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Typ Manual

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## **PACKAGING AND SHIPPING GUIDELINES FOR SUPPLIERS**

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**CJSC «Stadler Minsk»**

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CJSC «Stadler Minsk»

## Document review

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## 1 Purpose

**1.1** The purpose of this document is to formally communicate CJSC «Stadler Minsk» requirements related to packaging and labelling of components to its suppliers. The present guidelines are minimum requirements and product specific requirements could be added in agreement with CJSC «Stadler Minsk».

**1.2** Acceptance or rejection of the goods delivered by the supplier will take into account the compliance of the supplier with the present guidelines.

**1.3** Other packaging and labelling methods may be used if they are equivalent or more stringent than the methods described in the present instructions.

**1.4** The supplier undertakes to act in accordance with the applicable ADR/SDR regulations for dangerous goods shipments.

**The supplier shall be liable for all costs resulting from a non-compliance with the present guidelines.**

## 2 Glossary

**2.1** ADR: Accord européen relatif au transport international des marchandises Dangereuses par Route, Agreement on the International Carriage of Dangerous Goods by Road.

**2.2** Dunnage : materials used to provide adequate support, bracing and protection of product during shipment i.e. padding in a shipping container to prevent unnecessary movement of load.

**2.3** INCOTERMS: International Commercial Terms 2010.

**2.4** KIT: pre-assembled unit composed of different parts and articles.

**2.5** Load Carrier : open pallet, bottom boarded pallet, bearer pallet, roller cage, rack, used to carry the properly packaged goods.

**2.6** SDR: Regulation on the transport of dangerous goods by road.

## 3 General principles

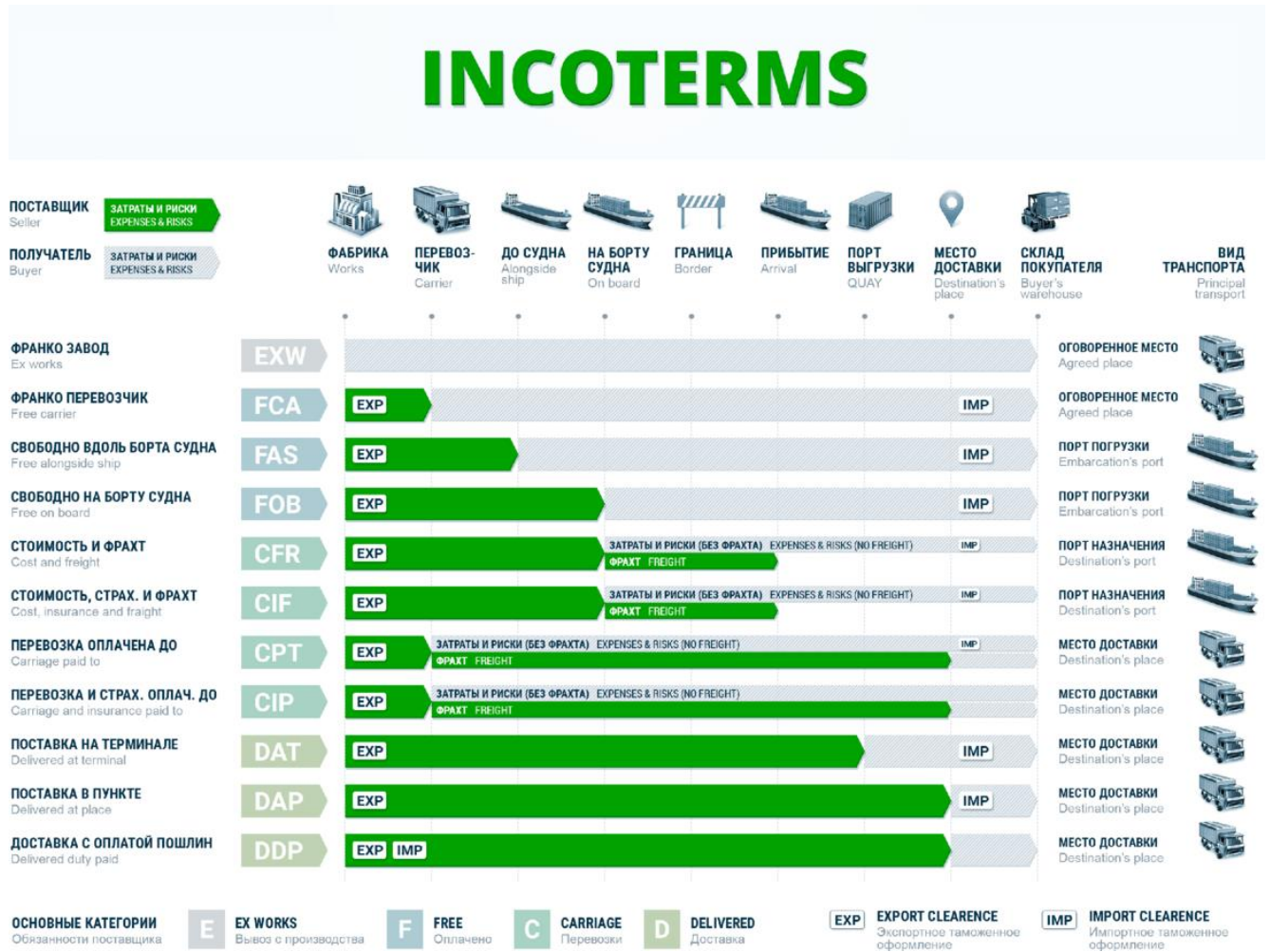
The supplier will ensure that:

- an appropriate packaging method and material are used to ensure safe transportation, lifting, handling and storage of the goods;
- the product is packaged in a manner that will allow the product to be removed from the packaging without damaging the product in the process;
- the packaging material will not contaminate the goods enclosed;
- the packaging is sufficient to prevent damage during transportation and preserve product integrity during storage whilst also being minimized as far as is practicable to reduce waste;
- dunnage is used as necessary to provide adequate support, bracing and protection of product during shipment. Wrap or bag the product to ensure that dunnage material does not come into direct contact with the product;
- transportation caps, covers and plugs are plastic (not rubber) and of sufficient flexibility so that cracking will not occur. Shipping caps, covers and plugs shall be push-on type and have broad flanges;
- appropriate precautions to prevent the ingress of foreign objects and contamination into components with orifices are taken.

## 4 Delivery Dates / INCOTERMS

4.1 The agreed delivery dates and INCOTERMS (Picture 1) stated in the order must be adhered to.

4.2 Should a delay in delivery become apparent, this must be notified immediately in writing to CJSC «Stadler Minsk».



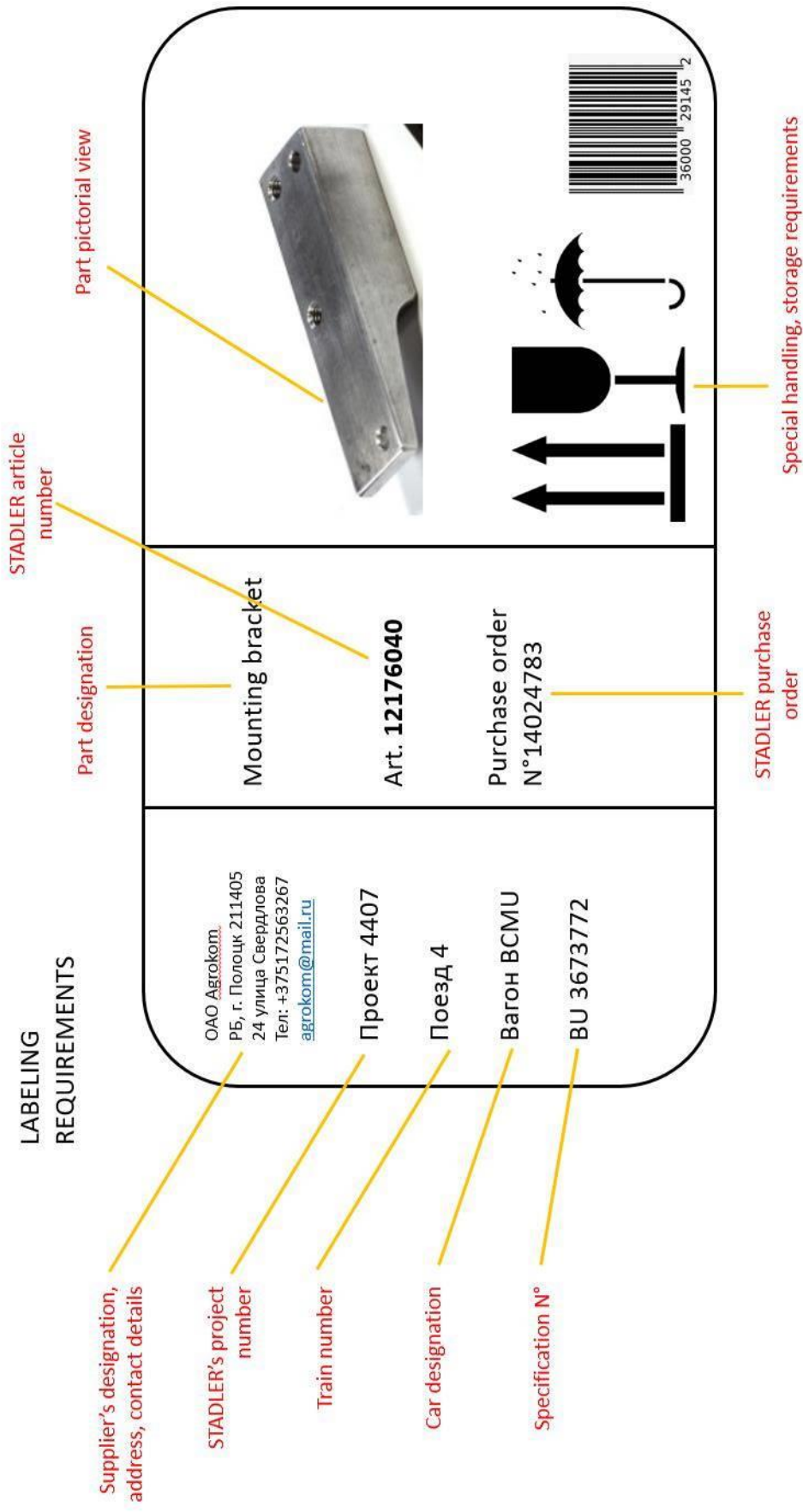
Picture 1 – INCOTERMS

## 5 Identification of the delivered parts

5.1 Information displayed on label.

The supplier shall:

- ensure that the products are labelled to a standard that will provide adequate identification and traceability of the product to the Certificate of Conformity and Packing Slips;
- the packaging label is attached to all layers of packaging (see Picture 3 и Picture 4) and contains the information according to Picture 2;
- when delivering painted parts on the label and packaging, indicate «CAUTION! HANDLE CAREFULLY».



Picture 2 – Packaging label







## 6 Load carrier requirements

### 6.1 General requirements applicable to load carrier

Goods shall be placed on appropriate load carriers (pallets, racks, cages,...) in compliance with the following requirements:

- safety regulations;
- can be transported safely without additional safety devices;
- protection against damage to parts (with proper handling);
- stackable;
- contents clearly arranged;
- waterproof when applicable;
- suitable for forklift handling (for instance EUR pallet).

The below Picture 5 shows an example of an appropriate load carrier:

- material is marked (labelled);
- clearly arranged and easy to remove;
- material can be picked individually from the load carrier and processed further;
- transport secure/protected;
- the load carrier is in good condition;
- no overhang (compliance with dimensions).



Picture 5 – Example of an appropriate load carrier



## 6.2 Positioning of the goods on the load carrier

The delivery items must not exceed the outer contour of the pallet (see Picture 5).



Рисунок 6 – Load carrier

Depending on the component, the center of gravity must also be taken into account.

Furthermore, the goods must be protected from possible external damage.

## 7 Packing list

Each delivery shall be accompanied by a packing list including the below required information (Picture 7).

This packing list must be clearly visible on the outside of the packaging.

If there is material and components for different projects in the same delivery, it is necessary to indicate in the packing list for which project each article is intended.

PACKING LIST

DATE 26/08/2019  
CUSTOMERID 112345

SHIP FROM:

ОАО Агроком  
РБ, г. Полоцк 211405  
24 улица Свєрдлова  
Ivan Petrov  
Тел: +375172563267  
agrokom@mail.ru

Supplier designation and point of contact

SHIP TO:

STADLER MINSK  
Faniopol  
Ulitsa Zavodskaya 47, 222750  
Svetlana Rogoshina  
Svetlana@mail.ru  
Mobile: +375444826753

STADLER point of contact

ORDER DATE 26/01/2010  
PURCHASE ORDER # 14024783  
CUSTOMER CONTACT Svetlana Rogoshina

STADLER article number,  
project number  
train number  
car number  
drawing number  
article description  
ordered quantity  
delivered quantity

ARTICLE	PROJECT	TRAIN	CAR	DRAWING	DESCRIPTION	ORDER QTY	SHIPPED QTY
12176040	4407	4	BCMU	BU 338733	Mounting brackets	15	13
12173845	4433	2	B	BU 338842	Flexible hose	1	1

Comments in case of backordered items

COMMENTS:  
Backordered items will be shipped on 1st November 2019

TOTAL: 16 14

Picture 7 – Packing list

## **8 Incoming goods inspection**

Upon delivery of the goods to CJSC «Stadler Minsk», a goods inspection is carried out to identify any obvious deviation from quality standards or and quantities required in the purchase order.

Any defects found will be reported to the supplier as soon as possible. However, CJSC «Stadler Minsk» does not carry out an exhaustive inspection of all received goods. Only individual shipments are inspected on a random basis.

If defects are identified at any time during the installation/first use and these defects were not noticed during the random inspection upon delivery, CJSC «Stadler Minsk» reserves the right to charge the supplier for costs incurred in relation with this non-conformity.

Claims on quality and quantity of the delivered goods can be shown during the guarantee period (not less than 12 months), especially it is actual for the goods which are delivered and stored in not opened packing of the supplier.

CJSC «Stadler Minsk» works on the assumption that adequate quality and quantities of the delivered goods are ensured by continuous checks and inspections on the supplier's side during production and prior to shipment of the goods.