

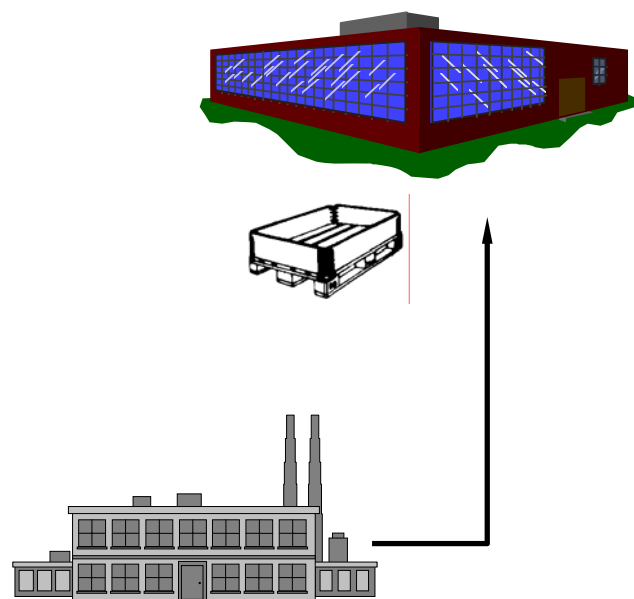
## PACKAGINGS MANUAL

for  
VOITH packagings  
sent to Munich Plant 1,  
for NKW (Commercial Vehicles)  
and Hydrostatic Pumps product groups

In order to ensure efficient handling of the large quantities of goods that arrive at our Plant 1 in Garching we provide most of our own packaging materials.

The use of our packagings is integrated into the overall flow of materials – from the packaging process at the supplier's – i.e. your – works, via dispatch, transport, incoming goods, processing in production (if necessary) and storage, right up to withdrawal ready for assembly. It is therefore very important that you follow exactly the systems and procedures as described in this manual and which are the outcome of this integration.

This manual is a compilation of specifications and instructions relating to the use of our packagings. We hope that it will be useful to all those involved with your deliveries to us, both in your company and ours.



**Voith Turbo GmbH & Co. KG  
Munich Plant 1  
Schleißheimer Str. 101  
85748 Garching  
Germany**

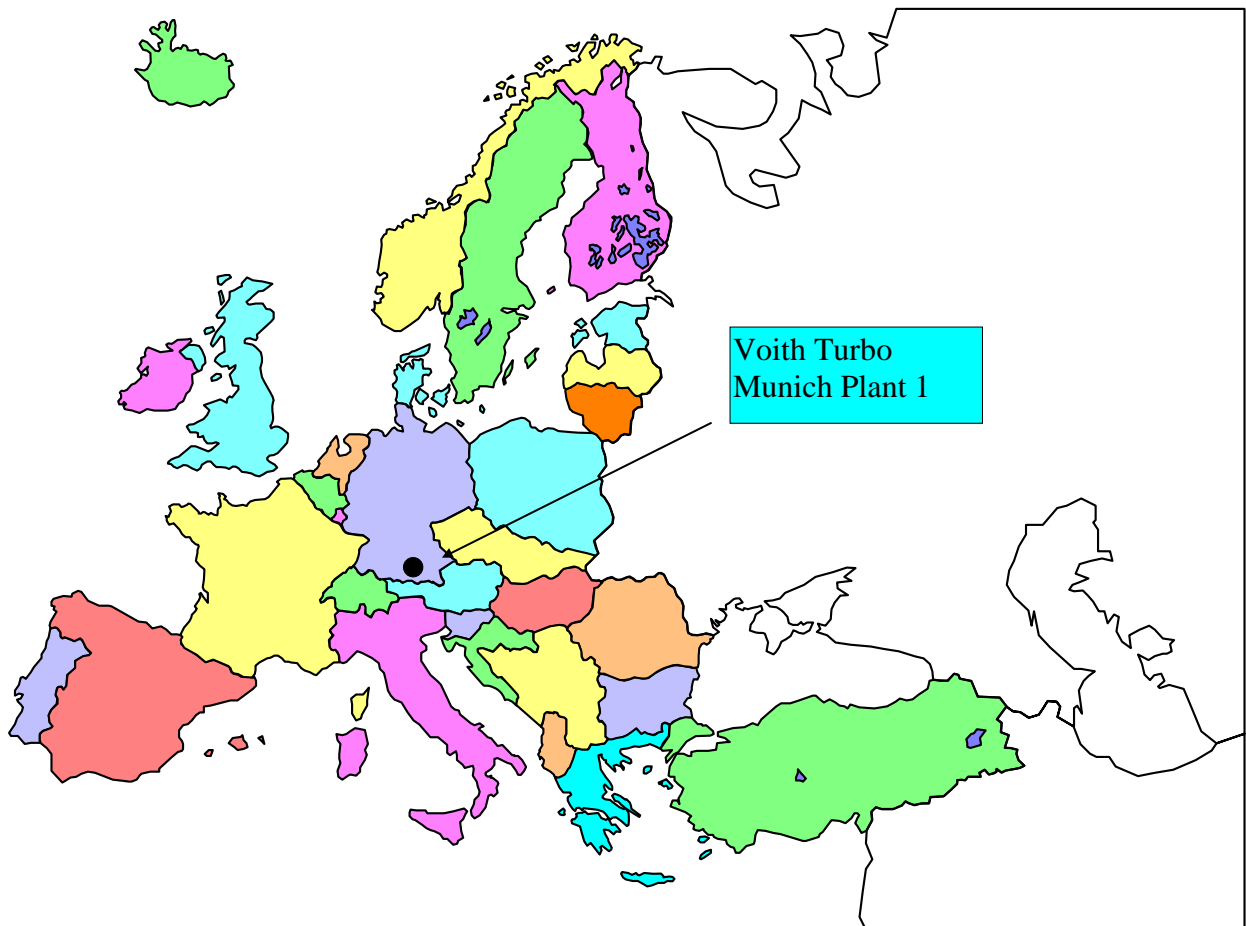
**Tel.: +49 (0)89 32001-230, -255  
Fax: +49 (0)89 32001-329**

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### 1 SUPPLIERS

These days, packagings are an important factor for efficient logistics. In order to do justice to this status, we want to establish an effective and economic goods handling system with the help of our suppliers.



We very much hope that on the following pages you, the supplier, will find answers to your questions related to the use of Voith packagings.

If you should have any further questions, please do not hesitate to contact us.

**Voith Turbo GmbH & Co. KG, Munich Plant 1, Tel.: +49 (0)89 32001-230, Mr. Schumann  
-255, Mr. Hapetta**

## 2 GENERAL

### - The common packaging system leads to:

- more rational handling
- flexibility
- lower costs
- effective protection for the goods
- reliable deliveries

### - Unit continuity

“Unit continuity” means that one and the same part number is always packaged in the same way. Every type of packaging always contains exactly the same number of parts.

This enables the goods handling system to flow according to a scheme.

### - Specified use

This packaging manual stipulates the use of Voith’s own packagings. Deviations from these stipulations must be approved by us in writing **before** delivery.

### - Responsibility

The packagings are made available to you in a fully usable condition free of charge by VOITH Turbo Munich Plant 1.

In the case of **unexpected damage** that means the packaging **can no longer be used**, the packaging must be **returned** to VOITH Turbo together with a Transport Method Sheet (TMS) stating the reasons/causes etc. The TMS serves as the basis for managing the packagings account and must be included with every delivery.

### - Orders and requests for packaging materials/TMS/goods labels:

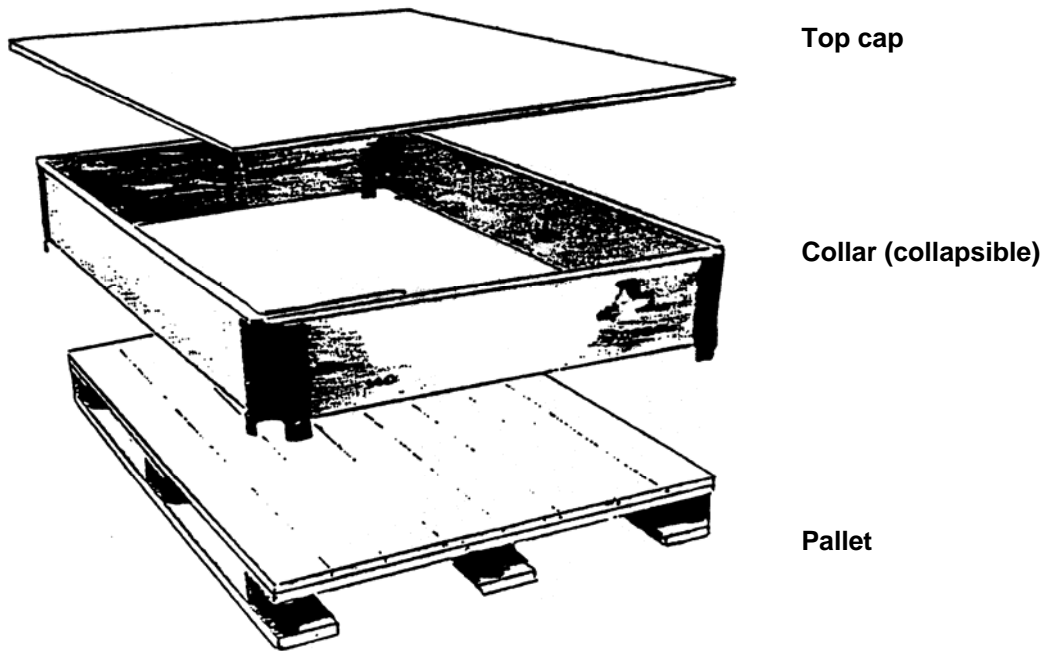
Requests should be sent by **fax** to:

Voith Turbo GmbH & Co. KG, Munich Plant, **+49 (0)89 / 32001 - 329**

In exceptional cases requests may be made by phone: +49 (0)89 32001-230 (Mr. Schumann)  
-255 (Mr.Hapetta)

## 3 DESCRIPTION OF VOITH PACKAGINGS

The components of a pallet unit:



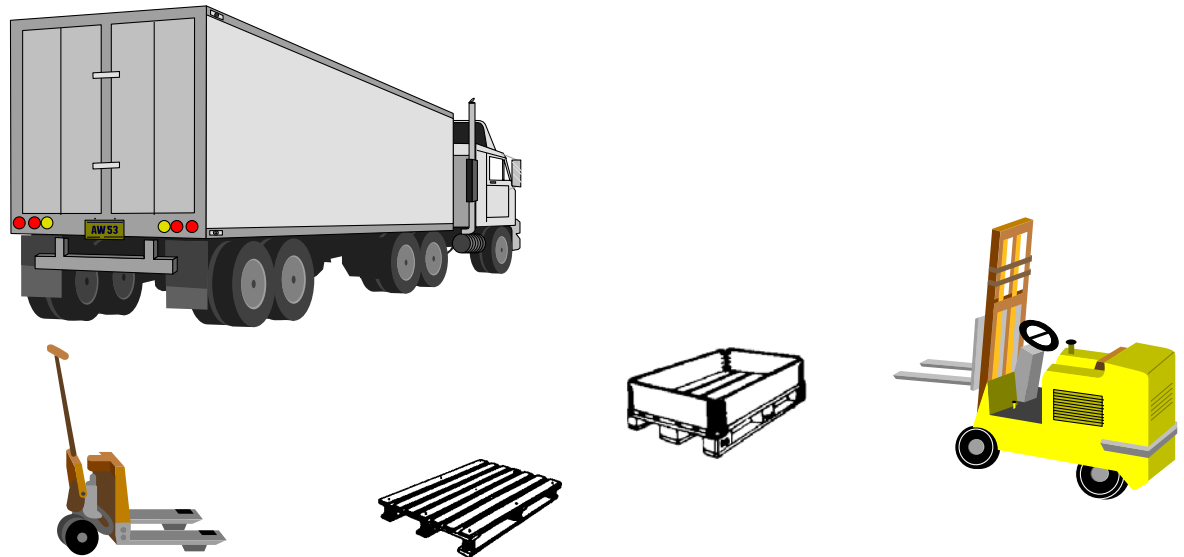
The pallet unit is available in wood or sheet metal.

Designation	Type no.	Dimensions L x W [mm]	Height [mm]	Weight [kg]
VTM pallet, wood	001.000 580	1200 x 1000	150	26
VTM collar, wood	001.000 578	1200 x 1000	250	15
VTM top cap, wood	001.000 579	1200 x 1000	10	8

For details of the exact units for your range of deliveries, please refer to the packagings data sheets in your possession.

Please note:	max. weight per pallet unit (gross)	<b>700 kg</b>
	max. no. of collars per pallet	<b>3</b>

## 4 REQUESTS FOR PACKAGING MATERIALS, TRANSPORT METHOD SHEETS (TMS) AND GOODS LABELS



### 4.1 Packaging materials:

Pallets, collars and top caps are provided by us free of charge and remain the property of Voith Turbo GmbH & Co. KG, Munich Plant.

Other packaging materials and sundries required, i.e. steel strapping, grey board, plastic bags, anti-rust paper, etc. must be provided by you free of charge.

Please refer to the individual packaging instructions for details of any special and inner packagings required.

### 4.2 Transport method sheet (TMS) and goods labels:

Every delivery must be accompanied by transport method sheets and goods labels completed by the supplier.

These must therefore be requested together with the packaging materials, provided no other arrangements have been agreed.

**Fax: +49 (0)89 / 32001 - 329**

In exceptional cases by phone: +49 (0)89 32001-230 (Mr. Schumann), -255 (Mr. Hapetta)

Please always state the following on your requests:

- your Voith supplier no.
- full details of type, size and number of packagings
- delivery address

Please request empty packagings at the latest **two weeks** prior to the date of packaging.

### Notes:

Only deliveries in Voith's own packagings will be permitted.

If, for some unavoidable reason, packagings deviating from the stipulations in this packaging manual shall be necessary, written consent must be obtained **before** delivery.

We reserve the right to return deliveries not packed in accordance with the specification and charge this to you.

## 5 TRANSPORT METHOD SHEET (TMS)

The transport method sheet (TMS) is the document that ensures proper recording and declaration of Voith packagings.

Therefore, it is absolutely essential to include a carefully completed TMS with **every delivery** to Voith or to send this in advance by fax.

Always include the following information on the TMS:

- your complete address
- your Voith supplier no.
- number and type of packagings
- date
- signature

A specimen transport method sheet is shown in the appendix.

## 6 IDENTIFICATION OF GOODS AND PACKAGINGS (goods labels)

In order to guarantee the identification and traceability of vendor parts, valid goods labels must be attached to the pallet units.

Our goods labels are based on VDA recommendation 4902 version 3.

As Voith Turbo currently does not require a barcode, a larger character size can be used. Therefore, until further notice the information on the goods labels is to be written legibly with a waterproof and smudge-proof black felt-tip pen.

**You must** always provide the following **information** on the preprinted form:

- |                                       |                           |
|---------------------------------------|---------------------------|
| (1) recipient of the goods            | (8) Voith ref. no.        |
| (2) unloading point, place of storage | (9) quantity              |
| (3) delivery slip no.                 | (10) delivery designation |
| (4) supplier's address (abbreviated)  | (11) supplier's ref. no.  |
| (5) net weight                        | (12) supplier no.         |
| (6) gross weight                      | (14) date of production   |
| (7) no. of packaging units            | (17) batch no.            |

The following information is required only **in certain cases**:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| (13) design revision status | (16) packaging unit no.           |
| (15) hazardous substances   | (18) supplier's address (in full) |

A specimen goods label is shown in the appendix.

### 6.1 ATTACHING THE GOODS LABELS

The goods labels must be attached to the bottommost collar so that they still remain attached even after removing the other collars.

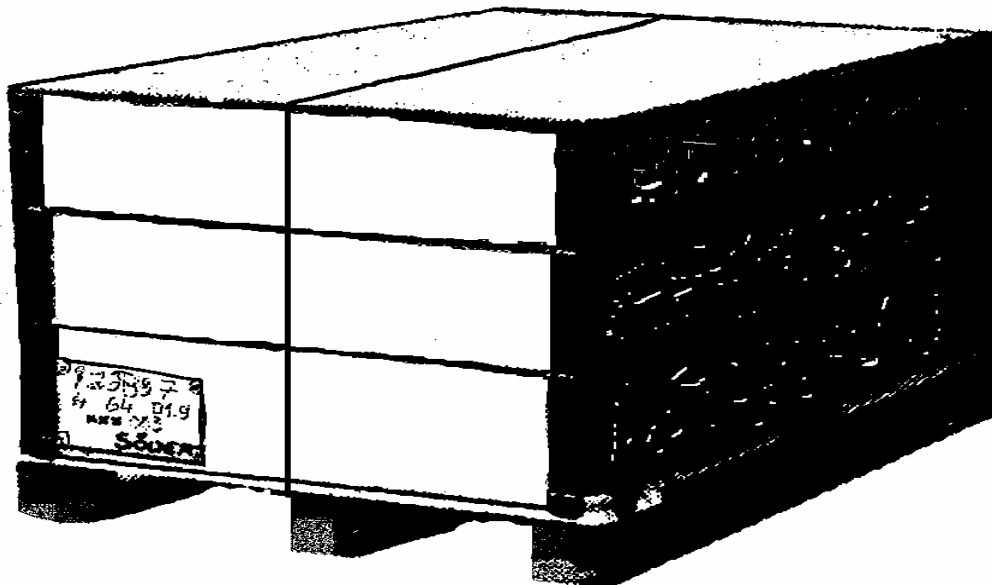
You are responsible for ensuring that any old goods labels still attached to the collar are removed or made illegible by your personnel.

Attach **two** goods labels to every unit – one in the left half of each 1000 mm side.

This requirement applies to both wooden and sheet metal pallets.

**Fix each goods label** with four small nails – in the left half of each 1000 mm side.

When sheet metal pallets are used for deliveries, use transparent self-adhesive tape to fix the goods labels.



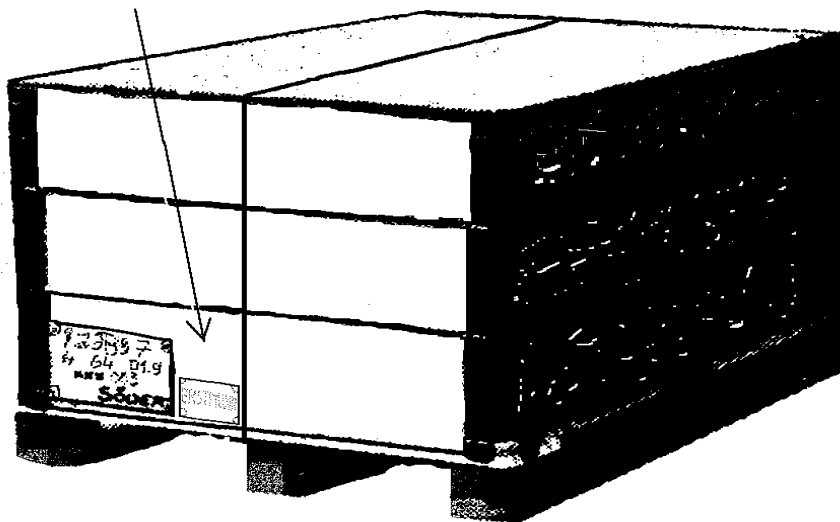
**Two goods labels on each pallet unit.  
Do not attach the goods labels over the steel strapping.**

## 6.2 GOODS LABELS FOR INITIAL SAMPLES

If the Voith order requires the delivery of INITIAL SAMPLES, the pallet units concerned must also be identified with the yellow **"INITIAL SAMPLE"** labels in addition to the standard goods labels.

These labels must be attached to the pallet unit in a similar way to the standard goods labels and to the right of these.

A specimen label for initial samples is shown in the appendix.



**Do not attach the labels over the steel strapping.**

The number of **"INITIAL SAMPLE"** labels used should match the number of standard goods labels.

## 7 PACKAGING INSTRUCTIONS

You receive a packaging data sheet or packaging instructions with the part(s) you are to supply to us. In special cases additional information or photographs may be included.

If there is a change to this information, you will receive a new packaging data sheet or packaging instructions on which the change(s) can be seen under the revision status (date).

If a part is not included on the packaging data sheet or packaging instructions, this must be suitably packaged but the packaging must be agreed with us before delivery, at least until this information is added to the packaging data sheet or packaging instructions.

In every case please remember: **never more than one reference no. per pallet.**

If you have any questions regarding packaging please contact:

**Mr. Schumann – Tel.: +49(0)89 32001-230**

**Mr. Hapetta - Tel.: +49(0)89 32001-255**

A specimen packaging data sheet is shown in the appendix.

## 8 PACKAGINGS ACCOUNTS

As a supplier, you are responsible for the proper declaration of the packagings because Voith can only credit packagings to your account upon receipt of the TMS.

Please note that, as a supplier, you are responsible for ensuring that the necessary packagings are available to guarantee delivery on time.

Therefore, order packagings and TMS in good time, i.e. at least **two weeks prior to the date of dispatch!**

The supplier shall bear all additional costs (e.g. repacking, special transport) due to late orders for packaging.

Therefore, make sure the information on the TMS is correct and complete. Inner packagings etc. should be entered under "other means of transport".

If you fail to comply with these instructions, the difference will be invoiced to you following the annual inventory.

You are not only responsible for declaring the packagings but are also responsible for packagings lost within your area of responsibility, which you will have to replace.

**Check the information on the TMS carefully.**

### 9 INVENTORY

We ask you to carry out a physical inventory of the Voith packaging materials in your possession at least once a year.

We can also request unscheduled inventories whenever necessary.

The inventory applies to all types of Voith packaging materials.

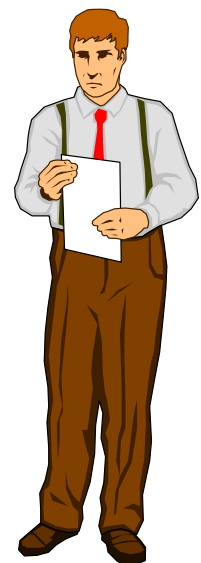
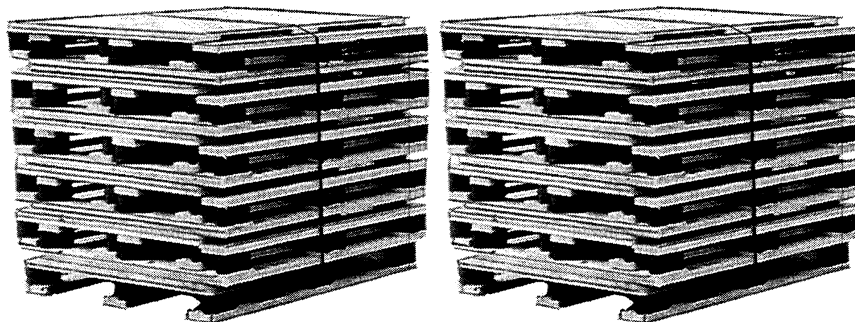
The number of each type of packaging is to be recorded on the inventory report which is sent with the inventory request (see the example on the following page).

Please note the date for returning the inventory report.

If there are any deviations between the numbers provided by you and those in our records, you will be asked to clarify the situation.

The result of your check must be provided within **two weeks**.

We shall invoice you or charge you for any packaging materials unaccounted for.



Please note:  
You are obliged to carry out an inventory!

A specimen inventory report is shown in the appendix.

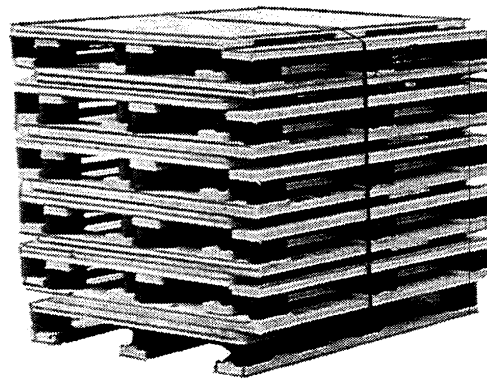
Please make sure that you return the inventory report on time.

## 10 STANDARD PACKAGING UNITS

Voith packagings are supplied in the following units:

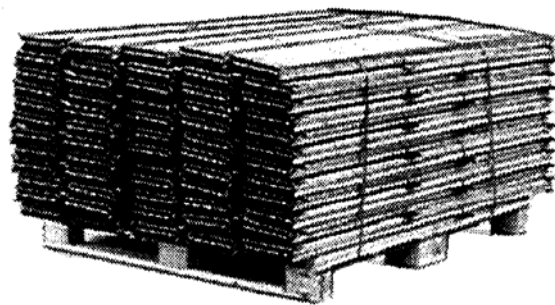
### Pallets

11 pcs/pack  
on a pallet



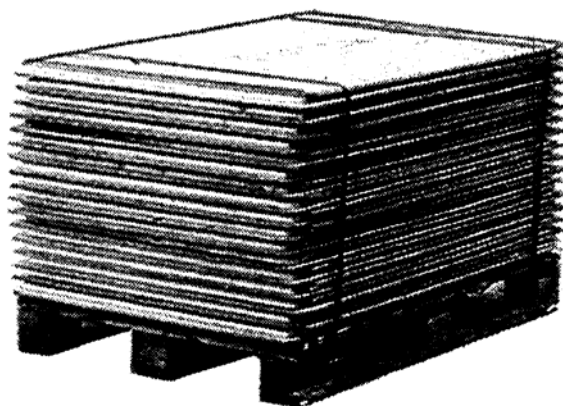
### Collars

50 pcs/pack  
on a pallet



### Top caps

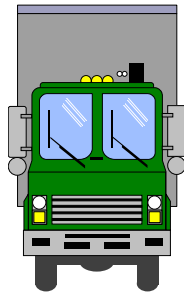
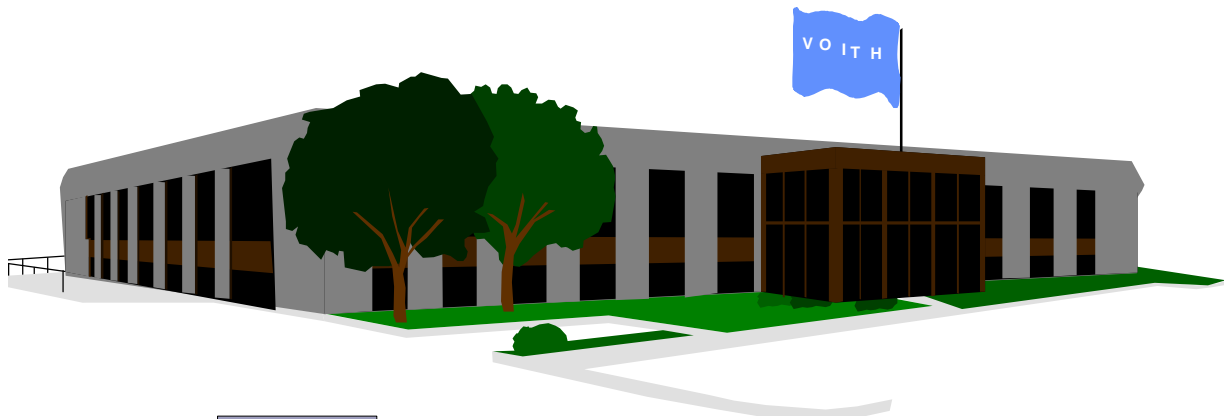
50 pcs/pack  
on a pallet



Parts supplied in sheet metal pallets contain green adapters as well. For further details see the individual packaging instructions.

In exceptional cases we reserve the right to deviate from these standards.

**Please note that, as a supplier, you are obliged to adhere to the stipulations given in this manual.**



**We look forward to a cooperative partnership with you.  
If you have any suggestions regarding this packagings manual,  
please contact Mr. Schumann.**

**Voith Turbo GmbH & Co. KG  
Munich Plant 1  
Schleißheimer Str. 101  
85748 Garching  
Germany**

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