	<p>Document type Procedure</p>	<p>Number: 106 821 10 Revision: 5 Publication date: 2025-04-16 Issued by: Supply Chain</p>
---	---	--

<p>Title: Packing and Delivery Guidelines for external suppliers</p>

Online-document, printed copies are not updated	Page	1	of	20	Appendices:	-
---	------	---	----	----	-------------	---

Original language: German

Protection class: Restricted

Released by:	<u>M. Olesch</u>	<u>SE TI CP EU-OP DBG SC</u>	<u>sgd. Olesch</u>	<u>2025-04-16</u>
Checked by:	<u>B. Guzijan</u>	<u>SE TI CP P DBG</u>	<u>sgd. Guzijan</u>	<u>2025-04-16</u>
Compiled by:	<u>S. Emmerich</u>	<u>SE TI CP EU-OP DBG SC</u>	<u>sgd. Emmerich</u>	<u>2025-04-09</u>
	Name	Org. Unit	Signature	Date

1.0	GENERAL NOTES	3
1.1.	OBJECTIVE	3
1.2.	AREA OF APPLICATION	3
1.3.	ADDITIONAL REGULATIONS	4
1.4.	ABBREVIATIONS	4
1.5.	DEFINITION SPECIAL TRANSPORTS / OOG SHIPMENTS	5
1.6.	DESPATCH ADVICE FOR SPECIAL TRANSPORTS	5
1.7.	INFORMATION FOR THE SUPPLIER	5
1.8.	HISTORY CHANGES	5
2.0	LOAD CARRIERS/PACKING	6
2.1	GENERAL REQUIREMENTS	6
2.2	STANDARD LOAD CARRIERS	7
2.3	SPECIAL LOAD CARRIERS	9
2.4	SPECIAL LOAD CARRIERS FOR SPECIFIC COMPONENTS	10
2.5	PACKING WITH WOODEN STACKING FRAMES	11
3.0	PROTECTION OF COMPONENTS	11
3.1	PROTECTION OF SENSITIVE PARTS OF COMPONENTS	11
3.2	STORING COMPONENTS ON THE LOAD CARRIER	12
3.3	PROTECTION AGAINST CORROSION	13
3.4	HAZARDOUS GOODS	13
4.0	IDENTIFICATION	14
4.1	PERMANENT IDENTIFICATION ON THE COMPONENTS	14
4.2	LABELING OF COMPONENTS (ADHESIVE OR ATTACHED LABELS)	14
4.3	INFORMATION ON THE DELIVERY NOTE	15
5.0	PROCESSING AND PACKING OF PARTS NOT IN CONTACT WITH THE FACTORY ("THIRD PARTY TRANSACTIONS")	18
5.1	GENERALLY	18
5.2	SUPPLIER'S TASKS LATEST 40 DAYS PRIOR TO DELIVERY DATE	18
5.3	SUPPLIER'S TASKS LATEST 30 DAYS PRIOR TO DELIVERY DATE	18
5.4	SUPPLIER'S TASKS LATEST 10 DAYS PRIOR TO DELIVERY DATE	19
5.5	SUPPLIER'S TASKS SHORTLY BEFORE BEING DISPATCH READINESS	19
5.6	SUPPLIER'S TASKS DURING AND SHORTLY AFTER DISPATCH:	20
6.0	PHOTOGRAPHIC DOCUMENTATION	20

1.0 General notes



1.1. Objective

The purpose of the following Packing and Delivery Guidelines (hereinafter referred to as “Guidelines”) issued by the Duisburg facility of Siemens Energy (hereinafter referred to as “SE”) is as follows:

- To provide information and support for all parties involved in the supply chain with regard to the packing and delivery requirements of SE in the delivery logistics sector.
- To enable the designated suppliers to pack materials for SE safely and securely and in a standardized, environmentally friendly manner in order to prevent possible damage during transportation and handling.
- To provide assistance with the development of alternative forms of packing.

1.2. Area of application

- These Guidelines apply to the delivery of all types of materials by SE suppliers to the company's Duisburg facility and/or to one of its external stores and to the end recipient. In the case of deliveries to the end recipient, the supplier must inquire with the relevant SE buyer about the project specific requirements, and these must be adhered to in compliance with the general packing specification 000 321 03.
- These Guidelines can also be used as directives for the delivery of materials to other SE facilities; however, any other regulations pertaining specifically to these facilities must be duly complied with.

- In addition, these Guidelines contain examples of deliveries of unfinished parts to the delivery address designated by SE. The supplier receives details of the delivery address when an order is placed.
- SE attaches great importance to the fact that the content of these Guidelines does not release the designated supplier from liability for any damage arising, for example, from defective packing or the inadequate protection of component parts. Particular attention must be paid to loading safety and security in accordance with VDI directive 2700ff. When carrying out its work, the supplier company shall be obliged to comply with all existing, legally binding and police regulations and those regulations which come into effect in the course of this work, in particular the directives of all public administrations, the Industry Control Office (Gewerbeaufsichtsamt) and the relevant professional associations.
- The supplier company shall ensure that the services which it renders fulfill the guaranteed specifications and requirements, comply with the recognized code of practice, and are in no way flawed or defective.

1.3. Additional regulations

- In addition to these Guidelines, SE technical terms and conditions of delivery for the delivery of component parts must be complied with.
- In cases of uncertainty, the technical terms and conditions of delivery shall be given priority over these Packing Guidelines.
- The general norms and standards for packing and the protection of components (e.g. DIN 55531, ISO 12944, etc.) must be complied with.

1.4. Abbreviations

VDI	Association of German Engineers
DIN	German industry standard
ISO	International Organization for Standardization
VCI	Volatile corrosion inhibitor
ADR	European Agreement concerning the International Carriage of Dangerous Goods by Road
IMDG	Transport regulation for dangerous goods in maritime transport
IMO	International Maritime Organization
IATA	International Air Transport Association
ADN	Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways in Europe
OOG	Out of gauge

1.5. Definition special transports / OOG shipments

For project purposes, OOG loads are defined as individual shipping units if one or more of the following limits are exceeded:

Incoterms clause FCA (named place of delivery)

Inside of EUROPE:

Length: 12 m
Width: 3 m
Height: 3 m
Gross weight: 20 metric tons (t)

Outside of EUROPE:

Length: 12 m
Width: 2,5 m
Height: 2,5 m
Gross weight: 20 metric tons (t)

1.6. Despatch advice for special transports

OOG shipments are subject to detailed planning requirements. The supplier shall inform SE at least 8 weeks before the contractual delivery date of all shipping units that are expected to exceed the above limits.

1.7. Information for the supplier

- The respective valid revision level of these Guidelines is stored on the sharepoint of the purchasing department and has to be considered by the supplier:
<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-information.html>

1.8. History changes

Revision	Name	Date	Inhalt
2	M. Olesch	2020-11-10	Chapter 1.4 updated, chapter 4.3.3 contents deleted, chapter 5 added, chapter 6 (former chapter 5) revised
3	S. Emmerich	2021-12-10	Title changed, Ch. 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 3.3, 4.2.1, 4.3.1, 4.3.3 and 5.0 updated; Ch. 1.4, 1.5 and 1.6 inserted, Ch. 3.2 content partially deleted; Ch. 2.1 und 5.0 content added
4	M. Olesch	2024-09-05	Chapter 5 completely revised
5	M. Steiner	2025-03-11	Chapter 5 revised

2.0 Load carriers/Packing

2.1 General requirements


- The size and extent of the packing used should not be greater than is absolutely necessary for the protection of the goods being transported.
- The components to be packed should not be higher than 80 percent of the width of the pallet used and the theoretical center of gravity must be kept as low as possible.
- Where possible, reusable packing (euro pallets, etc.) which is suitable for pooling should be used.
- The load carriers used must be in perfect condition and must be treated with all due care. This applies in particular to the load carriers provided by SE.
- If the dimensions and weight of the component(s) allow, euro pallets should be used, unless otherwise specified by SE.
- It is not permissible to use nails in order to join frames and/or packing blocks together. Only screw connections are allowed.
- The load carriers used (especially wooden carriers) must be protected against the ingress of moisture and must be stored in a dry place. The use of damp load carriers is strictly forbidden.
- The components must be stored on the load carriers in such a manner that the components can be handled as smoothly as possible at SE between the goods receipt department and the departments where they undergo further processing. This also applies to components which are delivered to other SE suppliers.
- A particular material number must always be packed in the same way. Each type of packing always contains the same number of products.
- It must be possible to remove the components easily and securely.
- Cardboard boxes must not be closed with metal clips because of the risk of injury: instead, adhesive tape or velcro strips should be used.
- Packing Pieces (i.e. Boxes / cardboard boxes) with a total weight higher than 15 kg need to have grips (at least 2) or skids. From a total weight higher than 25 kg skids are mandatory.
- If any deviation from these regulations is required or requested, the supplier must obtain the written approval of the relevant SE buyer prior to delivery.
- If the agreed packing directives are not complied with, SE shall reserve the right to refuse to accept the component(s) and/or to invoice the supplier for the cost of repacking the material.

- In the case of closed packing, the contents of which are not directly visible, or nonsymmetrical components, the center centre of gravity of the package must be indicated by means of a label.
- When using foil as component protection for large components that overhang the loading area of an Euro pallet, make sure that the foil is transparent.


2.2 Standard load carriers

SE has defined specifications for load carriers, based on the general requirements for load carriers and the protection of component parts. Following agreement with the supplier, these standard load carriers must be used in the load carrier cycle between the supplier and SE and/or in the load carrier cycle between the raw material suppliers, the processing companies and SE.

The following is a list of different load carriers and instructions for their use:

Standard load carriers	Notes	
	Designation	Standard euro pallet (EP)
	L x W x H	1200 x 800 x 144 mm
	Weight	20-24 kg
	Max. load	<ul style="list-style-type: none"> • 1000 kg
	Use	<ul style="list-style-type: none"> • General use for the delivery of components
	Further notes	<ul style="list-style-type: none"> • In the case of toothed parts, the euro pallet must be fitted with an additional (maximum of) 3 wooden stacking frames which cover, laterally, the full height of the toothed components. Any further components must not protrude beyond the limit dimensions/deviations of the pallet; if they do, the next largest size of special pallet must be used (see 2.3). • If frames are used, the pallets must always be fitted with a pallet lid that is strapped with a plastic tape (see 2.5)
Introduction	<ul style="list-style-type: none"> • Already introduced 	

Some examples:


		
---	--	---

Procedure

Packing and Delivery Guidelines for external suppliers


Number: 106 821 10
 Revision: 5
 Rev.date: 2025-04-16
 Page: 8 of 20




	Designation	Stacking container
	L x W x H	1200 x 800 x 600 mm
	Weight	Variable
	Max. load	<ul style="list-style-type: none"> • Approx. 1500 kg
	Use	<ul style="list-style-type: none"> • General use for the delivery of components
	Further notes	<ul style="list-style-type: none"> • Particularly well suited for overlong items • Measures must be taken to prevent protruding components from being run into or jolted. • Goods must not protrude by more than 10 cm on each side, otherwise special load carriers must be used.
Introduction	<ul style="list-style-type: none"> • Already introduced 	

Some examples:

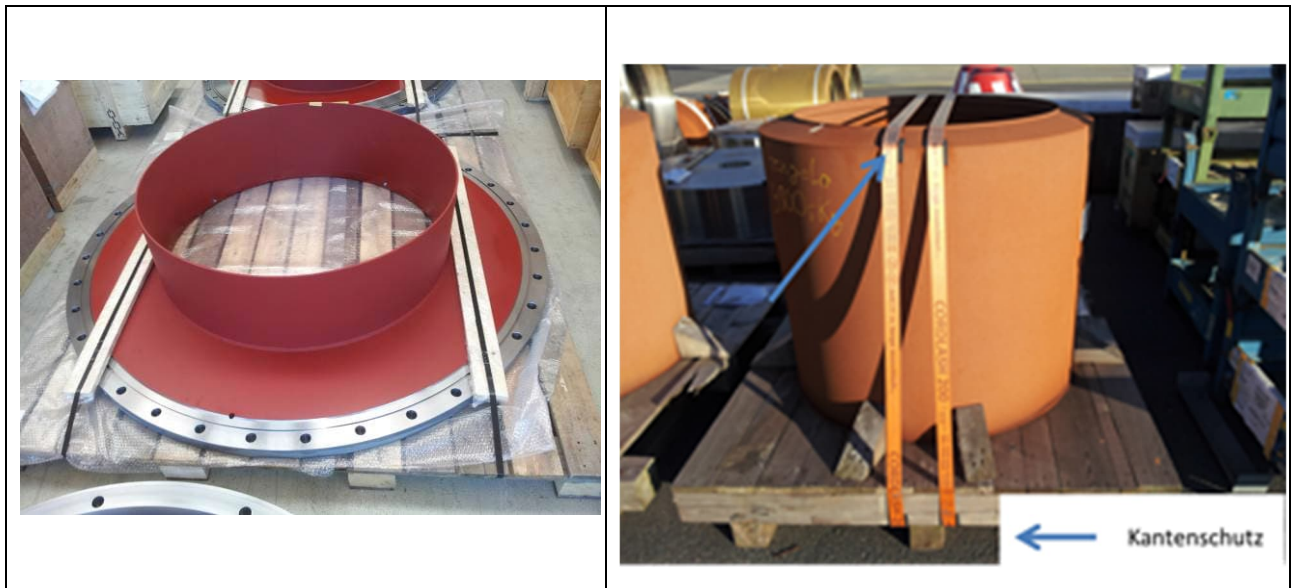


	Designation	Stacking container
	L x W x H	1200 x 800 x 600 mm
	Weight	Variable
	Max. load	<ul style="list-style-type: none"> • Approx. 1500 kg
	Use	<ul style="list-style-type: none"> • General use for the delivery of components
	Further notes	<ul style="list-style-type: none"> • None
Introduction	<ul style="list-style-type: none"> • Already introduced 	

2.3 Special load carriers

Special load carriers	Notes														
	<table border="1"> <tr> <td>Designation</td> <td>Special pallet (SP)</td> </tr> <tr> <td>L x W x H</td> <td>Special pallet based on dimensions of component(s)</td> </tr> <tr> <td>Weight</td> <td>Variable</td> </tr> <tr> <td>Max. load</td> <td> <ul style="list-style-type: none"> No information available </td> </tr> <tr> <td>Use</td> <td> <ul style="list-style-type: none"> For components larger than euro pallet deviations </td> </tr> <tr> <td>Further notes</td> <td> <ul style="list-style-type: none"> In the case of toothed parts, the special pallet must be fitted with an additional (maximum of) 3 wooden stacking frames which cover, laterally, the full height of the toothed components. Any further components must not protrude beyond the limit dimensions/deviations of the pallet. </td> </tr> <tr> <td>Introduction</td> <td> <ul style="list-style-type: none"> Already introduced </td> </tr> </table>	Designation	Special pallet (SP)	L x W x H	Special pallet based on dimensions of component(s)	Weight	Variable	Max. load	<ul style="list-style-type: none"> No information available 	Use	<ul style="list-style-type: none"> For components larger than euro pallet deviations 	Further notes	<ul style="list-style-type: none"> In the case of toothed parts, the special pallet must be fitted with an additional (maximum of) 3 wooden stacking frames which cover, laterally, the full height of the toothed components. Any further components must not protrude beyond the limit dimensions/deviations of the pallet. 	Introduction	<ul style="list-style-type: none"> Already introduced
	Designation	Special pallet (SP)													
	L x W x H	Special pallet based on dimensions of component(s)													
	Weight	Variable													
	Max. load	<ul style="list-style-type: none"> No information available 													
	Use	<ul style="list-style-type: none"> For components larger than euro pallet deviations 													
Further notes	<ul style="list-style-type: none"> In the case of toothed parts, the special pallet must be fitted with an additional (maximum of) 3 wooden stacking frames which cover, laterally, the full height of the toothed components. Any further components must not protrude beyond the limit dimensions/deviations of the pallet. 														
Introduction	<ul style="list-style-type: none"> Already introduced 														

For example:

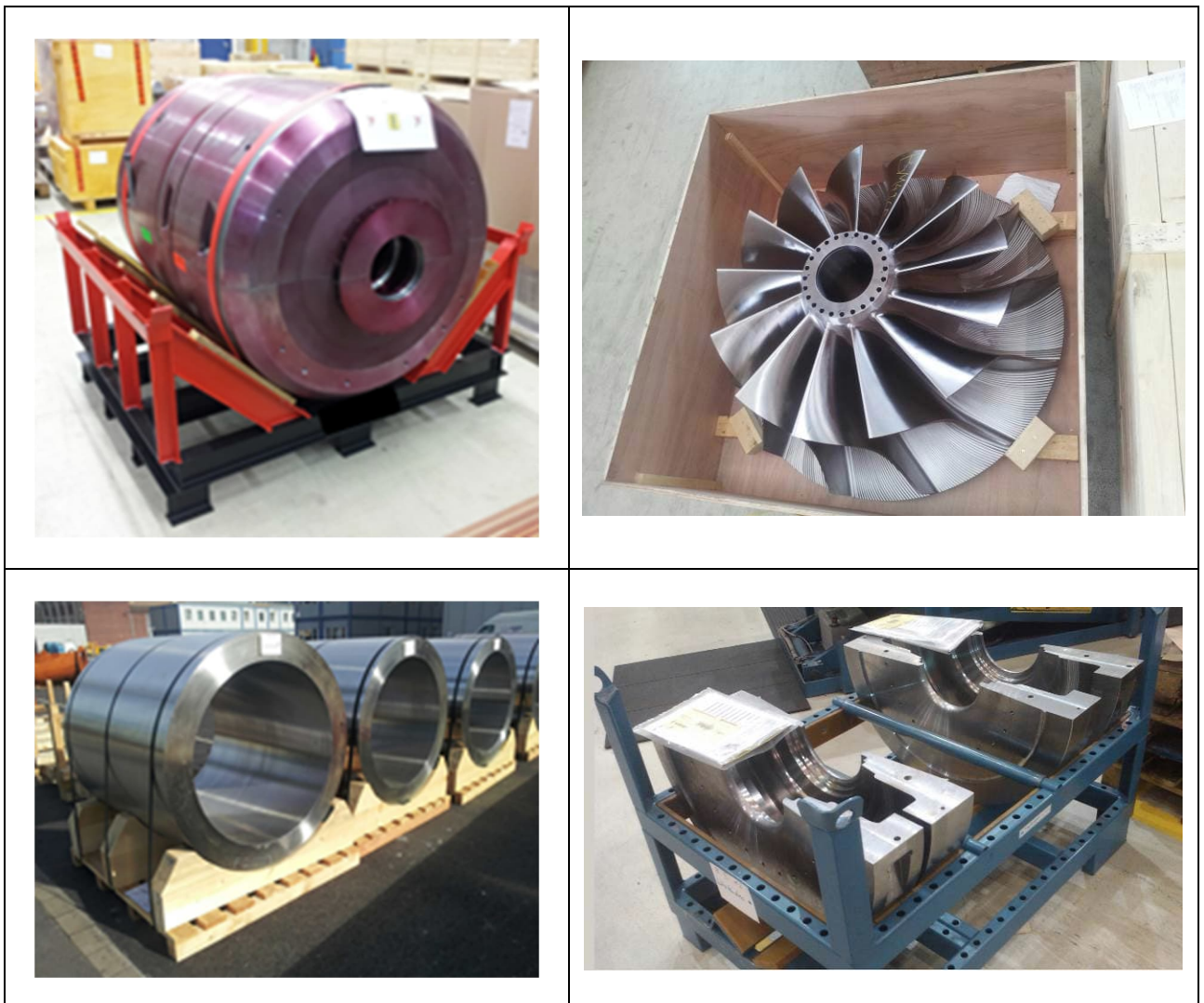


Kantenschutz = Edge protection

2.4 Special load carriers for specific components

- If the supplier company develops special load carriers to suit the components to be delivered, the use and handling of these carriers (e.g. special transportation, return of the load carrier to the supplier) must be agreed on with SE beforehand.
With these load carriers, the supplier shall ensure that they are suitably configured for the size and weight of the component being delivered. The attachment points/centers of gravity must be indicated.
- Special load carriers provided by SE are also to be used for return deliveries.

Example:



2.5 Packing with wooden stacking frames

- If, in the case of packing with wooden stacking frames, after the goods have been secured, they are loaded for transportation, involving the securing of the load, care must be taken that possible damage to the wooden stacking frames is prevented by means of mounting an inner wooden support frame.



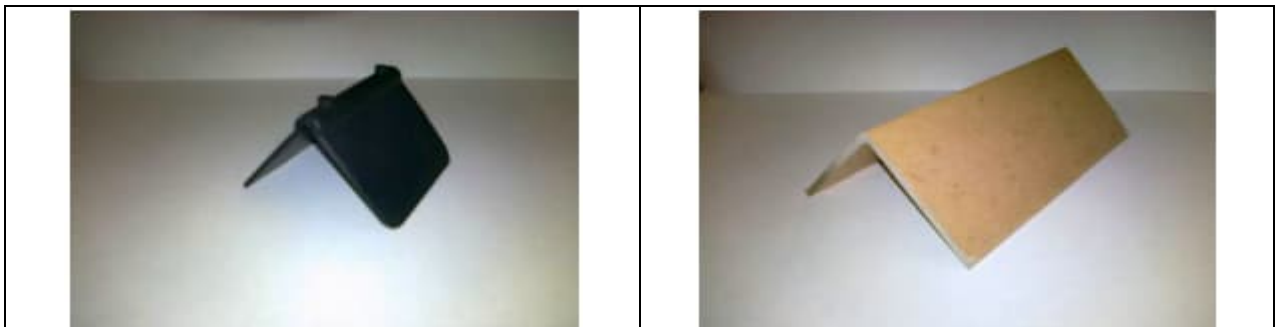
3.0 Protection of components

3.1 *Protection of sensitive parts of components*

- As a general rule, the processed surfaces of components must **not** protrude beyond the edge of the load carrier used. In exceptional cases a special arrangement can be agreed on following prior consultation with SE.
- Interlinked parts must be protected against possible damage over the entire interconnection area.
- Processed surfaces and the interconnections between different components must be positioned on the load carrier in such a way that there is absolutely no contact between these surfaces.
- Bearing points must be protected by adhesive tape.

3.2 *Storing components on the load carrier*

- Parts must be suitably protected against direct contact with the load carrier and with one another.
- Suppliers are advised not to use oiled paper, since this can have an adverse effect on the friction coefficient between the components (component/packing).
- Components must be securely mounted on the load carrier so that they cannot slip. It is advisable to use non-slip materials which match the weight of the component and at the same time protect the component against direct contact with the load carrier.
- If necessary, the components must additionally be prevented from slipping by means of strapping (preferably textile straps). Care must be taken to ensure that neither the component nor the load carrier is damaged by the additional securing material, e.g. by over-tightening the straps.
- Direct contact between the component and the strapping must be avoided by using non-slip materials and wooden chocks between component and strapping.
- If euro pallets are fitted with wooden frames to protect the components, care must be taken to ensure that packing material attached above the components to secure them does not extend beyond the edge of the uppermost part of the wooden frames.
- The packing tape should be protected at all sharp-edged points by means of a suitable edge protection.



3.3 Protection against corrosion

- For certain components, alternative methods and/or materials for corrosion protection must be used, following consultation between the supplier and SE (e.g. use of VCI foil).
- The delivered components must be protected against corrosion in such a way that they can be placed in storage for 3 months.
- The conservation specifications contained in directive 801 956 98 must be complied with.
- If a supplier does not have suitable anti-rust products, the further course of action must be agreed on with SE.
- Primed, unfinished and unmachined parts are not included in the conservation measures.

3.4 Hazardous goods

Hazardous goods must be packed, labeled and transported with the required accompanying documentation in accordance with the currently applicable national and international regulations for the different modes of transport.

**Road transport / Directive ADR / Accompanying Document -Transport Document-
Maritime Transport / IMDG Code Directive / Accompanying Document -IMO Declaration-
Air Transport / Directive IATA / Accompanying Document -Shippers Declaration-
Inland Waterways / Directive ADN / Accompanying Document -Transport Document-**

The relevant Material Safety Data Sheets (MSDS) for the particular product must be enclosed with the delivery and made available to the buyer beforehand.

4.0 Identification

To ensure not only straightforward identification of the components delivered to SE but also the traceability of these components, there must be appropriate designations on the component itself and on the corresponding delivery note.

4.1 Permanent identification on the components

- For the requirements pertaining to permanent identification of the component, please refer to SE's currently applicable technical terms and conditions of delivery and/or the order which has been placed.


4.2 Labeling of components (adhesive or attached labels)

- In addition to the permanent identification referred to above, the components must be provided with a label in the form of an adhesive label or a label which is attached by way of plastic cable ties.

4.2.1 Data content on the label

- The following list indicates the information to be provided on the label:
 - o SE – Purchase Order no. and order item – No. of the delivered materials according to the order (this information should preferably be supplied as a barcode – Type 39).
 - o SE – Component identification (this information should preferably be supplied as a barcode – Type 39).
 - o SE – Account assignment element (WBS element) in accordance with the order text, if provided.
 - o SE – Material no. and component identification of the delivered materials according to the order text.

Specimen of a label:

PurchaseOrderNo / item	7000264406-20	 * 7 0 0 0 2 6 4 4 0 6 - 2 0 *
Component ident.	7000264406-20-5 12 screws	 * 7 0 0 0 2 6 4 4 0 6 - 2 0 - 5 *
Account assignment-element	BCD01121C03C1220	
Material number/Material text	57140616 / base frame incl. accessories	

4.3 Information on the delivery note

4.3.1 General requirements

- For each SE purchase order, the supplier must provide at least one delivery note.
- The delivery note must contain information about the delivery being made to SE. The supplier must ensure that deliveries which belong together reach SE together (e.g. it is not permissible to send one component by road transport and accessories for it by surface mail).
- All relevant data in accordance with Sect. 4.3.2 must be machine-generated; handwritten data is not acceptable.
- The delivery note must be written in German (preferably) or English.
- The pages must be numbered consecutively (e.g. page 1 of 3).
- The delivery note should have a tabular structure to facilitate legibility.

4.3.2 Data content on the delivery note

- The following list indicates the information to be provided on the delivery note:
 - o Name and location of the recipient
 - o Name, plant/facility, postal code and location of the supplier
 - o Contact person at the supplier company with responsibility for the delivery
 - o Email and fax and telephone number of the contact person at the supplier company
 - o Day on which the delivery note was compiled; date of delivery
 - o SE – Material no. of the delivered materials in accordance with order text
 - o If applicable: SE – Production order no. of the delivered materials in accordance with order text
 - o SE – Component identification of the delivered materials in accordance with order text
 - o SE – Purchase order no. and order item – No. of the delivered materials in accordance with order (this information should preferably be supplied as a barcode – Type 39)

4.3.3 Important general notes

- If participating on the electronically data interchange using the advanced shipping notification with SE Duisburg (i.e. Supply On), the delivery note created out of this system is the relevant one for the supplier.
- When the delivery note reaches SE, the correct assignment of the material number, purchase order number and order items (and if applicable, the production order number and the consecutive material numbers) on the delivery note are of paramount importance.
- If an ordered component is delivered in the form of individual job lots, these job lots must be listed on the delivery note. To ensure that the delivery is complete, the supplier must indicate how many job lots the particular delivery contains (for example: job lot 3 of 5).

Procedure
Packing and Delivery Guidelines for external suppliers

Number: 106 821 10
Revision: 5
Rev.date: 2025-04-16
Page: 16 of 20

The individual job lots must be designated and identifiable in accordance with the component identification system.

In the event of job lot deliveries, the delivery note must be provided in duplicate.

Procedure
Packing and Delivery Guidelines for external suppliers

Number: 106 821 10
Revision: 5
Rev.date: 2025-04-16
Page: 17 of 20

Specimen delivery note:

sample



Your company, your address _____

Siemens Energy Global GmbH & Co. KG
Wolfgang-Reuter-Platz 4
47053 Duisburg

Delivery slip 234567 page 1 /

Contact person Max Mustermann
Phone +49 xxx
Mobil +49 xxx
E-Mail Max.mustermann@musterfirma.com

Purchase order 7000264406 / „buyer name“
Factory ship date 21. Februar 2014

item	qty	pieces / weight	LS*	Customer part no.	description	Purchase order. / item no.		
10	0,4 PC	2 PAL 10 kg 15 KG	R	57140616	base frame incl. accessories	7000264406-20 		
Individual joblot 2 of 5					description	qty	weight	
					7000264406-20-2	sleeve	10 PC	20 Kg
					7000264406-20-3	Anchoring system	1 PC	120 Kg
20	1 PC	2 PAL 10 kg 15 KG		57140616	base frame incl. accessories	7000264406-80 		
Individual joblot 5 of 5					description	qty	weight	
					7000264406-80-1	Base frame	1 PC	200 Kg
					7000264406-80-2	sleeve	10 PC	20 Kg
					7000264406-80-3	Anchoring system	1 PC	120 Kg
					7000264406-80-4	Welded parts	2 PC	6 Kg
					7000264406-80-5	screw	12 PC	2 Kg

*LS = deliver key, T = partial delivery, R = outstanding delivery □

5.0 Processing and packing of parts not in contact with the factory ("third party transactions")

The following text distinguishes between 2 cases

Case A = Data exchange between SE and supplier via Loose parts lists only

Case B = Data exchange between SE and supplier via Loose parts lists (preliminary) and Web-Kanlog (final)

5.1 Generally

- The supplier ensures that spares, tools, consumables, and main parts are packed separately.
- The supplier ensures that each purchase order pos. is packed separately.
- If the shipment is exported from European Union (EU) and collected under FCA [name of place] supplier term, supplier accepts that Siemens Energy ("SE") is responsible for arranging EU export declaration.
- In case of a FOB shipment from the EU in a third country, SE requests the supplier to create the export declaration under his own EORI account.
- The supplier ensures that every single wooden box complies with the latest ISPM-15 regulations and is ISPM-marked visibly.
- The supplier notes that he will provide digital final packing list (dimensions, weight, packing type, preservation) via the web-based supplier interface "Shipping Tool for suppliers" => see also 5.5.2

5.2 Supplier's tasks latest 40 days prior to delivery date

- Provide preliminary transport sketch for a package that exceeds:
 - 900 cm length or
 - 300 cm width or
 - 340 cm height or
 - 20 to gross weight

5.3 Supplier's tasks latest 30 days prior to delivery date

- Provide a loose parts list per P.O. pos. in the designated SE form. It must be ensured that no "sets of" or "kits" are listed, but only individual parts.
- Provide expected number of packages, preliminary gross/net weights of each package in a pre-notification by email
- Concerning order main position (main part e.g. cooler, motor, lube oil unit etc.), supplier fills SE export data sheet and returns it to SE signed and stamped.
- The supplier designates at least one contact person (name, email, telephone) to enable this person having access to the SE Shipping Tool.
- Check access to the logistics interface "Shipping Tool for suppliers" and clarify with SE any questions regarding data processing.

5.4 Supplier's tasks latest 10 days prior to delivery date

- Supplier checks possible changes in the loose parts list. Provide another loose parts list for additional parts. If possible, the same material number should not be distributed across different packages. Otherwise, this might lead to delays by swapping labels, and SE needs immediate information.
- After SE has checked and approved the loose parts list, these have become visible to the supplier in the SE Shipping Tool.
- If the supplier packs in seaworthy wooden boxes, SE will assume that the box is stackable at 1,000 kg per m² cover surface. SE must be informed at the latest 14 days prior to the date of readiness for shipment if this stackability cannot be implemented or another type of packing is planned. The stackability shall be specified for each crate. The wooden boxes must be marked with the appropriate ISPM-15 markings.
- Ensure for spare parts a packing preservation for 36 months and 24 months all other parts.
- Provide collection address, references, contact details (names, mail address, phone number) and opening times.
- In case of dangerous goods please provide MSDS
- Check receipt of SE item labels according to provided loose parts list
- If the export in drop shipping takes place via an EU port outside Germany, SE can instruct the supplier to adjust the delivery address in the delivery note and CMR. The supplier will be informed accordingly by the SE buyer.

5.5 Supplier's tasks shortly before being dispatch readiness

- Before packing, make sure that all received SE item labels have been correctly attached to the components
- Providing digital packing list by assigning loose parts to crates within the SE Shipping Tool (Digital packing list). This process may only be completed with FINAL data. If at least one loose part has been left unpacked, the correct reason must be selected for each line of these parts.
- SE checks given packaging data and provides final SE project crate numbers by email.
- SE provides crate marking via email or - if marking template is agreed - supplier adds variable data to the existing marking template. Final SE project crate numbers must be included.
- The marking of boxes shall be made exclusively in accordance with SE's specifications and shall be applied to two opposite longitudinal sides of the package. If the supplier has previously provided the package with his own marking, this marking must be neutralized before collection.
- The following letter heights must be used for the markings:
 - Box length up to 100 cm = max. 25 x 20 mm
 - Box length 100 cm to 300 cm = 40 x 30 mm
 - Box length from 300 cm = 50 x 40 mm
- Wooden crates with a length of more than 120 cm must be marked with stenciled paint, all other crates can be marked with waterproof laminated paper.
- Attach packing list in waterproof envelope to the crate. In individual cases and upon request, the supplier's packing list must be replaced by SE's packing list. Invoices mustn't be placed in the envelope or circulated with the goods unless SE expressly consents to this in writing.
- If the crate can't be stacked, it must be marked with "DO NOT OVERSTOW" on all four sides of the crate.

- SE provides an own dispatch note to the supplier (PDF). SE should be informed before loading if the supplier discovers deviations in the final dimensions and weights in SE's dispatch note.
- Provide final transport sketch for packages that exceed 900 cm length or 300 cm width or 300 cm height or 20 to gross weight, incl. center of gravity and lifting/lashing.
- Provide photos of single or all packages on request of SE.
- Provide Certificate of Origin (SE Duisburg named as consignee) on request of SE
- Provide ISPM-15 certificate on request of SE

5.6 Supplier's tasks during and shortly after dispatch:

- CMR, SE dispatch note, and supplier's dispatch note to be signed by the driver(s)
- Return copies of CMR and SE dispatch note to SE.
- Send a copy of the vendor's dispatch note to SE. The dispatch note must contain the SE order no. and the order item(s) no.

6.0 Photographic documentation

For components which already receive their final shipping packing from suppliers, the supplier shall prepare photo documentation in accordance with the latest valid revision of document 106 210 10 'Photo documentation of the scope of delivery'.