



# Packaging Regulation for Suppliers



**Department: Logistics**

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## General Packaging Regulation

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## General Packaging Regulation

### 1. GENERAL INFORMATION

The agreements below pertaining to the packaging, security and delivery of goods to KTM Components GmbH are regarded as supplemental contractual agreements to the general purchasing terms and conditions.

- **Delivery address**

Please note the information contained in our orders and purchasing agreements with respect to the delivery address and invoicing address.

### 2. AIM OF THE GENERAL SHIPPING AND PACKAGING REGULATIONS

Our aim is to use the KTM Components GmbH packaging regulation to provide all suppliers with a better understanding of our requirements and of their responsibilities. The primary objective of the packaging regulation is to enable the delivered goods to enter our warehousing system smoothly, in a timely manner and without avoidable additional costs caused by repackaging, additional inspections or relabeling. From there it should then be possible to make the stored parts available for production without great effort.

### 3. SCOPE OF REGULATION

This packaging regulation does not apply exclusively to series deliveries, but rather to all deliveries made to KTM Components GmbH (spare parts, non-series materials, sample and prototype materials, etc.).

It needs to be considered, that the usage of the packaging for serial deliveries is only allowed as soon as the proposals have been approved in written form by the KTM Components GmbH. This process is valid for possible packaging adaptations as well that have been inquired by the KTM Components GmbH or the supplier.

### 4. PACKAGING REQUIREMENTS

The packaging selected must meet the requirements of the items to be packed. It must be able to withstand the stresses and strains of the intended mode of transport. This means that the transport route and means of transport must be taken into account, together with any circumstances which may affect the packaging, such as the effects of weathering and handling during reloading.

The following factors must be taken into account:

1. Parts must be supplied undamaged (no quality impairments)
2. Type of route planned (sea, air, road transport)
3. Anticipated impacts on the item during transportation



4. Compliance with the maximum weight of 15 kg per packing unit
5. Climatic conditions
6. Potential contamination by additional packaging material
7. The packaging must provide sufficient protection in the event of stowage, reloading or other movement of the item
8. Problem-free unloading of the pallets by forklift truck
9. The parts must be easy to remove
10. Optimum container utilization (reduction of internal and external logistics costs)
11. Safe transportation (load must be secured according to the international – CMR – convention)
12. The loading units must be stable enough to withstand double stacking without deformation or any other damage. This also applies to cardboard boxes.
13. Wooden packages from non-EU countries have to match IPPC-standards
14. When using mixed pallets (several different items on one pallet):  
Identical part numbers must be arranged on top of one another, not next to one another. Items for which there is only one or very few containers must be stacked on top
15. Sample items must be delivered separately – the recipient must be clearly identifiable

The following points must be adhered to in order to ensure that parts are delivered in line with quality requirements:

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1. Parts must be free of any contamination
2. The packaging must ensure that parts are protected from damage, dust, humidity and corrosion.
3. Each packaging unit delivered must contain a single variety of items
4. The specified standard dimensions must be observed

- **Avoidance of packaging waste:**

Transport packaging must be designed to ensure adequate transport protection using the minimum amount of packaging material. The use of reusable and recyclable materials is a requirement.



## 5. DIMENSIONS AND WEIGHT

- **Dimensions and weight of packaging**

Maximum gross weight/individual package which can be moved manually: **15 kg**

The base area of each box must be compatible with the Euro pallet dimensions. Boxes with the following base dimensions are permitted:

<b>80x120 cm</b>
<b>80x60 cm</b>
<b>60x40 cm</b>
<b>40x30 cm</b>
<b>20x30 cm</b>

Box dimensions must be designed such that they can be fully filled. Packaging which does not conform to this standard, such as containers for bulky components, must be communicated in writing to KTM Components GmbH. The packaging will be checked internally and is not permitted for use until it has been approved by KTM Components GmbH.



The dimensions of packaging materials (loading aids, transport containers, non-reusable packaging) must always conform to the standard dimensions (1200x800mm).

**Max. gross weight, height/loading unit:**

Division	max. weight	max. height
<b>Suspension</b>		
Euro pallet	800kg	1000mm
EU stacking frame	800kg	1000mm
Plastic pallet	800kg	1000mm
<b>Pallet cage</b>	800kg	800mm
<b>Frame</b>		
Euro pallet	400kg	1000mm
EU stacking frame	400kg	1000mm
Plastic pallet	400kg	1000mm
Pallet cage	1500kg	800mm
Tubes 6 m length	1200kg	650mm
<b>Exhaust</b>		
Euro pallet	400kg	1500mm
EU stacking frame	400kg	1500mm
Plastic pallet	400kg	1500mm
Pallet cage	1500kg	800mm
Tubes 6m length	1200kg	650mm



## 6. SPECIFICATION OF PACKAGING

The packaging must be defined in writing for each item delivered to KTM Components GmbH. Each packaging proposal including pictures must be entered on the packaging data sheet (Appendix 3), and may not be used until it has been approved by KTM Components GmbH.

The process sequence described in the appendix must be strictly adhered to (Appendix 1). However, approval of the packaging does not release the delivery partner from their responsibility to supply parts undamaged.

- If the specified packaging is not adhered to, KTM Components GmbH reserves the right to charge the respective delivery partner for costs incurred for handling and repackaging. The supplier is liable in the case of damage caused by packaging and reductions in quality (contamination, parts exposed to moisture).

## 7. TYPES OF PACKAGING

- **Non-reusable packaging**

This type of packaging should be largely avoided; if necessary, it will be provided by the supplier.

All exceptions should be co-ordinated with the responsible members of staff in Logistics.

Non-reusable packaging must meet the following requirements:

- Can be handled easily and without being damaged by material handling equipment
- Transport safety
- Easy removal of parts
- Environmentally friendly disposal
- Protection against moisture
- Marking of maximum load or stacking factor

- **Tubes 6 m length**

For pipes with a length of 6 m, point 7. Packaging types / disposable packaging must be applied. For the landing of the pipes at KTM Components GmbH we use a side loader.

### max. dimensions packaging

<b>length</b>	<b>6300 mm</b>
<b>width</b>	<b>600 mm</b>
<b>height</b>	<b>600 mm</b>
<b>weight</b>	<b>1.200 kg</b>
<b>ground clearance box</b>	<b>70 mm</b>

- **Standard packaging**

<b>EURO PALLET</b>		
TARE in kg	External dimensions in mm	Internal dimensions in mm
25 kg	1200x800x150	



<b>PLASTIC PALLET</b>		
TARE in kg	External dimensions in mm	Internal dimensions in mm
18 kg	1200x800x160	



<b>EU STACKING FRAME</b>		
TARE in kg	External dimensions in mm	Internal dimensions in mm
22 kg	1200x800x400	1160x760x400
8 kg	1200x800x200	1160x760x200



<b>PALLET CAGE</b>		
TARE in kg	External dimensions in mm	Internal dimensions in mm
85 kg	1240x835x970	1200x800x800







- **KLT containers (small load carriers)/reusable packaging**

The following agreements apply to the KLT containers provided by KTM Components GmbH:

- The containers are the property of KTM and must not be covered, used for a different purpose or damaged
- KTM Components GmbH must be informed of the container requirement in good time
- The KLT containers must not be used by suppliers for their own warehousing purposes
- Filling height: Containers must only be filled up to heights at which, when stacked, the base of the container above does not come into contact with the goods in the container below
- The maximum weight (15kg) must also be adhered to in this case

The amount of reusable packaging provided is generally calculated by KTM Components GmbH in line with the supplier call-off orders and is monitored by KTM Components GmbH.

In case of oversupply, in order to cover peak months or in case of severe seasonal fluctuations, the requirement will be assessed in coordination with the supplier. Information required from suppliers must be provided on request.

- **Special packaging/alternative packaging**

Alternative packaging must be stipulated in consultation with KTM Components GmbH. Special or alternative packaging cannot be used until it has been approved by KTM.

If a lack of packaging occurs due to withheld information, the supplier has to organize alternative packaging that the KTM Components GmbH has approved.

Special Cases must be approved with the responsible procurement manager or orderer at KTM Components GmbH in written form. Special cases are packaging for prototypes and sample components.

## 8. QUALITY OF LOAD CARRIERS/REUSABLE PACKAGING

Depending the most recent valid version of the Incoterm from the ICC, the supplier or KTM Components GmbH must ensure that only fully functional load carriers/reusable packaging is used.

- **Criteria for load carriers/reusable containers**

Wooden pallets:

- Wooden pallets from non-EU countries must comply with IPPC guidelines
- Wooden pallets with missing or damaged slats must not be used
- Pallets with protruding nails are not accepted
- Slats or blocks must not protrude beyond the external contours of the pallet

Pallet cages are not exchanged if:

- The stacking frame or corner uprights are deformed
- The front flap can no longer be opened or closed
- The base frame or feet are bent in such a way that the Euro pallet cage no longer stands flat on the floor or cannot be stacked
- The round steel mesh is torn in such a way that the ends of the wires protrude on either the inside or the outside
- A slat is missing or is broken
- Due to rust, the general condition is so bad that the goods being stored in the pallet cage might be contaminated

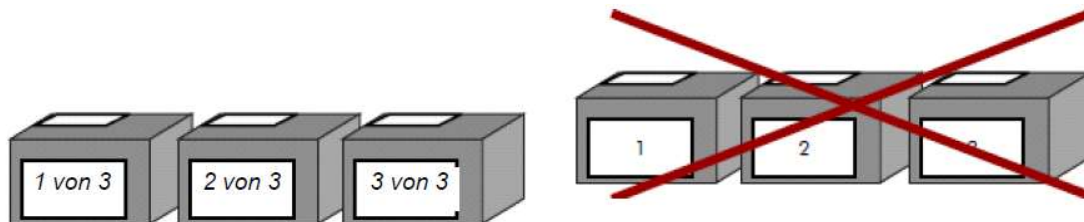
Containers from suppliers:

The supplier may use their own container or reusable packaging in consultation with the Purchasing and Logistics departments. The packaging requirements and standards specified by KTM Components GmbH must be adhered to in all cases.

## 9. DELIVERY OF PACKAGES

If shipments consist of several related packages, the packages must have already been marked externally to indicate that they belong together.

For example:



Correct

Incorrect



## 10. OBLIGATION TO DELIVER

The supplier still has an obligation to deliver in case of packaging shortages and shortages of load carriers.

The obligation to deliver also applies if the delivery partner has caused a shortage of empty containers due to missed orders or a shortfall in orders. If this occurs, alternative packaging provided by the supplier must be used. The supplier is therefore required to demonstrate a contingency plan in the event of a shortage of load carriers.

## 11. ABILITY TO EXCHANGE CONTAINERS IN CIRCULATION

Items exchanged internationally (Euro pallets, pallet cages) must always be exchanged in the incoming goods area. If this is not possible, a container account must be maintained and settled on a monthly basis with the relevant warehouse management team at KTM Components GmbH. Both parties shall each provide details of a contact partner.

- **Processing of defective packaging**

KTM Components GmbH expects goods to be delivered undamaged, in the specified manner, volume and quality. This also applies to their proper packaging. If a packaging defect is identified on delivery, KTM Components GmbH reserves the right to reject the goods in their entirety, or to accept the goods conditionally and to charge for the additional costs associated with such acceptance.

## 12. CORROSION PROTECTION OF PURCHASED PARTS

- **Corrosion protection**

Purchased parts which tend to corrode during transport or storage must be protected by the supplier using appropriate corrosion protection measures which have been agreed with KTM (VCI – film, VCI – paper, desiccant bags, corrosion inhibitors).

- **ESD protection**

In the case of electrical components, such as control units or sensors, further protection against electrostatic discharge is required in addition to the packaging requirements listed above. More detailed information on ESD protection can be found in Appendix 2.



### 13. ACCOMPANYING DOCUMENTATION

The correct freight and accompanying documentation must be handed over to the carrier.

- **Delivery note**

An original delivery note must be attached to each shipment. The delivery note must be attached to each package in such a way that it is clearly visible.

The delivery note must contain the following information:

1. Delivery number and date
2. KTM Components GmbH order number + order item numbers
3. Supplier number
4. KTM part number, part description and quantity
5. Batch number, if the item is handled in batches
6. Dispatch conditions (e.g. FCA, DAP)
7. Tool no., if required
8. Partial deliveries must be noted on the delivery note

- **KTM Components labels**

A KTM Components label must be added to each packaging material. This must be filled out in full and attached to the container or packaging unit in such a way that it is always perfectly legible, even when using multiple stacking. Likewise, the labels must always be attached on the same side and in such a way that they are clearly visible.

It is essential that the supplier remove all old goods labels from the load carrier or package during filling (particularly when using reusable packaging!)



Sample KTM Components label

1	Warenempfänger (consignee) KTM Components GmbH Gewerbegebiet Nord 8 A-5222 Munderfing	Abladestelle Lagerort Verwendungsstelle (unloading) Division Suspension - TOR 3		7
	Lieferschein-Nr. (delivery note number) 123456	Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) (supplier's address) Musterlieferant, Werk 1, Oberhausen		
2		Gewicht netto (net weight) 5 kg	Gewicht brutto (total weight) 5 kg	9
		Anzahl Packstücke (package quantity) 1		
3	Sach-Nr. Kunde (customer's part number) <b>48600736E-03</b>			11
4	Füllmenge (Quantity) 200	Bezeichnung, Lieferung, Leistung (product name) Verbindungsstück hinten links		12
		Sach-Nr. Lieferant (suppliers part number) 077855699		
5	Lieferanten-Nr. (supplier's ident number) 2346			14
		Datum (date) 10.04.2014	Anderungsstand Konstruktion / Revision (revision) 02	
6	Bestellnummer (od) 2539103	Chargen-Nr. (batch number) 123456		16

• To be completed:

1	KTM delivery address	8	Supplier address
2	Delivery note number	9/10/11	Net weight/gross weight/number of packages
3	Customer reference number	12	KTM – Article description
4	Capacity	13	Supplier reference number
5	Supplier number	14	Date
6	KTM order no./KTM schedule no.	15	Change status/revision
7	Unloading point at storage location	16	Batch no.



- **Waybill**

Each shipment must be delivered with a waybill.

This should contain the following:

1. Sender (supplier), including address and supplier number
2. Recipient address (KTM Components GmbH) with correct GATE allocation
3. KTM Components GmbH order number
4. Number of packages in shipment
5. Total weight of shipment
6. Date of handover/dispatch for shipment

KTM Components GmbH Logistics department contact information:

**Robert Friedl**

**Logistics**

M:+43 676 552 2075

E: [robert.friedl@ktm.com](mailto:robert.friedl@ktm.com)

Confirmation of packaging regulations

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Company stamp

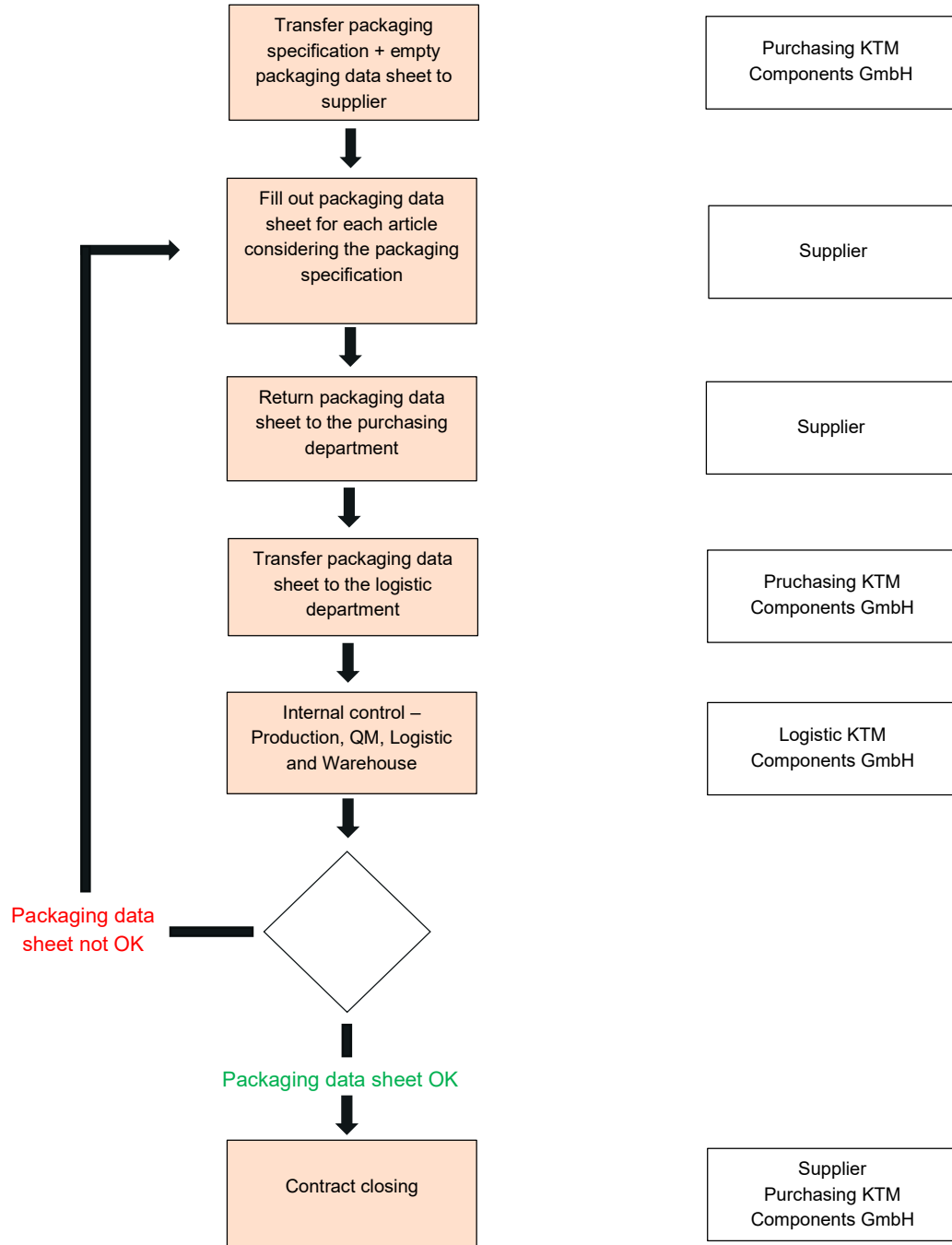
Place / Date

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Signature Supplier

Remarks:

### Appendix 1 – Process sequence for packaging inspection

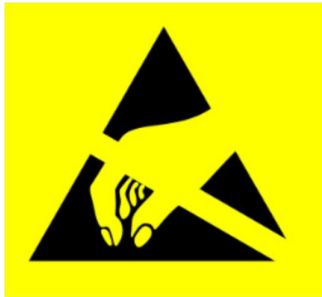


## Appendix 2 – ESD protection

The effects of electrostatic discharge may negatively impact on the function of the component parts concerned, irreparably impair their ability to function correctly, or cause their service life to be significantly reduced, without this damage being visible at first glance! The negative impacts of ESD are caused by a strong build up of charge in the human body and a subsequent rapid discharge.

In addition to measures required for the workplace (flooring, work clothing, etc. which meets ESD requirements), it is also necessary ensure that sensitive components are packaged accordingly and labeled.

Assembly groups at risk of ESD must be packed in accordance with EN 61340-5, and the ESD protective packaging must be marked with the following label.



This label and the letter of the relevant protective function must be noted on the protective packaging for each item (ESD bag, ESD film, ...):



- S shielding
- C conductive
- D dissipative
- L low charging





- **Classification of materials**

- Shielding materials prevent the flow of current and dampen the energy released during electrostatic discharge. It is essential that this material be used for handling outside the ESD protection zone.
- Conductive materials ensure that charge drains away rapidly.
- Static conductive (dissipative) materials dissipate potential charge differences within a very short space of time.
- Low-charging materials ensure that, due to minimal build-up of charge, no discharging can occur.

The supplier undertakes to provide relevant ESD packaging with shielding materials for electronic components. In accordance with EN-61340-5, the packaging proposals must be sent to KTM Components GmbH for internal inspection. The proposed packaging must not be used for series deliveries until it has been approved.

Many plastics (bubble wrap, stretch film, etc.) are highly unsuitable for ESD-sensitive components because they are good charge carriers and, in certain circumstances, may cause very high levels of discharge. The addition of filling material to ESD packaging reduces the intended effectiveness of the protection, and may also damage the parts contained in the ESD packaging!

Any nonconformity with the approved ESD packaging must be communicated to KTM Components GmbH. Packaging must not be changed without prior written confirmation from KTM Components GmbH.



### Appendix 3 – Packaging data sheet

<b>Packaging Data Sheet / Verpackungsdatenblatt</b>		
Supplier / Lieferant:		Date / Datum:
item number / Artikelnummer:		
item designation / Artikelbezeichnung:		
<b>Packaging for serial deliveries / Verpackung für Serienanlieferungen</b>		
packaging characteristics / Verpackungseigenschaften		
Box packaging / Box Verpackung	Loading tackle packaging / Lademittel	
items per layer / Stk. pro Lage:	type of loading tackle / Lademittel:	
Layer per box / Lagen pro Box:	box per layer / Box pro Lage:	
parts per box / Stk. pro Box:	layers per loading tackle / Lagen pro Lademittel:	
dimension per box / Abmaße pro Box (mm):	parts per loading tackle / Stk. pro Lademittel:	
weight per box / Gewicht pro Box:	dimension per loading tackle / Abmaße Lademittel (mm):	
	weight per loading tackle / Gewicht Lademittel:	
	stockable / stapelbar:	
	fold away / klappbar:	
	total weight per loading tackle / Gesamtgewicht pro Lademittel:	
<b>additional Information / zusätzliche Bemerkung:</b>		
<b>images / Fotos</b>		
Inner View Packing Unit / Innenansicht Verpackungseinheit	Outer View Pallet / Außenansicht Palette	
checked / geprüft	Name	Date / Datum
Contact person Supplier / Ansprechperson Lieferant		
Contact person KTM Components GmbH / Ansprechperson KTM Components GmbH		