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SCA_00844 SHIPPING AND PACKAGING REGULATION			Inbound Logistics		

General shipping and packaging regulations for suppliers of Atlas Copco IAS GmbH

1. Purpose of the general shipping and packaging regulations

With this regulation we want to highlight our requirements and clarify the responsibility of our suppliers. It serves as a simple and practice-oriented guideline which enables a smooth material flow. The non-compliance of the guideline can cause claims which will affect the supplier assessment negatively. Arising additional costs due to non-compliance will be charged to the supplier. Specific variations from the regulation need to be agreed in a written way between the supplier and ATLAS COPCO IAS GMBH. Moreover, ATLAS COPCO IAS GMBH reserve the right to declare article-specific shipping and packing regulations.

2. Delivery address

Regarding the delivery and invoice address please note the information on the purchase order.

3. Opening hours of goods receiving department

ATLAS COPCO IAS GMBH
 Goods receiving department:
 Monday to Friday: 07:00 am - 04:30 pm
 Break: 09:00 am - 09:15 am and 12:30 pm - 01:00

4. Packing regulations

4.1. General packing requirements

The chosen packing needs to fulfil the requirements of the packed good (§§407 ff. HGB). It must fit to the stresses of the intended mode of transport. That means that way and means of transport as well as circumstances like weather influences and reloading need to be considered. For all damages and costs which are related to terms of insufficient packaging is the consignor liable.

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1	Mario Bader Markus Bittner	Thomas Hellmann	26.01.2017	2.0
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4.2. Specific packaging requirements

Enough securing of the packing and load unit during transport, reloading and stocking needs to be guaranteed by the shipping package. To reach a qualified delivery of the goods, following minimum requirements need to be observe:

- The packaging must protect the goods against mechanical damage, dirt and corrosion
- The carton needs to be closed with adhesive tape
- No metal strips are allowed for transport safety
- Defined pallet sized need to be observe (see chapter 4.4.1)
- First-sample deliveries require a first-sample-inspection report
- The modification index of attached production and assembly drawings need to be noticed
- All production drawings need to be given back together with the delivery
- All products need to be free of substances inhibiting paint adhesion

4.3. Shipping of dangerous goods and goods with lifetime dates

The transport regulations of dangerous goods and limited quantities (LQ) must absolutely be observed. The supplier is liable for all damages which result from non-compliance of the legal regulations. Goods with limited life time need to have a declaration of the production- or lifetime date on the delivery note and on the good itself. Additionally, the safety data sheets for all dangerous goods need to be attached on the goods. Also, a labelling of the goods with the certain pictograms and safety sheets is necessary.

The safety data sheet according the REACH regulation as well as the REACH registration need to be attached on the goods delivery.

4.4. Packing

For all modes of transport an appropriate, sufficient, safe and secure packaging needs to be chosen. Transport damages which cannot be regulated by insurers due to unsuitable packaging will be charged to the supplier.

4.4.1. Pallets

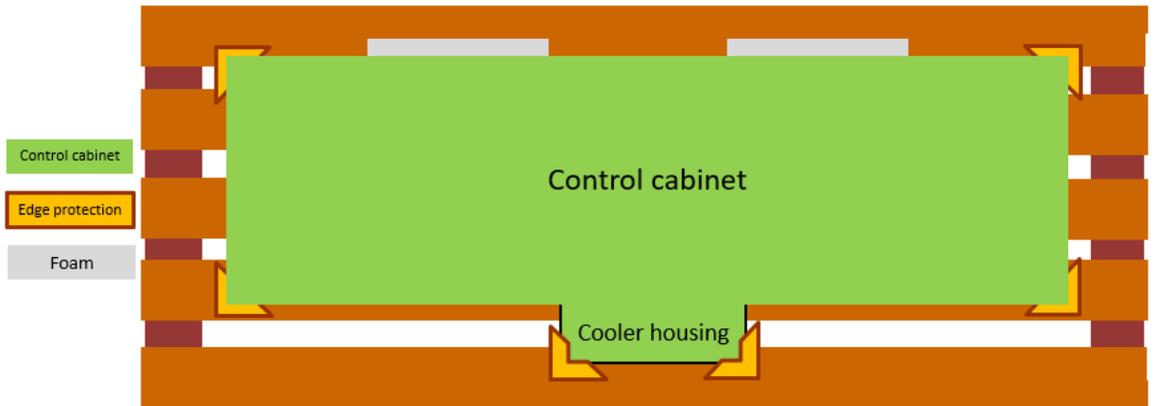
All shipments need to be delivered on undamaged new EUR-exchangeable pallets or min. classification A pallets. The pallets need to fulfil the ISPM 15 standard and EPAL standard. In case of big goods which are bigger than an EUR pallet size, following need to be considered:

Choose a pallet size which ensures a minimum distance of 50 mm between the pallet edge and the good (inclusive all mounting parts).

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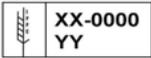
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Top view: pallet + control cabinet with attachments (e.g. cooler housing)



Info: The pallet consists of one unit. Do not bundle or connect pallets e.g. by using nails or screws. Bar-, beam- or lath- constructions or something similar are prohibited.
 The basic size of the pallet need to be greater than the goods dimension placed on the pallet by min. 5 cm (in length and width). Consider the clear dimension of the product and **especially** the attached components.

Ram protection: Consider shrink, taping of products and the pallet, foam and edge connection!



Pallet quality / standards: IPPC treated with clear visible logo accord. ISPM 15

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All pallets of each sizes, EUR (EPAL) or one-way pallets, need to be four-way-capable and need to fulfil the standards of ISPM 15. More over all pallets need to have bottom boards for reasons of steadiness.



4.4.2. One-Way packaging units

- All packaging units needs to have an external dimension of an EUR pallet (1200 x 800 mm) or a divisor of it (e.g. half, quarter)
- In case of pallets bigger than EUR see chapter 4.4.1

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4.4.3. Exchangeable packaging units

- Exchangeable pallets between ATLAS COPCO IAS GMBH and suppliers need to be pick up by the supplier at every delivery.
- If exchangeable pallets are agreed, ATLAS COPCO IAS GMBH will provide them to the supplier free of charge. The pallets are still property of ATLAS COPCO IAS GMBH and should only used for the specific purpose. The pallets need to be treated carefully as a good of worth. Abuse is prohibited and in case of loss the pallets need to be replaced.

4.4.4. Definition packaging design

- Set materials (one article with several pieces) need to be packed fully in one packaging unit.
- Goods need to be packed in separate packing units. Mix-packing of different goods in one packaging is prohibited.
- Pallets and packages with mixed-goods need to have a clear labelling and secured in separated packaging.
- Samples need to have a separated labelling.

4.4.5. Control Cabinet

Control cabinets need to be delivered on EUR pallets or according chapter 4.4.1. The cabinets need to be secured with adequate banding.

According the guidance of load securing VDI 2700.

If necessary, specific stickers/labels need to be placed on the packaging, e.g. heavy point label, top-heaviness label, upright shipment label, ...

See following examples:

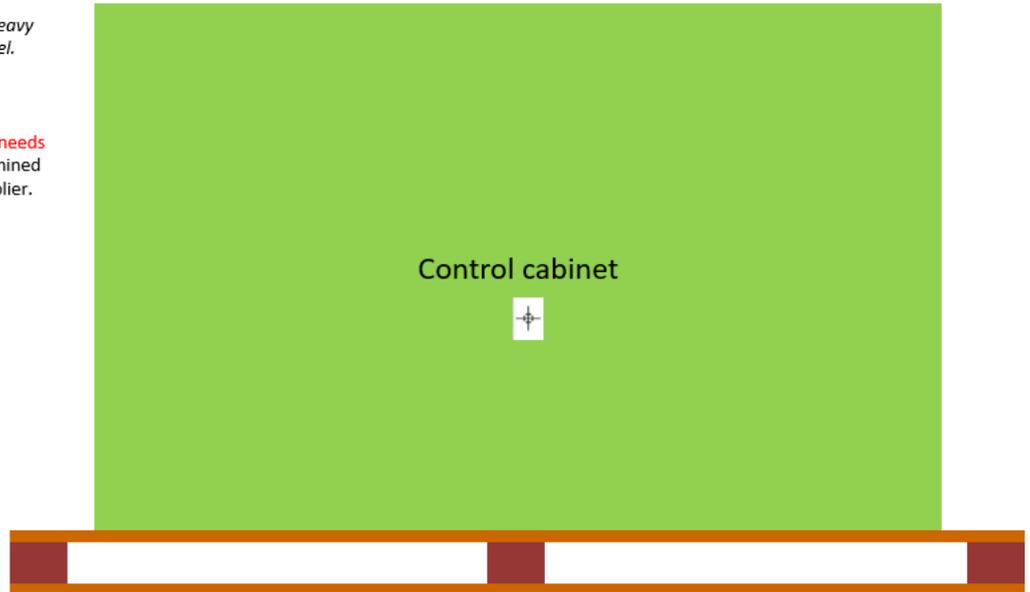


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Frontal view: Control cabinet needs to be marked with heavy point labels

Example: heavy point label.

Heavy point **needs to be** determined by the supplier.

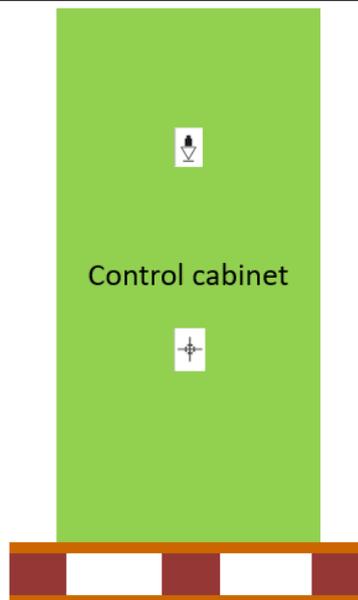


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Side view: Control cabinet needs to be marked with heavy point and top-heaviness labels

Example: heavy point and top-heaviness label.

Heavy point and top-heaviness **need to be** determined by the supplier.



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4.5. Labelling of packaging units

Each bundle needs to have a clear label with following information:

- Name of supplier
- Purchase number from ATLAS COPCO IAS GMBH
- ATLAS COPCO IAS GMBH specific material number and revision status / index
- Description of the articles
- Quantity of the articles inside the bundle
- If necessary, there need to be transport labelling accord. DIN 55402 and ISO 780 on the package

If packages are multiple used, all old and invalid labels/markings need to be removed.

4.6. Delivery Notes

The original delivery note needs to be attached to all deliveries. The delivery note needs to be attached clearly visible, inside the delivery note bag and on the front of the package. If a delivery consists of several packages/pallets, each item with its content needs to be listed on the pack list. The delivery note needs to have followed information regarding the order:

- Purchase number of ATLAS COCPO IAS GMBH
- ATLAS COPCO IAS GMBH specific material number and revision status / index
- Description of the articles
- Quantity
- Partial deliveries need to be noted on the deliver note

5. Exception

If special packaging requirements are needed but differ to this guidance, there needs to be a written approval by ATLAS COPCO IAS GMBH.