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# Logistics Specifications

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Denmark



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1.0	28.05.2019	Creation of the document	<ul style="list-style-type: none"> <li>▪ Jannik Bremer</li> <li>▪ Danni Nielsen</li> <li>▪ Lea Lassen</li> </ul>	<ul style="list-style-type: none"> <li>▪ Brian N. Pedersen</li> <li>▪ Danni Nielsen</li> <li>▪ Lea Lassen</li> <li>▪ Andreas Koch</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jan Enrico Petersen</li> <li>▪ Jens Ulrik Jensen</li> <li>▪ Andreas Koch</li> </ul>

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## 1. Preface

One of the fundamental principles of a collaborative partnership between you as a product supplier/service provider (hereinafter “Contractor”) and MAN Energy Solutions (hereinafter “MAN-ES”) is clear and open communication.

Perfectly functioning logistics cannot be implemented without stipulated specifications that have been agreed upon. This particularly applies when the matter in question is something as complex as the supply logistics that support our production.

In order to optimize collaboration and make the specifications as transparent as possible, we have summarized these for you briefly and clearly in the points below.

MAN-ES reserves the right to charge you for any costs and expenditures that result from your non-compliance with these Logistics Specifications.

## 2. Application and purpose

The present Logistics Specifications apply to your delivery of products to the MAN-ES Copenhagen and Frederikshavn sites in Denmark.

## 3. Communication with the Contractor

Clear communication between the Contractor and MAN-ES constitutes the basis for a collaborative partnership. For this, it is essential that information is passed on in an unprompted and timely manner in the event of changes to any circumstances related to the contractual relationship (agreements, processes, etc.) between us. It is also imperative that all concluded agreements and processes are adhered to and monitored appropriately.

### 3.1. Contact person

Contractor shall appoint a contact person responsible for logistical support. The appointment must be communicated to MAN-ES before the first delivery takes place. The contact person must be available at least between the hours of 7 a.m. and 5 p.m. (local time of the Contractor). If the contact person is unavailable, it must be ensured that suitable arrangements are made (i.e. a substitute has been assigned in their place). Furthermore, the Contractor shall provide telephone numbers via which employees can be contacted in the event of an emergency, even outside of business hours.

The Contractor agrees to disclose the structure of their organization to MAN-ES upon request.

In order to enable quick contact in the event of a problem, MAN-ES will provide an organizational diagram with all MAN-ES persons to contact in the various departments at management and administration level.

The contact person appointed by the Contractor will be MAN-ES’ only point of contact in the event of any queries.

### Documents

In order to ensure that documents can be identified and classified without any issues, the order number, material number, delivery schedule number (with date) and item number must always be stated in invoices, shipping documents, delivery notes (with place of unloading), certificates (test certificates, safety data sheet, proof of preference, etc.) and other correspondence.

### 3.2. Business closures

The Contractor shall inform MAN-ES in writing about planned interruptions to business operations at least four months in advance. For business closures that span multiple days, any advance planning that may be required must be coordinated with the designated MAN-ES contact person. Even in the event of business closures, the Contractor must ensure that products are still delivered to MAN-ES by the deadlines that have been confirmed.

## 4. Processes in the context of order processing

### 4.1. Instructions regarding the ordering process

#### 4.1.1. Dispatch of the purchase order and order confirmation

The purchase order shall be sent to the Contractor by MAN-ES in the form agreed upon. Within five working days after receipt of the purchase order the Contractor must sign and return the order confirmation (AB) enclosing the written purchase order from MAN-ES. Any discrepancies between the purchase order and the order confirmation must be clarified between MAN-ES and the Contractor. Purchase orders will only become valid once these discrepancies are clarified and confirmed in writing. Should MAN-ES not take action in the event of such discrepancies, this shall not be deemed a consent from MAN-ES. Other forms of order confirmation (AB waiver or electronic transfer) must be agreed upon separately.

#### 4.1.2. Order monitoring/expediting

The Contractor is obliged to monitor its own work and the work of its subcontractors to ensure that all obligations that it has accepted with confirmation of the purchase order are fulfilled in a timely manner. Expediting should be carried out according to the processes used by the manufacturer. MAN-ES reserve the right to monitor the progress of the purchase order, which in no way excludes or limits the responsibility of the Contractor. The Contractor must grant MAN-ES (or MAN-ES' representative) access to all areas in which the purchase order is being processed and provide all information and documents that are necessary for the expediting process. This also applies to Contractor's subcontractors.

#### 4.1.3. Purchase order amendments

Amendments to purchase orders must be checked by the Contractor to ensure that they are feasible. Within five days of receipt of the purchase order the Contractor must notify MAN-ES in writing whether the amendments can be taken into account. In the affirmative revised order confirmation must be issued by the Contractor. If the corresponding amendments cannot be taken into account, the designated MAN-ES contact person must also be informed about these circumstances within five days of the receipt of the purchase order.

#### 4.1.4. Delivery deadlines and quantities

The delivery deadlines and quantities agreed upon in the individual purchase order are binding and refer to the place of unloading. This is also applies with regard to documents, should these be required in the purchase order. The Contractor is responsible for the timely and orderly arrival of the products at MAN-ES or the provision of these products via a forwarding agent. MAN shall be notified immediately as soon as the Contractor realizes that there may be a potential delay in delivery. The notification should include information about the duration of and the reason for the delay. A premature delivery may only take place with our prior, written consent and shall not affect the originally agreed payment date.

MAN-ES reserves the right to send back premature deliveries or excess deliveries that have not been agreed with MAN-ES at the expense of the Contractor. Any additional costs that MAN-ES incur as a result of this shall be invoiced to the Contractor.

#### 4.1.5. Supply of origin information

We require documentary evidence of the originating status of all products to be supplied by the Contractor. Depending on the place of business of the Contractor the following requirements apply:

- Contractors with their place of business in the EU: All EU suppliers must provide us with a long-term supplier's declaration for products with preferential originating status. You will receive a printed form for this purpose with our first order and hereinafter for annual updating. This form must show the precise country of origin (ISO alpha-2 country codes, e.g. EU (DE)) of the products.
- Contractors with their place of business in a preferential country (e.g. Switzerland, South Korea, Norway): If your place of business is located in a country with which the EU has signed a preferential agreement and the supplied products are correspondingly preferential originating products, you must send us a declaration of origin on the invoice according to the respective preferential agreement.
- Contractors with their place of business in another country than referred to above (e.g. USA, Japan, Taiwan, China): If your place of business is located in a non-EU country with which the EU has not signed a preferential agreement, we always require the name of the country of origin and, upon separate request, a certificate of origin issued by the responsible authorities.

The following principle applies irrespective of the Contractor's place of business:

- If a preferential certificate of origin cannot be issued, we require as a minimum condition the name of the country of origin and, upon separate request, a certificate of origin issued by the responsible authorities.

All certificates of origin must be sent by e-mail to MAN-ES. They should not be sent by post. Deviations must be coordinated with the responsible MAN-ES contact person: [coo-dk@man-es.com](mailto:coo-dk@man-es.com).

#### 4.2. Special processes in the context of order processing

The following special forms of order processing are possible between MAN-ES and the Contractor:

- Predictive agreement
- Delivery schedule
- Consignment warehouse
- Contractor Kanban

Use of any of these methods must be agreed upon between the Contractor and MAN-ES separately in writing.

## 5. Packaging

The selection of appropriate packaging helps to ensure that products can be delivered in a seamless fashion. It contributes to ensuring that the products can be transported from the production facilities of the Contractor to the manufacturing facilities of MAN-ES in a flawless condition, without incurring any damages.

### 5.1. Responsibility

The Contractor bears the responsibility for arranging a practicable load carrier and packaging concept that is appropriate for the intended method of transportation and ensures non-contaminated and damage-free delivery to the place of unloading.

Within the context of the following provisions and depending on the Incoterms and method of transportation that has been agreed upon, the Contractor selects the packaging and packaging quantity so that it corresponds to the principle of using resources in an economically and environmentally appropriate manner as well as allowing the products to be securely protected and handled in an optimal fashion.

## 5.2. Guidelines for packaging

With regard to packaging, the following guidelines and regulations must also be taken into account:

- HPE guideline (<http://www.hpe-standard.com/hpe-certified-custom-packaging-guidelines-en.html>)
- Packaging ordinance (<http://www.tis-gdv.de/tis/verpack/inhalt1.htm>)
- International Plant Protection Convention – regulations (IPPC)
  - <https://www.ippc.int/en/>
  - <https://www.ippc.int/en/publications/640/>

The following principles must be observed for the selection and use of packaging:

- The packaging must protect the products sufficiently from external influences.
- The packaging is not larger and/or more complex than it needs to be to protect the products.
- Filling material is kept to a minimum
- Recyclable materials are used in both disposable and reusable packaging. These are labelled according to the provisions of the waste management industry.
- In the case of an economic and qualitative equal evaluation of disposable and reusable packaging, reusable packaging is preferable.
- Poolable reusable packaging (Euro pallet, Euro pallet cage, small load carrier, etc.) is preferred over non-poolable reusable packaging.
- Reusable packaging must be designed so that it can be emptied completely and is easy to clean.

Any applicable guidelines and regulations of the respective country of the Contractor must also be taken into account with regard to packaging.

In addition, the following points must be followed:

- Provided that there is no delivery in sets, products must be supplied separated according to type.
- Only when a written exemption is provided by MAN-ES may differing materials be placed on a single load carrier. If this is the case, it must be clearly indicated on the load carrier, and a label for unique identification of the products must be present along with an overview of the products situated in the package.
- Initial samples must be clearly labelled as such.
- It is not permitted to mix materials with different substances that would negatively impact the material properties if they were stored together.
- The packaging must be marked with proper packaging signs, such as: Keep dry, This side up, Handling with care and Center of gravity etc.

## 5.3. Packaging sizes, load capacities and fundamental properties

In order to ensure optimum shelf life of the materials, the following packaging sizes, load capacities and properties must be taken into account insofar as possible:

- The product geometry must not exceed the basic dimensions of the load carrier/container (See Table 1: Approved reusable packaging and Table 2: Approved disposable packaging).

- The permitted load capacities for load carriers/containers must not be exceeded (See Table 1: Approved reusable packaging and Table 2: Approved disposable packaging).
- Reusable and disposable load carriers must be designed so that they can withstand transportation, transshipment and handling through the entire supply chain unscathed.
- Fundamental properties such as stackability must be maintained.

**5.4. Reusable/disposable packaging**

The Contractor is responsible for ensuring delivery in clean and undamaged load carriers. In general, the pallets must correspond to the current quality classification New, A or B in accordance with EPAL (see Appendix 3). Invalid products identification systems (e.g. stickers or labels) must always be removed.

Characteristics of class A:

- Light wood color
- Signs of wear, however no contamination
- Max. 22% residual moisture
- No adhesions (e.g. cardboard, film, tape, label)
- No warped sections
- Licensed repair permitted (control clamp and/or repair nail)
- All prescribed corner marks are legible (EPAL, UIC, EUR possible)

Characteristics of class B:

- Dark wood color
- Max. 22% residual moisture
- No wood splintering through user influence
- Signs of wear, wood darkening permitted
- No warped sections
- No adhesions (e.g. cardboard, film, tape, label)
- Licensed repair permitted (control clamp and/or repair nail)
- All prescribed corner marks are legible (EPAL, UIC, EUR possible)

**5.4.1. Reusable packaging**

As a rule, products are delivered on the standard load carriers specified in Table 1: Approved reusable packaging. The maximum loading weights must not be exceeded.

Type	Image	Material	Dimensions (in mm)	Max. loading weight (in kg)
Euro pallet (Class A as per EPAL guidelines)		Wood	1200 x 800 x 150	900

<p>Pallet frames (max 3 frames in height)</p>		<p>Wood</p>	<p>1200 x 800 x 800</p>	<p>900</p>
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Table 1: Approved reusable packaging

5.4.2. Disposable packaging

In special cases and upon written agreement with MAN-ES, a disposable load carrier can be used. When using disposable load carriers it must be ensured that environmentally friendly, recyclable materials are used. Labels and packaging aids must not impact on the recyclability.

All disposable load carriers must be designed so that they can be lifted on both sides with a forklift truck.

Type	Image	Material	Dimensions (in mm)	Max. loading weight (in kg)
<p>Disposable pallet</p>		<p>Wood</p>	<p>1200 x 800 x 145 (max.)</p>	<p>500</p>
<p>Transport floor</p>		<p>Wood</p>	<p>Various</p>	<p>Various</p>
<p>Cardboard packaging</p>		<p>Cardboard</p>	<p>1200 x 800 x 900 (max.)</p>	<p>15</p>
<p>Box (see 5.5.)</p>		<p>Wood</p>	<p>Various</p>	<p>Various</p>

Table 2: Approved disposable packaging

#### 5.4.3. Intermediate layers

A suitable intermediate layer must be provided to separate stacked products, in consideration of AN400.

#### 5.4.4. Package filler

It must be ensured that packing fills are environmentally friendly, recyclable materials.

- Plastic must be kept to a minimum.
- Styrofoam (polystyrene) must be kept to a minimum and be packed in a sealed container before used as stuffing material.

The above only applies insofar as the safety and quality of the packed products are not compromised.

#### 5.4.5. Packaging in special load carriers

In special cases, special load carriers can be used. These special load carriers may only be used once their necessity and economic viability has been substantiated and written approval has been granted by MAN-ES. The Contractor is responsible for the planning, design and procurement of these carriers, which must be coordinated with MAN-ES. MAN-ES reserves the right to make modifications to the load carrier in coordination with the Contractor and specify these to the packaging manufacturer.

The Contractor is obliged to use any special load carrier provided by MAN-ES. MAN-ES special load carriers must only be used for the delivery in question. They must not be misused or entrusted to third parties.

Costs for the loss of load carriers or necessary repairs are borne according to the costs-by-cause principle.

#### 5.4.6. Packaging data sheet

For coordination between the Contractor and MAN ES with regard to the packaging used, the packaging data sheet in Appendix 2 is used. This must be completed by the Contractor and sent to [GRP\\_DT\\_PEPCW\\_USU@man-es.com](mailto:GRP_DT_PEPCW_USU@man-es.com).

### 5.5. Packing on EUR pallets

There must be a protective layer between the products and the pallet base. A maximum of 3 pallet frames in height may be used, provided the dimensions of the products allow it.

#### 5.6. Packaging in boxes

A chosen box size may not exceed the dimensions of 1.2 m in length, 0.8 m in width and 0.6 m in height provided the dimensions of the products allow it. The box must be able to be lifted by a forklift truck on both sides. The box must be able to be lifted by crane. Do not use nails when making the box or for fixing items in the box. Only screws must be used.

#### 5.7. Packaging of contract machined products

In the case of contract machining, the packaging provided by MAN-ES must be used by the Contractor for returning the products to MAN-ES.

#### 5.8. Products consisting of several parts

- If the product consists of several parts, it is important that the product is complete and assembled/mounted according to the drawings before dispatch to MAN-ES.
- If the product is not complete upon receipt at MAN-ES, the product will be rejected and returned to the Contractor at the Contractor's expense.

- If the products cannot be assembled before dispatch it is important that the products are packed together unassembled and is clearly marked with MAN-ES part numbers.
- Partial delivery of a MAN-ES part number is not accepted.

### 5.9. Preservation of products

Products must be preserved in accordance with the provisions of the relevant MAN Preservation Specifications:

- 2-stroke (CPH): General guidelines 0743102-7
- 4-stroke (FRH): AN 400 Part2

You can find these guidelines on the following link: <https://www.man-es.com/documentation>, under the tab Corrosion Protection.

### 5.10. Empty container processing

Where delivery is carried out by the Contractor, an exchange procedure only takes place for EPAL Euro pallets and EPAL pallet cages. These are generally made available to the Contractor or forwarding agent in a direct 1:1 exchange procedure at incoming products.

Where products are delivered by Contractor's forwarding agent/local forwarder, an exchange procedure only takes place for EPAL Euro pallets and EPAL pallet cages. These are generally exchanged with incoming products in a direct 1:1 exchange procedure upon delivery.

In this case, there is no direct exchange between MAN-ES and the Contractor. The Contractor is responsible for the exchange procedure between Contractor and their forwarding agent.

### 5.11. Cargo securing

If using straps, plastic straps must be used insofar as the weight of the products allows this. During transportation, it must always be ensured that the load is secured. The individual products must be secured so they do not move or collide during transportation.

## 6. Products identification

The products identification documents, consisting of a delivery note (see 6.4), packing list (see 6.5), label or products tag as appropriate (see 6.6), must be fully and accurately completed, clearly visible and affixed to the load carrier. Additionally, it must be ensured that the legibility of the product identification documents will not be impaired by weather conditions.

In order to ensure an unambiguous delivery, products tags/labels that are irrelevant or out of date must be removed before the delivery is made.

For deliveries made via small load carrier (SLC/KLT), the products tags/labels must only be placed in the pockets intended for them.

The products must be delivered in a neutral packaging format, unless otherwise agreed upon.

In principle, when using barcodes, Code 128 must be used or QR code.

### 6.1. Labelling of product origin

The origin of the product must be labelled on the packaging unit.

## 6.2. Labelling of hazardous substances

Hazardous substances are labelled separately and with the corresponding hazardous product label. The safety data sheets for each product must be enclosed with the consignment.

## 6.3. Labelling of fragile products

Packaging units with fragile, individual products must be packed so that they are resistant to breaking and must be clearly labelled with customary symbols. Products with scratch-sensitive surfaces must be separated with an intermediate layer and must not come into contact with abrasive objects such as screws. If necessary, individual packaging should be provided. If the presence of hollow spaces in the packaging material cannot be avoided, these must be filled with recyclable protective material.

## 6.4. Packing list

In addition to the delivery note, a packing list must be attached as a summary of what the load carrier contains. This must correspond to the template (see Appendix 4) or, at the very least, display the following elements:

- Delivery note number
- Purchase order number
- Item number
- MAN-ES material number
- Quantity
- Load carrier
- Barcode (10-digit order no. + 5-digit item number from right to left, e.g. 00010) or QR code.

## 6.5. Labelling/products tagging

In general, products must always be labelled in accordance with VDA 4902 guidelines. Provided no other provisions have been made, the package must be clearly and immediately identifiable, with at least the following elements displayed:

- Consignee
- Delivery note number of the Contractor (barcode)
- Weight of the package (gross + net)
- MAN-ES article number
- MAN-ES designation
- Quantity (with unit)
- Material
- Dimensions (with units)
- Number of packages
- Acceptance label of the classification society (if applicable)
- Order number + item (barcode)
- If applicable: AVIS/handling unit (HU) (barcode)
- Expiry date/use-by date

The products tag/material document allows for clear identification of the products on the transport route between the Contractor and MAN-ES. If secondary packaging is absent, e.g. in the event of unpacked materials on a load carrier, it must be ensured that all products are labelled with products tags. The products tag must display at least the following elements:

- MAN-ES article number

- Serial number (if applicable)
- Acceptance label of the classification society (if applicable)
- Date of manufacture
- Expiry date/use-by date
- Individual component weight

## 7. Delivery

The following guidelines describe how delivery to MAN-ES should take place. Any additional costs incurred by MAN-ES as a result of the Contractor's non-compliance with our delivery requirements shall be borne by the Contractor.

### 7.1. Delivery address

When processing our purchase order, the specified delivery address must be observed. Furthermore, it is possible that items from a single purchase order may need to be delivered to different addresses. Any additional costs incurred by MAN-ES from wrong delivery due to failure to observe the correct delivery address shall be borne by the Contractor.

### 7.2. Incoterms

The Incoterms agreed upon in the purchase order/contract with MAN-ES are binding and must be adhered to.

### 7.3. Routing order

For consignments that are commissioned by MAN-ES, the Contractor receives a routing order with an assigned local forwarding agent.

### 7.4. Special transport arrangements

All transport arrangements that are made for products that are intended to reach their destination quicker to avoid a supply gap are declared as special transport arrangements.

Consignments that entail special transport arrangements must be coordinated with MAN-ES. Applications for such arrangements must be made at least five days before the scheduled delivery date. Special transport arrangements for which the Contractor is responsible must be organized by the Contractor and the costs shall be borne by the Contractor.

### 7.5. Shipping documents

For each delivery, a packing list, freight bill with weight declaration and all customs-relevant documentation must be attached as necessary. These accompany the products and must be submitted at incoming products.

### 7.6. Delivery time slot

For deliveries of incoming products the Contractor must take notice of the delivering time slot of each MAN-ES site.

For deliveries outside the allotted timeslot, MAN-ES reserves the right to reject the delivery or send the freight forwarder into a holding queue. Any additional costs that are incurred as a result of this are borne by the Contractor.

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### 7.7. Additional regulations for direct shipping

Should cross trade shipment be agreed upon as a means of delivery, the processes and obligations should be stipulated in a separate agreement.

### 7.8. Contact person for purchase orders without a MAN-ES order number

In order to be able to ensure that a consignment can be correctly assigned to the recipient, the following must be taken into account:

Should no MAN-ES order number be present (e.g. on consignments from external companies on the MAN-ES premises), the name of the recipient, company and place of delivery must be specified on the delivery note.



Appendix 1: For designating the contact persons of the Contractor

Company name and address:

\_\_\_\_\_

Department	Function	Name and surname	Telephone	E-mail

Contact person of the Contractor available in the event of an emergency (24 hours)

Department	Function	Name and surname	Telephone	E-mail

Appendix 2: Packaging data sheet

 <b>Packaging data sheet</b>			
<b>Item data</b>			
Part number			
Description			
Weight/part [kg]			
Annual requirements acc. to request			
<b>Contact data</b>			
Supplier code			
Location [plant code]			
Contact person			
Phone no.:			
Fax no.:			
Email:			
<b>Packaging data</b>			
<b>Primary packaging</b>		<b>Secondary packaging</b>	
Owner		Owner	
Packaging type	Disposable <input type="checkbox"/> Reusable <input type="checkbox"/>	Packaging type	Disposable <input type="checkbox"/> Reusable <input type="checkbox"/>
Packaging name	N/A	Packaging name	N/A
Dimensions in mm [L x W x H]		Dimensions in mm [L x W x H]	
Fill volume per load carrier		Fill volume per load carrier	
Net weight [kg]		Net weight [kg]	
Gross weight [kg]		Gross weight [kg]	
Payload [kg]		Payload [kg]	
Stacking factor		Stacking factor	
Maximum height of the loading unit in mm		Maximum height of the loading unit in mm	
Additional packaging [aids]		Additional packaging [aids]	
<b>Load security</b>			
<b>Photo/sketch</b>		<b>Photo/sketch</b>	
<b>Safety measures</b>			
Corrosion	Yes <input type="checkbox"/> No <input type="checkbox"/>	Impact resistance	Yes <input type="checkbox"/> No <input type="checkbox"/>
ESD protection	Yes <input type="checkbox"/> No <input type="checkbox"/>	Chemical protection	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dampness	Yes <input type="checkbox"/> No <input type="checkbox"/>	Hazardous material	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Preservation (description)</b>		<b>Comment (supplier)</b>	
<b>Comment (MDT)</b>			
<b>Acknowledged by:</b>			
<b>Supplier</b>		MAN Energy Solutions	
Name		Name (MAN)	
Date		Date	

## Appednix 3: Quality classification as per EPAL

### Class NEW

**Characteristics:**

- ISPM 15 / IPPC
- Chamber-dried
- 800 x 1200 x 144 mm
- Guaranteed nominal load: 1,500 kg
- Max. 22% residual moisture

No signs of use, light-coloured wood, no splinters caused by user

Rough-sawn wood, even and recurrent nailing pattern

Key marking of the pallet organisation (EPAL, EUR possible)

All base boards are chamfered on both edges

4 corner edges chamfered

Key marking of the pallet organisation (EPAL, UIC possible)

IPPC identifier, manufacturer identifier or license number, control quality staple

DE-XX00000 HT 095-3-08

CAUTION: Lightness alone does not ensure affiliation to the NEW class. Do check on the grading criteria of the following classes

### Class A

**Characteristics:**

- Light wood colour
- Pallet has already been used
- ISPM 15 / IPPC not guaranteed
- Max. 22% residual moisture

No splinters caused by user

No adhesions e.g. cardboard, film, tapes, labels

Licensed repair allowed control quality staple and/or repair nailing

Signs of use, but no contamination

No skewed blocks

Legibility of all the prescribed key markings (EPAL, UIC, EUR possible)

CAUTION: Lightness alone does not ensure affiliation to class A. Do check on the grading criteria of the following classes

### Class B

**Characteristics:**

- Dark wood colour
- On assessing whole stacks a dark/light mixture possible
- Pallet has already been used
- ISPM 15 / IPPC not guaranteed
- Max. 22% residual moisture

No splinters caused by user

No adhesions e.g. cardboard, film, tapes, labels

Licensed repair allowed control quality staple and/or repair nailing

Signs of use, wood subsequent darkening permitted

No skewed blocks

Legibility of all the prescribed key markings (EPAL, UIC, EUR possible)

Source: [https://www.gs1-germany.de/fileadmin/gs1/basis\\_informationen/poster\\_qualitaetsklassifizierung\\_fuer\\_den\\_plattentauschpool.pdf](https://www.gs1-germany.de/fileadmin/gs1/basis_informationen/poster_qualitaetsklassifizierung_fuer_den_plattentauschpool.pdf)



Appendix 4: Packing list template

<h2 style="margin: 0;">Packing list</h2> <p style="margin: 5px 0;">Delivery note</p> <p style="margin: 5px 0;">Recipient: _____</p> <p style="margin: 5px 0;">Barcode</p> <p style="margin: 5px 0;">ORDER NO.      ITEM NO. DESIGNATION</p>		<p style="margin: 5px 0;">LC. no.: x of x</p> <p style="margin: 5px 0;">DATE:</p> <p style="margin: 5px 0;">number:</p> <p style="margin: 5px 0;">Sender: _____</p>			
ID	NO.	NO. DESIGNATION	MATERIAL NO.	QUANTITY	LC
1	XXXXXXXXXX	XX XXXXXX	XX.XXXXX-XXXX	XXX	XX
	XXXXXXXXXXXXXXXXXXXX				
	Barcode: 10-digit order no. + 5-digit item / Item written from right to left e.g. 00010				
2	XXXXXXXXXX	XX XXXXXX	XX.XXXXX-XXXX	XXX	XX
	XXXXXXXXXXXXXXXXXXXX				
3	XXXXXXXXXX	XX XXXXXX	XX.XXXXX-XXXX	XXX	XX
	XXXXXXXXXXXXXXXXXXXX				
4	XXXXXXXXXX	XX XXXXXX	XX.XXXXX-XXXX	XXX	XX
	XXXXXXXXXXXXXXXXXXXX				
5	XXXXXXXXXX	XX XXXXXX	XX.XXXXX-XXXX	XXX	XX
	XXXXXXXXXXXXXXXXXXXX				
6	XXXXXXXXXX	XX XXXXXX	XX.XXXXX-XXXX	XXX	XX
	XXXXXXXXXXXXXXXXXXXX				