Logistics Guidelines

“Sustainable success can only be achieved in cooperation with efficient, reliable business partners.”

We look forward to successful collaboration!

Walter Stauffenberg GmbH & Co. KG
Im Ehrenfeld 4
D-58791 Werdohl

Version 1.1 – Issued: 07/2015
# Logistics Guidelines

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1 Policy

1.1 Introduction

"From clamps to measuring systems – customer satisfaction is our motivation." This is the guiding principle under which Walter Stauffenberg GmbH & Co. KG, referred to in these Logistics Guidelines as STAUFF, provide their customers with pipework components and hydraulic accessories. For more than 50 years, the Company has been successful on a national and international scale as designers, manufacturers and suppliers of products known under the STAUFF trade mark. With effect as of 01 December 2012, STAUFF have launched Logistics Guidelines (LGs) which are universally valid. Exceptions are only applicable for suppliers with whom special conditions have been agreed in writing. The implementation of these LGs is intended to ensure the undamaged delivery of items and components of all kinds. The optimum configuration of containers and packaging materials, standardised dimensions and agreed quantities in load carrier units are likewise intended to contribute towards a trouble-free material flow. Whenever packaging has been defined or selected, the Supplier is still required to review the same as regards cost-saving aspects, taking due consideration of quality standards. Should any economising potential be identified, this is to be communicated to STAUFF in writing. As a result of optimising the packaging, STAUFF anticipate a reduction in the environmental impact and of the costs brought about by the same to date. Any such actions are to be coordinated with STAUFF and implemented in the shortest possible term.

Any amendments and improvement proposals called for in these Guidelines are to be in written form and addressed to the Logistics Centre with a detailed covering letter.

1.2 Obligations

STAUFF obligations:

- To provide the Supplier with know-how, thus enabling continuous progress
- To establish and maintain a business relationship as partners
- To acknowledge the Supplier as a cooperation partner and an active element of our business activities.

Supplier’s obligations:

- To meet the specified requirements
- To accept responsibility for his overall performance as regards quality and adherence to contractual principles
- To guarantee prompt reaction, attentiveness and efficiency
- To contribute improvement proposals and ideas to the relationship
2 The Company

2.1 Excerpt from the chronicles

1955 Founding of Walter Stauffenberg GmbH & Co. KG by Arnold Menshen
1964 Product range extended by clamps
1976 Establishment of STAUFF Corporation, USA
2002 Start-up of Logistics Centre Neuenrade-Küntrop

2.2 Certification

- ISO 9001:2008
- ISO 14001:2004
- OHSAS 18001:2007

2.3 Key data

- > 350 employees throughout Germany
- Turnover > EUR 75 million
- Continuous expansion and consistent adaptation of product range
- Global distribution network and production facilities worldwide
- One of the leading suppliers of C parts to the international hydraulics industry

2.4 Locations

- Main plant Werdohl
  - Turned parts
  - Filter production
  - Hoses
  - Administration
- Logistics Centre Neuenrade-Küntrop
  - Central logistics handling
    - Around 40,000 bin locations
    - Around 7,700 pallet positions
    - 6 storage + retrieval machines (automatic)
- Plettenberg
  - Plastics processing
  - Metal working and processing
3 Objectives

The prime objective is to have the correct quantity of the required material available at the designated place at the right time. Transportation must be carried out along the correct route, in the proper quality and at optimal costs. Unless otherwise agreed, national and international shipments are to be performed by road transport and overseas consignments by sea freight. In specific, confirmed cases, transport may also take place via express or air freight. As a rule, special transport is to be avoided. The shipping costs for special transportation in the case of short deliveries or supply bottlenecks on the part of the supply partner will be charged to the Supplier.

These Logistics Guidelines are being concluded to ensure the trouble-free flow of materials and information. This supply relationship based on partnership is intended to accomplish a continuous, sustainable improvement in the quality of products and transportation, etc., as well as achieving supply performance and general cooperation.

To guarantee this cooperative relationship and play a role in creating it in an optimal way, please sign the Declaration in Article 6 (Page 18) and return it to STAUFF.
4 Consignment Basics

4.1 Receipt of goods

The times for receiving goods are set out in the purchase order.

4.2 Details of consignment

- Outer packaging (single-variety)
  - For shipments with a number of pallets > 1; outer packaging with identical items on a load carrier
- Mixed pallets are permissible provided they are clearly labelled and the quantity is < 1 pallet
- The items are to be suitably protected against
  - Damage to processed surfaces
  - Moisture and unwanted particles
  - Deformation
  - Paint damage
  - Oxidation

4.3 Requirements on documents accompanying the goods

This section is intended to show you the information required by STAUFF on all documents accompanying the goods. The completeness and accuracy of the data are guaranteed by you as a high-performance supplier!

4.3.1 Mandatory information - Delivery note

By providing the following mandatory data on the delivery note you guarantee efficient goods receiving as well as efficient handling of the transaction. The mandatory data is as follows:

- Address of party ordering
- Delivery address (if this is different from the address of party ordering)
- Delivery note number
- Date of delivery note
- Name and address of sender
- STAUFF supplier number
- STAUFF purchase order number
- STAUFF material number
- STAUFF material description
- Supplier’s item number
- Delivery quantity specifying the units of quantity
- Mode of shipment

First-off samples must always be delivered with a separate delivery note on which “Erstmuster” (first-off samples) is to be clearly marked in an obvious place. A sample delivery note is shown in the following which could function as the basis for your delivery note, although it is mainly intended as an example!
## Logistics Guidelines

**Consignee**
Walter Stauffenberg GmbH & Co. KG  
Im Ehrenfeld 4  
58791 Werdohl  
Germany

**Address**
Sample supplier  
Sample Road 9  
12345 Sample town  
Austria

**Supplier No.**
123456

**Customer No.**
654321

**Delivery address**
Walter Stauffenberg GmbH & Co. KG  
Beispielstraße 1456  
54321 Beispielhausen  
Germany

**Transport details**
Forwarder's truck  
Forwarding Agent: Sampletrans

**Shipping terms:** INCOTERM 2011

<table>
<thead>
<tr>
<th>Item</th>
<th>Order item</th>
<th>Item No.</th>
<th>Lot</th>
<th>Unit</th>
<th>Order quantity</th>
<th>Delivery quantity</th>
<th>Remaining quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10</td>
<td>00xxxxxxxxxxxxx</td>
<td>xx</td>
<td>ST</td>
<td>50</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1130003841</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIN Clamp 1596/13 1.4571</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>30</td>
<td>00xxxxxxxxxxxxx</td>
<td>xx</td>
<td>ST</td>
<td>120</td>
<td>110</td>
<td>10</td>
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<td></td>
<td></td>
<td>1130010615</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
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<td>DIN Clamp 1596/13 1.4571</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>20</td>
<td>xxxxxxxxxx</td>
<td>xx</td>
<td>xx</td>
<td>xxx xxx xxx xxx xxx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fig. 1 Sample Delivery Note**
In the case of delivery notes with several pages, the data shown in the coloured boxes should appear on each page.

4.3.2 Mandatory information – Packing list

The packing list is a document in which the content of each individual delivery of goods is listed. We at STAUFF would like to receive from you a packing list for each package in your consignment. The mandatory data to be included in the packing list is as follows:

- Name and address of sender (1)
- Delivery address/Order address (2)
- Delivery note number (3)
- Customer number (4)
- Overall weight (5)
- Number of pages (6)
- Package number (7)
- Package ID number (8)
- Quantity (9)
- Type of load carrier (10)
- Type of shipping material (11)
- Description of item (12)
- Dimensions (13)
- STAUFF material number (14)
- STAUFF purchase order number (15)
- Invoice number (16)
- Weight of package (17)
- Your material number (18)
4.4 Mandatory information – Commercial invoice

- Selected delivery terms (terms must be written out in full on the commercial invoice)
- Freight forwarder
- Mode of transport (road, rail, air, sea, etc., incl. reference number, B/L number, AWB number, tracking number)
- Exact description of goods incl. designation and quantity, total weight, size/dimensions, and details of customs tariff number(s)
- Value of goods: Individual prices and total value and (if applicable) the agreed costs of packaging, insurance and freight, details in currency of country, if possible
- Country of origin of goods, marking for each item
- Invoice number and date of commercial invoice
- Address and (if applicable) banking address of consignor: telephone and fax numbers are requested
- Complete address of consignee
- Tax ID numbers of consignor and consignee
- Basis of export, e.g. sale of goods, samples, repairs, etc.
- Original signature and stamp, incl. name of sender
- For air or sea freight: loading and receiving port / airport
### Fig. 3 Sample of International Commercial Invoice

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Description of Goods</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1130005534 / 320 PP / Clamp made of Plastic</td>
<td>1,00</td>
<td>1,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Country of Origin: US</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Harmonised Code: 39269097</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NET WEIGHT**: 1 kg  
**TOTAL GROSS WEIGHT**: 1,5 kg  
**QTY. OF PACKAGES**: 1  
**Terms of Delivery**:  
**Terms of payment**:  
**Country of Dispatch**:  
**Country of Final Destination**:  
**Place of Carrier**:  
**Carrier**:  
**Tracking No.**:  
**Sea/Airport of Loading**:  
**Sea/Airport of Discharge**:  
**Final Destination**: Neuenrade  
**Order Number**:  

**Name (Signed in blue ink)**

**Walter Stauffenberg GmbH**  
**Wasserburgstraße 35**  
**DE - 58809 Neuenrade**

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**Walter Stauffenberg GmbH & Co. KG**  
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4.5 Specifications for outer packaging & product package

**Properties**
- Packaging appropriate for product
- Max. 15 kg per outer packing unit
- Outer packaging to be closed and enable secure grip
- Practical outer package size suitable for the quantity
- If necessary, neutral, environmentally safe filler material is to be used
- Only one item per outer packing unit

**Labelling**
- Outer packaging label
  - Number of packing units
  - Quantity
  - STAUFF item No.
  - STAUFF item designation
  - Supplier’s item No.

Special conditions / features are set out in the basic order data or the technical conditions of delivery!

**Properties & Labelling**
- These are set out in the supplier contract concluded with our Purchasing Dept.
- It is of course self-evident that the product package meets all requirements on environmental safety and that the choice is appropriate for the product.
- Standard labelling on the product package with
  - STAUFF designation
  - STAUFF item No.
  - Quantity and unit
  - Lot / batch
  - STAUFF logo

Special conditions / features are set out in the basic order data or the technical conditions of delivery!
4.6 Requirement load carrier / Package

The requirements on the condition of the load carriers comply with the currently valid IPPC Directive. When Europallets are used, their material condition is of particular importance to STAUFF because they will be handled in the fully automatic warehouse at the Logistics Centre. Only undamaged Europallets can be put into storage in this automatic warehouse! The load carrier must be adapted to the conditions prevailing during transport. In addition, the load carrier must be suitable for transportation by various fork lift and conveyor trucks. In general, STAUFF will accept delivery on load carriers with a valid IPPC stamp:

- Europallet
  - Max. weight 900 kg
  - Max. height 180 cm
  - Excellent quality
  - Pallet load must not project beyond the surface of the pallet

- One-way pallets (120 x 80 cm or 80 x 60 cm)
  - Max. weight 900 kg
  - Max. height 120 cm
  - Excellent quality
  - Pallet load must not project beyond the surface of the pallet

- Content of pallet
  - Packed in suitable, environmentally safe packaging
  - Material to be stacked: heaviest goods at the bottom, light goods at the top
  - The shipping material must be suitably attached to the load carrier by means of “hooping” or “stretched film”
  - Different materials / items must be clearly marked

If your consignment is to be transported by a parcel service company, the maximum admissible total weight is 31.5 kg.

If your consignment is made up of several pallets:

- Bulk quantities at the bottom (if weight permits); as a rule, packaging should be of one type only)

Pallets should be stacked providing this is possible.

**Special conditions are applicable in the case of long goods and packing materials!**

4.7 Requirements on shipping materials

Content must be clearly shown on the outside of the shipping material. It is self-evident that the shipping materials are to be selected taking environmental aspects into account.

- Filling material
  - Neutral
  - Environmentally safe (no polystyrene or similar)
5 Labelling on Package

Clear labels on the outside of the package or packages relating to the packing list and the delivery note are essential and self-evident. In addition, details of the pallets / package ID number must be specified. The following documents must be attached - in weatherproof covering - to the outside of the package.

- Packing list
- Delivery note (on the last package / last pallet only)
- Number of pallet / package

The label(s) may be attached to the front/side faces of the package, but **not** to the top/cover.

![Sample of Labelling Package](image)
When shipping mixed pallets, this must be clearly marked on the outside!

**Fig 5 Sample of Labelling Mixed Pallet**

Pictogram to ensure the pallet is properly handled. Pictograms acc. to DIN 55402 or EN ISO 780

**Mixed pallet:**
When shipping a mixed pallet, the relevant label must be clearly visible!

Further pictograms relating to stacking load:
Left:
Stacking load with max. weight limit
Right:
No stacking permitted!

Any supplementary information relevant to handling the pallet should be added as pictograms. The applicable standards for pictograms are DIN 55402 or EN ISO 780!
6 Declaration

Name of Supplier:
Name of Signatory:

On behalf of the above named Supplier, I herewith confirm receipt of the Logistics Guidelines from Walter Stauffenberg GmbH & Co. KG and undertake to comply with the same.

X ____________________________
Unterschrift Lieferant

(Place/date): __________

X ____________________________

(Signature on behalf of Supplier):
7 Checklist

Mandatory information - delivery note

Mandatory information - package

Labelling of package

- Packing list

- Delivery note

- Package number

- Special conditions

Requirement load carrier / package

- Europallet (with valid IPPC stamp)

- Max. weight 900 kg

- Max. height 180 cm

- Load does not project beyond pallet surface

- One-way pallets (120 x 80 cm; 80 x 60 cm)

- Max. weight 900 kg

- Max. height 120 cm

- Load does not project beyond pallet surface