



**BECOME A
WATER-
EXPERT!**

Guidelines for the Delivery of Goods

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grünbeck

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Preface

Products from Grünbeck Wasseraufbereitung are known for their quality and performance. They are the worldwide reference for the highest water quality. This is only possible if all elements of the process chain meet this requirement. This also includes the delivery of parts and elements of the highest quality at the optimum time and in the optimum quantity.

The present guidelines are intended to help suppliers understand Grünbeck, to promote cooperation in a spirit of partnership and to support the optimisation of logistics on both sides. The flow of information between you and Grünbeck Wasseraufbereitung, optimum planning and compliance with the planned processes and specifications are decisive for successful cooperation. Compliance with the requirements set out in these guidelines in day-to-day business ensures an efficient flow of materials and smooth processes.

The guidelines for the delivery of goods define consistent standards throughout the entire supply chain of Grünbeck and the supplier.

Scope of application and structure

These guidelines regulate the requirements for delivery to the headquarters and branches of Grünbeck Wasseraufbereitung GmbH. They apply to existing and future business relationships. Deviating or supplementary regulations shall only become part of the contract if they have been confirmed in writing by GB.

If special requirements are necessary for a particular article group, these will be agreed separately with you. The same applies to specific contractual provisions.

Scope of application
and structure

Transfer of services
and risks

Transfer of services and risks

In principle, the delivery conditions of Incoterms[®], in the currently valid version, shall apply.

Goods are accepted with discharging effect for the delivering driver by the employees of GB (free house and DDP shops). During the acceptance procedure of the goods, GB checks the external condition of the goods and the completeness of the packages against the delivery document. Each acceptance is subject to the subsequent detailed inspection of incoming goods. Along the same lines as paragraph “Exchange of empty containers”, the supplier or its logistics partner / shipping company must exchange empty transport containers at the place of acceptance.

Delivery to a GB construction site

If agreed, the driver shall unload the goods himself or by his own means. The supplier is obliged to make appropriate “self-unloading agreements” with its logistics partner/shipping company.

The subsequent expenditure and the responsibility for load carriers delivered on route shall not be passed on to GB. In case of doubt, the supplier shall make special agreements with the customer.

Collection

The goods are loaded on the loading unit at the expense and risk of the seller, safe for transport. Upon acceptance of the goods, GB or a commissioned third party shall check the external condition of the goods and the completeness of the packages against the delivery document. Each acceptance is subject to the subsequent detailed inspection of incoming goods.

Storage

At GB, the goods are preferably stored on pallets, in bulk (plastic containers) or in the supplier's cardboard packaging, and subject to arrangement also in mesh boxes. If special packaging is required, this shall be indicated in the text of the purchase order and agreed with you.

Supplier order processing

Delivery quantity

The quantity per purchase order item shall be confirmed for each individual purchase order item in a purchase order transaction. Individual purchase order items shall only be delivered in full to GB (or on GB's construction site). The confirmed quantity shall correspond to the ordered quantity of each purchase order item.

If only a partial quantity is available at the time of delivery, GB shall be contacted to arrange an agreed procedure. The delivery date for an urgently required partial quantity, which is delivered in advance, shall be agreed separately between the supplier and GB.

Transfer of services
and risks

Storage

Supplier order
processing

Delivery date

The delivery date specified in the individual purchase order is a fixed date. If this delivery date is exceeded, the supplier shall be in default without further notice. The respective purchase orders of the purchaser and the specified delivery dates shall be deemed to be accepted if the vendor does not immediately – no later than the day after the receipt of the order – reject the order in writing stating the reason for this rejection. The supplier shall notify the purchaser immediately in writing if it becomes apparent that the delivery will be delayed. The delivery date shall be understood as the day of receipt by Grünbeck.

Deliveries that are made less than three working days before the agreed delivery date for valid reasons (national holidays, bridging days and so on) shall be accepted. However, deliveries made earlier than the agreed time shall be inadmissible.

Supplier order
processing

Order picking

Different part numbers are not allowed to be packed in the same primary packaging (see “Packaging classes“), i.e. all primary packaging shall be delivered containing a single type of article. The goods for each shipment for one delivery date are picked with a single part number. Different purchase order processes to one delivery address and for one delivery date are combined. Excess quantities of different part numbers are also packed as a single type in one delivery (if necessary by sandwich pallet).

Packages

Each package of a shipment shall be marked with the total number of packages of this shipment, e.g. “Package 1 of 3“. All purchase order items of a purchase order transaction that have to be distributed over several packages shall arrive at GB with the same inbound delivery (including construction site delivery). Deliveries with a volume $> 1.2 \text{ m} * 0.8 \text{ m} * 1 \text{ m}$ are not allowed to be delivered by parcel service. The weight of an individual package is not allowed to exceed 30 kg. The volume shall not exceed 0.2 m^3 and the girth shall not exceed 2.4 m.

Packaging

Packaging regulations

On a case-by-case basis, Grünbeck will agree article-specific packaging regulations with you (packaging quantity, packaging material, labelling/ marking, hygiene regulations). These shall be regarded as an integral part of the contract.

Packaging classes

GB distinguishes between the following classes of packaging:

- Primary packaging: Direct contact with the article
- Secondary packaging: Overpack, no direct contact with the article
- Tertiary packaging: Transport packaging

Packaging rules

- Primary packaging only contains the quantity of exactly one part number
- Secondary packaging contains various units of primary packaging with the same or different part numbers
- Several units of secondary packaging are transported, stored and placed in tertiary packaging
- Primary packaging is only permitted to be used as transport packaging (e.g. for KEP transport) subject to consultation with Grünbeck

Requirements for the standard packaging

- Protection of the article
- Protection against the tampering and theft
- Reusability according to packaging regulations
- Simple article removal
- Stacking factor 3 for pallets (exceptions shall be agreed with GB)
- The packaging shall be selected in such a way that the goods can be secured for transport with recognised technical means in accordance with VDI 2700

Supplier order
processing

Load carriers

In principle, standardised load carriers are to be used, e.g. Euro pallets, the maximum height is 145 cm, or 200 cm in exceptional cases subject to consultation with GB. The maximum weight is 1,000 kg. The load carriers shall be in perfect condition and suitable for storage in manually operated shelf-storage areas. The goods shall not exceed the basic dimensions of the load carriers/tanks (modularity).

Exchange of empty containers

All reusable tanks and reusable load carriers are exchanged 1:1 unless otherwise agreed. Defective load carriers are not exchanged, and no payment will be made for them. If there is no direct exchange of empty containers, the reason shall be stated on the shipping documents.

Labelling

Order picking takes place at GB on the basis of the label on the carton, which displays the GB part number, the batch number and possibly the serial number in a 2D barcode. GB has opted for the worldwide standard of GS1 Germany for logistics. This standard enables goods and the shipping unit to be uniquely identified worldwide.

Global Trade Item Number GTIN

The GTIN for all scheduled packaging units, if available, shall be transmitted to Grünbeck by the supplier with the master data. The supplier shall ensure that the goods are labelled in all packaging units and all shipping units.

GS1 transport label

In addition to the sender, part number and possibly other information about the contents, the transport label also shows the number of the shipping unit (NVE) in alphanumeric and barcode form.

Supplier order
processing

Labelling

Marking of the goods

The standards of GS1 Germany shall be implemented when marking the goods. The goods are always marked with the following information on all packaging units (details in the “Packaging” section):

- GTIN in coded (barcode) and numerical form (each packaging unit has its own GTIN)
- GB part number
- Article designation in short form
- Quantity in the packaging unit

Different part numbers are not allowed to be mixed loose in one packaging unit. If a certain quantity of a part number is delivered which does not correspond to a defined packaging unit, the quantity of this article is picked into its own overpack (foil bag or carton).

If only 1 item each of different part numbers is delivered, then these articles are picked into a mixed carton. In this case, each article shall be individually marked. In principle, no adhesive label is allowed to be affixed directly to the individual article. Articles that have to be individually labelled shall be individually packaged (primary packaging). The adhesive label shall then be affixed to the primary packaging.

On cartons, the adhesive label shall be affixed on at least one side so that it can be recognised on pallets. An adhesive label is attached to a foil bag in the centre. If the supplier is itself required to mark the article, the procedure to be followed shall ensure that the following characteristics are provided:

Labelling

- Electronically readable code incl. plain text
- Barcode quality acc. to ISO/IEC 15416 Quality B
- Temporary sticker lightly adhesive
- Permanent sticker highly adhesive, durability of the marking (label, lettering, adhesive, etc.) at least 15 years
- Grünbeck determines the position of the label in advance.

The requirements for the labelling of goods containing hazardous substances (GHS, Globally Harmonized System of Classification, Labelling and Packaging of Chemicals and current ADR version) shall be implemented.

Marking of the shipping unit

The standards of GS1 Germany applicable to the GS1-128 transport label shall be implemented when marking the shipping unit. The transport label is affixed where it is clearly visible and can be reached with a barcode scanner at least on one end.

Labelling

Shipping documents

The following are required for the acceptance of goods:

- Packing list: per shipping unit
- Delivery note: per order
- Consignment note (for international transports): per delivery

Packing list

The following components must be included:

- Number of the shipping unit "NVE" in coded and numerical form
- Delivery note no. (also in barcode form)
- Purchase order no. (also in barcode form)
- Purchase order item
- Article designation
- Part number (also in barcode form)
- Quantity (also in barcode form)

The packing list is attached to each individual shipping unit. If a DESADV is transmitted in connection with the use of GS1-128 transport labels, there is no need for a packing list on the package.

Delivery note

The delivery note is attached to the goods.

The following components must be included:

- Return address
- Delivery address
- Shipping method
- Service provider
- Delivery note number (also in barcode form)
- Supplier order number
- Global Trade Item Number "GTIN", if available
- Article designation
- Part number (with drawing index if necessary) (also in barcode form)
- GB project number, if available
- Purchase order no. complete (also in barcode form)
- Purchase order item no.
- Order date
- Quantity in purchase order (target quantity)
- Delivered quantity (actual quantity) (also in barcode form)
- Number of the shipping unit "NVE" (also in barcode form)
- Number of shipping units in the delivery note

The information in the EDI delivery advice sent to GB prior to delivery of the goods shall correspond to the information on the delivery note.

Consignment note

At least two copies of the consignment note shall be carried by the driver.

For international transports please observe the regulations of the CMR.



Inbound delivery at GB

Goods receiving times

The following goods acceptance times apply for the inbound delivery of ordered goods to GB:

- Monday – Friday
07:00 to 9:00 a.m.
- Monday – Thursday
09:15 to 12:15 a.m.
01:00 to 04:00 a.m.
- Friday
09:15 to 12:00 Uhr
Friday afternoon closed

Notification of the inbound delivery

Notification of the inbound delivery is mandatory for 10 pallets or more. The notification shall be sent as soon as possible but at least one day before the delivery will arrive, to the following e-mail address: wareneingang@gruenbeck.de

Measures to be taken in the event of non-compliance with these specifications

The Goods Receipt department of Grünbeck documents any defects or infringements of the present regulations that it finds and takes these into account in the supplier rating.

Inbound delivery
at GB

Measures to
be taken ...

Abbreviations

GB	Grünbeck Wasseraufbereitung GmbH
GTIN	Global Trade Item Number
NVE	Number of the shipping unit
KEP	Courier/parcel/express service
Working day	Monday – Friday



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