

2.0 / 2021

SUPPLIER LOGISTICS HANDBOOK



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1 PREFACE

1.1 Purpose

The purpose of the supplier logistics handbook is to formally communicate Vaillant Group requirements and expectations to the (global) supply chain related to the packaging and labelling of product being shipped to Vaillant Group.

The instructions described below are the minimum requirements and product specific requirements could be added in agreement with Vaillant Group. This instruction is the basis for the acceptance of the packing by Vaillant Group or its representative. Following the instructions does not discharge the contractor from liability for damages incurred as a result of poor packing. In the case of a damage incurred due to packing defects, this document will be considered state of the art in disputes.

The contractor should continuously improve packing methods, compare with other customers of the contractor and find best practice regarding packing methods in terms of quality, cost, consolidation, environment and handling. Other packing methods may be used if they are equivalent or more stringent than the methods described here and approved by Vaillant Group.

Any changes regarding the packing solution must be approved by Vaillant Group in writing before implementation.

The supplier is responsible to package products in such a manner that when it is received at its destination, either a facility or customer site, it is free from damage and meets fit, form and function requirements without the need for repair or rework. This is expected regardless of who is the responsible party for freight or transportation.

Statutory packing provisions that are valid in the countries supplying and receiving the goods must be considered when selecting packing methods, systems and materials.

1.2 Scope

The packaging and labelling requirements are applicable to all suppliers or partners who supply products related to Vaillant Group contracts/purchase orders unless otherwise specified in the product definition or contract /purchase order.

The partners shall impose the obligations of this supplier

logistics handbook on its subcontractors (if applicable).

1.3 Contact person at Vaillant Group

The local Industrial Engineering (IE) manager or local Head of Production Logistics and Scheduling is the contact person at the plant for detailing requirements and align on deviations. Name of contact via your daily contact person (Material Supply Planner or project/commodity buyer).

1.4 List of Abbreviations

IE	Industrial Engineer
HU	Handling Unit
IM	Industrial Manufacturing
NVE	“Nummer Versandeinheit” (SSCC)
PDS	Packaging Data Sheet
RP	Returnable Packaging
SCM	Supply Chain Management
VG	Vaillant Group
VGPA	Vaillant Group Part Approval

2 PROCESS OF MANAGING PACKAGING

2.1 Definition of Packaging Unit types

VG is using multi-level handling units (HU) for all materials and it is demanded for all inbound material packed in returnable and/or one-way packaging material. One handling unit may consist of different packaging unit types.

Packaging Unit

Components of packaging, which protect the product.

E.g. the box, inter- layers, paddings, partitions.



Figure 1: Packaging unit

Pallet Unit

Components of packaging, which build up the pallet.

E.g. cover, strapping and stretch foil



Figure 2: Pallet unit

Transport Unit

Components of packaging, which is the completed pallet ready for shipping.



Figure 3: Transport unit

2.2 The VG Process: Definition of packaging

The requirements and rules described here are supposed to simplify packaging definition process. All deliveries respecting an existing standard mentioned in chapter 4 and meeting all other requirements can be aligned in between supplier and VG Purchasing. Whenever any requirement cannot be met, a deviation from standard needs to be aligned and approved by Industrial Engineering (IE) manager and local Head of Production Logistics.

(Local) SCM must be involved to the cost comparison of returnable packaging vs. carton boxes. If it is decided to use existing Returnable Packaging (RP), (local) SCM needs to check box availability.

In both cases either a standard packaging is used or a specific one is aligned; the result is documented in the PDS (see 2.3 Packaging Data Sheet). Document is checked by local Head of Production Logistics. Due to handling automation or batch processing VG might have predefined packaging quantities and/or standards for some materials.

For sensitive materials transport test might be needed before approval.

Exceptions from this documented standard (PDS) e.g., alternative packaging solution as back-up, needs to be advised upfront, approved by receiving production logistics department and documented in PDS as well. The used packaging needs to be indicated on delivery note or on the label.

Any damaged packaging or packaging deviating from the

defined packaging standard might not be accepted by the plant. Material might be returned, additional repacking and handling efforts might be raised, or 8 D report might be requested from supplier.

When offering a part change the supplier must also offer the expected packaging/ logistics costs in the offer of the part.

Certificate of Goods Receipt are generated on request automatically. The supplier needs to register for this process for each plant he needs certificates of Goods Receipt and will then get a monthly digital confirmation about all deliveries of direct materials.

2.3 Product Specification and Packaging Test

In case of trading goods, the R&D-Engineer/Product Responsible specifies the product regarding transport and storage conditions. He must decide about necessity of transport tests.

In case of interplant components the industrial engineer (IE/IM) is responsible for the approval of packaging, according to product requirements/specification.

2.4 Packaging Data Sheet

PDS is the description of Packaging Unit, Pallet Unit and Transport Unit for all kind of material and is also used to define packaging of empty returnable packaging for return shipment.

PDS document is mandatory and part of Vaillant part approval process.

Supplier hands in PDS in digital editable format (excel sheet). Latest template to be requested via purchasing channel.

An example how to fill the sheet can be found in figure 4.

Packaging Data Sheet/ PDS Vaillant GROUP						Version 1.4
Part-Name: Example Heatingblock						
Vaillant Part-No.: 0200563748						
Supplier- Part-No.:						
Packaging specification No.:						
Supplier/ Supplier-No.:						
	Quantity/ Part	Vaillant- Number	Dimensions (outer) L x W x H	Dimensions (inner)	Reusable	Gross weight (kg)
Packaging Unit						
	Packaging unit	1	600x500x147	xxxxxxx		10,2
	Box	1	xxxxxxx		yes	3,0
	Parts/Box	6				
	part	1	xxxxxxx			1,2
	Interlayer	0				
	Partition	0				
	Partition/Layer	0				
	Quantity of Interlayers	0				
Pallet Unit						
	Pallet unit	1	1200x1000x1267			xxxxxxx
	Cover/Lid	1	xxxxxxx		yes	xxxxxxx
	Strapping belt	2	xxxxxxx			
	Stretch foil	0	xxxxxxx			
	Pallet	1	1200 x 1000 x 160		yes	xxxxxxx
Transport Unit						
	Transport unit	1	1200x1000x2534			xxxxxxx
	Packaging unit	2				
	Boxes/unit	48				
	Parts/unit	108				
  						
The Packaging Data Sheet is content of the VGPA						

Figure 4: Packaging Data Sheet (PDS)

2.5 Inbound inspection

At inbound inspection beside product quality and quantity, the packaging will be checked against standards documented in PDS and returnable packaging is checked for damages (according to damage catalog provided by Comepack).

Vaillant Group is entitled to refuse shipments and to charge the supplier with additional costs incurred if deliveries are not according to supplier logistics handbook and/or site-specific rules.

In addition to this Supplier Logistics Handbook, the Vaillant Group Purchase conditions apply.

In case of an issue the supplier will be informed promptly and asked to analyze in accordance with Vaillant Group 's 8D report.

3 TRANSPORT AND STORAGE REQUIREMENTS

3.1 Introduction

VG requires its suppliers to pack the products properly to withstand handling, transport and storage conditions. Supplier must meet the requirements of international conventions for transportation and follow Vaillant 's instructions regarding packaging methods, materials and labelling of the products.

We also encourage our suppliers to use their best efforts to minimize the amount of packaging material and to promote the use of recyclable and environment friendly materials, without compromising the agreed standards of packaging.

3.2 General Requirements

- Ideal protection of the product in the whole supply chain against damage, humidity/corrosion, contamination, deterioration, tampering and other risks. Especially pallets must not be contaminated (e.g. vermin, rotteness, etc.)
- Standardized dimensions of all loading equipment.
- Approved amount per packaging unit (PDS)
- Correct and complete labelling of every unit (packaging unit/pallet unit/transport unit)
- Adherence of ergonomics guidelines
- Easy and safe handling, lifting, loading (incl. load

security) a/o unloading.

- Clear indications by pictograms regarding safe handling a/o stacking
- Movement must be possible with forklift trucks, so bottom clearance must be at least 100mm for entering the arms of a forklift. Ensure, that pallets can be entered from all 4 sides with a forklift and at least 1 side with a manual pallet jack.
- Existing returnable packaging with standard sizes is preferred.
- A calculation/ comparison of packaging alternatives must be done in advance. The most efficient one is selected. Exceptions must be approved by the supplier and the Vaillant contact person (IE Manager, Production Logistics).
- Generally, for one article number only one type of packaging is allowed.
- Mix pallets containing more than one article numbers shall be avoided.
- A packaging data sheet (PDS) is mandatory for each part, including a picture from the whole packaging.
- Deviations regarding max. dimensions and weight of pallet must be approved by the local VG- Responsible of the plant.
- To avoid injuries, metal cramps are not allowed at cardboard boxes. The usage of an appropriate adhesive tape is required.
- Each layer of the packaging unit must be filled completely.
- Styrofoam pellets or chips are not allowed as filling material.
- Each box must be marked with a VDA-Label.

- For one article number the same packaging is required.
- Booking of unloading slot might be requested in some of the receiving plants.

3.3 Pallet Dimensions

- Ensure that standard pallet sizes 800*1200mm or 1000*1200mm are used. Beams (long side) should be the 1200 side.
- Dimensions: in case of standard pallet is not possible, ensure that one (beam) dimension of the pallet footprint is 1200mm.
- Safe stacking: minimum bottom beam width of pallets must be 75 mm.
- Ensure solid pallet quality allowing at least 12 to 15 handling steps.
- Overhang of the packages over the pallet is NOT accepted.
- Usable for automatic systems.
- All clearly defined in the packaging data sheet (PDS).

3.4 Storage Conditions in the Vaillant Group Warehouses

Storage Condition in the Vaillant Group Warehouses	Remscheid / RS	Nantes /NA	Belper /BE	Trencin and Skalica / SK	Bergheim	Bozüyük / BO	Technocargo Neuss	East hub /SK
Lengths	1.200 mm	1.200 mm	1.200 mm	1.200 mm	1.200 mm	1.200 mm	1.200 mm	1.200 mm
Width	800 mm	standard 800 mm (1.000 mm except.)	800 mm or 1.000 mm	800 mm	800 mm (1.000 mm in exceptional cases possible)	800 mm or 1.000 mm	800 mm or 1.000 mm	800 mm or 1.000 mm
Height incl. pallet	960 mm	1.200 mm	1.200 mm	1.100 mm	1.000 mm	1.000 mm	600 mm 1.200 mm 1.900 mm 2.300 mm	1.200 mm 1.700 mm 1.900 mm 2.300 mm
Weight	1.000 kg	1.000 kg	500 kg	500 kg	1.000 kg	500 kg	1.000 kg	750 kg
Specifics	only Euro pallets and 4-Foot-Pallet 						According to fire regulations Megapacks not allowed	

3.5 Ergonomic Requirements

- Local laws are decisive for the ergonomic guidelines.
- Containers and components must be designed with recessed grips.
- Interlayers need to be designed for easy handling.
- The weight of boxes may not exceed a maximum weight of **12 Kg** for handling. Deviation from this rule is only allowed after approval of Vaillant Health & Safety-Responsible via your contact person.
- To avoid injuries, metal cramps are not allowed at card-board boxes Sharp edges at any component are not allowed.

3.6 Hazardous Goods

Packed and shipped in accordance with international and local dangerous goods regulations.

3.7 ESD Safety

The supplier must specify, which parts are electrostatic sensitive devices.

The packaging of the parts must follow ESD requirements in accordance with DIN EN 61340-5-1.

The packaging must have a label with the note of ESD-Sensitive parts documented in the packaging data sheet.

4 RETURNABLE PACKAGING STANDARDS

4.1 Comepack Leasing system

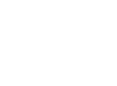
Comepack is the VG service provider for returnable packaging. Comepack is taking care about distribution and collection of its returnable packaging as well as about maintenance and cleaning.

Thus, Comepack boxes are the preferred packaging solution for external suppliers of VG.

The suppliers must have separate contracts with Comepack, within those additional specification regarding inventory management and damages etc. are defined.

Suppliers request and buy boxes from Comepack. Boxes are counted and checked for damages in incoming inspection, afterwards supplier posts them into stock. To enable VG or Comepack to manage the number of boxes supplier needs to be able to always provide information about quantity in stock and to perform inventory counting regularly. Boxes are sold to VG together with the components.

Overview of box types provided by Comepack:

Material/SAP-No.	Short description	Addition/Details	Measurements (l x w x h) in mm	
922035	Mega-Pack S 1200-975 with pallet and cover	Pool-system box, contract with Comepack company. Used for different components from supplier and internal transport in the Vaillant plants.	1225x820x975 (Accepted exception)	
922034	MULTIPACK 7 with cover per box	Pool-system box, contract with Comepack company	299x199x166	
922033	MULTIPACK 6 with cover per box	Pool-system box, contract with Comepack company	400x300x210	
922032	MULTIPACK 5 with cover per box	Pool-system box, contract with Comepack company	600x400x217	
922031	MULTIPACK 4 with cover per box	Pool-system box, contract with Comepack company	600x400x330	
0020202748	MULTIPACK 3 with cover per box	Pool-system box, contract with Comepack company	800x400x340	
0020186005	MULTIPACK 6 (ESD) with cover per box	Pool-system box, contract with Comepack company	400x300x218	
0020202748	MULTIPACK 5 (ESD) with cover per box	Pool-system box, contract with Comepack company	600x400x217	

Attention: Deliveries to or via TechnoCargo Neuss are not allowed in Megapacks

4.2 Supplier owned Returnable packaging

In case of using suppliers' boxes:

- All components of packaging must have a Vaillant SAP number. New SAP number can be requested at VG.
- Posting and inventory management of returnable packaging is mandatory.
- Empty packaging needs to be stackable and picked up regularly, otherwise the supplier needs to pay a storage fee.
- Suppliers are responsible for ensuring 100% availability of packaging for forecasted volumes +30%.
- Supplier is responsible for cleaning of boxes. All old labels must be removed.

Material/ SAP-No.	Short description	Addition/ Details	Measurements (l x w x h) in mm	
N/A	KLT6429		600x300x290	
N/A	KLT4329		400x300x290	
N/A	KLT4315		400x300x150	
N/A	FLC1097		100x1200x970	

4.3 Leasing system CHEP & Berussa in Turkey

CHEP & Berussa boxes are used in Bozüyük plants for milk-run loop.

5 ONE WAY / DISPOSABLE PACKAGING REQUIREMENTS

5.1 Sustainability

In exceptional cases, if the Comepack packaging is uneconomical due to the distance to the supplier, one-way packaging can also be chosen.

Packaging selected must be most sustainable solution in regards to social, environmental and economic aspects.

Selection criteria sustainability and in order of importance are:

1. Returnable/ Reusable
2. Made from recycled material
3. Made from material, which can be recycled.
4. Made from material, which is biodegradable.

Additional waste/unnecessary a/o excessive packaging should be avoided according to EU directive 94/62/EC.

5.2 Packaging material and environmental protection requirements

Paper is preferred to be used instead of film packaging. If films or plastics are used for packaging, they should be of high quality to be able to be recycled (e.g. PET, PE or PP). Composite materials made of paper and plastic should be avoided as they are difficult to recycle.

Responsible for the register of allowed recycling materials is the local environmental officer.

Products delivered to VG in Europe shall be packed with materials complied to the essential requirements of EU Packaging directive (94.62 EC), ISPM 15 standard (if required), the International Plant Protection Convention (IPPC) and relevant national regulations.

Cardboard boxes should be easy to remove from the pallets.

- The packaging must be approved by the Vaillant contact person.

- The packaging must be compatible to standard Euro-pallet and boxes need to be nested on the pallet (1200x800: pack-sizes 600x400 / 400x300 etc)
- Packaging must be designed for required transport modalities / (physical and environmental) conditions.

5.3 Dimensions of cardboard boxes

The dimension should be the same as the Comepack boxes.

Sizes of cardboard packaging:

- 1200 x 800 x 960 mm
- 300 x 200 x 166 mm
- 400 x 300 x 210 mm
- 600 x 400 x 217 mm
- 600 x 400 x 330 mm
- 800 x 400 x 340 mm

The cardboard packaging must be easy to open without knife!

6 SHIPPING DOCUMENTS

6.1 Labelling of pallet unit

The labelling is an explicit marking of packaging and pallet unit. It helps the consigner, the forwarder and the consignee to identify the load.

Bonding or inscriptions are not allowed on returnable packaging.

Furthermore, labels need to be removeable leaving no residue.

The supplier is responsible for the labelling in the style of VDA – Norm 4902. See Figure 5: Standard label.

(1) Name/Vorgabe Vaillant GmbH Berghäuserstrasse 40 42899 Remscheid	(2) Niedertrieb / Lagerort / Versandungschlüssel Lager PZV Halle 8/1
(3) Lieferant-Nr. (4) 123456	(4) Lieferanten-Nr. (Lieferant, Werk, PZV, etc.) Musterlieferant
(5) EAN-128 0 166 496	(6) Gewicht (kg) (7) Gewicht (lb) (8) Gewicht (oz) 500 520 10
(9) Pack-Nr. (10) Blende	(11) Lieferanten-Nr. (12) Lieferanten-Nr. (13) Datum (14) Anfertigungsdatum
(15) Pack-Nr. (16) Lieferanten-Nr. (17) Musterlieferant	(18) Lieferanten-Nr. (19) Lieferanten-Nr. (20) Lieferanten-Nr.

Figure 5: Standard label

Content of the label shall be:

1. Consignee (*)
2. Unloading point (*)
3. Delivery note number – in text and barcode (*)
4. Supplier (*) (**)
5. Net weight
6. Gross weight
7. Total quantity of delivery (#pallet units)
8. Material number (Vaillant Group) (*) – in big letters and barcode
9. Quantity (in packaging unit) – in numbers and barcode (*)
10. Description of material
11. Material number of supplier - optionally
12. Supplier number
13. Date
14. VG purchase order number or delivery schedule number (*)
15. Handling unit number – in text and barcode
→ will be generated in Ariba in future and might be a separate label see Figure 6
16. Batch/serial no. – if applicable

(*) mandatory for all materials

(**) to be replaced by Serial Shipping Container Code (SSCC; German: NVE) for trading goods

HU Label



HU 100000866



8000000701 - FERT - Print Shop Final



1 ST

Batch Number:

BBD:

Goods Receipt Date:

Figure 6: Separate HU label

To avoid mixing up of barcodes the number shall be limited to the mentioned ones.

Standard barcode can be used preferably EAN 128 or data matrix.

Label size for a pallet unit should be minimum DIN A6 format. For small packaging units label can be smaller (210x74 mm) according VDA-KLT label standard.

For each pallet unit (Pallet or Megapack) two labels are required. One label on long side of pallet, one on short side of pallet. Scanning of label must be easy without any extra handling like unpacking.

All old not relevant identifications must be removed prior to delivery to Vaillant Group.

Deviation from standard label must be aligned upfront with local production logistics.

6.2 Labelling of packaging unit

One label must be fixed to every box and single packaging unit. Containing minimum:

1. VG Material no. (Numbers and barcode)
2. Quantity (Numbers and barcode)
3. Supplier
4. HU number will be required in future

The standard label position is in the middle of the short side. Label of each packaging unit must be readable without unpacking the pallet unit.

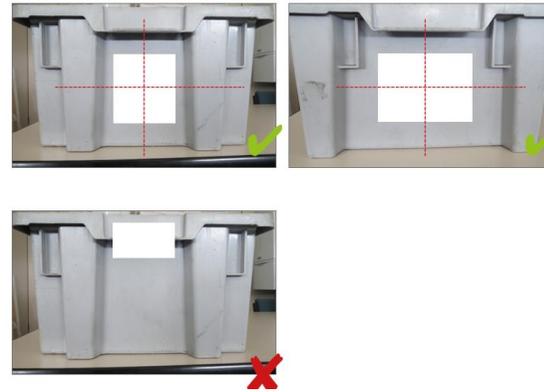


Figure 7: Label position

6.3 Delivery note

The laws and regulations of the respective country must be satisfied.

Following information is required in delivery note in style of DIN 4991 or VDA 4912.

1. Name and unloading point of the consignee (*)
2. Date
3. Delivery note number (*) (Text and Barcode)
4. Name and address of the supplier (*)
5. Gross weight / Net weight (*)
6. Vaillant purchase order number or delivery schedule number (*)
7. Material numbers and description including Returnable packaging (Vaillant reference) (*)
8. Quantity and measure unit (*)
9. Inbound delivery no. if applicable (SAP Ariba reference)
10. Transport details (e.g. name of forwarder)
11. Delivery conditions (Incoterms 2010)

(*) mandatory

6.4 Bill of loading

The laws and regulations of the respective country must be adhered to.

The Bill of loading is a shipping document that accompanied the goods.

1. Place and date of issue
2. Name and address of consigner
3. Name and address of forwarder
4. Place and day of transfer of the goods
5. Name and address of consignee and registered address.
6. Common description of goods and the kind of packaging, including the specified labelling in case of hazardous goods.
7. Quantity, description and number of packed parts.
8. Net-weight or quantity of packed parts
9. Agreed payment.
10. Customs sign

7 VG INTERNAL STANDARDS

7.1 Process Requirements

Same requirements as for external supplier apply for internal suppliers (intraplant and intragroup).

Additionally, there are some specific internal requirements and standards:

- All returnable packaging components in intergroup use must have a Vaillant SAP number.
- Booking of returnable packaging is mandatory.
- Inlays, trays, partitions may not be permanently attached to the box, are collected sorted and packed separately.
- Prompt return of full truck must be organized. Otherwise, availability of packaging material cannot be guaranteed.
- For returning of empty boxes and pallets, the packaging specifications (packaging data sheet) needs to be followed.
- Smaller packaging quantity should be defined by local IE **in reconciliation with SCM.**
(The quantities should be defined considering consumption and forecast figures.)

In case of use of boxes defined in chapter 4, a separation of clean boxes ready for packaging and used boxes for return to cleaning service is mandatory.

In addition to leasing boxes for interplant transport VG owned returnable boxes are available. Internal standard boxes can be found in chapter 7.2.

7.2 VG owned (internal) standards

In case of using existing packaging for new components, the line IE needs to align with SCM to check and/or increase availability of boxes.

Material / SAP-No.	Short description	Addition / Details	Measurements (l x w x h) in mm	
922000	DUPA-Box	Used for modules from Trecin to the plants (e.g. heat engine, hydraulics)	1200x1000x1185	
920011	KLT 4314 with Lid	VG- boxes mainly used for Roding- Components	400x300x140	
920012	KLT-3214 with Lid	VG- boxes mainly used for Roding- Components	300x200x140	
920013	KLT-4328 with Lid	VG- boxes mainly used for Roding- Components	400x300x280	
920014	KLT-6428 with Lid	VG- boxes mainly used for Roding- Components	600x400x280	
920017	KLT- bottom plate 1218	VG- boxes mainly used for Roding- Components	800x1200	
920018	KLT- Lid 1218	VG- boxes mainly used for Roding- Components	800x1200	

Material / SAP-No.	Short description	Addition / Details	Measurements (l x w x h) in mm	
922005	STACK-CONTAINER 18 L	Used for pipes, sheet metal	400x300x220	
922011	COVER-PLATE for CONTAINER 18 L		400x300x25	
922006	STACK-CONTAINER 40 L	Used for pipes, sheet metal	600x400x220	
922010	COVER-PLATE for CONTAINER-40-L		600x400	
922009	Cover plate for pallet on pallet 18 l and 40 l		800x1200	
	PLASTIC PALLET (VED LINE)	for heating block VED	1200x1000x170	
	PLASTIC COVER (VED LINE)	for heating block VED	1200x1000	
	PLASTIC BOX (VED LINE)	for heating block VED	500x600x147	

7.3 Packaging for VG E-Boxes



Figure 8: Packaging for E-boxes

8 IMPRINT

The Supplier Logistics Handbook must be applied nationally as well as internationally. It is, however, an internal document, and for that reason should be treated as confidential.

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