

# General Packing & Shipping Instructions Of WIKA Alexander Wiegand SE & Co. KG



## 1 Area of Application and Purpose

The present packing & shipping instructions apply to all shipments to the WIKA factories specified in Para 2) with immediate effect. When transporting machinery or plants as well as bulk material, gases or oil, they must not be shipped without prior coordination with the contacts in charge referred to in Para 2).

In the event of any non-compliance, any additional costs for transport in addition to a handling fee of €120, will be charged to the supplier.

## 2 Receiving Sites and Unloading Points for WIKA SE & Co. KG

### Delivery address Trennfurt facility

WIKA Alexander Wiegand SE & Co. KG

Alexander-Wiegand-Strasse 30  
63911 Klingenberg-Trennfurt

#### In charge:

V. Schmitt

Tel.: +49 (0)9372 / 132 - 9730  
wareneingang@wika.com

Reception open 07:00 to 16:00

### Delivery address Roellfeld facility

WIKA Alexander Wiegand SE & Co. KG

Werk 3  
Philipp-Kachel-Straße 9  
63911 Klingenberg-Roellfeld

#### In charge:

R. Klug

Tel.: +49 (0)9372 / 132 - 8504  
rudolf.klug@wika.com

Reception open 07:00 – 14:45

### Delivery address Te-Mo

Te-Mo Service GmbH  
Dr. Konrad-Wiegand-Strasse 3  
63939 Woerth am Main

#### In charge:

R. Kurek

Tel.: +49 (0)9372 / 949 436 - 301  
rafael.kurek@temoservice.de

Open 07:00 - 12:00 & 13:00 - 15:00

### Delivery address Stoerk

Stoerk Mess- Und Regeltechnik GmbH  
Jacobstrasse 6  
39517 Dolle

#### In charge:

C. Reiter

Tel.: +49 (0)39 / 364 950 - 23  
carmen.reiter@wika.com

Open 06:30 - 15:00 (Fri. -12:30)

### Delivery address KSR Kuebler

KSR KUEBLER Niveau-Messtechnik AG  
Heinrich-Kuebler-Platz 1  
69439 Zwingenberg

#### In charge:

M. Uelger

Tel.: +49 (0)6263 / 87 - 623  
mecit.uelger@ksr-kuebler.com

Open 07:00 - 16:00 (Fri. - 13:00)

### Delivery address tecsis

tecsis GmbH  
Carl-Legien-Strasse 40  
63073 Offenbach am Main

#### In charge:

B. Naumann

Tel.: +49 (0)69 / 5806 - 2378  
bernd.naumann@tecsis.de

Open 07:00 - 15:00 (Fri. - 14:30)

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## Duty-free goods deliveries to

**WIKA Polska spółka z ograniczoną odpowiedzialnością sp. k. (WIKA Polska, WPL) or  
WIKA Polska spółka z ograniczoną odpowiedzialnością SGF sp. k. (WIKA SGF, SGF)**

DSV Road GmbH

„Halle 1 Leitstand / Erfassung“

Either „Kunde: WIKA Polska, PL-Wrocławek“ or “Kunde: WIKA SGF, PL-Wrocławek”

Roemerstrasse 22

63741 Aschaffenburg

## Goods with payable duty, deliveries to PL-87800 Wrocławek WIKA Polska or WIKA SGF

DSV Road GmbH

„Halle 3 Export Polen“

Either „Kunde: WIKA Polska, PL-Wrocławek“ or “Kunde: WIKA SGF, PL-Wrocławek”

Roemerstrasse 22

63741 Aschaffenburg

### In charge:

P. Ristl

Tel.: +49 (0)6021 / 863 - 351

Goods receiving open from 08:00 - 18:00

Attention: EURO pallet exchange is not possible for deliveries to WIKA Polska!

## 3 Miscellaneous

### 3.1 Certificates and Inspection Documents

Articles that are delivered with a certificate (e.g. for materials traceability) must be packed in a single consignment. For deliveries of several article consignments in a single delivery, the consignments must be packed separately, tagged with a certificate and then transferred on different loading equipment. Moreover, the different consignment numbers have to be listed on the delivery note.

All certificates must be sent as a PDF file to [zeugnis@wika.com](mailto:zeugnis@wika.com) **prior to** the shipment of the goods. Each certificate must be sent in a separate mail.

The file name must consist of part number as well as purchase order number.

Example: 1234567/W0123456.pdf

### 3.2 Goods Receipt with Duty Unpaid

It is not permitted to send goods with duty unpaid – the receipt of these goods will be rejected by WIKA.

### 3.3 WIKA Boxes

WIKA boxes (flat/high) and A-containers (small grid boxes) can be ordered from the WIKA Servicepoint Logistics.

#### Contact details:

#### Servicepoint Logistics

Tel.: +49 (0)9372 / 132 - 9722

Fax: +49 (0)9372 / 132 - 800 – 9722

[versand@wika.com](mailto:versand@wika.com)

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## 4 Packing and Labelling

### 4.1 Accepted Transportation and Packing Auxiliaries

The following transportation and packing auxiliaries are admissible:

- **Euro pallets** (only for participating countries, not Poland)
- **Non-returnable pallets** in compliance with the ISPM 15 standard
- **WIKA boxes** (flat/high) (in line with contractual agreement), **weight max. 20 kg**
- **WIKA A-boxes** (small grid boxes), **weight max. 400 kg**
- **Wooden boxes** for packing tube or bar materials
- **Outer cartons** (max. dimensions 54x34x13cm to 54x34x23cm), **weight max. 20 kg**
- **Foils**
  - bubble packs
  - stretch-wrapping, shrink-wrapping
  - shrink-packing
- **Insulants**
  - packing paper
  - airpack
  - foamed plastic

A single package must only be filled with one homogenous material. With the exception of Euro pallets, only new materials may be used. The use of styrofill and styrofoam is not permitted for reasons of environmental protection.

### 4.2 Accompanying Documents

Delivery notes should be delivered in **single copies**.

#### Contents of the delivery note

- Sender (supplier/address)
- Address of the recipient in accordance with purchase order
- WIKA purchase order number and order line
- Terms of delivery in accordance with our purchase order
- Number of packages pertaining to the shipment
- In the case of hazardous goods: danger class
- WIKA part / article number with version
- Delivered quantity

### 4.3 Marking (for suppliers without SupplyOn advanced shipping notification)

The delivery note is the most important document for the transport and therefore needs to be attached and clearly visible. Every delivery must be declared in this way. Delivery notes also need to be attached **readily to hand** (not covered by goods).

When there are several orders in one delivery, the delivery notes should also be applied separately to each package and not bundled together. In the event that the delivery notes have been bundled, **a clear correlation between goods and the respective delivery note and purchase order number and order line must be maintained by any means** (e.g. special label on the goods).

In the case of a delivery with WIKA boxes, the delivery note is to be placed in each specific box. Furthermore, the destination („Werk 1“, „Werk 3“, „Te-Mo“, „WIKAL Polska“) has to be indicated with a sheet in the size of a small letter.

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## 4.4 Palletizing Instructions

In general, only one WIKA purchase order number must be packed per shipping unit.

If the pallet contains different items for special reasons (freight charges, small sizes, shipment by supplier themselves) in spite of the above instruction, this pallet needs to be marked specifically as a **mixed shipment**. At the same time, the individual packing units must be grouped depending on their inventory location (please refer to WIKA purchase order) and packed and marked accordingly.

**The height of pallets must NOT exceed 1.70 m. Nor must they overhang in terms of length and width.**

During the palletizing process please take care that WIKA's boxes are not damaged. When wrapping the pallets, please only use strap foil. It is not permitted to use other wrapping materials for WIKA boxes, especially **no strapping**. Stickers must **not** be applied to the WIKA boxes.

## 4.5 HU-Label (suppliers with Advanced Shipping Notification via SupplyOn)

In addition to the previous labelling the 1<sup>st</sup> level packaging units must be tagged with the following identification label. The HU-Label will be created automatically through the ASN-process in SupplyOn (see also SupplyOn supplier manual) and it then needs to be printed out.

### SupplyOn HU-Label (HU = Handling Unit)

For **each** 1<sup>st</sup> level handling unit (e.g. pallet, grid box or cardboard box) **at least one HU-Label** must be applied, visibly on the outside (see the example below).

Consignee WIKA Alexander Wiegand SE & Co. KG DE-63911 Klingenberg			
Unloading Point Alexander-Wiegand-Straße 30 Trennfurt - A			
ASN Shipment Number <b>25</b>	Packaging ID Master <b>000000013</b>		
Vendor name WIKA Seller	Vendor no. 00000393		
Shipment date 24-03-2016	Label type MASTER		



The existing requirements for any further identification of 2<sup>nd</sup> level handling units (single cardboard boxes, WIKA boxes or others) are not affected by this rule and remain valid without any changes. The 2D-Barcode printed on the HU-label may not be hidden by adhesive tape or changed by any outer influences so that reading and scanning is not restricted. Alternatively the HU-label may also be attached to a shipping slip - including other shipping documents - which is applied to the outside.

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## 5 Carrier Selection

All shipments with WIKA paying the freight (mostly EXW ex works) must be handled as follows. WIKA will decline the payment of any freight invoices by other forwarders unless a correlation to a WIKA order number is clearly visible.

### 5.1 Incoming National Shipments, EU and Switzerland

**5.1.1** Up to 31.5 kg, 300 cm length + girth or 175 cm length ⇒ DPD  
Application using the WIKA customer number 2406001176 in MyDPD  
<https://mydpd.dpd.com> (please contact WIKA for login data)

**5.1.2** Between 31.5 and 50 kg, > 300 cm length + girth, >175 cm length or express deliveries ⇒ TNT  
Application using the WIKA customer number 70328230 at the nearest TNT-subsiary or via internet [www.tnt.com](http://www.tnt.com)

**5.1.3** Above 50 kg, respectively size of at least one pallet ⇒ DSV Road GmbH

Electronic application using the WIKA customer number DE131878642 through [Auftragsannahme.Aschaffenburg@de.dsv.com](mailto:Auftragsannahme.Aschaffenburg@de.dsv.com).

For queries:

Name	Telephone
Dominik Doetsch	+49 6021 863 250
Michaela Sanio	+49 6021 863 250

In either case the supplier will receive an individual and binding routing order.

### 5.2 Incoming Shipments from North America

**5.2.1** Up to 50 kg ⇒ UPS  
Application using the WIKA customer number 25670V at the nearest UPS-subsiary or via internet [www.ups.com](http://www.ups.com)

**5.2.2** Above 50 kg ⇒ Logwin Air + Ocean Deutschland GmbH, Frankfurt  
[FRA.airimport.WIKA@logwin-logistics.com](mailto:FRA.airimport.WIKA@logwin-logistics.com) (Air) or [ABG.oceanimport.WIKA@logwin-logistics.com](mailto:ABG.oceanimport.WIKA@logwin-logistics.com) (Sea)

### 5.3 All Other Incoming International Shipments

**5.3.1** Up to 50 kg ⇒ TNT  
Application using the WIKA customer number 70328230 at the nearest TNT-subsiary or via internet [www.tnt.com](http://www.tnt.com)

**5.3.2** Above 50 kg ⇒ Logwin Air + Ocean Deutschland GmbH, Frankfurt  
[FRA.airimport.WIKA@logwin-logistics.com](mailto:FRA.airimport.WIKA@logwin-logistics.com) (Air) or [ABG.oceanimport.WIKA@logwin-logistics.com](mailto:ABG.oceanimport.WIKA@logwin-logistics.com) (Sea)