



Packaging Guideline & Shipping Instruction



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1 General Requirements for Packaging

This Trelleborg Sealing Solutions document does not eliminate or supersede any shipper's packaging responsibility. It is the shipper's obligation to make sure that the packages and/or pallets comply with all local, federal and international laws and regulations.

The following requirements apply to all shipments of group suppliers and third party suppliers:

- It is the shipper's responsibility to determine the method of packaging and ensure its consistency with these guidelines, unless otherwise expressly stipulated. If special packaging requirements are requested by TSS, any conflicts with these specifications need to be addressed by the suppliers.
- Recycling is a major concern to TSS. Therefore, all packaging material should allow for easy separation into their appropriate waste recycling streams – composite materials are not allowed.
- Packages must protect the contained parts against contamination from inner and outer influences.
- All parts must be packed in a way to prevent shifting or rubbing of contents during transportation.
- Empty spaces can be filled as appropriate. Materials such as wood, straw, synthetic or plastic are prohibited.
- Usage of proper labelling to mark packages such as „Fragile“, „Handle with care“, „This side up“, „Do not staple“ or „Do not stack“ is required as appropriate.
- The supplier must ensure that all packages are safe to the environment and personnel (i.e. no protruding staples, nails, loose banding, etc.)
- The use of staplers is prohibited as a method to close bags

2 Noncompliance of Packaging Guideline

All shipments are subject to inspection. TSS reserves the right to reject any shipment which is not in compliance with these specifications or to bill the supplier for any costs incurred as a result of repackaging.

TSS reserves the right to perform process audits at the supplier's side to identify underlying problems, and request corrective actions from the supplier within 4 weeks following the audit.

If the supplier fails to provide an action list and timeline for resolution of discrepancies to the Packaging Guidelines within 4 weeks, TSS reserves the right to invoice any discrepancies.

3 Transport and Product Packaging

3.1 Transport Packaging

The packaging used by the supplier must be able to withstand the normal hazards encountered during the distribution cycle, such as vibrations, drops, impacts and compression.

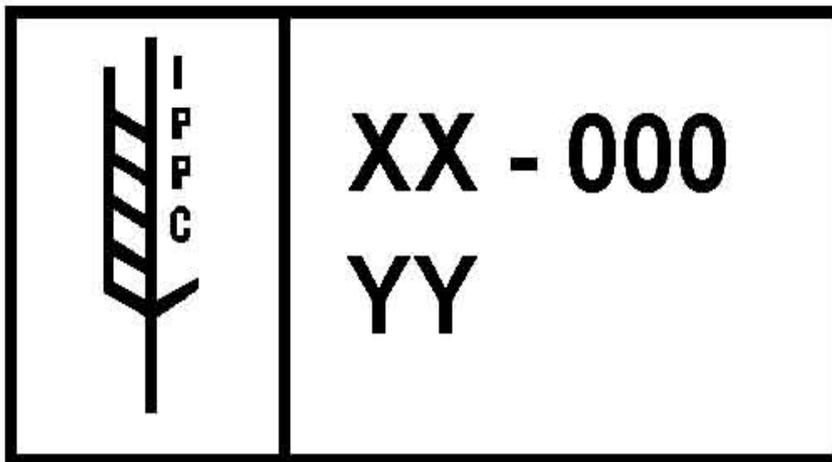
The supplier must ensure that packages make optimal use of the pallets, i.e. the whole pallet base should be covered. Cardboard boxes can be stacked if there is no negative impact on the articles inside.

The goods have to be packed on one-way pallets conforming to similar measurements and instructions of a Euro pallet or in accordance to the international regulations. Exceptions have to be authorised by TSS. Overhang on pallets is not permitted.

Euro pallets will not be exchanged or compensated monetarily.

All pallets have to be marked with the IPPC signature.

Example:



3.2 Product Packaging

3.2.1 Size

TSS assumes the use of **WHITE** cardboard boxes as standard packaging. Outer dimension of the cardboard boxes is 340 x 240 x 285 mm (length, width, height).

All packaging sizes larger than 340 x 240 x 285 mm are only allowed if required by product size and agreed with TSS Purchasing/TSS Logistics. Quality of cardboard boxes: minimum 2.20, B-flute.

PE bags have to be made of milky white transparent or transparent material and must be antistatic. Either HD or LD type is permitted.

Packing must be resistant to UV radiation obtained through admixture of suitable substances to the PE bags. Due to the absorber admixture, only transparent (e.g. milky white or clear) bags are admissible. Black or other coloured bags are not allowed as these prevent visual inspection.

3.2.2 Weight

Single cardboard boxes are not allowed to be heavier than max. 15 kg. If this limit is exceeded, the parts must be packed into several cartons.

If the article requires a larger packaging and the net weight is higher than 15 kg, a separate label with „Heavy“ or „Schwer“ needs to be attached to the cardboard box. All exceptions and deviations must be authorised by the TSS Logistic Centres.

4 Reusable Transport Containers (RTC)

It is one of TSS' major objectives to increase the use of RTC's because of ecological and economical reasons.

A separate agreement between supplier and TSS is required before use.

RTC's are transport items used by the suppliers for despatch and returned to the supplier by either TSS or the final customer.

The dimension of a RTC is equivalent to an Euro pallet 1200 x 800 mm.

5 Labeling

Any marks or information on the packaging identifying the supplier as the source of the package contents are prohibited. Marks, necessary for regular import and transport, must be attached to the transport packaging in a way that TSS can remove them easily from the package.

Labels must be printed with a laser printer, thermo transfer printer or with a special label printer. Labels printed with a matrix or inkjet printer are not allowed.

Labels must be attached to the front side of every single package (cardboard box, poly bag, RTC ...). If boxes are put on pallets, cardboard boxes must be packed with front side (label side) at the outer side of the pallet.

5.1 Labels on Product Packaging (Item Label)

Label size is 100*100 mm. Font size is 14.

Labels must contain the following information:

Field Name	Field Description
Head	Our company name
Order Number	TSS purchase order number
Order Position	TSS Order Position
TSS Number	TSS short part no.
Lot Number	Your internal production no. (lot or batch no.)
Quantity	Quantity
Cure Date	Production date (format "QYY", Q=quarter, YY=year)
TSS Article Number	TSS article no.
Customer Part Number	Part Number of TSS customer (if agreed with TSS)
Barcode	Description see below
Description	Type of article

Example:

TRELLEBORG SEALING SOLUTIONS		
ORDER NUMBER 00514038	ORDER POSITION 002000	TSS NUMBER 00674575
LOT NUMBER 208039	QUANTITY 0002000	CURE DATE 107
TSS ARTICLE NUMBER OR4004400EV6T30		CUSTOMER PART NUMBER C175 000 H05
DESCRIPTION O-Ring		
 0051403800200000674575020803900020001070		

Barcode description (40 digits):

- Digit 1-8 Purchase Order Number
- Digit 9-14 Purchase Order Position (Position is in thousand: 9=009000)
- Digit 15-22 TSS Short Number
- Digit 23-23 Filling Number "0"
- Digit 24-29 LOT Number
- Digit 30-36 Quantity
- Digit 37-39 Cure date (Date of production; format "QYY", Q=quarter, YY=year)
- Digit 40-40 Filling Number "0"

The TSS short number is printed as TSS # - Number at all orders. The short number is a 7 digit number. The last digit is a check digit and should not appear in the barcode or in the text field. The mandatory field length of the text field is 8 digits, therefore, if the TSS short number has less than 8 digits, remaining fields have to be filled up with zeros from the left side.

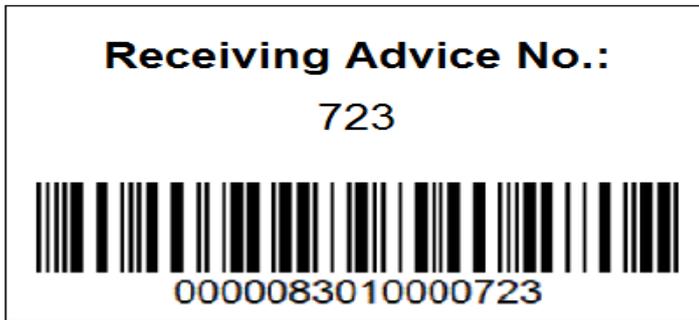
Barcode type is Interleave 2/5".

5.2 Receiving Advice Label

Receiving advice barcode must be fixed at the front side of each packing unit.

Label size is 100*100 mm. Font size is 14.

Example:



Barcode Description (16-Digits):

Digit 1-8 Supplier Number (fill with "0" from the left to fill all required 8 digits)

Digit 9 Invoice Code „1“ or Delivery Bill Code „0“

Digit 10-16 Receiving Advice Number (fill with "0" from the left to fill all required 7 digits)

Barcode type is Interleave 2/5”.

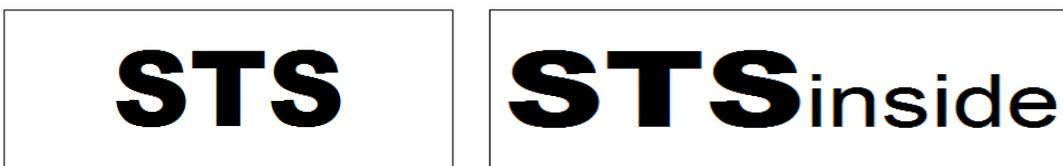
5.3 STS (Ship to Stock) Label

Ship to Stock describes packaging units which will not be unpacked in the TSS Logistics Centre. Packaging units will be shipped to the customer in the receiving packaging.

A STS sticker needs to be fixed on every packaging unit. In case the STS information is valid for packaging units inside a cardboard box (e.g. for bags), a sticker with “STS inside” has to be attached to the shipping unit.

Label size is 50*100 mm. Font size is 72.

Example:



5.4 Documents Inside Label

Quality Documents and measurement reports have to be packed inside the packages. The box has to be marked with “Docs inside”.

Label size 50*150 mm. Font size is 60.

Example:



5.5 Express Label

Express shipments have to be marked with a red “EXPRESS” sticker which needs to be fixed on every shipping unit.

Label size 50*150 mm. Font size is 60.

Example:



5.6 Mixed Cargo Label

All items are to be packed individually, i.e. 1 article and 1 batch number per packing unit. In order to reduce transportation costs, several articles can be packed in one packaging unit. In this case, the packaging unit has to be marked with a label „Mixed cargo“.

Label size 50*150 mm. Font size is 60.

Example:



5.7 Kit Label

A KIT consisting of multiple items must be identified as one set or one unit and consolidated in one container to prevent separation and marked with “Set consisting of x items”.

Label size 50*200 mm. Font size is 60.

Example:



5.8 Special Order Label

Product packaging, which may not be opened for procedural reason, must be marked with a special label.

Label size 50*200 mm. Font size is 60.

Example:



Do not open-Clean Room

5.9 Heavy Weight Label

If the article requires a larger packaging and the net weight is higher than 15 kg, a separate label with „Heavy“ needs to be attached to the cardboard box. All exceptions and deviations must be authorised by the TSS Logistic Centres.

Label size 100*100 mm. Font size is 60.

Example:



Heavy

Heavy parts and products should always be placed at the bottom of the container.

6 Transport Documents

Transport documents (delivery note, customs documents, etc) have to be packed into a delivery note bag and fixed on the outside of the package.

NOTE: There are no other materials or goods allowed beside the confirmed material according to the TSS purchase orders.

7 Shipping Advice

After despatch the supplier has to send a shipping advice via EDI, fax or email to SCM Purchasing immediately.

For EDI advices please contact the local SCM Purchasing Department.



If the shipping advice is processed via EDI, the supplier has to ensure that SCM receives the data on the next morning latest, especially for express shipments.

8 Delivery Address

Logistics Centre Europe:

Trelleborg Sealing Solutions
c/o Kuehne & Nagel AG & Co. KG
Max-Planck-Straße 5
DE- 71116 Gärtringen
Germany

Logistics Centre Americas:

Trelleborg Sealing Solutions
5503 Distribution Drive
Fort Wayne, IN 46803

Logistics Centre Shanghai:

Trelleborg Sealing Solutions
5118 Yuanjiang Road
Xinzhuang Industrial Park
201108 Shanghai

Logistics Centre Japan:

Trelleborg Sealing Solutions
2-22-1 Sakashita, Itabashi-Ku
Tokyo 174-0043

9 Shipping Instruction

Please find Shipping Instruction for shipments into the LCE attached to this guideline. Shipping Instructions for shipments into LCA, LCJ and LCS will follow as soon as they are set up.

Mentioned forwarders and account numbers have to be used in consideration of transport mode, weight and urgency.

Please only make express shipments upon request from SCM.



10 Confirmation

We hereby confirm that we have received and understand the Trelleborg Sealing Solution Shipping Instruction and Packaging Guidelines.

Name/ Function: Signature:

Date: