



Guideline template for supplier

Rollout ASN/GTL – Backlog packaging data sheets

Agenda

- 1** Introduction
- 2 Filling "list used packaging"
- 3 Filling Template
- 4 Final check

General information

Welcome!

In the following pages you will find detailed instructions how to successfully fill the template with **packaging data**.

The goal is to fill in missing supplier packaging data to be able to use **ASN/GTL**.

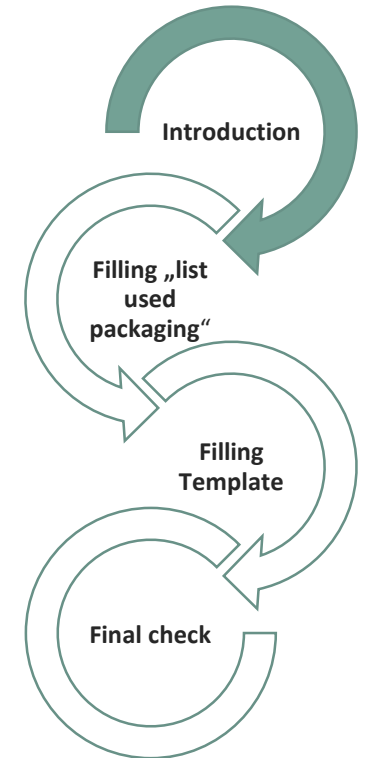
The documentation of the packaging data is reduced to a minimum.

In the following pages you will get a detailed overview of the individual fields to be filled.

In the first step you select the **language** on the "Introduction" page.

In addition, please enter the **name**, **telephone number** and **e-mail address** of the **packaging planner** at your company.

Here you will also receive information about the individual steps.



Agenda

- 1 Introduction
- 2 Filling "list used packaging"**
- 3 Filling Template
- 4 Final check

General

In this list you will find pre-filled relevant packaging materials that our suppliers use.
This list is the basis for filling the template.

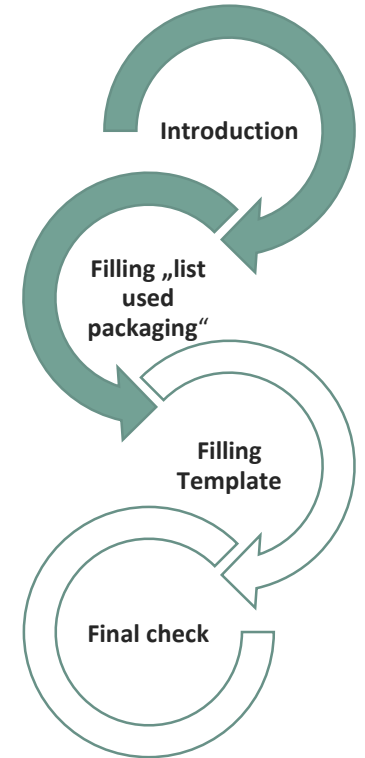
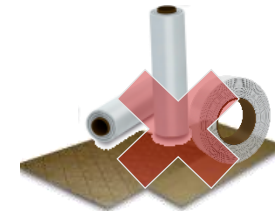
Which packaging materials are relevant for initial filling?

- Load carriers of all kinds, e.g. pallet, boxes, cartons...
- Returnable packaging materials of all kinds, e.g. lids, frames, trays...
- Special packaging materials, e.g. special inserts, ESD packaging materials...



Which packaging materials are not relevant for initial filling?

- Packing aids of all kinds, e.g. films, strapping tape...
- VCI Paper
- Packaging materials for labeling, e.g. labels, information signs...



Focus: Returnable / Schaeffler's own packaging materials

Do you have other, relevant packaging materials in use for delivery to Schaeffler?

These packaging materials **must be added to the list!**

If you need all finished materials as a basis, you will find them in the template under General.

Returnable / Schaeffler's own packaging material

How do I **add** other **returnable packaging** or **Schaeffler's own packaging** in the list?

Starting with line 37, you have the option to add these packaging materials.

Please enter the following:

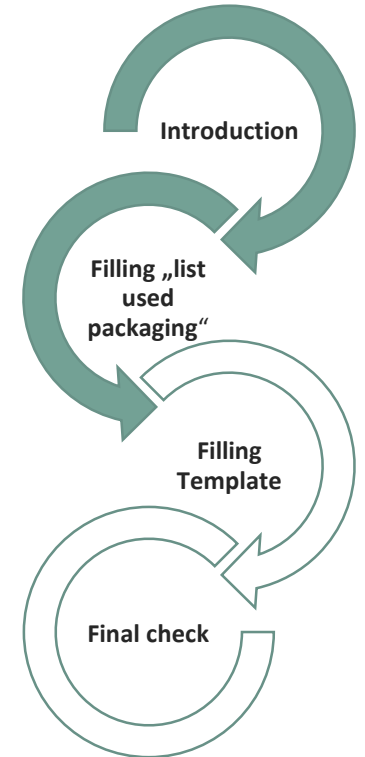
- Schaeffler material number of the packing material.
- For better identification, please also fill in columns B - I.



All orange highlighted fields in the template must be filled!

You do not know **the Schaeffler material number**?

Please contact your direct Schaeffler contact in Purchasing, he or she will help you.



Focus: Supplier's own one-way packaging materials

Do you have other, relevant packaging materials in use for delivery to Schaeffler?

These packaging materials **must be added to the list!**

If you need all finished materials as a basis, you will find them in the template under General.

Supplier's own one-way packaging materials

How do I **add my one-way packaging** materials?

(So-called suppliers' own packaging materials)

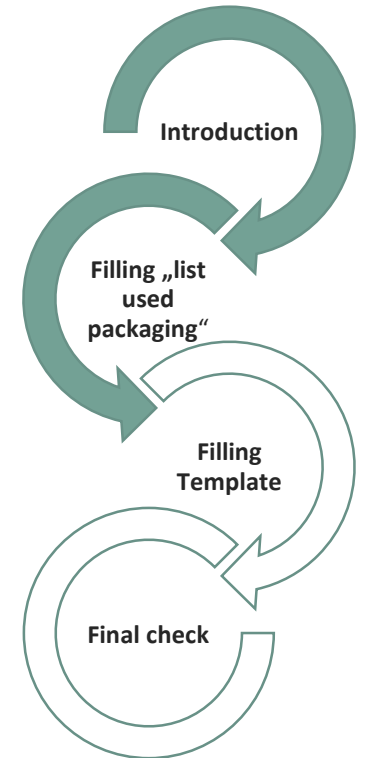


From line 37 you have the option to add these packaging materials. You can find an example in line 36.

You must fill in the following fields:

- **Material number:** uniqueness is necessary here. For example, you can enter your material number for the packaging material.
- **Packaging type:** Very important - please select the matching "suppliers xx" packaging.
- **Weight and dimensions** must be filled in the specified unit.
- Returnable packaging material must not be filled here. There must be a Schaeffler material number for this.

Very important: All orange highlighted fields in the template must be filled!



Agenda

- 1 Introduction
- 2 Filling "list used packaging"
- 3 Filling Template**
- 4 Final check

Filling Template - General

The template is organized into the following categories:
 General, Shipping level, Carton boxes / KLT level, Additional packaging material.
 In the following pages you will find detailed information about each category.

All orange highlighted fields in the template must be filled!

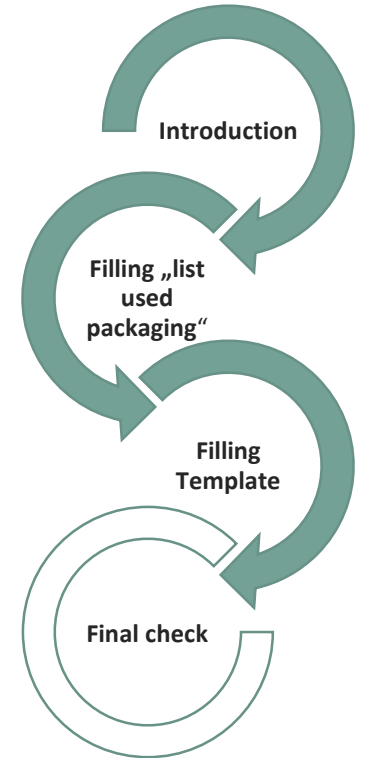
General					
SG supplier no.	SG Commodity	SG material no.	SG material designation	SG plant	Additional field
12345	Komponenten	012345678-0000	P-01-KomponenteXYZ	0200	

This is pre-filled and the basis for your input.

If you supply the same component to several Schaeffler plants, this component will be listed several times.

The field "**Additional field**" is for your free usage e.g. for your material number.

Please do not insert any additional columns into the template.



General

Filling Template – despatch level

The despatch unit is the level that the customer notices first when receiving the goods.
The template is to be filled as follows.

Despatch unit

despatch unit						
material number	total quantity parts	outer dimensions (LxWxtotal height) in mm	total weight in KG	layers or packing scheme	box units per despatch level	Stacking factor dynamic
	5.000	800x600x700	500		50	2
077813111-0000				XX Layers		
089104781-0000				Single packed parts in bag		
001988891-0000				bulk		
071482997-0000				stacked		
070553300-0000						
071483390-0000						
050886320-0000						
073713317-0000						



Which load carrier is used? (e.g. material number of the pallet or wooden box).
Basis: "list used packaging"

How many components are on the load carrier?

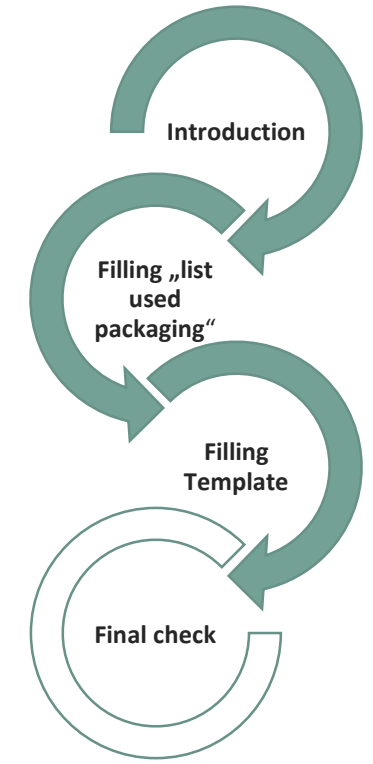
What are the dimensions of the complete unit? (see example on the right)

How much does the complete unit weight? (parts + packaging)

What is the packing scheme in the load carrier? Field can be overwritten. If necessary, please replace XX with the number of layers.

How many cardboard boxes / KLTs are on the load carrier?

How many pallets can be transported on top of each other?



Filling Template – Box unit level

The box unit level is the level that directly provides product protection.

If you pack your goods directly on the pallet only with packing aids without KLT / cardboard box, this level does not need to be filled.

box unit level				
packaging material	total quantity parts	total weight in KG	packing scheme	remark supplier
	100	48		
077813111-0000			Single packed parts in bag	
089104781-0000			bulk	
001933891-0000			stacked	
071482997-0000				
070553200-0000				
071482390-0000				
050886320-0000				
073713317-0000				



Box unit level

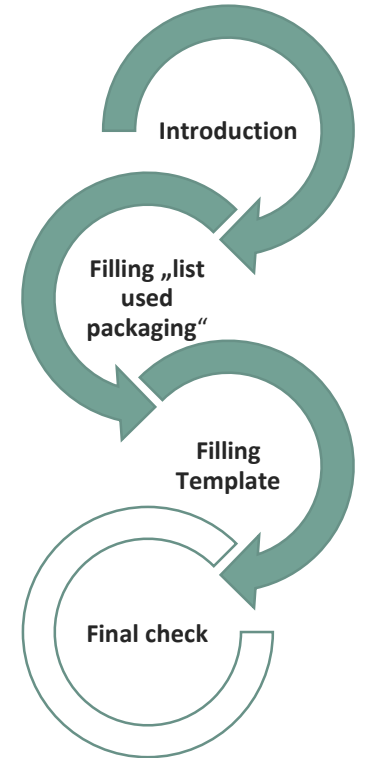
Which load carrier is used? (e.g. material number of the carton box or KLT).
Basis: "list used packaging"

How many components are on the load carrier?

How much does the complete unit of this level weight? (parts + KLT)

What is the packing scheme in the load carrier? Field can be overwritten

Here you have space for further information. E.g. a description of the packing scheme.



Filling Template – additional packaging

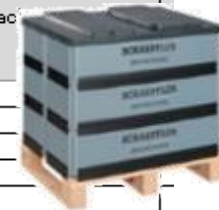
Do you use other important packaging materials for each level? ([See relevant packaging materials](#))

At the end of each load carrier, you have the option of entering additional packaging materials.

Additional despatch / box level packaging material

additional despatch packaging material			
Packaging material number 1	quantity packaging material 1	Packaging material number 2	quantity packaging material 2
085084379-0000	3	▼ 077815111-0000 089104781-0000 001988891-0000 071482997-0000 070553300-0000 071483290-0000 050886320-0000 073713317-0000 ▲	

additional box level packaging material				
Packaging material number 1	quantity packaging material 1	Packaging material number 2	quantity packaging material 2	Packaging material number 3

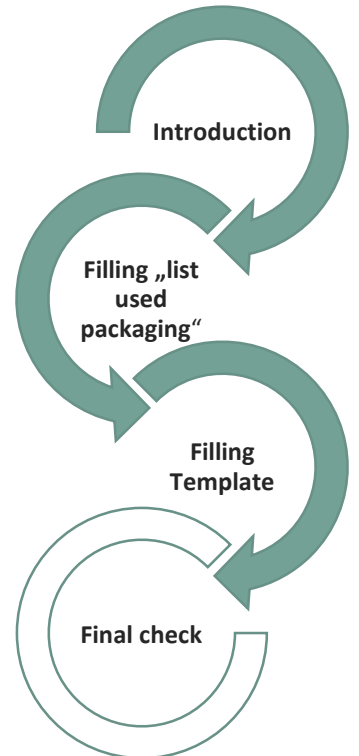


Do you have other relevant packaging materials in use at the despatch level? (e.g. frames, lids).
Basis: "list used packaging"

How many of the packaging material (e.g. frames) do you have in use at the despatch level? On the example on the right: 3

Do you use other relevant packaging materials at the box level? (e.g. blister, ESD packaging).
Basis: "list used packaging"

How often is this packaging material found in a KLT / carton box? E.g. 1 blister per KLT



Agenda

- 1 Introduction
- 2 Filling "list used packaging"
- 3 Filling Template
- 4 **Final check**

Final Check

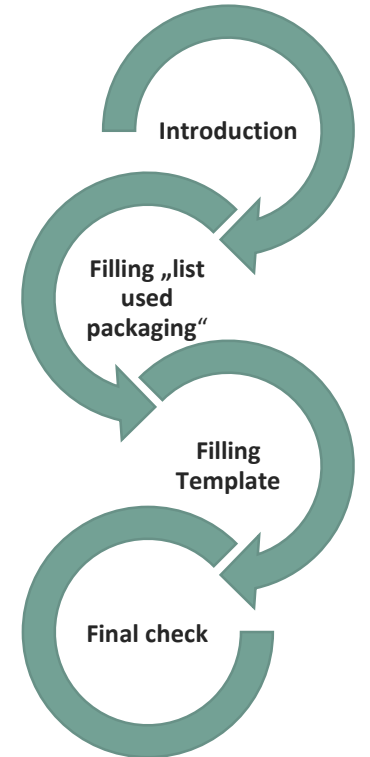
You have filled all lines? Then it's time for a quick final check.

Ist die Datei **vollständig**?

- ✓ All relevant packaging materials used are in the "List used packaging materials".
- ✓ All orange marked fields in the "List used packaging materials" tab have been filled.
- ✓ All fields marked orange in the "Template" tab have been filled in.
- ✓ All information are complete and correct.

Sie haben **weitere Fragen**?

- ✓ On the next page you will find FAQs.
- ✓ If you have any further questions, please contact your Schaeffler contact person.



Template – FAQ

Do I have to document returnable load carriers in the despatch/boxing level as additional packaging material?

No, the reusable packaging material does not have to be entered twice.

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. If not known, please contact your contact person at Schaeffler.

How do I document products which were packed in a box and individually in bags?

Please add a bag in additional packaging material according to level

Where do I document vacuumized bags?

This is a special packaging process. Bags must be mentioned in additional packaging material and vacuumation must be mentioned in remark.

Do I need to document ESD-packaging material?

Yes, this is a special packaging material.