

# Logistics Chemical Delivery Guideline



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 **PEPPERL+FUCHS**

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## 1. Purpose

The following Logistics Chemical Delivery Guideline is the basis to enhance a close cooperation between Pepperl+Fuchs group and chemical suppliers. This guideline communicates the logistics requirement and expectation to suppliers, and applies to all the deliveries to any Pepperl+Fuchs site by the chemical third party supplier.

## 2. Shipping and Delivery document requirements

### 2.1 General Shipping and Delivery documents

The following Shipping and Delivery documents must be provided with

- 2.1.1 [Delivery Note](#)
- 2.1.2 [Commercial Invoice](#)
- 2.1.3 [Packing list](#)
- 2.1.4 [Safety Data Sheet \(SDS\)](#)
- 2.1.5 [UN 38.3 test summary certificate](#)
- 2.1.6 Transport documents
  - Bill of Lading (Ocean freight)
  - Airway Bill (Airfreight)
- 2.1.7 Export declaration (if required)
- 2.1.8 Any other Custom documents required for import into the destination country.  
The Supplier shall provide Pepperl+Fuchs Group or the Logistics Service provider with all the documents for export from departure country or for transit and import in to the recipient country in a permissible form (in electronic or paper form - copies or originals, signed or unsigned) and in good time.

**Note:** The **final delivery** address must always be marked on the shipping/freight documents. It is found on the respective purchase order and must match on all documents (eg: Invoice, Delivery note etc.).

#### 2.1.1 Delivery Note

The **Delivery Note** contains the following information (all informations must be in English- a sample format is in [Appendix A](#)) and is required to put it on the first pallet instead of each pallet.

- Delivery Address and Delivery Date
- Pallet Number (to match pallet against the DN document)
- P+F Purchase Order Number (with barcode)
- P+F Item number
- P+F Item description
- Country Of Origin
- Unit of Measure (UM)
- HS Code
- Incoterm
- Total Quantity supplied.
- Delivery Quantity (Quantity of single pieces and quantity of packaging units)

All the documents must be affixed to one of the pallet in a clearly visible location using a delivery pouch; preferably pallet which is staged near to the container (for Ocean freight). a sample is available in [Appendix C](#)

### 2.1.2 Commercial Invoice

The **Commercial Invoice** contains the following information (all information must be in English) and is required to put together with the Delivery Note, stated in 2.1.1., a sample format is in [Appendix A](#)

- Delivery date
- P+F Purchase Order Number
- Incoterm
- Delivery Method (Road, Air, Ocean, Courier etc)
- Commercial Invoice Number
- Company Name, Address, Contact Number and E-mail of the Seller (Seller should be the shipper, unless stated otherwise)
- Company Name, Address, Contact Number and E-mail of the Buyer (Buyer should be the Consignee, unless stated otherwise)
- Item description
- Item quantity
- Item HS code
- Item Country of Origin
- Item Amount value
- Total Amount value
- Currency
- Document page no.(eg:pg 1 of 3)

### 2.1.3 Packing list

The **Packing List** contains the following information (all must be in English) and is required to put together with the Delivery Note, stated in 2.1.1., a sample format is in [Appendix A](#)

- Delivery date
- P+F Purchase Order Number
- Incoterm
- Delivery Method (Road, Air, Ocean, Courier etc)
- Packing list Number
- Company Name, Address, Contact Number and E-mail of the Seller (Seller should be the shipper, unless stated otherwise).
- Delivery Address(Company name, Address, Contact Number and Email of the receiver).
- Individual package contain the following information;
  - *Package Dimension (E.g. Length [cm] x Width [cm] x Height [cm])*
  - *Package Net Weight (E.g. Weight [kg])*
  - *Package Gross Weight (E.g. Weight [kg])*
  - *Item Description*
  - *Item Quantity*
  - *Item HS Code*
  - *Item Country of Origin*
  - *Item Net Weight (E.g. Weight [kg])*
- Total number of tertiary packaging (pallets) + secondary packaging (boxes)
- Total Net Weight (E.g. Weight [kg])
- Total Gross Weight of the pallet (E.g. Weight [kg]).
- Document Page No.. (E.g. Pg 1 of 3).

### 2.1.4 Safety Data Sheet (SDS)

The **SDS document** is required only if the part numbers are being created newly and is for the very first delivery, which is required to put together with the Delivery Note, stated in 2.1.1., a sample format is in [Appendix A](#). SDS should be provided electronically. Regular updates to be provided.

### 2.1.5 UN 38.3 test summary certificate

For Lithium batteries or devices with Lithium battery should requires the **UN 38.3 test summary certificate**, a sample format is in [Appendix A](#).

## 3. Transportation and packaging of chemicals

Dangerous goods are often recognized as hazardous materials, may be pure chemicals, mixture of substances, manufactured products or articles which can pose a risk to people, animal or the environment if not properly handled in use or in transport.

However it has to be packed, handled, labelled and shipped in accordance to the International Air Transport Association (IATA) and International Maritime Dangerous Goods (IMDG) regulations under the transport of dangerous goods and or in compliance with any other applicable Dangerous Goods Regulations (DGR) on the transport method chosen. Packaging according to DGR has to be followed and fulfilled.

### 3.1 Combined packaging



**Primary packaging** (product packaging), generally it is in direct contact with the product, the product's first layer of protection and is the smallest item of packaging in use.

**Secondary packaging**, or outer packaging, is used to group products together. It is an orderly arrangement of primary packaging units for the purposes of larger scale distribution and protection. If the product is subject to any Dangerous Goods Regulation, this outer package has to be UN proofed (UN marking on the outside).

**Tertiary or transit packaging (overpack)** is designed to facilitate the handling and transport of secondary packaging. The aim is to limit handling and damage linked to transit. Most often, it takes the shape of pallets, stacks of pallets or large boxes.

### 3.2 Single packaging

In many cases the applicable DGR allows **Single packaging** of the materials, like steel jerry cans, plastic jerry cans and steel drums etc. An **overpack** has to be used in order to prevent those single packaging of being damaged during transportation.

Basic requirements of Chemical delivery must be observed with the following characteristics,

- Individual primary packaging to be firmly closed, do ensure no dents and no leakages are being noticed before packing the item.
- To ensure the chemicals are not expired or near expiry before delivering to P+F.
- To avoid sending same item with multiple expiry dates in different pallets.

## 4. Types of label and its standards

### 4.1 Primary box and its label content

- Each primary box must be identified with product identification label which pasted outside and the label contains
  - P+F Item number
  - Quantity per primary box
  - Unit of measure
  - Date of manufacturing (the date format also to be denoted just after the date of manufacturing for user's easier identification), eg: (DD/MM/YYYY) or any other pattern.
  - Date of Expiry (the date format also to be denoted just after the date of expiry for user's easier identification), eg. (DD/MM/YYYY) or any other pattern.
  - Storage temperature

### 4.2 Globally Harmonized System (GHS) Label

- All the hazardous chemicals must have the GHS label, to be pasted on the product.
- Core elements of the GHS include standardized hazard testing criteria, universal warning pictograms and harmonized safety data sheets which provide users on dangerous goods with a host of information.

### 4.3 Hazard Labels

- All Hazard labels according to the applicable DGR to be pasted on the packages in compliance with the regulations.  
All the sample pictures are available in [Appendix B](#)

## 5. Requirements to Pallet deliveries

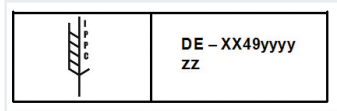
In all the P+F Warehouses, pallets are handled by different means of floor trucks, hence the basic requirements of pallets must be observed together with the following.

### 5.1 Pallet deliveries-Requirements to packaging and identification

- The goods on the pallet should fit squarely on the pallet, without hanging over the edge.
- The delivered pallet must not exceed the height of 1.6 m (including pallet ) and gross weight of 450 kg.
- Every pallet must have a pallet identification tag on the front side of each pallet (illustrated in [Appendix C](#))
- Make sure the freight shipments are banded and stretchwrapped to the pallet, with the bands running in both directions.(pallet loads are being secured only with stretch wrap are not acceptable)
- Apply angle boards, also referred to as corner boards for palletized freight.These angle pieces of materials which fit over the edges of boxes, crates, bundles and other shipments that prevent pressure from bands or other external impacts that can cause damage.
- Pallets must not be stacked on top of each other, the items below could not support such load.

## 5.2 Pallet requirements for International transportation

- The pallet must be in good condition
- All (wooden) pallets must comply with the IPPC/ISPM15 standard.



- Dimensions: 1200 mm x 800 mm
- Minimum standard payload 1000 kg (although P+F allows a gross weight loading of 450 kg max)


## 5.3 Pallet requirements for transportation within Europe

- The pallets must be in good condition.
- All the transport within Europe(from EU to EU) should be handled by using EPAL / EUR pallets (1200 x 800 mm).To ensure only certified (wooden) pallets according to the standard are used.
- All pallets must comply with the EURO-pool EPAL Class A minimum.

## 6. Appendix

### 6.1 Appendix A: Supporting documents for delivery

#### I. Delivery Note

Supplier Delivery Note								
<b>Delivery Address</b> P+F GDC Building 15 Pioneer Turn Singapore 627577 Attn: Shipping import Team Tel+65 6779 9091 Ext 6607 Email: <a href="mailto:sgp-shipping-import@sg.pepper-fuchs.com">sgp-shipping-import@sg.pepper-fuchs.com</a>					<b>Delivery Note No:</b> Date of Dispatch Incoterm Supplier Name Buyer Name PO Number			
								
Pallet #	P+F Item#& description	Unit of measure	COO Code/Customs number	No: of boxes	Delivery qty	Net weight	Gross weight	
#01-25	#191144 Connector abc	pc	CN 3919.91	10	9000	xx	xx	
	#191145 Connector abc	pc	CN 3919.91	10	9000	xx	xx	
	#191187 Connector abc	pc	CN 3919.91	10	15000	xx	xx	
#02-14	#191141 Connector abc	pc	CN 3919.91	10	9000	xx	xx	
	#191143 Connector abc	pc	CN 3919.91	10	9000	xx	xx	
	#191189 Connector abc	pc	CN 3919.91	10	15000	xx	xx	



## II. Commercial Invoice



### Commercial Invoice

**Invoice Address**

M-CUST90  
Pepperl+Fuchs SE  
Lilienthalstr. 200  
68307 Mannheim  
Germany

**Document No:** 87211-1  
**Page:** 1/3  
**Date:** 10/14/2022  
**Reference:** 87211  
**Shipment ID:** 87211  
**Currency:** SGD  
**Incoterm:** EXW Singapore  
**Delivery Method:** 020 Sea-Freight

**Delivery Address**

M-CUST90  
Pepperl+Fuchs SE  
Lilienthalstraße 190  
68307  
Germany

**Forwarder**

Pos	Delivery No	Order No	Order Pos	Item No	CTN	Unit Price
Qty	U/M	PO No	Pos	Item Name	Origin	Pos Value
		Invoice No		Item Description		Net Weight
						per Unit [kg]



## III. Packing list



Pepperl+Fuchs Asia Pte. Ltd. | 18, Ayer Rajah Crescent | Singapore 138942 | SG

### Packing List

**Forwarder**

Pepperl+Fuchs Asia Pte. Ltd.  
18, Ayer Rajah Crescent  
Singapore 138942  
Singapore

**Packing List No:** 71126  
**Page:** 1/13  
**Shipping Date:** 8/31/2021  
**Reference:** 71126 / 53028544  
**Shipment ID:** 71126

**Delivery Address**

M-CUST90  
Pepperl+Fuchs SE  
Lilienthalstraße 190  
68307  
Germany

**Invoice Address**

M-CUST90  
Pepperl+Fuchs SE  
Lilienthalstr. 200  
68307 Mannheim  
Germany

**Shipment covers Delivery Note(s)**

53028544 53072846 53093730 53093731 53093732 53093733 53106361 53106878  
53106879 53111074

Package Type	PackageNo (outer package)	Packaging Description	Measurements [cm]	Gross Wt [kg]			
DelNoteNo	PackageNo (inner package)	PO/DO No	Item No	Item Name	Net Wt/Pos [kg]	Quantity	U/M
<b>C08</b>	<b>28502100333610</b>	<b>CRT</b>					<b>9.45</b>
53106878	26102100196190	TO-72369 SCHUA				1 pc	0.832
53106878	26102100196190	TO-72369 SCHUA				3 pc	0.801
53106878	26102100196190	TO-72369 SCHUA				1 pc	0.278
53106879	26102100193660	TO-72366 SCHUA				1 pc	0.19
53106879	26102100193660	TO-72366				1 pc	0.535



## IV. Material Safety Data Sheet (MSDS)

Safety Data Sheet according to Regulation (EC) No 1907/2006	
LOCTITE AA 3301	Page 1 of 20 SDS No.: 153597 V001.0 Revision: 07.02.2018 printing date: 03.06.2021 Replaces version from: -
<b>SECTION I: Identification of the substance/mixture and of the company/undertaking</b>	
<b>I.1. Product identifier</b> LOCTITE AA 3301	
<b>Contains:</b> Isobornyl acrylate 2-Propenamide, N,N-dimethyl- Diphenyl-2,4,6-trimethylbenzoyl phosphine oxide 2-Hydroxyethyl acrylate	
<b>I.2. Relevant identified uses of the substance or mixture and uses advised against</b> Intended use: Ultraviolet adhesive	
<b>I.3. Details of the supplier of the safety data sheet</b> Henkel AG & Co. KGaA Henkelstr. 67 40589 Düsseldorf  Germany  Phone: +49 211 797 0 Fax-no.: +49 211 798 2009  ua-productsafety.de@henkel.com	
<b>I.4. Emergency telephone number</b> The Henkel information service also provides an around-the-clock telephone service on phone no.+49-(0)211-797-3350 for exceptional cases.	

Source: [http://pfde-cp.de.pepperl-fuchs.com/docs/vl/5933\\_274393.pdf](http://pfde-cp.de.pepperl-fuchs.com/docs/vl/5933_274393.pdf)

## V. UN 38.3 test summary certificate

  Your Automation, our passion A PEPPERL+FUCHS BRAND	
We, ecom instruments GmbH, herewith confirm that based on the documents provided by the manufacturer each battery of this type is proved to meet the requirements of each applicable test in the UN manual of tests and criteria, part III, Sub-section 38.3, ST/SG/AC.10/11/Rev. 6/Amend. 1	
Name & address of the manufacturer	J & P POWER CO., LTD. No. 2 Hefei IP Road (Shenhe West County, Taipei, Taiwan) Tel: +886-27-285-1188 Email: <a href="mailto:info@www.pepperl-fuchs.com.tw">info@www.pepperl-fuchs.com.tw</a>
Product:	BP P01 SC and BP P01 SC JP $\triangle$ R11AH
Description:	Li-Ion; 264,54g; 43Wh; 11,1V; 3950mAh
Part number:	70100598 and 70114364
Notified body:	Name: Prädip Technology Consultant Co., Ltd. Address: No. 101, Sec. 2, Zhonghua 1 <sup>st</sup> Rd., Lukang District, New Taipei City 244, Chinese Taipei Tel: +886-2-2653-1288 Email: <a href="mailto:info@www.predip-tech.com.tw">info@www.predip-tech.com.tw</a>
Test report number and date:	L191031-04-A0 02 Dec, 2019

## 6.2 Appendix B: Label types and its specification

### Label Type

#### Primary box label

<b>P+F Part No:</b>	XXXXXXX
<b>Quantity:</b>	XX pcs
<b>Unit of measure</b>	XX
<b>Date of Mfg</b>	20/10/2021(DD/MM/YYYY)
<b>Date of Exp</b>	19/10/2023(DD/MM/YYYY)
<b>Storage Temp</b>	20 degree

#### Globally Harmonized System (GHS) Label

GHS Label Elements

**1. Signal Word:**  
Indicates relative level of hazard. "Danger" is used for most severe instances, while "Warning" is less severe.

**2. Symbols (Hazard Pictograms):**  
Convey health, physical and environmental hazard information with red diamond pictograms. May use a combination of one to five symbols.

**3. Product Name or Identifiers**

**4. Hazard Statements:**  
Phrases that describe the nature of hazardous products and often times the degree of hazard.

**5. Precautionary Statements:**  
Phrases associated with each hazard statement, that describe general preventative, response, storage or disposal precautions.

**6. Manufacturer Information:**  
Company name, address & telephone number.

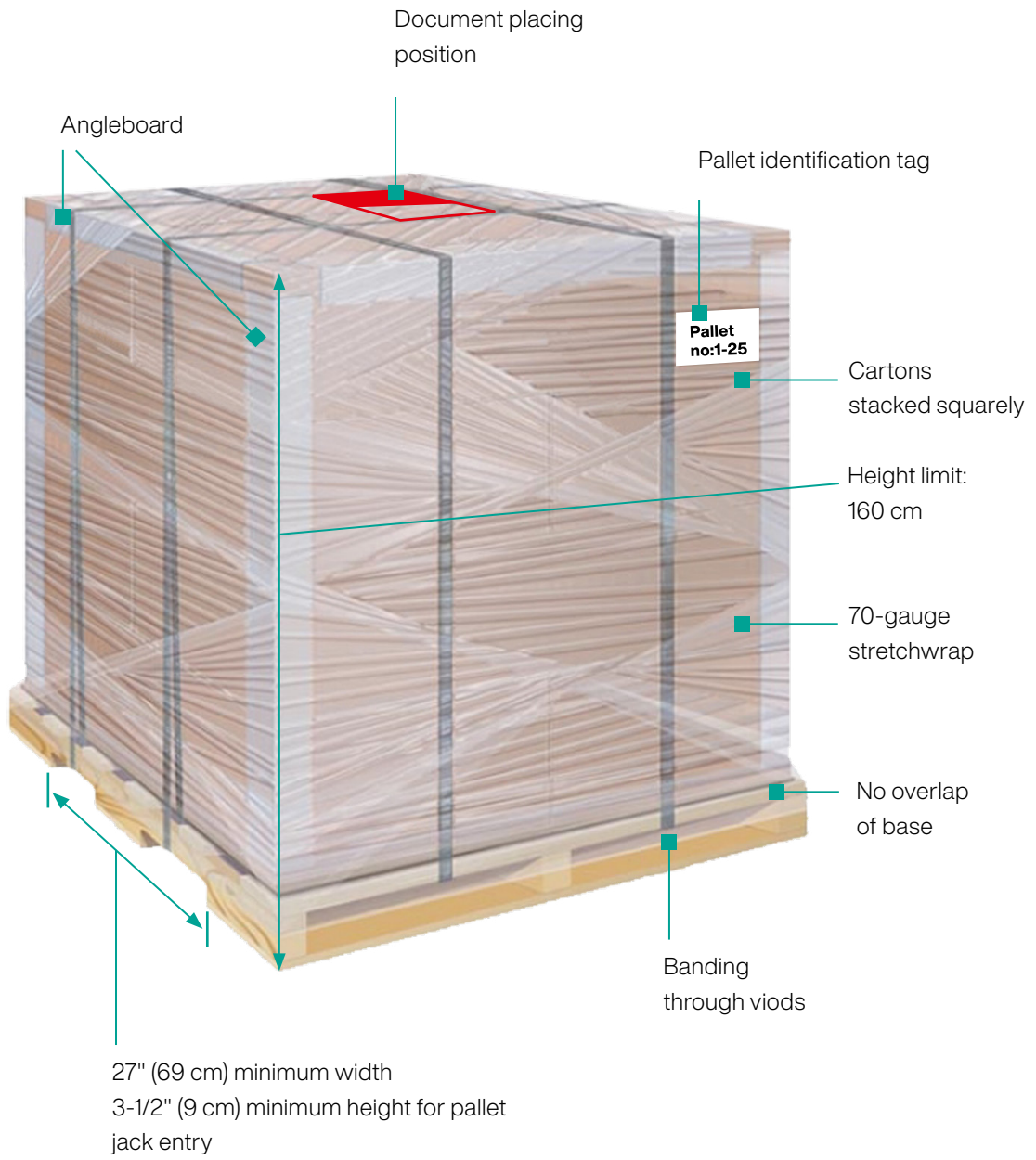
**\* Additional Product Identifiers**

■ BUCK #12116 BRADY0208 137322

#### Hazard Labels

<b>1-Explosives</b>	<b>2.1-Flammable gases</b>	<b>2.2-Non-toxic and non-flammable gases</b>	<b>2.3-Toxic gases</b>	<b>3-Flammable liquids</b>
<b>4.1-Flammable solids</b>	<b>4.2-Spontaneously combustibles</b>	<b>4.3-Dangerous when wet</b>	<b>5.1-Oxidizers</b>	<b>5.2-Organic peroxides</b>
<b>6.1-Toxic</b>	<b>6.2-Infectious substances</b>	<b>7-Radioactive</b>	<b>8-Corrosive</b>	<b>9-Miscellaneous dangerous substances</b>

**6.3 Appendix C:**  
**Perfect Pallet packing**



# Your automation, our passion.

## Explosion Protection

- Intrinsic Safety Barriers
- Signal Conditioners
- FieldConnex® Fieldbus Infrastructure
- Remote I/O Systems
- Electrical Explosion Protection Equipment
- Purge and Pressurization Systems
- HMI Systems
- Mobile Computing and Communications
- HART Interface Solutions
- Surge Protection
- Wireless Solutions
- Level Measurement

## Industrial Sensors

- Proximity Sensors
- Photoelectric Sensors
- Industrial Vision
- Ultrasonic Sensors
- Rotary Encoders
- Positioning Systems
- Inclination and Acceleration Sensors
- Vibration Monitoring
- Industrial Ethernet
- AS-Interface
- IO-Link
- Identification Systems
- Displays and Signal Processing
- Connectivity

[www.pepperl-fuchs.com](http://www.pepperl-fuchs.com)

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