



## **Supplier delivery guidelines**

Version 10.0

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## 1 Introduction

### 1.1 General

Competition in national and international markets has increased considerably in recent years. Increasing customer requirements in terms of quality, punctuality and flexibility result in highest demands on our company and therefore also in the field of logistics. The traditional role of handling the flow of goods and materials has transformed into a holistic, customer-oriented management role.

Increasingly, the quality, flexibility and punctuality of logistics determines the competitiveness of our company, and is therefore a strategic success factor.

These requirements can only be fulfilled in collaboration with our suppliers. SICK needs reliable, competent business partners who adhere to the same set of customer-oriented goals.

This document provides a compulsory set of guidelines for all suppliers making deliveries to any SICK division.

Incoming goods documents compliance with the delivery guidelines.

Material-related characteristics are explained separately.



The current version of the delivery guidelines applies and is available on our website under [www.sick.com/procurement](http://www.sick.com/procurement).



In case of questions relating to the content of this document or logistic queries, please always refer to the ordering person at SICK.

### 1.2 Addresses, contacts and unloading times

Products are always to be delivered to the address specified in the order.

Our incoming goods departments have fixed opening times within which goods can be accepted.



An overview of contacts, unloading times and delivery addresses can be found in "***Delivery guidelines Annex 3: Addresses, Contacts, Unloading Times***" under [www.sick.com/procurement](http://www.sick.com/procurement).

## 2 Packaging

Shipping units may generally not exceed **30 kg** (gross weight). Shipping units with a weight in excess of 30 kg must be delivered on a load carrier<sup>1</sup> capable of being lifted by a fork-lift truck (e.g. pallet).

All packaging used for shipping is to be clean for purposes of delivery to SICK.

SICK uses the following types of packaging materials:

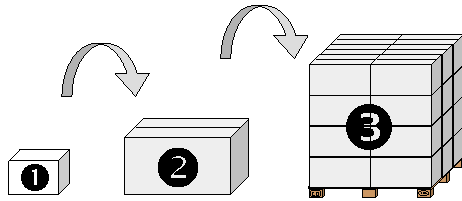
- Wooden packaging & pallets, cardboard packaging
- Supplier's recyclable packaging
- SICK recyclable containers

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<sup>1</sup> A load carrier is a means of collating goods into a single load unit in accordance with DIN 30781.

**2.1 Packaging for shipping products**

**2.1.1. Overview of packaging levels**



1. Material/product packaging (smallest packaging unit)
2. Packing piece / loading equipment (container amounts)
3. Shipping unit<sup>2</sup>

**2.1.2. Wooden packaging, drop-side mesh pallets & standard pallets, cardboard packaging**

Euro pallets and drop-side mesh pallets must be as new and in an exchangeable condition. The supplier must maintain the requirements detailed in ISPM guidelines No. 15 when using packaging wood manufactured from raw / solid wood. Compliance with the ISPM guidelines must be verified in the form of a treatment certificate for import if wood packaging is used by the supplier.



Link to **ISPM guidelines No. 15 in English:**

<https://www.ippc.int/en/publications/640/>

Cardboard packaging: cardboard is to be used with sufficient strength for the delivery route & shipping requirements.

**2.1.3. Supplier's recyclable packaging**

Certain articles are supplied in the supplier's own custom packaging. Custom packaging must be approved by SICK in advance. All packaging must be traceable to the respective supplier. Returns: SICK returns such packaging as soon as a reasonable quantity has accumulated at the collection points. In the event of self-delivery, the packaging will be returned immediately at the time of delivery. Please coordinate individual agreements with your respective contact.

**2.1.4. SICK recyclable containers**

All SICK recyclable containers remain the property of SICK and may be used exclusively for SICK products. The utilization of delivery containers is matched to the given material (packaging regulations). The upper weight limit per filled load unit is specified per container type:

**Table 1: Container types used by SICK**

Container type	Internal dimensions [mm]			External dimensions [mm]			Maximum weight [kg] (gross)	Number per Euro pallet
	Length	Width	Height	Length	Width	Height		
<b>A1</b>	65	365	206	600	400	220	15	32
<b>A2</b>	565	365	106	600	400	120	15	64
<b>A3</b>	365	265	156	400	300	170	15	80
<b>A4</b>	259	159	117	300	200	120	6	256
<b>A8</b>	354	254	77	400	300	80	15	112
<b>A9</b>	565	365	206	600	400	220	15	32
<b>Coil carrier 7"</b>	-	-	-	360	190	105	15	264
<b>Coil carrier 13"</b>	-	-	-	560	360	175	15	48

<sup>2</sup> A shipping unit does not necessarily have to include a pallet →. It relates to the external packaging of a shipment.



More information about our containers can be found in "*Delivery guidelines Annex 1: SICK container concept*" under [www.sick.com/procurement](http://www.sick.com/procurement).

**2.1.5. Sorting by materials & date code**

Materials are to be packed homogeneously / correctly sorted by material number. In the event of shipping numerous date codes (production dates) for a single material, the materials are to be packed separately by date code and placed on separate load carriers.

**2.1.6. Filling / padding material:**

Only dust-free and silicone-free materials are acceptable, such as Air Pads or PadPak. Foam peanuts and materials containing silicone are not permitted. Only suitable ESD<sup>3</sup>-compliant packaging materials will be accepted for ESD materials.

**2.1.7. Electronic components**



The supplementary requirements for electronic components "*Delivery regulations annex 2: Electronic components*", are detailed under [www.sick.com/procurement](http://www.sick.com/procurement).

**2.1.8. Container quantities**

Mandatory container types, quantities and packaging sizes are defined for some articles in order to avoid repackaging processes (e.g. Kanban portions). If custom specifications apply to a certain article, then these are detailed in the packaging guidelines for the product.

**2.1.9. Loading policy for Euro pallets**

When shipping numerous packages on a single pallet, the materials are to be stacked separately by type (same materials on top of each other, adjacent to each other in the event of several stacks). The labels on the packages must face outwards and be legible. The height of a loaded pallet may not exceed 1.70 m or 8 stacked A1 SICK containers<sup>4</sup>.



**Figure 1: Euro pallet with A1 or A3 containers**

The packages must be combined into one unit on the load carrier / pallet, secured using transport protection and protected from slipping without damaging the packages. The packages may not protrude over the edges of the pallets.

Suitably sized load carriers are to be used for materials larger than the size of a Euro pallet in order to avoid shipping damage.

It may not be possible to remove materials from a pallet without leaving visible indications on the transport protection (theft protection). Examples include seal band (cannot be removed without leaving residues) or shrink foil with company logo.

<sup>3</sup> Engl. *Electrostatic discharge*, abbr. ESD.

<sup>4</sup> See Table 1: Container types used by SICK for a definition of the SICK containers.

### 3 Accompanying documentation and labeling

#### 3.1 Content-related labeling specifications

Mandatory for all accompanying documentation:

- Shipper/address with contact details (if the supplier differs from the shipper, then please also give the supplier's address)
- Recipient/address
- Your and our document numbers

There are additional specifications relating to the content and type of labeling - both for the accompanying documents as well as for the various packaging levels of the physical delivery.



An overview of this information can be found in **"Delivery guidelines Annex 4: labeling specifications"** on [www.sick.com/procurement](http://www.sick.com/procurement):

- Labeling of materials and product packaging
- Package / container
- Shipping unit
- Packing list for shipment
- Delivery note
- Invoice

#### 3.2 Additional labeling specifications

##### 3.2.1. Barcode type:

Barcode type "Code 128 (all chars)" is to be used. Alternatively, 2D barcodes Data Matrix codes may be used.

##### 3.2.2. Electronic components:



The labeling requirements detailed in **"Delivery regulations annex 2: Electronic components"** are to be observed as specified under [www.sick.com/procurement](http://www.sick.com/procurement).

##### 3.2.3. Material label for repackaging (package / container)

A self-adhesive, removable label is to be used for purposes of labeling:

Order number: <b>0045678945</b> Position: <b>0010</b>		Amount: <b>10</b>
SICK material number: <b>6044400</b>	Supplier: <b>50363 "[&amp;name]"</b>	
SICK material designation: <b>LEITUNG,STEC/STEC 3M0 4*AWG26 M12/RJ45</b>		
Manufacturer designation: <b>"[&amp;manufacturedesignation]"</b>		Manufacturer: <b>"[&amp;manufacturername]"</b>
Date of manufacture: <b>"[&amp;date]"</b>	SICK modification/revision status: <b>"[&amp;revisionstatus]"</b>	Batch: <b>"[&amp;batchnumber]"</b>

**Figure 2: Material label (example layout according to VDA 4994)**

When using SICK containers, the label dimension is to be matched to the size of the landing place label (110mm x 60 mm). The label is always to be attached to the landing place label.



More information can be found in **"Delivery guidelines Annex 1: SICK container concept"** under [www.sick.com/procurement](http://www.sick.com/procurement).

**3.2.4. Material label with manufacturer part number for repackaging (package/container)**

For deliveries of SICK material numbers beginning with 53, 56 or 60, in addition to 3.2.3 on the material label, the current manufacturer's part number (HT-No.) must be indicated:

Order number: <b>0045678945</b> Position: <b>0010</b>		Amount: <b>10</b>
SICK material number: <b>6044400</b>	Supplier: <b>50363 “[&amp;name]”</b>	
SICK material designation: <b>LEITUNG,STEC/STEC 3M0 4*AWG26 M12/RJ45</b>		
Manufacturer part number: <b>“[&amp;manufacturerpartnumber]”</b>		Manufacturer: <b>“[&amp;manufacturername]”</b>
Date of manufacture: <b>“[&amp;date]”</b>	SICK modification/revision status: <b>“[&amp;revisionstatus]”</b>	Batch: <b>“[&amp;batchnumber]”</b>

**Figure 3: Material label with manufacturer’s part number (example layout acc. to VDA4994)**

Changes to the manufacturer's part number must be notified in advance to SICK at the e-mail address [pcn@sick.de](mailto:pcn@sick.de) under information of the new data sheet.

**3.3 Accompanying documents**

**3.3.1. Delivery note**

Delivery notes must be attached visibly to the outside of the shipment. If a shipment consists of several shipping units, the delivery notes must always be attached to the largest shipping unit (e.g. pallet).

**3.3.2. Packing list for shipment**

A packing list is to be included for deliveries containing numerous packages. The packages are to be clearly labeled and stacked so that the material can quickly be identified according to the packing list and package.

**3.3.3. Way bill**

The supplier must provide the carrier with a way bill for each delivery point. Package-related characteristics, e.g. eccentric loads or non-stackability must be indicated. The delivery note numbers must be detailed on the way bills in order to ensure traceability. When using Euro Pool load carriers, the type and amount must be included in the way bill. A way bill is not required for self-delivery.

**3.3.4. Invoices**

The SICK customs department requires a commercial invoice for every shipment originating from **Non-EU states**, for purposes of import clearance.

**3.3.5. Test log**

If test logs are included, then these must be enclosed in a labeled envelope inside one of the upper packaging units / containers. The packaging unit must be visibly labeled indicating the enclosure of test documents.

## **4 Notification**

Unless agreed otherwise, the following applies:

The delivery address is to be notified in advance per email of large deliveries (more than 5 pallets), at the latest at the time of dispatch from outgoing goods. Notification content: amount of packages, type of load carrier and delivery period, handling time.

In addition, shipments greatly exceeding the normal scope of delivery for a supplier (number of delivered items, volume) is to be advised in advance.



An overview of contacts, unloading times and delivery addresses can be found in "**Delivery guidelines Annex 3: Addresses, Contacts, Unloading Times**" under [www.sick.com/procurement](http://www.sick.com/procurement).

## **5 Third-country deliveries**

### **5.1 Notification of third-country deliveries**

The following information is required for import processing and is to be provided to SICK per email at the time of loading:

- Invoice
- AWB-data /load data
- Proof of origin
- Packing list
- Delivery note

### **5.2 Customs requirements for deliveries**

- Each delivery must be accompanied with a printed commercial invoice.
- An invoice indicating the correct customs value is to be included for free deliveries.

### **5.3 Direct deliveries from suppliers based outside of the EU to "third" countries (worldwide transit transactions / third-party transactions)**

If the ordered goods are not being delivered directly to SICK, but to a "third" business partner, the supplier has to coordinate the customs-related and transport-related process with the SICK partner.

### **5.4 Contact for import processing**



Information about import processing is provided by your contact from the customs department.

## **6 Transport**

Deliveries are carried out in accordance with the incoterms as agreed in the framework agreement or the order.

There are agreements with defined transport service providers for group air freight and express deliveries.

If the volume weight is in excess of the actual weight, then the volume weight shall be applicable for selection of the transport service provider.

Example for calculating the volume weight:

Package length x width x height in cm ./ 5,000



(40 cm x 30 cm x 30 cm ./ 5.000 = 7.2 kg)

Shipments with an actual weight or **volume weight** greater than 20 kg gross:

- Per group air freight with the agreed transport services provider (average transport time from airport of departure: approx. 5 working days)

Shipments with an actual weight or **volume weight** less than 20 kg gross:

- Per UPS Express Service level "Express Saver" detailing the UPS customer number. *Delivery\_guidelines\_Annex3-Addresses*, details the UPS customer numbers for the respective delivery address in the UPS customer number column.

In order to maintain specified delivery deadlines, the supplier must choose the delivery time in accordance with the shipping times offered by the specified service provider.



Information about shipping processing is available from your transport management contact.

## **7 Glossary and abbreviations**

ESD	Engl. <i>Electrostatic discharge</i> , abbr. <b>ESD</b>
HS Code	Statistical goods number, European customs tariff number
ISPM	<b>I</b> nternational <b>s</b> tandards of <b>p</b> hytosanitary <b>m</b> easures
Load carriers	A load carrier is a means of collating goods into a single load unit in accordance with DIN 30781.
Landing place label	Landing place label; labels / container labeling must be affixed to SICK recyclable containers here. Please refer to <i>Delivery_guidelines_Annex1-Container_concept</i> for more information.