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### REVIEWS RECORD

<b>Edition</b>	<b>Date</b>	<b>Changes description</b>	<b>Initials</b>
1	26/06/03	Pre-edition	JCJ
2	26/11/04	New version	JMGP
3	25/08/05	Create a new format with Logistics Conditions and Packaging Definition.	JMGP
4	01/01/07	Introduction of the Recommendations of Logistics Conditions and New version of the Logistics Conditions and Packaging Definition Form. Introduction of clause NIMF N° 15 of the FAO.	AGM
5	03/04/07	Introduction of specifications for packaging of painted parts, interplant or customer packaging	EAA
6	25/03/08	Addition of new forms	A.Guerrero
<b>7</b>	<b>25/06/09</b>	<b>Update and addition of new forms</b>	<b>A.Guerrero</b>

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## **I. INTRODUCTION**


This procedure has the aim of standardizing the flow of information and packaging of pieces that be not in bulk, between suppliers and Ficosa International S.A. plants.

## **II. SCOPE**


All the suppliers for Ficosa International S.A. plants.

## **III. RELATED DOCUMENTS**

P-QA-XX/XX-09, Procedure for the management of non conforming material, non conformities and corrective and preventive actions  
P-CP-XX/XX-02, Procedure for the suppliers selection  
S-OP-XX/XX-18 Packaging of painted parts

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#### **IV. PROCEDURE**

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## **1. INTRODUCTION.**

Ficosa International S.A. is committed to the achievement of excellence in all their productive process. This dedication makes us develop this procedure of "Requirements for packaging and shipments". We rely on the help of our suppliers through the fulfilment of this procedure to achieve it.

The contents of this procedure try to obtain certain objectives such as:

- 1.1.1 Standardize the movement of packaging between suppliers and the Ficosa International S.A. plants.
- 1.1.2 Standardize the identification of packages to assure the material and information flows when handling of goods.
- 1.1.3 Analyze appropriately the needs of facilities for handling entry materials in Ficosa International S.A. plants.
- 1.1.4 Define logistics conditions between suppliers and Ficosa International S.A. plants for shipments of goods.

Ficosa International S.A. expects from their suppliers and active role to identify and develop the methods of packaging analysis.

The present procedure contains a series of general prescriptions for the plants of Ficosa International S.A. It can exist particular conditions in specific manuals of each plant that complement this procedure. This should be taken as priority for the suppliers.

In case of packaging of painted parts destined to a Ficosa plant and/or directly to final Customer see document S-OP-XX/XX-18 (Standard packaging of painted parts).


## **1 GENERAL REQUIREMENTS.**

The contents of this procedure apply to all suppliers who provide spare parts or make subcontracted assemblies for any plant of Ficosa International S.A.

Any approval in the contents of this procedure must be done by each plant of Ficosa International S.A.

Any communication related to this procedure must be directed to the Logistics department of the plant which will receive the goods.

Packaging design and material selection are supplier's responsibility. All shipments must comply with the rules of the contents of this procedure.

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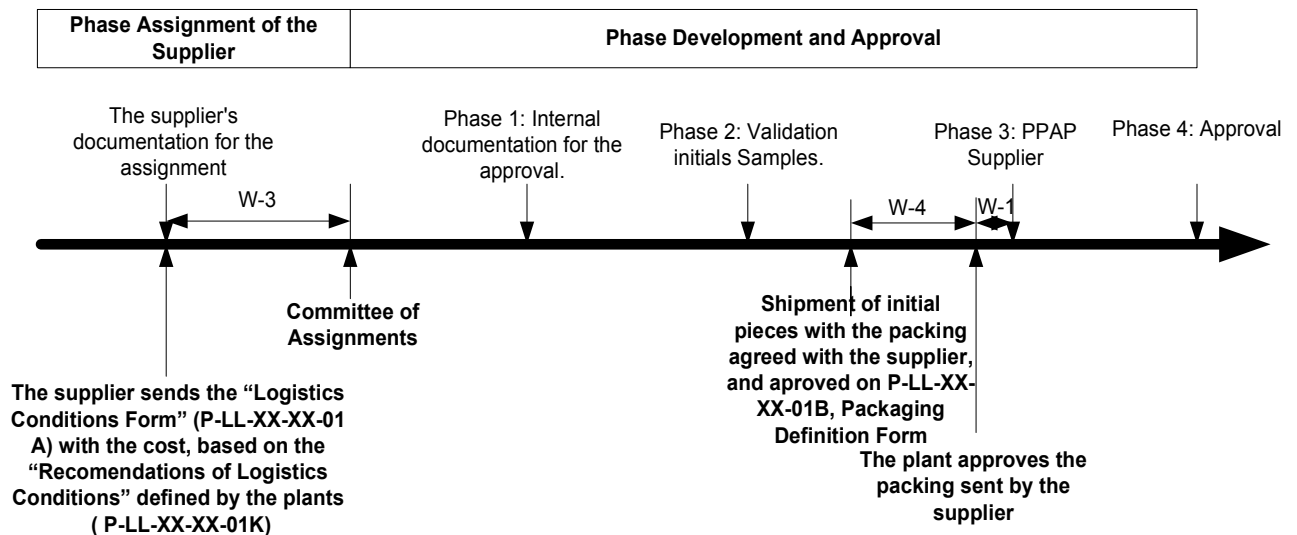
Any deviation of this procedure will be showed in detail on the “Logistics Conditions Form P-LL-XX/XX-01 A and Packaging Definition Form P-LL-XX/XX-01 B” (see Attached Document) also will be approved before implement.

The supplier must choose a contact person to solve and fill in the “Logistics Conditions Form P-LL-XX/XX-01 A, and Packaging Definition Form P-LL-XX/XX-01 B”

All the material received by Ficosa International S.A. must be labelled and identified by bar code labels, as per Odette standards. This standard labels are automatically provided by Ficosa Supply web.

## 2 DECISION FLOW.

The supplier will do an initial proposal and will complete the “Logistics Conditions Form and Packaging Definition Form “P-LL-XX-XX-01A, P-LL-XX-XX-01B” based on the “Recommendations of Logistics conditions “P-LL-XX-XX-01-K” that are found in Fullstep. The plant should approve the proposal and the supplier should comply with the time schedule showed in the following diagram:




The supplier must send filled (white areas) the “Logistics Conditions Form (P-LL-XX/XX-01 A)” with the offer. The Buyer must get the approval of the plant for that form. In general, in case the supplier already provides other pieces to the same plant, logistics conditions of this new piece will be similar to the other references.

Before finishing Phase 3, the supplier must send pieces with the agreed packaging on the P-LL-XX-XX-01 B to the plant as a proof to verify that this agreed packaging fulfil all the quality requirements of Ficosa International S.A.






## 3 PACKAGING.

### 1.2 PACKAGING CHOICE.

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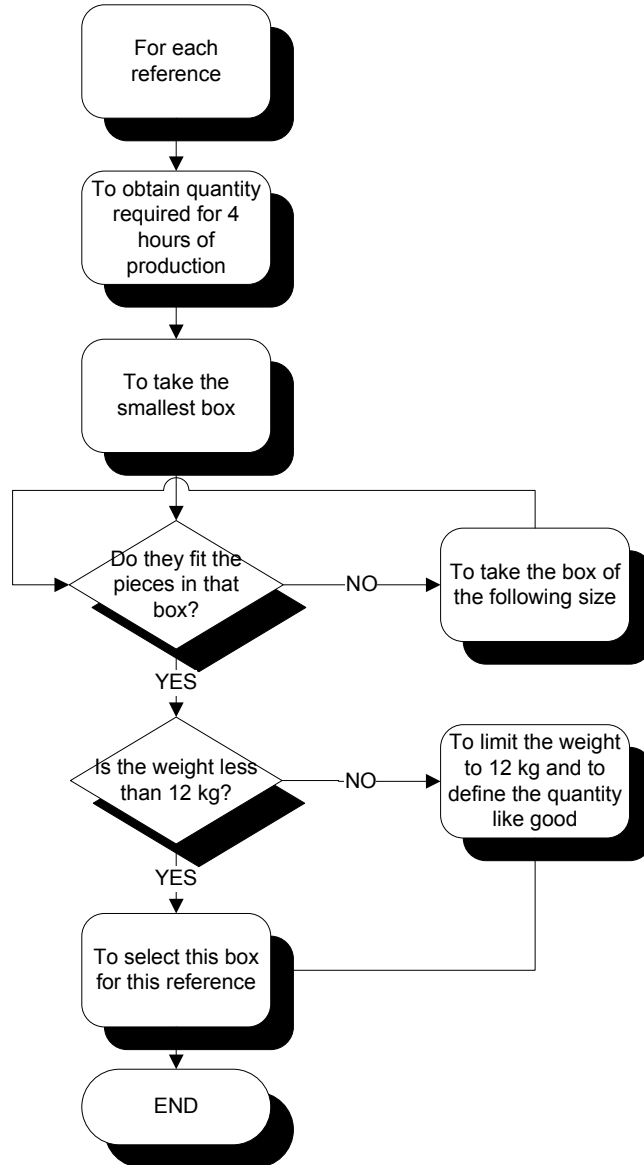
- 1.2.1 Ficosa International S.A. has the aim of using returnable packaging that do not cause scraps or new conditioning.
- 1.2.2 Ficosa International S.A. take on packaging that follow Odette rules in, measurements and quality, so it is expected that their suppliers use that kind of packaging.
- 1.2.3 For the suppliers that give material to the plants that Ficosa International S.A. through sea shipping's, the box type to use will be according to the standard IMC (International Modular Carton), see Attached Documents: point 10.7 with the approved sizes. American suppliers which send material to Ficosa International plants in that continent will follow the American rules (see Attached Documents: point 10.7).
- 1.2.4 When the rules make reference to Odette in all the following points, it will be the rules by default, unless situations mentioned in point 4.1.3.
- 1.2.5 When supplier does not provide pieces in returnable packaging, the aim will be the use of cardboard boxes as per measurements and quality of Odette rules.
- 1.2.6 When supplier sends pieces in returnable packaging and once he can not do it, the substitutive packaging will be always an Odette cardboard box, with the same size than its returnable packaging and with the same quantity of pieces.
- 1.2.7 The use of any other kind of packaging will be approved specifically through the "Logistics Conditions Form (P-LL-XX/XX-01 A)".
- 1.2.8 Ficosa International S.A. will use the internal procedure of Engineering Change Request (ECR) to manage the updating of packaging for a reference. (P-CP-XX/XX-02A)
- 1.2.9 To define any packaging, the following points must be taken into account:
- Critical characteristics of the piece quality.
  - Category of the piece.
  - Quantity of pieces per shipment.
  - Consumption per unit of time
  - Available space in the assembly line.
  - Means of transport to use.
  - Means of storage.
- The packaging will have to bear the nature of the piece, its size, its finish, the material and its function inside the final product. Packaging will be suitable in all aspects to protect the pieces loaded in each shipment.
- 1.2.10 Packaging and external measurements Odette, approved as in plastic material as in cardboard material are the following:

**Procedure of requirements for packaging and shipments.**

<b>Bac</b>	<b>Descipción</b>	<b>Dimensiones &amp; Características</b>	<b>Referencia</b>
	<b>4 litros</b> Colores : beige	Ext. : la 297 x an 197 x al 114 mm Int. : la 262 x an 162 x al 93 mm Nom. : la 300 x an 200 x al 114 mm Resistencia a la carga 20 kg Peso : 570 gr Altura bac apilado : 100 mm	<b>3212</b>
	<b>9 litros</b> Colores : naranja	Ext. : la 396 x an 297 x al 114 mm Int. : la 361 x an 262 x al 93 mm Nom. : la 400 x an 300 x al 114 mm Resistencia a la carga 20 kg Peso : 930 gr Altura bac apilado : 100 mm	<b>4312</b>
	<b>18 litros</b> Colores : marfil	Ext. : la 396 x an 297 x al 214 mm Int. : la 360 x an 261 x al 192 mm Nom. : la 400 x an 300 x al 214 mm Resistencia a la carga 20 kg Peso : 1440 gr Altura bac apilado : 200 mm	<b>4322</b>
	<b>xx litros</b> Colores : xx	Ext. : la 600 x an 400 x al 214 mm Int. : la 560 x an 362 x al 194 mm  Peso : 2380 gr	<b>6422</b>
	<b>xx litros</b> Colores : xx	Ext. : la 600 x an 400 x al 314 mm Int. : la 560 x an 362 x al 294 mm  Peso : 2380 gr	<b>6432</b>
	<b>620 litros</b> Colores : Gris	Ext. : la 1200 x an 800 x al 950 mm Int. : la 1120 x an 720 x al 767 mm  Peso : 55000 gr Altura bac apilado : 950 mm	<b>FLC120</b>

All the packaging of cardboard over 18 liters should have grip.


1.2.11 Packaging choice will be done as per the following chart:



1.2.12 The use of cardboard box as alternative packaging will be done on query and after written authorization by Ficosa International S.A. plant. When material is delivered in cardboard box, this one must carry out the following requirements:

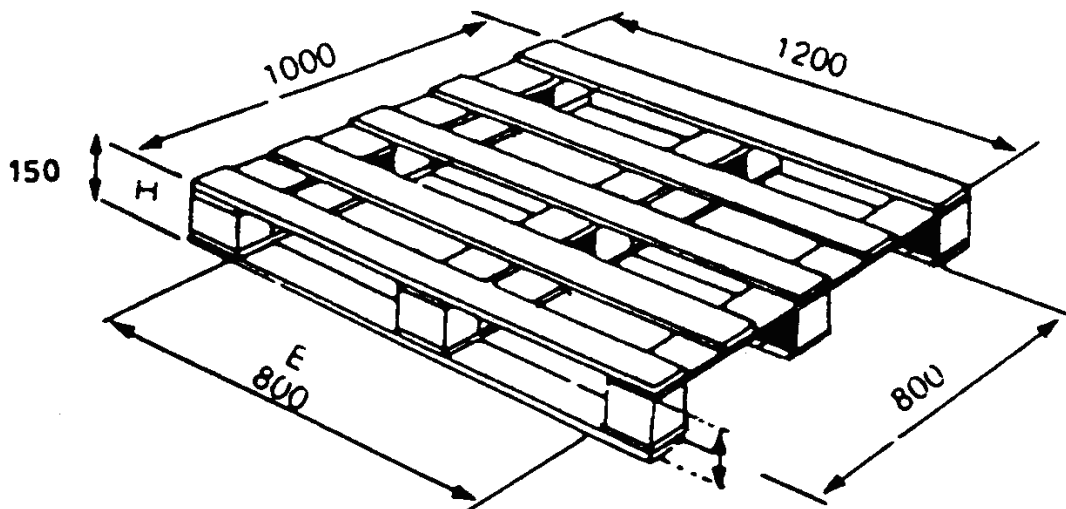
- To be closed with gluing, sticky tape or other means (staples and metal stripes excluded)
- To have grooves upright in its height to secure a better rigidity.
- Not to exceed the weight of 12 Kg. after filled.
- Not to fill with more than one reference per box.




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### 1.3 CONSTRUCTION AND PALLETS SIZE.

- 1.3.1 Pallets sent to any plant of Ficosa International S.A. must be free of defects and in reasonable conditions.
- 1.3.2 Ficosa International S.A. will not accept any material if not delivered in wooden pallets or containers with the following characteristics.
- 1.3.3 Size of the pallets sent to any European plant will be 120 cm long x 80 cm wide. In case shipment is sent to a non-European Plant (for example, Mexico, Brazil), size will be 114 cm long x 98 cm wide. Any other measurement must be approved specifically by the plant through the “Packaging Definition Form (P-LL-XX/XX-01 B)” (See Attached Documents).
- 1.3.4 Pallets must have four entries of E=800 mm and H=150 mm to allow the passing of forks.
- 1.3.5 Pallets must have the beams lengthwise (see picture).



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- 1.3.6 The highest weight on a pallet will be 1,000 Kg, the highest height is 1.10 metres (pallet included)
- 1.3.7 If the supplier has agreed with the plant of Ficosa International the MRP release system (see chapter 5), criteria to apply will be the following: Whenever the quantity of a reference to be delivered exceeds 4 packages (boxes), it will not be acceptable more than a reference per pallet. If the agreed release system is JIT or SMI, it is allowed to deliver pallets with references mixed without any kind of restriction.
- 1.3.8 When different references are mixed, it is needed to tell it through a label size A5 and in blue colour with the inscription “MIXED PALET”, as showed below.

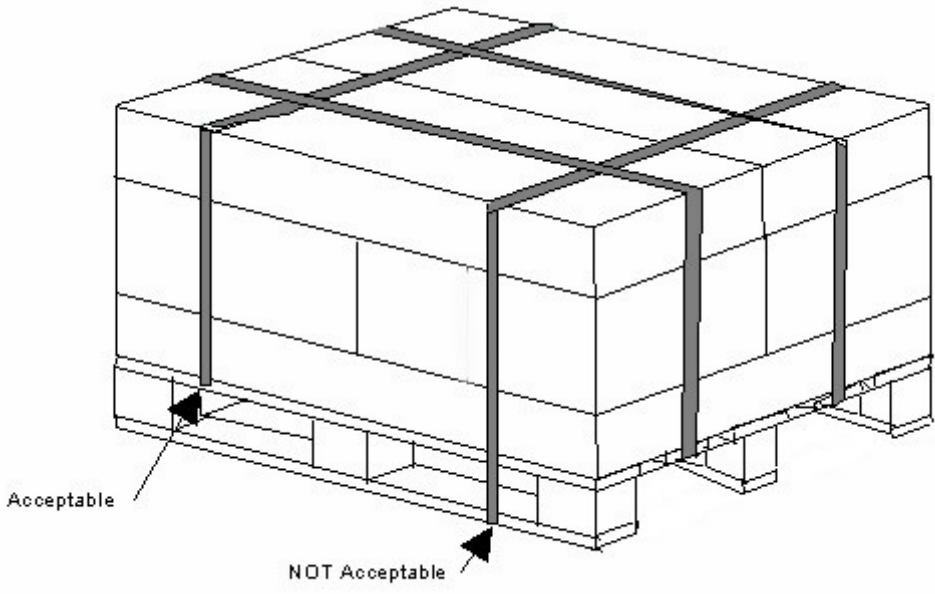


**Note:**

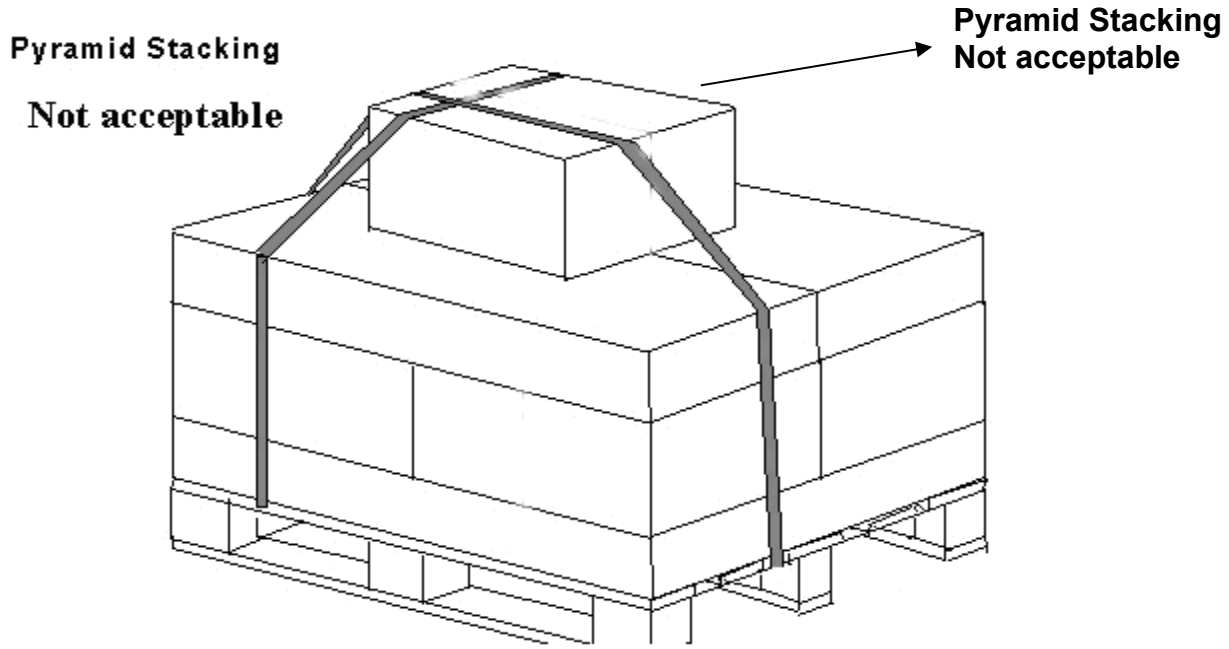
Type of letter must be ARIAL and size 65.


- 1.3.9 Goods must be secured with a plastic stripe in both ways. Metal stripes will not be acceptable in any case. Supplier will have to guarantee the wholeness and stability of the goods during all the flow until be consumed, especially if goods have to be cleared for an intercontinental delivery. Plastic coating (retractable cover) will only be used if there is a written authorization from the plant.
- 1.3.10 To get a better improvement, it is usually needed to pile up more than one height. So it means to pay attention to the use of packaging with strength enough to support the loads.
- 1.3.11 Any deviation must be approved through the “Packaging Definition Form (P-LL-XX/XX-01 B)”.

1.3.13 The plastic stripes will not be placed horizontally but vertically, so the pallets can be rightly handled by forklifts or tilt-trucks. Besides corners of the boxes will have to be secured with protections, and they must be placed in both ways.

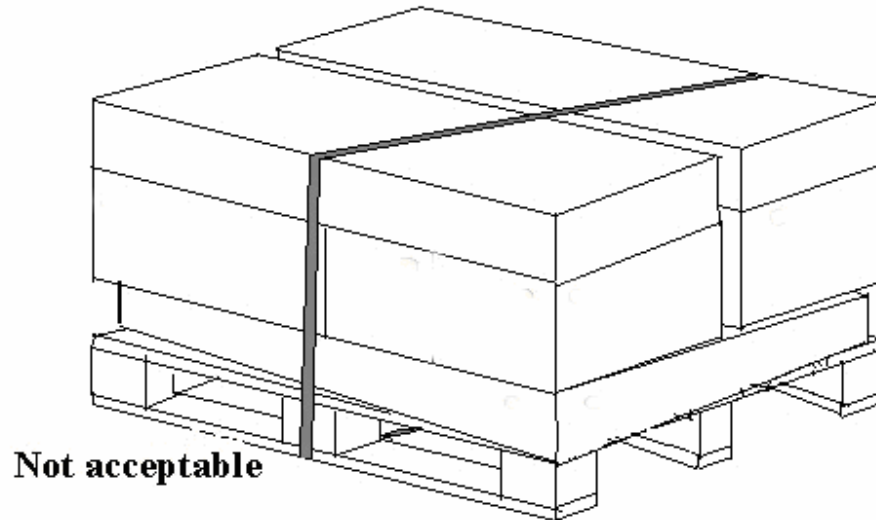


1.3.14 Pallets will be built in such a way that they can be piled up. Pyramid constructions not allowed.



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### Poor Alignment / Incorrect Loading / Insufficient Banding



1.3.15 When goods have an irregular shape, it is a supplier's responsibility to decide the best way to secure the goods.

1.3.16 No box can jut out from the edges of the pallet.


1.3.17 All the pallets, for export and import should be adhered to the International regulation NIMF15 of the FAO, in order to guaranteeing the phytosanitary quality of the packaging of wood. "International Standard for phytosanitary measures". "Guidelines for regulating wood packaging material in international trade " . <ftp://ftp.fao.org/docrep/fao/006/y4838E/y4838E00.pdf>

#### **1.4 ARRANGEMENT OF DAMAGED MATERIALS.**

1.4.1 When any plant of Ficosa International S.A. receives any material damaged as a consequence of unsuitable protection, it will be considered as not-agreed material and processed according to the procedure of quality assurance of received materials.

#### **1.5 RETURNABLE PACKAGING.**

They can be described as wooden pallets, metal pallets, containers or plastic boxes that can be returned and have a design that offers enough strength to support a continuous use for a period of three years minimum.

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### 1.5.1 Returnable packaging property of Ficosa International S.A.

Suppliers, who have this kind of packaging, are responsible of its correct use during the stay in their factories, avoiding any kind of damage. Likewise it is compulsory to send a notification through a delivery note each time that it is made a material delivery. This note will show the quantities delivered and the quantities stocked by the supplier after delivery.

When contract has expired or when changes are made in packaging, distribution of returnable packing belonging to Ficosa International S.A. will finish automatically. All returnable packing held by the supplier will be immediately sent back to Ficosa International S.A.

The returnable packaging belonging to Ficosa International S.A. will be only used for the specified pieces and can not be used by a third party. The supplier will accept his responsibility for losses, damages or negligence inside his factory.

The allocation of the kind of container for each piece – supplier will be done as per point 4.1.


### 1.5.2 Returnable Packaging belonging to Supplier.

Ficosa International S.A. is responsible for the returnable packaging belonging to supplier and its correct use during its stay in Ficosa International S.A., avoiding any kind of damage.

The returnable packaging belonging to SUPPLIER will be only used for the specified pieces and can not be used by a third party. Ficosa International S.A. will accept responsibility for losses, damages or negligence inside its factory.

## 1.6 DANGEROUS MATERIALS


All the dangerous loads (IMO) should have its ADR or “bill of lading” corresponding, to be labelling according to the norm and to have the packing list according to the local language by where travel the merchandise. (“International European Agreement for the transportation of Dangerous Merchandise by Highway”), and should go signed by a Counsellor of Security or the Logistic Director of the plant.

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#### **4 IDENTIFICATION**

##### **1.7 SAMPLES, PRE-PRODUCTION MATERIAL AND INGENIERING CHANGES.**

- 1.7.1 These kinds of pieces have a very limited availability and also are very expensive. These facts cause that Ficosa International S.A. expects from their suppliers to comply with all the requirements of this procedure and also expects that those shipments are documented with separated delivery notes that include the following details at the very least:
- 1.7.2 Delivery note will have to enclose the following inscription "SAMPLES MATERIAL" or "PRE-PRODUCTION MATERIAL".
- 1.7.3 Show the attention of the person who will receive the material.
- 1.7.4 All the samples or pre-production material packaging must comply with all the requirements of this procedure and include a label in orange colour reading samples material or pre-production material. (Attached Documents)
- 1.7.5 When an engineering change in a reference is done, it is needed that at least for two weeks of first shipments, goods are additionally identified with a special label, in blue colour. (Attached Documents)

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## **1.8 MATERIAL DELIVERY NOTES AND INVOICES.**

1.8.1 Any goods delivered to any plant of Ficosa International S.A. will be document by a delivery note. This note is provided by the Ficosa Supply web.

1.8.2 Handling different kinds of packaging in measurements and quantities complicates their internal management and cause mistakes. Ficosa International S.A. expects from its suppliers to deliver packaging approved in quantities and measures. Shipments of lot remainders are not acceptable.

1.8.3 The minimum details that must appear in delivery notes are the following:

### **1.8.3.1 Supplier's minimum details showed on the delivery note**

1.8.3.1.1 Supplier's name. **(x)**

1.8.3.1.2 Supplier's full address. **(x)**

1.8.3.1.3 Supplier's code assigned by Ficosa International S.A. **(x)**

### **1.8.3.2 Minimum details of the plant where material goes in the delivery note.**

1.8.3.2.1 Name of the plant to which materials are addressed. **(x)**

1.8.3.2.2 Delivery address just as showed in the schedule sent by the plant of Ficosa.

1.8.3.2.3 Reference in detail in the delivery note.

1.8.3.2.4 Ficosa reference just as showed in the schedule sent by Ficosa. **(x)**

1.8.3.2.5 Reference's description just as showed in the schedule sent by Ficosa. **(x)**

1.8.3.2.6 Total quantity of delivered pieces of the reference. **(x)**

1.8.3.2.7 Packages for each reference. In case the plant authorize delivering a quantity lower than a unit of packaging, this one will be showed in another line of the delivery note. So the total quantity will coincide with the rest of packaging.

1.8.3.2.8 Unit of measurement in which goods are delivered. **(x)**

1.8.3.2.9 Ficosa order number, just as showed in the schedule sent by Ficosa.

### **1.8.3.3 Added Data of the goods.**

1.8.3.3.1 Total weight of the material showed in the delivery note. **(x)**


1.8.3.3.2 Number of packages that make the shipment broken down in pallets and separated packages, including measurement of those ones. **(x)**

### **1.8.3.4 Import goods (or export).**

It is required to enclose the delivery note with a commercial invoice for export (without VAT), and will include the information of the delivery note marked with a **(x)** besides the following details:

Incoterm

- Cost per unit, total cost per reference


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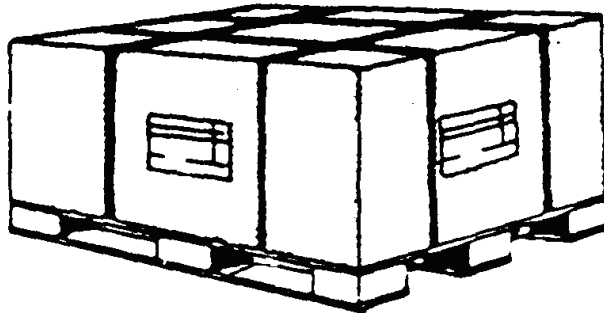
- Foreign currency
- Tariff entry number
- Supplier's tax code
- Certificate of Origin (Eur-1, ATR-1, Form A.)

## **1.9 LABELS FOR MATERIAL IDENTIFICATION.**


- 1.9.1 Labelling and identification of each package will have to be done according to the following points:
- 1.9.2 Every box must be labelled according to Odette standard. Ficosa International S.A will provide this standard to any supplier who demands it. Suppliers usually working through the Ficosa Supply web will have to use standard labels provide by this tool.
- 1.9.3 If supplier delivers using non-returnable packaging, he shall be responsible for the method of label attachment, providing that he ensures it will remain in place during the transit flow and handling movements at the Ficosa plant. If supplier delivers goods in returnable packaging, label will be glued on the place of the packaging marked for that purpose. Label has to be glued at such way it allows to be removed easily and reused after.
- 1.9.4 The essential fields written in the label are the following: a) receiver's details as showed in the Ficosa schedule; b) delivery address just as showed in the schedule sent by Ficosa, c) number of the delivery note documenting the package; d) Ficosa reference just as showed in the schedule , e) reference's description; f) quantity of pieces held in the box, g) supplier's code; h) "Serial Plate" sole number of box – suppliers must guarantee that they are not duplicated; i) supplier's share. (See Attached Documents)
- 1.9.5 Ficosa requires labelling every pallet, besides the single labelling for each package. That causes that suppliers have to use Only Load Master Odette labels when the pallet only holds one reference or Mixed Load Master Odette label when the pallet holds more than one reference la pallet. (See Attached Documents). Labels must be placed on two consecutive sides of the pallet.



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Etiqueta fijada sobre dos lados consecutivos de la paleta

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## 5 DELIVERY SCHEDULES

Suppliers for Ficosa International S.A. must have the aim of fulfilling completely the deliveries of all the references requested by every Plant. That means to deliver the right quantity of an item with the appropriate quality in the right place and in the right time, as specified by the plants in the delivery release system chosen.

There are two delivery release systems:

- 1.9.6 JIT system (Just in time): For supplying all high consumption materials through Supply web or e-mail. This system provides delivery orders according to the frequency agreed with the supplier. It is usually used by suppliers who deliver several times per week.
- 1.9.7 MRP System: usually used for supplying spare parts, low volume goods and no JIT suppliers through Supply web or right fax. It is also used to give the suppliers estimates of consumption in medium and long term.

Schedule delivery dates (directly related to the inciter, for example, if it is EXW delivery dates will show departure from supplier's warehouse, and if it is DDU will show when delivered in the plant) and frequency will be agreed between each Plant of Ficosa International S.A. and their suppliers. These conditions will be showed in the "Logistics Conditions Form (P-LL-XX/XX-01 A)" (See Attached Documents), which is created for each one of the references.


The supplier is responsible for guarantee a continuous flow of materials to the Plants of Ficosa International S.A in the supply process. So it is required that suppliers consider and observe the following points:

- 1.9.8 Suppliers will receive the request programmes the day (s) of the week that choose each Plant for every supplier, according to the release system agreed with the supplier. This day will be always the same for each Plant – Supplier, so if supplier does not receive the schedule the day assigned, it is his duty to communicate it immediately to his supplying contact in the plant. A failure of delivery will not be accepted if it is consequence of not having received the schedule. Schedule can be sent through three ways:

- a) By Supply web; for all suppliers who have access to the Ficosa Supply Web.

**VERY IMPORTANT:** Ficosa international S.A. is going to strengthen this way in order to become the one and only method used by their suppliers.

- For JIT suppliers: to receive delivery orders.
- For MRP suppliers: for forecasts and deliveries.

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That fact requires that all suppliers have internet access (one ADSL connection minimum).

d) By e-mail; for JIT material release system.

f) By fax, for all suppliers that the Plant considers appropriate. This way is exceptional; its use will be preferably for urgent events.

1.9.9 JIT suppliers will receive weekly the schedules in order to plan the capacity the, decide the needs of resources and materials. All requirements will be planned and they will only receive definite orders through the JIT System.

1.9.10 MRP suppliers will receive weekly the schedule in order to plan the capacity, decide the needs of resources and materials. Schedule will be made with one definite week, corresponding to the delivery web, and nine planned weeks minimum.


1.9.11 The Plants will only place definite orders when those ones become delivery orders.

1.9.12 Each Plant of Ficosa International S.A. will settle agreements of absorption obsolete material, generated by an engineering change or a sudden cancellation of the schedule, for any one of the references. This commitment will be established in the "Logistics Conditions Form (P-LL-XX/XX-01 A)" (See Attached Documents).

1.9.13 Suppliers for Plants of Ficosa International S.A. must be able to fulfil increases that do not surpass the safety stock required by each Plant. Stocks levels could vary depending on the Plant. The safety stock is agreed by the Plant and the Supplier, and showed in the "Logistics Conditions Form (P-LL-XX/XX-01 A)" (See Accumulated, Commitment of Stock Absorption because obsolete, Manufacture)

1.9.14 Supplier will have to identify, in each schedule he receives, possible risks of non-compliance of the schedule. He must immediately tell his contact for Materials Logistics in the Plant that he is not able to fulfil the materials requirement, and provide the following information:

- The form "Non-compliance of delivery notification "(P-LL-XX/XX-01 E)" (See Attached Documents), showing the reason why he can not fulfil the schedule.
- The form "Manufacture planning (P-LL-XX/XX-01 F)" (See Attached Documents), where the recovery plan to protect manufacturing from non-compliance of schedule is showed. The plan will be updated and sent to the plant as often as the plant has required it.

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1.9.15 If an urgent shipment is required, it has to be used the transport company agreed between the Plant and the Supplier, showed in the “Transport Route Instructions Form (P-LL-XX/XX-01 C)” (See Attached Documents). An agreement will be made about who is responsible for an urgent shipment before sending this shipment, form “Authorization for Non-compliance of Transport Route (P-LL-XX/XX-01 D)” (See Attached Documents). If supplier is responsible, shipment will be “pre-paid”. Supplier is also responsible of tracking the shipments until the goods are received by the plant, and he must keep informed his contact person in the Logistic Department of the Plant.

1.9.16 The supplier will have to deliver the references in quantities and dates requested in JIT orders or explained in the MRP programmes. These quantities will not surpass quantities requested in orders. It is not either accepted delivery shares that do not fulfil **the needs of the plant in the time period from one delivery to the next, and if these are higher than the unit of packaging.** Any cost caused by an excessive loading will be charged to the supplier.

1.9.17 The contact in Logistics dept. of each Plant of Ficosa International S.A. will be the only authorized person to place orders to suppliers.

1.9.18 The lowest delivery share will be the unit of packaging.

1.9.19 The material release schedule will go on the working year of each Plant of Ficosa International S.A. It will observe delivery date and frequency agreed between Supplier and the Plant in the “Logistics Conditions and Packaging Definition Form (P-LL-XX/XX-01 A y P-LL-XX/XX-01 B)”. The Plants of Ficosa International S.A. will give the working year of the next year to each one of their suppliers in December of the current year.

**NOTE**

Suppliers who deliver items through Release System JIT could be informed about a change of date one week in advance.


1.9.21 Any cost caused by excessive loading will be charged to supplier.

1.9.22 The supplier will give to every Plant of Ficosa International S.A. a list with contact people 24 hours, according to the “Contact List Form (P-LL-XX/XX-01 G)” (see Attached documents).

1.9.23 The supplier is responsible for all costs caused by delays and other related costs caused by non-compliance of delivery requirements.

**NOTE**

The material, if there is an agreement between the Supplier and Ficosa, can be consignment; according to the conditions and guidelines established on the “Consignment Agreement ”: P-LL-XX/XX-01- (see Attached documents).

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## **6 SHIPMENTS AND TRANSPORT**

The choice of the transport system (milk run, consolidating centre, grouping, full truck, ocean container) for shipments from suppliers to Ficosa International S.A. Plants is decided by the following factors:

1. Supplier's location
2. Product volume
3. Shipment costs

The thought of all FICOSA INTERNATIONAL S.A. plants is optimize the most transport expenses of suppliers' shipments, using the factors above mentioned.

Next supplier's responsibilities to support our transport requirements are listed:

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1.9.24 All shipments must enclose the suitable documents. Documents have to include delivery note of the shipment will all the information in point 4.2 of this document. The compulsory official delivery note will be provided by the Supply web.

1.9.25 Shipment of goods will always have to enclose an electronic Advance Shipping Notification (ASN) (provided by the Supply web). The ASN must have the guide number of the forwarder to make possible tracking if required (characteristic of ASN). It is compulsory that all suppliers have Internet connection in order to send the ASN.

1.9.26 The ASN must be sent at the latest, when forwarder has loaded and left supplier's facilities, (maximum 30 minutes after left supplier's facilities).


1.9.27 When it is not possible to make an electronic ASN, the supplier will fax a copy of the shipment documents to the contact person for supplying in Ficosa International S.A. Plant. These cases will be exceptional and will be only authorized in case of emergency (if the Supply web of Ficosa International does not work).

1.9.28 When the Plant of Ficosa International S.A. is responsible for payment of transport costs, supplier will be provided with route instructions (P-LL-XX/XX-01 C) (see Attached Documents), usually showed in the schedule through the Supply web. Route instructions will show a main forwarder and a forwarder for urgent shipments.

1.9.29 When supplier is responsible to pay transport expenses, he will provide the route instructions according to the format provided by the Plant of Ficosa International S.A. Route instructions will show a main forwarder and a forwarder for urgent shipments.

1.9.30 In both cases, supplier is responsible for guarantee the fulfilment of the route instructions.

**Note:** There could be many routes if supplier provides more than a Plant or Logistic Centre. Please contact the right person in the Supplying Dept. of the plant if you have several destination places and need explanation about them.


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1.9.31 Any failure of fulfilment of the established routes must have the written authorization from the contact person of the Logistic Dept. of the Plant. Authorization number will be given to supplier through the document "Authorization for non-compliance of transport route" (P-LL-XX/XX-01 D) (see Attached Documents). Authorization number will be showed in the guide of the shipment and in supplier's invoice. Additional expenses caused by failure in fulfilment of the authorized routes will be charged to supplier.

1.9.32 When an urgent shipment is made, it is also required an authorization number from the contact person in the Logistic Department of the Plant. The authorization document will show who will pay those expenses for urgent transport. The expenses of urgent transport made without authorization from the Plant will be charged to supplier.

## **7 DISAGREEMENT IN SHIPMENT AND IN PACKAGING**

The staff of the reception of the Warehouse is responsible for checking the quality of the information and data enclosed with the goods received from suppliers, and they will make a Disagreement Material Report (DMR) (P-LL-XX/XX-01 H) (see Attached Documents) if there is any incident. Once the DMR is made, this is given to the Material Supplying responsible.

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### **1.10 DMR CREATION**

1.10.1 People in charge of materials entry identify mistakes in the quality of the information and quality of the shipment at the very moment of receiving goods from supplier and make a DMR. That has to be documented with the proof of the mistake.

### **1.11 COMMUNICATION WITH SUPPLIER**

1.11.1 Materials supplying person checks shipment documents and the proof of the mistake.

1.11.2 Materials supplying person or Leader decides if the DMR is correct.

1.11.3 If DMR is right, the materials supplying person or Leader sends the DMR and copies of shipment documents to supplier at the end of the following working day after making the DMR. Supplier acknowledges receipt signing the DMR, and sends it to the supplying person or Leader at the end of the following working day after having received the DMR. Also he can request an 8D to the supplier. (P-CP-XX/XX-01-H)

### **1.12 SUPPLIER'S PROSPECTS IN REPLY TO DMR**

1.12.1 Supplier can discuss if the DMR proceed or not, during the 24 hours after received it, and sends to the Materials Analyst the documentation that justify it.


1.12.2 Supplier must assign an internal responsible or Leader, to be in charge of all the problems related to DMR. It is a requirement to deliver on time and correctly all the answers to problems detected through the DMR.

1.12.3 The supplier's leader for DMR must follow the development of supplier's DMR's, coordinate the corrective actions defined in the 8D for all the DMR's and communicate the improvement planning to the Ficosa Leader.

1.12.4 When an 8D is requested for a DMR, supplier has to:


- Deliver the 8D to the DMR Leader who requires it. The 8D must include all the possible causes of the problem, how the problem was told to the Material Analyst or Leader and the measures immediately taken to solve it.
- Deliver the full 8D to the Leader of the Ficosa International S.A. Plant within the following 7 days to the date of request.



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**1.13 MATERIAL ANALYST RESPONSABILITY AFTER SUPPLIER'S ANSWER:**

- 1.13.1 If the Material Analyst or Leader accepts the claim of DMR, that will be accepted, and it will be considered finished.
- 1.13.2 If supplier does not answer in the deadline agreed, the Plant of Ficosa International S.A. will considered the DMR like accepted and supplier will be undeserved.
- 1.13.3 If supplier accepts DMR sending a signed copy, the Material Analyst or Leader will recognize the DMR and they will give monitoring to the establishment of the corrective measures defined in this.
- 1.13.4 If there is a disagreement between Material Analyst and supplier, both of them could contact the **Buyer** of the product, so he could intervene in the problem.

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## 8 RECOMENDATIONS

### 1.14 HOW TO USE THESE GUIDELINES

In order to assure that all the packaging is selected and sent following the requirements of Ficosa International S.A., supplier must follow the following steps:


<p>Step 1: For each piece, the plant selects the correct returnable packaging or the alternative correct cardboard box (Odette modular / cardboard box – requested fulfilment) and adequate logistics conditions.</p>
<p>Step 2: The supplier sends to Purchase Department and the plant the “Logistics Conditions Form and Packaging Definition Form (P-LL-XX/XX-01 A, P-LL-XX/XX-01 B)” with the additional data that are requested</p> <p>Step 3: If internal load protection or special protection for the piece is needed, please enclose it in your proposal.</p> <p>Step 4: The packaging responsible the plant of Ficosa after receiving the initial samples with the agreed packing, will give its final approval.</p>
<p>Step 5: Suppliers have to assure in that moment that all their shipments are made according to the shipment/consolidating guidelines.</p> <p>Paso 6: List of final checking to assure that all the steps have been made (do not send this list to the Plant).</p>

**Note:** Approval of final packaging will be only given when production shipments have been audited according to the flow chart showed in point 3.1.

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### 1.15 DO IT

- ✓ **Do it.** When there is a risk of oxidation, use materials that avoid rust; for example VCI products, etc. If needed, for other components use materials which protect the product quality; example, bubbled wrap, not static bags, etc. It is supplier's responsibility to secure piece's protection.
- ✓ **Do it.** Be sure you use packaging Odette modular / cardboard box and pallets according to specification – this system of total integration requires that each element fulfils its function.
- ✓ **Do it.** Be sure you use the highest size of packaging Odette/cardboard box – if using less than 95%; try to use a packaging Odette/cardboard box smaller, in case it is possible in the provided guideline.
- ✓ **Do it.** Be sure that packaging is always suitable for pieces' weight.
- ✓ **Do it.** Inform the destination plant of Ficoso International S.A. through the Statement of "Logistics Conditions Form and Packaging Definition Form (P-LL-XX/XX-01 A, P-LL-XX/XX-01 B)" if pieces are sensitive to temperature. (It is possible to reach temperatures higher than 70° C on transport to some destinations).
- ✓ **Do it.** Control the effect of engineering change in the packaging and show a new Statement of "Logistics Conditions Form and Packaging Definition Form (P-LL-XX/XX-01 A, P-LL-XX/XX-01 B)" any time you change the packaging.
- ✓ **Do it.** Choose reliable suppliers to buy pallets and cardboard boxes.
- ✓ **Do it.** Secure labelling according to recommendations.

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### **1.16 DO NOT DO IT**

- × **Do not** use a cardboard box or returnable packaging not specified in these rules - exceptions are not allowed without previous written approval from the plants of Ficosa International S.A.
- × **Do not** risk your product quality because of an unsuitable packaging - the rule is; zero defects.
- × **Do not** develop a different package from Odette modular cardboard boxes before consulting with your contact in Ficosa International S.A. plant.
- × **Do not** wrap different pieces inside the same Odette box /cardboard box – it is only allowed one reference per Odette box /cardboard box.
- × **Do not** use additional items to strengthen the cardboard boxes (ex. central straps for strength, etc).
- × **Do not** allow that Odette boxes /cardboard boxes exceed from the pallets. Be sure that pallets are correctly piled and positioned.
- × **Do not** use staples to shut the cardboard boxes (down side or up side). Staples could damage the pieces or the worker during unloading.
- × **Do not** send pyramid loads – these loads are never accepted.
- × **Do not** use horizontal straps to improve load's stability – the correct cardboard is strong enough.
- × **Do not** use steel stripes to secure the loads - use plastic stripes or retractable cover.
- × **Do not** use packaging material that can not be recycled or hazardous for environment after removal.
- × **Do not** cut or modify the modular boxes. Example: do not cut the sided seams to make the box smaller.
- × **Do not** use different boxes to make a bigger box. Example: do not join two boxes to make a bigger box.
- × **Do not** allow that the weight of the pallet unit exceeds 1000 kg, pallet basis included, without approval from plant of Ficosa International S.A.

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### 1.17 LIST OF FINAL CHECKING


To assure that you have used the packaging procedure correctly, use the following checking list and mark (ok or not ok) if you have made every step (only for supplier's internal use):

- 1. Has the supplier selected a packaging specification using this guide and the recommendation of the plant of Ficosa received by means of the Logistics Conditions Form and Packaging Definition Form (P-LL-XX-XX-01A, P-LL-XX-XX01B)?
- 2. Has the supplier sent the initial pieces with the agreed packing?
- 3. Has the supplier received the approval for this packing proposal?
- 4. Have you selected the suitable labels and the pallet basis that have to be used when sending this packaging?
- 5. Have you selected a packaging supplier who can provide cardboard boxes according to the specification?
- 6. Can your suppliers provide you requested packaging according to your volume of shipments and deadlines?
- 7. Has training been considered for the warehouse staff in order to assure all shipment and consolidating guidelines are fulfilled?
- 8. Have you documented internally the process in order to assure that shipments will always be done according to the approved specification?
- 9. Have you agreed jointly with Ficosa International the Logistics Conditions for their references?

## V. APENDIX

**1.18  
SAMPLES OR PRE-PRODUCTION MATERIALS.**

**FIGURE 1: LABEL FOR**

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## **SAMPLE or PRE-PRODUCTION DELIVERY**

**SAMPLE**       **PREPRODUCTION**  
N

**REFERENCE:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_

**LEVEL** \_\_\_\_\_

**INGENIERÍA:**

**PROJECT:** \_\_\_\_\_

**To the attention of:** \_\_\_\_\_

**1.19  
ENGINEERING CHANGE.**

**FIGURE 2: LABEL FOR**

## ENGINEERING CHANGE


REFERENCE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

NEW ENG LEVEL: \_\_\_\_\_

PREVIOUS ENG LEVEL: \_\_\_\_\_

PROJECT: \_\_\_\_\_

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**1.20 LABEL.**

**FIGURE 3: ODETTE BOX**

RECEPTOR	MAQUINARIA		
NO. DE DOCUMENTOS	DIRECCION DE PRODUCCION		
FECHA DE REFERENCIA	PRECEDENTE	PRECEDENTE P05	NUMERO DE CAJAS <b>1</b>
<b>1254688</b>			
			
CANTIDAD	NOMBRE PIEZA		
<b>45</b>	REFERENCIA PRODUCCION		
<b>23.567334</b>			
PROCESO	FECHA		
6604	D880520 P05		
NUMERO DE SERIE	CANTIDAD		
37676766	88051554		
			
DIRECCION PLANTAS	COORDINADOR PLANTA		

ETIQUETA DE IDENTIFICACION DE REFERENCIA "S"


**1.21 LABEL FOR SOLE LOAD PALLET.**

**FIGURE 4: LABEL FOR SOLE**

RECEPTOR	MAQUINARIA		
<b>DESTINATARIO DIRECCION/PLANTA</b>	<b>-005</b>		
NO. DE DOCUMENTOS	DIRECCION DE PRODUCCION		
<b>433356999</b>	<b>REMITENTE</b>		
			
FECHA DE REFERENCIA	PRECEDENTE	PRECEDENTE P05	NUMERO DE CAJAS
<b>1254688</b>	<b>115</b>	<b>165</b>	<b>16</b>
			
CANTIDAD	NOMBRE PIEZA		
<b>45</b>	REFERENCIA PRODUCCION		
<b>23.567334</b>			
PROCESO	FECHA		
6604	D880520 P05		
NUMERO DE SERIE	CANTIDAD		
37676766	88051554		
			
DIRECCION PLANTAS	COORDINADOR PLANTA		

ETIQUETA MAESTRA DE CARGA UNICA "M"



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**1.22**  
**MIXED LOAD PALLET.**

**FIGURE 5: LABEL FOR**


<b>DESTINATARIO</b> <b>DIRECCION/PLANTA</b>		<b>-352</b> <b>-R7648</b>	
NO. DE DOCUMENTOS <b>433356999</b>		DIRECCION DEL PROCEDIMIENTO <b>REMITENTE</b>	
		NO. DE PALLETES <b>115</b>	NO. DE CAJAS <b>165</b>
NO. REFERENCIA/NO. PRODUCTO/PART. NO. (P) <b>EMBALAJE MIXTO</b>		NO. DE CAJAS <b>16</b>	
CAMPAÑAS  INCLUIDO EN <b>6604</b>		DESCRIPCION  REFERENCIA PRODUCTO  CODIGO <b>D900308</b>	
NOMBRE DE ORIGEN <b>37676766</b>		DIRECCION DEL PROCEDIMIENTO CODIGO DE ORIGEN <b>1</b>	

ETIQUETA MAESTRA DE CARGA MIXTA "0"

**1.23**  
**PLASTIC BACS.**

**FIGURE 6: LABELLING FOR**



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## 1.24 PACKAGING MEASUREMENTS

**IMC & AMERICA**

### Boxes Standards

ESTANDAR	CÓDIGO FICOSA	CARTOON NUMBER	EXTERIOR DIM. (mm)			EXTERIOR DIM. (in)			TARE WT (Kg)	BURST STRENGHT kPa	COMB. FACING (Kg)	PALLET DIM (mm)		PALLET DIM (in)		CANT. de CAJAS x LAYER	CANT. de CAJAS x PALLET	VOLUMEN (dm <sup>3</sup> )
			L	W	H	L	W	H				L	W	L	W			
<b>I M C</b>	008	IMC 008	140	120	60	9.5	4.8	2.4	0.1	1320	208	980	1140	39	45	64	1024	1.01
	009	IMC 009	140	120	120	9.5	4.8	4.8	0.1	1320	208	980	1140	39	45	64	512	2.02
	010	IMC 010	140	240	120	9.5	5.5	4.8	0.1	1320	208	980	1140	39	45	32	256	4.03
	030	IMC 030	280	240	120	11	9.5	4.8	0.2	1320	243	980	1140	39	45	16	128	8.06
	040	IMC 040	280	240	240	11	9.5	9.5	0.3	1320	243	980	1140	39	45	16	64	16.13
	060	IMC 060	280	480	240	19	11	9.5	0.8	1320	294	980	1140	39	45	8	32	32.26
	100	IMC 100	560	480	240	22	19	9.5	1.3	2180	692	980	1140	39	45	4	16	64.51

ESTANDAR	CÓDIGO FICOSA	CARTOON NUMBER	EXTERIOR DIM. (mm)			EXTERIOR DIM. (in)			TARE WT (Kg)	BURST STRENGHT kPa	COMB. FACING (Kg)	PALLET DIM (mm)		PALLET DIM (in)		CANT. de CAJAS x LAYER	CANT. de CAJAS x PALLET	VOLUMEN (dm <sup>3</sup> )
			L	W	H	L	W	H				L	W	L	W			
<b>A M E R I C A</b>	209	AME 209	152	190	127	5.98	7.48	5	0.1	1320	208	1143	1219	45	48	48	384	3.67
	210	AME 210	305	190	127	12	7.48	5	0.1	1320	208	1143	1219	45	48	24	192	7.36
	230	AME 230	305	381	127	12	15	5	0.2	1320	243	1143	1219	45	48	12	96	14.76
	240	AME 240	305	381	254	12	15	10	0.3	1320	243	1143	1219	45	48	12	48	29.52
	260	AME 260	610	381	254	24	15	10	0.8	1320	294	1143	1219	45	48	6	24	59.03
	999	AME 999	1129	1053	689	44.4	41.1	27.1	12				1219	1143	48	45		818.63

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## **VI. APENDIX**

Not applicable

## **VII. RELATED FORMS**

P-LL-XX/XX-01-A, Logistics Condition Forms  
P-LL-XX/XX-01-B, Packaging definition Form  
P-LL-XX/XX-01-C, Transport Route Instruction Form  
P-LL-XX/XX-01-D, Authorization for Non-compliance of Transport Route Form  
P-LL-XX/XX-01-E, Non-Compliance of Delivery Notification Form  
P-LL-XX/XX-01-F, Daily Production Plan Form  
P-LL-XX/XX-01-G, Contact List Form  
P-LL-XX/XX-01-K, Recommendations of Logistics Conditions Form  
P-LL-XX/XX-01-H, Report of Material Discrepancy Form. (DMR).  
[P-LL-XX/XX-01-I, Consignment Agreement.](#)