
Siemens Logistics GmbH packaging and shipping instructions (VuV) for contractors

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2 Preamble

These packaging and shipping instructions (hereinafter referred to as "**VuV**") for the delivery of goods to Siemens Logistics GmbH (hereinafter referred to as "**SIEMENS**") shall apply in addition to contractual agreements between the contractor and **SIEMENS** and describe the obligations of the contractor (hereinafter referred to as "**Contractor**") for the packaging and shipping of goods.

3 Object and purpose

This VuV describes the agreed condition of the packaging and the other conditions for the shipment of goods from the Contractor to SIEMENS, which the Contractor undertakes to observe. The objective of these regulations is the undamaged transport of the goods to SIEMENS or to another agreed place of delivery, the trouble-free flow of materials and the correct labelling of the goods.

This VuV defines in particular the requirements for packaging, the manner of material deliveries, labelling and transport options for goods issue and goods receipt.

In all other respects, the applicable laws, directives, norms and standards on the subject of packaging shall apply to the Contractor's deliveries and services.

The following packaging-related regulations must be complied with in particular and apply in the following order or priority:

- I. Wooden Packaging – Pallets – Export Packaging (HPE),
- II. Packaging Act (VerpackG),
- III. the respective agreed Incoterms®,
- IV. the respective country-specific legal and official regulations.

In addition, SIEMENS reserves the right to agree on item-specific packaging requirements with the Contractor separately. For easy handling of deliveries SIEMENS offers downloads of documents and labels via the WEB platform SCS4.

4 Definitions

Disposable packaging	Packaging intended for one-time shipment.
Hazardous goods packaging	Packaging for dangerous goods in accordance with the relevant hazardous goods regulations for each mode of transport.
Reusable packaging	Packaging intended for multiple use
Packaged goods	Goods (unpacked goods) which are made suitable for transport, handling and storage by packaging.
Packaging	Product made of packaging material (cardboard, paper bag), which is intended to enclose or hold together packaged goods so that they can be shipped and stored.
Package	Ready-to-ship item, can be a carton or pallet with several cartons.

Packaging material

Material from which packaging materials or packaging aids are made. The terminology is regulated in DIN 55405.

5 Packaging and shipping requirements

5.1 Ambient Conditions

For transport and storage of the packaged goods, the following environmental conditions must be met and maintained in accordance with SIEMENS requirements.

The requirements for environmentally compatible product and plant design must be taken into account with regard to the green packaging requirements.

Ambient conditions	Requirements
Temperature	-25 °C ... +55 °C, short periods (<24 h)...+70 °C acc. to EN 60204-1, section 4.5
Humidity	≤ 95 % (at 40 °C) light condensation of short duration may occasionally occur acc. to EN 50178
Sand	≤ 0,1 mg/m ³ acc. to EN 60721-3-2, class 2S2
Dust	≤ 3 mg/(m ² *h) acc. to EN 60721-3-2, class 2S2
Sinusoidal Vibration	d ≤ 3,5 mm, a ≤ 10 m/s ² for f < 200 Hz and a ≤ 15 m/s ² for f ≥ 200 Hz acc. to EN 60721-3-2, class 2M1
Shocks/free fall	$\hat{a} \leq 100 \text{ m/s}^2$ (spectrum type I, duration 11 ms) ≤ 25 mm for units > 100 kg and ≤ 250 kg ≤ 50 mm for units > 50 kg and ≤ 100 kg ≤ 100 mm for units > 10 kg and ≤ 50 kg ≤ 250 mm for units ≤ 10 kg
Biological Ambient Conditions	No particular risk of exposure to flora or fauna, in accordance with EN 60721-3-2, class 2B1
Chemically active substances	Normal (medium) level of pollution from industry and traffic, no exposure to salt spray, in accordance with EN 60721-3-2, class 2C2

5.2 Selection of Packaging Material

Only recyclable and environmentally friendly materials may be used as packaging materials, i.e. **no** use of:

- Mixed or composite packaging (exception for reusable packaging)
- Styrofoam flaps/chips made of polystyrene
- Filling and padding materials (e.g. wood wool, hay, straw) which bind moisture and may not be exported to other countries.
- Stretch and shrink film not made of polyethylene
- Packaging made of CFC/HCFC/HCFE or PVC.

The use of the packaging materials listed above is only possible in exceptional cases after written approval by SIEMENS.

The following principles must be taken into account when designing packaging and selecting packaging materials and packaging aids:

Reuse or recycling of packaging is possible; the environmental impact of recycling or disposal of packaging waste is minimized.

Composite packaging materials (solid composite of two or more materials, e.g. foam with corrugated board) are avoided. If composite packaging materials cannot be avoided, the different materials should be easily separable.

Adhesive tapes, labels, tags, inks, etc. do not affect the reusability and recyclability of the substrate. As far as possible, sticker materials should match the carrier material or be compatible with it.

Single-material packaging is generally preferred. This also means that the outside and inside of the packaging should be made of the same material (e.g. corrugated board, cardboard and paper, polyethylene and polyethylene foam).

Plastic parts are labelled in accordance with ISO 11469 (sort-specific identification and labelling) and specific regional regulations on the labelling of packaging materials and reusable packaging and packaging parts are implemented.

Volume and weight are limited to the minimum necessary to protect the packaged goods.

Reusable packaging is preferred if the economic and ecological requirements are met.

The physical and other properties of the packaging materials allow multiple recycling under normal conditions.

All packaging materials used must comply with the current Packaging Ordinance for the EU and the Federal Republic of Germany and the relevant waste management regulations.

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5.3 Address of consignee, delivery address, storage location

The agreed delivery address results from the respective order from SIEMENS and is to be taken over for the respective order position on the goods accompanying documents, as well as the goods invoice.

The storage location may vary and must be taken into account by the Contractor. If there are several orders with different storage locations and the same provision date, the orders must be packed **separately** and provided with the appropriate shipping documents.

5.4 Packaging

5.4.1 Packaging Requirements

- The selected packaging must comply with the requirements of §§ 407 ff. of the German Commercial Code (HGB), in particular § 414 HGB (liability of the consignor). Among other things, the packaging must protect the goods from damage caused by dangers to which they are exposed during proper transport.
- When selecting packaging methods, packaging materials and packing materials, the respective legal requirements of the countries of delivery and receipt, the contractual requirements of SIEMENS as well as the CTU packing guidelines, VDI guidelines VDI 2700 (load securing), HPE packaging guidelines and IPPC regulation ISPM-15 (import regulations) must be observed for the transport.
- The packaging must be suitable for the packaged goods in such a way that the packaged goods do not fall out, do not damage other packages and cannot be damaged themselves. In the case of transport-sensitive items, the packaging must be adapted to their particular sensitivity in order to take account of the specific nature, quantity and all other special features of the respective contents in each individual case.
- The packaging must be sufficiently strong and pressure-resistant, and must also be of sufficient size to provide space for the entire contents of the necessary inner packaging (contents and fillers).
- The packaging must be able to withstand the stresses of the intended mode of transport. This means that the transport route and means of transport must be taken into account, as well as possible influencing circumstances such as the effects of the weather and treatment during transshipment. The Contractor shall enquire with SIEMENS before selecting the packaging if the above circumstances are not known to the Contractor.
- The package must not give any indication of the nature or value of the goods.
- The Contractor must pack the packaged goods in such a way that impact points/damage and contamination can be excluded.
- Packaged goods intended for export must be packed in seaworthy packaging with sufficient desiccant in accordance with DIN 55473, to prevent corrosion or other damage.
- The package must be manufactured and sealed in such a way that, under normal conditions of transport, damage to and leakage of the package contents from the packaging ready for shipment, in particular as a result of vibration, changes in temperature, humidity or pressure, are excluded.
- The following maximum dimensions and weight must be observed for the package on the pallet:

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- Maximum gross weight of 3,000 kg (3 t)
- Truck – Maximum load dimensions width 240 cm, length 400-600 cm, height 270 cm.
- Container – Maximum load dimensions width 230 cm, length 400-600 cm, height 223 cm, including pallet/floor.
- Seaworthy packaging
 - Containers must be stowed in accordance with CTU guidelines.
 - Containers may only be stowed by certified, trained and experienced personnel.
- The goods must not exceed the dimensions of the pallet for safety reasons.
- It must be possible to pick up the package or returnable load carrier from all four sides using standard industrial trucks and/or a crane
- The package or returnable load carrier must be capable of being handled without special lifting equipment. If special lifting equipment is required, the Contractor undertakes to supply this as well.
- The package or the returnable load carrier shall be designed by the Contractor in such a way that no repacking is required during goods receipt, storage and retrieval.
- The package must allow the load to be secured on the chosen transport route.
- Optimization of the transport and storage volume
 - Attention must be paid to the highest possible volume utilisation/packing density and weight.
 - According to transport grid (e.g. standard truck).
 - Packaging/returnable load carriers should be designed to be stackable at least two high for transport, handling and storage.
- If the INCOTERM FCA is specified, the goods shall be handed over exclusively to the logistics service provider (forwarding agent) commissioned by SIEMENS.

5.4.2 Labelling

- If a shipment consists of several packages, all packages must be labelled with the total number of packages (e.g., 1/3, 2/3 and 3/3).
- Labelling must be clear, legible and durable. In principle, the Contractor is responsible for proper labelling.
- The labelling, test reports, certificates of origin or works certificates shall be filled in with the designated information in German or, at the request of SIEMENS, in English.
- Delivery papers and accompanying documents (e.g. test reports, certificates of origin, factory certificates, etc.) are attached to the package from the outside in a clean form using a self-adhesive envelope on different sides.

5.4.3 Labelling of the Packaged Goods

- Individual identification of the packaged goods is carried out with removable residue-free labels. In the case of decorative surfaces, the label shall be applied to the non-visible side of the material.
- Labelling of supplies to the module/components (screws, sensors, sheet metal parts) must be provided on the label with a reference (e.g. screw order number xxx belongs to bracket order number xxx).
- Parts whose dimensions are necessary for identification must be printed on the label (e.g.: length, width or height)
- Minimum size for labels: Length 14.8 cm * Width 10.5 cm

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5.4.4 Labelling of Packages

- Packages (outer cartons or bags) with sorted contents must be marked with a label in accordance with the information from the SIEMENS order:
 - Siemens purchase order/order number
 - Siemens order position number
 - Siemens material number
 - Siemens material designation
 - Siemens quantity/number of pieces
 - Serial No. Overview if specified.
 - Delivery note number
 - Safety and handling instructions with pictograms (e.g. Fragile, Shock indicator, Centre of gravity, Top).
- When connected to SCS4
 - Siemens QR Code
- Minimum size for labels: Length 14.8 cm * Width 10.5 cm
- If the packaged goods including their packages or returnable load carriers require a special type of handling, clearly visible, captive safety and handling instructions and pictograms must be affixed.

5.4.5 Packing Instructions

- The packaged goods in a single-variety package must be provided with a suitable packaging material (outer carton or bag).
- The packaged goods are packed with a packaging material so that the packaged goods and the device labels are not scratched and/or damaged.
- The order items shall be packed carefully, taking into account proper weight distribution and maximum weight.
- Articles of different weights must be packed in such a way that the sensitive/light parts are not damaged by heavier parts during transport.
- In principle, each type of packaging selected must be provided with filling material in such a way that the goods are secured in the shipping carton in a non-slip manner.
- For sealing the packages, resistant materials (e.g. tear-resistant, self-adhesive plastic packing straps, straps or fibre-reinforced wet adhesive tapes) must be used which guarantee the cohesion of the shipment.
- Unit loads on pallets must be secured against slipping, only plastic straps made of PP (polypropylene) and PET (polyethylene terephthalate) may be used (e.g. also stretch film, etc.), but no metal straps.
- Strapping/packaging straps must be provided with edge protectors/strips made of cardboard, rubber or plastics etc. to prevent tearing. The plastic straps shall be of the appropriate strength as specified by CTU.
- Sufficient transport bracing of the package and consideration of the max. weights must be ensured.
- Shipments, in particular grouped shipments, shall be packed in such a way that the largest possible volume which the shipping service provider is permitted to transport is packed together in one packing unit.

5.4.6 ESD Protective Packing

- If the goods are subject to ESD (Electro Static Discharge) protection requirements, these goods must be individually packaged and marked in accordance with these requirements in ESD protective packaging (IEC 61340-5-1).

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- Unless otherwise agreed, the ESD goods shall in any case be packed in such a way that no ESD protected areas (EPA) are required until final processing.

5.4.7 Parcel Shipments

- Non-palletised packages must not exceed the gross weight of 15 kg.

5.5 Load Carrier (Handling Unit HU)

- Packages with a total weight of more than 15 kg must always be loaded on undamaged pallets.
- Packages that are transported must always be packed on Euro pallets, pressed one-way load carriers or in wooden boxes/crates.
- An exchange or return of load carriers from construction sites or HUB (Kisten Haas) is generally not carried out or only in consultation with Logistics. For non-exchanged load carriers, the invoice can be sent to the regular SIEMENS invoice address with reference to the SIEMENS order number.
- Any incorrect deliveries of reusable packaging to the construction sites shall be coordinated by the Contractor in consultation with Logistics and at the Contractor's expense.
- Depending on the type of packaged goods, an undamaged lattice box may also be used. The packing of the packaged goods in special containers (lattice boxes, hazardous goods containers) must be agreed separately with Logistics.

5.6 Hazardous Goods and Packaged Goods with Expiration Date

- For the packaging of hazardous goods, the Contractor undertakes to comply with the national Hazardous Goods Transport Act, as well as the regulations existing for the individual modes of transport (ADR for ground freight, IATA for air freight and IMDG for sea freight) and ordinances in the respective current version.
- If necessary, additional country-specific regulations (e.g. consular and model regulations) must be observed. According to the type of shipment, the goods must be shipped in UN-approved packaging approved for hazardous goods. SIEMENS must be notified separately of any hazardous goods.
- For shipments containing hazardous goods, the Contractor is obliged to provide the freight forwarder with the current hazardous goods data (Material Safety Data Sheets (MSDS)) required by law when placing the order.
- The Contractor shall also be responsible for the packaging and labelling (hazard labels and pictograms) for the mode(s) of transport used which conforms to the law and is safe for transport.
- Compliance with the relevant regulations and standards is the sole responsibility of the Contractor. The Contractor shall be liable for the consequences of non-compliance. The Contractor shall reimburse SIEMENS for all damages and costs arising from non-compliance with this Agreement, including internal administrative and processing costs.
- The Contractor shall be liable for all damage resulting from non-compliance with the statutory regulations, in particular the directives of the European Agreement concerning the Carriage of Hazardous Goods by Road (ADR/RID) valid at the time of transport.
- The necessary ADR/RID transport documents are to be handed over to the freight forwarder.

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- For articles with a conditional shelf life, the production or expiration date (MHD) must be stated both on the delivery note and on the product.
- Hazardous materials that have not been declared and goods with an expiration date will be rejected by the incoming goods department.
- Additional labelling for hazardous goods
 - For hazardous goods, include associated MSDS.
 - For hazardous goods, labelling in accordance with the relevant laws for each mode of transport; this also includes the labelling obligation in the case of limited quantities and the labelling in combined transport.

5.7 Transport Packaging

5.7.1 **Parcels**

- Packages must consist of a sufficiently stable packaging material. The packaged goods must be secured in the packaging in such a way that it cannot penetrate the packaging as a result of vibration.
- The package must be completely closed, and no small parts may fall out of the package.
- All parts must be secured within the packaging in such a way that they cannot be damaged (e.g. hit or rub against each other) during normal transport. The coefficient of friction μ should always be less than 1.
- Packages must always be protected from moisture; acceptance will be refused if the packaging is soggy.
- The contents of the packages must withstand a drop of 80 cm without damage.

5.7.2 **Pallets**

- All packages must be delivered on undamaged pallets.
- The pallets must be joined together without protrusion to form a compact, secured transport unit, which must also be packed and secured for transport.
- The packaged goods must not be distributed in partial quantities over several pallets if they fit as a total quantity on one pallet.
- The packaged goods must not be distributed in partial quantities over several pallets for each order item if they fit as a total quantity on one pallet.
- Each order item may only be shipped on one pallet or in pallets.
- The weight of the shipment must be evenly distributed on the pallet so that it is not exposed to the risk of tipping during loading and unloading.

5.7.3 **Wooden Box/Crate**

- Wooden boxes/crates should be selected if the packaged goods require additional protection (e.g. air and sea freight).
- The packaged goods must be secured within this wooden box/crate in such a way that damage is not possible during transport.
- The packaged goods must not be distributed in partial quantities over several wooden boxes/crates for each order item if they fit as a total quantity on one wooden boxes/crates.
- Each order item must only be shipped on one box/crate or in boxes/crates.
- Packages which contain a module/component and additional accessories (e.g. screw/nut/sensor/enclosure) must be packed in such a way that the accessories are attached to the module with packaging material.
- The weight of the shipment must be evenly distributed in the wooden box/crate so that it is not exposed to the risk of tipping during loading and unloading.

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5.7.4 Lattice Box

- Rusty or damaged lattice boxes must not be used.
- The folding function of the front flap of the undamaged lattice box must be guaranteed.
- The packaged goods must be secured within this lattice box in such a way that they cannot be damaged during transport.
- The packaged goods must not be distributed in partial quantities over several lattice boxes for each order item if they fit as a total quantity on one lattice boxes.
- Each order item must only be shipped on one lattice box or in boxes.
- The weight of the shipment must be evenly distributed in the lattice box so there is no risk of tipping during loading and unloading.

5.7.5 Product Specific Packaging

- Undefined and non-standardized packaging requires the approval of SIEMENS, after this approval the responsibility of damage-free transport lies with the Contractor.
- If the packaging is damaged, acceptance of the goods can be refused, which puts the Contractor in default of delivery.
- Otherwise, the same rules apply as for "parcel"; "pallet", "wooden box" or "lattice box".

5.7.6 Special Packaging for Particularly Sensitive Packaged Goods

- If the goods have special properties, the packaging must be adapted in such a way that these properties cannot be impaired.

Examples:

- Z-rail: 4 m long. It must not be possible for the rail to be twisted, bent or kinked during transport. It must also be protected against moisture. For example, transport on a pallet is not permitted.
- Scanner unit: Vibration-sensitive optical component.
- Calibration plate: For the calibration of optical units. Must not be soiled or damaged.

5.8 Shipping and Transport

- Sufficient packaging appropriate to the packaged goods and safe for transport must be selected for all types of shipment.
- Transport damage resulting from inadequate packaging and not recognised by insurers shall be borne by the Contractor.
- For purchase orders with the delivery condition „EXW / FCA”, SIEMENS is to be notified about the shipment (see 5.9.1). SIEMENS will either organize the transport or provide the contact details of the respective service provider.
- Transport costs incurred by freight forwarders not commissioned by Siemens shall be rejected by SIEMENS without prior agreement.
- Any additional costs not agreed shall be borne by the Contractor.
- Costs of return deliveries due to complaints shall be borne by the Contractor without exception
- For hazardous goods, the appropriate mode of transport must be selected in each case.
- Until collection by SIEMENS, the package shall be stored by the Contractor protected from the elements

5.9 Accompanying Papers/Documents/Advice

5.9.1 General

- Scope of delivery, documents and product data, in the following table, are to be fulfilled for corresponding documents in the columns in German or on request of SIEMENS in English with the designated information in the documents.
- The Contractor shall notify SIEMENS of the delivery at least 5 (five) working days prior to readiness for delivery, including the certificates/QA documents, to the following e-mail address supplycenter.mobility@siemens-logistics.com
- The Original Certificate (QA document) must be firmly attached to the goods in a transparent film (DIN A4) with a cable tie.
- Each shipment must be accompanied by an original delivery note, packing list and single copy of the consignment note.
- The delivery documents must be easily accessible from the outside, easily recognisable, weatherproof and undetachable in a delivery note pocket in C5 format.
- The Contractor shall indemnify SIEMENS against any damage resulting from inadequate documentation in the shipping documents.
- The delivery of partial quantities should generally be avoided. If the target quantity cannot be achieved by the agreed delivery date, partial deliveries shall be discussed and agreed with SIEMENS in advance. The delivery documents shall be adapted accordingly.
- Packages delivered directly to customers, final consignees or other suppliers must be accompanied by a delivery note from SIEMENS. This is provided by SIEMENS.
- For shipments directly to SIEMENS, the Contractor shall provide a delivery note.

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Binding contents for accompanying documents between Contractor and SIEMENS

Information	Example	Notification Contractor -> SIEMENS	Delivery note	Cargo/packing list	Certificate/QA	Customs invoice
Name of Contractor	Company Sample Co.	x	x	x	x	x
Address of Contractor	Konstanz	x	x	x	x	x
Contact person of Contractor	Mrs Jane Bloggs	x	x	x		x
Contact details of Contractor	Tel./E-mail	x	x	x		x
Date of issue	27/04/2099	x	x	x		x
Delivery note no.	80614879	x	x	x		x
Packing lists no.	5	x	x	x		x
Quantity	128	x	x	x		x
Weight	2150 kg	x	x	x		x
Cargo number and designation	4	x	x	x		x
SIEMENS contact person	Mr Joe Bloggs	x	x			
SIEMENS Order no.	4500XXXXXX	x	x	x	x	x
SIEMENS Order Item	3	x	x	x	x	x
SIEMENS Order No.	ID P11082	x	x	x		
SIEMENS Quantity/Number of pieces	256 pc	x	x	x		x
SIEMENS Material No.	80.2002.190-00	x	x	x	x	x
SIEMENS Installation Location	P1_CL_N	x	x			
SIEMENS Material Designation	DRIVE STATION: FAST RIGHT	x	x	x	x	x
SIEMENS Revision Level	F	x	x		x	x
SIEMENS INCOTERMS®	CIF		x			x
ECCN data	ECCN: N	x	x			x
Country of Origin	Germany	x	x			x
Region of Origin	Hesse		x			
Static Goods No.	HS Code: 82055980		x			x
AL identifier	N		x			x
Customs Preferences	Pul: EN		x			x
Delivery time [date, time]	10/12/2034, 14:00:00	x				
*Test Report		x			x	
*Serial No.					X	
*Batch no.					x	
*Temperature Requirements	5°C to + 35°C	x	x			
*Expiration date	27/04/2100	x	x			
*Packaging Data Sheet		x	x			

* where necessary

5.9.2 Export Documents

- For deliveries of goods to third countries SIEMENS shall provide the appropriate export documents.

5.9.2.1 Origin of Goods with Preferences

- All Contractors residing in the EU are in principle obliged to submit a long-term supplier's declaration. If this is not possible, SIEMENS expects a single supplier declaration to be submitted and the respective country of origin of the goods to be identified on the delivery note.
- Further evidence, such as certificates of origin, must be provided if required
- In the event of non-compliance with this obligation, the Contractor shall be liable for any loss suffered by SIEMENS as a result and for any additional claims for foreign customs duties.
- A copy of requested certificates must be enclosed with the consignment of goods, regardless of whether the original is sent to SIEMENS by separate post.

6 List of Abbreviations

SIEMENS	Client
AN	Contractor
ADR	Accord européen relatif au transport international des marchandises Dangereuses par Route (Transport of Dangerous Goods by Road)
AL-Kennzeichen	Export lists Indicator
CTU	Cargo Transport Unit
ECCN	Export Control Classification Number
EP Standard	Environmental Protection Standard
ESD	ElectroStatic Discharge
HGB	Commercial Code
IATA	International Air Transport Association
IEC	International Electrotechnical Commission
IMDG	International Maritime Dangerous Goods
KPI	Key Performance Indicator
MDH	Expiration date
MSDS	Material Safety Data Sheets
RID	Reglement concernant le transport International ferroviaire de marchandises Dangereuses (Transport of dangerous goods by rail)
SCS4	Supply Chain Suite 4
VDI	Association of German Engineers
VuV	Packing and shipping instructions