



www.aspoeck.com

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

suppliers handbook

Inhaltsverzeichnis - Contents

5. Zweck – Purpose3

6. Geltungsbereich – Scope.....3

7. Ziele – Objective3

4. delivery of goods4

 4.1 delivery address4

 4.2 delivery times.....4

 4.3 Securing the load.....4

 4.4 Delivery papers / completeness / temperature5

 Shipping documents 5

 Completeness of deliveries..... 5

 Temperature 6

 4.5 As-delivered Quality.....6

 4.6 Carriage-free deliveries6

 4.7 Account management for pallet exchange.....6

 4.8 Unit Load Devices (ULD).....6

 Pallets 6

 Overlength pallets..... 7

 Load weight 7

 Pallet height / packaging height..... 7

 Load width 7

 Mixed pallets..... 7

 4.9 Packaging.....8

 Boxes / Containers 8

 Fragile items 8

 Electronics parts 8

 Packaging units 9

 Weight specifications for boxes / containers 9

 Sizing pallets..... 9

 Labeling of spare parts 9

 4.10 Marketing and labeling.....10

 Labeling the load 10

 Boxes..... 11

 Container/boxes..... 12

 Labeling of the charge carriers 12

 Cable drums 13

 Identification and traceability..... 15

 Marking new and modified products 15

 4.11 Logistic complaints 15

 4.12 Contact 15

 4.13 Agreement: supplier..... 15

5. Weitere Festlegungen – Additional regulations16

6. Verwendete Begriffe und Abkürzungen – Definitions and shortcuts.....17

7. Mitgeltende Dokumente – Applicable Documents17

8. Änderungsverzeichnis – Change history18

9. Anwendungszustimmung – Confirmation of practical18

10. Dokumentenfreigabe – Approval18

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	

Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



5. ZWECK – PURPOSE

This manual should simplify and improve the cooperation between Aspöck Systems GmbH and the supplier. The main target is to create a smoothly process for both partners.

6. GELTUNGSBEREICH – SCOPE

The scope of application lies with the suppliers of Aspöck Systems GmbH Peuerbach.

7. ZIELE – OBJECTIVE

Attached you can find all defined requirements for deliveries for Aspöck Systems GmbH. The following supplier's manual is a valid document for both business partners.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

4. DELIVERY OF GOODS

4.1 delivery address

The manual is valid for all deliveries for Aspöck Systems GmbH. The specific delivery address must be planned of the purchasing and logistics department of Aspöck Systems GmbH.

The main address of the headquarter is:

Aspöck Systems GmbH
 Enzing 4
 4722 Peuerbach
 AUSTRIA

4.2 delivery times

The agreed order and delivery times must be observed. The immediate acceptance of the goods can be guaranteed only if they arrive within the specified time slot.

The current delivery times are:

Monday to Thursday: 06:00 – 15:00

Friday: 06:00 – 11:45

(Changes in delivery times reserved)

Attention: There will be 1 week company holiday in summer and winter each.

You will be informed of any changes and/or these will be indicated on the respective purchase order.

4.3 Securing the load

The following points must be noted when securing the load:

- The boxes/containers must be secured in such a way that they cannot move or become detached from the pallet.
- The pallets must be secured using upright edge protectors on all 4 corners of the pallet and must be strapped vertically and horizontally. Additionally, the edge protectors must be used properly, that the goods will not be damaged or smashed. The bundle should not be positioned between the boxes.
- In the interest of recycling and waste management, any materials used for securing purposes must be of the same sort that any later contamination through different materials can be kept to a minimum.

Permissible materials are: transparent PE film, strapping and adhesion points, whereby the product ID must not be covered.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



4.4 Delivery papers / completeness / temperature

Shipping documents must be enclosed by the delivery, except container deliveries which are LCL or FCL.

Shipping documents

The ECR Standard Delivery Note must be used for correct shipping documents.

If it is not possible to use this standard delivery note, the delivery note must include at least the following points:

- Address of the supplier and/or consignor
- Exact delivery address (the point where the goods will be unloaded)
- Purchase order number used to order the delivery
- Delivery date (date on which the goods are to arrive)
- Ascending item numbers on delivery note
- Aspöck article no.
- Quantity (e.g. pieces, boxes etc.)
- Content per unit (e.g. kg, cans etc.)
- Exact article description

Completeness of deliveries

The ordered articles must be supplied the right quantity and in accordance with the purchase order. To guarantee this, the supplier ensures the continuous availability of the items.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	

Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Temperature

Delivered products which underlie a particular temperature must be announced at the incoming department. The compliance of the temperature chain must be confirmed in writing!!

4.5 As-delivered Quality

To ensure the quality of the products delivered, the supplier is obliged to comply with all the necessary guidelines, including in particular:

- The observance of all requirements for the respective products.
- The driver has to report any damage or impairment of the shipment immediately to incoming goods.
- Should the items delivered not fulfil these requirements, they may be rejected at any time by the incoming goods department and are thus deemed to have not been delivered!

4.6 Carriage-free deliveries

Deliveries that are not sent to Aspöck "DDU" or "DDP" have to be handled by the current freight forwarder of Aspöck.

4.7 Account management for pallet exchange

The account management for Euro pallets will be handled by Aspöck together with the freight forwarder.

A separate account will be kept with the respective suppliers/customers for any special pallets etc.!

4.8 Unit Load Devices (ULD)

Pallets

Unless otherwise agreed with Aspöck Systems GmbH (hereinafter referred to as "Aspöck"), deliveries must be shipped on pallets that comply with DIN EN13698 Part 1 (standardized, reusable transport pallet measuring 1200 x 800 x 144 mm and weighing 20 to 24 kg without load) and ÖNORM A5300 according to UIC code 435-2.



Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	

Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Aspöck will not exchange pallets if:

- they are damaged (i.e. a board is missing, broken vertically or horizontally, a bottom or top edge board is splintered, a nail or screw shaft is visible, a block is missing, broken or splintered, nails or screws are visible).
- they have no identification markings.
- the general state is so bad that there is no guarantee they will be able to bear the load and there is also a risk of the load becoming soiled or damaged.

Overlength pallets

Delivered overlength products must be supplied on a specific unit load device. Using two one-way pallets is improper → as you can see on figure 2. The pallet must be without broken timber.



Load weight

A pallet must not exceed the maximum weight of 1,000 kg!

Pallet height / packaging height

The total height of a pallet (incl. 150 mm of the pallet) must be not higher than 1,500 mm.

Load width

Packed items and securing materials must not protrude beyond the outer dimensions of the pallet. Foil has to be fixed at the beginning and at the end. The skid of the pallet has to be free of foil. Deviations are permitted only if specified by Aspöck on the purchase order.

Mixed pallets

Mixed pallets are allowed only with special authorization from Aspöck. Additionally, mixed pallets must be marked separately. (e.g. signed pallets or packing list)

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



The article of all mixed pallets must be sorted homogenous in each layer.



4.9 Packaging

Boxes / Containers

Unless there is a special agreement with Aspöck, the supplier is responsible for the appropriate packing of their product.

If the product is supplied in open containers, every layer has to be covered by a sheet of cardboard.



Fragile items

Fragile items must be packed that they cannot break and must be marked using the standard commercial symbols on the packing. Lenses and glass items must be separated by spacers and must not be placed next to sharp items such as screws or sharp metal edges.

If hollow spaces cannot be avoided in the box, they must be padded out with bubble wrap (or something similar) to prevent any damage.

Electronics parts

Electronic parts have to be packed in ESD package according ESD rules.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	

Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Packaging units

If specified by Aspöck, quantities per packing unit must be observed!

Weight specifications for boxes / containers

The weight of the box/container must not exceed 15 kg per box or container. Packing units must be chosen that full use can be made of their capacity!

Sizing pallets

Pallets must be sized that way that no damage in transit can occur.

As described in section 11.4., no overlapping beyond the outer dimensions of the pallet – this applies to both the loaded items and material used to secure the load (e.g. shrink and winding film, strapping bands etc.)

Labeling of spare parts



Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



As you can see in the photos, care is taken that the label sticks neatly and tidily to the box / bag. It should be glued straight or in the middle (as in the photos). It is also important that the label is easy to read.

The following must be included on the label:

- manufacture
- Item number
- Article description
- Text: **"Send a complaint in the case of a complaint."**

4.10 Marketing and labeling

Labeling the load

- Name of consignee
- Numbering of pallets (e.g. 1 of 10)

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

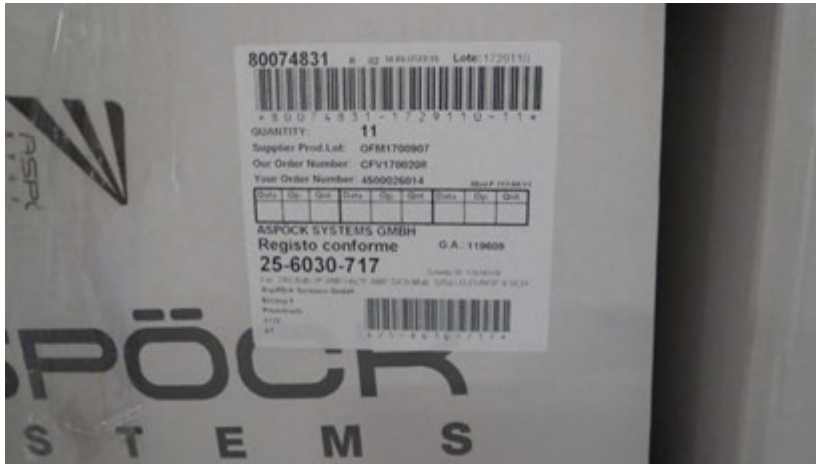
Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Boxes

Every box/container must have the following written on the label: Aspöck article number (a font size of min. 20pt) as plain text and barcode (Code 39, 2/5 interleaved, Code 128), article description and quantity (expressed in SI units).



The labels should not be covered from corner protectors and must be observable from the outside. Each box/container and the label must be clearly observable.



Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	

Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Container/boxes

If a different type of container is used, the label is to be placed inside the transparent window provided for this purpose. Labels must not be stuck onto the containers themselves.



Labeling of the charge carriers

Load carriers must have a **font size of min. 20pt** and be labeled with an A4 large label. The label for the labeling of the load carrier must contain the following information:

- country
- Aspöck article number
- Cable length spool 1
- Cable length spool 2 (if available)
- total cable length
- vehicle line (FA-No.)
- date
- pallet number

The supplier is free to print additional information on the label.

Information on marking the cable reel can be found on the respective cable data sheets, which are available on request from the Aspöck purchasing department.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Country	Date	Pallet
A	XX.XX.XXXX	XX
Aspöck item numer		
17-7412-007		
spool 1	whole length	spool 2
XXX	XXXX	XXX
Vehicle line number.:		
FLRYY 10x1,00 + 3x2,50 mm ² sw		



Cable drums

Cable drums can be delivered horizontally or vertically on the pallet. Additionally, horizontally delivered cable drums should be bundled axially and secured by full-length piece of squared timber on each side in comparison vertically delivered cable drums only need to be bundled on the pallet.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Each cable drum must be positioned that the marking can be seen clearly from the outside.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Identification and traceability

Besides the article number and version, deliveries to Aspöck must also include a lot number. There should be a system behind the lot coding – including the date of manufacture at the very least.

Marking new and modified products

The first three shipments of new or modified products must be marked clearly with a yellow sticker which says either "new part/Neuteil" or "modified part/geändertes Teil". This sticker must be placed on each packing unit. Additionally, these items are to be marked as "new part" or "modified part" on the delivery note.

4.11 Logistic complaints

All deviations are reported to the supplier via notifications. In the case of multiple deviations from the supplier's manual, additional costs may be charged according to process costs.

4.12 Contact

René Weissenböck (Group Leader Logistics)

Tel. +43 (0) 72 76 / 26 70-1651

E-Mail: rene.weissenboeck@aspoeck.at

Jana Reisinger

Tel. +43 (0) 72 76 / 26 70 - 1655

E-Mail: jana.reisinger@aspoeck.at

4.13 Agreement: supplier

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook
Main-Process: SP02 Sub-Process: 5
Version: 1, Scope: Austria



Please note the following points, which are not acceptable. Additionally, please note alternatives!

Chapter	Not realizable	alternative

Company name (supplier): _____

.....
date, signature
Aspöck Systems GmbH

.....
date, signature
supplier

5. WEITERE FESTLEGUNGEN – ADDITIONAL REGULATIONS

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



Keine – none

6. VERWENDETE BEGRIFFE UND ABKÜRZUNGEN – DEFINITIONS AND SHORTCUTS

Siehe zentrales Verzeichnis „Begriffe und Abkürzungen“.

7. MITGELTENDE DOKUMENTE – APPLICABLE DOCUMENTS

Auflistung der genauen Dokumentbezeichnungen.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		

STANDARD – GENERAL STANDARD

Title: suppliers handbook

Main-Process: SP02 Sub-Process: 5

Version: 1, Scope: Austria



8. ÄNDERUNGSVERZEICHNIS – CHANGE HISTORY

Ausgabedatum / Date of Change	Version / Version	Geänderte Seiten / Changed Pages	Beschreibung der Änderung / Description of Change
29.11.2019	1		First Vision

9. ANWENDUNGSZUSTIMMUNG – CONFIRMATION OF PRACTICAL

The process description in the form is tuned to. Afterwards, you must fully apply the process description in your own area. Changes are when Processors to request, vote on this and possible about a new output of the process description a lead.

10. DOKUMENTENFREIGABE – APPROVAL

See footer or SharePoint.

Author:	Scheuringer, Raimund	Date of approval 19.12.2019 06:35:00
Modified by	Reisinger, Jana	
Approved:	Scheuringer, Raimund	
<i>Nur zum Zeitpunkt des Druckdatums am 09.01.2020 gültig / Just valid at date of printing 09.01.2020</i>		