

# Logistics Performance Specifications for SGF Suppliers

Specifications for the packaging, labelling and  
delivery of bought-in parts



**Contents**  
**Page**

<b>CONTENTS</b>	<b>PAGE</b>	<b>- 2 -</b>
<b>1. PURPOSE AND SCOPE</b>		<b>- 4 -</b>
<b>2. INFORMATION AND COMMUNICATION</b>		<b>- 4 -</b>
<b>3. PACKAGING REQUIREMENTS</b>		<b>- 5 -</b>
<b>3.1 GENERAL PACKAGING REQUIREMENTS</b>		<b>- 5 -</b>
<b>3.2 PROTECTION FROM CORROSION</b>		<b>- 5 -</b>
<b>4. LABELLING THE DISPATCH</b>		<b>- 5 -</b>
<b>4.1 BASICS ON LABELLING THE DISPATCH</b>		<b>- 5 -</b>
<b>4.2 LABELLING OF THE SHIPPING UNIT</b>		<b>- 6 -</b>
<b>4.3 LABELLING OF THE PACKAGES</b>		<b>- 6 -</b>
<b>5. TRANSPORT/ACCOMPANYING DOCUMENTS AND DELIVERY NOTES</b>		<b>- 6 -</b>
<b>5.1 GENERAL</b>		<b>- 6 -</b>
<b>5.2 DELIVERY NOTE</b>		<b>- 7 -</b>
<b>5.3 TRANSPORT DOCUMENTS</b>		<b>- 7 -</b>
<b>5.4 TEST CERTIFICATES</b>		<b>- 7 -</b>
<b>6. EMPTIES / EXCHANGE OF LOAD CARRIERS</b>		<b>- 7 -</b>
<b>7. SUPPLIER BATCHES &amp; TRACEABILITY</b>		<b>- 8 -</b>
<b>7.1 SUPPLIER BATCHES</b>		<b>- 8 -</b>
<b>7.2 TRACEABILITY</b>		<b>- 8 -</b>
<b>SGF CONTACT PERSONS</b>		<b>- 8 -</b>



Süddeutsche Gelenkscheibenfabrik GmbH & Co. KG

Wir machen Antriebe  
komfortabel und zuverlässig.

## 1. Purpose and scope

The logistics performance specification fixes the parameters of the logistics processing between the supplier and SGF GmbH & Co. KG. This performance specification is an additional applicable appendix to the supply contract.

The specifications below apply to deliveries of:

- Bought-in parts for production (inc. subcontracted)
- Commercial goods
- Steel deliveries
- Auxiliary and operating supplies
- Hazardous materials

The following specifications are intended to contribute through

- optimum container and packaging design
- packaging size appropriate to contents
- correct and complete labelling of the packaging

to achieving a smooth flow of materials between the supplier and SGF and avoiding unnecessary repackaging.

The logistics manual is valid for suppliers to the following SGF plants:

- Waldkraiburg Plant 1
- Waldkraiburg Plant 1a
- Kraiburg
- Waltershausen

Opening times of goods receipt at all plants:

Monday to Thursday            from 07:00 to 12:00 hours  
  from 13:00 to 16:00 hours

Friday                                from 07:00 to 09:00 hours  
  from 09:30 to 12:00 hours

## 2. Information and communication

### Information and communication

The communication between the supplier and SGF forms the basis for a functioning cooperation. Essential for this is prompt and automatic information in the event of deviations from agreements made, e.g. delivery quantities, deadlines and packaging.

### Contact person and availability of the supplier

SGF expects that the supplier will define and communicate a fixed, competent contact person for logistics matters as well as an appropriate substitute.

Furthermore an “emergency contact” who can be reached outside business hours is to be designated.

### Electronic data interchange

To ensure reliable and efficient processing between SGF and the supplier, data interchange is to be carried out between the two parties either by:

- EDI
- FAX

For example the following business processes will be processed via electronic data transfer:

- Delivery scheduling
- Consignment data

## **3. Packaging requirements**

### **3.1 General packaging requirements**

In the design of packaging economic and qualitative criteria are to be considered.  
For parts to be delivered in the required quality the following is to be observed without fail:

The parts must be free from damage, corrosion and contamination and be in accordance with the drawing requirement and raw material specification.

### **3.2 Protection from corrosion**

Bought-in parts at risk of corrosion are to be protected by the supplier from corrosion by appropriate means.

The climatic influences usual during transport to the receiving plant or during storage there are to be considered in the design of the corrosion protection.

In this connection the corresponding guidelines from the raw material specification and drawings are to be observed.

Suggestions for improvement are helpful ideas by which increased efficiency, improved quality, simplified working procedures, working time and/or material savings and/or an improvement in safety are achieved. These in addition include suggestions that contribute to co-operation, order and/or cleanliness in the workplace and environmental protection.

## **4. Labelling the dispatch**

### **4.1 Basics on labelling the dispatch**

Labelling must be unambiguous:

- Old goods tags are to be removed or obliterated.
- Labels must be attached visibly.
- Labels must be attached securely (e.g. by removable glue dots).

## 4.2 Labelling of the shipping unit

Each shipping unit must be labelled with a goods tag in accordance with VDA 4902 Version 4. (→See Figure 1 below)

## 4.3 Labelling of the packages

Each package (KLT [small container] or box) must be labelled with a KLT label in accordance with VDA 4902 Version 4. (→See Figure 1 below)

**Figure 1**

Field Name	Must / in acc. with VDA recommendation 4902 Version 4	can	Field Contents
Consignee short	1		M
Unloading point	2		M
Delivery note no.	3		M
Supplier address short	4		M
Net weight	5		M
Gross weight	6		M
Number of packages	7		M
Customer's reference no.	8		M      Material number
Contents	9		M
Designation goods, services	10		M      Material designation
Supplier's reference no.	11		M
Supplier number	12		M
Date/best before date	13		M      Production or dispatch date
Revision status design	14		C
Package no.	15		M
Batch number	16		M

## 5. Transport/accompanying documents and delivery notes

### 5.1 General

The deliveries are to be handed over to the carrier with correctly prepared and complete accompanying documents.

When dispatched using a haulage company the delivery note must be handed over together with the bill of lading and must not be fastened to the goods.

We reserve the right to refuse to accept consignments without the correct accompanying paperwork.

The required documents are:

- Bill of lading
- Delivery note
- Customs documents as appropriate
- Other documents required in the order / delivery schedule

## 5.2 Delivery note

The delivery note must contain:

- Delivery note number
- Order number / current delivery schedule number
- Supplier number
- Batch number
- Material number (e.g. 1-XXXX-XXX )
- Material short name
- Revision index according to drawing
- Total delivery quantity
- Number, type and quantity per package
- Gross and net weights
- Unloading point
- For contract work: material provided and its batch

## 5.3 Transport documents

Standard transport / freight forwarding order e.g. VDA 4922

## 5.4 Test certificates

All quality-relevant documents laid down in the “Raw Material Specification” or required in the order / delivery schedule are to be enclosed with the goods or sent in advance by email or fax.

## 6. Empties / exchange of load carriers

SGF will keep loan packaging accounts with the supplier for all returnable packaging.

Loan account statements with movement and balances will be sent to the supplier as necessary. Complaints must be made within 10 calendar days by presenting the corresponding evidence to the returnable packaging management responsible.

## 7. Supplier batches & traceability

### 7.1 Supplier batches

To avoid unnecessary costs of complaints the supplier is required to keep its production batch as small as possible.

Several deliveries of the same material with one and the same production batch are not acceptable over an extended period.

### 7.2 Traceability

Each of the goods delivered by the supplier must if necessary be able to be clearly allocated to its origin.

For this each step in the production process must be documented in such a way that the clear allocation of a result to the corresponding sample is guaranteed.

## SGF contact persons

### Kraiburg plant:

Ms Astrid Wedra  
Tel: 08638 / 605-657  
[astrid.wedra@sgf.de](mailto:astrid.wedra@sgf.de)

### Waldkraiburg plant:

Ms Bettina Rannetsberger  
Tel: 08638 / 605-193  
[bettina.rannetsberger@sgf.de](mailto:bettina.rannetsberger@sgf.de)

### Waltershausen plant:

Ms Alexandra Steiglechner  
Tel: 08638 / 605-283  
[alexandra.steiglechner@sgf.de](mailto:alexandra.steiglechner@sgf.de)

### Logistics management:

Mr Gerald Seidinger  
Tel: 08638 / 605-380  
[gerald.seidinger@sgf.de](mailto:gerald.seidinger@sgf.de)