# Delivery guidelines - Examples

SCM Inbound

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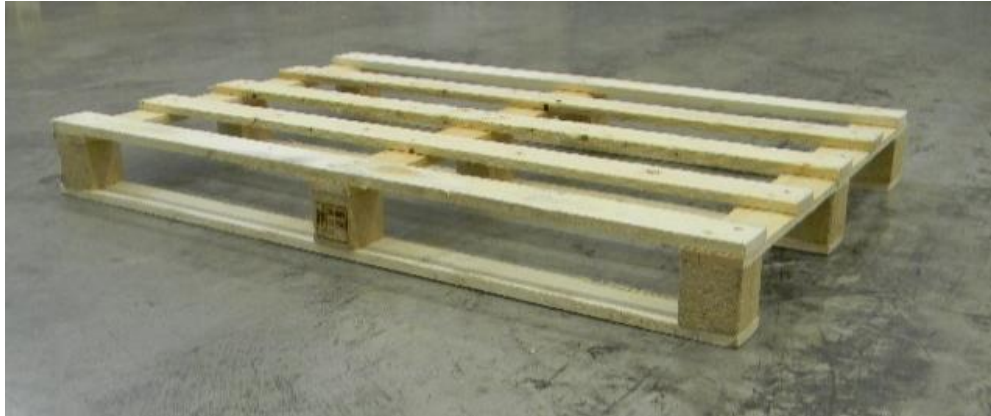- Excerpt from the relevant delivery-guidelines

# Euro-Pallet    0.80m * 1.20m

# One way pallet  (no returnable pallet)  0.80m * 1.20m



**One way pallet with the same size and construction like an euro-pallet**

**Weight !!!:**
**Not allowed if the weight of the products is to heavy for storing them in the racks (see attached pictures)**

# Industrial-pallet    1.00m * 1.20m



**Bottom runners on the short and the long side of the pallet**
**=> it's stable**

# One way pallet  (Industrial size) 1.00m * 1.20m



**Important:**
**The pallet must always have a bottom runner on the long side (1.20m)**

**If the bottom runner is only on the short side (1.00m) it is a wrong pallet type**

# Plastic pallet (industrial size 1.00m * 1.20m)



**Only this construction of a plastic pallet is allowed.**
**Bottom runner around the whole pallet. Bottom runner must be connected with every block => stability**

**(not allowed versions of plastic pallets see next slide)**

# Plastic-pallet

**This construction of a plastic pallet is not allowed.**
**Problem: stability**
**=> has no bottom runner**

# Wrong Pallet type
# „american pallet type"



**Although this pallet-type has the right size it's not usable because of the construction (not the same like an Euro-pallet)**

**Problems:**
- **No bottom runner on the long side of the pallet**
- **Too small access openings on the long side of the pallet**
- **Pallet-type doesn't fit with the picking modul and pallet conveyer**

# Wrong Pallet type „american pallet type"



**Although this pallet-type has the right size it's not usable because of the construction (not the same like an Euro-pallet)**

**Problems:**
- **No bottom runner on the long side of the pallet**
- **No access openings on the long side of the pallet**
- **Pallet-type doesn't fit with the picking modul and pallet conveyer**
- **They get damaged**

# Wrong Pallet type „pressboard-pallet"



**Problems:**
- **No bottom runners**
- **stability**
- **Pallet-type doesn't fit with the picking modul, the racks and the pallet conveyer**
- **Wrong material**

# Metall-pallet

# Styrofoam-pallet



**Problems:**
- **No bottom runners**
- **stability**
- **Pallet-type doesn't fit with the picking modul, the racks and the pallet conveyer**
- **Wrong material**

# Carton-pallets
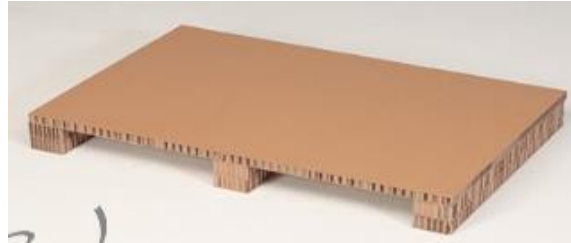


**Problems:**

- **No bottom runners**
- **stability**
- **Pallet-type doesn't fit with the picking modul, the racks and the pallet conveyer**
- **Wrong material**

# Common information concerning pallets

**Accepted:**
- Euro-pallet
- Industrial-pallet
- One-way-pallets with the same construction and sizes like Euro- and Industrial-pallets
- Plastic-pallet (only one type which is in the presentation)
- Metall-pallets when they have the right sizes and construction

**Not accepted:**
- ,,American-pallet-type
- Plastic-pallet
- Plywood-pallet
- Carton-pallet
- Styrofoam-Pallet
- ,,Pressboard-pallet"

**Not accepted:**
- All types of pallets with different sizes than 0.80m * 1.20m and 1.00m * 1.20m and with different constructions of the pallets.

**Exception:**
The <u>single product</u> itself is bigger than the dimensions of the mentioned pallets.
=> Safety of the product has priority

# Pallet sizes

**Allowed:**

Sizes: 0.80m * 1.20m   and          1.00m * 1.20m

**Not allowed:**

Every sizes different from the sizes mentioned above

**Exception:**

The <u>single product </u>itself is bigger than the dimensions of the mentioned pallets.
=> Safety of the product has priority

# Pallet height

**Maximum pallet height 2.00m (products inclusive pallet)**



**correct**
**Within the guideline**



**incorrect**
**outside the guideline**

# Exception
# Pallet height and pallet size



Exception:

The <u>single product</u> itself is bigger than the dimensions of the mentioned pallets.

=> Safety of the product has priority

**Dimensions of the single product are bigger than 1.20m (size) to 2.00m (height)**

**Dimensions of the single product are smaller than 1.20m (size) to 2.00m (height)**

# Pallet-wrapping

**Only transparent pallet-wrapping is allowed**



**Wrapped transparent**



**Wrapped intransparent**

# Delivery of more than 15 cartons

**Palletizing:**
**Deliveries of more than 15 cartons have to be palletized**



**No loose cartons;
palletized
=> correct**



**Loose cartons; not
palletized
=> incorrect**

# Products jut out of the pallet
# Products hang over the edge of the pallet

**The products may not jut out of the pallet**





the produkt jut out of the pallet

# Condition of pallets



intact



damaged

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# Marking of mixed pallets

**A mixed pallet must be marked with an additional label to avoid mistakes**



**Marked
=> Correct**



**Not marked
=> incorrect**

# SN-Barcode Lists on full-pallets



All SN of the goods on this pallet on a additional list with SN-Barcodes.

580267700

**All SNs available on pallet**



No possibilty to scan all serial numbers

**No possibility to scan all SNs on full pallet**

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# Marking of mixed boxes

**Mixed cartons must be marked with an addtional label to avoid mistakes**



**Marked
=> Correct**



**Not marked
=> incorrect**

# Missing EAN/VPN on the Single Unit

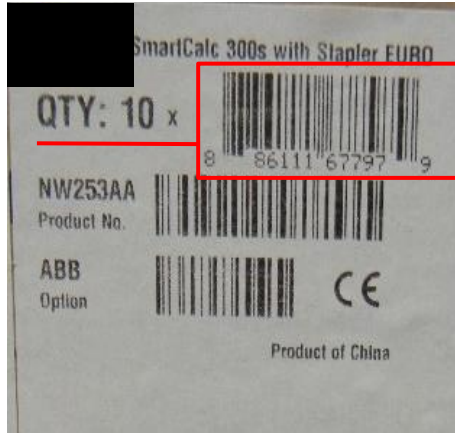**EAN as barcode is needed on every single unit for identification**
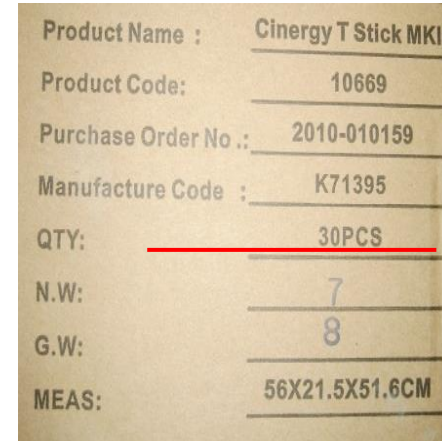


**EAN as barcode available**
**=> Correct**



**EAN not as barcode available**
**=> incorrect**

# Missing EAN/VPN on the Case

**EAN as barcode is needed on every Case for identification**



**EAN as barcode available
=> Correct**



**EAN not as barcode available
=> incorrect**

# EAN/VPN not usable

**The EAN/VPN must be usable (scanable)**



**EAN usable**
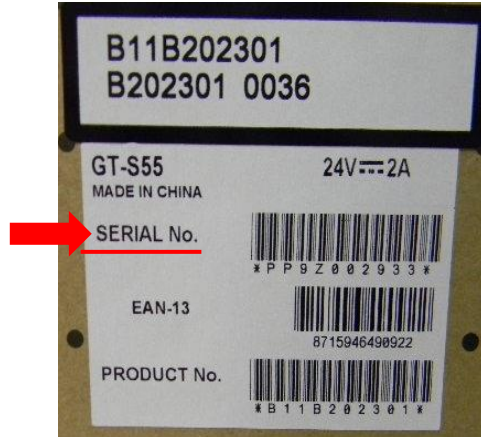**=> Correct**

**EAN draggled**

**EAN defect**

**EAN not usable/scanable**
**=> Correct**

# Serial-number marking of Single Units

**The serial number of a Sinlge Unit must be marked**



SN marking:
e.g.:

- SN
- Serial No.
- Serial Number
- etc.

**SN marked**
**=> Correct**

**SN not marked**
**=> incorrect**

# Serial-number marking of Cases

**The serial numbers of Cases must be marked**

# Deficient loading quality

# Risk of using wrong pallets

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# Examples of risks by using wrong pallets

# Examples of risks by using wrong pallets

# Examples of risks by using wrong pallets



**Pallet is too big and the blocks are too small**
⇒ **Blocks are not exact on the cross-beam**
⇒ **The whole weight of the pallet is pressing on the boards**

**Consequences: deformation**

# Worst-case



**This pallet is standing on the floor and has a deviation because of the poor pallet quality**

$\Rightarrow$ **Not possible to store this pallet**
$\Rightarrow$ **We have to rebuild it**



**Because of the weight and the poor quality of the pallet this pallet broke and fall down through the rack.**
$\Rightarrow$ **Dangerous for employers**
$\Rightarrow$ **The goods are scrap**

# Excerpts from the relevant delivery-guidelines

**7.1 Measurements of the pallet**

Generally Euro-Flat Pallets (1200 x 800 mm) have to be used for the transport.

Should that not be possible, the goods can alternatively be transported using disposable pallets corresponding with the measurements of EURO- or industrial pallets (1200 x 1000 mm), as long as they fulfil the valid requirements regarding the access opening in general, listed within our vendor's manual in chapter 5.1 are the particulars.

The basic measurements of pallets must be observed, projection of goods must be completely avoided.

The delivered pallets must not exceed a height of a maximum of 2000 mm (product including pallet).

The following expressly indicates the consequences by disregard of the guidelines mentioned in chapter 7.1:

- **Pallets do not have the required measurements:**     **K2**
- **Product project beyond the edge of the pallet** <br> **(exception: the basic measurement of article is larger)**     **K2**
- **The required height of the pallet is exceeded** <br> **(exception: the basic height of the article demands the excess of height)**     **K2**

**7.2 Nature of pallets**

Basically, flat pallets made from wood are to be used.

The delivered pallet must be usable. Examples of unusable pallets are listed in our vendor's manual in chapter 5.2.

The following expressly indicates the consequences by disregard of the guidelines mentioned in chapter 7.1 (the explanations of the codes K1-K3 are listed in chapter 9):

- **Pallets are not usable – exhibiting faults as described in our vendor's** <br> **manual in chapter 5.2**     **K2**

# Excerpts from the relevant delivery-guidelines

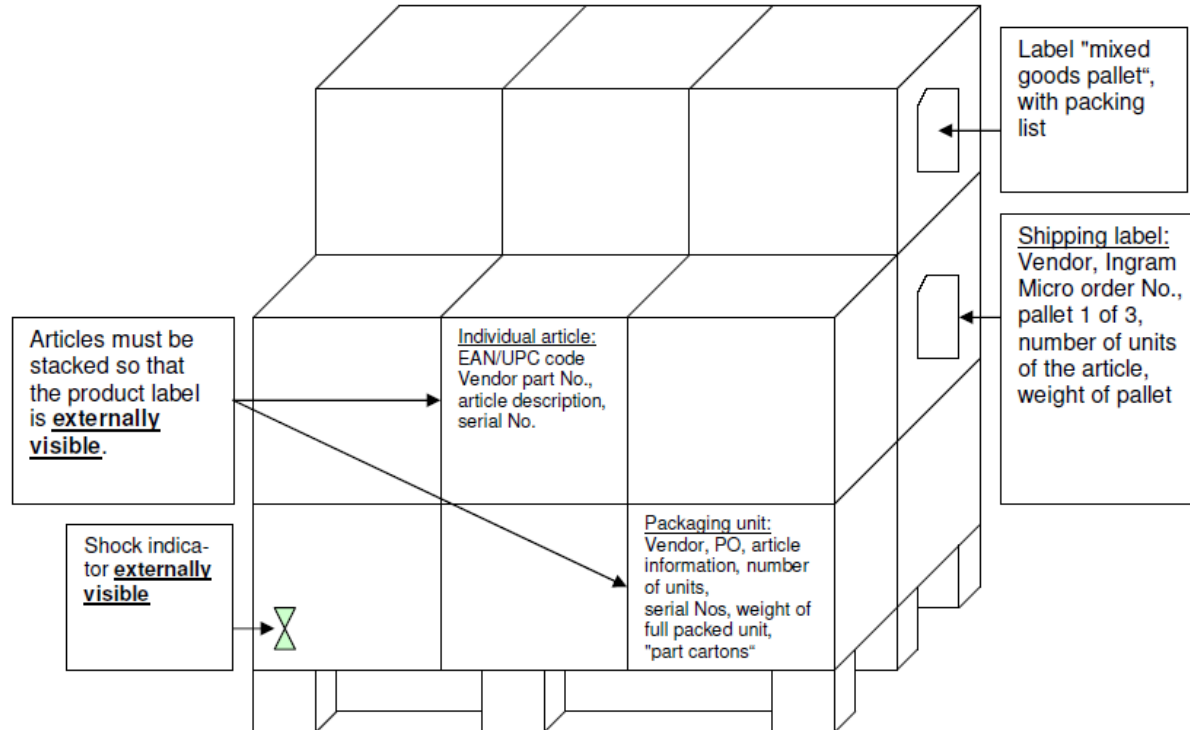## 5.2 Other pallet requirements

Pallets are considered non-usable if they exhibit the following damage or defects:

- A board is missing, is skewed or is broken across
- More than **two** boards on base or edges or **one** cross board are/is splintered in such a way that more than **one** nail or screw shaft is visible
- **One** base bearing is missing, broken or splintered in such a way that more than **one** nail or screw shaft is visible
- Inappropriate materials have been used for pallet repair (boards or bearing bases too narrow or too short)
  The general condition of the pallet is so poor that its loading capacity is no longer adequate or loads could be damaged or soiled as a result.
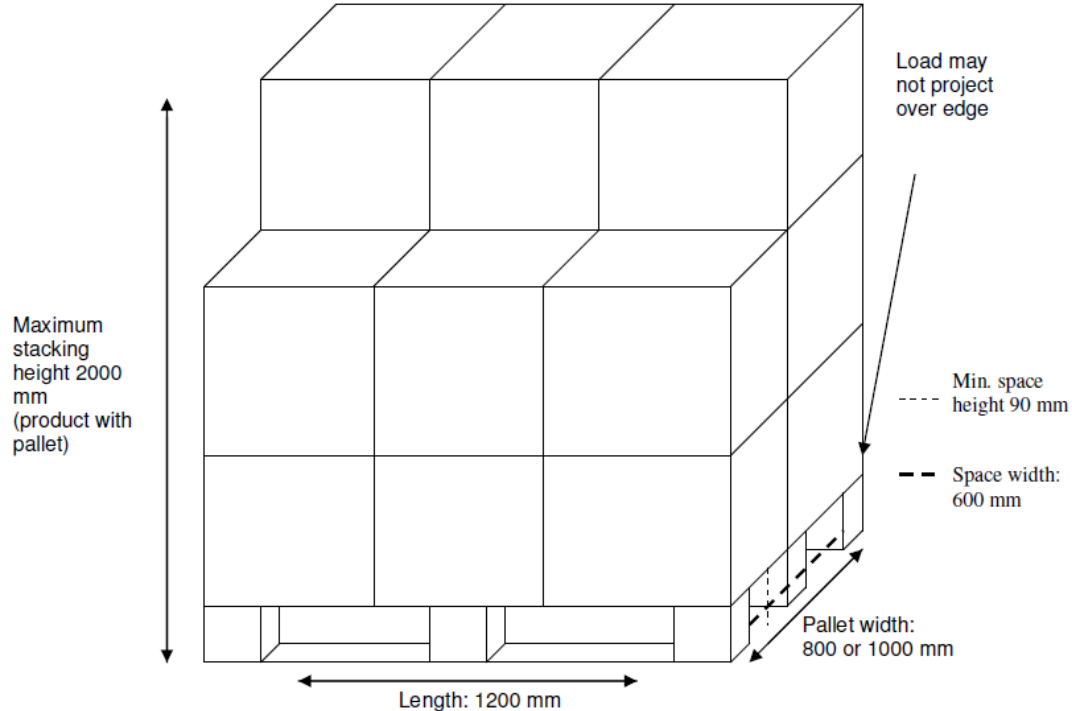
# Excerpt of the delivery-guidelines
# Marking of the articles and the pallet



Label "mixed goods pallet", with packing list

Shipping label:
Vendor, Ingram Micro order No., pallet 1 of 3, number of units of the article, weight of pallet

Articles must be stacked so that the product label is **externally visible**.

Individual article:
EAN/UPC code
Vendor part No.,
article description,
serial No.

Shock indica-tor **externally visible**

Packaging unit:
Vendor, PO, article information, number of units,
serial Nos, weight of full packed unit,
"part cartons"

# Excerpt of the delivery-guidelines
# Pallet dimensions and construction



Pallet dimensions - Example B:

Load may not project over edge

Maximum stacking height 2000 mm (product with pallet)

Min. space height 90 mm

Space width: 600 mm

Pallet width: 800 or 1000 mm

Length: 1200 mm

# Relevante Auszüge aus den IM-Richtlinien für Lieferanten

**Anlieferrichtlinien** - 7. Anforderungen an Palettenware

7.1 Palettenmaße

Generell sind für den Transport Euro-Flachpaletten (1200 x 800 mm) zu verwenden.

Sollte dies nicht möglich sein, können die Waren alternativ auf Einwegpaletten transportiert werden, sofern
die Maße der Einwegpaletten mit den Maßen von EURO- oder Industriepaletten (1200 x 1000)
übereinstimmen und die bezüglich der Einfahröffnung geltenden Anforderungen, im einzelnen in unserem
Lieferantenhandbuch in Abschnitt 5.1 genannt, erfüllt werden.

Grundmaße von Paletten sind einzuhalten, Überstände unbedingt zu vermeiden.

Die angelieferten Paletten dürfen maximal 2000 mm hoch sein (Produkt inkl. Palette).

7.2 Palettenbeschaffenheit

Grundsätzlich sind Flachpaletten aus Holz zu verwenden.

Die angelieferten Paletten müssen gebrauchsfähig sein. Beispiele für nicht gebrauchsfähige Paletten sind in
unserem Lieferantenhandbuch in Abschnitt 5.2 beschrieben.

Im Folgenden wird auf die Folgen bei Nichteinhaltung der unter Abschnitt 7.1 genannten Richtlinien
ausdrücklich hingewiesen (zur Bedeutung der verwendeten Schlüssel K1-K3 siehe Abschnitt 9):

• Paletten sind nicht gebrauchsfähig – weisen also Mängel wie in unserem Lieferantenhandbuch in Abschnitt 5.2 beschrieben auf K2

➔ … K2 Berechnung des entstandenen Mehraufwands gemäß Preisliste

**Lieferantenhandbuch** – 5.2 Palettenbeschaffenheit

Flachpaletten sind nicht gebrauchsfähig, wenn sie die nachfolgend aufgezählten Schäden
bzw. Mängel aufweisen:

…

• Es sind offensichtlich unzulässige Bauteile für die Reparatur verwendet worden (zu schmale, zu kurze Bretter oder Klötze)

• Der Allgemeinzustand der Palette ist so schlecht, dass die Tragfähigkeit nicht mehr gewährleistet ist oder Ladegüter
 verunreinigt oder beschädigt werden können.

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