



Dispatch Regulations for FOB Deliveries

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Dear Ladies and Gentlemen,

Please find below our detailed dispatch regulations.

1.) Item-number / PSP-Element No.

The item number clearly identifies the assembly/trade within the overall project. This creates a clear local classification within the construction sites.

PSP-Element No.	Description	FCA-Date

You will get these data in a separate mail.

2.) Labeling of the parts

The labels must be attached to the machine parts so that the parts can be easily assigned during the assembly process.

To be noted:

- Every single part is to be labeled with a label in a clearly visible location. (file „Musteretiketten“)
- Exception to labeling only applies to pre-packed small parts such as 100 screws in a box. Here only the box is to be labeled accordingly.
- For large/bigger parts, the label may need to be attached by using another label carrier (e.g. wire label).
- The labels are based on Zweckform labels No. 4745 Stick + Lift (see file “Musteretiketten”). Please do not use labels that are removable only with acetone.
- Variable information on the labels are the part number, the quantity and the name of the parts. If the description of the parts has still some space, you can include your own identification numbers (e.g. type, drawing number, etc.).
- The numbering of each part is composed of the leading PSP element number. (xx.xxx), your supplier number (mentioned in a separate mail), the number of the single parts list and the consecutive number specified in the single parts list.

In order to support you in creating the labels, markings, filling-in the single parts list, we provide you the following files:

- Musteretiketten / Document for creating part labels
- Single part list



- Handling and Use of the Single Part List
- Guideline for the creation of Labels with Word

These files contain further information and detailed instructions.

Hint:

Save the above files on your hard drive in their original version and work with a copy of them.

3.) Work-Acceptance / Pre-Acceptance

In case a work-acceptance / pre-acceptance is negotiated, kindly get in contact with our purchasing department in a timely manner.

A delivery can only take place after completion of such individual regulations.

4.) Packaging

According to the PO you deliver the goods **FOB named port**.

- You have to apply corrosion protection to all goods for a transport / storage duration of at least 12 months.
- The packaging must be suitable for land / sea / air / train / barge transportation with respective transshipments and must be stackable.
- The machine parts must be packed grouped acc. to the subassemblies (PSP-Element No.). Lose parts and small parts must be bundled and/ or pre-packed.
E.g. in Cardboards.
- The final packaging must be chosen in such a way that the parts can be handled safely by using a crane/forklift.
Please also pay attention, acc. to §412ff. HGB you are responsible for the loading security.
- In case the final packaging of your scope of delivery take place at your plant, all instructions apply accordingly. In addition, you have to provide to the packaging company all required equipment (Place, lifting equipment, compressed air etc.)

Please get in contact with us relating to Package Numbers and Labeling of the parts.

Please note:

In case of a container shipment, please keep in mind that a container is not a packaging, but a means of transport.

Thus, the above mentioned requirements on the packaging remain unchanged, even if the transport take place in container.

We would also like to point out that we have no influence on what happens to the containers in the receiving port. You must expect that the containers will be stripped at the receiving port and that the onward carriage can take place with open trucks.



If you are using wood as pre-packaging material, this wood must comply with the IPPC regulations ISPM15.

Otherwise, please use appropriate materials for pre-packaging that are not covered by these regulations.

5.) Single Part List

Handling and use of the single part list is described in detail in the corresponding file.
The single part list is used for the following:

- Listing of all piece parts
- Date base for the label creation
- Marking of the supplier packages
- Shipping Advice / Notification of a Transport

Send us your final single part list by mail / Send us your final single part list via our MFT Server
/ Please upload your final single part list on our MFT Server.

The description of the goods must be in German and English.

6.) Packing List

The marking of your **final packages** is also the detailed packing list for the goods in question.
For the marking, follow the instruction **Handling and use of the single part list**.

7.) Labeling / Package-Numbers (Kollinummer)

You have to mark your packages with the single part list as following:

- Final Package
We will send you the package numbers upon receipt of your filled-in Single Part List. **OR**

Please use as package number the appropriate item number / PSP-element No. and the consecutive number, beginning with „1“ **OR**:

Please use as package number a number from a predefined number range
e.g., numbers from the number range **37.010/101 to 37.010/120**.
Should you require additional numbers, please let us know.

The package must also be marked with the common international danger/handling symbols (Center of Gravity, Anchor Points etc.) and the specific project label.

The template for this specific project label is named **“Markierung / Labeling”** and need to be completed by the package number, weight and measurement.

This label must be placed on at least 2 opposite sides of the package.
Handwriting is not permitted.



8.) Notification of Readiness of Dispatch

By sending us the single part list, you inform us about your scope of delivery and the planned FCA-date / loading date.

In case your scope of delivery contains special transports, you have to send us all relevant information at least **8 weeks** prior to the date of loading.

(max. measurement for standard parts: Length/Width/Height: 1350/300/300 cm // Weight max. 23.900 kg)

For all packages that fit in a standard truck, it is enough to have the filled-in single part list 2 weeks prior to the date of loading.

In case preliminary data are available, please send them to us.

9.) Confirmation of Collection

Upon completion of delivery of your scope of supply you have to send the filled-in and stamped document „Abholbestätigung“ to the following E-Mail address:

Streckenbestellung@dieffenbacher.de

Your invoices will be paid upon receipt of the confirmation of collection.

10.) Packaging Company

If applicable, you will be informed about the packaging company separately.

11.) Photo Documentation

You have to take photos of each loaded truck. Take at least 2x photos of each side. All loaded packages must be visible.

For open trucks: at least one photo from each side.

For closed trucks: at least one photo from the front and from the back of the loading area.

The loading security must be visible.

All parts that are loadable / unloadable by crane should be visible on the photos (i.e. showing packages hanging on the crane). Thereby the photos must show the way of lifting the packages.

The photos should be saved with the reference number of the truck (e.g. DSE 01, DSE02 etc.)

You have to send us the photos directly after loading by mail.

Resolution: 1024 x 768 Pixel

File Format: JPEG

These photos do not release you from the obligation to attach appropriate handling symbols to the parts/packages.



12.) Miscellaneous

You are not allowed to load any dangerous goods without our expressly permission.
Neither for truck transportation nor for air, - sea transportation.

If your scope of delivery contains dangerous goods, you must notify us of this at least 4 weeks prior to the planned loading date.

With this notification, you send us all relevant information like description of goods, technical details, Data Sheets, HS Code, Type of Packaging, Type of transportation etc.

After checking, we will let you know whether and how the transport will take place.

In case a proof of origin is required for your scope of supply, you have to send this to us prior the date of loading.

If you do not contradict to the above mentioned dispatch regulations, they are considered as to be accepted.

In case you have any questions or require any further information, please do not hesitate to contact us.

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