

## **PACKAGING, SHIPPING AND LABELING RULES FOR SUPPLIERS**

### **WABCO General Packaging Requirements**

Suppliers shall pack and ship the products according to the rules defined by WABCO. Packing instructions Suppliers can find on WABCO website (Suppliers Information → Shipping and packing information → WABCO packing instructions) If packaging plan is not available on the website, the one provided directly to Supplier by WABCO applies. Any changes to the agreed packaging plan have to be submitted to and approved by the responsible WABCO person before delivery of Products.

It is Suppliers' responsibility to ensure the availability of packaging materials for on-time deliveries to WABCO. Suppliers are responsible for packing products correctly to ensure their integrity during shipping and handling, prevent products from damages, deterioration etc.

Packaging must be clean and not damaged; WABCO does not accept under any circumstances packaging in bad condition.

The maximum weight of a consumption unit to be handled in a manual way must not exceed **15 kg** (box weight + parts weight).

The Supplier shall in any case respect the number of products per packaging.

Different products must not be mixed within the same consumption unit package.

### **Packaging in Use between WABCO and Suppliers:**

#### **Packaging classification depending on packaging complexity:**

- Consumption unit – single packaging unit (for example WABCO returnable plastic boxes, cardboards)
- Handling unit – generally consists of several consumption units and can not be handled manually (for example pallets, gitter boxes). We distinguish following handling packaging units:
  - Homogeneous – consisting of consumption units of the same product
  - Mixed – consisting of consumption units of different references
  - Simple – handling unit coincides with consumption packaging unit

#### **Reusable (returnable) packaging**

The re-use of boxes is part of WABCO Environmental Policy. Packaging re-use cycles are integrated in the environmental management system in accordance to ISO 14001. WABCO strives to use reusable packaging wherever possible.

WABCO requires usage of returnable packaging to ensure:

- logistic chain optimization,
- direct replenishment of workshops in a pull mode,
- better product handling on the lines,
- easier storage,
- products protection from damage during transportation and handling,
- products quality preservation, technical cleanliness and safety.

WABCO has developed wide range of standard returnable packaging. For special products customized packaging exists. A listing of packaging currently in use by WABCO can be found in WABCO Packaging Catalogue (Suppliers Information → Shipping and packing information → WABCO packing instructions). Suppliers cannot use these returnable containers for any other purpose than for deliveries to WABCO manufacturing sites.

Management of WABCO returnable packaging is done by Service Provider, responsible for cleaning, distribution and invoicing of empty packaging. Suppliers can order returnable packaging directly at Service Provider who is issuing debit note with respective deposit fees. For details of WABCO returnable packaging ordering and invoicing policy please contact WABCO Logistics or Sourcing & Purchasing directly.

### **Non-reusable packaging**

Generally non-reusable packaging should be avoided. Its use must be reduced to minimum. Only In the case of overseas Suppliers, if agreed with WABCO, non-returnable packaging can be used. Supplier cannot use non-returnable packaging for deliveries to WABCO, unless prior to being used for the first time, the relevant packaging is approved in writing by the WABCO Supply Chain Management Packaging Team and concerned Value Stream. Suppliers can only use specially designed cardboard packaging qualified by WABCO for the overseas transportation.

### **Implementation of Returnable Packaging**

If Supplier does not use WABCO returnable packaging yet, he should contact WABCO Logistics or Sourcing & Purchasing to get information package for returnable packaging management. Supplier together with WABCO should evaluate best possible packing plan for considered product.

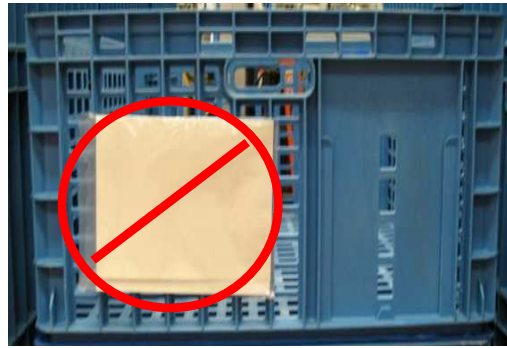
### **Labeling Specification & Components Identification**

In the automotive industry traceability of material along the whole supply chain is increasingly important. To ensure the traceability back to specific supplier and manufacturing records, material flow and information flow from suppliers to customers have to be aligned. This can be achieved by marking even smallest consumption packaging unit (cardboard box, plastic container, metal bin, roll, etc.) with label containing a defined set of traceability information.

WABCO requirement for Suppliers is to use only adhesive labels, which are easy to remove and which after removing do not leave glue or label remains on the packaging. If such labels are not available, Suppliers shall use one of alternative methods specified below. If WABCO rules are not followed, additional costs of cleaning boxes from glue or label remains will be charged to Suppliers.

## Labeling of Galvanic Boxes

It is not allowed to stick labels directly to galvanic boxes!  
The only possible marking of the galvanic box is to place a piece of A5 paper or cardboard to front slot as shown on the picture below:

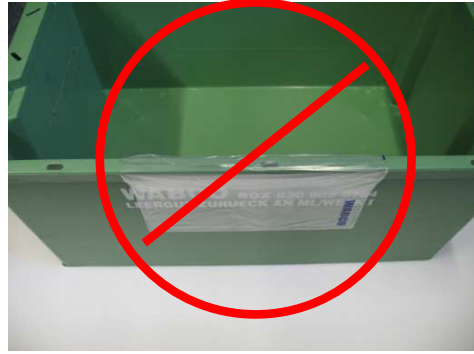


## Labeling and Marking of Other WABCO Returnable Packaging

1. Only adhesive labels are allowed directly on WABCO RTP boxes, so that the labels could be removed without leaving traces of glue or paper (labels should be first approved by WABCO Supply Chain Management – Packaging Team).



2. Approved alternatives for attaching labels are following:
  - Soft document envelopes (WABCO identification number 830 905 078 4 or 830 905 079 4) used as a “carrier” for label. WABCO can provide Supplier with contact details to the manufacturer of those envelopes approved by WABCO.



- Paper attached to the box with textile glue dots.



\*\*\* WABCO prefers the usage of VDA and ODETTE labels.

A chosen method of marking boxes with products needs to ensure that both a box and products can be identified during the transportation and at delivery to WABCO. Labels of single boxes need to be visible (front side) at delivery to WABCO. Size of the label should “fit” the packaging size. Other proposals for boxes marking or labeling, before implementation need to be consulted with and approved by WABCO Supply Chain Management – Packaging Team.

### **Information on the Label**

Single box:

- Supplier number & name,
- WABCO part number,
- Quantity of products in the box,
- Production lot number or date.

On the full pallet, a master label is required with following additional information:

- Supplier and WABCO site address,
  - Delivery note number,
  - Quantity of products (only for not mixed pallets).
- \*\*\* Barcodes on VDA or ODETTE label (will be used by WABCO in the future, currently the system is being developed)

## Delivery Documents

WABCO requires delivery documents to identify the content of each load. It is mandatory that all the information on each document (origin, product number, purchase order number...) is consistent with the one on the other documents.

### Each delivery should include:

1. Delivery note stating, among other details, but not limited to:
  - Supplier name and Supplier number
  - Supplier address
  - WABCO receiving plant
  - Delivery note number
  - Delivery note date
  - WABCO purchase order number
  - WABCO product number and quantity
  - Shipment net and gross weight
  - WABCO returnable packaging numbers and quantities
2. Packing list stating, among other details, but not limited to:
  - Supplier address
  - WABCO product numbers & quantities
  - Single and collective packaging types and quantities
  - Shipment net and gross weight
3. CMR waybill prepared by forwarder stating, among other details, but not limited to:
  - Supplier address
  - WABCO manufacturing location address (receiver)
  - Truck number
  - Delivery note number and date
  - Complete shipment gross weight
  - Amount of collective packaging
4. Customs documents (only if applicable)

### Each delivery should be followed by corresponding documents:

5. Invoice for products - stating, among other details, but not limited to:
  - Invoice number & Invoice date
  - Corresponding Delivery note number & Delivery note date
  - WABCO purchase order number
  - WABCO product number and quantity
  - WABCO receiving Plant
  - Shipment net and gross weight

Invoice should not accompany the goods delivered to WABCO, it should be **issued on WABCO**, but **sent directly to WABCO accounting as per separate instruction.**

6. Invoice for WABCO returnable packaging - stating, among other details, but not limited to:
- Invoice number & Invoice date
  - Corresponding Delivery note number & Delivery note date
  - WABCO product number
  - WABCO returnable packaging number
  - WABCO RTP quantity
  - WABCO RTP deposit prices
- Invoice for packaging should not accompany the goods delivery to WABCO, it should be **issued on WABCO**, but **sent directly to WABCO accounting as per separate instruction**.