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HF-1847EN_C (2013-03)

Issue date:	Process Designer (PDE)	Process Leader of the Business Process:	HELLA Norm responsible
2013-06-13	GH-LOGP K. Berghoff-Rüpp	GH-LOG Dr. Jens Dodel	HCC-CDI-E Dr. Udo Buschmann

1 Process assignment acc. to HP-CMS

Business Process: Trading
Main Process: Trading IAM
Sub Process: Logistics process IAM

2 Purpose and scope

2.1 General Information

Every day, we face the challenge of fulfilling our customers' highest expectations and wishes. For HELLA logistics, this means every logistics activity is carried out under the aspect of customer satisfaction, both internally and externally. This requires a smooth flow for logistics processes throughout all the stages of the supply chain.

HELLA Distribution GmbH (referred to below as "HD") operates the central warehouse which supplies the Aftermarket & Special OE business division's sales companies worldwide, and also national and international direct customers. To ensure smooth logistical processing between HELLA KGaA's suppliers and the HD goods-inward department, they must adhere strictly to logistical, administrative and organizational guidelines. Consistent compliance minimizes the need for explanations and wasted effort caused by manual or additional handling.

Unless otherwise specified (for specific company sites or products, for example), the Supply Guideline provides general rules that apply to the delivery of materials to HD, for the Aftermarket & Special OE business division. Among other things, it specifies which information must be provided to accompany a delivery, on paper or electronically, which packaging materials and auxiliary loading aids can be used, and how loading units should be put together.

In addition to this Supply Guideline, it is also necessary to take note of the Packaging Guidelines for Merchandise HN26112 and the Cross Docking Guideline HN26110. These documents describe the qualitative demands placed on packaging, the methodology applied to product and shipping packaging used for HELLA merchandise, and the Cross Docking Process for Sales Companies. In addition the Hella EDI Guideline contains all the information relevant to EDI.

2.1.1 Validity

This Supply Guideline applies to all suppliers of merchandise for the Aftermarket & Special OE business division. Goods for OES and SOE customers with individual customer agreements instead of this Guideline are an exception. The current version applies.

2.1.2 Variations from this Guideline

Deliveries that do not comply with this Guideline cause considerable extra work at HD's central goods-inward department, because the way the goods are booked in deviates from the standard process. Variations in packaging must always be agreed with HELLA's product managers, and require specific approval and documentation with a packaging data sheet (form 5532). HD will pass on any additional costs arising from variations that have not been approved to the relevant organization. The supplier is responsible for complying with this Guideline. HD will inform the supplier directly of any defects that occur, and also notify HELLA KGaA for their information.

3 Normative references

Packaging Guidelines for Merchandise	HN26112
Cross Docking Guideline	HN26110

4 Definitions

ADR - The European Agreement concerning the International Carriage of Dangerous Goods by Road

Package - piece of freight - smallest unit of a goods delivery

EDI - Electronic Data Interchange

EDIFACT - Standardized document exchange format

HD – HELLA Distribution in Erwitte

HD PMD – HELLA Distribution packaging depot in Erwitte

HD-WE - HELLA Distribution GmbH goods-inward department in Erwitte

OES – Original Equipment Services

SOE customers – Customers from the Special Original Equipment line of business

Terminland – Internet application used for booking an unloading window in the goods-inward department or

Cross Docking at HELLA Distribution

VDA - Verband der Automobilindustrie e.V. (German Association of the Automotive Industry)

5 Delivery

The supplier must always observe the following points when delivering goods to HD:

- They must write the delivery address/unloading point clearly on all way bills.
- Goods acceptance times : Monday to Friday, 6 am to 9 pm
- Booking an unloading window: HD-WE Terminland (www.Terminland.de)
- Unloading type: tailgate unload + side unload (<5 pallets)

HELLA DISTRIBUTION GMBH
Goods-inward department HD-WE
Overhagener Weg 14
59597 Erwitte

If a consignment contains goods for different delivery addresses/unloading points, the supplier must create a separate way bill for each unloading point (see Annex).

For deliveries of HELLA KG goods and empty containers, an unloading window must be reserved in the Terminland HD-WE booking tool 24 hours before arrival (see Annex). If the booked arrival time is exceeded by more than 30 minutes, the unloading window expires, and HD will assign a new one, which might cause waiting times.

5.1 Goods acceptance with reservations

The Incoterm agreed between HELLA KGaA and the supplier regulates the transfer of risk for the goods. Goods are always accepted at HD subject to the reservation that they are checked at a later point in time. Only the number of packages (pallets, packets, etc.) and the outward appearance of the shipment packaging are confirmed on receipt.

If damage to the goods is identified on delivery, HD will ask the carrier to confirm this on the way bill.

5.2 Notification/electronic data exchange

Electronic Data Interchange (EDI) is a tried and tested tool for ensuring that the goods receipt process is smooth and efficient. For this reason, HELLA KGaA prefers all its merchandise suppliers to be able to transmit data using electronic remote data transmission (EDI). HELLA uses the globally applicable standard format EDIFACT.

5.3 Accompanying documentation

5.3.1 Necessary accompanying documentation

The supplier is responsible for ensuring that the documents are correct, complete and consistent.

The **way bill/CMR** must contain the following data:

- Carrier
- Goods recipient
- Client
- Total weight
- Number of packages
- Quantity and type of equipment used

The **delivery note** must contain the following data:

- Supplier with address and contact person's name
- Delivery date
- Delivery address
- Goods recipient
- Recipient's order number
- Recipient's article number
- Total units
- Number of packages/pallets

Other documents for importing from non-EU countries

- Invoice
- If necessary, other documents, e.g. preference document

5.3.2 Dangerous goods

In accordance with ADR regulations, the appropriate transport document must be handed over for dangerous goods. The delivery driver must be qualified to transport dangerous goods (ADR certification). The vehicle must have special ADR permission to transport dangerous goods.

5.4 Information provided on the delivery unit / delivery unit marking

Every delivery unit must clearly display the following information on the outside.

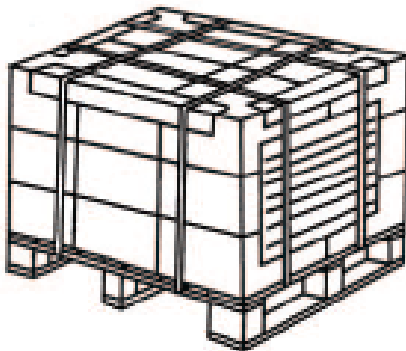
- VDA transport label VDA 4902 (see annex)
- As an alternative to the VDA label, non-mixed trade units can be identified by a single label (Hella item no. and quantity). Mixed trade units must be marked with a unique "Mixed Pallet" label (see annex) and a packing list (see annex).

No superfluous labels, apart from packing lists for mixed trade units or boxes, must be attached to the trade unit or package. HD will charge the supplier commensurately for any extra time and effort required to remove them, for example.

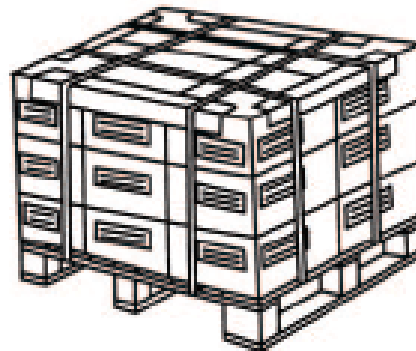
5.5 Delivery guidelines

4.5.1. Attaching the shipping label

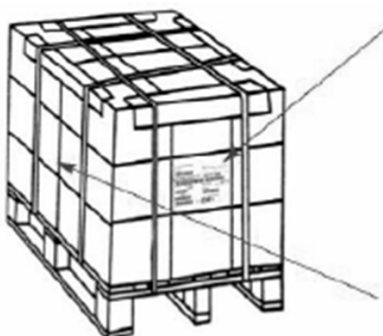
When attaching the VDA transport label, care must be taken to ensure that it will not become detached during loading and unloading, and that it is flush with the surface of goods being transported. The label must be affixed securely at four points. Shipping labels must not be affixed directly to the product box. It must be possible to remove the labels without leaving residues. Barcodes must not be obscured by strapping.



Non-mixed loading unit



Mixed loading unit



VDA label in the middle of the narrow side (short side), as otherwise not legible on the conveyor belt.

Warning signs (mixed/heavy loading unit) for unloaders must be positioned visibly on the broad side on the right (long side) of the loading unit.

6 Loading unit formation

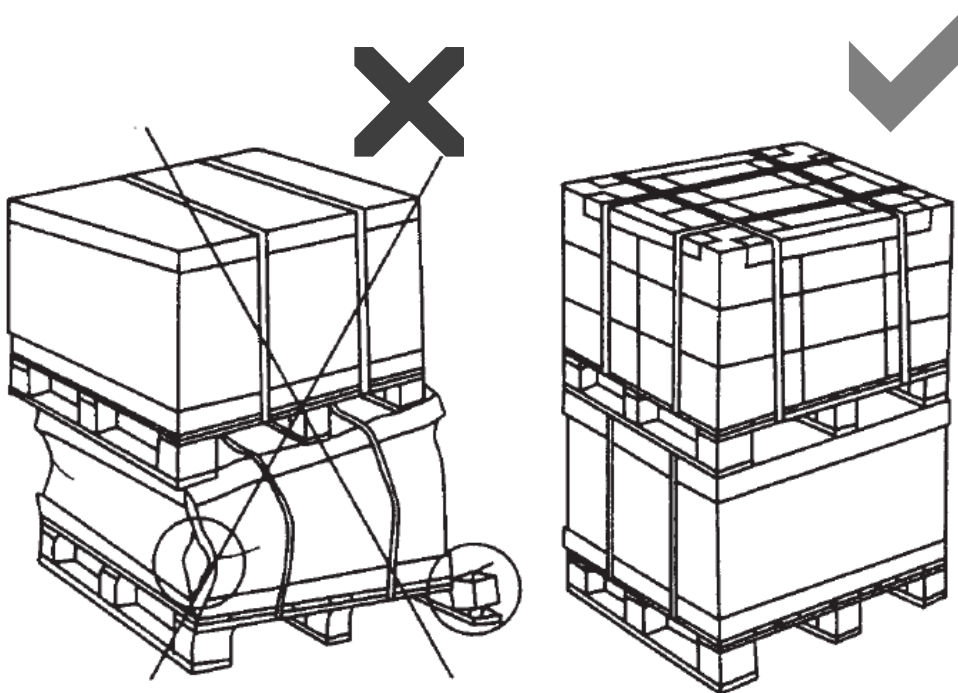
Loading units combine transport packing and load carriers into transport and storage units. When creating a loading unit, the following points must be taken into account:

Dimensions and packaging height

- The packaged goods must not be larger than the basic dimensions of the loading units.
- The maximum height of 1,240 mm must not be exceeded.
- The weight of a loading unit must not exceed 600 kg.
- The maximum weight of a package must not exceed 20 kg.
- Any variations due to the nature of the product must be agreed separately with HELLA and documented in a packaging data sheet (form 5532).

Stacking and handling

- It must be possible to stack the loading units two high.

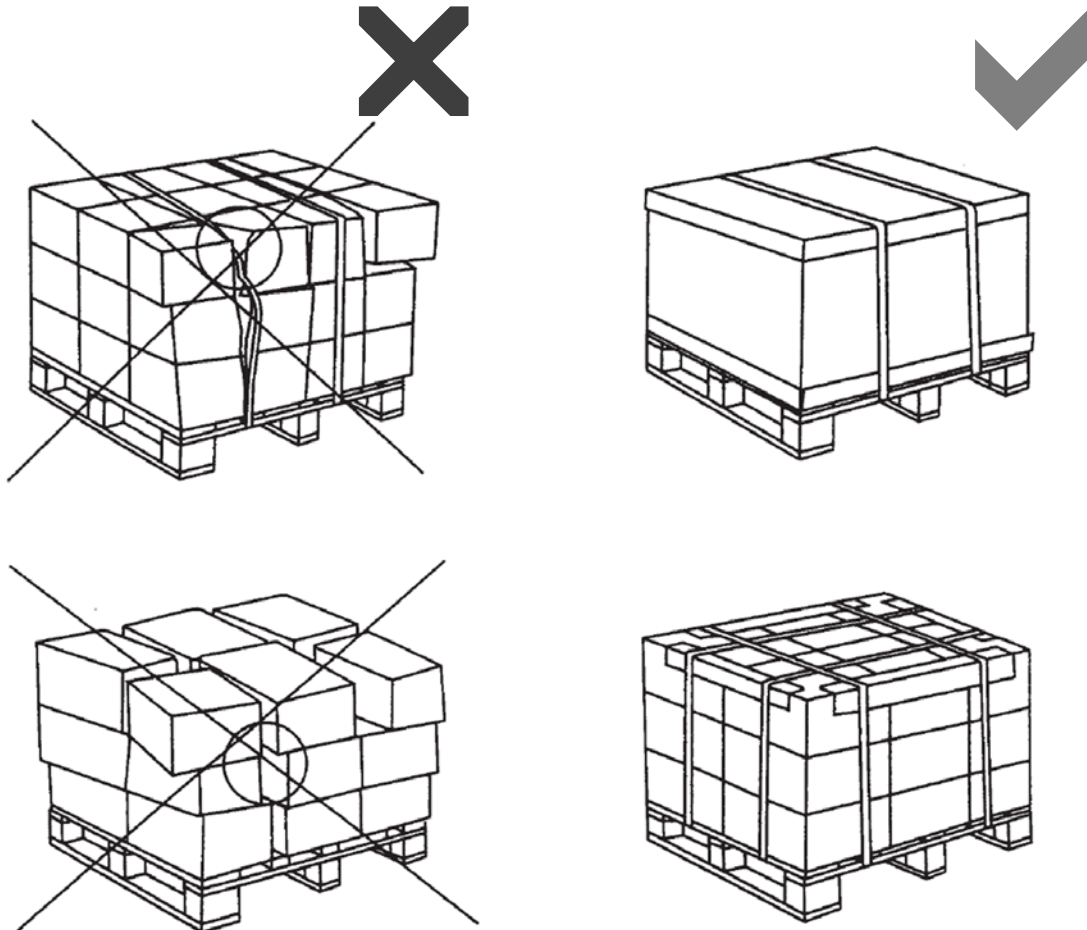


It must be possible to handle the units with modern handling equipment and automated conveyor technology at all times. The space between the feet of the pallet must therefore not be obstructed when the load unit is secured, e.g. by knotted stretch films.

Load restraints

- Loading units must be secured in such a way that the transport packing cannot slip during transportation. This can be achieved by the use of:
 - Intermediate layers (cardboard)
 - Shrink hoods
 - Plastic lashing straps (including L-shaped edge protectors, preferably made of cardboard)
 - Stretch film
 - Timber frame (as specified in the IPPC Standard, ISPM No. 15 treated and marked on both sides)

- Securing straps must not be allowed to cut into the cardboard boxes. This must be prevented using **protective edge strips**.



The removal of part of a loading unit must not endanger the stability of the remaining quantity.

6.1 Approved load carriers

6.1.1 Specification for reusable flat pallets

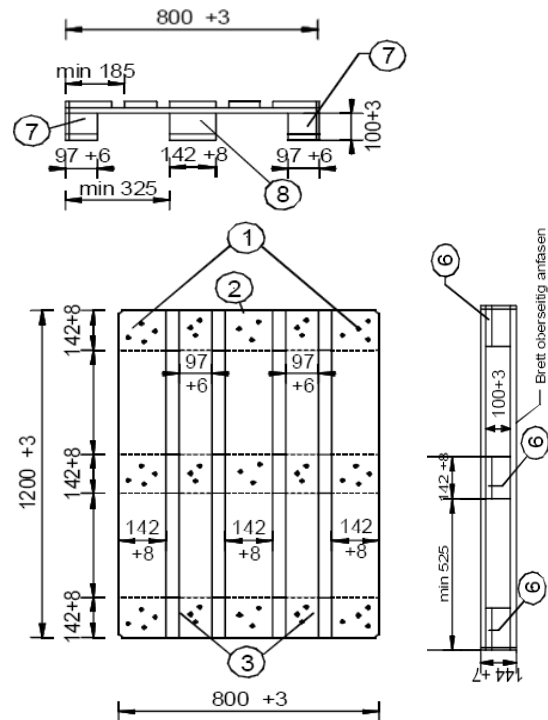
Reusable euro-pallet

Basic dimensions: 800 x 1,200 mm

2 top edge boards:	22 x 145 x 1,200 mm
2 top edge internal boards:	22 x 100 x 1,200 mm
1 top middle board:	22 x 145 x 1,200 mm
3 transverse boards:	22 x 145 x 800 mm
2 base edge boards:	22 x 100 x 1,200 mm
1 base middle board:	22 x 145 x 1,200 mm
6 blocks:	78 x 100 x 145 mm
3 blocks:	78 x 145 x 145 mm

Nails: at least 3 nails per nail point

IPPC designation



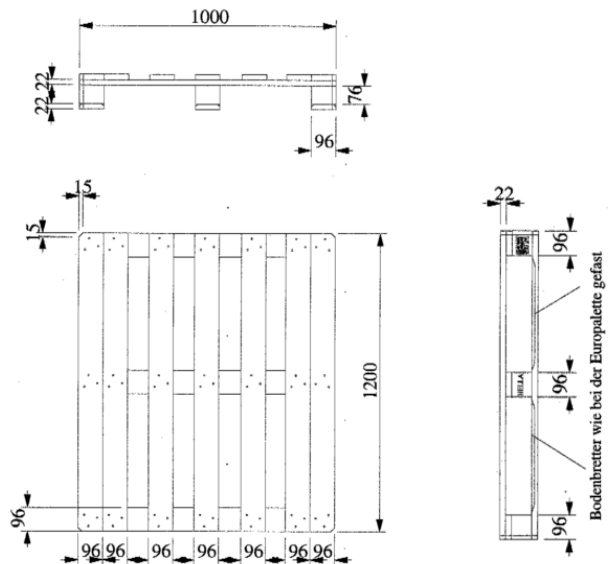
Reusable indu-pallet

Basic dimensions: 1,000 x 1,200 mm

7 top boards:	22 x 96 x 1,200 mm
3 transverse boards:	22 x 96 x 1,000 mm
3 base boards:	22 x 96 x 1,200 mm
9 blocks:	96 x 96 x 76 mm

Nails: at least 3 nails per nail point

IPPC designation



6.1.2 Specifications for disposable flat pallets

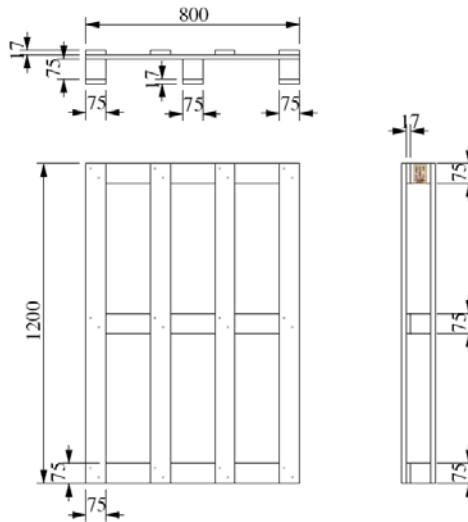
Only timber disposable flat pallets may be used. They must satisfy the following minimum requirements and be handled in accordance with IPPC standard, ISPM No. 15.

Notes must be affixed to both the broad sides of the pallet so the forklift operator cannot miss them whilst unloading.

Disposable euro-pallet

- Basic dimensions: 800 x 1,200 mm
- 4 top boards: 17 x 75 x 1,200 mm
 3 transverse boards: 17 x 75 x 800 mm
 3 base boards: 17 x 75 x 1,200 mm
 9 blocks: 75 x 75 x 75 mm
 Nails: 2 nails per nail point

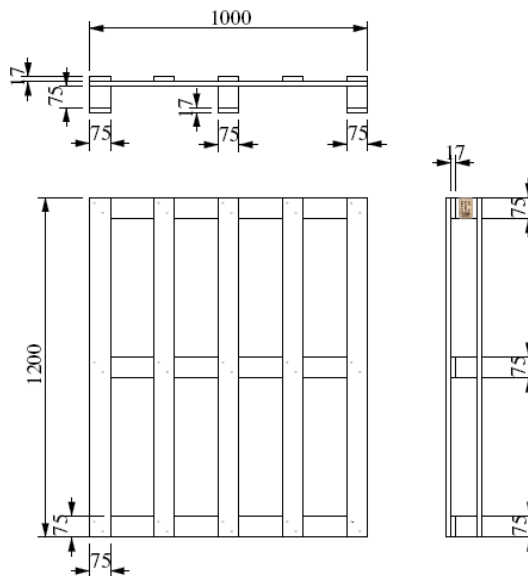
IPPC Designation



Disposable indu-pallet

- Basic dimensions: 1,000 x 1,200 mm
- 5 top boards: 17 x 75 x 1,200 mm
 3 transverse boards: 17 x 75 x 1,000 mm
 3 base boards: 17 x 75 x 1,200 mm
 9 blocks: 75 x 75 x 75 mm
 Nails: 2 nails per nail point

IPPC Designation



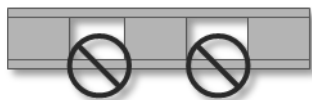
6.2 Non-approved load carriers

Non-approved load carriers are those not expressly listed under point 3.a, for example wire cages, plastic pallets, window pallets. The use of any other load carrier must be approved by HELLA and documented in a packaging data sheet (form 5532).

In addition, no pallets that have a base board affixed to the top or a side board affixed to the length may be used.

Any pallet used must be in a condition that ensures it is fit for purpose.

Narrow side of pallet:



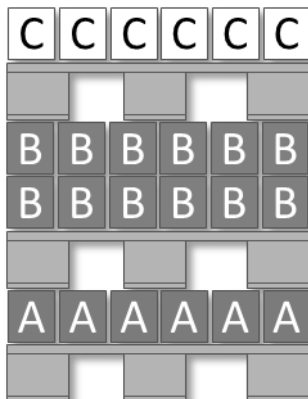
long side of pallet:



6.3 Non-mixed pallets

Whenever possible, non-mixed pallets should be supplied. The packaging guideline for merchandise, HELLA standard HN26112, specifies how non-mixed pallets are to be put together. If the quantity of a particular item is insufficient to fill a non-mixed layer, the "sandwich principle" must be applied, unless this would affect the ability of the pallets to be stacked safely. This principle allows non-mixed layers to be separated by a separate pallet. Sandwich pallets must not be wrapped together.

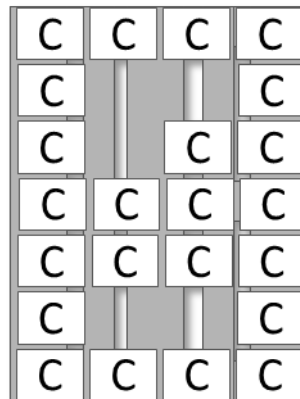
Front view of a sandwich pallet:

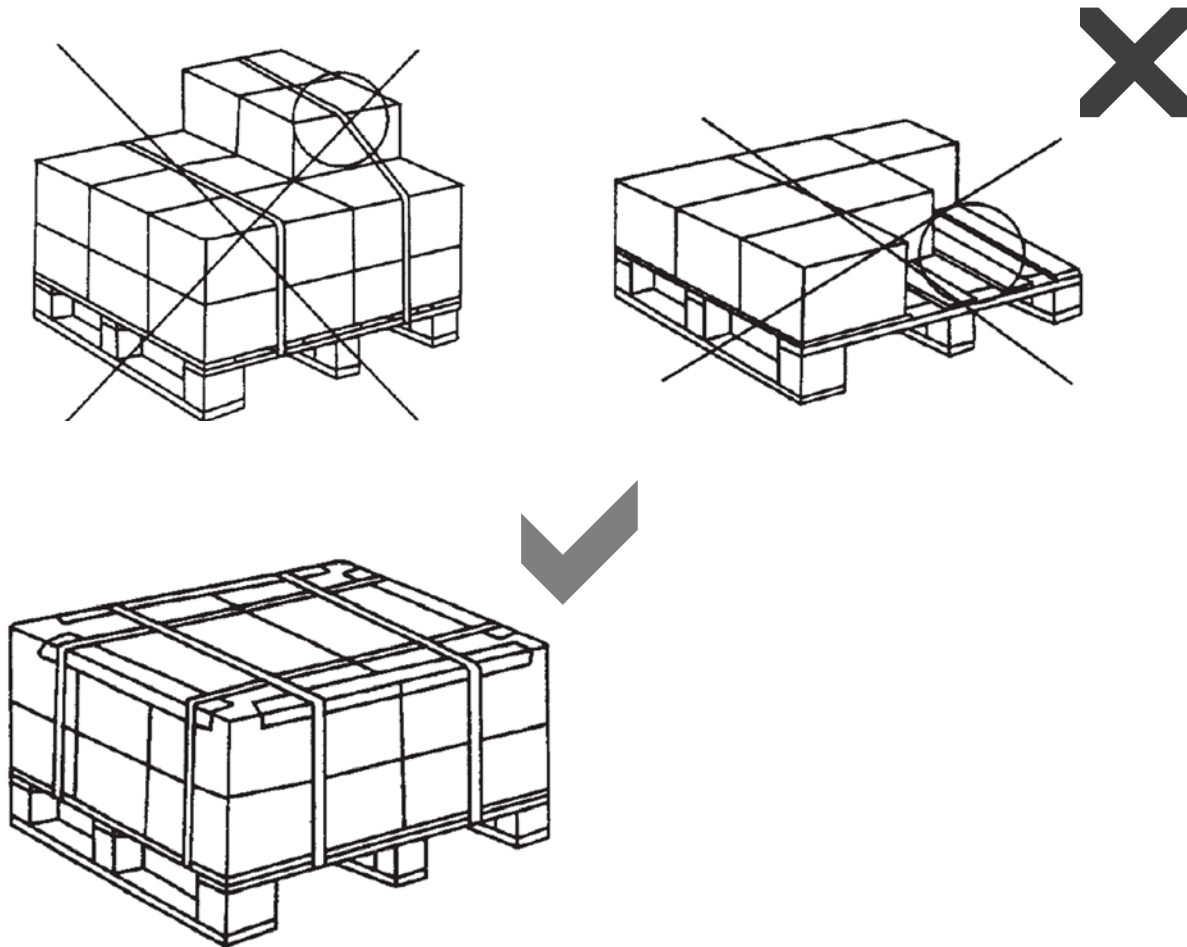


Top view of the lower pallet:



Top view of the upper pallet:

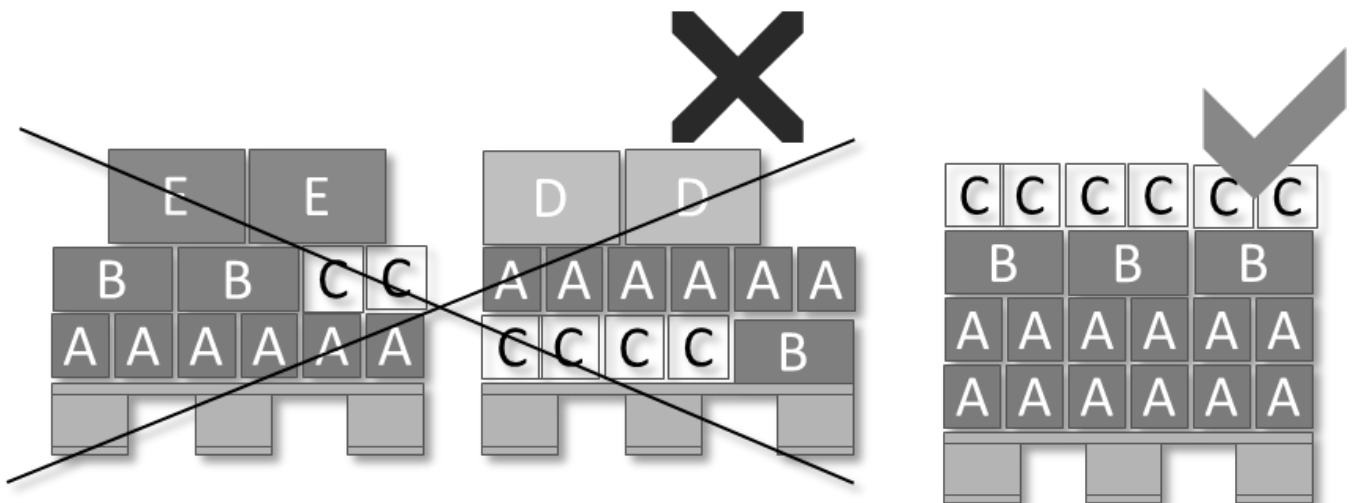




6.4 Mixed pallets

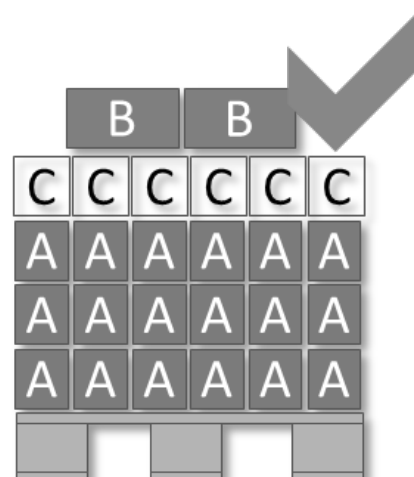
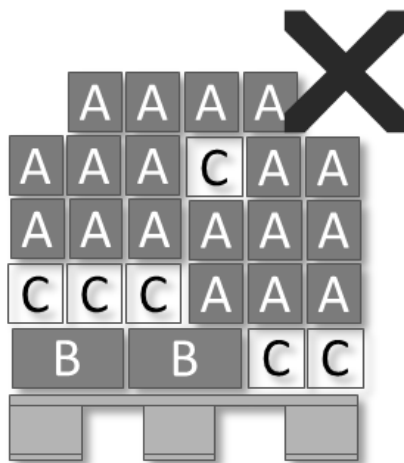
The following rules apply to the structuring of mixed pallets:

→ No lateral distribution across a number of pallets (e.g. A)



→ Quantities must be sorted by size (larger quantities (A) must be packed at the bottom of the pallet)

→ The quantity within a trade unit must be sorted by item

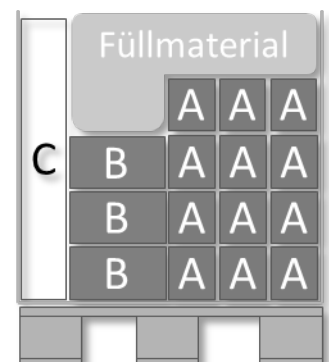


- Mixed pallets must be identified by a label affixed to their narrow side and by an accompanying packing list (see annex).

The supplier will be charged for any extra time and effort incurred by HD when receiving incorrectly packaged mixed units.

7 Packaging material used to create loading units

This section describes only the packaging material used to form loading units. Any packaging material used to pack products directly is deliberately not described here. These materials are detailed in the HN26112 packaging guidelines.



7.1 Permissible packaging material

- Paper or cardboard in its natural state
- Only wood treated in accordance with ISPM 15 may be used.

Packaging or packaging components made of plastic/steel are only approved if they are unavoidable in order to protect sensitive products (e.g. Nopa foam, air cushions, steel straps).

7.2 Non-permissible packaging material

- Paper and cardboard that has been soaked, impregnated, painted or coated
- Particle board (fiberboard, coated chipboard, etc.)
- Wood with plastic sockets or feet
- Wood with steel parts whose thickness is greater than > 10mm.
- Filling material such as styrofoam, foam chips etc.
- Straps with metal closures

8 Parcel deliveries

If product boxes can be shipped, care must be taken to ensure they are shipped securely. To ensure these boxes are not damaged by having labels affixed to them, they must first be placed in a protective outer packaging.

9 Country of origin designation

If the supplied goods are items with different countries of origin, the pallet must be labeled as a mixed unit.

The country of origin given on the product, the packaging and the supplier's declaration must all match up before the goods can be put into storage.

As products are put into storage in country-specific storage bays, mixed units of the same product from different countries of origin must be sorted.

If the same product comes from different countries of origin,









- a separate item must be listed on the delivery note for each country
- a separate item must be listed in the bill of materials for each country
- the country must be displayed on the packaging label

10 Changes made to the previous edition

First Version

11 Annex

11.1 Sample VDA - Transport label (VDA 4902)

(1) Warenempfänger  HELLA KGaA Hueck & Co.		(2) Abladestelle - Lagerort - Verbrauchsstelle -	
(3) Lieferschein-Nr. (N) 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort)	
		(5) Gewicht netto (KG)	(6) Gewicht brutto (KG)
		(7) Anzahl Packstücke	
(8) Sach-Nr. Kunde (P) 			
(9) Füllmenge (Q) 		(10) Bezeichnung Lieferung	
		(11) Sach-Nr. Lieferant 	
(12) Lieferanten-Nr (V) 		(13) Versanddatum	(14) Änderungsstand Konstruktion
(15) Packstücknummer (S,M,G) 		(16) Chargen-Nr. (H) 	

11.2 Sample Label Mixed Pallet



Mischpalette
Mixed pallet

11.4 Sample CMR to HD

1 Absender (Name, Anschrift, Land) Expéditeur (nom, adresse, pays)		INTERNATIONALER FRACHTBRIEF LETTRE DE VOITURE INTERNATIONAL Diese Beförderung unterliegt trotz einer gegenseitigen Abmachung den Bestimmungen des Übereinkommens über den Beförderungsvertrag im internationalen Straßengüterverkehr (CMR). Ce transport est soumis, nonobstant toute clause contraire, à la Convention relative au contrat de transport international de marchandises par route (CMR).							
2 Empfänger (Name, Anschrift, Land) Destinataire (nom, adresse, pays) HELLA B.V. Celsiusbaan 2 3439 NC Nieuwegein NIEDERLANDE		16 Frachtführer (Name, Anschrift, Land) Transporteur (nom, adresse, pays) Dachser GmbH & Co. KG Thomas-Dachser-Straße 7 - 9 32107 Bad Salzfluren							
3 Auslieferungsort des Gutes Lieu prévu pour la livraison de la marchandise Ort/Lieu: Nieuwegein Land/Pays: Niederlande		17 Nachfolgende Frachtführer (Name, Anschrift, Land) Transporteurs successifs (nom, adresse, pays)							
4 Ort und Tag der Übernahme des Gutes Lieu et date de la prise en charge de la marchandise Ort/Lieu: Land/Pays: Deutschland Datum/Date:		18 Vorbehalte und Bemerkungen der Frachtführer Reserves et observations des transporteurs							
5 Beigefügte Dokumente Documents annexés									
6 Kennzeichen und Nummern Marques et numéros 3308		7 Anzahl der Packstücke Nombre des colis 1	8 Art der Verpackung Mode d'emballage Colli	9 Bezeichnung des Gutes Nature de la marchandise KFZ-Teile	10 Statistiknummer No statistique	11 Bruttogewicht in kg Poids brut, kg 75,9 kg	12 Umfang in m³ Cubage m³ 0,25		
						75,9 kg	0,25		
UN-Nummer Numéro UN UN		Ben. s. Nr. 9 Nom voit N° 9	Gefahrzettelnummer-Nr. Numéro d'étiquette	Verp. Gruppe Groupe d'emballage	19 Zu zahlen vom: A payer par:	Absender L'expéditeur	Währung Monnaie	Empfänger Le Destinataire	
13 Anweisungen des Absenders (Zoll- und sonstige amtliche Behandlung) Sondervorschriften Instructions de l'expéditeur (formalités douanières et autres) Prescriptions particulières					Fracht Prix de transport Ermäßigungen Réductions Zwischensumme Solde Zuschläge Suppléments Nebengebühren Frais accessoires Sonstiges Divers Zu zahlende Gesamtsumme/Total à payer				
14 Rückerstattung Remboursement									
15 Frachtzahlungsanweisung Prescription d'affranchissement Frei Franco: DDU Nieuwegein Unfrei Non Franco:		20 Besondere Vereinbarungen Conventions particulières							
21 Ausgefertigt in Etablie à: Erwitte am le: 24.02.2012		24 Gut empfangen Réception des marchandises am le:							
22 Versandort: Hella Distribution Overhagener Weg 14 59597 Erwitte Unterschrift und Stempel des Absenders (Signature et timbre de l'expéditeur)		23 Dachser GmbH & Co. KG Thomas-Dachser-Straße 7 - 9 32107 Bad Salzfluren Unterschrift und Stempel des Frachtführers (Signature et timbre du transporteur)				Unterschrift und Stempel des Empfängers (Signature et timbre du destinataire)			
25 Angaben zur Ermittlung der Entfernung mit Grenzübergängen von bis km		Paletten-Absender - Expéditeur des palettes				Paletten-Empfänger - Destinataire des palettes			
		Art	Anzahl	Kein Tausch	Tausch	Art	Anzahl	Kein Tausch	Tausch
		Euro-Palette				Euro-Palette			
		Gitterbox-Palette				Gitterbox-Palette			
		Einfach-Palette				Einfach-Palette			
26 Vertragspartner des Frachtführers		Bestätigung des Empfängers/Datum/Unterschrift				Bestätigung des Fahrers/Datum/Unterschrift			
27 Kfz Anhängers		Antiliches Kennzeichen	Nutzlast in kg						
Benutzte Gen.-Nr.		<input type="checkbox"/> National	<input type="checkbox"/> Bilateral	<input type="checkbox"/> EG	<input type="checkbox"/> CEMT				

11.5 Booking at Terminland HD

Timeslot booking Hella Distributions GmbH

1. The booked timeslot is the latest time by which the driver must have reported in at the gate at Hella Distribution GmbH. We reserve our ramps for one hour to allow the vehicle to unload. If the vehicle is not present at the booked time, we assign the unloading window to another vehicle. In this situation, the vehicle must wait until capacity becomes free again.
2. Please note that separate bookings must be made with the goods-inward department for non-palletized consignments that require individual boxes to be unloaded. Our contact team will be happy to help you here.
3. Customs consignments: please also note that goods supplied from non-EU countries (imports) may be subject to additional waiting times because they must first be released by Customs. For this reason, we recommend you do not book timeslots that start before 7 am or after 4 pm for these goods.
4. Please contact us in good time if no timeslots are available for time-critical or extremely urgent deliveries.
5. Changes (cancellation, postponement, changes such as, for example, the license plate) can be made up to 3 hours before the timeslot, if you notify us using the confirmation email.
6. If you have any queries or problems, please contact

our Scheduling section
for Goods-inward,
Tel. + 49 2941 38-9637,
Fax + 49 2941 38-479958,
E-mail <wareneingang.hd@hella.com>

and for the Packaging material depot, please contact
Mr Heinz-Josef Kottmann,
Tel. + 49 2941 38-9523,
Fax + 49 2941 38-479523,
E-mail <heinz-josef.kottmann@hella.com>

Terminbuchung - Hella Distribution GmbH

(Abmelden)



Schritt 1

Ihre Auswahl:

Be-/Entladeart:

**Wareneingang:
Rampentladung**

« Ändern

Schritt 2

Bitte wählen Sie den für Sie passenden Termin aus.

◀ Mai 2013						
Mo	Di	Mi	Do	Fr	Sa	So
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	±	±
3	4	5	6	7	8	9

Freie Termine für Montag, 6. Mai 2013

- 09:50 18:05
- 13:45 18:25
- 14:05 18:45
- 14:25 19:05
- 15:05 19:25
- 16:15 20:40
- 17:45

- Heute
- Freie Termine
- Ausgewählter Tag

« Zurück

Weiter »

Terminbuchung - Hella Distribution GmbH

([Abmelden](#))



Schritt 1

Ihre Auswahl:

Be-/Entladeart:

**Wareneingang:
Rampentladung**

[« Ändern](#)

Schritt 2

Terminauswahl:

Montag, 6. Mai 2013, 14:25 Uhr

[« Ändern](#)

Schritt 3

Persönliche Daten:

Die mit einem * gekennzeichneten Felder sind Pflicht.

* Name der Spedition:

* Auftraggeber (Lieferant):

* Anzahl Ladungsträger:

* Ware mit Zollabwicklung (T1-Dokumente)?:

- Ja
 Nein

Kennzeichen des Fahrzeuges:

* Name des Ansprechpartners:

Telefon:

* E-Mail:

Sonstige Nachricht:

Terminreminder per E-Mail:

Bestätigungsmail senden



Persönliche Daten auf lokalem Rechner merken



* [Datenschutzerklärung](#) gelesen und akzeptiert