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## Logistics Guideline Stadler Deutschland GmbH



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## 1. General

The supplier must observe and comply with the current valid Stadler Deutschland GmbH logistics guideline. In addition, the valid statutory regulations and requirements need to be applied. If you not observe the guideline and the legal regulations the supplier must bear the cost (processing fees, additional costs etc.).

### 1.1. Environment Management

Stadler Deutschland GmbH is aware of its responsibility to conserve existing resources and avoid waste, wastewater and emissions. Therefore, it attaches great importance to the continuous and systematic improvement of environmental protection measures, especially when planning and optimizing the load carriers and packaging solutions. Stadler Deutschland GmbH has a certified environmental management system in accordance with the currently applicable standards DIN EN ISO 14001 and DIN EN ISO 50001 and also ensures compliance with the principles of these standards when selecting and evaluating suppliers. Stadler Deutschland GmbH reserves the right to obtain information from the supplier for the life cycle assessment of its products.

### 1.2. Contact Partners

The respective of STAP-purchaser is the first point of contact for all technical and commercial issues relating to the supplier. Other contacts for concrete topics are listed in the following chapters.

### 1.3. Definition of Terms

The table below contains explanations of the terms used in this document.

Table 1: Term Definition

<b>Terms</b>	<b>Definition</b>
Stacking frame	Frame for Euro pallet
Euro pallet	Load carrier acc. DIN EN 13698-1
Gitterboxpalette	Load carrier acc. DIN EN 13626
KLT	Small load carrier
Load unit	Package ready for shipment or a combination of the packing unit and the load carrier
Load carrier	Tool for the internal and external transport and/or the storage process
Complaint	Official letter in case of noncompliance with requirements
Packing unit	Created when material packaged
Packaging	Generic term for all packaging elements

## 2. Load unit, Load carrier and packaging

The following characteristics and requirements must apply to the particular load units, load carriers and packaging, therefore they can be used. Stadler Deutschland GmbH must approve of exceptions in writing.

### 2.1. Load Unit

All load units must be designed to have a stable form and make optimum use of the volume. Also, load units may not exceed the basic dimensions of the load carrier and a max. height of 1.1 m.

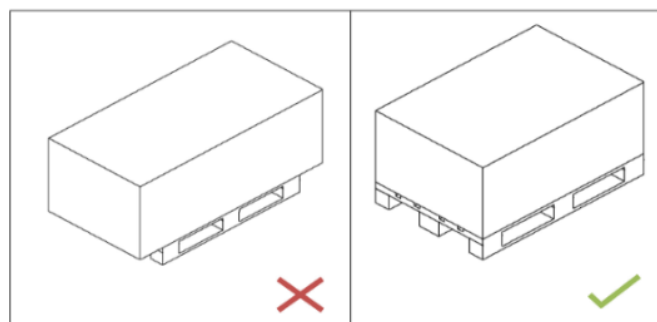


Figure 1: Basic Dimensions of load unit

Load units and packages also need to be secured using straps, shrink film or stretch film to prevent them slipping during transport. If the transport lock needs to be re-released, the material must remain in a stable position (upright). Straps applied around the load unit must be made of plastic and have an edge protection profile. Also, the straps must surround the load unit at least once on the long side and once on the face side (see Figure 2). Also, all load units must have a stacking factor of at least two (see Figure 3).

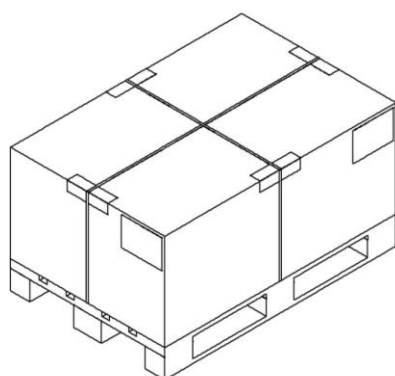


Figure 2: Load units ready for dispatch

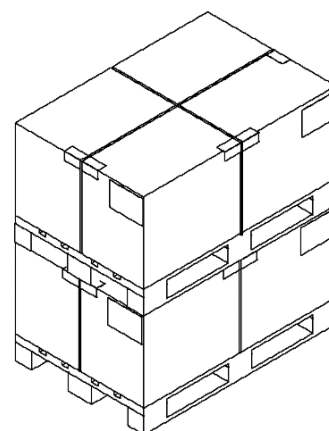


Figure 3: Load unit with a stacking factor

## 2.2. Load carrier and packaging

The load carrier and the packaging have a protection, storage and transport function, and carry information. Additionally, they also combine packages into load units.

### 2.2.1. Division of the load carrier

At Stadler Deutschland GmbH, load carriers can generally be divided into standard load carriers and non-standard load carriers.

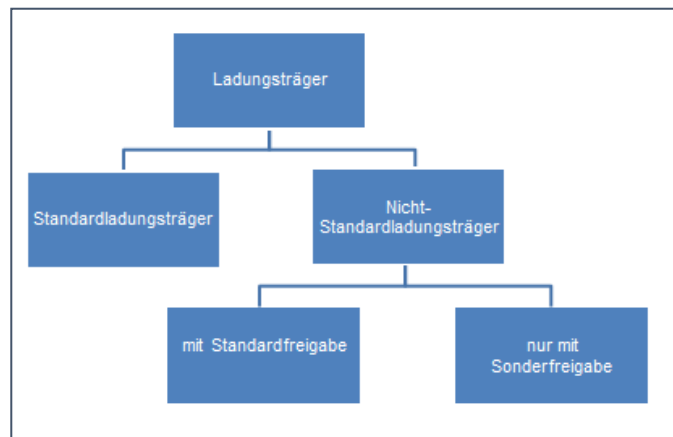


Figure 4: Division of load carriers

In general, standard load carriers should be used for all deliveries if the requirements from section 2.3. (Delivery variant 2) are satisfied.

### 2.2.2. General Requirements

The load carriers and the packaging material must be ensured so that (dimensioning and configuration) the emergence of qualitative and quantitative defects of the goods during transport, storage and handling can be excluded. All load carriers and packaging must be able to withstand the dynamic and static forces generated during transport and storage.

More over load carrier and packaging must comply to the following requirements:

- Design must be dimensionally stable
- Safe to not get out of place, even during stacking
- Injury proof design (e.g. rounded edges, shatterproof)
- Must be able to be opened and closed by one person and without any devices<sup>1</sup>
- Screwing inside the load carriers or lids should be avoid

<sup>1</sup> Safety cutters are allowed

## 2.2.3. Protection of the materials in load carriers and packaging

All materials must be protected from short-term exposure to the elements<sup>2</sup> and damp, dust and dirt. In addition, the load carrier and the packaging must be designed so that the material cannot be damaged if transported or stored correctly (e.g. by impacts). The material should also have a secure fit in the load carrier.<sup>3</sup>

Sensitive materials<sup>4</sup> (e.g. electrical materials) should have the following protective measures:

<b>Surface treated components</b>	Surface treated components must be packaged individually or after an approval from purchasing also in order lots. The components must be marked on the overpack (look at chapter 3.1)
<b>Sensitive electrical material</b>	Sensitive electrical materials need to be supplied in ESD <sup>5</sup> -packaging. No metal clips may be used to close the packaging.

## 2.2.4. Specific requirements for the packaging

Packaging should be filled with sorted<sup>6</sup> materials if no other procedure has been agreed. Furthermore, have to pack all order positions to one order individually. This applies in particular to sensitive components. It must be clear on which side you need to open the package – this must be marked<sup>7</sup>.

### Packaging of set articles

All parts which belong to one set (= order position consisting of several item numbers), must always be physically assigned to the set. The full set must be packed in one load unit. This refers to all parts of the set, including add-on pieces, installation material or c-material. Moreover, an abstract of components which belongs to the set should be attached. Separate material supplies, which also belongs to the set should be approved from the purchasing department.

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<sup>2</sup> e.g. atmospheric influences when loading and unloading

<sup>3</sup> except bulk goods

<sup>4</sup> e.g. coated, painted, electronic, glazed components

<sup>5</sup> Electrostatic discharge

<sup>6</sup> According to STAP-Item-number per package

<sup>7</sup> except visible packages

## 2.2.5. Structure of non-standard load carriers

In principle, the respective load carrier must be suitable for the material

- Material may not e.g. protrude over the edge
- Maximum volume utilization should be achieved
- It must be possible for a forklift to pick up the load carrier via the short or long side (see figure 5). To this end, the substructure of the load carrier must be at least 150 mm high.
- The load carrier must be designed so that there is no slippage when stacked
- They should be stackable and collapsible

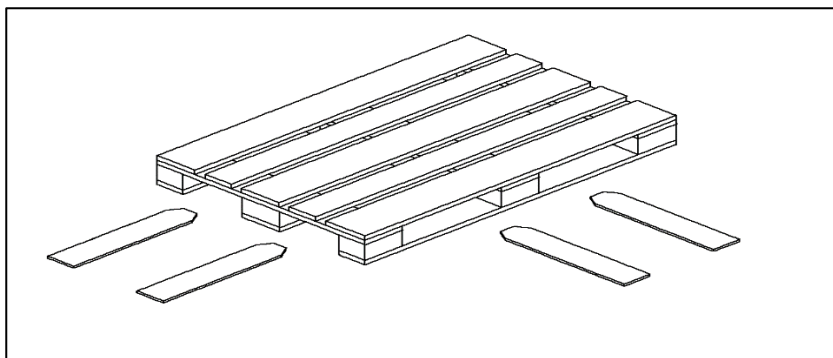


Figure 5: Picking up the load carrier

Screwing inside the load carriers or lids should be avoided. Instead, quick-release fasteners should be used with reusable load carriers. If the load carrier should be screwed from the inside, it is important to grease the screws before applying. Also the load carriers must be weatherproof for the empty storage in an outside (not covered) area.

## 2.2.6. Economic and ecological aspects

When producing and using load carriers and packaging materials, care should be taken to design them based on economic and ecological factors. To this end, standard load carriers should be used as far as possible<sup>8</sup>. If this is not possible, returnable systems made of recyclable materials should be used.

<sup>8</sup> See 2.2.1 Division of the load carrier

<sup>9</sup> See 2.2.5 Specific requirements for non-standard load carriers and see Appendix 6.4. for assembly specifications

<sup>10</sup> see 2.2.1 Classification of load carriers

<sup>11</sup> Packaging concept must be agreed with the respective purchaser, approval by Logistics



## 2.3. Formation and description of the delivery

The defined delivery variants serve to identify and define the correct delivery form

- **Delivery variant 1** (delivery without load carrier)
- **Delivery variant 2** (delivery on standard load carrier)
- **Delivery variant 3** (delivery on non-standard load carrier only with special release)

Attachment 2 can be used to select a delivery variant.

### 2.3.1. Description of the delivery

Detail description of the delivery variants 1, 2 and 3

Table 2: Description of the delivery variants

	<b>Delivery Variant 1</b>	<b>Delivery Variant 2</b>	<b>Delivery Variant 3</b>
Material	See Order		
Load unit			Non-standard load carrier. Load carrier must be released by Stadler Deutschland GmbH <sup>9</sup>
Weight Length Width Height	≤ 30 kg ≤ 600 mm ≤ 600 mm ≤ 600 mm	≤ 1.000 kg ≤ 1.200 mm ≤ 800 mm ≤ 1.100 mm	
Load carrier	No load carrier required	Standard load carrier <sup>10</sup> (e.g. euro pallet, lattice box pallet)	
Packaging	e.g. box	e.g. box, stretch film etc.	E.g. tarpaulin, e.g. stretch film, e.g. box
Label	Material, packaging and load unit	Material and packaging	Material, packaging, load carrier, load unit
Shipping documents	Delivery note, if nec. certificate, if nec. waybill, if nec. customs documents, if nec. packing list		
Transport and dispatch	E.g. parcel service, freight carrier	E.g. by a freight carrier	
Packaging Concept <sup>11</sup>	No	No	Yes

<sup>12</sup>barcode mandatory by 31.03.2022

<sup>13</sup>length x width

<sup>14</sup> barcode mandatory by 31.03.2022

<sup>15</sup> See 4.2 Pack list

<sup>16</sup> If a Stadler Deutschland GmbH part number is available, this must always be stated.

**2.3.2. Creation of the delivery variants**

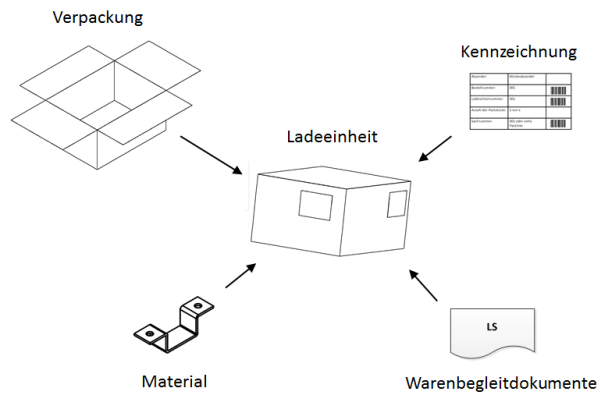


Figure 6: Creation of a load unit for delivery variant 1

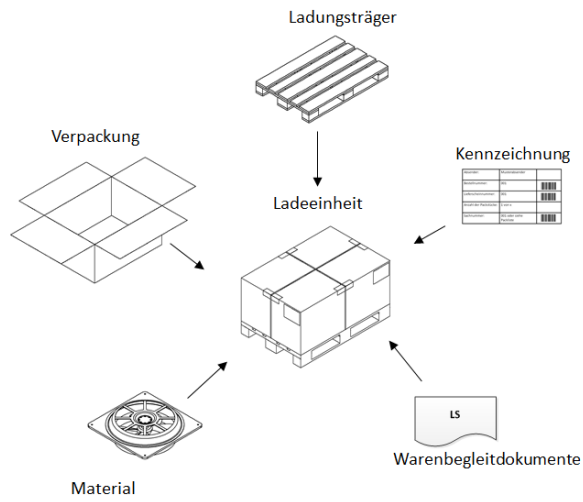


Figure 7: Creation of a load unit for delivery variant 2

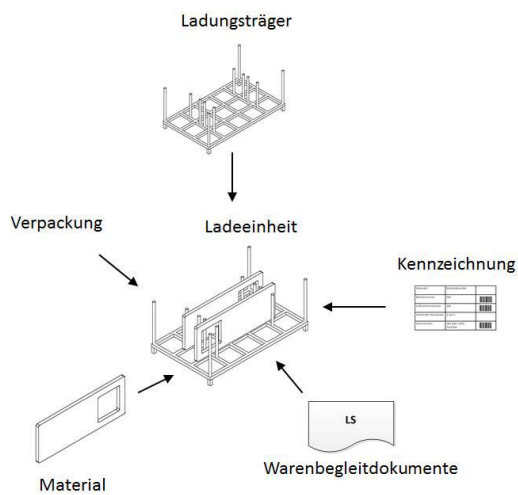


Figure 8: Creation of a load unit for delivery variant 3

### 3. Labelling

The labelling of load carrier, materials and load units serves fast recognition and assignment of the deliveries and materials. Stadler Deutschland GmbH must agree exceptions in writing in advance.

#### 3.1. Labelling Materials

All materials must be marked with the Stadler Deutschland GmbH item number according to the order. A label bearing the item number must be attached securely (so that it cannot be lost) on the reverse side of the part.

##### 3.1.1. Minimum requirements of the label and print

The requirements of the format and quality for the item number and item label are identically. The requirements made of the label and print are as follows:

- Length: min. 30 mm
- Height: min. 10 mm
- Font size: min. 12 Punkt
- Quality of the label: It must be possible to completely remove the label from the part.
- Quality of the print: The print must be waterproof
- Barcode: Code 128 (DIN EN 799-1995)
- Spec. Barcode: Waterproof, lifespan at least > 10 years, not non-destructive to remove

The labels must be attached securely (so that it cannot be lost) on the components or the overpack. The labels are not allowed to be attached on visible area or joining's (e.g. holes, splices- or welded joints)

##### 3.1.2. Identification of components with item number

All materials must be marked with the item number from Stadler Deutschland GmbH according to the order. Components which are smaller than 40 mm x 20 mm<sup>13</sup> don't need a labelling instead the direct package must be marked with a label.

- Text: Stadler Deutschland GmbH item number
- Barcode<sup>12</sup>: Stadler Deutschland GmbH item number (according to the order)

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<sup>17</sup> Business forms - Shipping order

<sup>18</sup> StVO §22

<sup>19</sup> European Agreement concerning the Carriage of Dangerous Goods by Road

### 3.1.3. Identification of components requiring serial numbers

Components that are equipped with a serial number due to supplier or customer specifications must be marked with the same. For this purpose, the serial number must be reliably affixed to the component and to the packaging using a label. In addition, the serial number must be uniquely assigned to a component on the delivery note and marked there as a barcode. The serial number on the label must be preceded by the prefix "S / N:" of the serial number for clear identification (for example S/N: 93U61456).

- Text: Prefix „S/N:“ + serial number
- Barcode<sup>14</sup>: Item-serial number as a barcode (without prefix)

### 3.2. Labelling packages

All label units have a double execution. Once at the face side and once at the long side (Figure 9). If the label unit have more than one packages, every single package needs to get labeled in double execution (also once at the face side and once at the long side). A packing list<sup>15</sup> is as well important to equip (Figure 10).

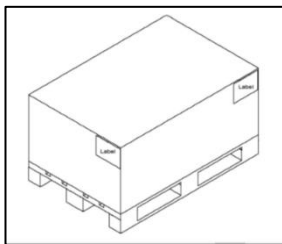


Figure 9: Labelling load units

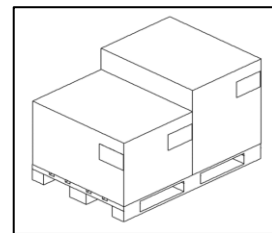


Figure 10: Load unit with several packages

If the length of the load unit exceeds 1.5 m and has a displaced centre of gravity (starting from the centre), this also needs to be indicated on the load unit via labels.

#### 3.2.1. Minimum requirements for the label and print

The label should have the following format:

- Format: min. DIN A5 Landscape
- Paper: White
- Font Size: min. 16
- Barcode: Code 128 or ITF

### 3.2.2. Content of the label

The label must contain at least the following information in the given sequence:

1. Sender (Name)
2. STAP delivery number (add. as a Barcode)<sup>17</sup>
3. STAP order number (add. as a Barcode)
4. Delivery note number (add. as a Barcode)
5. Number of packages (x/y)
6. Item number or packing list  
(add. as a Barcode)





Absender:	Musterabsender	
Bestellnummer:	001	
Lieferscheinnummer:	001	
Anzahl der Packstücke:	1 von x	
Sachnummer:	001 oder siehe Packliste	

Figure 11: Sample label

### 3.3. Labelling non-standard load carriers

Non-standard load carriers need to be labelled, if they are also used as returnable load carriers. These load carriers must be labelled as follows:

- Production date of the load carrier
- Usage type: returnable load carrier
- Weight of the load carrier
- Load-bearing capacity of the load carrier (e.g. as a stacking factor)
- Load of the load carrier
- Outer dimensions of the load carrier
- Owner of the load carrier

### 3.4. Other labelling

The provider has to apply special transport and warehouse requirements on the package (e.g. temperature sensitive commodity). The purchaser needs to know these kind of special transport- and warehouse requirements duly and written.

## 4. Shipping documents

The supplier is responsible for ensuring that the shipping documents are correct, available and that they correspond to the supplied goods.

### 4.1. Delivery note

If a delivery comprises several dispatch units, the delivery note must always be enclosed with the first unit (1/x) (incl. a copy). Also, a delivery note may only state, as a maximum, the position (about the load units) that are on the vehicle (e.g. lorry).

The delivery note should also contain the following information:

- Format: A4 Paper
- Print: must be printed in black
- Edge: A min. margin of 2.5 cm is required on the left side

The delivery note must also contain the information as a minimum requirement:

- Name of sender
- Recipient (e.g. Stadler Deutschland GmbH)
- Stadler Deutschland order number
- Delivery note number
- Dispatch date
- Stadler Deutschland item number(s)
- Quantity per item number (unit, l, kg, etc.)
- Item serial number and Barcode (serial number requirement)
- Expiration date
- Page number (x/y)
- Transport details
- Delivery conditions
- Error message or complaint number

The delivery note – if available - should also contain the following information:

- Stadler Deutschland drawing number (s)
- Charge code
- Stadler Deutschland project number (s)
- Gross and net weight

## **4.2. Packing list**

The following information needs to be stated on the packing list as a minimum requirement:

- Name of sender
- Delivery note number
- Number of packages (x/y)
- Content of the respective package<sup>16</sup>
- Quantity per item number

### **4.3. Consignment note or waybill**

The freight documents need to be filled in compliance with DIN 5018:2011-04<sup>17</sup>.

### **4.4. Customs clearance and customs documents**

The necessary customs documents for the goods need to be enclosed with all deliveries from non-EU countries. The supplier has to ensure this. Missing or incorrect customs documents lead to delays or customs duties, which must be held responsible and borne by the supplier.

Complete customs documents include:

#### **Customs invoice – content**

- Name and address of consignor
- Name and address of the invoice recipient
- Name and address of the recipient
- Contact person of the consignor
- EORI number (DE 4 569 792) and VAT number (DE 196 736 771) of the invoice recipient
- Place and date of invoice
- Invoice number
- Customer references (order number, order number, etc.)
- Shipping method (trucks, ocean freight, etc.)
- Bank details and VAT number of the consignor
- Payment conditions
- Incoterms® with indication of the version
- Unique article number Supplier and Stadler ID
- Customs tariff number (HS code) per item
- Meaningful description of products per article
- Value of goods and currency per item with unit price
- Country of origin and preferential status per item
- Proof of preference (declaration of origin on the invoice up to 6.000 € or EUR.
- Authorization number in the case of approved exporter
- All additional costs, such as inspection, set-up, quality, packaging, tools, certification and analysis costs and values for supplies.
- Number Packages, volumes, net and gross weight, if no packing list is established
- Information on international export controls for each item (export control number EKN, ECCN, AL number for e. g. dual-use goods)

#### **Proof of preferential treatment (origin of product)**

- Up to € 6,000 a declaration on the customs invoice has to be made and signed
- From € 6,000, a movement certificate EUR1 stamped by the customs office with reference to the customs invoice must be drawn up.
- Is the Supplier “Approved exporter”, the authorization number must be entered on the invoice.
- Stadler Germany buys duty-free

**Lack of preference may result in customs duties and expenses for "Stadler Deutschland GmbH", both to be borne by the supplier.**

**Customs agent der Stadler Deutschland GmbH:** Schenker Deutschland AG  
Customs office  
Hellersdorfer Weg 35  
12689 Berlin  
+49/30/3012995-710  
[zbm.berlin@dbschenker.com](mailto:zbm.berlin@dbschenker.com)

## 5. Supply process

### 5.1. Procurement process

The order is the basis for every delivery. The procurement process regulated additional to the order through the procurement guideline.

### 5.2. Outgoing goods inspections

Stadler Deutschland GmbH asks its suppliers to perform an outgoing goods inspection before delivering goods. Attachment 3 “Checklist for inspection of outgoing goods to Stadler Deutschland GmbH” or a similar document is recommended. If Stadler detects deviations repeatedly, it may become mandatory to deliver a completed checklist.

### 5.3. Loading and unloading

The statutory regulations governing the securing of loads<sup>18</sup> must be observed when loading load units. Stacked load units must be vertical. Also, when stacking load units, the load unit with the heaviest gross weight must be stacked at the bottom. In addition, the load units must be loaded so that they can be moved easily with a forklift 2t without additional help. If this is not



possible, this must be agreed first with Stadler Deutschland GmbH and approved.

## **5.4. Transport and dispatch**

If all requirements stated in the previous chapters have been fulfilled, the packed load units can be sent to Stadler Deutschland GmbH.

### **5.4.1. Shipping instruction Inbound**

Stadler Deutschland GmbH has concluded agreements with logistic service providers for the procurement of our materials. Please note the following shipping instructions for sending our EXW / FCA orders from now on:

#### **1. Goods up to 30 kg / parcel shipping / within EU / courier**

**Register at TNT with our customer number: XXXXXXX**

Phone: 01806 900 800 \*

#### **2. Goods up to 30 kg / parcel dispatch / from EFTA or third countries / courier**

**Registration at DHL with our customer number: XXXXXXX**

Telephone: 0180 6 345300-3

Website: [www.dhl.de/express](http://www.dhl.de/express)

#### **3. Goods > 30 kg / pallets / piece goods / partial lots up to 1.5 loading meters or 1500 kg**

**Register at DB Schenker with our customer number: XXXXX**

Telephone: 033 701/360 444

Fax: 033 701/360 449

Email: [grossbeeren.kundenservice@dbschenker.com](mailto:grossbeeren.kundenservice@dbschenker.com)

Website: <https://eschenker.dbschenker.com>

#### **4. Partial and complete lots > 1.5 loading meters or 1500 kg**

**Registration at WWI Logistik GmbH, Lessingstr. 79, D-13158 Berlin**

Phone: +49 (0) 3041938073

Fax. +49 (0) 30/420 824 713

Email: [michael.wenke@wwilog.com](mailto:michael.wenke@wwilog.com)

Our shipment reference indicates all service provider as an **order-number and**

**consignment-number.** We will no longer approve or adjust transport costs for the shipment of goods except the above-mentioned logistics service provider. For any inquiries please don't hesitate to contact the Stadler shipping department or the particular Stadler purchase department. Please note our current valid purchase- and order- requirements. You will find the suitable customer number for the registration at TNT, DHL or DB Schenker in our orders or, if necessary, requested from the contact person given below.

**Shipping department:** [STAP-Versand@stadlerrail.com](mailto:STAP-Versand@stadlerrail.com)

## 5.4.2. Address Stadler Deutschland GmbH

Stadler Deutschland GmbH  
Lessingstraße 102  
13158 Berlin

## 5.4.3. Dispatch of hazardous goods

When shipping hazardous goods, the respective latest version of the ADR<sup>19</sup> must be observed and applied. Also, the respective statutory regulations need to be observed and applied.

## 5.5. Delivery

### 5.5.1. Opening times incoming goods

The opening times of the incoming goods departments are stated on the order and are evident in the booking-tool.

### 5.5.2. Registration Transport

The contractor is as from 01.02.2022 obligated to book a time frame which the customer made available under the website: <https://rampman-stadler.logsol-gmbh.de>.

This is exclusively important for the delivery of the freight, **shipments over parcel services are not affected**. The use of the systems is for you as a business partner of the Stadler Deutschland GmbH free of charge. **The time frame needs to be booked 7 hours before the delivery**. Otherwise the purchaser has got the right to delay or to refuse unloading. The outcome possible claim for costs are generally refused. The vehicle which is registered to deliver must report to the receiving department **minimum 15 minutes** before the booked time frame begins. Otherwise the purchaser has got the right to delay or to refuse an unloading. In case of a refuse of the unloading the purchaser is (regarding to the upper requirements) obligated to book a new time frame. It is important to obligate personal information for booking a time frame. The

purchaser gathers this information from the information letter which was delivered to him in advance. In case the contractor has no login data for the booking tool it is possible to use the one-time-login function or login data can also be requested by the contact person at the bottom.

**Incoming goods department:** [Warenannahme.STAP@stadlerrail.com](mailto:Warenannahme.STAP@stadlerrail.com)

### 5.5.3. Goods acceptance

The condition for the acceptance of the order that is delivered is that all materials are free from qualitative and quantitative defects and the delivery documents are completely present. Beside the requirements in this guideline it is appropriate to meet the requirements which are notified in the order or are determinate in the quality- and procurement-guidelines. Especially used load carrier must be free from defects. All deliveries are accepted under reservation. Faulty deliveries will be returned at the supplier's expense or the delivery can be rejected.

A non-faulty partial delivery that belongs to a faulty delivery may also be returned

## 5.6. Empties Management

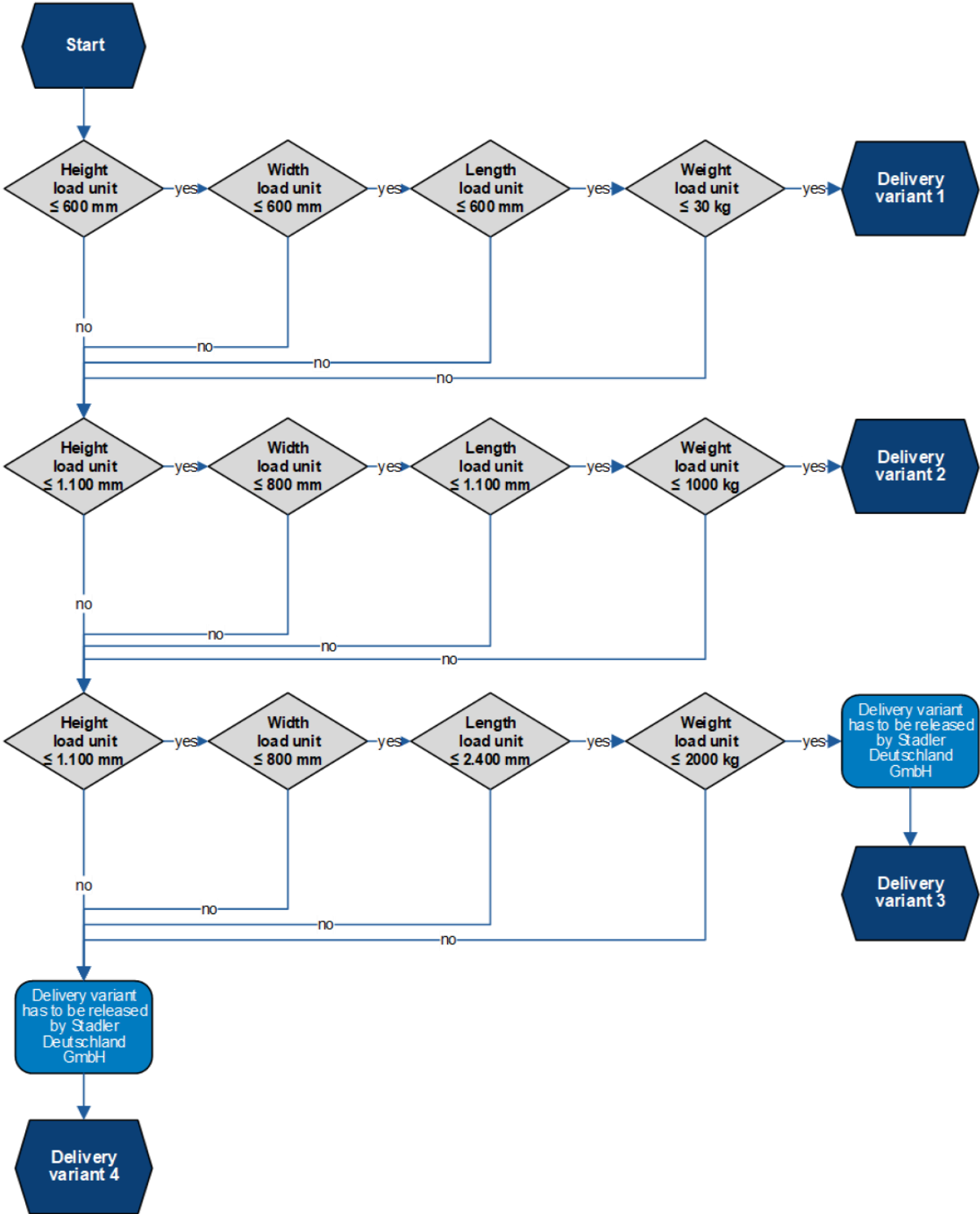
Stadler Deutschland GmbH exchanges the following load carriers and auxiliary materials in the incoming goods department:

- Euro pallets acc. to DIN EN 13698
- Lattice box pallets acc. to DIN EN 13626
- Wooden stacking frame (1200 x 800 x 200) mm
- RL- KLT (3147, 4280, 4147)

These load carriers and auxiliary materials are only exchanged in the incoming goods departments if they are undamaged and in a good condition. If there are inadequate supplies, if load carriers and auxiliary materials available for exchange, the respective supplier/freight carrier is issued a signed empties voucher which authorizes the owner to pick up the load carriers and auxiliary materials at a later date. Please contact the number below if you want to return load carriers. The contact partner for empties management is: [STAP.leergutmanagement@stadlerrail.com](mailto:STAP.leergutmanagement@stadlerrail.com)



6.2. Attachment 2: Selection of the load units





## 6.4. Attachment 4: Logistics Guidelines for Delivery Variant 3

The component specification must be queried for the following assemblies:

Pipework & pneumatics - Compressed air tank incl. carrier
Pantograph (univ. LT available)
Front cabin - front mask
Car transition (bellows & sheet metal)
Front coupling
Close coupling
Floor FST
Interior panelling, side panelling FST
Ceiling FST
Adjustable driver's seat
Driver's table - table frame
Driver's desk
Floor, floor covering & dirt trap FGR
Side wall panelling FGR
Side ceiling FGR
Centre ceiling FGR
Gap cover FGR
Centre ceiling modules (air duct) FGR
Luggage rack FGR
Seats FGR
Door drive FGR
Door FGR
Gap bridging FGR
Door pillar panelling FGR
Floor heating cover FGR
Front Windows
Side Windows
Cable Ducts
FST roof air conditioning components
Air conditioning components FGR roof
Power converter
Power converter & transformer cooler (drive cooling & air/water cooling)
ESS filter/ ESS-UF
Trafo
On-board 110 V battery & battery charger
ESS roof
BTMS devices (Battery Thermal Management System)
FST Door
Front side skirts