

General delivery conditions of the German locations of the AUMA Group

EKR-0004-EN

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The present purchase guideline is available in the Purchasing section of www.auma.com for download.

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1 Purpose


Purpose of this guideline is the uniform control of conditions of delivery reception and packaging conditions for production material across all German locations of the AUMA Group (hereinafter: **AUMA**). Exempt are return deliveries of **AUMA** products for purpose of service or repair. Separate prescriptions are provided regarding conditions of packaging and delivery reception.

The present general conditions can be supplemented for individual cases by process and material specific clauses to allow consideration of special requirements of individual commodity groups. Regarding subcontracting the regulations of AUMA order specification BV00.00.001 apply in the respective valid version (external instruction for the handling of rejects in case of subcontracting on delivery note and packaging).

2 Contacts

The **AUMA** materials planner marked on the respective order is the contact for the present delivery conditions.

3 Notes regarding bar code use

All indications contained in this specification of delivery reception which are marked by this symbol: , must additionally be provided with a bar code.

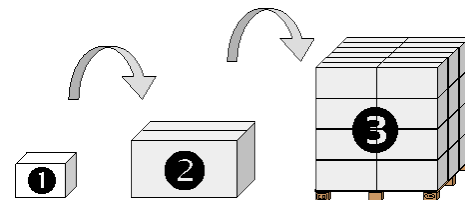
The following barcode type shall be used: "Code 128 (all chars)"

As an option, a QR code may be used in addition.

4 Packaging units

- ❶ Material / smallest packaging unit
- ❷ Package / container
- ❸ Shipping unit *

* a packaging unit does not necessarily consist of a pallet; it is the outer packaging of a shipment.






4.1 Material / smallest packaging unit ❶

Marking:

The material or the smallest packaging unit must be marked with the following data.

Information on the label:

- **AUMA** article number ⇨ 
- Batch number or date code ⇨ 
- Delivery address and phone number (of the respective existing subsidiary / location, refer to section 9)
- Quantity per packaging unit ⇨ 

Suggestion for marking:

- Label: 105 x 57 mm permanent adhesion, e.g. Avery 3425
- Imprint: Acc. to PDF form on **AUMA** website: www.auma.com
[Delivery label Muellheim](#) [Delivery label Ostfildern](#)

Caution: For Kanban deliveries, a different marking must be heeded (refer to section 7).

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Notes for using a date code:

Materials with varying date codes (production dates) are to be packed separately in compliance with the date codes.

4.2 Package / container ②

Marking:

Packages / containers (e.g. cardboard, **AUMA containers**, etc.) are to be marked at least with the detailed below indications:

- **AUMA** article number ⇨ 
- Article description
- Quantity per package / container ⇨ 
- Batch number or date code ⇨ 

Caution: For Kanban deliveries, a different marking must be heeded (refer to section 7).

Note on **AUMA** container scheme:

For optimisation purposes, suitable delivery containers are offered by **AUMA**. Use of delivery containers can be stipulated by agreements specifically adapted to the materials. The maximum weight for each filled package / container is limited to 15 kg gross. The containers are available in different dimensions and can be stacked. For further information regarding delivery using **AUMA** containers, please contact the respective contact partner (refer to section 2).

[Approved containers and load carriers](#)

Caution: For Kanban deliveries, different container specifications must be heeded (refer to section 7).

Filling / padding material:

Only materials free of dust and silicone shall be accepted not requiring any additional work in separation / recycling, such as e.g. Air Pad or Pad Pak. Chips made of polystyrene are not allowed. Packages shall be packed as to avoid waste from packaging. For ESD materials, only ESD conforming packaging materials will be accepted.

Small load carrier:

Small load carriers are standardised plastic containers used for transport of small parts.

Slotted boards:

Slotted boards are available in different heights and can be combined, forming suitable compartments. The slotted boards prevent the parts from striking.

[Application example of slotted boards](#)

VCI bag:

VCI bags are inserted into cage pallets or small load carriers to prevent corrosion of parts. VCI bags are available in different sizes.

[Handling instructions for VCI bags](#)

Intermediate layers:

Intermediate layers are used to separate the parts per layer. This can either be triplex boards or grid fencing.

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4.3 Shipping unit ③

Marking:

For identification, the shipping units are to be marked as follows (shipping label):

- Sender with address
- Recipient with delivery address
- Weight: gross / net
- Number of packages, (e.g. 1 out of 4)

Suggestion for marking (delivery label A5):

[Coswig PU08](#) | [Coswig PU09](#) | [Müllheim](#) | [Ostfildern](#) | [Villingen-Schwenningen](#)

Maximum weights:

For reasons of handling and health, the shipping units should not exceed the weight of 15 kg. Shipping units with more than 15 kg must be supplied on one carrier (e.g. pallet).

Loading strategy for Euro pallet / cage pallet:

A load carrier is a carrying means of grouping goods. This includes e.g. cage pallets, pallets and containers. With regard to load carriers, the following maximum weights apply at the individual locations of the AUMA Group:

- Müllheim, Ostfildern, Cologne, Niederndodeleben: 800 kg
- Altdorf, Coswig, Eching, Villingen-Schwenningen, Wenden: 1,000 kg

When using various packages / containers on the pallet, the materials are to be stacked according to types. The marking of the packages / containers can be read from the outside and is affixed accordingly. The height of a fully loaded pallet must not exceed 850 mm or 4 piled up **AUMA** containers (Silverline 1852).

The condition of pallets, cage pallets or any other containers must comply with the exchanging criteria of European Pallet Association EPAL (www.epal-pallets.org). When using EPAL exchange loading equipment, especially loading equipment "DB EPAL EUR-Palette" and "DB EPAL EUR-Gitterbox", an exchange is mandatory. If no direct exchange takes place, loading equipment accounts must be kept at each interface (AUMA to forwarder, forwarder to supplier, supplier to forwarder, forwarder to subcontractor, etc.).



Affixing of shipping documents on the pallet cover

Max. height 850 mm

Marking can be read from outside

The packages are to be packed to one safe unit for transport on one carrier and to be secured to prevent shifting of the cargo. Furthermore, it must be ensured that no package or material can be removed without leaving clear traces with the load securing (anti-theft protection).

Packaging material and load carriers made of wood have to be marked with the IPPC symbol, a two-digit ISO country code, the registration number of the competent authority as well as the type of treatment.

This requirement is not applicable to packing made of plywood, particleboards, OSB, MDF or pressboards.

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The packaging concept and the packaging quality shall be designed by the supplier in order to ensure that the products shall not be damaged during transport, handling and storage. The mentioned resources such as paper and cardboard are used to protect the parts from touching. It must be avoided that articles might slip on the load carriers. Load securing struts may be used, for example.

[Application example of load securing strut](#)

Sorting by type and sorting by batch:

The below requirements on sorting by type and sorting by batch must be heeded regarding packages and smallest packaging units.




- Only one delivery destination
- Only one article with maximum 15 kg
- Only one production order
- Arrangement on the load carrier
 - Only 1 layer (level):
Several packages respectively smallest packaging units without further restrictions
 - Several layers (levels):
Just 1 article per stack/block
or
All packages respectively smallest packaging units must be marked with article number and the respective quantity per package / container on the outside, like e.g. for Kanban.

Caution: For Kanban deliveries, an additional specification must be heeded (refer to section 7).

5 Shipping documents

The shipping documents must be fixed clearly visible from the outside of the shipment. If the shipment comprises various shipping units, the shipping documents must always be fixed to the largest shipping unit (e.g. pallet).

The shipping documents must include the following indications:

- Sender's address and contact of the supplier
- **AUMA** supplier number
- Shipping address with plant no.
- Delivery note number ⇨ 
- **AUMA** order number ⇨ 
- **AUMA** article number
- **AUMA** article description
- Delivery quantity
- Batch number or date code ⇨ 

Caution: For Kanban deliveries, a deviating specification with regard to shipping documents must be heeded (refer to section 7).

The contractual shipping address is imperatively binding.

AUMA does not accept customs goods / T1 transit goods. Consignments from third countries must be notified in advance to the respective AUMA company for customs clearance instructions.

6 Time of delivery

Unless a fixed time of delivery was agreed, the known times of delivery are valid.

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7 Notes on Kanban deliveries

For Kanban deliveries, special Kanban delivery conditions apply in addition to the above delivery conditions.

Material / smallest packaging unit ①: For Kanban deliveries, the material or the smallest packaging unit must be marked with the following data.

Suggestion for marking:

- Label: 105x74 mm permanent adhesion e.g. Avery 3427 (white)
110x64.8 mm place label C001.980
Kanban labels may only be affixed to the place label.
- Imprint: According to PDF form sent via e-mail.
- Information on the label:

- AUMA article number ⇨ 	- Kanban number ⇨ 
- Article description	- Quantity

Package / container: ② [Permissible Kanban containers and their marking](#)

Shipping unit ③: Kanban articles must not be supplied on the same pallet as other articles; use separate pallets for Kanban articles (refer to section 4.3, Sorting by type).

Shipping documents: Kanban deliveries must be made with a separate delivery note. Kanban and non-Kanban articles must not be listed on the same delivery note.

8 Notes on packaging and load carriers for intercontinental logistics

Separate requirements must be heeded with regards to packaging and load carriers for intercontinental logistics: [Requirements on packaging and load carriers for intercontinental logistics](#)

9 Shipping address and phone number

Shipping address

AUMA Riester GmbH & Co. KG
Production plant 1
Aumastr. 1
79379 Muellheim

AUMA Riester GmbH & Co. KG
Production plant 2
Aumastr. 1
79379 Muellheim

AUMA Riester GmbH & Co. KG
Production plant 3
Aumastr. 1
79379 Muellheim

AUMA Riester GmbH & Co. KG
Production plant 4
Aumastr. 1
79379 Muellheim

Phone number

+49 7631 809 - 0

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Shipping address

phone number

AUMA Riester GmbH & Co. KG
Daimlerstr. 9
73760 Ostfildern

+49 711 34803 - 0

**AUMA Drives GmbH
Production plant 1**
Grenzstr. 5
01640 Coswig

**AUMA Drives GmbH
Production plant 2**
Grenzstr. 4
01640 Coswig



+49 3523 946 - 0

AUMA Industry & Marine GmbH
Gewerbestr. 3
78054 Villingen-Schwenningen

+49 7720 8540 - 0

AUMA Motors + Systems GmbH
Daimlerstr. 9
73760 Ostfildern / Germany

+49 711 34803 - 3500

Drehmo GmbH
Zum Eichstruck 10
57482 Wenden

+49 7631 809 - 2000

Sipos Aktorik GmbH
Im Erlet 2
90518 Altdorf

+49 7631 809 - 2000

APS Müllheim GmbH
Renkenrunsstr. 26
79379 Muellheim

+49 7631 809 - 1820

APS Wenden GmbH
Zum Eichstruck 10
57462 Wenden

+49 2762 9850 - 0

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