

BJB packaging guideline for suppliers



Products for the lighting industry



Products for the domestic appliance industry



BJB Automation



BJB Staff

Guide for suppliers of BJB GmbH & Co. KG
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Contents



▪ Important note	3
▪ Introduction	4
▪ Objectives of packaging guideline	6
▪ General packaging requirements	7
▪ Specific packaging requirements	9
▪ General requirements for palletised goods	12
▪ Specific requirements for palletised goods	13
▪ Requirements for the packaging of electronic components (ESD-protected components)	23
▪ Containerised goods (FCL)	25
▪ Handling instructions	26
▪ Accompanying documents	27
▪ Labelling	30
▪ Delivery address	31
▪ Goods receiving department opening times	32
▪ Breach of packaging guideline	33
▪ Contact details	34

Important note



This packaging guideline is updated and optimised on a regular basis.

No notifications of changes are issued. We nevertheless require our partners to adhere to the most recent version.

Suppliers to BJB GmbH & Co. KG undertake to comply with the latest version.

We therefore recommend that you check at regular intervals to ensure that the version you are using is up-to-date.

The latest version can be found on our website: <http://www.bjb.com>

This guideline applies to all deliveries to BJB.

Exceptions will only be valid after agreement and approval by the relevant department.

- BJB GmbH & Co. KG has been a successful supplier in the field of electronics and electrical engineering for 140 years.
- To remain competitive at an international level, one of the company's most important strategies has been a continuous optimisation of processes.
- This packaging guideline was drawn up and adopted in 2011 as part of a quality campaign in the field of logistics.
- It applies not only to our high-quality products, but also to logistics in general and material flow, packaging, transportation and handling in particular.
- With the aim of developing an optimum, environmentally friendly packaging system, this packaging guideline informs our suppliers of our requirements regarding suitable packaging for transportation and handling purposes.
- For every order, the supplier is responsible for complying with the instructions listed below, thereby ensuring that the goods reach their destination safely, punctually and in good condition.

- To implement the guideline, we recommend that those responsible in the relevant departments in your organisation familiarise themselves with the following instructions.
- Unless otherwise agreed in individual contracts, deliveries to our company are to be performed in accordance with the General Terms and Conditions of Purchase of BJB GmbH & Co. KG as well as the supplementary BJB packaging guideline for supplied parts.
- Those responsible at BJB GmbH & Co. KG check incoming deliveries for compliance with the BJB packaging guideline.
- In case of noncompliance with the requirements of the packaging guideline, BJB GmbH & Co. KG reserves the right to charge costs incurred for providing packaging which is fit for purpose or to reject the consignment.
- Breaches of the BJB packaging guideline also have a negative impact on the supplier evaluation.

Involvement of suppliers in optimisation processes

- Communicating the requirements of BJB GmbH & Co. KG
- Strengthening suppliers' sense of responsibility
- Avoiding delivery date deviations
- Compliance with occupational health and safety requirements and environmental protection regulations
- Reducing handling costs
- Ensuring a smooth flow of materials (optimising the supply chain)
- Avoiding damage during shipment

Regardless of the type of packaging chosen, the following requirements are to be met:

- Packages are to be clearly labelled
- The choice of packaging is to be based on environmental and quality criteria
- The packaging chosen should be appropriate to the goods to be transported and the mode of transport to be used (no oversized packaging)
- Optimum utilisation of the packaging unit
- Large units should be stackable (min. 2x)



Important note!

If the stackability requirement is not met, this must be clearly indicated by means of appropriate marking.

- „Single-type packing (one article or one type per package)
- The use of one-way packaging materials (particularly in the case of filler material) is to be reduced to a minimum
- The permitted / recommended lifting load is to be observed (cf. page 11)

Deviation from these requirements is only permissible in individual cases which have been agreed and found to be justified.

The employee responsible at BJB GmbH & Co. KG will record deviations, inform suppliers of infringements and initiate further action if appropriate.

Characteristics of one-way packaging materials

It is the responsibility of the supplier to choose a quality of packaging which is appropriate to the contents to be shipped.

However, the following requirements should always be observed when selecting packaging materials:

- Only clean, undamaged one-way packaging material must be used.
- The packaging material must be recyclable. As far as possible, all one-way packaging material should bear the RESY symbol.



Specific packaging requirements

- Cushioning material is to be used in appropriate quantities. Loose filler material, e.g. packing chips or newspaper should be avoided. We recommend the use of bubble wrap and / or packing paper.

right



wrong



Specific packaging requirements

- To enable material to be identified easily, it should be labelled and arranged methodically. If appropriate, additional carton dividers should be used.

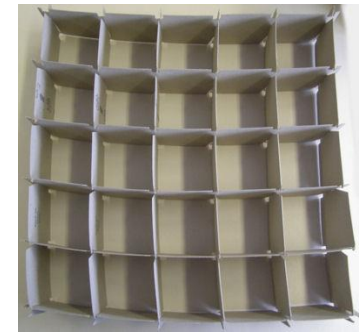
right



wrong



carton-
divider



- The article description must be readable when the package is opened.
- To facilitate handling and in the interests of occupational health and safety, a gross weight of 20 kg per package should not be exceeded.

- Only undamaged pallets are to be used
- Euro-pallets will only be accepted in exchangeable condition
- There should be sufficient space for forks between the pallet feet
- Adequate protection of the packaged goods must be ensured
- The load carrier has to withstand the stresses of transportation
- Pallets should be stackable (min. 2x)
- Labelling according to IPPC (heat-treated)
- The basic dimensions of the loading unit must not be exceeded
- The load must not protrude



Important note!

If the stackability requirement is not met, this must be clearly indicated by means of appropriate marking.

Specific requirements for palletised goods

- Euro-pallet

When delivering palletised goods, only exchangeable euro-pallets are to be used as far as possible.



- Notes on marking

In accordance with current directives, euro-pallets with the following symbols are to be used:



Specific requirements for palletised goods



- **Dimensions/ load capacity**

Dimensions WxLxH 800 mm x 1200 mm x 144 mm

Load capacity: 1200 kg

- **Further information**

In order to comply with current regulations, we recommend that you consult the website <http://www.gpal.de>.

Reusable flat pallets/ one-way pallets

In justifiable exceptional cases or by individual agreement with BJB, reusable flat pallets or one-way pallets may be used. The dimensions must be identical to those of a euro-pallet.



Important note!

If there is no individual agreement, euro-pallets must always be used for a load weight of > 250 kg.

If the geometry of the product makes it necessary to deviate from the requirements described above, e.g. in the cases of strip material or heavy components, then special pallets are to be used to ensure that the goods are delivered in perfect condition.

In all cases it is essential to ensure that pallets can be picked up from at least two sides using floor conveyor vehicles (cf. p. 20).

- Securing load units

Load units are to be secured in a manner that will ensure that goods are delivered in undamaged condition.

This includes preventing the load from shifting and protecting goods from external influences (moisture) and other eventualities.

We recommend the use of strapping band, stretch wrap and shrink wrap (cf. photos on p. 18).

- Securing load units



Important note!

- Stretch wrap must fit tightly over packages
- The space between the pallet feet must not be covered with stretch wrap
- The maximum external dimensions of the pallet must not be exceeded due to protruding or knotted stretch wrap (cf. photos on page 19).

Specific requirements for palletised goods



Specific requirements for palletised goods

right



wrong



- Load unit formation

It must be possible to handle pallets by means of floor handling equipment and automatic materials handling equipment.

The following are classified as floor handling equipment:

Electric pallet truck



Manual lift truck



Forklift truck



Important note!

For ease of handling, the space between the pallet feet must not be covered with stretch wrap.

- Load unit formation

The load units must be evenly distributed on the pallet for basic stability and to ensure that pallets can be stacked at least 2-high.

right



wrong



- Load unit formation

The maximum height of a pallet must not exceed 990 mm.



Important note!

A maximum load height of 1500 mm is only permissible in justifiable exceptional cases or by individual agreement with BJB.

Requirements for the packaging of electronic components (ESD-protected components)



Electronic components are sensitive components which require high standards of packaging.

In particular, even more stringent requirements apply to ESD-protected components.

Our suppliers are required to comply with DIN EN 61340-5 regulations.

In particular, we wish to draw attention to the characteristics and requirements of packaging for electronic components (DIN EN 61340-5-3)

The supplier is obliged to protect and mark outer packaging and individual components in accordance with the above standard.

Requirements for the packaging of electronic components (ESD-protected components)

When the packages are delivered, it must be clearly evident that special handling instructions apply to the products contained in them.

Universally valid symbols and German and English texts are to be used for marking.

Example:



Important note

To ensure compliance with the above standard, we recommend that you check the finished package before it leaves your premises using the latest recognised testing procedures. We also recommend that you provide appropriate training for all employees responsible in your company and increase their awareness on the subject of ESD protection.

- Loading of containers

Containers are to be loaded in such a way that the contents reach their destination safely and in good condition.

The purpose of correct container loading is:

- To prevent goods from tilting or sliding

We therefore recommend loading without gaps.

Empty spaces should be filled with appropriate robust, commercially available material.

Handling instructions

If special handling instructions are to be observed for BJB GmbH & Co. KG, these should be shown legibly and visibly on three sides of the package with easily understandable symbols.



Do not stack.



Protect for heat.



Keep dry.



Fragile! Do not drop.

The attachment of handling instructions is mandatory for all types of packaging selected.



Important note:

Special attention should be paid when delivering hazardous substances. Such substances should be identified to our staff by the attachment of appropriate symbols to the packaging. Each consignment must also be accompanied by a safety data sheet.

Packing list/delivery note

The following information must be given on the packing list/delivery note:

- BJB purchase order number
- Contact data of the supplier
- BJB part number
(if available and stated on the purchase order)
- For shipments of samples: name of person who requested samples, department, cost centre
- Description of material
- Total number of items and, if appropriate, number of items per packaging unit
- Number of packaging units (each package numbered 1 up to x)
- Contact person (BJB Purchasing Department; see purchase order)

Packing list/delivery note

The packing list/delivery note is to be enclosed with the shipment as a printed document and must be in either German or English language.

The structure of the packing list/delivery note described above is mandatory for all deliveries, regardless of the type of packaging and loading container or device.

Each individual package is to be identified by means of a label showing the following data:

BJB part number (if stated on the purchase order)

Number of items (1 up to x)

Supplier

BJB purchase order number

BJB article description

Production and delivery date

Country of origin

Packaging date

- If a consignment consists of several packages, then all packages must bear the above data
- Labels are to be affixed of three sides of the package
- The label must be in either German or English language

Delivery address



If not stated otherwise on the purchase order, the delivery address is:

BJB GmbH & Co. KG
Receipt of goods
Werler Straße 1
D - 59755 Arnsberg (Neheim)

Goods Receiving Department opening times

- Times

Monday to Thursday	7.00 a.m. to 12.30 p.m. 13.00 p.m. to 15.30 p.m.
Friday	7.00 a.m. to 12.30 p.m.
Lunch break	12.30 p.m. to –13.00 p.m.

- Variations in opening times

will be notified in good time by means of:

- a note on the purchase order
- notices at the Goods Receiving Department
- notification by BJB Purchasing Department



Important note!

Silo deliveries are only possible until 12.30 p.m. or by prior arrangement.

Breach of BJB packaging guideline



- The staff of BJB GmbH & Co. KG will check to ensure compliance with the requirements of the BJB packaging guideline.
- In case of noncompliance with these requirements and in the absence of any individual agreement between the supplier and BJB to the contrary, we reserve the right to return the goods and/or charge for the additional costs incurred due to incorrect packaging.
- Breaches of the requirements of the packaging guideline will inevitably lead to a lower supplier evaluation rating .

Contact details



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