

# logistics manual - global

## 2023

iwis smart connect GmbH, Rieden am Forggensee



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# 1. General

## 1.1 Introduction

This Manual is intended to contribute to the worldwide application of iwis's rules regarding logistics and to act as an easily understandable and practical guideline. It also aims to inform suppliers about the existing logistics guidelines and regulations. The standards to which iwis smart connect requires adherence are summarized and described in detail.

The present Manual describes the generally applicable and necessary packaging measures. The generally applicable specifications refer to the HPE<sup>1</sup> and GDV<sup>2</sup> packaging guidelines, VDI<sup>3</sup> 2700 and the CTU packing guidelines. The HPE packaging guidelines set out minimum required standards applicable to packaging for goods transport that is both fit for purpose and compatible with the transported goods. VDI 2700 contains specifications on the safe operational handling of loads on road vehicles. The CTU packing guidelines gather together the various regulations relating to cargo transport units.

The indicated values and load assumptions are based on normal stresses in the transportation chain, such as can be found when cargo is correctly handled, stored and secured during maritime and land transport. This applies to both mechanical and climatic loads during storage and transportation. For a description of the components and the specific component-related characteristics and requirements, see the appended Packaging Requirements (see Appendix). This includes, in particular, the sensitivity of the components to mechanical and climatic loads, as well as specifications on the required packaging measures and handling operations. Orders and communications are handled by the iwis smart connect GmbH Purchasing Department.

All the guidelines and regulatory and industry standards referred to in the present Logistics Manual are non-binding. The contents of the Logistics Manual take precedence.

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<sup>1</sup> HPE packaging guideline (Bundesverband Holzpackmittel, Paletten, Exportverpackung e.V.)

<sup>2</sup> GDV packaging guidelines (Gesamtverband der Deutschen Versicherer / German Insurance Association)

<sup>3</sup> VDI (Verein Deutscher Ingenieure / Association of German Engineers)

## 1.2 General logistics requirements for export and import

- The following requirements must be fulfilled during the export and import of goods worldwide. Please note that parts may be shipped to Europe, Asia, North America or South America.
- Parts must be packaged undamaged, free from foreign matter, corrosion, oil and lubricants and with any necessary preservatives. Unless otherwise specified, the corrosion protection must remain effective for at least six months as of the reception of the goods at iwis.
- Damage-free parts delivery must be guaranteed (if damage is identified, then this must be demonstrated by the supplier by means of a load test of the packaging based on standard ISTA 2 A/B and a climate test intended to investigate external influences on the packaging based on standard DIN EN 60068-2-30)
- Contamination must be avoided and the current version of the iwis residual contamination standard N380001 must be adhered to.
- The parts must not come into direct contact with uncoated corrugated or solid board or with hygroscopic filling materials.
- Containers must be used in a rational, optimized way and cargo units must be constructed in the light of handling requirements.
- All individual containers and cargo units must be identified by control slips and VDA 4994 standard labels.
- The problem-free handling of the goods using material handling vehicles and road vehicles must be guaranteed.
- It is not permitted to stack pallets for transportation or storage unless a special agreement has been reached with iwis smart connect GmbH
- The standard dimensions predefined by iwis must be complied with

Europallet	120x80 cm
Half-pallet	80x60 cm
IWIS pallet	80x80 cm
Nonreturnable pallet	70x70 cm
Overseas pallet	114x114 cm
- It must be possible to remove the parts easily and efficiently from the individual and surrounding packaging

- Recyclable and abrasion-resistant packaging materials must be used
- Wood packaging materials must be treated and marked in accordance with the IPPC<sup>4</sup> standard
- All environmental regulations in force in the recipient country must be complied with
- The sender (ship-from party) must take out adequate insurance cover that is appropriate in the light of the value of the goods in accordance with the generally applicable legal provisions
- The goods must be stored in dry, climate-controlled conditions that meet the specific requirements of the material
- Safeguarding against environmental impacts worldwide during road, maritime and air transport must be based on the individual agreements concluded between the supplier and iwis smart connect GmbH

### **1.3. General logistics guidelines**

- The design of the packaging (see also the section on packaging materials in the Appendix) will be agreed on between the supplier and the iwis smart connect Packaging Planning service on a case-by-case basis. The costs for this must already be included in the offer.
- Packaging tests must be performed by the supplier at its own initiative as part of initial sample delivery and these tests must be documented photographically and accompanied by a description. The documentation and photos must be sent to the iwis Packaging Planning service for approval.
- The defined packaging is part of the AQP process (Advance Quality Planning) which you will receive with every order for initial samples.
- It is necessary to ensure that all employees involved have received suitable training in cargo securing and freight grouping.
- On receipt of the goods, iwis checks the condition of the cargo units and compliance with the packaging requirements. Packaging that deviates from requirements is permitted only following written approval by our Purchasing department and Packaging Planning service. This must be indicated on the delivery note. Delivered pallets and/or cargo units must each

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<sup>4</sup> IPPC (International Plant Protection Convention)

contain only one type of part.

- Approval of a form of packaging does not release the supplier from its responsibility for supplying goods that are free from both damage and contamination!
- In the event of a non-approved deviation from requirements, iwis smart connect reserves the right to charge the resulting handling and repackaging costs to the supplier or to return the goods to the supplier at the supplier's own expense (non-prepaid carriage). See the Appendix for a list of deviations.

## 1.4 Explanation of terms

### Load:

Umbrella term for the mechanical, climatic and biotic loads that act externally on the packaging and/or the packaged goods.

### Stress:

The result of the action of loads on the packaging and/or packaged goods.

### Fit-for-purpose packaging:

Packaging is fit for its purpose if it ensures the damage-free shipment of the packaged goods in the light of the shipping route and duration, means of transport, country of destination, place and transshipments and assuming correct storage prior to, during and after transportation, i.e. if it is capable of withstanding the loads expected to arise during transport, transshipment and storage.

### Container packaging:

Container packaging is an umbrella term for packaging variants that make it possible to stow packaged goods in a container.

### Disposable packaging:

Packaging that is intended to be used for a single shipment.

### Export packaging:

See fit-for-purpose packaging.

### Hazardous goods packaging:

Packaging for hazardous goods in accordance with the applicable hazardous goods regulations. The present guideline does not cover the construction and design variants for hazardous goods packaging.

### **Preservation:**

Corrosion protection measures to protect against the effects of rainwater or seawater, high humidity levels and temperature fluctuations, as well as corrosion protection measures for packaged goods in terms of packaging intended to protect against external chemical and physical influences.

### **Period of preservation:**

Period during which the preservation measures remain effective.

### **Reusable packaging:**

Packaging that is intended to be used multiple times; in some cases, it may be possible to disassemble or reassemble it in order to return it for reuse.

### **Carrier:**

A packaging material product that is intended to go around the packaged item or hold it together so that it is suitable for shipment and storage.

### **Cargo unit:**

A physical transport unit. It usually consists of the auxiliary equipment, such as pallets, containers, covers, mesh boxes, etc., the packaged goods and the cargo unit securing equipment.

### **Packaged goods:**

Goods which are packaged to allow them be transported, handled or stored.

### **Packaging material:**

Material from which packaging containers or packaging aids are manufactured.

### **Package:**

Packaged item or items ready for shipment.

### **Heavy goods:**

Packaged goods that require special packaging due to their weight and/or design and dimensions.

### Seaworthy packaging:

See fit-for-purpose packaging.

### Shipping duration:

Shipping duration: The time between handing over the package to the transport company and its arrival at the recipient (ship-to party).

### Packaging:

Umbrella term covering all packaging containers and packaging aids

### Transport package:

Individual package or number of individual packages grouped together to form a shipping unit.

### Shipping route:

Distance travelled by the package between the sender and the recipient.

*The foregoing is not a complete list but simply a selection of the most frequently used terms.*

## **1.5 General notes on packaging design**

The technical aspects of packaging and packaging systems and their use must be examined for their economic efficiency and be agreed on with iwis smart connect.

Packaging containers and packaging materials must be made from ecologically responsible, reusable materials that are accepted for recycling wherever they are used.

If cut lumber is used then it is necessary to provide evidence that the lumber has undergone heat treatment in compliance with current requirements in accordance with the ISPM 15 standard or to affix this visibly to the packaging.

Corrosion protection measures, preferably using the VCI method, must be designed to permit a transport and storage period of six months as of receipt of the goods by iwis. Evidence of the effectiveness of the employed method must be supplied to iwis in the form of a suitable validation.

Any dimensional constraints specified by iwis, for example in connection with folding cartons and cargo units, must be observed



The gross weight of an export packaging unit (cargo unit) must not exceed 1,500 kg.

It is necessary to ensure that material handling vehicles are able to reach below cargo units (100 mm). Access for material handling vehicles must be possible from all sides.

The carrier/cargo combination of carrier and the dimensional stability of the cargo units must be designed in the light of the transport and transshipment loads.

## 2. Packaging materials and packaging aids permitted for iwis components

It is necessary to observe the following when shipping iwis components:

- Cardboard boxes as external packaging; these should be as small as possible and no larger than necessary
- External packaging should be filled with filling material and internally lined
- Carriers (small plastic boxes, see below) must be packaged in labelled bags
- The iwis component must be protected against slipping in the carrier by means of foam film. Please note the changeover to a single-material solution
- The invoice must be enclosed with the goods

The supplier is required to use the uniform packaging products below from the company

Rose Plastic rose plastic (Kunshan) Co., Ltd.

Donghui Road No. 101

Zhoushi Town, Kunshan

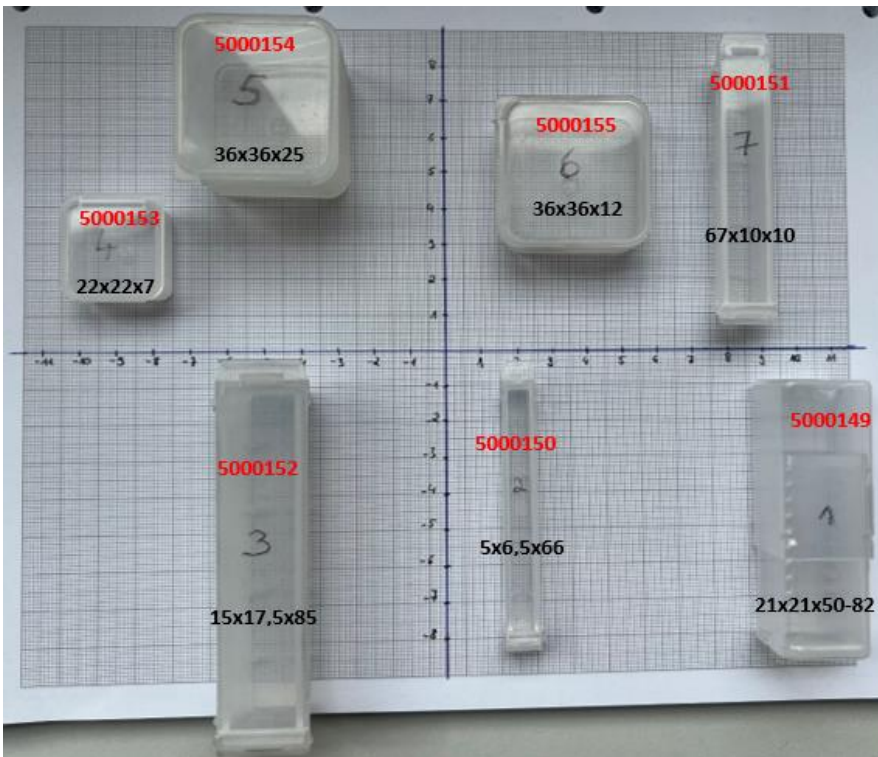
Jiangsu Province

P.R. China

The corresponding item numbers are indicated in **red** in the figure below. The components must be packed individually, cleanly and in a way suitable for overseas transportation in the predefined packaging that is indicated in the purchase order for every item. There are seven different predefined packaging sizes; see the Figure for the dimensions. A clearly legible Data Matrix barcode of minimum size 4.5 x 4.5 mm including the item number must be applied with the packaging for each component.

### 3. Notes on shipping components

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The figure below illustrates an example Data Matrix barcode with the item number next to it.



### 3. Notes on shipping components

The supplier undertakes to deliver the goods to iwis in perfect condition, in the agreed quality and on the agreed date.

The packaging must completely fulfil its protective function both qualitatively and quantitatively and must protect the goods against weather and other environmental influences. The carriers must be secured against slipping and the type and duration of the transport route and the loads to which the goods are exposed as a consequence must also be considered when choosing the packaging.

The bags in the external packaging must be labelled with the following information:

- Name (of customer)
- Part number
- Shipping date
- Order No.
- Sender

## 4. Packaging measures

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This unambiguous labelling makes it possible to send the parts corresponding to multiple orders in a single consignment.

It is not necessary to use any additional protection for the carriers, for example by wrapping them in bubble film.

When choosing packaging materials, it is always necessary to consider the aspects of reusability and recyclability.

## 4. Packaging measures

The following packaging measures must be taken in order to protect the goods:

- The outer packaging must not be damaged in any way
- Only pallets and mesh boxes that are in perfect condition may be delivered
- The goods must be correctly identified by means of a delivery note
- There must be a master label for each pallet in accordance with the VDA 4994 standard
- Only clean coils and packaging may be delivered
- The goods must be packaged in a way that ensures they are secure during transport (use stretch film, straps with edge protectors)
- Packages must be arranged on pallets in such a way that the weight is evenly distributed
- Packages must not protrude beyond the edge of the pallet
- Goods must be protected against humidity, water, salt and corrosion
- Goods of different types must be packaged on separate pallets.
- Batches must not be mixed
- A “not suitable for stacking” label must be affixed to each pallet

iwis smart connect GmbH may refuse to accept the delivery if any of the above points is not satisfied.

The sender is liable for any damage or expense resulting from noncompliance.

The technical aspects of packaging and packaging systems and their use must be examined for their economic efficiency and be agreed on with iwis smart connect GmbH. Packaging containers and packaging materials must be made from ecologically responsible, reusable materials that are accepted for recycling wherever they are used.

## 5. General notes on the implementation of packaging and preservation measures

### Packaging process

If the packaging for an item is defined in a packaging data sheet, then the specifications and the data sheet apply. These specifications are subdivided into packaging, raw strips and/or raw material and components. However, if there is no packaging data sheet for an item, then the item must be packaged as it was delivered.

The packaged goods and packaging should always be delivered on standardized reusable carriers (e.g. Europallets). This simplifies and rationalizes goods transport and internal transportation within iwis. Nonreturnable pallets and non-standardized carriers with dimensions other than those set out in the standards may only be used following consultation or pursuant to an individual, written agreement.

### Requirements placed on the packaging

- The supplier is required to ensure that adequate packaging suitable for the intended transport operation is used in order to prevent any damage during transport.
- Edges, corners and pins must not damage the surfaces of adjacent parts.
- Filling material, PE films or bubble film must be kept to a minimum.
- Capacities should be used efficiently and rational cargo units formed and the packaging should not be larger and more cumbersome than necessary.
- It is necessary to ensure that the goods are easy to remove and that the transport vehicles can be unloaded without difficulty using materials handling vehicles.
- Efficient handling must be possible so that the goods do not have to be additionally repackaged for storage or for use in production.
- It is necessary to observe the address for unloading Only goods with the same unloading point may be packaged in one and the same carrier.
- Each packaging unit containing items may contain only items of the same type and must be labelled individually, including with a specification of the corresponding quantity.
- Mixed containers are only permitted in exceptional cases and agreement must be obtained in advance from iwis smart connect GmbH. The parts must be clearly visible, sorted by batch and adequately identified.

- Deliveries with one and the same dispatch date must be combined into a single delivery if they are intended for the same delivery address.
- Parts that are delivered to your company in special packaging must be returned to iwis in compliance with the applicable packaging regulations.
- Only iwis packaging, customer-owned packaging or neutral packaging may be used.
- Customer-owned packaging must be unambiguously identified as such with the company name and/or company logo in order to ensure problem-free customer assignment and return.
- If there is a choice between disposable and reusable packaging with the same economic and quality characteristics, then the reusable packaging must be preferred. Furthermore, poolable reusable packaging must be preferred to non-poolable variants.
- Packaging must comply with applicable legal provisions.

### Handling empties/returning pallets

The recipient is responsible for paying for the return of customer-owned packaging or pallets. iwis smart connect will entrust such items to the logistics service provider Dachser SE at the recipient's own expense (non-prepaid carriage). Customer-owned packaging and pallets must be unambiguously identified as such with the company name and/or company logo in order to ensure problem-free customer assignment. It is also important to avoid contamination and adhere to the current iwis residual contamination standard N380001. The spacers must also be returned to us sorted by variant. They may be returned either left in the corresponding coil or packaged into 100-item units.

### Requirements placed on master labels

The master label must be created in accordance with the VDA 4994 standard. The label is used to identify materials or packaging in the materials flow in a supply chain and contains both the most important data for the pallet (recipient (ship-to party), quantity, item number, etc.) and a barcode that can be read using a scanner. Reading the barcode makes it possible to computerise the recording and processing of goods received. A separate master label must be created for each pallet and must be immediately affixed in a visible position on the pallet.

## 6. Notes on the securing of packages

The purpose of securing cargo during transportation is to provide it with adequate protection while it is en route to the recipient (slippage of cargo, protection against theft, simplified handling, etc.). The goods must be in perfect condition, i.e. no damage, contamination, etc. The goods must be

sorted into the different variants or items, each of which must be stacked on a separate pallet. However, intermediate pallets may be arranged one above the other. If there is still any risk of damage, then appropriate security measures must be taken to ensure that the products are secured in place. These measures must be designed in such a way that there is no more than a 5-cm protrusion beyond the edge of the pallet during transportation.

Plastic edge protectors and straps should be used to secure the cargo during transport and stabilise the pallets, and the containers, consisting of the packaging units and pallets, should be secured using stretch film.

Other possible materials or types of cargo securing measures that can be used during transport are: PE films, straps, pallet covers, lashing belts, anti-slip mats.

The maximum pallet height including the pallet must not exceed 1.80 m because pallets are stored in a high-bay warehouse at iwis smart connect GmbH.

## 7. Markings/accompanying documents

### 7.1. General markings

Markings are an important part of shipping packages. They consist of:

- Labelling
- Graphical symbols

If this has not already been done, markings can be implemented in accordance with DIN 55402 T2. Markings on packaged goods must comply with DIN EN ISO 780 in order to be comprehensible to all parties.

The text must run parallel to the bottom edge of the package. It must be readable when the package is in its normal transport position. All labelling should use Arabic numerals and uppercase alphabetic letters. The size of the letters will depend on the amount of space available. Markers should preferably be coloured

## 7. Markings/accompanying documents

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black, RAL 9005, and positioned against a white background. The ink must be resistant to both light and seawater and must not fade.

It may be necessary for iwis smart connect and the packer to agree on a special storage marking.

In the case of goods which are shipped unpackaged or partially packaged, the markings must be applied directly to the packaged goods. The marking and the package must have different colour tones


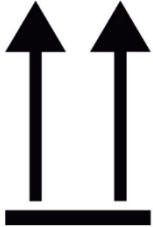


so that it is possible to distinguish between the package and the marking.

Other marking requirements apply only if so indicated by iwis smart connect and may involve the following points:

- Handling instructions
- Indication of contents
- Colour markings for modules etc.
- Packing lists/documents in pouches
- Quality label
- Manufacturer's specifications for packaging
- Identification of packaging containing desiccants or VCI corrosion inhibitors
- Notes on protective wood treatments (e.g. in the case of packaging made from wood or when wooden pallets are used)



## 7. Markings/accompanying documents

### 7.2. Standardized markings

Meaning		Function	Note
Fragile		The contents of the package are fragile and must therefore be handled with care.	ISO 7000, No. 0621
Top		Indicates the correct, upright position of the package.	ISO 7000, No. 0623
Keep dry		The package must be kept in a dry environment.	ISO 7000, No. 0626
Centre of gravity		Indicates the centre of gravity of the package when handled as an individual unit.	ISO 7000, No. 0627



## 7. Markings/accompanying documents

Sling here		Slings equipment must be applied as shown in order to lift the package.	ISO 7000, No. 0625
Do not stack		Stacking of the packages is not permitted and no loads should be placed on the package.	ISO 7000, No. 2402

### 7.3. Identification of goods and accompanying documents

Identification of goods:

- Master label for each pallet in accordance with the VDA 4994 standard
- The goods must be correctly identified by means of a delivery note
- Waybill
- A “not suitable for stacking” label must be affixed to each pallet

#### Accompanying documents:

Waybill:

The waybill must contain the following specifications:

- iwis smart connect item number
- iwis smart connect item designation
- Order number/batch number
- Packaging components associated with the waybill
- Cargo unit (CU) number of the pallet
- List of packages with item number, package number, package quantity, production date
- Quantity per pallet

## 8. Customs/foreign trade

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Delivery note:

The delivery note must contain the following specifications:

- iwis smart connect article number
- iwis smart connect order number including order item number
- Delivery note number
- Delivery note number in “Barcode Type 128” format
- Article name
- Supplier batch
- Date of manufacture
- Number of packages
- Total goods quantity
- Quantity per pallet
- (Gross) overall weight
- Incoterm
- A test strip of length 300 to 350 mm must be enclosed.

## 8. Customs/foreign trade

### 8.1. General customs requirements

One of the currently valid Incoterms must be chosen. These ensure uniform, globally acknowledged contractual and delivery conditions that allow both sender and recipient to standardize the conduct of their international and national trade activities. The purpose of the Incoterms is to define the assignment of costs, risks and due diligence obligations between the contractual partners.

### 8.2. Documents for import deliveries

- Packing list
- Customs documents
- Invoice
- Delivery note
- Consignment note

### 8.3. Deliveries made within the framework of a preferential trade agreement

Print customs duty rate on invoice or create EUR 1 depending on the value of goods outside of EU or countries with agreement. Preferential trade agreements are concluded by many countries or groups of countries with other states or regions in order to give companies better access and procurement opportunities in the international market. The EU also enters into preferential trade agreements with other countries. The purpose of these agreements is to secure preferential treatment in the form of reduced customs charges or exemptions for goods traded within the framework of such agreements. When evidence of preferential status is provided, application of the normal customs duty rate in the country that is party to the agreement is suspended and a reduced rate is charged or the goods may be completely exempt from customs duty.

### 8.4. Origin of goods

The origin of the goods can be taken from the invoice. If the supplier's headquarters and/or production facilities are located in the European Union, then the supplier must issue a vendor declaration (one-off or long-term). The supplier receives a separate "annual declaration" letter containing the form to be used. The supplier then signs the declaration and returns it as soon as possible after reception and at the latest on delivery. If the supplier's headquarters and/or production facilities are located in a country with which the EU has a free trade agreement, then the supplier must issue a proof of preference (movement certificate or declaration of origin on the invoice) for every delivery. The provisions of the free-trade agreement must be observed.

## 9. Appendices to the regulations

**The present Annex applies to strip suppliers in addition to the iwis smart connect GmbH delivery specifications**

**1. Labelling**

Each package must possess a label indicating the following information:

- Quantity per package
- Drawing index
- Package number
- iwis smart connect article number
- iwis smart connect order number
- Production date

**2. Additional – Delivery note:**

- Drawing index
- Coil number
- Weight per pallet
- Number of rings per pallet

**3. Additional – Strip drawing:**

The specifications for the strip drawing must be respected. Deviations must be approved by iwis smart connect GmbH and indicated on the order confirmation.

**4. Packaging instructions:**

- Wound ring diameter: min. 1000 to max. 1400 mm
- Pallet diameter: max. 1500 mm
- Pallet height: max. 650 mm
- Pallet weight: max. 1500 kg

If different packaging instructions are indicated on the strip drawing, then these apply.

**5. Return of empties:**

Pallets and coils must be identified with the name of the company to ensure that empties are returned correctly.

**6. Test strips:**

Test strips must be packed in a plastic bag. This must be labelled with the item number, delivery note number and batch.

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**The present Annex applies to wire suppliers in addition to the iwis smart connect GmbH delivery specifications**

**1. Labelling**

Each package must possess a label indicating the following information:

- Quantity per package
- Drawing index
- Package number
- iwis smart connect article number
- iwis smart connect order number
- Production date

**2. Additional – Delivery note:**

- List of the number of empty coils and defective coils
- Drawing index
- Coil number

**3. Packaging instructions:**

- Pallet weight: max. 1500 kg

**4. Return of empties:**

Pallets and coils must be identified with the name of the company to ensure that empties are returned correctly.

**5. Test strips:**

Test strips must be packed in a plastic bag. This must be labelled with the item number, delivery note number and batch.

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**The present Annex applies to subcontractors in addition to the iwis smart connect GmbH delivery specifications**

### **1. Labelling (coil, box)**

Each package must possess a label indicating the following information:

- iwis smart connect batch
- Quantity per package
- Drawing index
- Package number
- iwis smart connect article number and/or customer article number
- Customer order number
- iwis smart connect order number
- Production date
- iwis smart connect GmbH

Each package must be labelled only with the most recent valid label. Old labels must be removed.

If other agreements exist for individual products, then these shall apply.

### **2. Waybill**

The following must be specified:

- Old (iwis smart connect) & new coil number
- Old (iwis smart connect) & new batch
- Quantity per package / coil
- Number of material discontinuities per coil

A waybill must be applied to the outside of each package.

### **3. Delivery of empties**

- Coils of different sorts must be packaged separately
- Remove interleaving paper
- Coils must be clean
- Only pallets and mesh boxes that are in perfect condition may be delivered
- The packaging must secure the goods against transport damage
- The items must be adequately protected against dirt and humidity

We will not accept freight invoices from other carriers or freight cost items on goods invoices.

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#### **4. Additional – Delivery note**

- The delivery note must indicate whether the delivery is a.....
  - ... partial delivery
  - ... final delivery
  - ... complete delivery.

#### **5. Retention samples / documents**

Return deliveries to iwis smart connect GmbH may only be accompanied by the documents and samples associated with the relevant goods.

Test strips must be packed in a plastic bag. This must be labelled with the item number, delivery note number and batch.

Please pack samples and documents for shipments that have been sent directly to our customers in a separate box and enclose this with the dispatch to iwis smart connect GmbH.

#### **6. Packaging**

If the packaging for an item is defined in a data sheet, then the specifications on the data sheet apply.

However, if there is no packaging data sheet for an item, then the item must be packaged as it was delivered.

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