

# Transport and packaging regulations for suppliers



Regulations for deliveries to  
**VEMAG Maschinenbau GmbH**  
Weserstraße 32  
27283 Verden/Aller, Germany

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## I. PURPOSE

The following transport and packaging regulations (hereinafter: TPR) for the delivery of goods to VEMAG Maschinenbau GmbH (hereinafter: VEMAG) are regarded as a supplementary contractual agreement to the VEMAG general purchasing conditions.

The purpose of the following transport and packaging regulations is to regulate and standardise the delivery quality of our suppliers. Smooth further processing and the resulting optimal material flow are only possible if our suppliers comply with the requirements.

## II. SCOPE

All suppliers must comply with the TPR. It applies to all deliveries of goods to VEMAG Maschinenbau GmbH locations.

## III. RESPONSIBILITIES AND SANCTIONS

- a. Implementation and performance of the TPR as well as compliance with it are the responsibility of the supplier. Any violation of the TPR will be recorded in a fault log, which will form part of the supplier evaluation. Furthermore, VEMAG reserves the right to require suppliers to share any further or additional costs resulting from non-compliance with the TPR.
- b. Agreements that deviate from the TPR may only be implemented with the express written consent of VEMAG. The form in Appendix A must be used to apply for a deviation from the TPR.
- c. If consent has not been given and/or if the packaging regulations have not been complied with by the supplier, VEMAG reserves the right to refuse acceptance of the shipment and/or to invoice the supplier for the labour costs and materials involved in any subsequent processes (repackaging, documentation, preparation of fault log etc.). The costs for return transport and the additional delivery are borne by the supplier.

- d. In the event of complaints, VEMAG shall enable the supplier to establish the proper delivery condition in accordance with these regulations or the supplementary agreement directly on site. Support of any kind provided by VEMAG shall be charged accordingly and invoiced to the supplier.

#### IV. DEFINITION OF KEY TERMS

Delivery	All packages delivered by the supplier to VEMAG. A delivery can consist of multiple orders/shipments.
Goods	All products/goods that are delivered to VEMAG.
Loading equipment	Any loading aid that enables goods to be combined into a loading unit and facilitates handling and transport (e.g. pallet/mesh box).
Package	Bulk packaging in which several units of outer packaging and/or product packaging can be stored or transported. A package can be delivered on a load carrier.
Outer packaging	Bulk packaging in which several units of product packaging can be stored and transported (DIN 55 511).
Product packaging	Smallest packaging unit in which VEMAG goods are packed.

#### V. DELIVERY REGULATIONS

##### 1. Quality of packages

- a) All packages must be in perfect condition upon delivery.
- b) Euro pallets are only replaced if they are in good condition. Damaged euro pallets are handled as disposable pallets. Care must be taken to ensure that all pallets used are in good condition when delivered.
- c) Materials with sensitive and/or blasted surfaces must be protected from direct contact with the load carrier by means of inlay cardboard.

## 2. Maximum weight

- a) For deliveries with loading equipment, pallets and mesh boxes, a maximum weight of 800 kg applies per package (incl. loading equipment).
- b) For deliveries without loading equipment (parcels), a maximum weight of 20 kg applies per package or 100 kg per delivery (max. five packages).
- c) For product or outer packaging, a maximum weight of 20 kg applies per carton.

## 3. Dimensions

- a) The maximum package height is 180 cm per package (incl. loading equipment)
- b) Only the following loading equipment may be used as standard:
  - Euro pallets or disposable pallets in accordance with the ISPM 15 (IPPC) standard, having the dimensions 1200 x 800 mm
  - Euro mesh boxes of 1240 x 835 x 970 mm (UIC-435-3 DIN15155)

## 4. Special loading equipment/"VEMAG transport pallets"

If the goods cannot be transported properly and safely on the loading equipment specified in 2b, special pallets are also permitted.

- a) All goods for which a defined VEMAG transport pallet exists must be delivered exclusively on the same.
- b) The following requirements apply to all other special loading equipment:
  - Can be lifted from underneath on all four sides
  - Solid wood according to ISPM 15 standard

## 5. Identification of packages

The packages must be marked in order to ensure that the internal storage processes are handled smoothly. The label with the information specified below must be attached to the **front of the package in the top right corner** such that it can be easily read.

Express consignments and consignments with cooling or shelf-life requirements must be clearly marked as such.

All packages must be **clearly** marked with the following information:

- Date
- Weight in kilograms [kg]
- Company name
- Your VEMAG supplier number
- Delivery note number (numerical and barcode)
- VEMAG order number (numerical and barcode)
- Package number (handling unit - HU) (numerical and barcode)

One packing list must **always** be supplied with each package/outer packaging. **It must always be possible to definitively match the contents of the package/outer packaging (cf. section 6.2) with the packing list!**

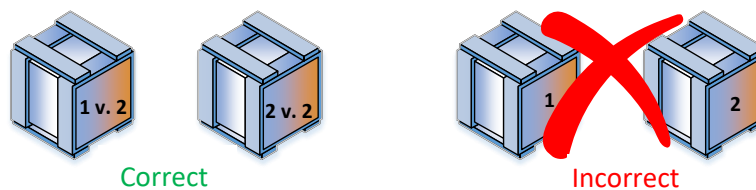
Where several shipments are delivered at once, each shipment must be labelled such that the VEMAG order number and material number can be identified at a glance.

All packaging must be properly marked in accordance with the current version of the European standard EN ISO 780 in order to enable our employees to handle it safely, cleanly and as appropriate for the material. Material-specific transport packaging and protective packaging must be clearly marked.

Special labels must be applied to sharp-edged materials and to hazardous materials within the terms of the current Transporting Dangerous Goods Act.

If a consignment consists of several packages, they must be delivered sorted and labelled.

Figure 1: Consignment of several packages



## 6. Requirements for transport packaging

- a) Recyclable materials such as paper, cardboard and wood are to be used. Padding material made of PE and PU films is also permitted.
- b) The use of polystyrene (including polystyrene chips), wood shavings or foam-based material of any kind is **not** acceptable as a filler material.

- c) All packaging must be appropriately designed to protect the products within from loss and damage during transport and handling.
- d) Outer cartons must be sealed with adhesive tape and not with metal staples because of the increased risk of injury.

## VI. PRODUCT PACKAGING REGULATIONS

### 1. Product packaging specifications

With regard to packaging regulations, there are two distinct cases for packaging design:

a) Product packaging according to supplier specifications

The supplier is responsible for the design of the packaging, and the supplier's own disposable packaging is selected. However, both must meet the minimum requirements as described in 2 below.

b) Product packaging according to VEMAG specification

In this case, VEMAG will develop a specific packaging regulation for the goods ("VEMAG OEM"). VEMAG-specific packaging can be obtained directly from the packaging supplier after approval by VEMAG.

### 2. Product packaging requirements

Compliance with the following aspects is absolutely essential for quality-oriented component delivery.

a) Requirements of material packaging

- Delivered goods must be free of any contamination.
- Materials with sensitive and/or blasted surfaces must be packaged in such a way as not to allow direct contact with other components.
- If no material-specific OEM packaging is prescribed by VEMAG, the material to be delivered must be delivered in **supplier-neutral** packaging, marked with a VEMAG material number and VEMAG designation.
- If multi-part sets are purchased under one material number, these must be packed together so that each pack is a complete set.
- Sets supplied as a collection of multiple goods within one packaging unit can be separated by VEMAG employees **for a fee**.

Figure 2: Materials part of a set delivered incorrectly



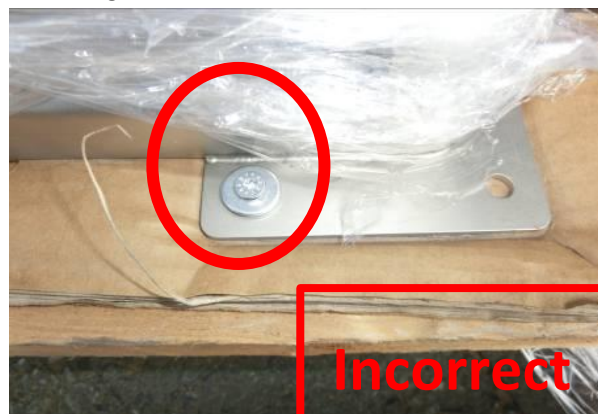
Figure 3: Correct packaging of sets



b) Requirements for transport packaging

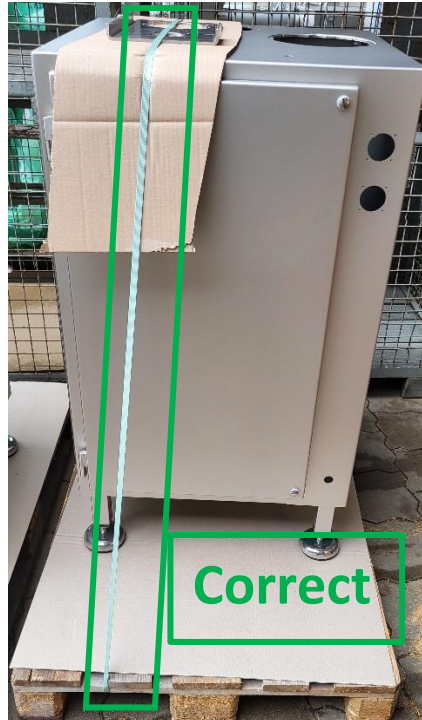
- The material to be delivered must not be connected directly to the loading equipment. Appropriate plastic securing straps or films must be used here. Ensure that appropriate edge protection is used when securing the material. Metal straps are strictly prohibited.

Figure 4: Incorrect attachment with screws



An example of proper attachment to the loading equipment would involve using a plastic strap as shown in Figure 5.

Figure 5: Securing to the loading equipment



The ordered quantity must always be delivered on the agreed delivery date.

If an additional delivery is made, this must be clearly identifiable and indicated on the delivery note, stating the person responsible at VEMAG and making reference to the means of communication and the time of communication. A difference in quantity will lead to the creation of a fault log and will be incorporated into the supplier evaluation. Any costs incurred will be charged to the supplier. In the case of material that is delivered above the ordered quantity and requires greater storage capacity, VEMAG reserves the right to require the supplier to share the storage costs incurred and/or to return the material at the supplier's expense.

If the delivery was made before the agreed delivery date, VEMAG reserves the right to return the delivery to the supplier at the supplier's expense or to charge the storage costs incurred for the period.

If the material is not marked, each material must be identified by a label. If there is no separate label with the mandatory information, the individual material packaging must be provided with an appropriate label. The mandatory information is shown in Appendix B (Label Guide).

## VII. TRANSPORT REGULATIONS

### 1. Express and courier transport

Express and courier transport must be co-ordinated with the VEMAG purchasing department.

### 2. Package transport

In order to keep the number of package service providers manageable, one of the providers DHL, DPD, TNT or UPS must be selected. The package service provider must be chosen in such a way that both the economic aspects and the agreed delivery date are met.

### 3. Freight forwarding

- In the case of free house delivery/DAP/DDP, the courier must be selected by the supplier.
- The VEMAG routing order must be taken into account when shipping deliveries "ex works". If the relevant documents are not available, the VEMAG purchasing department must be notified immediately.

## VIII. DOCUMENT REGULATIONS

a. The documents (delivery note, loading list and invoice) must be marked with the following information in addition to the clear description of the recipient and sender:

- I. VEMAG order number (also as barcode with barcode type: 128, 39 or QR)
- II. VEMAG material number
- III. VEMAG drawing number including index
- IV. VEMAG material designation
- V. Delivery note number (also as barcode with barcode type: 128, 39 or QR)
- VI. Supplier number (optional)
- VII. Delivery quantity (taking into account point 3.i)

If relevant:

- VIII. Best-before date

- IX. Batch number
  - X. Dangerous goods class
- b. Certificates, declarations of conformity, test reports, initial sample certificates etc. must be sent in digital form (PDF format) to the email address: [liefer.doku@vemag.de](mailto:liefer.doku@vemag.de). If shipped in electronic form, the VEMAG material number and order number must be indicated in the subject line.
  - c. A supplier complaint will be made for any missing documents (delivery notes, certificates, declaration of conformity etc.). Acceptance of the material can be refused. VEMAG reserves the right to pass on the additional costs incurred (working hours and materials) to the supplier. The transport costs incurred in the event of refusal shall be borne by the supplier.

## **IX. COSTS OF NON-COMPLIANCE WITH REGULATIONS**

- a. Failure to comply with individual aspects of these regulations entitles VEMAG either to refuse acceptance or, in the event of acceptance despite non-compliance, to charge the supplier at the specified cost rates. Furthermore, the costs for additional transport (return transport, additional deliveries etc.) are to be borne by the supplier.
- b. VEMAG is entitled to offset its claims arising from non-compliance with these regulations against the claims of the supplier. Whether these claims arise from the same legal transaction is not relevant. All claims are exclusive of legally applicable VAT.
- c. In the event of non-compliance with these regulations, VEMAG will charge a basic fee of EUR 50.00 per delivery for administrative processing. All other labour and material costs for any follow-up processes (repackaging, additional load securing etc.) will be billed on a time and material basis.

## X. GOODS ACCEPTANCE TIMES

Opening hours of VEMAG goods reception:

Monday to Thursday: 07:00–09:00  
09:15–12:00  
12:30–17:00

Friday: 07:00–09:00  
09:15–12:00  
12:30–15:00

## XI. EFFECTIVE DATE AND CURRENT VERSION

This delivery specification comes into force immediately and a transition period applies until 31/05/2024. We therefore recommend that all suppliers adapt their processes in a timely manner in order to allow sufficient time for optimisation and adjustment. From 01/06/2024, the above measures will be applied in the event of non-compliance with the delivery instructions. The version of the TPR in force at the time of the order shall apply. The current version can be found on the VEMAG website.

## XII. APPENDIX A

Request for deviating agreements:

This application does not in principle release the applicant from the TPR. The request relates only to an exception for a product. Only exceptions regarding the load carriers can be requested.

The request for deviating agreements must be sent in digital form (PDF format) to the email address: [supplychain@vemag.de](mailto:supplychain@vemag.de). When sent in electronic form, the file name and subject line must include the relevant **material number**. Please note that only **fully** completed applications can be processed.



**Request for deviating agreements**

<b>Material information</b>	
VEMAG material number:	VEMAG designation:
VEMAG designation:	Weight of material (kg):
-----	
<b>Load carrier information</b>	
Dimensions (H x W x D):	Load carrier weight (kg):

Sketch or image:

\_\_\_\_\_ Location, date

\_\_\_\_\_ Signature of applicant/company stamp

Supplier contact: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_



**Approval by VEMAG**

\_\_\_\_\_  
VEMAG material number                      VEMAG designation                      Supplier

If VEMAG rejects the supplier's justification, VEMAG will make a statement.

Email: [supplychain@vemag.de](mailto:supplychain@vemag.de)

\_\_\_\_\_  
Logistics signature

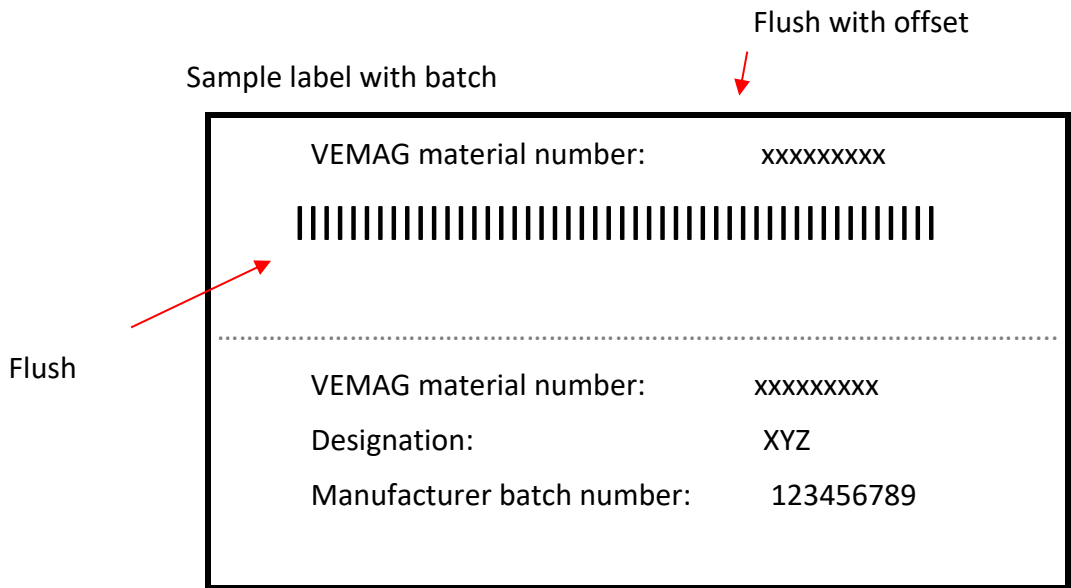
\_\_\_\_\_  
Purchasing signature

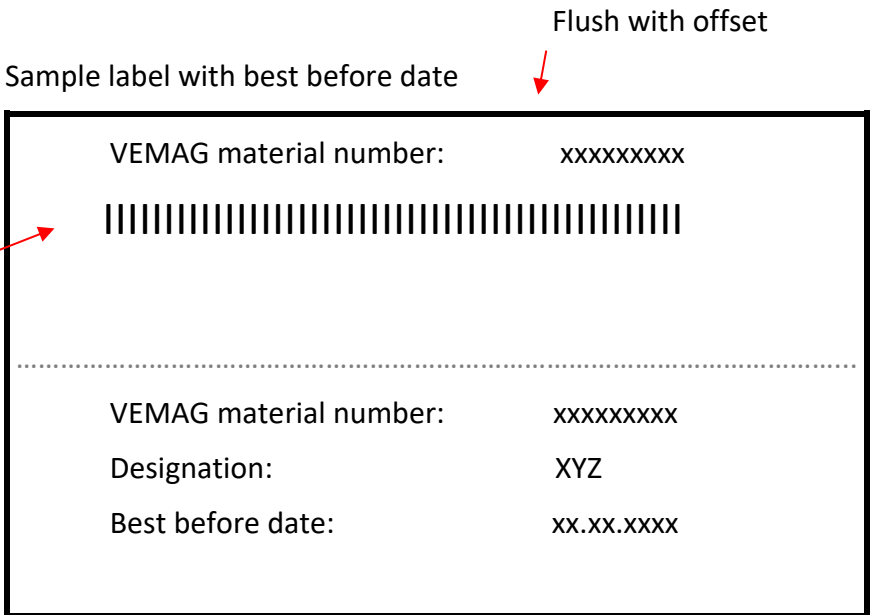
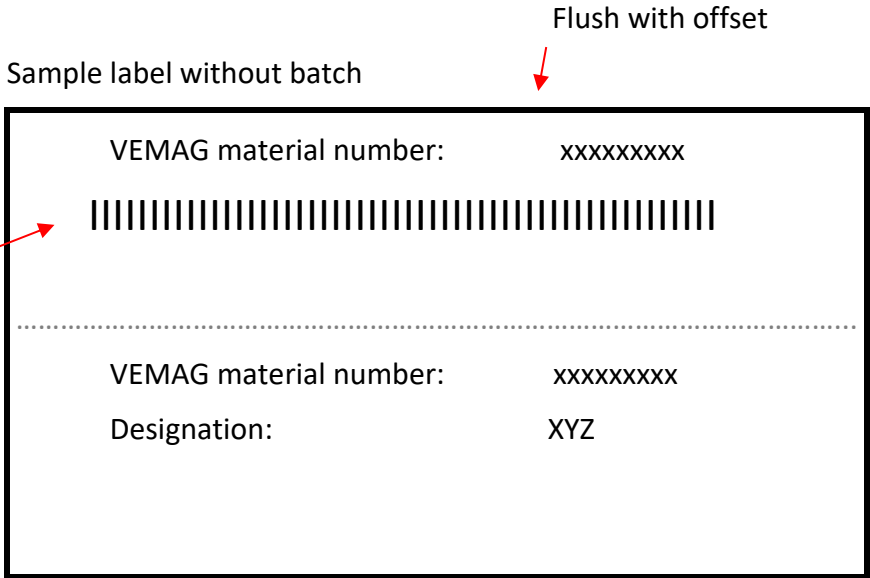
Date:

### XIII. APPENDIX B

Guidelines for creating the VEMAG label:

- Label size:                    Approx. 51 mm x 101 mm
- Font type:                    Rotis Sans Serif, alternatively Arial
- Font size:                    12 pt
- Position of text box: 1 cm from the left edge of the page
- Text body:                    Left-justified
  - 1st line: 9-digit VEMAG material number (including index)
  - 2nd line: Official designation (two lines)
  - 3rd line: Manufacturer batch number (single line)
- Separation line:            Dashed line in centre of the label
- Barcode type:                Code 128 or code 39
- Barcode size:                Approx. 15 mm x 80 mm





Placement of the label:

The label must be readable from two sides, so it is placed along the separation line as follows:

