

# General Logistics Delivery Guideline



Your automation, our passion.

 **PEPPERL+FUCHS**

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## 1. Purpose

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

## 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 Transport documents
  - Bill of Lading (Ocean freight)
  - Airway Bill (Airfreight)
- 2.1.5 Export declaration (if required)
- 2.1.6 Declaration of Conformity (if required)
- 2.1.7 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 in to the 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 a pallet which is staged near to the container door (for Ocean freight). a sample is available in [Appendix D](#).

### 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)

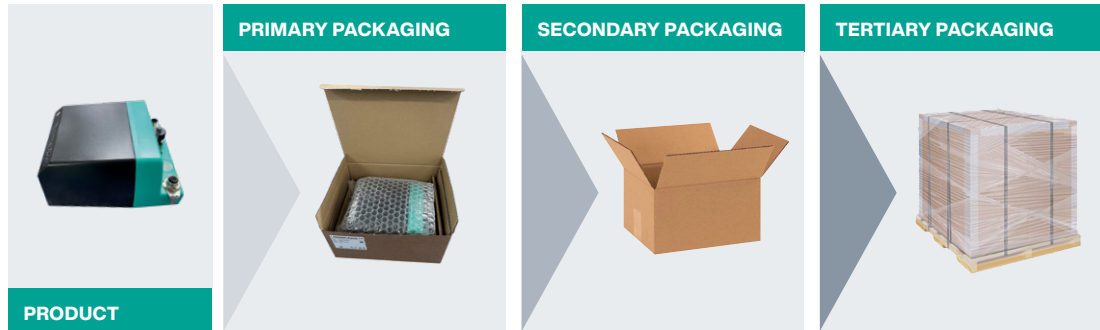
### 2.1.3 Packing list

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).

### 3. General packaging requirements

When designing packaging, requirements regarding quality and security of supply as well as economic and ergonomic criteria must be taken into account. The packaging must not impose any danger to humans (eg: due to protrusion of nails). To ensure quality delivery of the components, it must be free from damage, corrosion and contamination in accordance with drawing requirements and its specifications.



**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.

**Tertiary or transit packaging** 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.

*\* wherever applicable (packaging material like unfolded carton boxes don't need a primary nor secondary packaging)*

#### 3.1 Primary box type and label content

- **No mixed part numbers** are allowed in a primary box.
- Each primary box must be identified with **product identification label** which is pasted outside and the label contains **P+F Item number, unit of measure and quantity**.
- Individual primary packaging have to be firmly closed and the lids have to be secured tightly to the box.

#### 3.2 Secondary box type and label content

- No mixed primary boxes of different Item numbers are allowed in a secondary box unless it has left-over primary boxes which are allowed to consolidate in one "last" secondary box.
- Each secondary box must be identified with **box identification label** which is pasted outside; contains **P+F Item number, unit of measure and total quantity** on the secondary box.

**Note:** Small parts (bolts, nuts and washers etc.) must be packed in plastic bags before being packed into secondary box

#### 3.3 Secondary box with mix content label for left-over quantities

- In the exceptional case of mixed content for left-over quantities in a consolidated secondary box, the individual item numbers need to be clearly separated (e.g. in seal bags) within the box.
- It must be identified with a **"Mixed package content"** label onto the secondary box.
- The label contents are **P+F Item number(s), unit of measure and their individual quantities** on each item.

It is illustrated in [Appendix B](#).

### 3.4 Secondary box design and its volume in accordance to the box type

#### Option 1:

To recommend Supplier to use the dimensions of **P+F standard modular box design**.

#### Option 2:

If Supplier uses a different packaging type other than P+F standard, then it is recommended to make sure that the **maximum size does not exceed** the following criteria:

- Maximum Length: 55 cm
- Maximum Width: 37 cm
- Maximum Height: 18 cm

- General requirement on the packaging type applicable to all the 3 types
- Corrugated Double wall thickness of 4.5 mm or equivalent stability.

See [Appendix C](#)

## 4

### 4. 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.

#### 4.1 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 D](#))
- 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.

#### 4.2 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)

### 4.3 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.**


### 4.4 Pallet requirements for transportation within USA

- The pallets must be in good condition.
- All the transport within USA (from US to US) should be handled by following the **National Wooden Pallet and Container Association standard.**

## 5. Appendix

### 5.1 Appendix A: Supporting documents for delivery

#### I. Delivery Note

Supplier Delivery Note								
Delivery Address 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.pepperl-fuchs.com">sgp_shipping_import@sg.pepperl-fuchs.com</a>				Delivery Note No: 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 139942 JSG

### Packing List

**Forwarder**

Pepperl+Fuchs Asia Pte. Ltd.  
18 Ayer Rajah Crescent  
Singapore 139942  
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


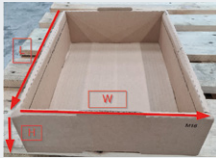
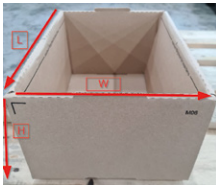

Package Type	PackageNo (outer package)	Packaging Description	Measurements [cm]	Gross Wt [kg]			
DelNoteNo	PackageNo (inner package)	PO/DO No	Item No	Item Name	Net Wt/Pos [kg]	Quantity	U/M
C08	28502100333610	CRT	300x300x100				9.45
53106878	26102100196190	TO-72369 SCHUA	100x100x100			1 pc	0.832
53106878	26102100196190	TO-72369 SCHUA	100x100x100			3 pc	0.801
53106878	26102100196190	TO-72369 SCHUA	100x100x100			1 pc	0.278
53106879	26102100193660	TO-72366 SCHUA	100x100x100			1 pc	0.19
53106879	26102100193660	TO-72366	100x100x100			1 pc	0.535



**5.2 Appendix B:**  
**Label type and its specification**

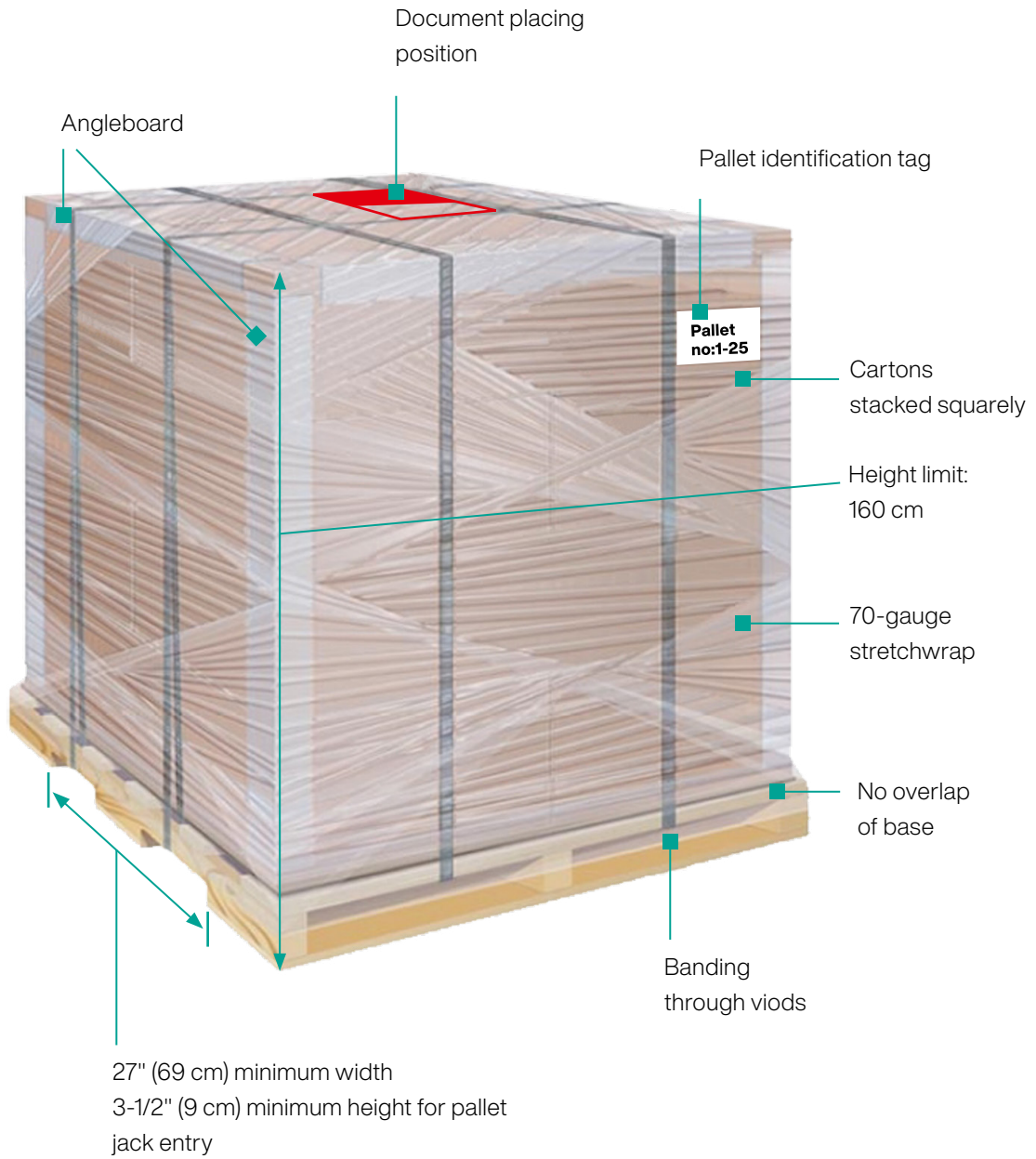
Primary box label	Secondary box label	Mix package content label															
<div style="border: 1px solid black; padding: 5px;"> <p>P+F Item No:   XXXXXX</p> <p>Unit of Measure:  xx</p> <p>Quantity:        xx</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>P+F Item No:   XX</p> <p>Unit of measure: X</p> <p>Total Quantity:  XX</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Mixed Package Content</b></p> <table border="1"> <thead> <tr> <th>P+F Item Number(s)</th> <th>U/M</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>Item A</td> <td>pc</td> <td>5</td> </tr> <tr> <td>Item B</td> <td>pc</td> <td>22</td> </tr> <tr> <td>Item C</td> <td>pc</td> <td>17</td> </tr> <tr> <td>Item D</td> <td>pc</td> <td>2</td> </tr> </tbody> </table> </div>	P+F Item Number(s)	U/M	QTY	Item A	pc	5	Item B	pc	22	Item C	pc	17	Item D	pc	2
P+F Item Number(s)	U/M	QTY															
Item A	pc	5															
Item B	pc	22															
Item C	pc	17															
Item D	pc	2															

**5.3 Appendix C:**  
**Illustration of P+F Standard and Supplier choice on packaging**

Packaging type	P+F Standard (picture+dimension)	Supplier choice
<b>Primary Box (Product packaging)</b>		Recommended to use similar standard
<b>Secondary Box (M16)</b>	 <p>Length – 39 cm Width – 29 cm Height – 10 cm</p>	Length – 36 cm Width – 27 cm Height – 9 cm
<b>Secondary Box (M06)</b>	 <p>Length – 39 cm Width – 29 cm Height – 20 cm</p>	Length – 36 cm Width – 27 cm Height – 18 cm
<b>Secondary Box (M08)</b>	 <p>Length – 58 cm Width – 39 cm Height – 20 cm</p>	Length – 55 cm Width – 37 cm Height – 18 cm

Packaging type	P+F Standard (picture+dimension)	Supplier choice
<p>Primary boxes are packed inside a secondary box (M16). Also refer to the position of the label.</p> <p>(The height of the primary packaging shouldn't exceed the height of the secondary packaging)</p>		<p>Recommended to not exceed the standard height limit.</p>
<p>Primary boxes are packed inside a secondary box (M06). Also refer to the position of the label.</p> <p>(The height of the primary packaging shouldn't exceed the height of the secondary packaging)</p>		<p>Recommended to not exceed the standard height limit.</p>
<p>Primary boxes are packed inside a secondary box (M08). Also refer to the position of the label.</p> <p>(The height of the primary packaging shouldn't exceed the height of the secondary packaging)</p>		<p>Recommended to not exceed the standard height limit.</p>
<p>Corrugated Cardboard specification</p>		<p>Recommended to use Corrugated double wall thickness of 4.5 mm or equivalent stability.</p>

5.4 **Appendix D:**  
**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

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