



# fischer fastening systems

## Logistic Manual

### for suppliers

Version 7.0 · Status 01.05.2022

Responsible: Timo Wegenast

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## **Preface**

Avoiding waste, working in a way that adds value and meeting customer requirements - this is something to which every individual can and must contribute. We can only be successful if we have common goals and rules and do our best to achieve them together.

Our customers expect the highest reliability in quality and availability at an acceptable price.

The aim is to achieve standardized processes with the goal of short response times, uniform work without waste, smoothing of order peaks, clear and controlled processes, low inventories and, of course, high availability (fPS - fischerProcess-System).

This logistics manual is intended to improve the supply relationship between the respective supplier (hereinafter "SUPPLIER") and fischerwerke (hereinafter "FIWE") and to minimize frictional losses.

The regulations presented form the generally binding framework for FIWE's Fastening Systems Division. If necessary, they are supplemented by site-specific regulations in order to be able to respond to the special supply relationships of individual plants.

Supplements may be necessary due to regional requirements.

## **Scope of application**

This Logistics Manual is a contractual part of the SUPPLIER's business relationship with FIWE and compliance with it is mandatory.

The regulations agreed here concern the logistical cooperation.  
Exceptions to these regulations in individual cases require the written consent of FIWE.

Verbal agreements are generally not valid.

# 1 Information

## 1.1 Communication

### 1.1.1 Availability

The contact person named by the SUPPLIER (or his representative) should be available during the usual daily and weekly business hours (respective local time at the SUPPLIER). In the event of company vacations, this must be communicated in good time as explained below.

### 1.1.2 Company vacations

The SUPPLIER shall notify FIWE in writing (letter, fax, e-mail) of his company vacations in due time (at least 2 months plus agreed re-procurement/scheduled delivery time).

### 1.1.3 Shipping addresses and delivery times

#### **fischerwerke GmbH & Co. KG (Teilelager)**

Gebäude F1 - Tor 02  
Zufahrt über Klaus-Fischer-Straße  
72178 Waldachtal / Germany

#### **Delivery times:**

Mon.–Thur. 07:00 – 16:00  
Fri. 07:00 – 15:00

#### **fischerwerke GmbH & Co. KG**

Versandlager DC (Anlieferung Tor 8)  
Grünmettstetter Str. 30  
72178 Waldachtal / Germany

#### **Delivery times:**

Mon.-Fri. 06:00 – 21:00

#### **fischerwerke GmbH & Co. KG**

Bebelstr. 11  
79108 Freiburg-Hochdorf / Germany

#### **Delivery times:**

Mon.–Fri. 07:00 – 16:00

#### **fischerwerke GmbH & Co. KG**

Otto-Hahn-Str. 15  
79211 Denzlingen / Germany

#### **Delivery times:**

Mon.–Thur. 07:00 – 16:00  
Fri. 07:00 – 15:00

#### **BLG LOGISTICS GROUP AG & Co. KG**

Am Fallhammer 25  
40221 Düsseldorf / Germany

#### **Delivery times:**

Mon.-Fri. 08:00 – 16:00

#### **Geb. Schuon Logistik**

Metnitzer Straße 50  
72221 Haiterbach / Germany

#### **Delivery times:**

Mon.-Fri. 07:30 – 16:30

#### **Internationale Spedition KERN**

Anton-Tonoli-Straße 3  
77790 Steinach / Germany

#### **Delivery times:**

Mon.–Fri. 09:30 – 18:00

**Quehenberger Logisitcs SVK a.s.**  
Dialnicna cesta 18  
903 01 Senec / Slowakei

Delivery times:  
Mon.-Fri. 06:00 – 18:00

**Rhenus Freight Vietnam LLC**  
INDO-TRANS LOGISTICS CORP. VSIPII BWH  
Lot 18 L2-3, Road 5, VSIPII  
Hoa Phu, Thu Dau Mot  
Binh Duong / Vietnam

Delivery times:  
Mon.-Fri. 08:00 – 17:00 (GMT+7)

### 1.1.4 Special delivery conditions

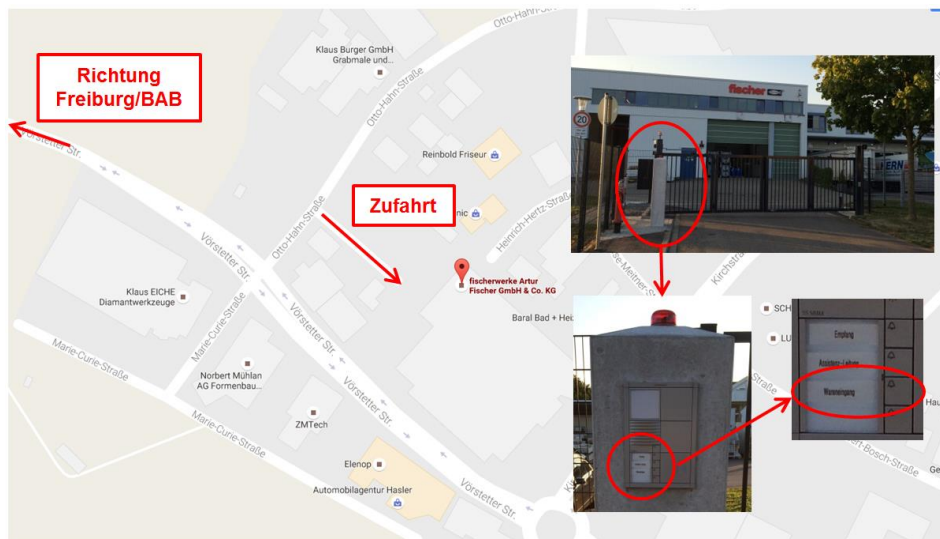
#### Special delivery conditions Internationale Spedition KERN:

- Delivery or collection (e.g. IBC empty) must be announced 1 day before delivery under the following contact details:  
Tel.: +49 (0) 7832 / 91 91 - 0  
E-mail: Central Order Acceptance (info@spedition-kern.de)
- The notification has to be made at the latest 1 day before delivery until 12:00 o'clock
- The waiting time can be up to 1 hour
- In case of non-advice, there is no right to the settlement of waiting time
- The instructions of the employees of Spedition Kern must be followed

#### Special delivery conditions fischerwerke Denzlingen:

##### Directions:

- Always via the gate Otto-Hahn-Str. 15
- Registration at goods receipt



**Delivery:****Time frame of receipt of goods:**

- Monday to Thursday 07:00 h - 16:00 h
- Friday 07:00 o'clock - 15:00 o'clock
- Liquid raw materials Monday to Friday 07:30 h - 15:00 h
- In case of earlier or later delivery, logistics or production must be consulted in advance  
Tel. +49 7666 902 2920
- The delivery must be made exactly on the day according to the order / order confirmation. In case of deviations, the goods may not be accepted
- Ideally, the truck driver should announce his arrival one hour in advance

**Delivery of dangerous goods according to ADR:**

- ADR equipment must be available for deliveries of hazardous goods over 1000 points according to ADR and for liquid raw materials
- The driver must speak German or English and be able to prove current training and instruction (e.g., ADR training)
- Loose or single dangerous goods drums are not permitted

**Delivery quality:**

- Truck, trailer and semitrailer must be technically in order
- The delivery must be made in exact quantities according to the order/order confirmation (individual arrangements regarding over/under deliveries must be made in consultation with the responsible dispatcher/purchasing department)
- Pallets must be able to withstand the weight of the load and be designed for the product, and must be able to be handled with an antique/bob, i.e. the height of the infeed for tines must be at least 9 cm
- The maximum weight of a EUR pallet including goods must not exceed 780kg
- IBC must have a standard connection (outlet)
- Drum goods may only be packed in steel drums
- Pallet overhangs (e.g. for sacks, big bags, jars, etc.) are not permitted. In addition, slip-through protection must be provided to prevent damage caused by the pick-up of the industrial truck
- Sufficient load securing by:
  - o at least 2 strapping bands
  - o and/or stretch film
  - o and/or shrink film
  - o tension belts
  - o Edge protection if necessary
- Delivery is only allowed on certified undamaged pallets:
  - o Euro (according to EPAL)
  - o CP1-3
  - o no one-way, INKA, or closed pallets
- The following delivery documents are required:
  - o Delivery bill incl. details of order number, batch number, fischer article number
  - o Test certificate, works test certificate or analysis certificate enclosed as well as 1 day before delivery by e-mail to **[wareneingang-denzlingen@fischer.de](mailto:wareneingang-denzlingen@fischer.de)**

**Equipment/ specifications Tanker trucks:**

- Discharge hoses generally in accordance with Pressure Equipment Directive 97/23/EC, BetrSichV, WHG
- Length of hoses for solids min. 20 meters
- Certificate of tank and hose cleaning
- The hoses are provided by the shipping company
- Connection size fischer Denzlingen for liquids (except PMDI)
  - o Tank truck fitting male part size DN80 (3 inch)
  - o Hose with tank truck fitting female part size DN80 (coupling with lever)

- Compressed air connection GEKA coupling size 40mm

#### **Special delivery conditions Quehenberger Logistix SVK a.s.:**

- The vehicles must be rampable
- All deliveries over 5 pallets must be announced
- For all deliveries over 5 pallets a time slot must be booked with Quehenberger, which can be booked via [fischer@quehenberger.com](mailto:fischer@quehenberger.com)

#### **Special delivery conditions BLG LOGISTICS GROUP AG & Co. KG:**

- A time slot must be booked in BLG's online portal prior to delivery
- All deliveries over 5 pallets must be notified (small consignments can also be collected without notification if necessary, with a waiting period)
- An account in the BLG portal is required for booking
  - o If you do not have an account yet, you can apply for one at [BLG@fischer.de](mailto:BLG@fischer.de)

#### **Special delivery conditions Rhenus Freight Vietnam LLC:**

- Trucks must arrive no later than 3:00 p.m. to register for goods receipt
- All deliveries must be advised
- Rhenus will provide feedback with a suggested time frame if needed

#### **Special delivery conditions Geb. Schuon Logistik:**

- Drivers must report to the WE office next to ramp 12, the appropriate unloading ramp will then be assigned by WE personnel
- Distribution list for notifications:
  - o Mr. Wolleydt [n.wolleydt@schuon-logistik.de](mailto:n.wolleydt@schuon-logistik.de) & Mr. Look [m.look@schuon-logistik.de](mailto:m.look@schuon-logistik.de)
  - o Notification as early as possible, but at least the day before in the morning
- Goods Receiving Office Contact:
  - Extension: 895 Ms. Apel [i.apel@schuon-logistik.de](mailto:i.apel@schuon-logistik.de)
  - Extension: 234 Ms. Jung [s.jung@schuon-logistik.de](mailto:s.jung@schuon-logistik.de)
  - Extension: 894 MS. Kozina [j.kozina@schuon-logistik.de](mailto:j.kozina@schuon-logistik.de)
- Break times 9:00 a.m. - 9:15 a.m., 12:00 p.m. - 1:00 p.m. and 3:00 p.m. - 3:15 p.m.

## **1.2 Information transmission [only for WebEDI SUPPLIERS]**

The transmission of information via web-based Electronic Data Interchange (WebEDI) is to be aimed at as a matter of principle.

The order information transmitted to SUPPLIER via WebEDI is to be incorporated into the information processing procedures by SUPPLIER without modification, after a corresponding plausibility check.

In addition, SUPPLIER undertakes to notify FIWE electronically of deliveries, irrespective of the agreed INCOTERM, when the goods are shipped (so-called shipping notification) and to attach the corresponding transport label to the shipping units (see section 2.4.2).



The information transfer via WebEDI is regulated in a separate contract (WebEDI contract). The scope and operation of WebEDI can be found in the separate manual WebEDI Documentation for Supplier - WebEDI Despatch Advice - Module LE.

## **1.3 General logistics requirements**

### **1.3.1 Working hours, delivery times, collection times**

The SUPPLIER has to observe the working hours of FIWE (see 1.1.3). The delivery of the goods at a defined unloading or delivery point, depending on the INCOTERM, can be controlled according to time windows. When collecting the goods from the SUPPLIER, this defined collection time window must be adhered to and the goods must be reported to the carrier (for further regulations, see 3.1).

### **1.3.2 Preview of planned quantities**

If agreed, SUPPLIER will receive call-off quantities/volumes as a non-binding preview. This preview shall enable SUPPLIER to keep production capacities ready for FIWE and to plan the procurement of the input material to ensure delivery within the agreed standard delivery time.

#### **1.3.2.1 Order processing**

Purchase orders are processed based on individual purchase orders, collective purchase orders or delivery schedules.

The dates stated in the orders or in the delivery call-off are receipt dates at FIWE.

If the delivery condition EXW / FCA <place SUPPLIER> is agreed upon, the supplier shall observe the corresponding delivery or transport time so that the goods arrive at FIWE on the defined date of receipt. If there are any discrepancies with the delivery or transport time, SUPPLIER can contact the responsible contact person at FIWE (see point 4).

SUPPLIER shall check the received purchase order or delivery schedule for completeness, correctness and plausibility (e.g. name SUPPLIER, part number, quantity, date).

Orders and delivery call-offs must be confirmed by SUPPLIER in writing (letter, fax, e-mail) to the respective FIWE responsible person within 1 working day after receipt.

#### **1.3.2.2 Order tracking**

SUPPLIER shall continuously perform internal order tracking. With regard to the progress of production, SUPPLIER shall provide information at any time upon FIWE's request.

An early warning system to detect delivery problems shall be installed by SUPPLIER. The existence of emergency plans and an effective crisis management is required and must be proven upon request.

If disruptions with effects on delivery dates or quantities occur vis-à-vis FIWE, SUPPLIER shall immediately initiate measures to eliminate the disruptive factors. If it becomes apparent that, despite the measures initiated, agreements or

commitments cannot be met, SUPPLIER shall inform FIWE's contact person of this without being requested to do so and without delay by e-mail or fax and shall inform FIWE of a new delivery date or a new delivery quantity.

In addition, SUPPLIER shall, upon request, inform FIWE of at least the following:

- Cause of the supply problem
- Presentation of a detailed action plan (measure, priority, status, responsibilities, deadline), with escalation levels describing the elimination of the supply bottleneck
- Verified alternative manufacturing options (basically in accordance with FIWE quality requirements)
- Alternative parts available (basically in accordance with FIWE quality requirements)
- Check for lot splitting/partial delivery
- Possibility of shortening the delivery time by special transport

If the SUPPLIER does not succeed in eliminating the supply bottleneck, a working group will be established immediately between the SUPPLIER and FIWE to solve the problem.

### 1.3.3 Requirements for dangerous goods

#### 1.3.3.1 Definition of dangerous goods according to the Transport of Dangerous Goods Act (GGBefG)

Substances and objects which, due to their nature, properties or condition, may pose a risk to public safety or order in connection with their transport, in particular to the general public, to important common property, to human life and health, and to animals and property.

#### 1.3.3.2 Guidelines

For products classified as dangerous goods, the mode of transport-specific dangerous goods regulations listed below must be considered:

Mode of transport	Dangerous Goods Ordinance (in each case legally valid version)
Road/rail/ Inland vessel	GGVSEB / ADR / RID / ADN
Sea	GGVSEE / IMDG-Code
Air	ICAO-TI / IATA-DGR

#### 1.3.3.3 Safety data sheet

In order that products with hazardous properties can be evaluated according to the dangerous goods transport regulations, the following documents must be made available to FIWE's dangerous goods officer for a preliminary risk assessment:

- Safety data sheet according to REACH regulation VO (EG) No. 1907/2006
- Test certificates of inner and outer packagings or of the composite packagings

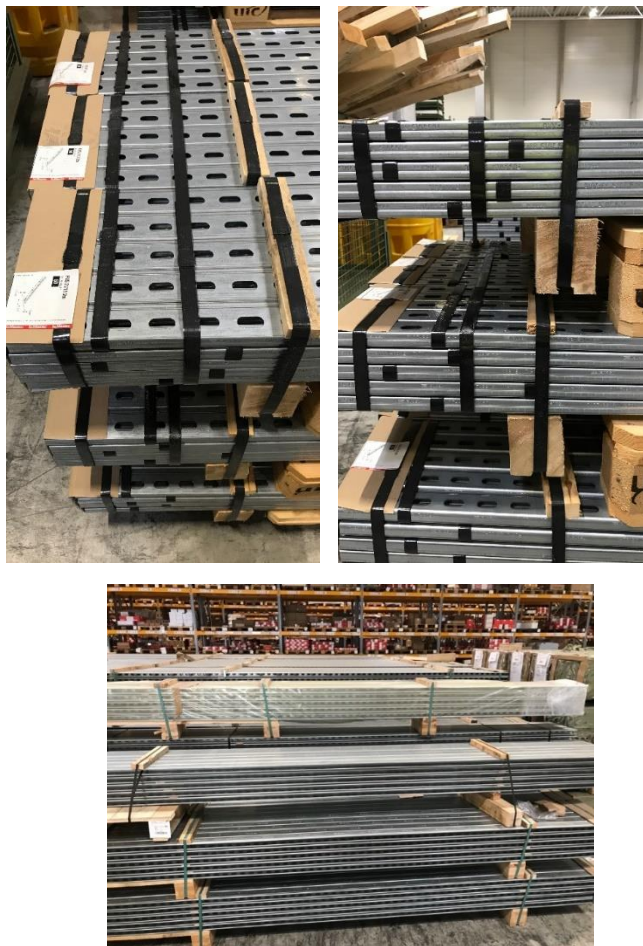
### 1.3.4 Requirements for rails

In addition to the following general requirements for long goods and especially for rails, individual agreements apply about packaging and unloading possibilities. It must be ensured that the rails are delivered in qualitatively perfect condition and can be unloaded by the usual loading aids (without crane systems etc.).

In case of doubt, please contact the respective receiving warehouse or your FIWE contact before shipment.

- Rails must lie on wooden blocks (or similar) with a minimum height of 10 cm so that they can be picked up by the forklift
- Dry shipping and handling of the rails in a dry environment must be guaranteed in any case
- A label with article number must be attached. If available, the HU number should also be attached. These labels must not be affixed directly to the rails, but must be affixed e.g. to the edge protector or with another intermediate layer (e.g. foil)
- All bundles must be strapped with a plastic strap. If it is not a plastic strap, the strap must not have direct contact with the rails to avoid corrosion
- It must be possible to unload the rails from the side (if this cannot be made possible, there must be an unloading aid in the truck/container to allow the rails to be unloaded)

Below you can see correct example deliveries::



## 2 Packing

### 2.1 General requirements

**This section deals with general requirements. The applicable packaging specifications shall be agreed between SUPPLIER and FIWE.**

The packaging of products **shall be agreed between FIWE and SUPPLIER** according to the requirements in the packaging instructions and other applicable specifications, considering ecological, economical, and qualitative criteria. Packaging appropriate to the goods to be transported and the mode of shipment shall be chosen to ensure that the goods are delivered to FIWE undamaged.

SUPPLIER shall comply with the Act on the Promotion of Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Disposal of Waste (Closed Substance Cycle Waste Management Act - KrW-/AbfG).

SUPPLIER shall pay attention to:

- Avoidance of packaging. The packaging must not be larger or more elaborate than is absolutely necessary to protect the goods. In case of doubt, unnecessary packaging must be taken back by the supplier
- Filling material must be reduced to a minimum
- When using disposable and reusable packaging, recyclable packaging materials are to be used and labeled in accordance with the specifications of the waste disposal industry
- Use of unmixed materials
- In principle, EURO pallets are to be used (see 2.2.1 - alternative arrangements are possible)
- Reusable packaging should correspond to standard sizes (modular systems). Specific design and other sizes are only allowed in case of special requirements of the packaged goods
- Reusable packaging must be designed in such a way that it can be emptied completely and is easy to clean and dry
- The inner and outer packagings, or composite packagings in case of dangerous goods, must correspond to the assigned UN No. + packing group, for the respective mode of transport

**[for OVERSEAS DELIVERY]**

- Wood packaging material must comply with ISPM No. 15/IPPC guidelines

### 2.2 Requirements for the load carrier

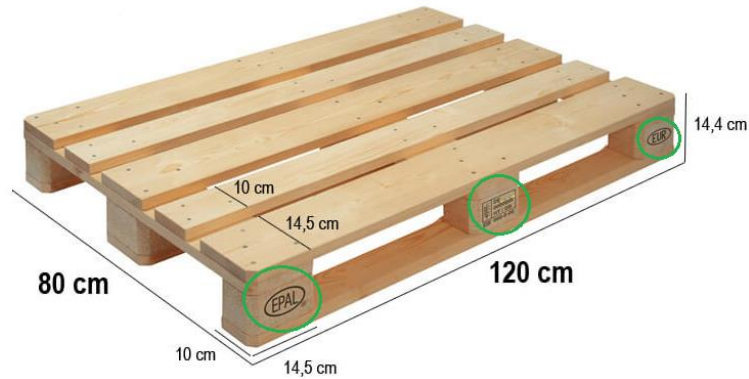
#### 2.2.1 Load carrier as returnable packaging

##### 2.2.1.1 Standard dimensions for returnable load carriers

Returnable packaging must conform to standard sizes. Specific design and other sizes are only permitted in exceptional cases by agreement or to be taken from FIWE's stacking plans.

The following variants are to be used as standard load carriers (individual agreements with FIWE are possible):

- Euro – 1- pallet (1.200 x 800 mm)
- Euro – 1- pallet (1.200 x 800 mm) according to DIN 15146 Part 2 (exchange pallets)
- Example of an Euro pallet:

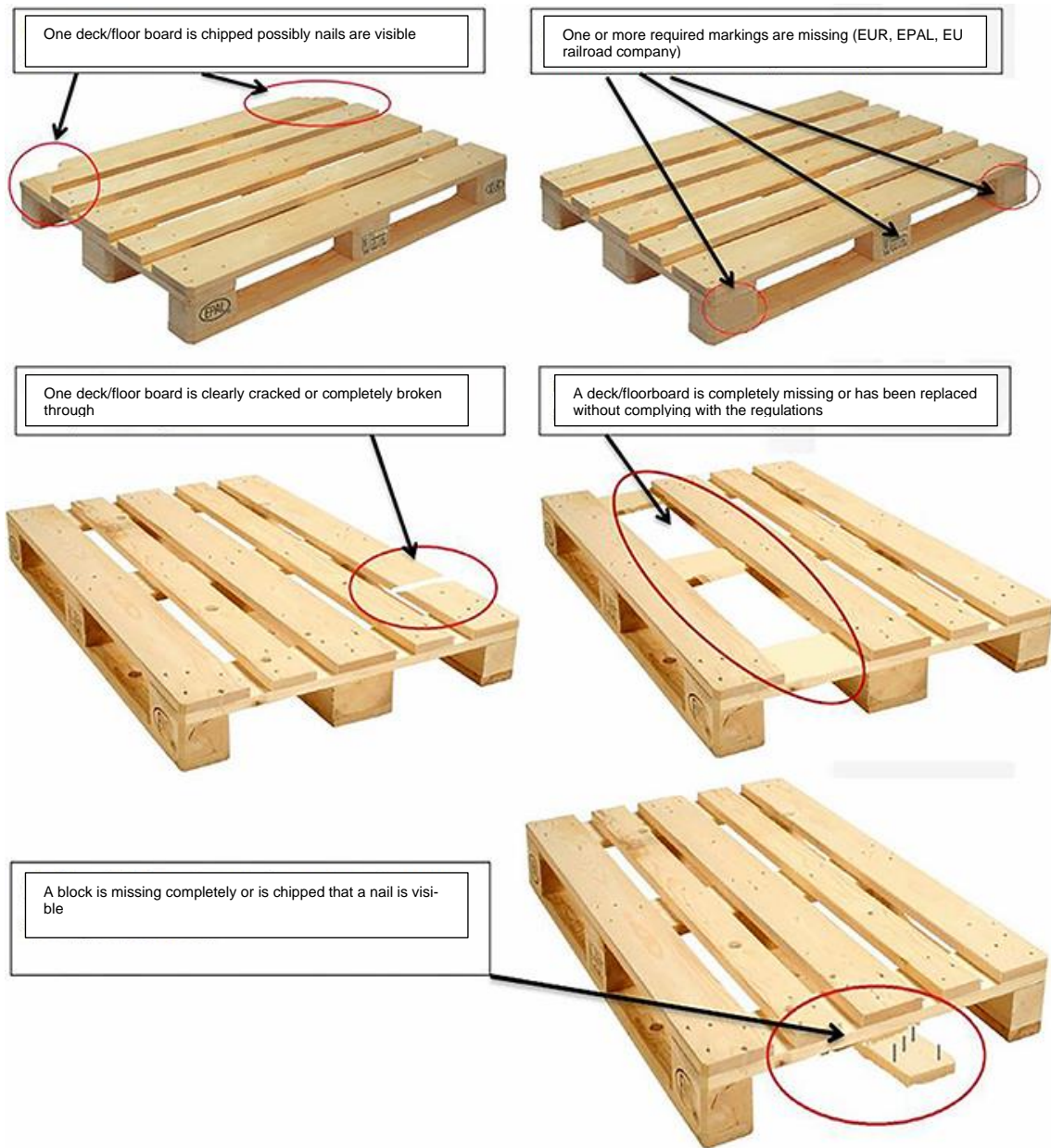


### 2.2.1.2 Pallet exchange

When participating in the Cologne and Bonn pallet exchange, the exchange criteria and quality features of EPAL (<http://www.epal-pallets.org>) must be complied with

A pallet exchange on the part of FIWE will be refused if the exchange criteria and quality characteristics of EPAL (see above) are not met. Furthermore, the exchange of pallets will also be refused in case of heavy soiling. Furthermore, the quality conditions of DIN 15147 apply.

If one or more of the following quality defects occur, an EPAL is considered non-exchangeable:



### 2.2.2 Load carriers as disposable packaging (also disposable pallets)

The disposable packaging and additional packaging, e.g. protective caps or intermediate layers, agreed with FIWE are to be developed, procured and, if necessary, disposed of by SUPPLIER (also for universal containers).

#### a) Marking

All disposable packaging must be clearly and visibly marked with standardized symbols (pictograms and abbreviations according to DIN 6120) or symbols recognized by the waste disposal industry. The marking as well as labels, adhesive/packing tapes and goods tags must not restrict the recyclability of the carrier material.

#### b) Materials

The table below, which lists all the materials recommended for single-use packaging - including, in particular, single-use packaging aids - also excludes numerous recyclable materials.

In principle, the use of packaging materials made from foodstuffs (e.g. popcorn) should be avoided.

Composite materials and packaging chips are to be used exclusively after part-specific approval. Strapping made of metal is generally not to be used, unless specifically agreed between FIWE and SUPPLIER (e.g. securing of coils).

Type	Recommended material	Examples of non-recommended material
Cardboard	Paper and cardboard free from substances harmful to paper production	Papers and cardboards with water-insoluble coatings or adhesives
Corrosion protection paper	VCI papers that are demonstrably recyclable together with paper/board (VCI: Volatile Corrosion Inhibitor)	Paper with incompatible additives, incompatible impregnated or soaked paper (e.g. bitumen, oil, wax paper)
Plastics (Natural color if possible)	Molded parts: PE, PP Protective caps: PE Films: PE (with max. 5% printed area; also: bubble films) Foams: PE, PP, PS Strapping: PP (black)	Plastic compounds, rubber compounds, metal-plastic compound VCI plastic films, Polyamide strapping (blue), Polyester strapping (green)
Wood	Unimpregnated solid and plywood, wood wool	Chipboard, coated or painted wood
Metal	Steel, also galvanized or painted, aluminum	

Figure 1: Choice of packaging material

## 2.3 Requirement for the sales packaging

In general, the packaging requirements set out above apply to sales and shipping packaging (see 2.1 and 2.2).

### 2.3.1 Stability

The stability of all packaging in line with product and transport requirements must be guaranteed throughout the entire logistics chain of goods supply from the manufacturer to production or the end consumer. In the case of stacking, even the lowest packaging must permanently withstand the load. If necessary, the insertion of intermediate layers/anti-slip paper can also be useful.

### 2.3.2 Standard dimensions

For shipping packaging - as far as this does not affect the stability - the same modular undersizes/multiples apply as described in 2.2.1.1 for load carriers. The dimensions for sales packaging are to be determined with the respective packaging planner, the product manager or the general contact person of FIWE.

### 2.3.3 Stacking plans

Stacking plans define the exact arrangement of the sales/dispatch packaging on the load carrier. They serve the simplification and safety of the processes and are mandatory to be followed by SUPPLIER, if agreed. FIWE provides corresponding stacking plans at packaging level for the delivery scopes of goods for fastening systems. If SUPPLIER uses own packaging solutions, these must be communicated to the responsible FIWE packaging planner for the creation of corresponding stacking plans. The corresponding stacking plans can be found in the delivery contract, if applicable.



### 2.3.4 Weight

If the SUPPLIER does not have any specifications from FIWE regarding the number of items for the content of the smallest shipping packaging unit, the maximum weight (content and packaging weight) of 15 kg must not be exceeded.

### 2.3.5 Labeling

The packaging identification for delivery scopes of goods for fixing systems must be carried out according to the fischer barcode system EAN 128 or GS1 standard. The details for the article identification must be taken from the order. All labels must be agreed with FIWE and no changes may be made without consultation.



## 2.4 Requirement for shipping packaging

The SUPPLIER must comply with the following regulations:

- Packages must be joined to form a transport-safe unit on the load carrier and secured against slipping during transport (e.g. wrapped with film)
- Pallet overhangs lead to damage and are therefore not permitted (this also applies to non-adherent stretch film)
- The stretch film used, if any, must not protrude beyond the pallet contour (see Annex 1)
- Pallets which cannot be loaded must be marked accordingly on the outside and the relevant carrier must draw attention to this fact in the transport documents
- At least containers in the uppermost layer must be closed with a lid
- The packaging must be clean. The site-specific cleanliness regulations and conditions in the delivery and production areas must be observed
- Sales units are to be placed in such a way that the FIWE article number can be recognized from the outside
- As an example of the above points, see Appendix 1

Mixed consignments are generally permissible, subject to deviating agreements. However, the number of mixed shipments must be minimized.

In the case of inhomogeneous shipping units (mixed packages), the SUPPLIER must ensure that:

- the transport packaging is marked as "mixed consignment"
- all FIWE article numbers contained in the container are indicated with the respective total quantities



In the following, a distinction is made in the marking between:

- a) **Pallets with only one article (full pallets as well as broken pallets > 1 layer):** Shipping units in which only one article is transported sorted according to the FIWE stacking plan, regardless of the number of layers.

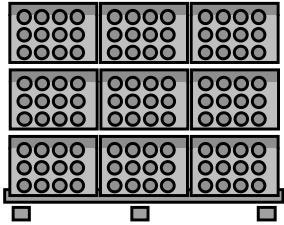


Figure 2: Article clean pallets

- b) **Sandwich pallets (small quantities = 1 layer):** Article-only pallets with demarcations by interposed load carriers.

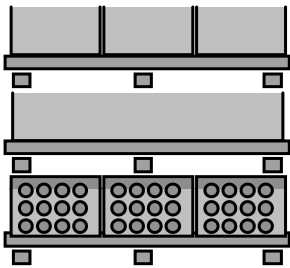


Figure 3: Sandwich pallets

- c) **Mixed pallets (small quantities < 1 layer):** Shipping units with max. 780 kg (pallet weight), in which more than one article has been picked and packed according to type in outer cartons (each max. 15 kg) with appropriate labeling.

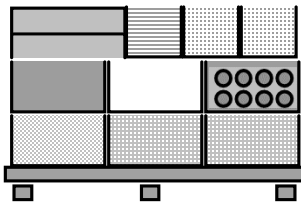


Figure 4: Mixing pallets

#### 2.4.1 Pallet loading height and transport space utilization

The maximum height specified in the stacking plan must not be exceeded. If no stacking plan is available to SUPPLIER, the max. pallet height of 190 cm (= height of the pallet with load) applies.

If several pallets are stacked on top of each other for better utilization of the loading space, the load-bearing capacity of the lowest pallet must be taken into account.

## 2.4.2 Marking the shipping unit

The labels must comply with the following specifications:

- ISO format A-5, A-6 or ISO format A7- landscape are prescribed as standard sizes for an EAN-128 transport label.
- Self-adhesive labels with a non-abrasive and weatherproof surface must be used
- The type of paper used must not allow the background to show through
- A uniform reading direction must be used for all bar codes
- The label must also contain a human-readable representation of the shipping unit number (hereafter NVE)

**[for WebEDI SUPPLIERS only]:**

In the case of an electronic connection, the information for marking the goods shall be taken from the WebEDI/EDI delivery call-off or from the order, transmitted via WebEDI.

The labeling of packaging is to be carried out according to the specifications of FIWE in the barcode symbology EAN 128 or the standards of GS1. In general, EAN 128 transport labels (handling unit) are agreed for the logistic handling.

**The transport label must comply with the following structure:**


Material 653542 FPF-ST 4,5X40 YZP 200	
Menge 9.600 ST   48 PAK	
Packvorschrift 720 PAK 653542 AUF 55808	
Sonderbestand Kundenantrag —	
IID	Druckdatum 25.05.2012
NVE  00140062092067279119	

Figure 5: EAN 128 transport label

- The SSCC is an internationally agreed, uniform and globally non-overlapping 18-digit number for shipping units that has been defined as a standard (in accordance with GS1). It serves as a key for the purposes of communication (WebEDI) and identification (e.g. by means of scanning)
- In the case of mixed pallets, one transport label (handling unit) per item must be attached to the pallet. The pallet must also be provided with an additional "Mix pallet" label

As an alternative to the EAN 128 transport label (handling unit), FIWE also accepts the below-mentioned goods tag (handling unit) in accordance with VDA4902.

The goods tag must correspond to the following structure:


(1) Warenempfänger fischerwerke GmbH & Co.KG 72178 Waldachtal		(2) Abblastedeile - Lagerort - Verwendungsschlüssel /0099/	(3) Lieferschein-Nr. (N) TEST_DLUGOSCH
(8) Sach-Nr. Kunde (P) 50567			
(9) Füllmenge (Q) 170	(10) Bezeichnung der Lieferung, Leistung RG 18X125 M12 LA4		
(12) Lieferanten-Nr. (V) 786741	(11.1) Druckdatum der HU 26.01.2011		
	(11.2) Packmittel-Nr. Kunde (B) 72391	(13) MPD	(14) Änderungsstand Konstruktion
(15) Packstück-Nr. S 00140062095000002317			

Figure 6: Goods tag (transport label) according to VDA4902

- the case of mixed pallets, the VDA label (handling unit) must be attached to the pallet for each item
- The pallet must also be marked with an additional "Mix pallet" label

The handling unit must generally be mounted on the head side, top right (see ANNEX 1).

## 3 Shipping

### 3.1 Transport notification

#### 3.1.1 General

SUPPLIER shall notify the responsible transport company of the shipment/delivery in due time, considering compliance with the arrival date at the unloading point determined by FIWE. The responsible transport company is determined by the delivery conditions/INCOTERM agreed in the delivery contract. In case of the delivery condition *EXW / FCA <place SUPPLIER>* the provisions under point 4 shall be observed.

#### 3.1.2 Requirements for means of transport

To ensure a smooth delivery of the goods, this must take place with a vehicle capable of ramping. The ramp height is between 1.20m and 1.30m. If this is not possible for the SUPPLIER, this must already be noted in the notification.

#### 3.1.3 Notification of dangerous goods

The SUPPLIER notifies dangerous goods shipments separately. In the case of dangerous goods, SUPPLIER is responsible for ensuring that all necessary dangerous goods documents are provided to the collecting carrier in full and correctly. Components that cannot be packed due to their nature or bulky components must be notified to the carrier prior to transport. The packaging regulations for dangerous goods (see 2.1) and dangerous goods transport regulations (see 1.3.3) must be observed.

### 3.2 Transport documents

For the identification of each consignment, a separate handover document is prepared by the carrier for handover to the respective receiving point.

The SUPPLIER shall provide the carrier with the following information (3.3 to 3.6) to record the consignments.

### 3.3 Delivery bill

An original delivery bill must be enclosed with each shipment. The delivery bill must be attached to the outside of the package in a clearly visible manner, e.g. with a delivery note pocket. Under no circumstances may these be included with the freight documents.

The delivery bill must contain the following information:



- Shipper's address with supplier no.
- recipient's address
- Delivery bill no.
- Purchase order/framework order number
- FIWE article number with article description and quantity, total quantity of delivery and number of shipping units
- If applicable, best-before date
- Partial change/revision status

### 3.4 Packing List [OVERSEAS SUPPLIERS ONLY]

If a delivery consists of several packages or pallets, a packing list with the following order information must be attached to the delivery bill for each transport unit:

- Shipper's address
- Consignee address
- Purchase order/framework order number
- Delivery bill no.
- Overseas container number
- Number and number of shipping units (e.g. cartons), if necessary separated by overseas containers, if the shipment consists of several overseas containers
- Total number of shipping units
- Article number with article description of FIWE per shipping unit and quantity, as well as total quantity
- Content quantity of the individual shipping units
- Net and gross weight in kg per shipping unit and total net and gross weight

fischer (Shanghai) International Trading Co., Ltd.


**fischer**   
 FIXING SYSTEMS

Fischerwerke GmbH & Co.KG  
 Weinhalde 14-18  
 72178 Waldachtal  
 Germany

Subject	Our reference no.	Your reference no.	Date
Packing list	111214.five-A		December 14, 2011

P/N	Item no.:	Description:	Quantity:	Pcs/Ctn:	Ctns:	NW: KG	GW: KG
Container# KKTU7346805/Seal#CAQ18532							
1-4	00061555	FFS7.5*182 FRAME SCREW	70,400	17,600	4	2,575.92	2,577.92
5	00092698	FFS27.5x72FrameScrew T25	20,800	20,800	1	288.91	335.91
6	00062379	FFS7.5*42 FRAME SCREW	20,800	20,800	1	174.51	221.51
7	00062395	FFS7.5*52 FRAME SCREW	20,800	20,800	1	223.81	253.81
8-9	00062396	FFS7.5*62 FRAME SCREW	41,600	20,800	2	516.68	610.68
10-13	00068955	FFS7.5*82 FRAME SCREW	83,200	20,800	4	1,391.92	1,579.92
14-16	00068956	FFS7.5*102 FRAME SCREW	62,400	20,800	3	1,282.95	1,423.95
17	00068958	FFS7.5*202 FRAME SCREW	17,600	17,600	1	721.60	779.60
18-19	00061550	FFS7.5*72 FRAME SCREW	41,600	20,800	2	611.52	705.52
20	00061550	FFS7.5*72 FRAME SCREW	19,200	19,200	1	282.24	329.24
21-23	00061551	FFS7.5*92 FRAME SCREW	62,400	20,800	3	1,158.78	1,299.78
24	00092699	FFS27.5*82FrameScrew T25	20,800	20,800	1	329.89	376.89
25-27	00092700	FFS27.5*92FrameScrew T25	62,400	20,800	3	1,102.62	1,243.62
28-33	00092702	FFS27.5*112FrameScrewT25	124,800	20,800	6	2,691.95	2,973.96
34-35	00092703	FFS27.5*122 FrameScrewT25	41,600	20,800	2	993.00	1,087.00
36-39	00092704	FFS27.5*132 FrameScrewT25	83,200	20,800	4	2,167.36	2,355.36
40-41	00092705	FFS27.5*152FrameScrew T25	41,600	20,800	2	1,281.28	1,282.28
Subtotal	41 pallets		835,200		41	17,794.95	19,436.95

P/N	Item no.:	Description:	Quantity:	Pcs/Ctn:	Ctns:	NW: KG	GW: KG
Container# KKTU7702742/Seal#CAQ18456							
1-3	00061553	FFS7.5*132 FRAME SCREW	62,400	20,800	3	1,625.52	1,766.52
4-7	00068957	FFS7.5*122 FRAME SCREW	83,200	20,800	4	2,070.00	2,258.00
8-13	00061552	FFS7.5*112 FRAME SCREW	124,800	20,800	6	2,804.28	3,086.28
14	00061553	FFS7.5*132 FRAME SCREW	20,800	20,800	1	541.84	688.84
15-18	00061555	FFS7.5*182 FRAME SCREW	70,400	17,600	4	2,575.92	2,577.92
19	00061556	FFS7.5*212 FRAME SCREW	17,600	17,600	1	758.38	816.38
20	00092698	FFS27.5x72FrameScrew T25	20,800	20,800	1	288.91	335.91
21-22	00092701	FFS27.5*102FrameScrew T25	41,600	20,800	2	809.96	903.96
23	00092708	FFS27.5*202FrameScrew T25	17,600	17,600	1	719.31	777.31
24	00068958	FFS7.5*202 FRAME SCREW	17,600	17,600	1	721.60	779.60

Figure 7: Example packing list

### 3.5 Customs documents

The SUPPLIER shall provide the carrier with all documents and information relevant to customs in accordance with the currently valid legal regulations (e.g. preference documents).

### 3.6 Forwarding/transport order

Each consignment must be handed over to the forwarder with a transport order. The transport order must contain the following shipment details:

- Sender (SUPPLIER) Address
- Receiving address
- Number of packages belonging to the consignment
- Total weight of the shipment
- Delivery bill no. of SUPPLIER as shipment reference for ordering FIWE
- If applicable, information on dangerous goods
- If applicable customs documents

## 4 Transport handling

If the delivery condition *EXW / FCA* <place SUPPLIER> is agreed in the delivery contract, the following provisions must be complied with.

SUPPLIER notifies the shipment/delivery in due time to the carrier named by FIWE, taking into account the compliance with the arrival date at the unloading point determined by FIWE.

In doing so, SUPPLIER shall provide the transport company with all data relevant to the shipment (see 3.6) prior to transport.

Deliveries which are sent by SUPPLIER to the same unloading point of FIWE on the same shipping day must be consolidated to one shipment.

If discrepancies or questions arise in the naming or selection of the carrier, the following FIWE contact person should be contacted by telephone or in writing via e-mail:

Mr. Karl-Heinz Kübler  
Logistics strategy and services  
Tel.: +49 (0) 7443 12-4443  
Fax: +49 (0) 7443 12-8752  
E-Mail: [freight@fischer.de](mailto:freight@fischer.de)

## 5 Complaints

### 5.1 Logistics complaints

A logistics complaint is triggered by a disruption of the processes at FIWE caused by the SUPPLIER or its carrier.

In case of non-compliance with the regulations listed in the logistics manual or issued site-specifically, FIWE reserves the right to refuse acceptance of the shipment and/or to charge for the additional costs incurred (e.g. storage, repacking, disposal, return of packaging material, increased handling effort, costs for loss of production, etc.).

In the event of a logistics complaint, SUPPLIER will be informed promptly and is required to analyze the error pattern and initiate measures to avoid future complaints.

### 5.2 Complaint handling

The handling of all occurring complaints is carried out by FIWE with the aid of the 8D report. SUPPLIER undertakes to proceed according to this system and to inform FIWE in writing within one week of the cause and measures taken to remedy the defect. Deadlines for replacement deliveries are to be given no later than two days after a complaint has been identified.

If the SUPPLIER is not familiar with the tool "8D-Report", this must be reported to the respective FIWE contact person.

## 6 Final note

If you have any queries in connection with the Logistics Manual, please contact your FIWE contact person by telephone before sending the goods.

Should any provision of this Logistics Manual be inapplicable or not legally effective, this shall not affect the remaining provisions. In cases of doubt, the contracting parties shall endeavor to find a mutually acceptable solution that comes as close as possible to the ineffective one.

Subsidiary agreements have not been made. All amendments to the contract must be made in writing.

All previous versions of the Logistics Manual hereby lose their validity.

## Attachment 1: Delivery instructions

### Wrong

HU label was not placed at the top right (automatic scanning error)

Protruding foil (Contour control error)

Pallet is defective (cannot be stored automatically be stored)



### Correct

