

Shipping Regulations for Orders of Commercial Goods

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Legend:

CON = contractor CL = client

1. General

- Introduction: A loose parts list (LPL) is required for the shipping process of goods to be delivered before they are dispatched. Based on this LPL, we will provide you with labels with which the loose parts can be clearly identified. Please use the LPL template in CSV format for this purpose.
- Mistakes: These regulations apply subject to special, project-related arrangements between the CL and CON. If it emerges that there are mistakes in the system explained below that induce costs then the CL is entitled to charge these costs to the CON. If mistakes lead to delayed delivery, the due date of the delivery invoice is postponed.
- Other: If a third party delivers directly to a packer, that third party must be included in the loose parts system. The CON is responsible.

2. Loose parts system – general information

- Definition of loose parts Loose parts are all the loose parts of a delivery, i.e., parts that you can handle and load separately. In exceptional cases, secondary packaging (e.g. a cardboard box with structurally-identical fasteners) with their content are a loose part.
- Purpose:
- To record all loose parts of an order
 - To identify the loose parts for shipping and assembly
 - Automatic recording of goods received
 - To create packing lists using the information in the LPL

3. Loose parts system – process

- Order of the CL: This specifies the submission date of the LPL.
- Completion and dispatch of LPLs to the CL: As soon as the loose parts of the delivery are fixed, but no later than the date specified in the order, the CON sends the completed LPL as a CSV file to the buyer's email address in accordance with the order.
- A period of at least five working days must be taken into account for the creation and dispatch of the labels.
- Review of the LPL: After receiving the LPL, the CL checks it and asks the CON to make any necessary corrections
- Printing and dispatching labels: The CL creates the labels for loose parts and sends them to the CON.
- Labelling: The CON labels the loose parts with the labels sent by the CL. The rules under Point 5 must be observed in the process.
- Pre-packaging: The CON is responsible for the packaging to be chosen for deliveries, selecting the packaging materials and the necessary corrosion protection.

The CON pre-packs goods according to the requirements of the goods and the intended shipping method.

The CON is obliged to provide packaging that:

- a) protects the goods against damage when transported
- b) facilitates handling on site by means of a forklift truck and/or crane; the CL must be advised to use a separate crane for loading/unloading.

The requirements for load securing must be observed in the process.

Transportation to the packaging company is usually performed on a pre-planned truck. The CON must therefore design, manufacture and pre-pack the machines/components so that they can be loaded onto trucks (tautliners). Special transport operations are to be avoided.

Pre-packaging, such as crates and single-use pallets, must meet the ISPM15/IPCC Standard or be made of plywood.

Square timber for securing cargo are excluded.

Should loose be packed in other loose parts, this must be agreed with the CL and a corresponding note be made in the delivery papers.

Only project-specific packages should be delivered (different projects should not be mixed on one pallet).

Furthermore and in the case of line or assembly separated packaging, no parts from different lines or assemblies should be pre-packed in one package.

Flange openings must be sealed.

Multiple purchase/order items should not be delivered assembled.

Damage caused by fasteners must be prevented using suitable measures.

Message to the CL:

The CON informs the CL in writing of the goods ready for collection, stating the loading metre and/or number and type of trucks required, provided that the order was issued on the basis of FCA (named place: supplier's plant).

The CON must advise the CL of deliveries at least one day in advance in writing, stating the name and number of the project and including the exact delivery date.

If the delivery contains dangerous goods, this must be specified and the required documentation provided. In this case, the provisions under point 6 must be observed.

Delivery papers:

The carrier must be given two copies of the delivery note.

The delivery note must contain the correct quantities, parts, packages as well as the package numbers, descriptions and weights of the goods actually delivered.

The delivery papers must also be provided in the case of a dangerous goods delivery in accordance with point 6.

Recording goods received: The arrival of materials is recorded by scanning the barcodes on the labels of the loose parts.

No payment can be made without a record of the goods received.

Other: Deliveries or partial deliveries before the agreed delivery date are only permitted if accepted by the CL. In this case however, the calculation is only performed after the last dispatch and delivery of all technical documentation.

4. Instructions for completing the loose parts list

General logging: Each loose part receives its own label and must therefore be recorded as a single item in the LPL. Loose parts may only be entered in the file provided by the CL. A LPL is always must always be created specific to a project and sent to the buyer by email in accordance with the order.

The quantity and description in the LPL must be correct for each item and correspond to the actual amount.

Descriptions of loose parts should not include packaging units (pallets, cardboard boxes, etc.).

Subsequently-assembled parts that were previously specified as loose parts must be reported to the CL as they need to be removed from the LPL and project. Assembled parts should not have a loose part label.

Sections in the CSV file: See detailed explanation in the CSV file template.



Other: It is not permitted to change an LPL after it has been sent to the CL or to overwrite or delete rows. Requests for more labels (e.g. for additional partial deliveries) must be recorded in a new LPL.

5. Instructions for attaching the loose parts list

Specifications: Every loose part receives its own loose part label. The label must be attached in such a way that the barcode can be scanned. **Putting labels on round parts or hard-to-reach places (e.g. in tubes) is not permitted.** Label holders and cable ties, amongst other things, can be used if necessary.

If accessories (miniature parts) are packed in secondary packaging, a second set of labels must be requested. The first set is stuck on the parts and the second set is stuck to the secondary packaging in an envelope (e.g. fastening materials). In the case of secondary packaging or external labelling, the CON is responsible for the correct and complete quantity of loose parts in the package as well as the properly used and mounted labels inside on the loose parts and outside on the package.

Labels that the CL sends as a PDF file must be weather-resistant, readable and removable. Multiple coatings on labels are not allowed.

BEHN + BATES Maschinenfabrik GmbH & Co. KG <small>Robert-Koch-Str. 6 - 40833 Münster, GERMANY - T +49 251 5796-0 - www.behn-bates.com</small>		
Project:	B-000446	Date: 19.02.2019
Project description:	10173075 HTT NHU Shandong, CN, 2 INT.	
Purchase order no.:	10173075	Item: 12.00
Loose part item:	1770	STP:
WBS element:	B-000446-01-92	
Material:	205103537	
Description:	dowel conveyor belt	
Description(German):	Dübel Förderband	
Customer material no.:		
LMN:	WA-3396	
Quantity:	4 PC	
		

6. Deliveries of dangerous goods (materials with a UN number)

Specifications:

Dangerous goods deliveries must generally be agreed with the CL and may not be packaged as an accessory kit. Dangerous goods regulations must be observed.

Only inner packaging that has been checked may be used. For the substances to be identified, they can be classified according to the following system (see safety data sheet):

- UN-Number
- hazard class
- packaging group
- classification code

Dangerous goods must be clearly marked as such in the delivery papers in accordance with the current ADR requirements and on the goods themselves. A safety data sheet and, if applicable, further information relevant for exportation and for dangerous goods must be:

- sent to the CL alongside the LPL,
- also given to the packaging company as a printout with the delivery documents.



7. Other requirements

- Carrying out a delivery without the barcode labels created by the CL is not permitted.
- The pre-packaging must be neutral and contain no references to the CON.
- The correct commodity numbers must be specified in the delivery papers.
- The CL will provide the CON with the required proof of origin free of charge upon request.
- For EU goods, the CON receives a supplier's declaration from the CON free of charge and unprompted.
- For non-EU goods, the CL receives the associated certificate of origin with each delivery, free of charge and unprompted.

8. Attachment

- LPL as CSV File