

## 1. Purpose 目的:

To improve and standardize supplier's raw material package to ensure quality of raw materials well and simplify logistics flow of factory to meet lean production requirement.

为改善和规范供应商零部件的包装，从而保证零部件质量及简化工厂物流以满足精益生产的要求

## 2. Scope 适用范围:

All the composition of final product material, including raw materials of production and outsourcing the processing of materials

本公司所有组成最终产品的零部件，包括生产零部件和委外加工的零部件

## 3. Process 流程

In case the package of new model parts or existing parts need changed it shall be approved by warehouse Dept. Husqvarna Changzhou in the form of paperwork during PPAP. Warehouse Dept. will establish package file after approval. It shall be applied and approved if any change happens in the future.

所有新机种零部件或需供应商变更的现有零部件的来货包装方式在 PPAP 阶段先提供书面资料得到富世华全能（常州）仓储部的批准，一旦批准后仓储部会建立包装信息档案。若日后有任何变更需事前申请并得到批准。

## 4. Content 内容:

### 4.1 Labelling 标签

4.1.1 All the parts to Husqvarna Changzhou shall be labelled clearly according to the requirements below

所有发货给富世华全能（常州）的零部件必须按照以下的要求贴上清晰明确的标签

4.1.2 The labelling shall include the following information 该标签必须含有如下的基本信息:

- Part number of Husqvarna 富世华料号
- Part name 料件名称
- Order number 订单号
- Qty. per box 每箱料件的数量
- Date of production 生产日期
- Supplier's name 生产厂家名称
- Serial box number and total boxes 第几箱/总箱数

4.1.3 The label should be stuck on top left corner of each package, and the labelled side shall be put outside

该标签应粘贴在每一箱的左上角，摆放时贴有标签侧必须朝外易于发现

4.1.4 Be convenient for recognition, the odd packages should be stuck odd labels

若有零数箱需额外粘贴一张零数箱标签便于识别

### 4.2 Delivery Sheet 送货单

4.2.1 All the parts to Husqvarna Changzhou shall have clear delivery sheet according to the requirements below

所有到富世华全能（常州）送货时必要有清晰明确的送货单

4.2.2 The delivery sheet shall include the following information 该送货单必须含有如下基本信息：

- Part number of Husqvarna 富世华料号
- Part name 料件名称
- Order and line number 订单号和项次
- Qty. (Boxes Qty. + Odd Qty.) 整箱数量和零数箱的数量
- Delivery date 发货日期
- Supplier's name 生产厂家名称
- Remark 备注

#### 4.3 Pallet 托盘

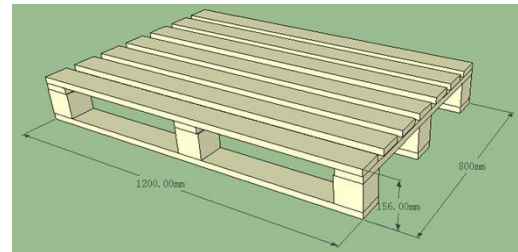
4.3.1 If delivery with wood pallet raw materials shall be put on Euro-pallets according to rack design in our warehouse

若送货时自带托盘，根据我们仓库货架设计需统一放置在欧标木托盘

4.3.2 Maximum pallet size 最大托盘尺寸：1200 x 800 x 160 mm

4.3.3 The pallet shall not be damaged in any of the following ways 来货时托盘必须没有如下的任何破损：

- Top or baseboards missing or split all the way across  
顶部和脚板在所有的交接处没有缺失或破裂
- Block missing, slanting or split  
块没有缺失、倾斜或破裂
- Block missing, slanting or split  
顶部和脚板没有冒出的钉子
- Pallet seriously fouled with oil, grease, etc.  
托盘没有被机油、润滑脂等污染
- Pallet give off peculiar smell  
托盘没任何异味



4.3.4 In principle, packaging materials should conform to the following specification according to size and character of parts. It also can be designed by suppliers. But packages shall not be out of pallet.

原则上，供应商可根据产品的尺寸和特性设计适合的包装方法。根据我司的托盘尺寸可选择以下常用规格的包装方式，也可自行设计但叠放时不能超过托盘为准。

#### 4.4 Package Type 1 包装方式 1， Description of a layer with a cardboard box 每层放一箱

4.4.1 Maximum pallet size 最大托盘尺寸限 1200 x 800 x 1500 mm

4.4.2 Maximum pallet weight 托盘最大重量限 1000 kg

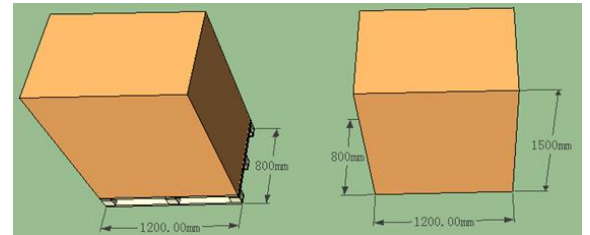
4.4.3 Maximum box weight 每箱最大重量限 1000 kg

4.4.4 Minimum packing Qty. 最小包装数量

Meet lot production qty. 满足批次生产数量

4.4.5 其他

- Each layer should be neatly put on pallet, and shall not be out of scope.  
摆放时每层需整齐地摆放在托盘上，不能超出托盘尺寸
- The different goods should be packed in the different boxes  
不同的物料不可以混装在同一箱子
- All boxes shall contain the same number of parts ( except odd labelling on the last box, which is used to make up the correct delivery quantity)  
为了正确清点收货数量，每箱的包装数量必须一致 (除了最后一箱粘贴零数标签的零数箱)
- The pallet or carton shall be undamaged at the time of packing  
来货时托盘或纸箱不可以有损坏
- The goods shall be securely fixed on the pallet using plastic strapping or stretch film if delivery with pallet  
若自带托盘必须用打包带或缠绕膜牢靠地固定在托盘上
- If necessary the layers of goods should be separated using inner etc. , no recommending with plastic bag  
如果有需要应将零部件隔开放置，不建议套袋
- The package should be adopt moisture, dust, corrosion, and mildew etc., according to product characteristic.  
根据产品特性考虑到防潮,防尘,防腐,防霉等措施
- If necessary ,a layer of protection material should be placed between the pallet and the first layer.  
若有需要，在托盘和第一层箱子之间应置保护材料



4.5 Package Type 2 包装方式 2 , Description of a layer with 2 cardboard boxes 每层放 2 箱

4.5.1 Maximum pallet size 最大托盘尺寸限 1200 x 800 x 1500mm

4.5.2 Maximum box size 每箱最大尺寸限 600 x 800 x 1500 mm

4.5.3 Maximum pallet weight 托盘最大重量限 1000 kg

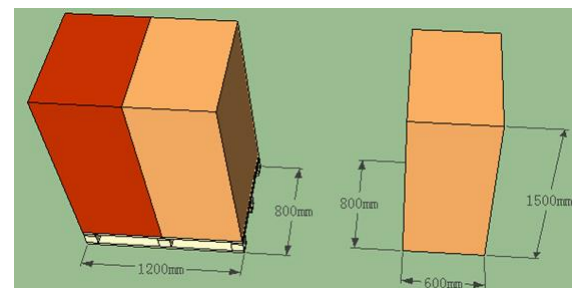
4.5.4 Maximum box weight 每箱最大质量限 300 kg

4.5.5 Minimum packing Qty. 最小包装数量

Meet lot production qty. 满足批次生产数量

4.5.6 其他

- Each layer should be neatly put on pallet, and shall not be out of scope.



摆放时每层需整齐地摆放在托盘上，不能超出托盘尺寸

- The different goods should be packed in the different boxes  
不同的物料不可以混装在同一箱子
- All boxes shall contain the same number of parts ( except odd labelling on the last box, which is used to make up the correct delivery quantity)  
为了正确清点收货数量，每箱的包装数量必须一致 (除了最后一箱粘贴零数标签的零数箱)
- The pallet or carton shall be undamaged at the time of packing  
来货时托盘或纸箱不可以有损坏
- The goods shall be securely fixed on the pallet using plastic strapping or stretch film if delivery with pallet  
若自带托盘必须用打包带或缠绕膜牢靠地固定在托盘上
- If necessary the layers of goods should be separated using inner etc. , no recommending with plastic bag
- 如果有需要应将零部件隔开放置，不建议套袋
- The package should be adopt moisture, dust, corrosion, and mildew etc., according to product characteristic.  
根据产品特性考虑到防潮,防尘,防腐,防霉等措施
- If necessary ,a layer of protection material should be placed between the pallet and the first layer.  
若有需要，在托盘和第一层箱子之间应置保护材料

#### 4.6 Package Type 3 包装方式 3 ， Description of a layer with 4 cardboard boxes 每层放 4 箱

4.6.1 Maximum pallet size per pallet 最大托盘尺寸限 1200 x 800 x 1500 mm

4.6.2 Maximum box size 每箱最大尺寸限 600 x 400 x 300 mm

4.6.3 Maximum pallet weight 托盘最大重量限 1000 kg

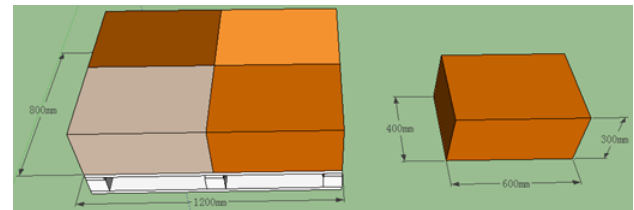
4.6.4 Maximum box weight 每箱最大质量限 15 kg

4.6.5 Minimum packing Qty.最小包装数量

Meet lot production qty. 满足批次生产数量

4.6.6 其他

- We recommend giving priority to choose cycle box  
我们建议优先使用周转箱
- Each layer should be neatly put on pallet, and shall not be out of scope.  
摆放时每层需整齐地摆放在托盘上，不能超出托盘尺寸
- The different goods should be packed in the different boxes  
不同的物料不可以混装在同一箱子
- All boxes shall contain the same number of parts ( except odd labelling on the last box, which is used to make up the correct delivery quantity)  
为了正确清点收货数量，每箱的包装数量必须一致 (除了最后一箱粘贴零数标签的零数箱)
- The pallet or carton shall be undamaged at the time of packing  
来货时托盘或纸箱不可以有损坏
- The goods shall be securely fixed on the pallet using plastic strapping or stretch film if delivery with pallet



若自带托盘必须用打包带或缠绕膜牢靠地固定在托盘上

- If necessary the layers of goods should be separated using inner etc. , no recommending with plastic bag
- 如果有需要应将零部件隔开放置，不建议套袋
- The package should be adopt moisture, dust, corrosion, and mildew etc., according to product characteristic.  
根据产品特性考虑到防潮,防尘,防腐,防霉等措施
- If necessary ,a layer of protection material should be placed between the pallet and the first layer.  
若有需要，在托盘和第一层箱子之间应置保护材料

#### 4.7 Package Type 4 包装方式 4 ， Description of a layer with 8 cardboard boxes 每层放 8 箱

4.7.1 Maximum pallet size 最大托盘尺寸限 1200 x 800 x 1500 mm

4.7.2 Maximum box size 每箱最大尺寸限 300 x 400 x 300 mm

4.7.3 Maximum pallet weight 托盘最大重量限 1000 kg

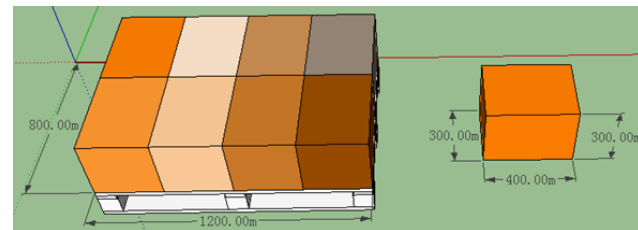
4.7.4 Maximum box weight 每箱最大质量限 15 kg

4.7.5 Minimum packing Qty.最小包装数量

Meet lot production qty. 满足批次生产数量

#### 4.7.6 其他

- We recommend giving priority to choose cycle box  
我们建议优先使用周转箱
- Each layer should be neatly put on pallet, and shall not be out of scope.  
摆放时每层需整齐地摆放在托盘上，不能超出托盘尺寸
- The different goods should be packed in the different boxes  
不同的物料不可以混装在同一箱子
- All boxes shall contain the same number of parts ( except odd labelling on the last box, which is used to make up the correct delivery quantity)  
为了正确清点收货数量，每箱的包装数量必须一致 (除了最后一箱粘贴零数标签的零数箱)
- The pallet or carton shall be undamaged at the time of packing  
来货时托盘或纸箱不可以有损坏
- The goods shall be securely fixed on the pallet using plastic strapping or stretch film if delivery with pallet  
若自带托盘必须用打包带或缠绕膜牢靠地固定在托盘上
- If necessary the layers of goods should be separated using inner etc. , no recommending with plastic bag
- 如果有需要应将零部件隔开放置，不建议套袋
- The package should be adopt moisture, dust, corrosion, and mildew etc., according to product characteristic.  
根据产品特性考虑到防潮,防尘,防腐,防霉等措施
- If necessary ,a layer of protection material should be placed between the pallet and the first layer.  
若有需要，在托盘和第一层箱子之间应置保护材料



## 4.8 Package Type 5 包装方式 5 , Special Spec. 特殊尺寸

### 4.8.1 Special parts can be decided by discussion between Husqvarna Changzhou and suppliers

特殊尺寸的物料需供应商先提交包装方案给富世华常州工厂批准, 与富世华常州工厂达成一致决定

### 4.8.2 Maximum pallet weight 托盘最大重量限 1000 kg

### 4.8.3 Maximum box weight 每箱最大质量限 15 kg

### 4.8.4 Minimum packing Qty.最小包装数量: Meet lot production qty. 满足批次生产数量

### 4.8.5 其他

- We recommend giving priority to choose cycle box  
我们建议优先使用周转箱
- Each layer should be neatly put on pallet, and shall not be out of scope.  
摆放时每层需整齐地摆放在托盘上, 不能超出托盘尺寸
- The different goods should be packed in the different boxes  
不同的物料不可以混装在同一箱子
- All boxes shall contain the same number of parts ( except odd labelling on the last box, which is used to make up the correct delivery quantity)  
为了正确清点收货数量, 每箱的包装数量必须一致 (除了最后一箱粘贴零数标签的零数箱)
- The pallet or carton shall be undamaged at the time of packing  
来货时托盘或纸箱不可以有损坏
- The goods shall be securely fixed on the pallet using plastic strapping or stretch film if delivery with pallet  
若自带托盘必须用打包带或缠绕膜牢靠地固定在托盘上
- If necessary the layers of goods should be separated using inner etc. , no recommending with plastic bag  
如果有需要应将零部件隔开放置, 不建议套袋
- The package should be adopt moisture, dust, corrosion, and mildew etc., according to product characteristic.  
根据产品特性考虑到防潮,防尘,防腐,防霉等措施
- If necessary ,a layer of protection material should be placed between the pallet and the first layer.  
若有需要, 在托盘和第一层箱子之间应置保护材料

## 4.9 Delivery requirement 送货要求

### 4.9.1 Delivery way: Recommend delivery to our warehouse by owned transport truck or professional logistic companies, not recommending using express company except SF-express

送货方式: 建议使用自己的卡车或专业货代公司送货, 不建议除顺丰以外的快递公司邮寄货物

### 4.9.2 Delivery address: Shall be delivery to designated address(Internal warehouse or external warehouse), can not change delivery address without approval

送货地址: 请严格遵守规定的送货地址(内仓或外仓)送货, 不可随意变更送货地址

### 4.9.3 Working time for warehouse is 8:00 ~ 17:00 in working day ,so please ensure complete receiving goods within working time. In case of extra overtime ,we will charge back to suppliers

仓库工作时间为工作日的 8:00 ~ 17:00，所以请保证在工作时间完成收货工作。如果产生额外的加班时间，我们将向供应商请求该费用。

4.9.4 Delivery goods shall be according to delivery date of P/O . Warehouse will not receive the material 7 calendar days over delivery time

送货需根据交期按时送货，提前 7 天自然日交货仓库将不予接收

4.9.5 Urgent delivery or delivery in overtime should inform Husqvarna planning dept. to be approved

紧急送货或非工作时间外送货需提前通知富世华（常州）计划部被得到认可

