



Packing and Shipping Instructions

General guidelines for the processing of trade goods and contracted work



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Packing and Shipping Instructions

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1. Foreword

The basis for successful and collaborative cooperation between you as a supplier and the Vossloh Fastening Systems GmbH, hereinafter referred to as “**VFS**”, is formed by binding flows of information and a clear communication path. This particularly applies to our shipping logistics that is responsible for sending your trade goods on our behalf to our customers.

To make the delivery process between VFS and you, as a supplier, mandatory, we have defined these Packing and Shipping Instructions. This document therefore serves as a set of simple and practice-oriented guidelines aimed at enabling a trouble-free flow of material between our companies.

Furthermore, these Packing and Shipping Instructions form an essential part of our contractual relationship and shall be valid independently from the agreed terms of delivery. We reserve the right to make changes in the instructions, as needed. In this case, we will ask you once again for your confirmation. As with any collaborative cooperation, our processes should continuously be checked and improved.

Non-adherence to the instructions in this document may lead to a complaint and therefore, it can quickly have a negative impact on your supplier evaluation. Moreover, the additional costs arising from non-adherence to the instructions will be passed on to you. Any deviations from these Packing and Shipping Instructions must be expressly agreed in writing with VFS in advance.

VFS reserves the right to coordinate item-specific agreements individually with your company. Furthermore, VFS reserves the right to demand changes in the process flows.

2. Packing instructions

2.1 Our specifications concerning the condition of any packaging

The supplier is responsible for packaging that is suitable for transport and handling. The type and condition of the packaging must generally be selected in a way that the goods cannot be damaged or that no deficiencies can occur (e.g. cracks, corrosion). The packaging must be designed in a way that both safe transport with multiple means of transport and safe load transfer are possible on common industrial trucks, as well as on the following automatic conveyor and storage facilities.

2.2 Different terms of packaging depending on the mode of transport

Before any packing is started, strictly check which terms of shipment are quoted on our order. Generally, any packaging is determined by the mode of transport; air, sea, and road.

(i) Packaging for road transport:

The goods on the pallet must be bound or fastened in some other way. The package must be able to be loaded via the long or short side by a hand lift or forklift truck. The packages must be protected from water spray. Furthermore, the pallets should be stretch-wrapped in such a way that it will be possible to inspect the goods for external damage.

(ii) Packaging for air transport:

The material shall be delivered in cartons that are to be fixed on a pallet. We recommend carton crates consisting of a wooden bottom with a wooden cover for a stable carton border. The package must be able to be loaded via the long or short side by a hand lift or forklift truck, and provided with the possibility for easy opening (closures or screws). Stretch-wrap the goods with film to prevent any damage, e.g. by condensed water.

(iii) Packaging for sea transport (also valid as the minimum transport requirement by railway or inland waterway vessel):

The goods must be protected from water spray in the form of a film cover. To ensure easy handling at a building site, the crates must be able to be opened easily on at least one side (e.g. screws, quick-release locks). For this purpose, it must also be possible to load the package via the long or short side by hand lift or forklift truck.

2.3 Individual packaging instructions (Packing Instructions)

If individual Packing Instructions exist between VFS and its suppliers, they shall be considered to have priority.

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2.4 Individual packaging instructions for contracted work

Generally, all requirements stated in chapter 2 of these Packing and Shipping Instructions also apply to any contracted work.

Furthermore, there are individual packing instructions for contracted work that you should have at your disposal for any order.

The Packing Instructions for SKL 14 are shown as an example. Please note that there are different Packing Instructions for the different variants of tension clamps which must be observed. If you do not have the required Packing Instructions, please request them from VFS Purchasing.



In particular, the following items are included in these special Packing Instructions for contracted work:

- A reference to the goods to be packed; here VFS always references to its material designation
- The exact definition of the type of package which shall be used as packaging for the goods
- The specified number of pieces per package
- Any instructions for special packaging, including the corresponding description and exact definition

Your contact person for the complete order processing for any contracted work is always the VFS employee who is mentioned as contact person in the respective order.

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2.5 Uniformity of items and batches per package

Each package handed over to VFS must be picked with reference to the order and with uniform items and batches.

This means:

- Only use one (1) package with each one (1) type of item in one (1) batch;
- Only use one (1) package with each one (1) order position;

Several small packages can be further combined on one pallet that relate to the order.

We recognise a batch by your batch identification which you can use to uniquely identify the goods handed over to us.

2.6 External contours of packages

The package as well as all packing materials may **not** exceed the external contours of the loading equipment. As far as possible, each package shall have a cuboid shape.

2.7 Our reliable types of packaging

Our reliable types of packaging depend on the goods to be packed. To uniquely classify the goods to be packed, VFS uses the logic of the standardised TARIC customs tariffs for each individual item.

It is therefore necessary to determine in which chapter of the harmonized system the respective goods are listed. The appropriate chapter can be easily identified by the first two digits in the TARIC code of the respective item.

VFS has structured its general packing instructions in accordance with this worldwide harmonised classification. Thus, the corresponding packing instructions can be easily and uniquely determined from the following tables and images.

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Packaging instructions for palletised goods

Taric Code 1. Location	Taric Code 2. Location	TARIC - chapter of Harmonised System	Pro- cessing	Max. gross weight	Disposable possibilities		Reusable possibilities	
					Approved types of package	Max. di- mensions of a pack- age	Approved types of package	Max. di- mensions of a pack- age
3	9	Plastics and articles thereof	Track	1100 KG	EW01; EW02; EW03; EW05	Length 115 cm X Width 80 cm X Height 110 cm	MW01; MW03; MW04	Length 125 cm X Width 85 cm X Height 110 cm
			Stock	475 KG				
4	0	Rubber and goods made of it	Track	1100 KG	EW01; EW02; EW03; EW05		MW01; MW03; MW04	
			Stock	475 KG				
4	4	Wood and articles made of wood	Track	1100 KG	EW02; EW03; EW04; EW05		MW01; MW02; MW03; MW04	
			Stock	475 KG				
4	5	Cork and articles made of cork	Track	1100 KG	EW01; EW02; EW03; EW04; EW05		MW01; MW02; MW03; MW04	
			Stock	475 KG				
7	3	Articles made of iron and steel	Track & Stock	1100 KG	EW03; EW04		MW01; MW03; MW04; MW05 (SKL)	
8	2	Tools & cutlery	Track & Stock	1100 KG	EW01; EW02; EW03; EW05		MW01; MW02; MW03; MW04	
8	4	Machines, machinery and mechanical appliances	Track & Stock	1100 KG	EW01; EW02; EW03; EW04; EW05		MW01; MW02; MW03; MW04	
9	0	Measuring, checking and precision instruments	Track & Stock	1100 KG	EW01; EW02; EW03; EW04; EW05		MW01; MW02; MW03; MW04	

EW: Disposable packaging
MW: Reusable packaging

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Packing instructions for cardboard boxes (KEP service provider)

Taric Code 1. Location	Taric Code 2. Location	TARIC - chapter of Harmonised System	Processing	Max. gross weight	Disposable possibilities	
					Approved types of package	Max. dimensions of a package
3	9	Plastics and articles thereof	Track & Stock	30 KG	EW06	Length 120 cm X Width 60 cm X Height 60 cm
4	0	Rubber and goods made of it	Track & Stock			
4	4	Wood and articles made of wood	Track & Stock			
4	5	Cork and articles made of cork	Track & Stock			
7	3	Articles made of iron and steel	Track & Stock			
8	2	Tools & cutlery	Track & Stock			
8	4	Machines, machinery and mechanical appliances	Track & Stock			
9	0	Measuring, checking and precision instruments	Track & Stock			

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Reliable types of Disposable packaging

Type: EW01

Corrugated cardboard container on IPPC

Stacking 2x | weather-proof packed| strapped



Type: EW02

Large carton on IPPC disposable pallet

Stacking 2x | weather-proof packed| strapped



Type: EW03

IPPC wooden crate with wood cover

Stacking 3x | nailed | strapped



Type: EW04

Goods in welded film on IPPC disposable pallet

Stacking 0x | weather-proof packed| strapped



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Type: EW05

Multiple cartons on IPPC disposable pallet

Stacking 0x | weather-proof packed| strapped



Type: EW06

Single carton (only for shipping per KEP)

Stacking 3x | strapped



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Reliable types of Reusable packaging

Type: MW01

Euro pallet with wooden stacking frame (1-n)

Stacking 2x nailed | strapped



Type: MW02

Euro pallet with special lattice crate

Stacking 0x | weather-proof packed| strapped



Type: MW03

DB mesh box

Stacking 3x



Type: MW04

Plastic container
(incl. matching cover)

Stacking 3x



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Type: MW05

Steel box pallet

Stacking 3x



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2.8 Labelling of goods

In each case, label the packages in a way that all products can be identified uniquely. If the goods are of limited shelf life, state the expiry date. Remove all labels that do not apply. Notes on stackability are required.

The packaging label must include the following pieces of data:

- VFS-order position (PO = Vossloh order number + item number)
- Delivery note No. supplier
- VFS material No.
- Designation of goods
- Number of pieces per package
- Gross weight of package
- Type of package
- Batch

Please find an example of a proper packaging label below.



Warenbegleitschein			vossloh
Warenempfänger		Lieferantenanschrift	
Vossloh Fastening Systems GmbH In der Dönne 8 58513 Lüdenscheid		Firma Mustermann	
Lieferschein-Nr. Lieferant	Gewicht (brutto) in KG	Anzahl Packstücke	
30766	1.085	5	
Vossloh Bestellnummer + Position		Vossloh Materialnummer	
4500064446 - 80		218732	
Materialbezeichnung		Füllmenge	
SKL 1/K gelb		2.500	
Packstücktyp		Charge	
Große Holzkiste		BE7040	
Packstücknummer		Ausstellungsdatum (Warenbegleitschein)	
3/5		18.09.2020	

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It is also required that special handling instructions for sensitive goods are attached to the outer packaging. These are clearly visible signs and letters, as shown in the following table as an example.

"Vor Nässe schützen"	"Vorsicht, zerbrechlich"	"Hier oben"
		
"Nicht stürzen"	"Nicht stapeln"	"Nicht belasten"
<u>Vorsicht!</u> Nicht stürzen	 Nicht stapeln 	<u>Vorsicht!</u> Nicht belasten

	Keep dry
	Fragile - handle with care
	Here top
	Caution! Do not drop
	Do not stack
	Caution! Do not load

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3. Shipping instructions

3.1 Different types of dispatch handling

Generally, VFS distinguishes the following four (4) types of dispatch handling:

Type of dispatch handling	Shipping organiser	Recipient
A	VFS	VFS customer
B	VFS	VFS warehouse
C	Supplier	VFS customer
D	Supplier	VFS warehouse

The VFS processing type will be communicated to you in our order for each order item. Therefore, up to four (4) different processing types can occur within a VFS order.

3.2 Communication of completion notification

After the goods have been completed, VFS needs a completion notification. This completion notification must be sent by email to the VFS orderer stated in the order.

VFS requires that each completion notification includes the following details:

- Reference to VFS order position (Vossloh order number + item number);
- Designation of goods;
- Quantity;
- Earliest date of provision;
- Weight and volume (rough data on packaging for transport planning);
- If necessary, your reference number (No. or completion notification or delivery note No. etc.).

After that, our employees in the purchasing department will check your communicated notification data. After the release, your notification will get a posting number in our system which VFS uses to coordinate all further process steps.

3.3 Coordination and organisation of dispatch planning

The Logistics department of VFS will confirm the dispatch planning by email as soon as a posting number has been registered in our system for one of your orders. Each posting number results in a separate email communication. The posting number communicated by VFS is leading for the complete shipping process. Please, always clearly refer to this VFS posting number in your delivery note. This means:

One (1) VFS posting number = One (1) delivery note (supplier)
 Two (2) VFS posting numbers = Two (2) delivery notes (supplier) etc.

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3.4 Accompanying documents / delivery notes

The acceptance of materials in the incoming goods department at VFS requires a delivery note that uniquely describes your delivery. **Important:** A copy of your delivery note must be sent to the Logistics department of VFS **at least 60 minutes before the planned collection or delivery** of the goods! For this purpose, always use the electronic data transfer by email.

>>> Our address is: Lieferavisierung@vossloh.com <<<

VFS will immediately make a complaint about any incomplete delivery notes. The details on the delivery note are complete if they include the following details:

(i) General header data per delivery note:

- VFS posting number;
- VFS order number;
- Name and address of sender;
- Name and address of recipient;
- Your delivery note No.;
- Date of delivery note.

(ii) Details per item in the delivery note:

- Reference to VFS order position (VFS order number + item number);
- Batch(es);
- Designation of goods;
- Number of packages of individual goods with exact number of pieces per package;
- Declaration of origin of goods, if this is different from the general declaration of origin.

Additionally, the delivery note must be attached to a package of the respective delivery, and must be handed over together with the freight documents to the responsible driver if shipped by a forwarder.

3.5 Coordination and organisation of dispatch handling

If VFS coordinates the shipping, VFS will also be responsible, as well as bearing the costs, for the complete transport process. For this purpose, the goods must be handed over in their proper condition, i.e. the goods or shipping materials are not damaged. VFS reserves the right not to accept any damaged packages. The supplier shall bear any follow-up costs that can be reasonably proven. In the event that VFS collects the goods from your place of work, this will usually take place within two (2) to maximum seven (7) workdays (Monday to Friday).

If you organise the transport, you shall also be responsible for the delivery until it arrives at the place of discharge specified for the delivery by VFS. The transport of goods shall take place in a way that the goods will be delivered in their proper condition, i.e. without any damage. If necessary, damaged goods will be returned at your expense.

You and the respective recipient must independently exchange the reusable packaging (Euro pallets, mesh boxes, etc.).

Pack the goods in such a way that they are safe for transport and hand them over to the transport carrier. In accordance with the legal regulations, all groups of people involved in loading, both directly and indirectly (e.g. drivers, forwarders, senders, transport carriers), are responsible for the proper securing of the load. Special loading and unloading instructions must be notified to VFS.

In case of any transport damage, the supplier and the transport carrier shall be informed immediately. The damage is to be documented on the delivery note. Transport damages that occur during transport that has been organised by you must be immediately reported to the VFS orderer.

3.6 Dangerous goods processing

Dangerous goods transports are generally ordered by VFS in compliance with the CPT Incoterm (in accordance with the version of the Incoterms as amended from time to time), meaning that you, as the supplier, are responsible for the transport.

The regulations for the transport of dangerous goods must be observed. You, as the supplier, are reliable for all damage that results from any non-observance of legal regulations. As the distributor of dangerous goods, you are also responsible for the rating/classification of all permissible transport permits.

Any respective information must be reported to VFS when the offer is being prepared.

The supplier as the loader or sender shall observe the applicable regulations for the transportation of dangerous goods. Required data sheets, approval notifications, etc. shall be provided to the haulage contractor in good time and before shipping.

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3.7 Customs clearance, origin of goods and declaration of export restrictions

Customs clearance is up to VFS. The supplier is obliged to prepare all papers and documents necessary for the cross-border trade (mainly proofs of preference and certificates of origin) and to make them available for VFS.

VFS reserves the right to make recourse claims for any and all consequences occurring from an improper declaration given by the supplier.

You undertake to state the following pieces of data needed for customs clearance on all delivery notes for each item:

- Country of origin as per commercial law
 - International: Country of origin
 - Germany: Country of origin + Federal State
- If known, the commodity code

3.8 Incoming goods inspection

As part of its normal business routine, VFS carries out an inspection of the incoming goods supplied. VFS will immediately notify the supplier of any obvious deficiencies and deviations from the quantity to be supplied or any obvious transport damage that has been detected during the inspection of incoming goods. Any report about such obvious deficiencies shall be made in good time if it is declared within seven (7) working days (Monday to Friday) after the goods have been arrived in the VFS warehouse.

Any non-obvious deficiencies shall be reported immediately after they have been detected within the scope of our normal business routine. The report about these hidden deficiencies shall be in good time if it is declared within three (3) working days (Monday to Friday) after they have been detected. VFS assumes that all delivered goods have already been checked for quality, quantity, condition, etc. by your internal in-process inspections.

The following table provides a compact overview of all four (4) types of dispatch processing at VFS.

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Overview of shipping instructions per type of dispatch process

	Type A VFS sends to customer	Type B VFS sends to Vossloh warehouse	Type C Supplier sends to customer	Type D Supplier sends to Vossloh warehouse
Completion notification	Please report it stating the type of processing directly to the VFS orderer.	Please report it stating the type of processing directly to the VFS orderer.	Please report it stating the type of processing directly to the VFS orderer.	Please report it stating the type of processing directly to the VFS orderer.
Shipping disposition	You will receive an email with our posting number. Please use this posting number for all further communication. The goods may only be handed over to a forwarding company after receiving the posting number.	You will receive an email with our posting number. Please use this posting number for all further communication. The goods may only be handed over to a forwarding company after receiving the posting number.	You will receive an email with our posting number. Please use this posting number for all further communication. After shipping, please send the delivery note to the VFS orderer.	You will receive an email with our posting number. Please use this posting number for all further communication. After shipping, please send the delivery note to the VFS orderer.
Accompanying documents	It is a strict requirement to send them to VFS by email in advance, i.e. before the goods are picked up.	It is a strict requirement to send them to VFS by email in advance, i.e. before the goods are picked up.	After shipping, please send the delivery note to the VFS orderer.	After shipping, please send the delivery note to the VFS orderer.
Dispatch handling	After the shipping disposition has been defined, VFS organises the collection of our goods within 2-7 working days (Mo-Fr).	After the shipping disposition has been defined, VFS organises the collection of our goods within 2-7 working days (Mo-Fr).	Please confirm the successfully executed shipment to VFS by email.	-
Hazardous goods	-	-	You shall always be responsible for transport.	You shall always be responsible for transport.
Customs handling	VFS shall be responsible for any import and export exemption from duty.	VFS shall be responsible for any import and export exemption from duty.	-	-
Incoming inspection	-	VFS reports any obvious deficiencies and deviations in quantity within 3 working days (Mo-Fr) after goods receipt.	-	VFS reports any obvious deficiencies and deviations in quantity within 3 working days (Mo-Fr) after goods receipt.

3.9 Particularities for type C and D of dispatch process handling

If you deliver goods on our behalf to our customers or to our warehouse, we will ask you to send the accompanying delivery receipt within forty-eight (48) hours after the delivery to our email address ablieferbeleg@vossloh.com.

Our minimum requirements regarding the details on your delivery receipt are as follows:

- Name and address of recipient;
- Date and time of the handing over of goods;
- State your VFS posting number;
- State your delivery note number;
- Number of confirmed packages.

3.10 Special processing “EU-FastLane” for type B of dispatch process handling

For the type B dispatch process handling (VFS sends to Vossloh warehouse), the VFS Logistics department will provide the “FastLane” transport handling method for any collection within the EU.

Preconditions for using this handling method shall be the following:

- You register your completion notification with your own number with us (e.g. Your delivery note ID).
- You send us a copy of the delivery note to our email address lieferviesierung@vossloh.com immediately after the goods have left your company.
- We must receive the details of your delivery note within sixty (60) minutes after they left at the latest.
- The delivery note document sent to us must include the name of your reference.
- Your fulfilment quota (for meeting these criteria) is at monthly level above 94%.

For this method of processing, VFS organises the collection of goods on the following day at the earliest, however at the latest on the second working day (Monday to Friday) after the completion notification.

Are you interested in using our EU FastLane processing? Then please contact the VFS Logistics department. We are going to clarify all further details about this processing method with you later and we will put these agreements on record in a binding, common description of order processing.

Please find attached a comparison of the EU FastLane and the Standard dispatch handling method for our dispatch process handling type B.

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Comparison of variants EU FastLane vs. Standard for the Dispatch process type B

	EU FastLane Variant Type B	Type B VFS sends to Vossloh warehouse
Completion notification	Please send it directly to the VFS orderer while quoting the type of dispatch process and your own reference number (e.g. your delivery note No.).	Please send it directly to the VFS orderer while quoting the type of dispatch process.
Shipping disposition	You will receive an email with the VFS posting number and your ref. No. Please use your ref. No. for further communication.	You will receive an email with the VFS posting number. Please use this posting number for any further communication. The goods may only be handed over to a forwarding company after receiving the posting number.
Accompanying documents	It is a strict requirement that you send these documents by email immediately after the goods have left your company, i.e. before the goods arrive in the VFS warehouse. The name of your ref. No. must be on your delivery note document.	It is a strict requirement that you send them to VFS by email in advance, i.e. before the goods are picked up. If possible, the name of your delivery note document should refer to our posting numbers.
Dispatch handling	After the shipping disposition has been defined, VFS organises the collection of our goods within 1-2 workdays (Mo-Fr).	After the shipping disposition has been defined, VFS organises the collection of our goods within 2-7 workdays (Mo-Fr).
Hazardous goods	This type of dispatch process is not possible for dangerous goods	-
Customs handling	This type of dispatch process is not possible for customs clearance	VFS shall be responsible for any import and export exemption from duty.
Incoming inspection	VFS reports any obvious deviations in quality and quantity within 3 working days (Mo-Fr) after goods receipt.	VFS reports any obvious deviations in quality and quantity within 3 working days (Mo-Fr) after goods receipt.

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4. Declaration of Consent

4.1 Deviations and declaration of consent

Generally, the conditions described in these Packing and Shipping Instructions shall apply. Any deviations from this require a release and must be agreed in advance with the Logistics department of VFS.

If these instructions are not met, the supplier will receive a complaint from the Logistics department of VFS in which it is requested that corrective measures are taken within ten (10) workdays (Monday to Friday). In case of serious deviations, the acceptance of goods can be refused. The supplier shall then have to pay for any additional expenses.

Your signature confirms the receipt of these Packing and Shipping Instructions. In addition, you confirm that you have understood the content of this document and that you will ensure that all the requirements contained within it will be fulfilled.

Company stamp, date, place & signature