



# Guideline template for supplier

- Rollout ASN/GTL – Backlog packaging data sheets -

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## Agenda

# 1 How to fill template

- 1.1 Mandatory information
- 1.2 Additional packaging material
- 1.3 Packing scheme
- 1.4 Non-documented packaging material

# 2 Details of used packaging material

- 2.1 Schaeffler owned packaging material
- 2.2 Supplier owned packaging material

# 3 FAQs

**Mandatory information – despatch level**



1000 parts per box; 10kg per box; 45 boxes per pallet  
485 kg (45 boxes + packaging material)



480 parts per box; 2,6 kg per box; 12 boxes per pallet  
88 kg (12 boxes + packaging material)



16 parts per tray; 3,2 kg per tray; 48 trays per pallet  
xx kg (48 boxes + packaging material)

despatch packaging material	despatch unit				
packaging material designation - drop down	total quantity parts per despatch unit	dimension of despatch unit (LxWxtotal height) in MM	total weight of despatch level in KG	layers per despatch unit or packing scheme	box units per despatch level
1 98765_pallet_123456	45.000	800x600x <b>560</b>	485	5	45
2 SGP1	5.760	798x593x <b>1030</b>	88	3	12
3 98765_pallet_123456	16*48	1200x1000x <b>1000</b>	3,2kg*48+ lid + pallet + ...	12	48

Drop down connected to list of used packaging materials



**Mandatory information – box level**



box packaging material	box unit information			
packaging material designation - chose of drop down	total quantity parts per box unit	dimension of box unit (LxWxH)	total weight of box unit incl. parts in KG	packing scheme
1 [supplier no.]_box_123456	1000	dimensions in drop down list	10	Single packed parts in bag
2 P-14-C4328-2	480	will be taken automatically out of list of used packaging material	2,6	bulk
3 SG_01345678-0000	16		3,2	stacked
4 P-10-GR2	10.000	dimensions in drop down list	2	bulk

Details in slide 7

Additional packaging material required

Drop down connected to list of used packaging materials

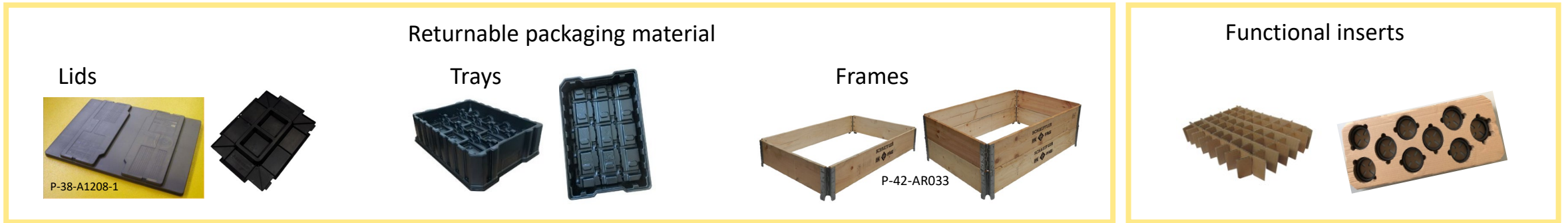
## Additional packaging material

Most packaging material (PM) must not be documented for backlog. See slide No. 8.

**All returnable** packaging material and **functional disposable** packaging material has to be documented in template.

Please **add** packaging material **according to level** in yellow area. (e.g. pallet lid as additional despatch PM, SLC-lid as additional box PM)

Unique designation and quantity are required. Details of properties have to be documented in list of used packaging material.



additional despatch packaging material				additional box level packaging material							
Packaging material 1 designation	quantity packaging material1	packaging material 2 designation	quantity packaging material 2	packaging material 3 designation	quantity packaging material 3	packaging material 1 designation	quantity packaging material 1	packaging material 2 designation	quantity packaging material 2	packaging material 3 designation	quantity packaging material 3
						[supplier no]_bag_132	1000				
						[supplier no]_bag_ESD	1	[supplier no]_insert_132	4		
P-38-A1208-1	1										

# Packing scheme

Main packing schemes are bulk and stacked. Any specialty can be described in “packing scheme”. r “remark”.

packing scheme	remark supplier
Single packed parts in bag	PDS created with focus on ASN/GTL-ability. Further detailed packaging description was consciously omitted in documentation. Pallet will be strapped 2 times crosswise
bulk	PDS created with focus on ASN/GTL-ability. Further detailed packaging description was consciously omitted in documentation.
stacked	PDS created with focus on ASN/GTL-ability. Further detailed packaging description was consciously omitted in documentation.

Bulk/Schüttgut



Stacked/gestapelt



Can be used for any packaging related information supplier wants to communicate. Dispatch information

Description of specialty in packing layout

Standardised text which will be included in every packaging data sheet:  
„PDS created for ASN/GTL-ability. Therefore, packaging details have been reduced

## Non-documented packaging material for backlog



No documentation required for supporting one-way packaging material like:

- labels
- strapping
- inserts
- bag/foils
- etc.

Labels



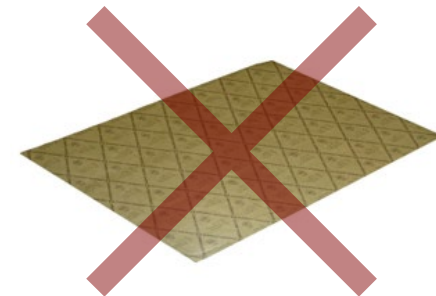
Inserts



bag/foil



VCI- active substance



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## Details of used packaging material

Details of used packaging material will be collected separately to reduce complexity and save capacity.

List of used packaging material is in second slide of template.

ALL packaging material used in template have to be filled in this list with their properties.

Missing packaging materials have to be added by supplier.

Material designations of packaging materials in template are connected to short designation in list of used packaging material. Therefore, naming in short designation has to be unique for clear identification reasons.

Material No	level type	drop down field	Packaging material long designation	properties packaging material			
		Short designation [unique naming]		weight [kg]	outer length [mm]	outer width [mm]	outer height [mm]
001988891-0000	Inner	P-10-GR2	Jug P-10-GR2 110X120X181-1.8, green, Pd	0,112	110	120	181
002098709-0000	KLT	P-14-C6428-1	SLC P-14-C6428-1 RAL 5012 light blue-VD	4,4	594	396	280
002439140-0000	pallet/transportation	P-26-EURO	Flat pallet P-26-EURO 1200X800X144, wood	20,3	1200	800	144
010342192-0000	KLT	P-14-C4314-14	SLC P-14-C4314-14 RAL 9011 graphite black	1,628	397	298	149
011023031-0000	pallet/transportation	P-26-SGP2	Flat pallet P-26-SGP2 1195X808X160, black	18	1200	800	160
012462870-0000	KLT	P-14-C6414-6	SLC P-14-C6414-6 RAL 9011 graphite black	2,811	595	395	147

## Details of used packaging material

### Schaeffler-owned packaging material:

List is prefilled with common returnable packaging materials used at Schaeffler Group.

If Schaeffler-owned packaging material is missing please add to list with Schaeffler material number and “SG\_” previous in naming (e.g. SG\_013546789-0000).

If information are missing, please collect all packaging materials and contact Schaeffler to provide details.

Material No	level type	drop down field	Packaging material long designation	properties packaging material			
		Short designation [unique naming]		weight [kg]	outer length [mm]	outer width [mm]	outer height [mm]
001988891-0000	Inner	P-10-GR2	Jug P-10-GR2 110X120X181-1.8, green, Pd	0,112	110	120	181
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010342192-0000	KLT	P-14-C4314-14	SLC P-14-C4314-14 RAL 9011 graphite bla	1,628	397	298	149
011023031-0000	pallet/transportation	P-26-SGP2	Flat pallet P-26-SGP2 1195X808X160, blac	18	1200	800	160
012462870-0000	KLT	P-14-C6414-6	SLC P-14-C6414-6 RAL 9011 graphite blac	2,811	595	395	147

## Details of used packaging material

### Supplier-owned packaging material:

Dimensions and weight of supplier owned packaging material are necessary to document in packaging data sheet. Therefore, details have to be documented in list of used packaging material. For clear identification naming of suppliers packaging material has to be unique.

Connection to template is field 'short designation'. Example of naming: [supplier no.]\_[type]\_[unique description]


124356\_pallet\_1200x800x160

Material No	level type	Short designation [unique naming]	Packaging material long designation	weight [kg]	outer length [mm]	outer width [mm]	outer height [mm]	returnable PM
051931133-0000	suppliers box	[supplier no]_box_123456	space for detailed description of supplier	1,5	425	325	150	no
051931133-0000	suppliers box	[supplier no]_box_234567	space for detailed description of supplier	0,9	350	250	225	no
092218709-0000	suppliers pallet	[supplier no]_pallet_123456	space for detailed description of supplier	15	1020	820	150	no
092218709-0000	suppliers pallet	[supplier no]_pallet_654321	space for detailed description of supplier	10	980	580	160	no
051933357-0000	suppliers bag	[supplier no]_bag_ESD	space for detailed description of supplier	0,002	100	120	1	no
051933357-0000	suppliers bag	[supplier no]_bag_132	space for detailed description of supplier	0,002	80	100	1	no
051933608-0000	suppliers insert	[supplier no]_insert_132	space for detailed description of supplier e.g. molded form	0,25	300	400	25	no

Material no. for supplier packaging material are identical per type of packaging.

Material no. per type for supplier PM	Packaging type
051931133-0000	[supplier]_box_xxx
051933357-0000	[supplier]_bag_xxx
093662955-0000	[supplier]_foil_xxx
051933608-0000	[supplier]_insert_xxx
092218709-0000	[supplier]_pallet_xxx
088324664-0000	[supplier]_woodenbox_xxx
085459810-0000	[supplier]_plate_xxx

Summary

Packaging Datasheet		SCHAEFFLER	
<b>1. Document data</b>		<b>2. Product data</b>	
Number	4587	Material number	000315010-0000
Index	03	Material short description	DHUE-NKX35-Z-0061
Date	15.03.2021	Weight/part [kg]	0.008
Page	1 / 2	Receiving plant	0061 / Schaeffler Tech. HZA
Appendices	No	Supplier name	
		Supplier number	
<b>3. Packaging type</b>		Returnable packaging	Serial packaging
<b>4. Contact</b>		Packaging Supplier	Packaging Schaeffler
Contact person			Purchasing Schaeffler
Telephone number			
E-Mail			
<b>5. Final preservation</b>			
<b>6. Packaging data</b>			
Packaging level	Despatch packaging (VP)	Collective packaging (SP)	Basic packaging (GP)
Filling quantity/packaging	5.760	480	
Packages/packaging level	12		
Dimension L x W x H [mm]	800.000X600.000X1030.000	400.000X300.000X280.000	
Load carrier	Description: SGP1 Palette 600X600X150-	Description: C4328-2 KLT SW-SG-	
	Material number: 058952616-0000	Material number: 050886320-0000	
	Tare weight [kg]: 8.100	Tare weight [kg]: 2.600	
Packaging	Description: AUBUS Deckel SW-SG-		
	Material number: 003984477-0000		
	Tare weight [kg]: 1.860		
	Quantity/package: 1		
Packaging lid 1	Description:		
	Material number:		
	Tare weight [kg]:		
	Quantity/package:		
Packaging lid 2	Description:		
	Material number:		
	Tare weight [kg]:		
	Quantity/package:		
Gross weight [kg]	87.936	6.498	
Load securing	2-fach gebändert		
Packaging pattern	2 Lagen a 4 KLT	Schüttgut	
Stacking factor/load [kg]	max. 500 kg		
Picture / sketch			
			
Page 2/2			
<b>7. Remarks</b>			
Select text module			
<b>8. Signatures</b>			
Date	Packaging planner	Date	Supplier

Focus is to document missing suppliers packaging to be able to use ASN/GTL with supplier. Therefore, documentation of delivered packaging will be reduced to minimum. A corresponding remark will be set in remark of packaging data sheet (PDS).

Mandatory fields to fill are load carrier packaging material of despatch and box packaging level (blue marking).

Additional packing material has to be filled ONLY for specialties in one-way packaging like e.g. ESD-packing material, molded form, parts single packed in bags. (Not if only one bag is used for box or SLC.) and for returnable packaging material. Please fill packaging material according to despatch or box level of packaging unit (yellow marking).

In general, no documentation of labels, bags, foils, inserts, corrosion protection is required.

No pictures are required in general. Pictures are recommended for difficult packaging structures and layouts.

All used packaging materials have to be documented in list of used packaging material. Properties are necessary to document packaging data sheet in Schaeffler system. Naming of packaging material has to be unique for clear identification.

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## Template – FAQ

What to do when parts are packed directly on despatch level?

if there is no second level handling unit  
no box level has to be filled e.g. mesh pallet

Do I have to document returnable PM in despatch/box level and additional PM?

No, if load carrier packaging material is returnable it is sufficient to be mentioned once in despatch or box level. E.g. SLC in box level.

How do I handle mixed pallets?

Mixed pallets will be handled in Supply On directly. Therefore, for each material/component packaging data sheet has to be created with pallet level.

How to handle returnable supplier owned packaging material?

Only one-way packaging material can be supplier owned. Returnable packaging material must exist at Schaeffler with a packaging material number.

How do I handle specialty in packing process

Please use remark column for description. If necessary it is possible to add a picture per packaging level.

How do I document single packed parts?

Please add a bag in additional packaging material according to level and set quantity

## Template – FAQ

vakuumieren

Must be mentioned in remar

Do I need to document ESD-packaging material

Yes. Depending on the effected material. At least it must be added to additional packaging material.

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