Special Note in the Case of Long Loads

Long-load deliveries have additional rules:

- only metal ribbons may be used to secure the long load;
- the long load must be delivered as commissioned (order-specific label);
- the long load must be secured at a min. of three points against slipping;
- the long load must be labeled with a wire or adhesively.

Figure: Delivery of long loads



4.13. Transport

4.13.1. Transport of Dangerous Goods

The statutory regulations must be complied with when dispatching dangerous goods. The supplier is liable for all damage resulting from failure to observe the statutory regulations. Furthermore, as a distributor of dangerous goods, the latter is responsible for grading/classifying, authorized mode of transportation and transportation permit as well as labeling of the packaging that is compliant with regulations.

4.13.2. Transport Safety

The carrier / driver (e.g. service engineer) must secure any goods to be transported against slipping. For this, he must stow the load securely by means of lashing belts and lashing points prior to driving. He must keep flammable substances separate from oxidizing substances.

4.14. Processing / Labeling Return Deliveries in the Event of Complaint

In the event of return deliveries of reworked / rejected Geringhoff goods, the following described procedure as well as labeling should be observed:



4.14.1. Return Delivery Slip

Required details

- Delivery address
- Complete Geringhoff part number
- Total number of units as well as number of units per container for each part number
- Geringhoff return delivery slip number

RETURN to

complaint number

XXXX

➤ Clear “rejected goods” note on the delivery slip

The item order number must NOT be listed on the return delivery slip.

4.14.2. Labeling the Loading Unit

Each loading unit must be clearly and visibly marked with a “rejected return delivery” stamp or sticker (see example photo).

E.g.: Labeling rejected return deliveries

4.15. Delivery of Initial Sample Goods

If initial samples are sent to us, these must be declared as a separate shipment. Initial samples must always be delivered with a separate delivery slip that visibly includes the note “initial sample” (e.g. with a stamp). See **Geringhoff Mfg. Quality Supplier Guidelines**

4.16. Non-Compliant Deliveries

4.16.1. Surplus Deliveries

In the event of deliveries in excess of supply requests, Geringhoff reserves the right to reject the oversupplied material or to return it as general cargo at the expense of the supplier.

4.16.2. Sorting of Defective Parts

If defective parts are discovered in the delivery or during set-up in pre-series and series production, the suppliers have the option, upon request, of sorting the suspected parts and the extent thereof at Geringhoff at their own expense. If the sorting is carried out by Geringhoff employees or external service providers after informing the suppliers, the supplier shall bear the resulting costs.



4.16.3. Shortfalls in the Delivery

Failure to comply with the agreed provisions constitutes an incident and shall be documented by Geringhoff in an audit report. The audit report is sent to the supplier by Geringhoff for comment. The supplier must deliver a comment on the following working day at the latest. In addition, Geringhoff can note on the audit report that an 8-D report is necessary. In this case, the supplier must immediately begin to draft the 8-D report. Geringhoff prescribes a digital format for 8-D reports that the supplier must use.

Shortcomings in the delivery include, inter alia:

- delivery documents do not match the actual delivery in terms of the materials and/or the number of units or they are missing;
- incorrect or missing container labeling;
- incorrect or missing Geringhoff order number and/or material number;
- reusable containers or packaging do not correspond to the packaging datasheet;
- quantity discrepancies.

A complaint shall be made with regard to the costs resulting from these shortcomings in the form of a report, with the resulting costs combined and invoiced to the originating supplier using a separate invoice at a later point in time.



5. Declaration of Consent

By signing this, the supplier acknowledges and agrees to comply with the processes described in the Geringhoff Logistics Handbook.

The Logistics Handbook is an integral part of the Framework Agreement.

Date

Date

Supplier signature

Geringhoff signature

Annex 1: Delivery slip



Carl Geringhoff GmbH & Co. KG, Gersteinstraße 18, 58227 Ahlen		Lieferschein		
Testkunde Musterstraße 1 88844 Musterhausen		Versandinformationen		
		Lieferscheinnr./-datum	112855 01.05.2014	
		Bestellung / vom	45002133 13.04.2014	
		Auftragsnr./-datum	2525 11.03.2014	
		Kundennummer	11131	
		Lieferant	6454	
Bedingungen		Gewichte - Volumen		
Versandart		Gesamtgewicht 130		
Lieferung		Nettogewicht 115		
Verpackungsvorschlag				
Versanddetails				
Vereinbarung				
Teil-/Gesamtlieferung				
Position	Mater. Bezeichnung	Bestellte Menge	Gelieferte Menge	Gewicht Kg
1	12345678 Testblech	8	8	110
2	23412755 Muster	1	1	5
3	EU Gitterbox			85

Annex 2 Packaging Datasheet

Packaging Datasheet

VDB (German Railway Industry Association) no.: 0000-a

Edition dated	Launch date	Replaces edition dated
	01/21/1900	
		Customer item number
Name		Individual part weight kg

Packaging version 1					Packaging description
Packaging material	SAP no.	Quantity	Unit	Tare (kg)	
Number of layers	Units per layer	Capacity utilization	Capacity utilization per unit	Packaging weight	Overall weight (kg)
		0		0.00	0.00

Packaging description

Pictures

The pictures may vary slightly from the written instructions for technical reasons and are not binding.

Flow Diagram: Transport/packaging materials selection

