

Instructions		DMS033340	Version : 4		01/7/2021	1/10
Relecteur	RITTY Philippe		Approbateurs	MORO Florence		
Logistic Specifications for External suppliers of Hager Group - Specificities for Raw materials and Components						

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1. PURPOSE AND SCOPE OF APPLICATION

1.1. PURPOSE

These guidelines communicate the logistics requirements for Components to the suppliers. They must always be observed in the development, design and planning of logistics concepts, and are a binding component of the order.

1.2. SCOPE OF APPLICATION

Incoming shipments will be checked by Hager Group with regard to compliance with the logistics guidelines; the results of these checks **are part of supplier evaluation**. In case of any questions about this document, please reach out to your primary **Sourcing** contact at **Hager Group**.

1.3. RESPONSIBILITIES OF THE SUPPLIER

The supplier bears the responsibility for compliance with and implementation of the Hager logistics guidelines from production to delivery according to the agreed INCOTERM .

2. PACKAGING ECO CONCEPTION: DIRECTIVE 94/62/EC ON PACKAGING AND PACKAGING WASTE

<http://ec.europa.eu/environment/waste/packaging/legis.htm>



3. PACKAGING

3.1. GENERAL

The goods must be delivered in the packaging determined between the supplier and Hager Group according to the logistics guidelines. **Exceptions to these guidelines can be supply specific written agreements like Steel Coil Packaging, Chemicals.** Exceptional deviations from this agreement are only possible with Hager Group facilities written confirmation(s). In the event of failure to comply with the specified packaging without prior agreement, Hager Group reserves the right to charge the supplier for the associated handling and repackaging costs, or to return the shipment at the supplier's expense.

3.2. PACKAGING SPECIFICATION SHEET MUST BE VALIDATED WITH THE PURCHASER

For any new product or modification on the existing product **a packaging sheet must be provided by supplier to Hager Group leveraging facility packaging specification.** This packaging sheet must be validated within PPAP Process tab 17c (DMS034239). Attached a Hager Group France Example & PPAP

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Packaging specification

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NUMBER : COND-XXXX

PROCES : Part number Description

CONTAINER : DIMENSIONS (mm) QUANTITY UNIT WEIGHT

Bag : 1000 x 500 x 500 1000 10.5 kg

Cardboard box : 1000 x 500 x 500 1000 10.5 kg

Pallet : 1000 x 500 x 500 1000 10.5 kg

MANIFEST : Part number Description Quantity Unit weight

Label article : YES NO LABEL POSITION

OTHERS : YES NO ONLY BAGS

CARRIAGE : Possibility of references YES NO Stackable YES NO

PARTICULARITY : Article with battery YES NO On packaging article YES NO Requested article YES NO

REMARKS :

Advanced Product Quality Planning

17c- Packaging - identification

☐ Component ☐ Material ☐ Part / Product / Raw material reference : ☐ Date : ☐

☐ Subset ☐ Product / Traded goods ☐ Part / Product / Spec index : ☐ PPA/P file release : ☐

PACKAGING

DMS033340 is mandatory for all goods / material delivered to Hager

☐ Hager requirement ☐ Supplier proposal

Type of packaging :

Dimension of packaging :

Quantity per packaging unit :

Net weight / content :

Gross weight / content :

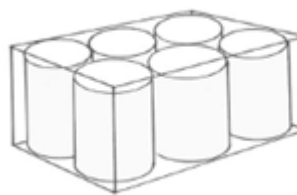
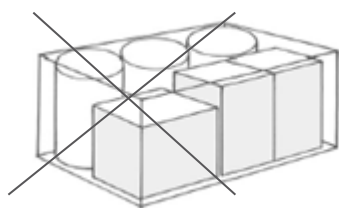
Specific needs : protection against humidity, oxidation, UV, not tangled, bag

☐ Yes ☐ No

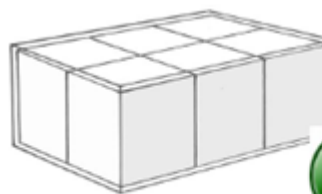
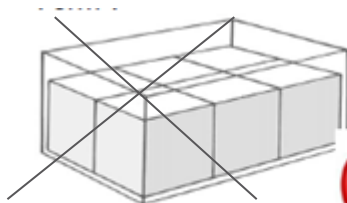
Description :

PHOTO - SCHEMATICS

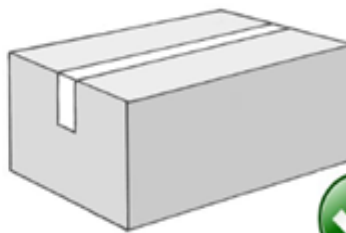
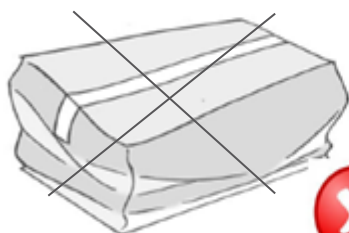
3.3. BOX SIZE & UTILIZATION



Boxes containing more than one item number are prohibited

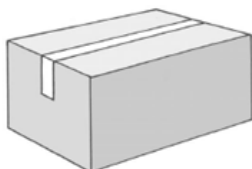


The supplier must ensure the corrugated case is optimally sized to suit the contents. Internal dividers should be utilized on fragile products which are deemed likely to sustain damage during distribution.

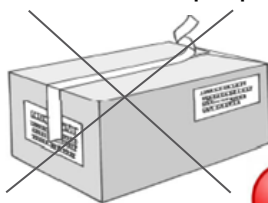


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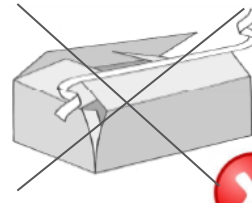
All items have to be packed and protected in a proper manner



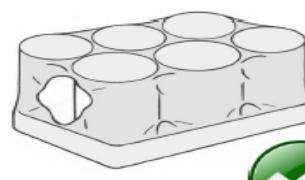
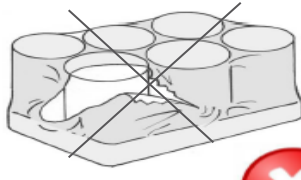
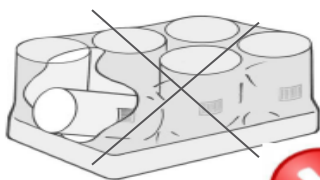
Adhesive tape or glue is the only methods to be used for securing case flaps. No staples.



Tape or adhesive should not become loose.
Tape must not cover label or case printing



Box Case design & construction should be such that structural integrity is maintained throughout the distribution environment.



The side holes of shrink-wraps must be effective in containing the product.

3.4. LOAD AND PACKING UNITS

3.4.1. Size

Minimum and maximum Size are to be found in the annex as well as recommended standard dimensions. Whenever possible, the packaging must be fitted with grasping handles:

- 115mm in length and 30mm in height
- No sharp angles or edges
- enough free space internally for fingers

3.4.2. Volumes and weights

Only for single carton box

Maximum load for single packaging and over packaging = 10 Kg

If single packing should exceed 10Kg a specific HagerGroup confirmation is needed for assisted handling validation. Products / packaging and overpacks weighing 10 kg or more must be clearly labelled with the correct weight from the range below. The weight ranges are identified with increment increases of 5kg

10-15kg
15-20kg
20-25kg
25kg or greater

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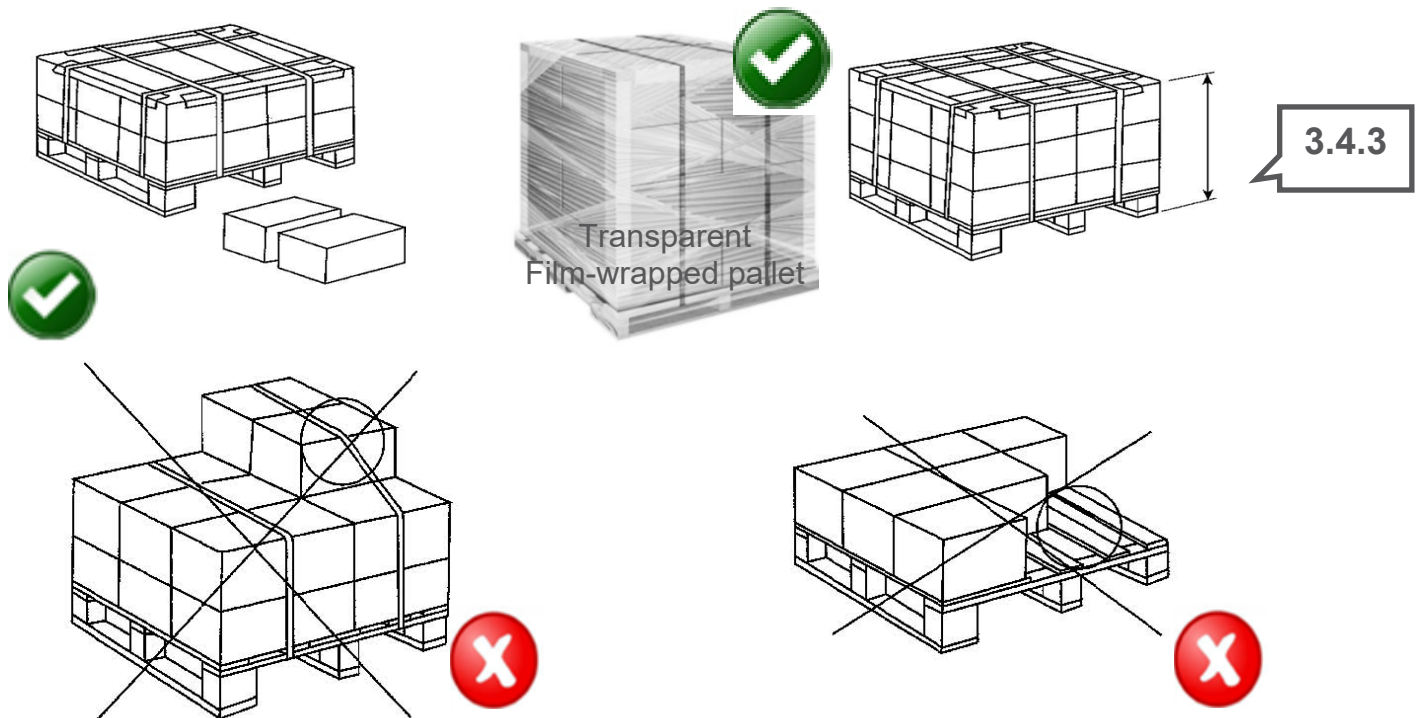
Label sizes must have a minimum size of 65 x 80mm.



The weight labels must be positioned so they are clearly visible on a minimum of 2 sides of the packaging (see illustration example from Logistics requirement for Packaging of Finished Products - DMS 045200). Refer to the annex for the Hager Group Entity Specification

3.4.3. Load unit

Maximum Pallet Height, Weight and Stacking Factors are to be found in the annex as well as recommended. Load units must be bound with plastic straps in both directions. Corner reinforcement must be used if necessary for the safety of the load. A transport test is highly recommended by Hager Group. The entire load unit must be capable of being handled using floor handling equipment.

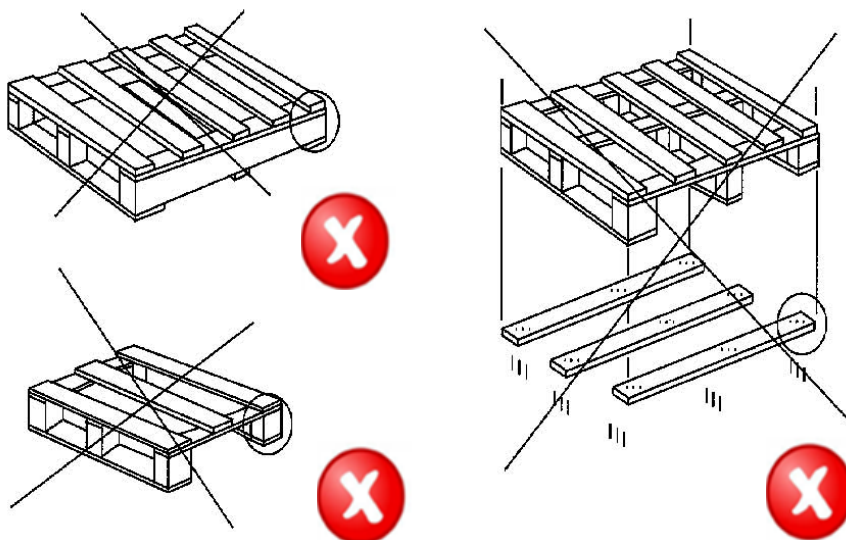


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3.5. PALLETS: EURO PALLET

Euro pallets must be constructed in accordance with DIN EN 13698 building standard: UIC code of practice 435-2. Pallets with other dimensions or constructions require written approval from Hager Group.

On delivery, it is necessary to ensure that all types of pallet are in good condition regarding health & safety regulations and been able to enter an automated storage system. EURO pallets that do not meet the defined exchange criteria will not be returned by Hager Group. The pallets must be capable of being handled using floor handling equipment.

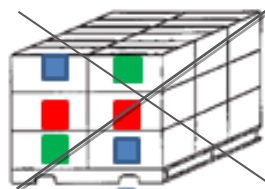


3.5.1. Homogeneous pallet utilization

- Whenever possible, all items on a pallet should be identical (same ITEM)
- Labels oriented outside

3.5.2. Mixed pallet utilization

- In a delivery we should reduce article scattering, finding only once an item in a mixed pallet to ensure that same items, lots and batches are grouped one sole pallet
- Stack same items vertically in columns instead of horizontally
- Labels oriented outside
- Group together at the top of pallets all Prototypes-Others



3.5.3. Safety



For all dangerous goods e.g. canisters under pressure, cleaning chemicals and aerosols, transport regulations). An MSDS (master safety data sheet) must be provided before item set up. All delivered materials falling under the Dangerous Goods Regulation (ADR), must be identified, labelled, documented and packed according to the latest recommendations of the same agreement



Any materials used for deliveries must be clean, dry & free from infestation and contamination.

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Boxes holding dangerous goods must be handled according to the European REACH requirements. This means that cases holding dangerous goods must be marked according to the European Global Harmonized System (EU-GHS).



Boxes holding goods that require special storage conditions must be marked accordingly.

3.6. LABELLING OF GOODS

The goods label serves to unambiguously identify packing units, containers and load carriers during the in-company flow of materials and during transport between the goods supplier, shipping company and goods recipient.

The goods label must also contain all of the necessary **information in a barcode** (see annex)

3.6.1. Example of a goods label

Exemple ETI9 norme GALIA:

DESTINATAIRE HAGER ELECTRO SAS OBERNAI 67210		POINT DE DECHARGEMENT HUCK 9114		EXPEDITEUR DEHESSAIME	
N° D'ORDRE 4501986532 			POINT DE DESTINATION U1 MAG17		
CODE PRODUIT 0M0123 			Poids NET 1000 KG		QUANTITE 1000
			Poids BRUT 1070 KG		
			DATE D170103		
N° ETIQUETTE			No. KG DESCRIPTION GRANULES PLASTIQUE		
			REF FOURNISSEUR (305) F61F008AD4		
			N° LOT 0335434567		INDICE MODIF A1B2C3D4E5F6G7
			CODE VENDEUR 001188068		
DEHESSAIME - 68169 MANNHEIM - HANSTR. 66 - DEUTSCHLAND					
ETI 9					

3.6.2. Additional Information

- For any additional information required by quality or other department Hager Group, please do not linked it directly to the item number /material number (version change)

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HAGER ELECTRO
0N0107/D
N° site client - Référence client / Kundenbest.-Nr. - Kundenbezeichnung 15110536 PANCARTE A 400 MM BAS A GAUCHE
Form / Masse 610 x 340 x 240
Code produit / Produktnummer P0038508910
N° conf. - N° Of / Bestellungsnummer 15110536-001
FBI: 15117068-001
964 X 1208



HAGER ELECTRO	INDICE D
0N0107	
N° site client - Référence client / Kundenbest.-Nr. - Kundenbezeichnung 15110536 PANCARTE A 400 MM BAS A GAUCHE	
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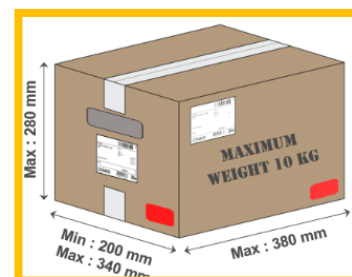
3.6.3. Attachment of goods labels

Attachment 1

General Container or Box

Identical goods labels must be positioned centrally on the width panel and at the top left corner on the length panel

If plant specificity refer to annex



Attachment 2

Pallet boxes

Identical goods labels must be positioned centrally on the width panel and at the top left corner on the length panel

If plant specificity refer to annex



Attachment 3

Non Standard Packages



3.7. TRACEABILITY

A Hager Group Project is under progress to define clear rules.

Principles:

- The supplier must ensure that only goods with the **same supplier batch are delivered in a given single packing unit.**
- Load units, i.e pallet with 2 batches and/or containing two order numbers must be clearly labelled and gathered by batch, and traceability must be ensured.
- Traceability must be ensured on all delivered goods in case of quality problems or defects.
- First In, First Out principle for all processes and shipments is requested for Hager Group Suppliers & subcontractors.

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4. PROCEDURE FOR RETURNABLE CONTAINERS

There is a one-to-one relationship between the supplier and the specific to Hager Group plant. The re-usable packaging contained in this cycle may not be used for shipments to other Hager Group plants. Returnable containers which are to Hager Group property must be sent back to Hager Group Responsible Entity. The containers and pallets used must always be indicated in the delivery papers so that they can be posted to the supplier-specific accounts.

When suppliers ship returnable containers back to Hager Group, they must be cleaned and stacked upside down on pallets.

No glue or markings may apply to re-usable packaging!

The supplier must ensure that sufficient packaging is available at all times. Requests for returnable containers must be addressed to our returnable container department at least 5 working days before they are needed. Delivery in non-conforming packaging may be made only with a written derogation from Hager Group.

Re-usable packaging (property of the supplier)

If the supplier uses its own re-usable packaging, this always has to be agreed with Hager Group. Hager Group undertakes to treat the re-usable packaging properly and to send them back to the supplier not prepaid, unless otherwise agreed. The supplier shall bear the costs of depreciation due to normal wear.

5. TRANSPORT

Supplier should respect the agreed INCOTERM.

Transport Documentation

Supplier should create the required transport documentation depending per shipping method (B/L, AWB or CMR). In case of Dangerous Goods supplier is responsible for creating the required documentation (IMDG, IATA DGR or ADR)

6. DELIVERY DATE/GOODS RECEIVING TIMES AND DELIVERY ADDRESS BY SITE

See Annex for plant specific characteristic. The date of delivery is the day of the week named in the order or in the call-off order, or which has been agreed with the Hager Group. The time window for delivery which has been agreed with the Hager Group incoming goods department shall apply.

7. WAREHOUSE DELIVERY PROCEDURE

- Driver hands any relevant document to the Warehouse staff including the specific documentation in case of the Dangerous Goods Delivery, CMR, Delivery Notes...
- The Warehouse Staff unloads the vehicle and moves the load to the unloading area.
- Transport document and Delivery Note will be signed off by the Warehouse Staff.

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8. TRANSPORT DAMAGE

The supplier must ensure that the goods reach the delivery destination in the proper condition. Any damaged parts that are delivered will trigger a supplier claim after analysis and according to the agreed INCOTERM.

9. DELIVERY PAPERS

Each shipment must have a delivery note and a packing list and meet the following requirements:

- Ideally each shipping unit (pallet) must have a Packing List & Delivery Note. Accepted 1 Delivery Note & 1 Packing List per shipment.
- The delivery note and the packing list shall be made accessible
- Where a weight declaration is required (e.g. for catch weight items), the total product and eaches weight must be quoted in kilograms on the delivery note, alongside the appropriate product.
- For Products coming outside European Union a customs clearance document must be available for customs compliance
- Prototype or Others box: we require a specific delivery note with consignee (WH)+ Final Consignee: Hager Name” attached for this product (cross docking)
- Counts of EUR pallets and/or returnable packaging must always be indicated.

See Annex for specific facility specification and necessary information.

10. DUTY TO INFORM

Any changes to or deviations from these Guidelines must be communicated to Hager Group and validated in writing.