



## PROVIDED

Delivery instructions

SUSS MicroTec Facilities and SUSS Logistic Provider

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## 1 Scope

This document regulates the delivery regulations between the companies of the SUSS Group named below and their suppliers.

The validity extends to the delivery locations in Sternenfels and Garching.

- And -

The validity extends to the delivery to the logistics service provider commissioned by SUSS MicroTec.

Deviations from this regulation require our express written approval.

## 2 Packing

### 2.1 Principle

The packaging must be appropriate for the cargo or packaged goods in terms of volume, type of packaging and product protection (i.e. corrosion, fragility, moisture, static charge, scratching).

All surfaces, openings, threads and bores must be free of contamination any kind, such as grinding dust, chips, oils and lubricant residues (please observe the drawing specifications).

The parts and packaging must not be contaminated with lubricants or preservatives.

### 2.2 Specific packaging requirements

Basic suitability of the packaging for the means of transport:

- + CEP service provider
- + Truck, Rail
- + Additionally in case of delivery to the logistics service provider: sea ship and airplane.
- + Sheet metal parts must be delivered individually packed in bubble wrap
- + If ordered materials consist of individual parts, these must be combined in the same shipment.

### 2.3 Packaging design

#### Economic efficiency:

- + According to economic, qualitative and ecological aspects.
- + The packaging must not be of higher quality than is necessary to secure the products during transport.

#### Loading and transport

- + In order to keep transport costs low, packages should be packed with an optimum degree of filling.
- + The packages should ensure easy handling (i.e. opening and closing).
- + In principle, mixed pallets are permitted. These must be clearly marked as such. Processing must be possible without additional effort.
- + Material packed in boxes must have shock indicators clearly visible from the outside.

**Ease of use**

- + The maximum gross weight per loading unit of 1,000 kg must not be exceeded.
- + The maximum gross weight per manually handled package, between 25-35 kg, must not be exceeded.
- + Labels or tapes must be properly attached. Cartons must be dimensionally stable and have correctly folded lids.

**Safety:**

- + The packaging must also protect employees or other persons from the hazards posed by the products themselves, especially in the case of dangerous goods.
- + Goods that require special handling (i.e. dangerous goods) must be marked with international symbols.
- + The packaging itself must not pose any risk of injury (i.e. protruding nails).
- + The choice is between disposable and reusable packaging.
- + Only clean, damage-free packaging is to be used.

**Environmentally friendly:**

- + For ecological reasons, recyclable and unmixed materials should be used as much as possible. These must be environmentally compatible, easy to dispose of and labelled in accordance with the specifications of the waste disposal industry.
- + Limit packaging waste to the minimum necessary.

**2.4 Admissibility of materials****Principle**

Only approved materials may be used, some materials are only conditionally approved, these may only be used after consultation.

See overview below:

## Overview packaging materials

### Composites

	permissible	-
General	Consultation	Only with special approval by SUSS MicroTec
	Not allowed	

### Plastics

One way	permissible	Polyethylene, Polypropylene, Polystyrene, Acrylonitrile-butadiene-styrene, Expanded polystyrene (abbreviation: EPS) (except EPS chips), Expanded polyethylene, Expanded polypropylene, Polythylene terephthalate
	Consultation	Polyvinyl chloride only with special approval
	Not allowed	Polyurethane, EPS chips
Reusable	permissible	ABS, PE, PP, PS, PET, EPP, EPE
	Consultation	PVC only with special permission
	Not allowed	-
Foins, bags and sacks from foil	permissible	PE, stickers/labels and adhesive tape made of the same materials; Intercept/Volatile Corrosion Inhibitor films for corrosion protection.
	Consultation	-
	Not allowed	Larger stickers and adhesive tape made of foreign materials

### Paper and cardboard

General	permissible	Free from paper manufacturing pollutants and marked with recycling symbol (abbr.: RESY).
	Consultation	Non-water soluble coatings or adhesives, fabric adhesive tapes, glass fibre reinforced paper adhesive tapes.
	Not allowed	-
Corrosion protection paper	permissible	VCI papers with recyclability with paper/board and marked with RESY symbol
	Consultation	-
	Not allowed	-

### Tapes

General	permissible	PP, PET
	Consultation	Steel straps and metal clamps for heavy loads only with special approval from the SUSS contact person.
	Not allowed	Steel straps and metal clips

### Wood

General	permissible	International plant protection convention Standard (Heat Treatment only) ISPM15 (IPPC) Humidity level <20% Country-specific requirements must be complied with,
	Consultation	-
	Not allowed	IPPC standard (chemical pressure impregnation), pressboard pallets (INKA pallets), coated and varnished wood and wood wool.

### Cushioning and shock absorbing materials

General	permissible	Use is to be minimized as best as possible by adjusting quantity of parts in packaging
	Consultation	-
	Not allowed	Chips and fillers made from organic materials (such as corn starch, straw, bark).

### 3 Delivery instructions

#### 3.1 General

- + The packages must be packed according to type; different revision levels of the same product must not be combined in one package.
- + The individual packages must be secured on the pallet in such a way that they are protected against movement during transport.
- + The pallet must be designed as a four-way pallet with three runners. For small quantities, any deviations must be agreed in advance with the SUSS contact person.
- + Sensitive electrical parts with electrostatic hazard potential must be packed in accordance with the ESD standard protective packaging.
- + The supplier also ensures stackability of disposable packaging.
- + Containers on the top level must be closed with a lid.
- + To ensure stackability, the entire load unit must be secured with a minimum of two plastic straps running lengthwise around it. Pallet covers must also be used to prevent damage. Plastic straps must not be passed around pallets without them.
- + Safe loading and unloading must always be ensured.

#### 3.2 Corrosion prevention and moisture control

- + If materials are at risk of corrosion, suitable measures must be taken during transport and storage. For example, desiccant bags or VCI paper should be used.

#### 3.3 Dangerous goods packaging

- + The release of the packaging for dangerous goods must be approved by the supplier's dangerous goods officer.
- + The supplier shall affix the appropriate warning symbols to the packaging in a clearly visible manner.
- + The supplier shall comply with all statutory provisions and regulations.

#### 3.4 Disposable packaging: Properties and costs

- + The packaging must ensure that the packaged goods are fully protected from damage including dirt, corrosion and any other contamination.
- + To keep costs low, a high packing density should be targeted.
- + The supplier shall bear the costs of the disposable packaging incl. packing aids.
- + Packaging costs are offset through the product price.
- + In the offer, the packaging costs must be specified separately.

#### 3.5 Reusable packaging

##### Principle

Reusable packaging is to be used wherever possible.

Details are to be clarified with SUSS MicroTec Purchasing.

## 4 Shipping logistics

### 4.1 Determination Transport Company, parcel service provider and parcel shipment

- + If the freight costs are borne by SUSS MicroTec, the supplier shall only commission the forwarders/carriers and logistics service providers specified by SUSS MicroTec.
- + Exceptions require the written consent of SUSS MicroTec.
- + Packages with a weight of max. 40 kg and a size from 80 x 60 x 72 cm are handled by the prescribed forwarders.
- + The packaging regulations must also be observed here (cf. Chap. 3.).
- + Sensitive electrical parts with electrostatic hazard potential must be packed in accordance with the ESD standard protective packaging.

### 4.2 Transport and shipping documents

#### 4.2.1 Transport documents

Can include several deliveries and are assigned to the shipment.

#### 4.2.2 Shipping documents

Accompany the products

The delivery bill must be attached to the package in a clearly visible position using a delivery note pocket provided for this purpose. A note that the delivery bill is enclosed is not acceptable.

The delivery bill to be issued by SUPPLIER must contain at least the following information:

- + Name and address of the supplier.
- + Vendor number.
- + Consignee address (receiving plant, unloading point).
- + Delivery bill number possibly also printed as barcode on the delivery bill.
- + SUSS order number including position.
- + SUSS article number.
- + If applicable, batch number and best-before date, if applicable.
- + For assemblies: Revision level of the parts list or if revision level is not used: Change number of the bill of material.
- + Kanban call-offs/supplier consignment

Plant-specific specifications must be observed

#### 4.2.3 Special features of the transport of critical goods

SUPPLIER notifies transport-critical shipments separately. In the case of dangerous goods, SUPPLIER is responsible for ensuring that all required dangerous goods documents are provided to the collecting logistics service provider in advance, completely and correctly.

#### 4.2.4 Critical material properties

Products that cannot be packed due to their nature and extremely bulky products must notify the logistics service provider prior to transport. In addition, the required temperature control for heat-sensitive or frost-sensitive materials or products to be supplied.

Valuable goods are to be transported with safety precautions appropriate to their value.

### 4.3 Marking for sample parts

Sample parts are to be sent exclusively to the delivery address stated in the order.

Furthermore, sample parts must be clearly marked as such on the outer packaging.

How these are to be labelled must be agreed in advance with the SUSS contact person. Sample deliveries may never be delivered together with a series delivery (pallet, wire mesh box, etc.), but must be delivered in separate packing units.

#### **4.4 Incoming goods inspection**

SUSS MicroTec or the forwarding agent and logistics service provider commissioned by SUSS MicroTec shall only acknowledge the number of packages delivered to the carrier.

Title and quantity checks are carried out later on the basis of the delivery bills.

Parts with external damage will not be accepted.

##### **4.4.1 Visual inspection**

Specially defined parts, goods or assemblies such as racks and enclosures are subjected to random testing at regular intervals, taking into account "Chapter 1 Cleanliness".

##### **4.4.2 Test method**

- + Visual inspection for organic contaminants, such as fingerprints, etc.
- + Cleaning test with grease-dissolving cleaning agent - no dirt residues should be detectable.
- + UV light test for particle-free delivery

#### **4.5 Proof of quality**

Inspection certificates must be enclosed with the goods in the package.

### **5 Final note**

If you have any queries in connection with transport, delivery and packaging, please get in touch with your contact at SUSS MicroTec.