

# **Logistics Directive**

Documentation November 2019



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# **Revision status**

Version	Date	Name	Comment
1.0	2019-10-01	Vr	First draft
1.1 2019-11-04 Vr		Vr	Correction - Je

# 1. Introduction

"Made for Motion" – this is the guiding idea which the staff of KTR Systems GmbH, hereinafter referred to as KTR, is committed to in its operations. At the same time it signifies the image that KTR represents to its customers: high-quality materials, dynamics, versatility and speed. To ensure compliance, KTR uses state-of-the-art warehouse and materials-handling technology such as fully automated high-rack storage and automated small parts storage besides up-to-date manufacturing and testing procedures. Founded in 1959 as a subsidiary company of F. Tacke GmbH & Co. KG in Rheine/Westphalia, KTR evolved into a globally operating company with more than 1,150 employees, 23 subsidiary companies and more than 90 distribution partners. To continue to satisfy the aforementioned demands, KTR will introduce general logistics directives which are immediately effective for all suppliers of KTR as of **October 1, 2019**. Exceptions to this rule only apply to those suppliers with whom a **written** special arrangement was agreed on before.



Photo 1: Logistics center of KTR Systems GmbH

# 1.1. Mutual commitments of KTR and its supplier

#### KTR undertakes:

- to cooperate closely, fairly and jointly with the suppliers
- to regularly evaluate the cooperation and quest for common discussions and potentials for optimisation

#### You (the supplier) undertake:

- · to comply with the demands specified below
- to assume responsibility for the quality of service performance and adherance to the contractual foundations
- to actively submit any comments or suggestions for improvement

# 2. Objective of KTR's supplier agreement

KTR's success mainly depends on the close and professional cooperation with its suppliers. That is why objectives are defined as follows:

- Damage-free delivery of all products
- Complying with quality specifications for loading equipment
- Observing standard sizes (e. g. Euro measure resp. KTR container sizes) for package of material
- Evenly loaded and safe packing of materials within the loading unit
- Clear marking of loading equipment and package via labels (see chapter 3.4)
- Transport method at optimal costs

We ask you as our supplier to sign the present logistics directive in section 5 and return to KTR.

# 3. Foundations of shipping

# 3.1. Incoming goods

The address specified in the order is considered as delivery address.

Written delivery windows per delivery address are agreed upon between KTR and yourselves along with weekdays of shipping within which shipping has to take place. Goods cannot be received outside the delivery windows agreed upon. Exceptions have to be arranged with the contacts mentioned below.

## **Incoming goods logistics center**

Carl-Zeiss-Straße 25

48431 Rheine

Contact: Mr. Klaus Bauma
Phone: +49 5971 798 579
Mail: K.Bauma@ktr.com

Delivery times: Mon-Thu 8:00 a. m - 3.00 p. m.

Fri 8:00 a. m. – noon

## **Incoming goods PTC**

Carl-Zeiss-Straße 25

48431 Rheine

Contact: Mr. Michael Prause
Phone: +49 5971 798 323
Mail: M.Prause@ktr.com

Delivery times: Mon-Thu 8:00 a. m - 2.30 p. m.

Fri 8:00 – 11.30 a. m.

## Incoming goods cooler assembly / deliveries to field warehouse

Rodder Damm 170

48431 Rheine

Contact: Mr. Peter Berendes Phone.: +49 5971 798 275

Mail: P.Berendes@ktr.com

Delivery times: Mon-Thu 8:00 a. m - 2.30 p. m.

Fri 8:00 – 11.30 a. m.

# 3.2. Goods protection

The goods have to be protected against any kind of damage (e. g. damage of machined surfaces, deformation, damage to the paintwork, moisture, oxidation, etc.). The parts have to be protected from slipping centrally in the carrier. KTR will complain about defects in accordance with the current regulations.

# 3.3. Shipping documents

The shipping documents must be adapted to the details defined by KTR and provided with every shipment. As a supplier you bear full responsibility for proper marking of the goods with shipping documents.

The following documents / labels generally have to be attached to the goods:

- KTR order number
- A delivery note or alternatively a packing list per packaging item specifying the shipping/packaging unit
- Packing list with consignments >1 packaging item
- Specifications on the packaging item referring to
  - o weight
  - quantity
  - material/drawing number
  - o material description

#### 3.3.1. Delivery note

The following data must be included in the delivery note:

- Sender's name and address
- Shipping address if deviating from the consignee's delivery address
- · Date of issue
- Number of delivery note (as bar code 128, QR code or data matrix)
- · Supplier's contact
- KTR Supplier's number

- KTR order number (as barcode 128, QR code or data matrix), with more than one position the order number per position must be specified
- KTR material/drawing number
- KTR material description
- · Delivery volume and unit
- Total weight
- Number and type of packaging units for exchange

A sample delivery note is shown in ANNEX 6.1. It must be underlined that this is a **sample** only. Before initial use of a delivery note a sample must be sent to KTR's logistics department, to Mr. Klaus Bauma (k.bauma@ktr.com) to be examined for completeness.

# 3.3.2. Packing list and label of content

A **packing list** must be added to every consignment comprising more than one packaging item. A sample packing list is shown in ANNEX 6.2. Basically the following details must be included:

Header details	Position specifications
Supplier's name and address	Packaging item No.
Delivery address	Quantity/units
Number of delivery note	Type of loading equimpent
Supplier's number	Type of secondary packaging
Total weight	Description of product
Page number	Dimensions
	KTR material number/drawing number
	KTR order number
	Weight of loaded loading equipment
	(packaging item)

Moreover, a **label of content** must be placed **laterally outside** on every loading equipment showing the following details:

- KTR product description
- Number of product
- KTR material or drawing number



Photo 2 Label of content placed on loading equipment

## 3.3.3. Marking of initial samples

Initial samples have to be marked separately. A sample marking is shown on page 14 photo 5. As an example, PRÜFTECHNIK E.KOCH (<a href="www.prueftechnik-e-koch.de">www.prueftechnik-e-koch.de</a>) is a potential source of supply of coloured tapes.

## 3.3.4. Demands on product packaging and secondary packaging

## 3.3.3.1 Product packaging

Every material number must be packed in a secondary packaging respectively load carrier which must comply with the following features:

- Environmentally friendly, recyclable packaging basis
- Adequate to the product (size, length, etc.)
- Environmentally friendly and recyclable fill material (e. g. no packing chips)

## 3.3.3.2 Secondary packaging

Secondary packaging may contain a number of product packagings and serves for protection and bundling of products. The following features and markings for secondary packaging have to be observed:

Features	Marking
Packaging appropriate for product	Numbers/quantities of product packaging
Secure grip and solid packaging	Indication of number of products
Reasonable size	KTR product number
Environmentally friendly and neutral fill material	KTR product number
Secondary packaging according to items  (only one type of product per layer) – if possible	Supplier's product number
Heavy parts at the bottom, light parts on top	
Height: 800 mm and max. base area of pallet	

Part-pack quantities respectively partial quantities must be marked and stored on top.

## 3.4.3.3 Loading equipment

KTR makes use of a fully automated high-rack storage in which only undamaged pallets having a specified load can be stored. The standard conforms with the IPPC guideline that applies. Moreover, the loading equipment must allow for transport via various forklift trucks. If loading equipment or packaging does not comply with the KTR specifications, correction is at the supplier's expense.

## **Euro pallet:**

- Max. gross weight: 800 kg
- Max. height (incl. packaging): 980 mm

- The parts must be protected from slippling centrically inside the carrier
- Loading must not pass the base area (no plastic sheet overhanging, etc.)
- Condition complying with IPPC standard incl. marking
- The quality conforms to "EPAL quality certification for the open pallet exchange pool" category A

https://gpal.epal-

pallets.org/fileadmin/user\_upload/ntg\_package/NK\_Deutschland\_GPAL/03\_Produktdownload s/GPAL\_Website\_Klassifizierung\_Faltblatt\_DINA4.pdf

With shipments comprising more than one pallet every pallet must be numbered:





Photo 3 Examples of pallet numbering

## One-way pallets:

- Max. gross weight: 800 kg
- Max. height (incl. packaging): 980 mm
- Surface dimensions: 1200 mm x 800 mm

Alternatively 1,200 x 1,200 mm oder 800 mm x 600 mm Special dimensions to be agreed

- The parts must be protected from slipping centrically inside the carrier
- Loading must not pass the base area (no plastic sheet overhanging, etc.)
- Condition complying with IPPC standard incl. marking
- Excellent quality

#### Pallet cages:

- Max. gross weight: 800 kg
- Max. height (incl. packaging): 500 mm for "half a pallet cage" resp. 980 mm
- The parts must be protected from slipping centrically inside the carrier
- Loading must not pass the base area (no plastic sheet overhanging, etc.)
- The quality conforms to "EPAL quality certification for the open pallet exchange pool" category A" <a href="https://gpal.epal-pallets.org/ladungstraeger/epal-gitterbox/">https://gpal.epal-pallets.org/ladungstraeger/epal-gitterbox/</a> resp. "EPAL – Exchange criteria in the European pallet pool for EUR mesh box pallets"

http://www.schroth-paletten.de/files/media/Formulare/Tauschkriterien%20Gitterbox.pdf

#### KTR exchange containers

- Max. gross weight: 30 kg
- Undamaged units/boxes
- The parts must be protected from slipping centrically inside the carrier
- The containers must be supplied unmixed (type/height of container) on a euro pallet
- Use of suitable covers for forming a load unit, if necessary, the individual layers must be filled with empty containers
- Marking of units from the outside
- Oversticking of barcodes not permissible

# Examples:



Photo 4 Examples of carriers as a unit



Photo 5 Examples of marking of containers

# 4. Statement for acceptance of supplier's agreement

Supplier's name:	
Supplier's address:	
Signatory's name:	
Signatory's position:	
On behalf of the above-mentioned su of KTR Systems GmbH and I underta	applier I confirm receipt of the logistics directive ake to comply with the said directive.
Place, date	
Supplier's signature	
Supplier's stamp	

# 5. ANNEX

# 5.1. Sample delivery note

Messrs. Mustermann - Musterstraße 12-12345 Musterstadt - Germany

SENDER:

Messrs. Mustermann Musterstraße 12 12345 Musterstadt Germany

Consignee:

KTR Systems GmbH Carl-Zeiss-Straße 25 48432 Rheine Germany

## Delivery note

Booking date: 17.07.2019
Contact person: Mr. Mustermann

Supplier's number: 100399

Delivery note ID: 4711 as barcode 128, QR code or data matrix Order number / production order number: 4500001111 as barcode 128, QR code or data matrix

Weight: 27 kg

Position	Material number	Order number	Description	Quantity	Unit	Weight
10	320000011015	4500001111	Gear pump KF 20 RF1	10	pieces	12 kg
20	320000015001	4500001111	Gear motor KM 1/11 F30A K0A 4NL1 >	5	pieces	15 kg
Total weight						27 kg

Packaging:				
Quantity:	2	Type:	Karton 400 x 600 x 400 mm	
Comments:				
Truck registrati	_ on number	Driv	ver's name, signature	
Yours sincerely				
Musterstadt, 17.	07. 2019	<del></del>		

# 5.2. Sample packing list

Messrs. Mustermann - Musterstraße 12 - 12345 Musterstadt - Germany

SENDER: Consignee:

Messrs. Mustermann KTR Systems GmbH

Musterstraße 12 Carl-Zeiss-Straße 25

12345 Musterstadt 48432 Rheine

Supplier's number: 4711

Delivery note number: 9952235

# **Packing list**

Page 1/1

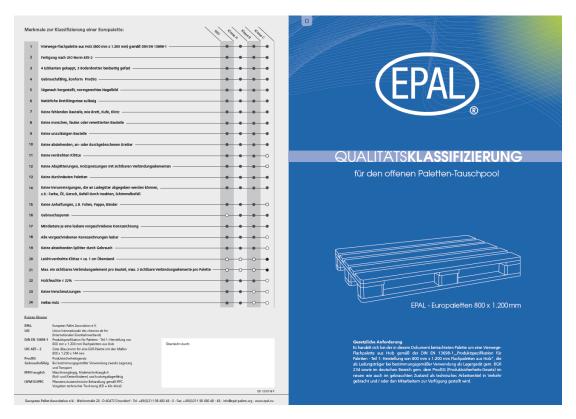
Description	Material number	Order number	Description	Quantity	Length	Width	Height	Weight
of unit		Order position		I Imit		!		In Ica
				Unit	in mm	in mm	in mm	In kg
1/2	320000011015	4500001111	Gear pump KF 20 RF1 >	500	1,200	800	500	600 kg
Euro pallet		Pos. 10		pieces				
2/2	320000015001	4500001111	Gear motor KM 1/11 F30A K0A	500	1,200	800	980	750 kg
Pallet cage		Pos 20	4NL1 >	pieces				
Total weight						1 250 kg		
Total weight						<u>1,350 kg</u>		

Packaging:

Quantity: 1 Type: Palette 1.200 x 800 x 500 mm

1 Gitterbox 1.200 x 800 x 980 mm

# 5.3. EPAL Quality certification for open pallet exchange pool





Source: https://gpal.epal-

pallets.org/fileadmin/user\_upload/ntg\_package/NK\_Deutschland\_GPAL/03\_Produktdownloads/GPAL\_Website\_Klassi\_fizierung\_Faltblatt\_DINA4.pdf

# 5.4. EPAL Quality assessment with exchange of EUR mesh box pallets







# Bei folgenden Beschädigungen ist eine Reparatur durch einen lizensierten Betrieb erforderlich:

#### Korrosion



Der Allgemeinzustand ist durch Rost oder Verschmutzung so schlecht, dass Ladegüter verunreinigt werden können.

#### Verformungen



Der Steilwinkelaufsatz oder die Ecksäulen sind verformt.

#### Beschädigungen an den Füßen



Der Bodenrahmen oder die Füße sind so verbogen, dass die Gitterboxpalette nicht regleichmäßig auf vier Füßen steht oder nicht mehr ohne Gefahr gestapelt werden kann.

#### Defekte Vorderwandklappen



Die Vorderwandklappen können nicht mehr geöffnet oder nicht mehr geschlossen werden.

Nur von der EPAL zugelassene Reparaturfirmen dürfen diese EUR-Gitterboxpaletten reparieren. Ordnungsgemäß reparierte EUR-Gitterboxpaletten erkennt man an der grünen Reparaturplakette auf der Aufschriftentafel.



#### Defekter Boden



Ein Brett fehlt oder ist gebrochen.

#### Risse im Rundstahlgitter



Die Rundstahlgitter sind gerissen, so dass die Drahtenden nach innen oder außen ragen (eine Masche pro Wand darf fehlen).

#### Unvollständige Aufschriftentafel



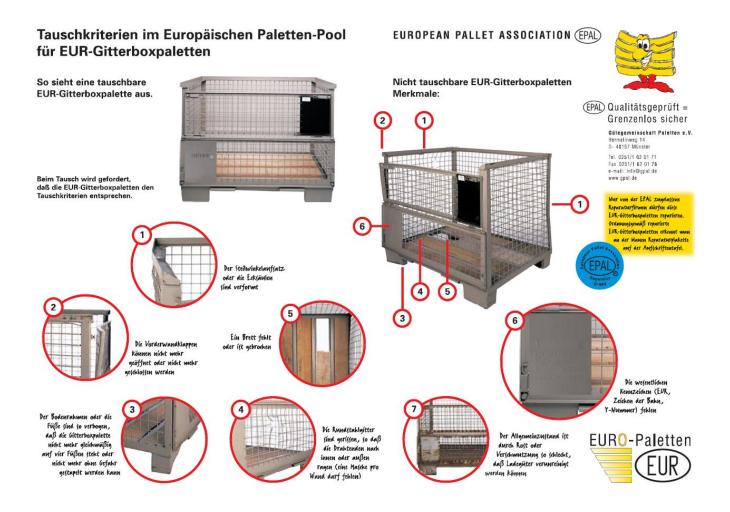
Die wesentlichen Kennzeichen (EUR, Zeichen der Bahn, Y-Nummer) fehlen.

#### Gütegemeinschaft Paletten e.V.

Benrather Schlossallee 2A 40597 Düsseldorf Tel: 0211/36 49 49 33 Fax: 0211/36 49 49 3 info@gpal.de www.gpal.de

Source: https://gpal.epal-pallets.org/ladungstraeger/epal-gitterbox/

# 5.5. EPAL - Exchange criteria in the European pallet pool for EUR mesh box pallets



Source: http://www.schroth-paletten.de/files/media/Formulare/Tauschkriterien%20Gitterbox.pdf

# **EUROPEAN PALLET ASSOCIATION (EPAL**



# Wir warnen vor gefährlichen Nachbauten von UIC-Gitterboxpaletten!







Gütegemeinschaft Paletten e.V.

Hermelinweg 14 D- 48157 Münster

Tel. 0251/1 62 01 71 Fax 0251/1 62 01 76 e-mail: info@gpal.de www.gpal.de

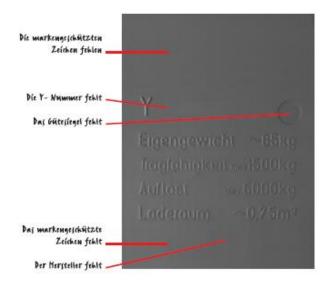


So sieht die Aufschrifttafel einer neuen tauschfähigen UIC-Gitterboxpalette seit 1995 aus:





So sieht eine Aufschrifttafel einer nicht tauschfähigen Gitterboxpalette aus:



## Achtung:

Bei allen bisher vorgefundenen Nachbauten von UIC-Gitterboxpaletten wurden eklatante sicherheitstechnische Mängel festgestellt. Die Tragfähigkeit von 1.500 kg und die Auflast von 6000 kg wurden bei weitem nicht erreicht. Es ist zu schweren Unfällen gekommen. Beim Handling besteht mitunter Lebensgefahr! Beladen Sie solche Gitterboxpaletten nicht und verständigen Sie die Gütegemeinschaft Paletten  e.V. oder die SGS Germany.
 Die Qualitätsbeurteilung ist für Sie kostenlos.

Hotline 02323/92 65-250 -277



Source: http://www.schroth-paletten.de/files/media/Formulare/Tauschkriterien%20Gitterbox.pdf

# 5.6. Checklist

Details of delivery note				
Details of packaging item				
Marking of packaging item				
- Packing list				
- Delivery note				
- Packaging item number				
- Other				
Specifications of loading equipment/packaging item				
- Valid marking of euro pallets/pallet cages				
<ul> <li>Max. gross weight of pallet/pallet cage 800 kg, container 30 kg</li> </ul>				
- Max. height 980 mm				
- Loading of units must not pass the base area				
<ul> <li>One-way pallets 1,200 x 800 mm or 1,200 x 1,200 mm or 800 x 600 mm</li> </ul>				
- Max. height 980 mm				