



Packaging and Logistics Guideline of Seisenbacher GmbH

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FN 85162 P Landesgericht St. Pölten UID ATU17323108

Edition 03/2024

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For reasons of easier readability, no gender-specific differentiation is made.

Corresponding terms apply in principle to all genders in the sense of equal treatment.

Änderungsübersicht:

Version	Änderung	Datum	Erstellt	Geprüft	Freigegeben
v.00	Erstausgabe	24.03.2021	Andreas Kammerhofer	Leopold Schauppenlehner	Gerald Danko
v.01	Allg. Anpassungen	11.03.2024	Gerhard Heigl	Erwin Desch	Erwin Desch

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Content

1. Glossary	3
2. General.....	3
3. Delivery terms.....	3
3.1. Delivery dates / control	3
3.2. Marketing of the delivery parts.....	3
3.2.1. Labelling location on the part	4
4. Packaging / Labelling and design of transport containers / load carriers.....	4
4.1. Packaging in general	4
4.2. Marking and design of transport containers / load carriers	5
4.2.1. Packing list / Package marking	5
4.2.2. Requirement package / load carrier	5
4.3. Design of the packaging	5
4.3.1. Labelling of the reusable containers.....	6
4.4. Packaging in general	6
5. Documentation	7
5.1. Data Sheets	7
5.1.1. Test certificates	7
5.1.2. Safety data and product data sheets.....	7
6. Preparation of the shipping documents.....	8
6.1. Adressing / Information on invoices.....	8
6.2. Delivery Note	8
7. Shipping / delivery instructions.....	9
7.1. Truck-Shipments, notification of transport	9
7.2. Delivery locations & times.....	9



1. Glossary

S	Seisenbacher GmbH
ADR	European regulations for road transport with regard to packaging, load securing and labelling of dangerous goods
LT	Load Carrier
KIT	Delivery or assembly package; combination of several articles
NCR	Non-conformity Report (Complaint)

2. General

This packaging & logistics guideline is intended to ensure the supply to Seisenbacher. At the same time, it serves as the basis for a lasting partnership. Continuous improvements to ensure along the supply chain are strived for.

In the event of non-compliance with the agreement or individual points by the supplier, the supplier shall bear all costs incurred as a result (e.g. handling fees, additional expenses, etc.).

In the case of dangerous goods shipments, the ADR guidelines must always be complied with.

3. Delivery terms

Delivery items shall correspond to the order with regard to agreed documents, technical specifications, composition and batch size.

3.1. Delivery dates / control

Regarding specified delivery dates and also delivery conditions, the Incoterms 2020 shall be applied. Delivery terms shall be determined together with Seisenbacher during the offer phase. If a delivery date cannot be met, Seisenbacher shall be informed immediately in writing.

3.2. Marketing of the delivery parts

The individual delivery components must be permanently and clearly marked. Each delivery part must remain clearly identifiable until it is assembled/used. In the case of collective packaging (small parts), the label/labelling must be affixed to the article packaging.

The labelling must have the following content:

- „S“ Order Number
- “S” item number
- "S" Article designation
- Drawing number incl. index
- Quantity in packaging units (see 3.2.1)
- Length per roll (roll material)



If available, the following data should be added:

- Serial number / batch number / lot number
- Expiry date / production date
- Supplier article number

Example: "S" label layout:

51x25mm



Abb. 1: "S" label

3.2.1. Labelling location on the part

Standard / Catalogue parts / parts smaller than 50mm

Marking on packaging

Parts larger than 50mm

Marking on each component

In the case of KIT deliveries, all items contained in the KIT must be labelled individually to ensure correct allocation.

Furthermore, care must be taken that the labelling of the individual parts is not applied to any visible surfaces, finished surfaces or joints (glued or welded joints).

4. Packaging / Labelling and design of transport containers / load carriers

4.1. Packaging in general

The arrangement of the delivery parts in the packaging / LT must be chosen in such a way that the quantity can be determined after opening and identification is as easy as possible. The delivery parts must always be secured so that they are not damaged during proper transport and storage.

Finished, bare metal articles or visible parts must be protected in a suitable manner against damage and contamination. If no assembly units (KIT) are defined, the parts must be individually removable and each visible part (e.g. powdered parts) must be protected against damage.



4.2. Marking and design of transport containers / load carriers

Sufficient packaging appropriate to the goods and safe for transport must be selected for all shipping methods. Furthermore, the delivery items must not exceed the outer contour of the LT under any circumstances. If transport damage occurs due to insufficient packaging, this shall be borne by the supplier.

4.2.1. Packing list / Package marking

The transport container / packaging unit labelling is used for clear identification in the internal material flow and on the transport route between supplier - forwarder - goods recipient. In order to ensure clear identification, the supplier is obliged to remove out-of-date labelling on packages or loading units before filling.

The package must be labelled on at least one long side and one wide side.

In the case of weather-sensitive parts (e.g.: temperature-sensitive goods), this must also be clearly noted for the transport and storage conditions.

If dangerous goods are transported, it is essential to comply with the ADR guidelines.

In this, the labelling & marking regulations according to the applicable "ADR Chapter 5.2" must be carried out and reported to the forwarder in detail and in accordance with the law.

These special transport & storage conditions must be communicated to the ordering party in good time and in written form.

4.2.2. Requirement package / load carrier

The LT must meet the following requirements:

- Compliance with safety regulations
- Safely transportable with standard means of transport (pallet truck, forklift, etc.) without additional securing
- Protection against damage to parts (if handled properly)
- Protection against dust and moisture
- Environmentally friendly disposal

4.3. Design of the packaging

- Base height for forklift fork min. 100 mm
- Packs must be stackable as far as possible
- Dimensions must be suitable for lorries
- Dimensions are to be agreed with SE according to the warehouse layout
 - Standard length: max. 2500 mm
 - Standard width: 1200 mm
 - Height: as required
- For containers which exceed the standard length and width, consultation with SE is necessary and the truck suitability must still be fulfilled.



4.3.1. Labelling of the reusable containers

As described in 4.2.1, a packaging unit must always be clearly identifiable in the internal material flow; to ensure this, the following information must be provided on reusable containers:

- "S" container designation / article number
- Ownership
- Tare & gross weight of the container
- Handling marks according to DIN 55402 ISO R 780 (umbrella, glass, arrow, wetness)
- If the centre of gravity is outside the middle of the container, it must be marked.
- Marking according to ISPM-15 on wooden load carriers at two opposite visual points (in case of delivery to third countries)

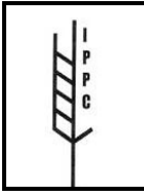
	XX-0000 YY	<ul style="list-style-type: none"> - IPPC-Symbol - XX – Countrycode (z.B. Austria – AT) - 0000 – Producer/Producercode - YY – HT, MB, DB <p>HT ... Heat treatment MB ... Methyl bromide fumigation DB ... debarked</p>
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Abb. 2: Identification according to ISPM-15





	Protect from moisture		Top
	Fragile packaged goods		Protect from heat

Abb. 3: Handling signs according to DIN 55402 ISO R 780

4.4. Packaging in general

All transport, sales, and service packaging as well as packaging aids must be completely discharged via your ARA license number or your ARA service contract. The corresponding note must be provided on all invoices and delivery notes with the discharge number indicated. In case of incorrect labeling, we reserve the right to dispose of the packaging materials at your expense or to return them to you. Service providers using packaging are responsible for disposal. In the event of an ARA audit, you undertake to hold us harmless from any claims and damages.



5. Documentation

The history of a delivery item must be ascertainable at all times through precise documentation. If documents are updated, this information must be passed on immediately.

Enclosures of advertising materials, etc. are not desired.

5.1. Data Sheets

5.1.1. Test certificates

Test certificates must be sent to the following e-mail address before or at the latest on the date of delivery:

qa@seisenbacher.com

The e-mail subject and the name of the attachment (document) must be designated according to the following format:

Document type - Supplier - Order number - Item - Article number - Serial number (if available).

Ex.: 3.1 Certificate - Seisenbacher GmbH - BE12345 - P 0010-100.010.346 – 4711

5.1.2. Safety data and product data sheets

All data sheets (safety and product data sheets) are to be submitted to Seisenbacher in the most recent version at the time of the offer. Updated versions shall be submitted to Seisenbacher without request.



6. Preparation of the shipping documents

6.1. Addressing / Information on invoices

The billing address for orders from Seisenbacher GmbH:

Seisenbacher GmbH
Schwarzenberg 82
3341 Ybbsitz | Austria

The following information must be provided on invoices:

- Name and address of the supplier / service provider
- "S" Order number
- Type and scope / quantity of the delivery/service
- date of invoice
- Date of delivery or service
- Remuneration for the delivery/service (gross incl. VAT)
- Tax rate or reference to exemption or transfer of tax liability
- Name and address of Seisenbacher
- Tax amount and remuneration
- Consecutive invoice number
- UID number of the supplier
- Customs tariff number and Country of Origin

For claims (NCR), the claim number (NCR-YYYY-XXXX e.g. NCR-2020-0100), must be present on the invoice to identify it as such.

6.2. Delivery Note

A delivery note with the following information must be created for each delivery:

- "S" order number
- "S" Article number
- "S" Designation
- Drawing number incl. index
- Supplier article number
- Delivery quantity
- Colli quantity
- Gross and net weight
- Name and address of supplier/consignor
- Name and address of consignee incl. unloading point
- Delivery note number
- Delivery note date

In the case of complaints (NCR), the complaint number (NCR-YYYY-XXXX e.g. NCR-2020-0100), must be clearly present on the delivery papers and on the delivery container in order to be able to identify it as such for a complaint.

A separate delivery note must be created for complaint deliveries.



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seisenbacher.com

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7. Shipping / delivery instructions

7.1. Truck-Shipments, notification of transport

In the case of FCA delivery conditions, please inform us at the following e-mail address when the goods are ready for collection:

transport@seisenbacher.com

The e-mail subject must be in the following format:

Subject: "S"-Order number_Delivery note number

7.2. Delivery locations & times

Unless otherwise defined in the respective orders, the following delivery address applies:

Seisenbacher GmbH
Schwarzenberg 82
3341 Ybbsitz | Austria

Goods receipt times:

Mon – Thu: 06:30 - 14:30

Fri: 06:30 - 12:00

For the Supplier:

For Seisenbacher:

.....

Place, Date

.....

Place, Date

.....

Name

.....

Name

Signature, Company Stamp

Signature, Company Stamp