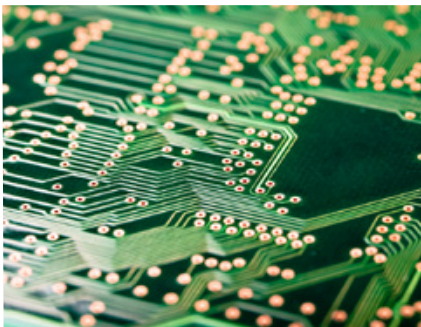
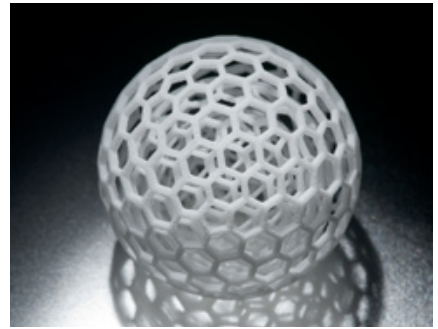




Logistics Guideline

from the World Leader in Fiber Lasers



IPG Laser GmbH & Co. KG
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Revision 04.09.2023

■ The Power to Transform

■ Preface

Logistics guideline

The base of a successful collaboration between you as a supplier and the IPG Laser GmbH & Co. KG is a clear and binding communication.

The relocation of our logistics to a high-bay warehouse with standardized, EDP-supported processes makes it necessary to regulate the delivery process and the packaging requirements in a binding way.

The smooth receipt of goods, storage and provision for production are key components of the logistics chain. The guideline is therefore an essential part of the contractual relationship and supplements the terms and conditions of purchase. If the non-observance of individual points of the logistics guideline should lead to additional expenses for unloading, storage, commissioning or production, IPG reserves the right to charge the supplier accordingly for the costs incurred. Typical additional expenses arise, for example, from repacking, sorting, identifying and relabeling.

All regulations of this guideline will be regularly checked and adapted if necessary.

You find the current version on our homepage below:



[www.ipgphotonics.com/de/company#\[lieferanten\]](http://www.ipgphotonics.com/de/company#[lieferanten])

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1. General

Logistics guideline

Scope of the Guideline

This guideline applies to the packaging, labeling and the delivery of goods to IPG Laser GmbH & Co. KG in Burbach.

Aim of the Guideline

The guideline regulates the requirements for the packaging, labeling and delivery of goods to guarantee a frictionless material flow and to ensure the supply of the production.

General Requirements

The supplier is obliged to deliver the goods in full on the confirmed delivery date. The goods must be clearly marked and identifiable (see chapter accompanying documents and marking). Truck deliveries arriving on a date other than the confirmed delivery date must be notified by telephone or e-mail at least 24 hours in advance.

The supplier must pack the goods in such a way that safe and damage-free transportation is guaranteed to the agreed handover point with the least possible use of packaging material. Reusable packaging is generally preferred to disposable packaging if this is economical justifiable. If disposable packaging is used, composite materials are not allowed due to high disposal costs.

The packaging must be designed in such a way that there is no risk to employees during handling and removal.

All legal regulations must be observed.

2. Packaging and load carrier

Logistics guideline

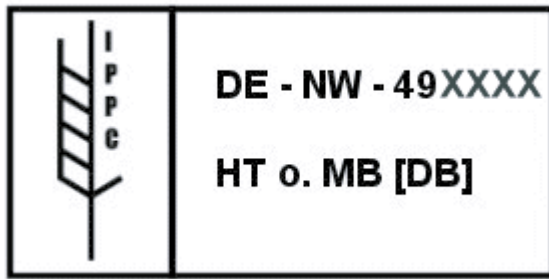
Requirements for Packaging

The packaging has to provide protection against damage, contamination, corrosion and, if necessary, electrostatic charging.

The packaging must allow safe handling and easy (partial) removal. Packages weighing more than 25 kg must be delivered on a pallet to enable handling by industrial trucks. Standard dimensions must be adhered to and deviations must be agreed with the logistics department.

Wood packaging must be treated and marked in accordance with the IPPC / ISPM 15 directive.

ISPM 15 Label



Disposable packaging should be avoided if possible. Otherwise, recyclable materials with the appropriate material identification must be used.

Filling materials should be avoided. The packaging volume must be chosen in a reasonable proportion to the contents.

The articles must be packed according to type and quantity, i.e. there are only identical articles in a packaging unit, all packaging units contain the same quantity. Mixed pallets are permitted, but must be labeled as such (see the section on accompanying documents and labeling).

The loading units and packaging must be designed and packed statically in such a way that at least double stacking is possible. It therefore makes sense for the top layer of the packaging units to correspond to the base area of the load carrier.

■ 2. Packaging and load carrier

Logistics guideline

Load Carriers and Packaging Units

In principle, only undamaged, unsoiled load carriers and packages may be used. The advised dynamic payloads and additional loads must be observed!

Truck deliveries should be preferably made on Euro-pallets. Special dimensions require prior agreement. Under no circumstances may the individual packaging extend beyond the load carrier. Cardboard box dimensions must be based on the corresponding KLT dimensions.

If Euro pallets with pallet collars are used, a maximum of 5 pallet collars may be placed on the pallet one on top of the other. To prevent soiling, the frame pallet can be sealed with the appropriate lid.

Mesh pallets should be avoided as far as possible. For articles with sensitive surfaces, the box pallet must be provided with appropriate inner packaging to prevent damage.

Weights:

Loading unit:	max. 1.000kg including loading equipment
Package unit:	max. 25kg packaging included

Dimensions:

Loading unit:	max. 1.200 x 800 x 1.250 mm (L x H x W)
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Loan Account for Reusable Load Carriers / Packages

In accordance with the agreed incoterms a loan account with the supplier or the particular forwarder is held. The loan account reconciliation is carried out every month by IPG Laser GmbH & Co. KG. The account forms will be transmitted via e-mail. Correction notes have to be submitted in writing together with the respective accounting documents (delivery notes, waybills, etc.). Otherwise the stock shall be considered to be accepted.

3. Accompanying documents and labelling

Logistics guideline

Deliveries must be marked in such a way that a clear identification of every product is possible. Samples must be marked separately. Handling instructions must also be attached to the packaging unit in the form of symbol in accordance to ISO 780 / DIN 55402.

Pallets and packages have to be labeled in accordance with VDA DIN 4994. The specifications for the design of the labels as well as for their attachment must be observed. For SLC the label in the format 74 x 210mm must be used. If labelling with this label is not possible due to the size of the packaging unit, the VDA 4992 MAT label must be used. In principle, only one label on each packaging unit is allowed. This applies, in particular, to reusable packaging.

Pallets receive a MASTER label. This label documents the pallet contents

VERSENDER MÜLLER METALLE GMBH WERK HAIGER HAIGER DE-35705 ID 887766554 URSPRUNGSLAND DE		EMPFANGER IPG LASER GMBH & CO. KG CARL-BENZ-STRASSE 28 DE-57299 BURBACH WERK/ABLADESTELLE/INTERNE DESTINATION / DAIMLERSTRASSE 16 / LAGER		 	
LIEFERSCHEINNUMMER 12345678 LIEFERANTENNUMMER 987654321		KUNDENSPEZIFISCHES ROUTING ROUTE CB 43 M 15		ETA 2019-09-13/13:30 MENGE (PCE) 1000 NETTO KG 78 BRUTTO KG 85	
SACHNUMMER RALFB444555666 <small>ALUMINIUMSTANGE 300X30X5MM</small> 					
PACKSTÜCK-ID (3J) UN 987654321 000123457 			PACKMITTELTYP 0009PAL CHARGENUMMER CH1234 VERSANDDATUM S 2019-09-12 ANZAHL INNERE PACKMITTEL 40		
LIEFERANTENSPEZIFISCHE DATEN					

Warenanhänger VDA 4994

created by www.my-VDA-Label.de

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3. Accompanying documents and labelling

Logistics guideline

The individual packages must be marked with the *SINGLE* label.

The *SINGLE* label must face the outside of the pallet so that it is visible without repacking!

VERSENDER MÜLLER METALLE GMBH WERK HAIGER HAIGER DE-35705 ID 887766554		EMPFANGER IPG LASER GMBH & CO. KG CARL-BENZ-STRASSE 28 DE-57299 BURBACH WERK/ABLADESTELLE/INTERNE DESTINATION / DAIMLERSTRASSE 16 / LAGER			
URSPRUNGSLAND DE		KUNDENSPEZIFISCHES ROUTING ROUTE 43 M 15			
LIEFERSCHEINNUMMER 12345678		KUNDENSPEZIFISCHES ROUTING ROUTE 43 M 15		MENGE (PCE) 25	NETTO KG 4
LIEFERANTENNUMMER 987654321		SACHNUMMER ALUMINIUMSTANGE 300X30X5MM RALFB444555666		BRUTTO KG 4	
PACKSTÜCK-ID (1J) UN 987654321 000123457		PACKMITTELTYP KLT 4314 CHARGENUMMER CH1234		PRODUKTIONSdatum P 2017-01-10	
		TEILEGENERATIONS-/HARDWARE-/SOFTWARESTAND EC17 / HC08 / SV 2.1			
LIEFERANTENSPEZIFISCHE DATEN					

Warenanhänger VDA 4994

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If mixing pallets are necessary, they must be labeled with the *MIX* label.

VERSENDER MÜLLER METALLE GMBH WERK HAIGER HAIGER DE-35705 ID 887766554		EMPFANGER IPG LASER GMBH & CO. KG CARL-BENZ-STRASSE 28 DE-57299 WERK/ABLADESTELLE/INTERNE DESTINATION / DAIMLERSTRASSE 16 / LAGER			
URSPRUNGSLAND DE		KUNDENSPEZIFISCHES ROUTING CB 14			
LIEFERSCHEINNUMMER 12345678		KUNDENSPEZIFISCHES ROUTING CB 14		MENGE () 78	NETTO KG 78
LIEFERANTENNUMMER 987654321		SACHNUMMER ALUMINIUMSTANGE 300X30X5MM RALFB444555666		BRUTTO KG 85	
PACKSTÜCK-ID (5J) UN 987654321 000123457		PACKMITTELTYP 0009PAL CHARGENUMMER		VERSANDdatum S 2019-09-12	
		ANZAHL INNERE PACKMITTEL 18			
LIEFERANTENSPEZIFISCHE DATEN					

Warenanhänger VDA 4994

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3. Accompanying documents and labelling

Logistics guideline

A delivery note per order in accordance with VDA DIN 4991 and a forwarding order / consignment note in accordance with VDA 4922 must be submitted with the shipment.

Delivery note according to VDA 4991

(1) Empfänger/Consignee/Destinataire		(2) Eingangs- und Bearbeitungsvermerke/Remarks/Observations		Lieferschein/Delivery note	
				(3) Nr./No. (4) Versanddatum/Date of delivery/ Date de livraison	
(5) Lieferant/Supplier/Fournisseur		(6) Fracht/Freight		(7) Anlieferung (Ist) Actual shipment	
		frei/free	unfrei/ not free	Waggon	Spediteur
		Betrag/\$/EP		Frachtgut Irrtd Fahrzeug eigen Fahrzeug	(8) Nr./No. (9) vom/date
				Express	
				Post Parcel post	
(10) Ihre Zeichen/ your ref./votre réf.	(11) Bestellung Nr./your order/ votre ordre	(15) Zusatzdaten des Bestellers Add. order info		(12) Unsere Abteilung/our ref./ votre réf	(13) Hausruf Phone
				(14) Unsere Auftrags-Nr./our No./note No.	
(19) Versandart/Shipments/Expédition	frei free	(20) unfrei/ not free	(21) Verpackungsart/ Packing/Emballage ●	(22) Versandzeichen/Marks/Marquage	(23) Gesamtgewicht kg Total weight kg
					brutto/gross
					netto/net
(25) Versandanschrift/Shipping address/Destinataire					(26) Abladestelle/Place of discharge
(27) Pos.	(28) Sachnummer**/Drawing No./ Plan No.	(29) Bezeichnung der Lieferung/Leistung/Description (21) Verpackungsart/Packing/Emballage ●		(30) Menge/ Quantity/Quantité	(31) Einheit Unit
(40) Empfängervermerke/Receiver's Remarks					
				Menge (Ist)/Actual Quantity	+/-
				Vermerke/Remarks	
		(43) Mengenprüfung/Quantity check		(44) Güteprüfung/Prüfbericht/Quality check	
(42) Eingangsvermerke/Receiving Remarks					
Datum date					(45) Empfänger/Receiver
Name/Nr.					(46) Rechnungsprüfung/Audit

■ 4. Transport guideline

Logistics guideline

Securing the Load

The load must be secured during transport in accordance with the DGUV guidelines! Only approved securing equipment in perfect condition may be used. The responsibility results from the respective Incoterms.

The packaging units must be adequately secured on the load carrier. The following packaging aids are permitted for securing:

- Plastic strapping
- Edge protection made of cardboard or plastic (single grade)
- Stretch or shrink films
- Cover plates and lids (in connection with pallet frames and SLC)

Hazardous Goods

The policy for the delivery of hazardous goods must be observed. The supplier is liable for all damages resulting from non-compliance of legal regulations.

The supplier is responsible for the classification, the permissible mode of transport and the transport permit as a distributor of dangerous goods.

As shipper or sender, the supplier must observe the applicable regulations for the transport of hazardous materials. Only approved packaging is to be used for transport. Necessary data sheets and notes of authorization must be made available to the carrier in good time before shipping.

Goods Receiving Times

The goods receiving department is open from Monday to Friday from 8 a.m. to 2 p.m. Outside these times, delivery is only possible by prior arrangement.

■ 5. Contact

Logistics guideline

Please contact us for all questions regarding delivery, packaging and labeling:

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Change listing

Logistics guideline

Version	Date	Authors	Description
V 1.0	01.09.2019	S. Baer, WS	Approval
V 1.1	05.01.2023	S. Baer, WS	Change of address
V 1.2	04.09.2023	S. Baer, WS	change of lega form

Link to the VDA guideline 4994



<https://www.vda.de/de/services/Publikationen/vda-4994---global-transport-label---version-1.1-juli-2018.html>

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