
General shipping and packaging instructions for suppliers of SSM AG

1. Objective of the general shipping and packaging Instructions

With this shipping and packaging instructions we want to bring our requirements and their responsibilities closer to all suppliers. This is intended to serve as a simple and practical guideline that enables a trouble-free material flow between the suppliers and SSM Schärer Schweiler Mettler AG (SSM).

A non-compliance with the specifications of this general shipping and packaging instructions can trigger a complaint and thus have a negative effect on the vendor assessment. Furthermore, any additional costs incurred as a result of non-compliance are immediately passed on to the supplier. Any deviations from these shipping and packaging instructions must be expressly agreed with SSM by the supplier. Furthermore, SSM reserves the right to stipulate article-specific shipping and packaging instructions with the supplier.

2. Delivery address

Please follow the details in our orders with regard to delivery and invoice addresses.

3. Goods acceptance times

Goods receiving department SSM AG, Neugasse 10, 8810 Horgen

Monday to Friday: 07:00 – 11:45 o'clock and 13:00 – 16:00 o'clock

4. Packing instructions

4.1. General packaging requirements

The packaging selected must meet the requirements of the goods to be packed. It must meet the loads of the intended mode of transport. This means that the route and means of transport must be taken into consideration, as well as possible influencing circumstances such as weather conditions and handling during transshipment. The sender is liable for damages and expenses caused by packaging that does not meet the above requirements.

4.2. Specific packaging requirements

The shipping package must ensure that the packaging and loading units are adequately secured during transport, handling and storage. In order to be able to achieve the quality standard of parts, at least the following points must be observed:

- The packaging must protect the parts from mechanical damage, soiling and corrosion
- Cardboard boxes should not be closed with metal clips, but with adhesive tape
- Metal straps are not to be used for transport securing
- Specified pallet mass (see chapter 4.4.1)
- Allowed maximum weights (see chapter 4.4.1)

4.3. Shipment of dangerous goods and goods with a best-before date

The regulations for the transport of dangerous goods and limited quantities (LQ) must be observed. The supplier is liable for all damages resulting from non-compliance with the statutory regulations. In the case of articles with a limited shelf life, the date of manufacture or best-before date (BBD) must be stated both on the delivery note and on the product.

4.4. Packaging

Sufficient packaging appropriate to the goods and safe for transport must be selected for all types of dispatch. Transport damage not accepted by insurers due to inadequate packaging shall be borne by the supplier.

4.4.1 Pallets

- All shipments are to be delivered on undamaged euro-pallets according to DIN EN 13698-1:2004-01 or one-way pallets with the basic dimensions 1'200 x 800 x 144 mm and must comply with the exchange criteria according to EPAL.
(<http://www.epal-palette.org>)
- Deviating loading aids are only permitted for the delivery of long goods or coils. For the delivery of long goods or coils, the supplier must select load carriers and packaging in such a way that safe transport of the goods is guaranteed
- The maximum loading height including pallet is 1'000 mm
- Maximum weight = 500 kg
- The total overhang of the goods must be < 50 mm incl. inclination
- The foot clearance for all load carriers must be film-free
- Overhanging foils, papers, labels, ribbons etc. are not permitted
- All mixed pallets which are not clearly identifiable must be uniformly marked as such

4.4.3. Packaging units disposable (Parcels)

- In order to return the packaging into the material cycle after use, it must be marked with the recycling symbol
- All packaging units to be transported must correspond to the outer dimensions of a euro-pallet (1'200 x 800 mm) or a divider thereof (quarter or eighth of an euro-pallet)
- The maximum height is variable and limited only by the maximum height of a loaded pallet (see point 4.4.1.)
- Maximum weight loaded: **20 kg**

4.4.4. Transport containers from SSM

- In special cases, the packaging will be provided or made available by SSM as circulating packaging
- If reusable packaging has been agreed, it shall be made available to the supplier free of charge and shall be the property of SSM. It shall not be used for purposes other than those intended. It must be handled with care and managed as valuable goods. Misuse is prohibited and loss, as far as it can be proven to the supplier, is to be replaced by the supplier
- The respective number of pieces per container is determined in agreement between the supplier and SSM
- Basic and maximum dimension, maximum weight: see points 4.4.1. and 4.4.2
- In order to meet the high SSM quality requirements, it is prohibited to fill moist, wet or contaminated containers or inserts with the goods to be delivered

4.4.5. Design of the shipping packaging

- If an article consists of multiple parts, it must be packed complete in one packaging unit (set- packaging)
- A sufficient batch per item shall be packed in one homogeneous loading unit
- For mixed pallets (with several different article numbers on one pallet):
 - Stack the articles with only one or fewer containers on top of the pallet
 - Arrange identical article numbers on top of each other and not next to each other
- Item samples are to be delivered with a clear and separate marking. The consignee must be clearly identifiable

4.5. Labelling of packaging units

Each packaging unit must be clearly identifiable by a label consisting of at least the following information:

- SSM order number
- SSM item number
- Description of the item
- Item quantity per packaging
- Batch number if required

In case of a reusable packaging, the old or invalid markings and/or labels must be removed.

4.6. Delivery note

Each consignment must be accompanied by an original delivery note. **The delivery note may only contain parts of one purchase order.** The delivery note must be attached to the front of the package in a clearly visible position by means of a delivery note pocket. If a consignment consists of several packages or pallets, each package unit with content must be listed on a packing list. The following order details must be stated on the delivery note:

- SSM order number
- SSM item number
- Description of the item
- Supplier name and address
- Delivery quantity
- Partial deliveries must be clearly indicated on the delivery note
- Customs tariff number and country of origin for each item
- Net weight

There must be a barcode with the SSM order number in the delivery note header. Following code versions are permitted: Code128, QR Code and DataMatrix.

Prefix:

Prefix is a character that can clearly identify a barcode. The two-digit prefix "E~" has been defined for SSM order numbers (purchase order number).

Structure of the barcode:

<Prefix><SSM-Order number>

Example SSM order number 123456: Barcode content E~123456

Code 128:



QR Code:



Data Matrix:



5. Exceptional rule

Should any specific packaging requirement deviate from these packaging instructions, an according coordination and written approval from SSM AG is required.