

„LLL“

LOGISTICS-GUIDE FOR SUPPLIERS

Logistics, Control of production
and Packaging



FEBRUARY 2017

Version	Date	Amendment	Creator
1.0	20.07.15	First edition	EK – Kuehner
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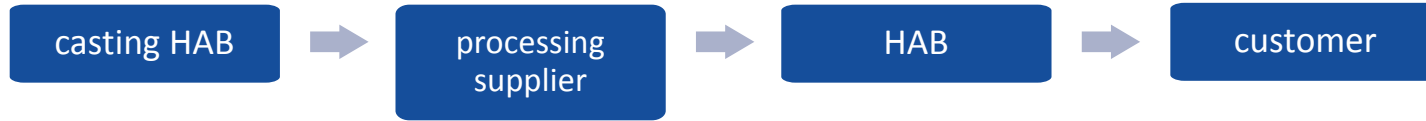
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I. Process operation

Target-process:

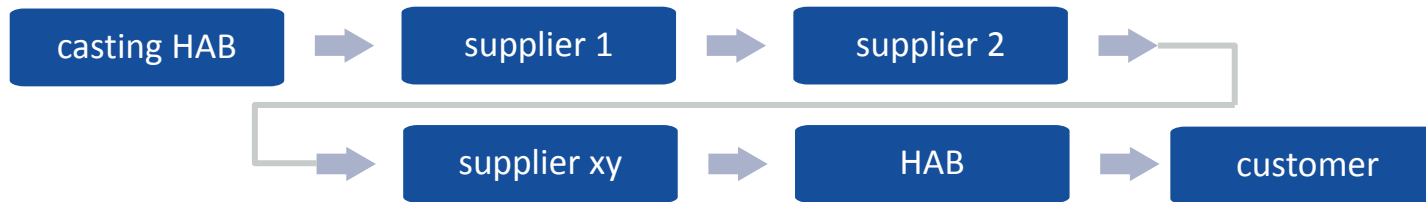
1. Supplier delivers to Handtmann

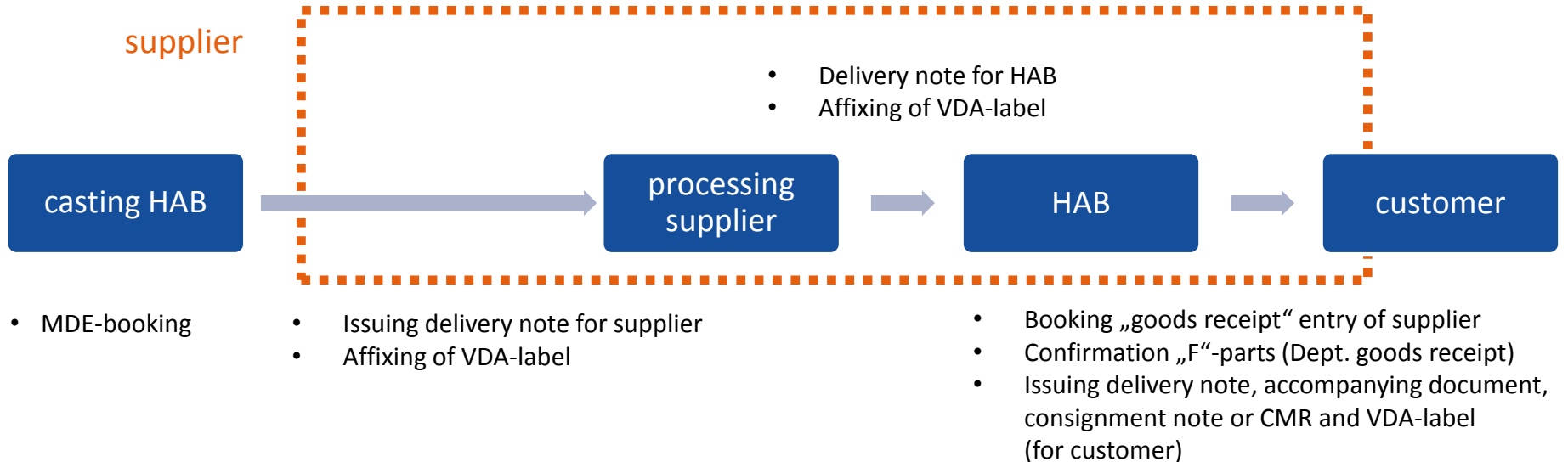


2. Supplier delivers to the final customer (direct shipping)



3. Supplier delivers to further suppliers of the process chain

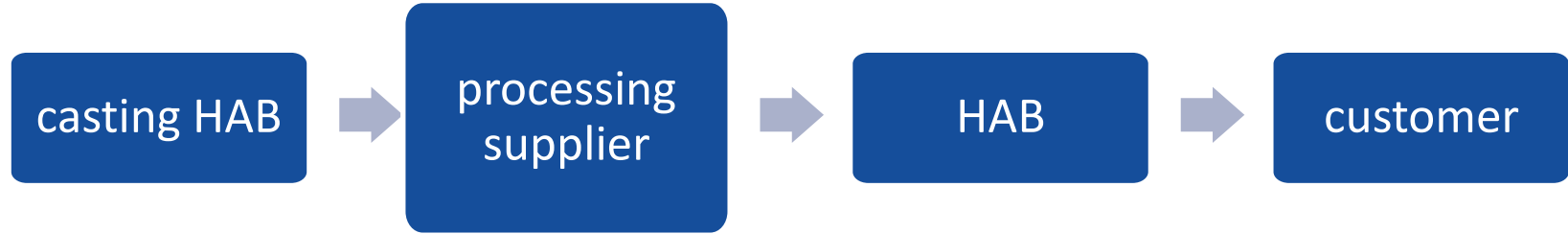




III. Delivery documentation

1. Supplier delivers to Handtmann

Target-process:



III. Delivery documentation

1. Supplier delivers to Handtmann

The following data must be written on every delivery notes:

- Purchasing number of Handtmann
- Consecutive delivery note number of the supplier
- Description, name and quantity of the delivered parts
- Description and quantity of packaging and packaging components (intermediate pad, cover, ...)

III. Delivery documentation

1. Supplier delivers to Handtmann

Example = delivery note

Albert Handtmann Metallgusswerk GmbH & Co. KG Arthur-Handtmann-Str. 25-31 88400 Biberach		Versandinformationen Seite 1 von 1 Lieferscheinnr./-datum 80017493 06.02.2013 Bestnr./Kunde/-datum 4128854 Auftragsnr./-datum 40002540 10.10.2012 Kundennummer 1000079 Sachbearbeiter Alois Landgraf Lieferantenummer 5433 Fremdbeleg		
Bedingungen Versand standard Lieferung EXW Versanddetails		Abladestelle: 000 Lagerort:		
Position	Material Bezeichnung	Änderungsstand	Menge	Gewicht
000010	GD01611Q10.2 Dichtflansch 06E 103 173 BP	300511	540 ST	1.499,580 KG
900001	LY Standardbehälter (Stahl)		15 ST	1.680 KG
900002	111820 DFG Gefache Dichtflansch GD01611 GF		30 ST	30 KG

Example = VDA-label

(1) Warenempfänger Albert Handtmann Metallgusswerk Arthur-Handtmann-Str. 25-31 D-88400 BIBERACH		(2) Abladestelle / Lagerort / Verwendung 000 / S		
(3) Lieferschein-Nr. (N) 80017543 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) Schabmüller Automobiltechnik GmbH D-85098 GROßMEHRING		
(5) Gewicht netto 99,972		(6) Gewicht brutto 213,972	(7) Anzahl Packetück 7	
(8) Sach-Nr. Kunde (P) GD01611Q10.2 				
(9) Füllmenge (Q) 36 		(10) Bezeichnung der Lieferung, Leistung Dichtflansch (11.1) Sach-Nr. Lieferant (30S) 06E 103 173 BP (11.2) PM-Ident Nr. LY		
(12) Lieferanten-Nr. (V) 5433 		(13) Produktionsdatum 08.02.2013		
(15) Packetück-Nr. (S) 101313407 		(14) Änderungsstand Konstruktion 300511		
(16) Chargen-Nr. (H)				

III. Delivery documentation

2. Supplier delivers to the final customer (direct shipping)

Target process:



III. Delivery documentation

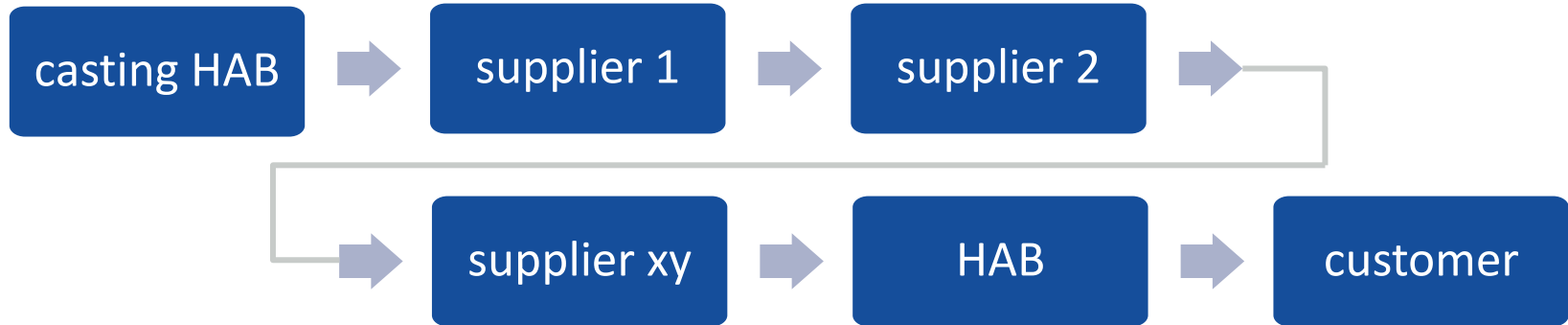
2. Supplier delivers to the final customer (direct shipping)

- The supplier issues the delivery note to HAB on his paper.
 - It is necessary to mention the order number of HAB and the customer-unloading-point on the delivery note.
 - **At least 2 hours** before delivery the supplier sends the delivery note to:
mgb.lieferscheinanforderung@handtmann.de. All datas have to be sent via EDI
 - Afterwards the required dispatch documents (delivery note, freight papers, VDA-label) will be sent.
 - The supplier will receive the VDA-labels to mark the boxes.
 - All HAB documents have to be sent with the goods. The signed freight documents must be archived.
- The pick-up and notification times of the final customer are valid.
- It is mandatory to note the order number from HAB on the invoice.

III. Delivery documentation

3. Supplier delivers to further suppliers of the process chain

Target process



III. Delivery documentation

3. Supplier delivers to further suppliers of the process chain

- Supplier 1 issues the delivery note (on his company notepaper)
 - Part and order number from HAB have to be mentioned on the delivery note
 - Supplier 1 have to send his delivery note with the goods (no transmission of the delivery note via email, EDI or fax.)
- Supplier 1 issues VDA-labels and mark the boxes.
- The consignee carries out the incoming goods control and sends the confirmed delivery note (with date and signature) via Email to HAB: mgb.lieferscheinanforderung@handtmann.de
- The delivery note 1 calculate the shipment to HAB
- It is mandatory to note the order number from HAB on the invoice

IV. Rework

1. Parts for rework

Delivery of goods for rework

- Every box with goods for rework must be labeled with rework tape, VDA-label and corrective activities sheet (KMB).
- Our purchase order number and the term „NACHARBEIT“ (rework) must be indicated on delivery note.
- Questionable parts must be affixed with „corrective activities sheet“ (KMB) too.
- KMB (corrective activities sheet) must be requested from the customer (in case of missing and error).

IV. Rework

1. Parts for rework

Identification of boxes for goods to rework:

rework tape

VDA-label



KMB (corrective activities sheet)

IV. Rework

2. Parts made of rework

a) Supplier delivers reworked parts to HAB:

- The supplier issues the delivery note on his paper
- Following details must be indicated on the delivery note:
 - HAB rework-purchase number
 - N-part number
 - Part index

(all details can be taken from KMB (corrective activities sheet), delivery note and rework order)

- Rework purchase order number from HAB must be indicated on the invoice
- The KMB and the VDA-Label (with HAB part number **not** N-part number) have to be attached on each box. A missing KMB, is to be requested from HAB

IV. Rework

2. Parts made of rework

b) The supplier delivers reworked parts to further suppliers / final consignee:

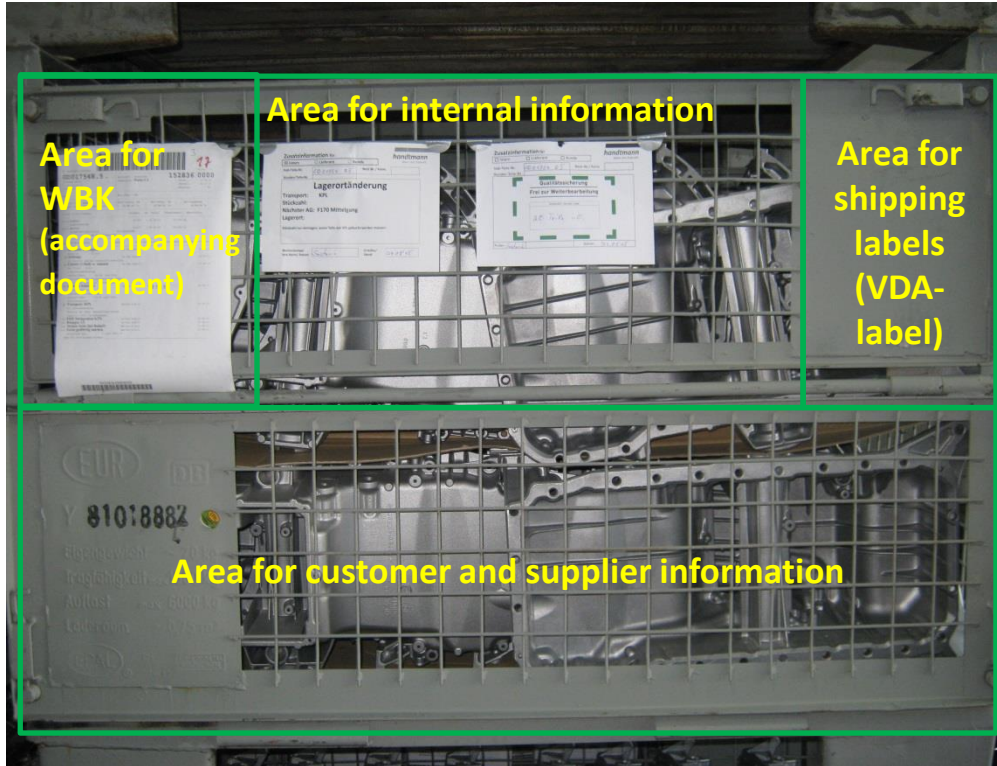
- Supplier issues the delivery note on his paper
- Following details must be indicated on the delivery note: HAB rework-purchase order number, N-part number, Part index (all details can be taken from KMB, delivery note and rework order)
- Supplier charges the rework with rework-order
- Rework purchase order number from HAB must be indicated on the invoice
- Supplier sends his delivery note to mgb.lieferscheinanforderung@handtmann.de
- Afterwards the required shipping papers and VDA-label will be sent
- All boxes must be marked with VDA-labels
- The shipping papers are to be given with the box

V. Labeling

- A scanner should process the barcode, therefore the labels must be affixed properly
- The labels should not be covered by package protection (lashing)
- Labels have to be fixed **on the top right** with **two adhesive points** per box
- Additional information have to be fixed also with **two adhesive points** on the **lower area** of box
- Old labels must be removed

V. Labeling

1. Affixing on boxes



V. Labeling

2. Labeling information

Additional sheet with information for internal, supplier and customer

Zusatzinformation für:		<input type="checkbox"/> intern	<input type="checkbox"/> Lieferant	<input type="checkbox"/> Kunde
hab-Teile-Nr.		Nest-Nr./ Form:		
Kunden-Teile-Nr.				
100% Kontrolle auf Fehler "Fehlerbeschreibung", Prüfdatum: Tag. Monat. Jahr				
Werkerstempel bzw. Name/ Datum:		Ersteller/ Stand:		

V. Labeling

2. Labeling information

Labeling supplier

→ information is only important for supplier

→ Additional sheet must be removed

Zusatzinformation für:

<input type="checkbox"/> intern	<input checked="" type="checkbox"/> Lieferant	<input type="checkbox"/> Kunde
hab-Teile-Nr.		Nest-Nr./ F
Kunden-Teile-Nr.		

V. Labeling

2. Labeling information

Labeling customer

→ information is important for customer

→ Additional sheet must **stay on** the box

Zusatzinformation für:

<input type="checkbox"/> intern	<input type="checkbox"/> Lieferant	<input checked="" type="checkbox"/> Kunde
hab-Teile-Nr.		Nest-Nr./ F
Kunden-Teile-Nr.		

VI. Complaint raw parts

Handtmann needs following information for complaints of raw parts:

- inspection report number with date
- Description of parts and part number
- Delivery note number and amount of the delivered parts from HAB
- complained quantity
- Reason of complaint
- Description of error with picture documentation
- Possibly comments of the complaint

→ Contact HAB: Purchasing department

VII. Accumulated scraps

1. Returns of processed parts

- Casting- and processed scrap have to be delivered in separated boxes
- boxes with casting scrap (**german abbreviation: GA**) are to be provided with a „blocked-tape“
- boxes with processed **scrap (german abbreviation: BA)** are to be provided with a „scrap tape“
- A copy of „delivery note“ and „return shipment sheet“ must be affixed on the box
- The supplier have to issue separate delivery notes for GA and BA parts
- The purchase order number from HAB for GA or BA parts must be indicated on the delivery note. In case of missing order number please contact HAB.
- The german word „**Gussausschuss**“ for GA or „**Bearbeitungsausschuss**“ for BA must be indicated on delivery note
- The condition of parts must be indicated on VDA-labels, delivery notes and invoices

VII. Accumulated scraps

2. Return of unprocessed-parts

- Casting scrap „raw“ must be delivered always in separate boxes. It's **not allowed** to mix them with casting scraps of machining parts.
- boxes with GA (casting scraps) are to be provided with a „blocked-tape“
- No purchase order number is to be indicated on the delivery note
- The raw part number must be indicated on the delivery note
- VDA-label of raw parts is sufficient
- A copy of delivery note and return shipment sheet must be affixed on the box
- The parts won't be charged

VII. Accumulated scraps

Identification of boxes for goods with casting scraps:



VII. Accumulated scraps

Identification of boxes for goods with processed scrap-parts:

scrap-tape

Copy of
delivery note




Return shipment
sheet

VII. Accumulated scraps

Requirement via: logistic.foundry@handtmann.de

(Return shipment sheet)

Rücklieferungsbeleg			
Lieferant:			
Teilenummer:			
Lademittel:			
Lieferscheinnummer:			
Rückliefergrund:	BA <input type="checkbox"/>	GA <input type="checkbox"/>	Fraglich <input type="checkbox"/>
Fertigungsstufe:	Bearbeitet <input type="checkbox"/>	Rohteil <input type="checkbox"/>	
Bemerkung:			

VIII. Customer complaints

Be aware of following details

- Complaint parts will be delivered with a N-order
- A cause analysis and the introduction of corrective actions are generated by the department QS
- Parts of customer complaint must be delivered within 2 weeks back to HAB via N-order

→ Contact HAB: Quality management department

IX. Transport organization

- Raw parts will be delivered from HAB to suppliers
- Pick up from supplier must be organized by himself at Stoehr Logistik
 - Registration for pick up must be done latest 2 pm on previous day
 - Contact Stoehr Logistik
 - ☎ 07393 9510 – 14 or – 29
 - ✉ dispo_handtmann@stoehr-logistik.de
 - Stoehr Logistik will contact the supplier about pick up details
- Working hours:

Monday – Thursday:	07:00-15:30 Uhr
Friday	07:00-12:00 Uhr

X. Contact details

Logistics

Delivery note requirement ✉ mgb.lieferscheinanforderung@handtmann.de

general ✉ logistic.foundry@handtmann.de

Management – operative logistics

Carolin Miller

☎ 07351 342 – 6141
☎ 07351 342 – 8141

Goods receipt (Issuing and transmission of shipping papers)

Ralf Hess

☎ 07351 342 – 6298
☎ 07351 342 – 6214

Shipping (Issuing and transmission of shipping papers)

Peter Maurer

☎ 07351 342 – 6751
☎ 07351 342 – 6561

Container management (Processing empty containers, packaging matters)

Patrick Weberruß

☎ 07351 342 – 6186
☎ 07351 342 – 8186

Production control

Management production control

Josef Rundel

☎ 07351 342 – 6362
☎ 07351 342 – 8362

Production control (Planing of amounts)

Tamara Sawala

☎ 07351 342 – 6488
☎ 07351 342 – 8488

Purchasing

Management - Purchasing

Harry Giesler

☎ 07351 342 – 6493
☎ 07351 342 – 8493

Supplier development

Sascha Milosevic

☎ 07351 342 – 6559
☎ 07351 342 – 8559

Quality control

Management quality control

Guenter Schneckenburger

☎ 07351 342 – 6352
☎ 07351 342 – 8352

Quality control

Hannes Hebestreit

☎ 07351 342 – 6569
☎ 07351 342 – 8569


✉ firstname.lastname@handtmann.de

X. Contact details – Emergency plan


Availability outside business hours

In case of problems with parts or shipments, please contact us outside business hours by the following numbers:


24h service „production control“

 +49 171 476 89 88

24h service „shipping“

 + 49 151 161 278 54

Handtmann head office / factory security

 + 49 7351 342 - 2211

XI. Any other business

- Load type of supplier:
 - prefer of loading and unloading by side
 - For rear loading without ramp, an electronic low lift cart must be provided to the driver

- The supplier has to send an sample of his delivery note to HAB

- Please provide a list with all contact persons, functions and contact details of suppliers to HAB

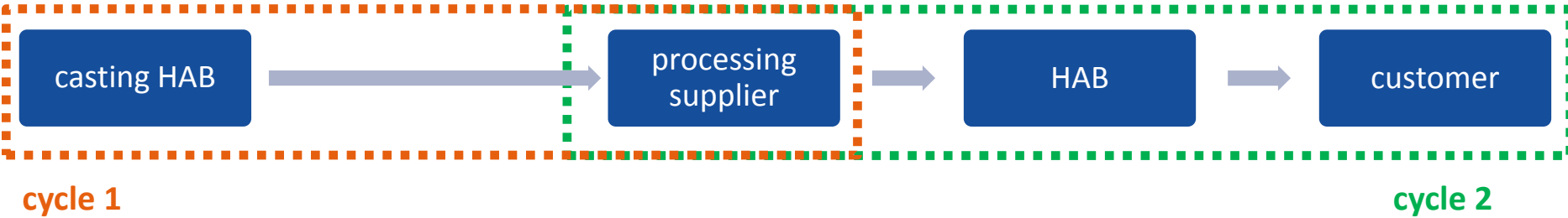
2. PACKAGING

- I. Empties processing
- II. Packaging cycle
- III. General regulations of packaging
- IV. Alternative packaging
- V. Account balances

I. Empties processing

- All old labels have to be removed from the packaging
- The delivery note have to show the quantity kind and abbreviation of empties
- There is a consecutive delivery note number
- A contact person for processing the monthly empty goods account balance is needed
- HAB will send the empty goods balance via mail. Within 4 weeks the balances should be checked otherwise all mentioned stocks are valid
- As soon as an agreed quantity of containers has accumulated, the supplier (on our behalf) must advice a pickup of the empty containers at Stoehr Logistik (dispo_handtmann@stoehr-logistik.de)

II. Packaging cycle



- The packaging cycle is divided into separate cycles
- Supplier receives the parts in HAB packaging and delivers with customer packaging
- Usage of customer packaging in additional cycles (for example rework) must be confirmed by HAB
- Customer packaging is only provided for the next request

III. General regulations of packaging

- For all packagings the legal regulations for safety and environmental are valid
- The packaging must be stackable and usage of a fork truck lift from all 4 sides is to be given
- The packaging must be clean! In case of insufficient quality of the packaging, the supplier has to clean it on his own expenses.
- Please order packaging **10 days before** production: verpackung.metallgusswerk@handtmann.de. In case of usage of customer platforms the details for deadline and quantity have to be considered
- Samples and preproduction parts are to be packed on supplier's expenses till start of the series or start of serial packaging
- At SOP (**S**tart **O**f **P**roduction) good parts can only be delivered in serial packaging
- If no packaging instruction exists, the supplier is obliged to request the serial packaging instructions at container management latest before serial start

III. General regulations of packaging

- Packaging instructions are obligating
- Only due to invasive facts a packaging instruction can be refused within a period of 2 weeks time. Afterwards the packaging instruction is considered as accepted.
- In case of deviation to the packaging instruction or delivery of damaged packagings, which were caused by the supplier, extra costs for repackaging, labeling, administration and disposal will occur. The cost for additional handling:

KLT	15,- €
GLT	26,- €
- The delivery note and transport data have to run parallel to the material flow according to „EDI Guidelines“. Packaging details have to send correctly via EDI-messages. When using layered packaging all components must be recorded according to the packaging instructions with the correct description, sequence and quantity
- The provided packaging is to be used for transport. It's not allowed to use it for pre-production or storage. In case of deviations the supplier needs a confirmation from container management.

III. General packaging regulations

- Damaged packaging must be marked and shipped separately to HAB
- It's not allowed to push the packagings (especially plastic boxes) with a forklift fork
- A change of the packaging during the series has to be implemented by the supplier (cost-neutral)
- Basically all boxes are customer pallets, they can not be changed

IV. Alternative packaging / V. Account balance

Alternative packaging

- In case of a lack of packaging the supplier must insure a suitable alternative packaging which complies with recognized rules of technology and does not affect the quality of the parts
- The alternative packaging is to be agreed with HAB-container management
- Only with a confirmation from the HAB-container management the alternative packaging can be used
- If the extra costs for the alternative packaging arise, they should be confirmed by HAB via a separate order. Subsequently claimed costs for alternative packaging will not be accepted

Account balance

- Traceable records for in- and outputs of packaging are inevitable. To check the records the supplier has four weeks time. If no discrepancies are reported the balances are accepted.
- The inventory of all VW-boxes is at the end of October. For all other boxes at the end of December.
- In case of an incorrect account accord the supplier has to do a cost-neutral second inventory

3. CONTROL OF PRODUCTION

- I. Data exchange for production planning
- II. Raw parts supply
- III. Blocked parts at the supplier

I. Data exchange for production planning

Information from Handtmann to supplier:

- Daily transmission of requirements via EDI or fax
(Preview depends on customer, about four to six month)

- List of stock (weekly on Sunday)
 - Feedback until the first working day of the week
 - without a feedback the stock is accepted

- In case of changes in requirements, the supplier must enter an objection within one working day
(Monday till Friday; apart on Saturdays, Sundays & bank holidays)

II. Raw parts supply

- The control of production provides the supplier parallel to the request of delivery with raw parts
- The supplier check the delivery and inform immediately if parts are missing
- If for a smooth manufacturing raw material is needed earlier, please contact with control of production
- In case of delivery problems, please contact control of production at least two days before despatch
- Reliability of quantity and time will be checked. The results will be given to the suppliers

III. Blocked parts at the supplier

- Do report blocked or un-used parts to the contact person from control of production
- The reported quantity will be booked on a „Blocked account of supplier“ by HAB
- If the parts are released for delivery, the supplier has to inform the contact person from control of production. The parts will be released in the system of HAB
- Scrap parts to be delivered to Handtmann Biberach are to be reported to control of production

IN CASE OF ANY
QUESTION, DO NOT
HESITATE TO CONTACT
THE PERSON IN
CHARGE

