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# 1 Introduction

## 1.1 General

This document provides a compulsory set of guidelines for all suppliers delivering to a SICK site listed in *Annex 3: Addresses, Contacts, Receiving Hours.* We welcome compliance at other SICK Group locations as well.

Incoming goods documents compliance with the delivery guidelines.

Material-related characteristics are explained separately.

The current version of the delivery guidelines applies and is available on our website under www.sick.com/procurement.

In case of questions relating to the content of this document or logistic queries, please always refer to the ordering person at SICK.

Products are always to be delivered to the address specified in the order.
Our incoming goods departments have fixed opening times within which goods can be accepted.

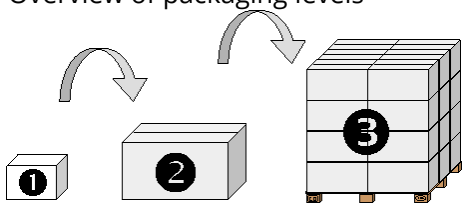
# 2 Packaging

Shipping units may generally not exceed **30 kg** (gross weight). Shipping units with a weight in excess of 30 kg must be delivered on a load carrier[1] capable of being lifted by a fork-lift truck (e.g. pallet).
All packaging used for shipping is to be clean for purposes of delivery to SICK.
SICK uses the following types of packaging materials:

- Wooden packaging & pallets, cardboard packaging
- Supplier's recyclable packaging
- SICK recyclable containers

## 2.1 Packaging for shipping products

### 2.1.1. Overview of packaging levels




1. Material/product packaging (smallest packaging unit)
2. Packing piece / loading equipment (container amounts)
3. Shipping unit[2]

### 2.1.2. Wooden packaging, drop-side mesh pallets & standard pallets, cardboard packaging

Euro palettes and drop-side mesh pallets must be as new and in an exchangeable condition.

[1] A load carrier is a means of collating goods into a single load unit in accordance with DIN 30781.
2 A shipping unit does not necessarily have to include a pallet →. It relates to the external packaging of a shipment.

The supplier must maintain the requirements detailed in ISPM guidelines No. 15 when using packaging rood manufactured from raw / solid wood.
Compliance with the IPSM guidelines must be verified in the form of a treatment certificate for import if wood packaging is used by the supplier.
Link to ***ISPM guidelines No. 15 in English***:
https://www.ippc.int/en/publications/640/

Cardboard packaging: cardboard is to be used with sufficient strength for the delivery route & shipping requirements.

### 2.1.3. SICK reusable containers

All SICK reusable containers remain the property of SICK and may be used exclusively for SICK products.
The utilization of delivery containers is matched to the given material (packaging regulations).

More information about our containers can be found in *Annex 1: SICK container concept* at the end of this document.

Suppliers' own reusable transport packaging require approval by SICK before use. Each packaging must be able to be assigned to the respective supplier. SICK returns this packaging if this is deemed appropriate based on the quantity accumulated at the collection points. For self-suppliers, the packaging is handed over upon delivery.

### 2.1.4. Sorting and separating by materials & date code

Materials are to be packed homogeneously / correctly sorted by material number.
In the event of shipping numerous date codes (production dates) for a single material, the materials are to be packed separately by date code and placed on separate load carriers.
If separate packaging is not possible due to the quantity, the material must be packed at least sorted by position, material number or date codes in order to avoid the sorting effort for the unpacking employee.

### 2.1.5. Packaging / filling / padding material:

Only recyclable materials must be used for shipping packaging.
As filling and cushioning material is accepted, only dust-free and silicone-free materials, such as Air-Pads or Padpak, are accepted.
Foam peanuts and materials containing silicone are not permitted. Only suitable ESD[3]-compliant packaging materials will be accepted for ESD materials.

### 2.1.6. Container quantities

Mandatory container types, quantities and packaging sizes are defined for some articles in order to avoid repackaging processes (e.g. Kanban portions). If custom specifications apply to a certain article, then these are detailed in the packaging guidelines for the product.

### 2.1.7. Loading policy for Euro pallets

When shipping numerous packages on a single pallet, the materials are to be stacked separately by type (same materials on top of each other, adjacent to each other in the event of several stacks). The labels on the packages must face outwards and be legible. The height of a loaded pallet may not exceed 1.70 m or 8 stacked A1 SICK containers[4].

[3] Engl. *Electrostatic discharge*, abbr. ESD.
[4] See **Fehler! Verweisquelle konnte nicht gefunden werden.** for a definition of the SICK containers.

**Figure 1: Euro pallet with A1 or A3 containers (foiled or strapped)**

The packages must be combined into one unit on the load carrier / pallet, secured using transport protection and protected from slipping without damaging the packages. The packages may not protrude over the edges of the pallets.
Suitably sized load carriers are to be used for materials larger than the size of a Euro pallet in order to avoid shipping damage.
It may not be possible to remove materials from a pallet without leaving visible indications on the transport protection (theft protection). Examples include seal or shrink foil.

#### 2.1.8. Electronic components

The supplementary requirements for electronic components are described in Annex 2: Electronic components

# 3 Accompanying documentation and labeling

## 3.1 Content-related labeling specifications

Mandatory for all accompanying documentation:

- Shipper/address with contact details (if the supplier differs from the shipper, then please also give the supplier's address)
- Recipient/address
- Your and our document numbers

There are additional specifications relating to the content and type of labeling - both for the accompanying documents as well as for the various packaging levels of the physical delivery.
An overview of this information can be found in *Annex 4: labeling specifications* at the end of this document:

- Labeling of materials and product packaging
- Package / container
- Shipping unit
- Packing list for shipment
- Delivery note
- Invoice

## 3.2 Additional labeling specifications

#### 3.2.1. Code type:

Barcode type "Code 128 (all chars)" is to be used. Alternatively, 2D barcodes Data Matrix codes may be used.
QR codes are used on product packaging for the SICK Product ID.

### 3.2.2. Electronic components:

The labeling requirements detailed in *Delivery guideline Annex 2: Electronic components* are to be observed as specified under www.sick.com/procurement.

### 3.2.3. Material label for repackaging (package / container)

A label must be used to label containers or packages filled by type:

| | |
|---|---|
| Order number: **0045678945** Position: **0010** | Amount: **10** |
| SICK material number: **4044555** | Supplier: **50363** **"[&name]"** |
| SICK material designation: **"[&SICKmaterialdesignation]"** | Made in **„[&countryoforigin]"** |
| Manufacturer designation: **"[&manufacturerdesignation]** | Manufacturer: **"[&manufacturername]"** |
| Date of manufacture: **"[&date]"** | SICK modification/revision status: **"[&revisionstatus]"** / Batch: **"[&batchnumber]"** |

**Figure 2: Material label (example layout)**

When using SICK containers, the label dimension is to be matched to the size of the landing place label (110mm x 60 mm). The label must be removable and must always be affixed to the landing site label. More information can be found in *Annex 1: SICK container concept*.

### 3.2.4. Material label with manufacturer part number for repackaging (package/container)

For deliveries of SICK material numbers beginning with 53, 56 or 60, in addition to 3.2.3 on the material label, the current manufacturer's part number (HT-No.) must be indicated (on the label e.g. instead of the manufacturer's name).

Changes to the manufacturer's part number must be notified in advance to SICK at the e-mail address pcn@sick.de under information of the new data sheet.

## 3.3 Accompanying documents

### 3.3.1. Delivery note

Delivery notes must be attached visibly to the outside of the shipment. If a shipment consists of several shipping units, the delivery notes must always be attached to the largest shipping unit (e.g. pallet).

### 3.3.2. Packing list for shipment

A packing list is to be included for deliveries containing numerous packages. The packages are to be clearly labeled and stacked so that the material can quickly be identified according to the packing list and package.

### 3.3.3. Way bill

The supplier must provide the carrier with a way bill for each delivery point. Package-related characteristics, e.g. eccentric loads or non-stackability must be indicated.
The delivery note numbers must be detailed on the way bills in order to ensure traceability. When using Euro Pool load carriers, the type and amount must be included in the way bill.

A way bill is not required for self-delivery.

#### 3.3.4. Invoices

The SICK customs department requires a commercial invoice for every shipment originating from **Non-EU states**, for purposes of import clearance.

#### 3.3.5. Test log

If test logs are included, then these must be enclosed in a labeled envelope inside one of the upper packaging units / containers. The packaging unit must be visibly labeled indicating the enclosure of test documents.

# 4 Notification

Unless agreed otherwise, the following applies:
The delivery address is to be notified in advance per email of large deliveries (more than 5 pallets), at the latest at the time of dispatch from outgoing goods. Notification content: amount of packages, type of load carrier and delivery period, handling time.
In addition, shipments greatly exceeding the normal scope of delivery for a supplier (number of delivered items, volume) is to be advised in advance.

An overview of contacts, unloading times and delivery addresses can be found in *Annex 3: Addresses, Contacts, Receiving Hours*.

# 5 Third-country deliveries

## 5.1 Notification of third-country deliveries

The following information is required for import processing and is to be provided to SICK per email at the time of loading:

- Invoice
- AWB-data /load data
- Proof of origin
- Packing list
- Delivery note

## 5.2 Customs requirements for deliveries

- Each delivery must be accompanied with a printed commercial invoice.
- An invoice indicating the correct customs value is to be included for free deliveries.

## 5.3 Direct deliveries from suppliers based outside of the EU to "third" countries (worldwide transit transactions / third-party transactions)

If the ordered goods are not being delivered directly to SICK, but to a "third" business partner, the supplier has to coordinate the customs-related and transport-related process with the SICK partner.

## 5.4 Contact for import processing

Information about import processing is provided by your contact from the customs department.

# 6 Transport

Deliveries are carried out in accordance with the incoterms as agreed in the framework agreement or the order.

There are agreements with defined transport service providers for group air freight and express deliveries.

If the volume weight is in excess of the actual weight, then the volume weight shall be applicable for selection of the transport service provider.
Example for calculating the volume weight:
Package length x width x height in cm ./. 5,000
(40 cm x 30 cm x 30 cm ./. 5.000 = 7.2 kg)

Shipments with an actual weight or **volume weight** greater than 20 kg gross:

- Per group air freight with the agreed transport services provider (average transport time from airport of departure: approx. 5 working days)

Shipments with an actual weight or **volume weight** less than 20 kg gross:

- Per UPS Express Service level "Express Saver" detailing the UPS customer number. *Annex 3: Addresses, Contacts, Receiving Hours* details the UPS customer numbers for the respective delivery address in the UPS customer number column.

In order to maintain specified delivery deadlines, the supplier must choose the delivery time in accordance with the shipping times offered by the specified service provider.

Information about shipping processing is available from your transport management contact.

# 7 Glossary and abbreviations

| | |
|---|---|
| ESD | Engl. *Electrostatic discharge*, abbr. **ESD** |
| HS Code | Statistical goods number, European customs tariff number |
| ISPM | **I**nternational **s**tandards of **p**hytosanitary **m**easures |
| Load carriers | A load carrier is a means of collating goods into a single load unit in accordance with DIN 30781. |
| Landing place label | Landing place label; labels / container labeling must be affixed to SICK recyclable containers here. Please refer to *Delivery_guidelines_Annex1-Container_concept* for more information. |

# 8 Annex 1: SICK container concept

## 8.1 Scope

To optimize throughput times and reduce packaging material and costs, SICK AG offers various different delivery containers. These allow an optimal logistics cycle to be implemented, in which all processes from production through to commissioning and storage are included.

## 8.2 Container information and labeling

So that optimal handling can be guaranteed (e.g. transport, stacking, storage in high-bay warehouses), it must be ensured that the maximum filling level of a container is not exceeded.

- The maximum filling level for SICK containers is 2 cm below the upper edge.
- The upper weight limit per filled SICK container is specified in the following table:

| Container type | Internal dimensions [mm] | | | External dimensions [mm] | | | Maximum weight [kg] (gross) | Number per Euro pallet |
|---|---|---|---|---|---|---|---|---|
| | Length | Width | Height | Length | Width | Height | | |
| **A1** | 65 | 365 | 206 | 600 | 400 | 220 | 15 | 32 |
| **A2** | 565 | 365 | 106 | 600 | 400 | 120 | 15 | 64 |
| **A3** | 365 | 265 | 156 | 400 | 300 | 170 | 15 | 80 |
| **A4** | 259 | 159 | 117 | 300 | 200 | 120 | 6 | 256 |
| **A8** | 354 | 254 | 77 | 400 | 300 | 80 | 15 | 112 |
| **A9** | 565 | 365 | 206 | 600 | 400 | 220 | 15 | 32 |
| **Coil carrier 7”** | - | - | - | 360 | 190 | 105 | 15 | 264 |
| **Coil carrier 13”** | - | - | - | 560 | 360 | 175 | 15 | 48 |
| **Lid A1/A2/A9** | - | - | - | 600 | 400 | - | - | - |
| **Lid A3/A8** | - | - | - | 400 | 300 | - | - | - |
| **Lid A4** | - | - | - | 300 | 200 | - | - | - |
| **Pallet Lid** | - | - | - | 1200 | 800 | - | - | - |

The container content must be labeled with the material label as specified in the delivery guidelines. The labels used to identify the containers must be easy to remove and should not leave any residue behind (no permanent adhesives). No labels may be stuck on top of the original bar code labels on the containers. If the containers feature so-called *landing place labels*, then the labeling has to be affixed in this area:

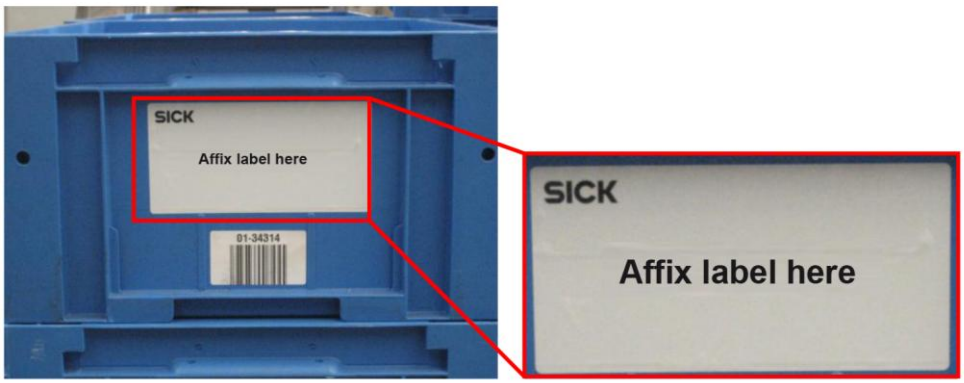



**Figure 3: (left) container with so-called landing place label. (right) landing place label; labels / container labeling must be affixed here**

### 8.3 Use of SICK containers

The issue of SICK containers is permitted exclusively for direct use / packaging when making deliveries to SICK AG. Another usage or allocation is prohibited and can be invoiced.
The supplier may, however, use SICK containers to store the SICK materials in its stock supply. This must be agreed on with SICK in individual cases (see contact container management).

### 8.4 Administration of the SICK containers

Each supplier will be provided with an appropriate quantity of SICK containers, depending on its requirements.
The stock of containers issued is logged and documented. The suppliers' container accounts are inspected at regular intervals. Missing containers are charged to supplier at the current replacement value.

### 8.5 Provision of SICK containers

Supplier participating in the container concept **should schedule their container requirements themselves** via their contact.

A standard order sheet will be provided on demand.

Please do not hesitate to contact your respective contact should you require any additional information.
Contact data is available ***"Delivery_guidelines_Annex 3: Addresses, Contacts, Unloading Times"*** under www.sick.com/procurement.

## 9 Annex 2 Electronic Components

Due to its scope, the specifications for the marking of electronic components are listed in a separate document:

"Delivery Guideline Annex 2: Electronic Components" can be accessed at www.sick.com/einkauf, or within SICK in SmartProcess (ID 0000049655).

# 10 Annex 3: Addresses, Contacts, Receiving Hours

## 10.1 Site-specific Addresses, Contacts, Receiving Hours

| Delivery addresses | Contacts | Receiving hours | | Invoice address | UPS customer number[5] |
|---|---|---|---|---|---|
| SICK AG<br>Erwin-SICK-Straße 1<br>79183 Waldkirch / Germany | Telephone: +49 (0) 7681 202-4492<br>GR-Waldkirch@SICK.de | Monday to Thursday<br>Friday | 7:00 – 16:00h<br>7:00 – 14:00h | SICK AG<br>Erwin-SICK-Str. 1<br>79183 Waldkirch | R3255F |
| SICK AG<br>Gerbermatte 1<br>79183 Waldkirch-Buchholz / Germany | Telephone: +49 (0) 7681 202-5199<br>GR-Buchholz@SICK.de | Monday to Thursday<br>Friday | 8:00 – 16:00h<br>8:00 – 14:00h | | 2F4E12 |
| SICK AG<br>Gisela-Sick-Str. 1<br>79276 Reute / Germany | Telephone: +49 (0) 7641 469 – 1647<br>GR-Reute@SICK.de | Monday to Thursday<br>Friday | 8:00 – 16:00h<br>8:00 – 14:00h | | 0EV623 |
| SICK AG<br>Industriestraße 36<br>79194 Gundelfingen / Germany - | Telephone: +49 (0) 7641 469 – 2185<br>gs-sis-ol-esi-gu@sick.com | Monday to Thursday<br>Friday | 8:00 – 14:00h<br>8:00 – 12:00h | | - |
| SICK AG<br>Merkurring 20<br>22143 Hamburg / Germany | Telephone: +49 40 611680 – 271<br>GR-Hamburg@SICK.de | | | | A772F7 |
| SICK STEGMANN GmbH<br>Dürrheimer Straße 36<br>78166 Donaueschingen / Germany | Telephone: +49 (0) 771 807 – 463<br>GR-Donaueschingen@SICK.de | Monday to Thursday<br>Friday | 8:00 – 16:00h<br>8:00 – 14:00h | | 991339 |
| SICK Kft, Hungary<br>Fő Str. 49<br>H-9184 Kunsziget / Hungary | Tel: +36 80) 96 582 – 211<br>E-Mail: GR-Kunsziget@SICK.hu | Monday to Thursday<br>Friday | 8:00 – 16:00h<br>8:00 – 14:00h | SICK Kft, Hungary<br>Fő Str. 49<br>H-9184 Kunsziget / Hungary | - |

[5] The specified UPS customer numbers may only be used for the above named delivery addresses. UPS Servicelevel „Express Saver“ for deliveries up to 30 kg.
Delivery to other addresses must be cleared with shipping department management prior to shipping.

## 10.2 General addresses, Contacts, Office hours

| General addresses | Contacts | Office hours | |
|---|---|---|---|
| Customs and transport management department contact | Tel: +49 (0)7681 202 - 4370<br>Fax: +49 (0)7681 202 - 3281<br>E-Mail: Import@SICK.de | Monday to Friday | 8:00 – 16:00h |
| Contact Accounts & Payable | Tel: +49 (0)7681 202 - 3989<br>Fax: +49 (0)7681 202 - 3195<br>E-Mail: accounts.payable@sick.de | Monday to Thursday<br>Friday | 8:00 – 16:00h<br>8:00 – 14:00h |
| Contact Container Management | Tel: +49 (0) 7681 202 - 6145<br>Verpackung@SICK.de | Monday to Thursday<br>Friday | 8:00 – 16:00h<br>8:00 – 14:00h |

# 11 Annex 4: Labeling specifications

| # | Marking | On Material/ product packaging | On Package** / container | On Shipping unit | On Packing list for shipment | On Delivery note | On Invoice |
|---|---|---|---|---|---|---|---|
| 1 | SICK material number | Plain writing + barcode | Plain writing + barcode | - | Plain writing | Plain writing (document line) | Plain writing (document line) |
| 2 | SICK material designation | Plain writing | Plain writing | - | Plain writing | Plain writing (document line) | Plain writing (document line) |
| 3 | Quantity | Plain writing (if >1) | Plain writing + barcode | - | Plain writing | Plain writing (document line): Order quantity + delivery quantity | Plain writing (document line): Delivery quantity |
| 4 | ESD designation* | ESD-logo, if ESD item | - | - | - | - | - |
| 5 | If SICK material number starts with 53, 56 or 60: manufacturers part number* | Plain writing | Plain writing | - | - | Plain writing (document line) | |
| 6 | Manufacturer date code / serial number* | Plain writing | Plain writing | - | - | Plain writing (document line) | - |
| 7 | Country of origin | Plan writing (Made in ...) | Plan writing (Made in ...) | - | - | Plan writing (Made in ...) | Plain writing (document) |
| 8 | SICK ordering information | - | Specification: (order number 10-digit) + order item<br>Format: plain writing + barcode with order number + item in a single string | - | - | Specification: (order number 10-digit) + order item<br>Format: plain writing +<br><br>For collective orders: barcode with order number + item in a single string | Specification: order number 10-digit<br>Format: plain writing |

| # | Marking | On Material/ product packaging | On Package** / container | On Shipping unit | On Packing list for shipment | On Delivery note | On Invoice |
|---|---|---|---|---|---|---|---|
| 9a | Additional information: SICK inbound delivery (in case of EDI interface to supplier)* | - | Specification:<br>Inbound delivery no.<br>Format : Barcode + plain writing | - | - | Specification:<br>Inbound delivery no.<br>Format : Barcode + plain writing | - |
| 10 | SICK supplier number | - | Plain writing: number + name, Barcode: number | - | - | Plain writing: number + name, Barcode: number | Plain writing: number + name |
| 10a | Date of manufacturing* | - | Plain writing | - | - | - | - |
| 10b | Expiration date* | Plain writing | - | - | - | Plain writing | - |
| 11 | Batch* | Plain writing | Plain writing | - | - | - | - |
| 12 | If SICK material number starts with 2 or 4: SICK change number / material revision status* | Plain writing | Plain writing | - | - | Plain writing (document line) | - |
| 13 | Weight gross & net* | - | - | Plain writing | Plain writing (total) | Plain writing (total) | Plain writing (total); document line to additionally include the net weight |
| 14 | Type and number of packages* | - | - | Plain writing<br>e.g.: box 1 of 4 | Plain writing | Plain writing | Plain writing<br>(e.g. 4 boxes) |
| 15 | Label "Delivery documents inside"* | - | - | Plain writing, on the corresponding shipping unit | - | - | - |
| 16 | For consumer items / defined items: SICK date code/ serial number* | Plain writing +<br>bar code/ serial number (Barcode, material number + date code in a single string)<br>Format:<br>Datecode: YYWW<br>Serialnr. YYWW1234 | - | - | - | (document line)<br>Plain writing<br>Format:<br>Datecode: YYWW<br>Serialnr. YYWW1234 | - |

| # | Marking | On Material/ product packaging | On Package** / container | On Shipping unit | On Packing list for shipment | On Delivery note | On Invoice |
|---|---|---|---|---|---|---|---|
| 17 | Special case of material on rolls:*<br>- SICK material number<br>- Manufacturer part number<br>- Amendment number<br>- Quantity in pieces or meter<br>- Date code | Plain writing on label inside the roll | | | | | |
| 18 | Manufacturer | - | Plain writing | - | - | Plain writing (document line) | - |
| 19 | Manufacturer designation | - | Plain writing | - | - | Plain writing (document line) | - |
| 20 | Price per price unit | - | - | - | - | - | Plain writing (document line) |
| 21 | Item price | | - | - | - | - | Plain writing (document line) |
| 22 | Goods with US-component or with country of origin USA:* US-ECCN | - | - | - | - | - | Plain writing (document line) |
| 23 | Delivery from EU incl. DE: Export Control Classification Number, if material is listed under Export Control Classification.* | - | - | - | - | - | Plain writing (document line) |

| # | Marking | On Material/ product packaging | On Package** / container | On Shipping unit | On Packing list for shipment | On Delivery note | On Invoice |
|---|---|---|---|---|---|---|---|
| 24 | If delivery is from outside Germany: European customs tariff number / Harmonized Code (HS-Code[6], Stat. goods number) | - | - | - | - | - | Plain writing (document line) |
| 25 | If delivery is from outside EU: preference specification, if applicable | - | - | - | - | - | Plain writing (document line) |
| 26 | Incocterms 2010 including designated location | - | - | - | - | - | Plain writing |
| 27 | Type of shipment (air freight, truck haulage, etc.) | - | - | - | Plain writing | Plain writing | Plain writing |
| 28 | Carrier | - | - | - | Plain writing | Plain writing | Plain writing |
| 29 | Terms of payment | - | - | - | - | - | Plain writing |
| 30 | If delivery is from outside EU: proof or origin, for certain countries with preferential agreement | - | - | - | - | - | Plain writing |

*if applicable
** only applicable for single-item packages (one material number)
[6] Statistical goods number, European customs tariff number