

# General Specifications for Deliveries

## 1. Documentation

Each document serving to identify the consignment must be written either in German or in English, or must carry an appropriate translation.

### 1.1. Delivery note

- (1) A separate delivery note as per DIN 4991 standard must be issued for **each delivery point**.
- (2) The delivery note must be firmly attached to the outside of the package (in a prominent location and moisture-proof).

Each delivery note must include the following details:

- MTU order numbers
- MTU order item number
- Delivery point (see order)
- MTU material numbers
- Delivery quantity
- Delivery-note number
- Numbers and types of individual load carriers / packages (material number must be quoted on MTU / EPAL load carriers).
- Reference to ESD guidelines (electronic components)
- Expiry date (possibly date of manufacture), where required on the order.

### 1.2. Waybill

- (1) The supplier must give the carrier a **separate waybill for each delivery point**.
- (2) The name of the carrier/forwarding agent must be included.
- (3) The waybill must contain a delivery note number or order number for traceability purposes.
- (4) The quantity and type of load carriers must be included.
- (5) Where packages have special peculiarities (such as uneven weight distribution) this must be indicated.

### 1.3. Customs documentation (for non-EU consignments)

The following paperwork is mandatory:

- Commercial invoice or, if the delivery is free of charge, pro-forma invoice
- Original preference documents (for countries of origin with EU treaties such as ATR, EUR.1)

Each waybill note must include the following details:

- Invoice number and date
- Addresses of seller, buyer and consignee
- Carrier
- Port of departure and destination
- Incoterms
- Payment terms
- MTU order number
- MTU material number and designation
- Product number (HS code)
- Indication of origin
- Quantity
- Price per unit, total price and the notice "For customs clearance only; do not make any payment!"
- Net and gross weight
- Type and quantity of packages

## 2. Protection of goods and packaging

### 2.1. General protection

In terms of packaging, the following requirements must be observed:

- Industrial standard, suitable for the means of transport used, minimum use of materials and resources).

- Protection against

- Corrosion as per MTV 5066 (see 5.2)
  - Soiling (does not apply to unmachined parts)
  - Damage (especially functional or carbon sealing surfaces)
  - Static build-up (where appropriate)
  - Kinking and breakage
- Smallest possible packaging filled as fully as possible.
  - Individual packages must be able to be stacked.
  - Components must not protrude either upwards or sideways beyond the load carriers. The load carrier must be larger than the component.
  - Ensure that packaging design is robust, in such a way that, following removal of the transit protection, components are able to be stored safely, transported onwards and removed individually.

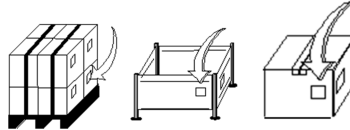
### 2.2. Specific protection

- (1) The General Specifications for Deliveries are complemented by the packing specifications which are agreed with the relevant supplier in advance for each material number and are binding.
- (2) Applicable packing specifications are stated on the order and in the scheduled delivery call-off.
- (3) MTU load carriers may only be used by agreement.

### 3. Identification labeling

The labeling must be attached to the side of the load carrier/package/sub-packaging and must be clearly legible (see sample illustration 1). The areas provided for labels must be used.

Sample illustration 1: Labeling of load carriers



### 3.1. Labeling of packages

Labels on packages must contain the following items of data as per VDA 4902 (see sample illustration 2):

- MTU material number (including barcode (EAN type 128), where possible)
- Quantity per package
- Expiry date where required on the order
- Delivery note number

Sample illustration 2: Label on package/sub-packaging /SLC

Materialnummer 111222333 	Menge 780
Benennung Gummidichtung	
Verpackdatum 12.09.2015	Lieferscheinnummer 123456789

- (1) Where packages have special peculiarities (such as uneven weight distribution or lashing), a separate, clearly visible notice to ISO 780 standards must be affixed to the package.
- (2) Where a material number consists of more than one component, each component must be packaged separately and labeled appropriately.
- (3) Special case:
  - a. Where joint packaging is not feasible, the packages must be numbered sequentially using the following convention: Package x of y (e.g. material number 123, Package 2 of 5).
  - b. A packing list must also be supplied, listing all packages are their contents.
  - c. A packing list must also be affixed to the package, listing its contents.

### 3.2. Labeling of sub-packaging

Sub-packaging must be labeled with the following (see sample illustration 2):

- MTU material number
- Quantity per package
- Expiry date where required on the order

### 3.3. Special requirements for multi-item packages

- (1) A multi-item package must be labeled clearly as such.
- (2) Where delivery is effected using multi-package containers, individual material numbers must each be packed in separate, manageable sub-packaging and collated together.
- (3) Multi-package containers must contain only packages destined for the same delivery address.

## 4. Handling

- (1) Where mixed consignments/multi-item packages are involved, differing versions of the same material number may not be collated into a single package. Each material number must be packaged separately and be able to be transported individually.
- (2) All paperwork (labels, delivery notes, etc.) and packaging aids (SLC lids, filler materials, etc.) must be affixed to the package in such a way that they cannot become detached from the package during transit.
- (3) Load carriers and packages weighing more than 25 kg must permit drive-in access underneath (min. 100 mm drive-in height).
- (4) Sub-packaging and small load carriers may weigh no more than 15 kg. Weights in excess of 15 kg are subject to agreement.
- (5) SLCs and cartons may have a maximum height of 1 m and a maximum weight of 1.5 metric tons (depending on component geometry).
- (6) Packaging will not be returned to the supplier without special supplementary agreement.
- (7) EPAL exchanges will only be undertaken for euro pallets and euro cage pallets which are in serviceable condition (as per EPAL guidelines). Other EPAL load carriers will be treated as disposable packaging.

## 5. Miscellaneous

### 5.1. Exception

Any deviations whatsoever from these General Specifications for Deliveries must be approved in advance by MTU Friedrichshafen GmbH and must be identified as such by means of special markings on the delivery note and the package(s).

### 5.2. Other applicable rules and regulations

All other applicable standards, guidelines and directives can be viewed in the Purchasing section of the MTU website ([www.mtu-online.com](http://www.mtu-online.com)).

- (1) These General Specifications for Deliveries do not in any way release the supplier from his/her/its responsibility to comply with the relevant statutory provisions.
- (2) The current version of the "General Container Management Regulations" must be observed.
- (3) For parts subject to immaculate cleanliness as per design drawings, the MTN 5253-1 and MTN 5253-2 standards must be observed.
- (4) The requirements of Procedural Standard MTV 5066 must be met for parts at risk of corrosion.
- (5) Procedural Standard MTV5005 applies to materials with limited lifespans for use.
- (6) Where wooden packaging is used for deliveries from non-EU countries, the requirements of IPPC Standard ISPM 15 must be complied with.

Version dated: June 2018

MTU Friedrichshafen GmbH