

Husqvarna Group

Parts and Accessories Delivery Standard

Parts and Accessories Delivery Standard

Guideline

Husqvarna Forest&Garden

Husqvarna Forest&Garden Global



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1 PURPOSE & SCOPE

This standard defines requirements for Parts & Accessories (P & A) deliveries to

Husqvarna AB C/O Postnord TPL

Södra Stigamovägen 11A, 55592 Jönköping, Sweden

Husqvarna Logistics

Rudolf-Diesel-Str. 44, 89150 Laichingen, Germany

2 GENERAL PRINCIPLE

Provide a guideline for suppliers of packaging, labels and pallets, making sure the delivery of spare parts and accessories meets the expectation from the warehouses.

3 DELIVERY ADVICE

3.1 Sweden - Postnord

- Send shipment advice to receiving.hqv@tpl.postnord.com
- For trucks before 14:00 the day before arriving and for containers 5 working days before first available delivery date
- All advices should contain the following
 - trailer number or any other unique identification of the shipment (e.g. waybill, consignment number)
 - invoice
 - packing list. The packing list should contain information about pallet and/or box quantity.
- For deliveries larger than 6 pallets, Postnord will reply with a slot time for unloading, if you include an ETA your truck will be unloaded as near your suggestion as possible.
- All shipments must have a purchase order or return order number upon arrival either on a pack note or sent to PostNord by mail.
- If the schedule at PostNord is fully booked your shipment can be moved to the next working day.

3.2 Germany - Husqvarna Logistics

- Send shipment advice to we-leitstand@gardena.com
- Shipment advice needs to be sent at least 24h before the ETA.
- All shipment advices should contain the following:
 - ETA date and time
 - license plate number of the trailer
 - delivery note (purchase order number, Husqvarna PNC and quantity)
 - amount and type of pallets, skids or other transport structures
 - notification about dangerous goods

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4 PALLETS

4.1 Size, weight & quality requirements

The pallet material accepted is wood and should follow the requirements below:

Pallet type	Dimensions ¹⁾	Max weight	Quality criteria
Approved for EU suppliers			
EUR, EUR1	1200 x 800 mm	800 kg	EPAL stamp 4 way entry No damages (see 4.3)
EUR 6 (half EUR)	600 x 800 mm	800 kg	EPAL stamp 4 way entry No damages (see 4.3)
Approved for non EU suppliers			
Single use pallet	1200 x 800 mm	200 kg	4 way entry No damages (see 4.3)
Single use pallet	600 x 800 mm	150 kg	4 way entry No damages (see 4.3)
Multi use pallet	1200 x 800 mm	200 - 800 kg (depending on approval)	Document & stamp for weight approval 4 way entry No damages (see 4.3)
Multi use pallet	600 x 800 mm	150 - 800 kg (depending on approval)	Document & stamp for weight approval 4 way entry No damages (see 4.3)

Table 1: Pallet size, weight & quality requirements

¹⁾ If a single unit of an article exceeds the size of the above specified pallets, then a different sized pallet needs to be used to avoid overhang.

4.2 Height requirements

Mixed pallets	Full pallets
2200 mm 1100 mm (if stackable)	The pallets heights should be as close as possible to the ones below: 1100 mm 1450 mm 2200 mm (maximum)

Table 2: Pallet height requirements

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4.3 Not accepted pallet quality



Picture 1: Not accepted pallet quality, source [EPAL Quality and Exchange GB.pdf \(epal-pallets.org\)](https://www.epal-pallets.org/EPAL_Quality_and_Exchange_GB.pdf)

4.4 Pallet Quantities

The pallets should always be delivered with the **same pallet quantities**, save on especial circumstances, for example, when the quantity ordered is not a multiple of the pallet quantity defined.

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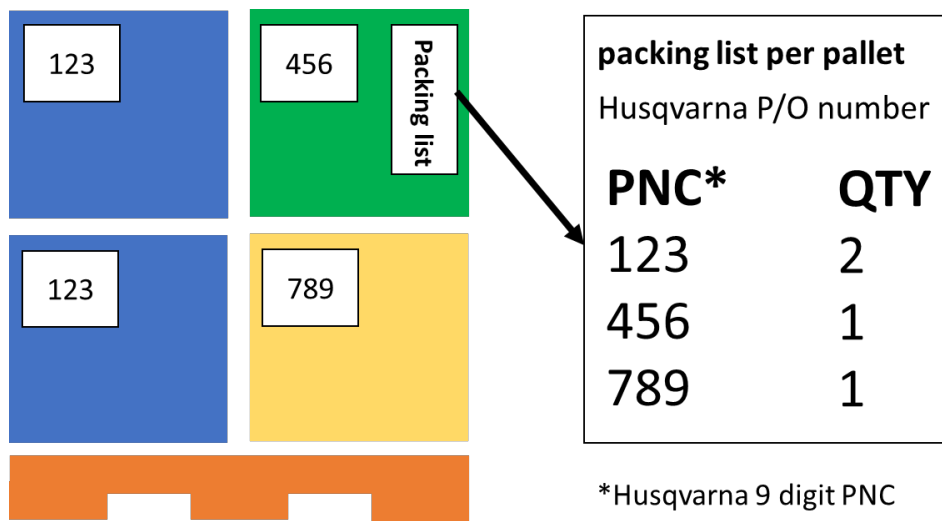


Pallet quantities should aim as much as possible to have the dimensions and heights mentioned above.

4.5 Pallet Label

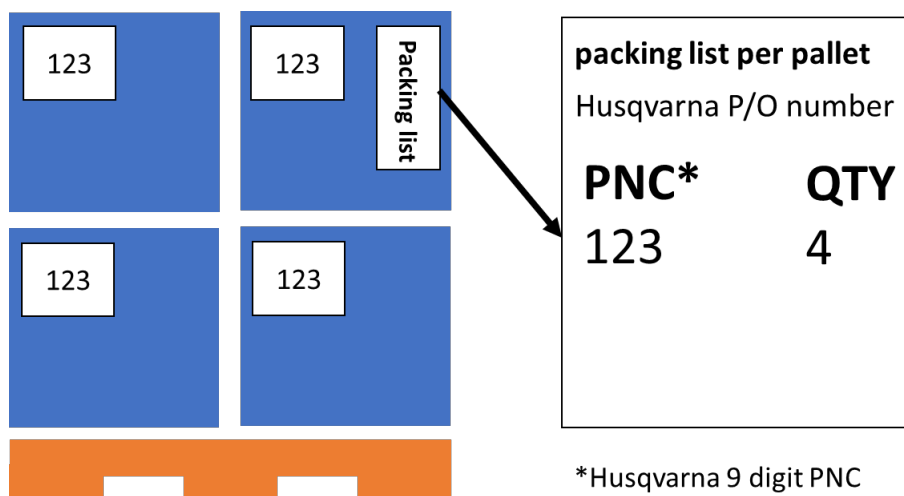
On each pallet there needs to be a packing list attached that specifies the content of the pallet. The packaging list needs to be outwards facing on either of the sides of the pallet. The format of the packing list is free, as long as the minimum information, as indicated below, is included.

Mixed pallets



Picture 2a: Label requirements for mixed pallets

Full Pallets



Picture 2b: Label requirements for full pallets

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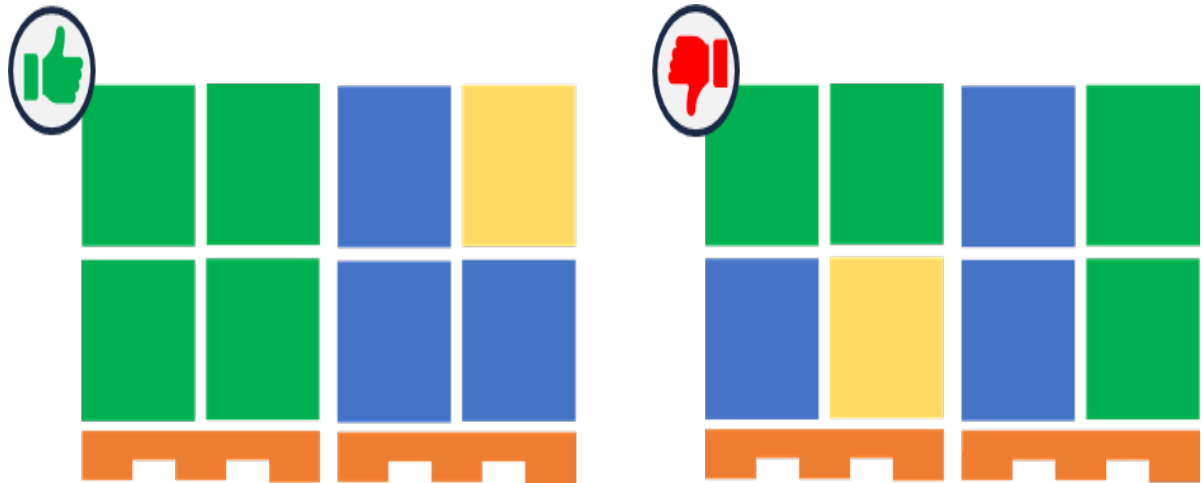
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4.6 Multi pallet deliveries

For deliveries with > 1 pallet, the same article needs to be kept on the same pallet as much as possible.



Picture 3: Multi pallet deliveries

5 SHIPPING CARTONS & COLLARS

A shipping carton is a carton that contains different master boxes or articles inside

5.1 Weight & size requirements

A shipping carton with loose or mixed parts must not exceed 20 kg. The size of the shipping carton should not be bigger as necessary, the amount of air inside the carton should be kept to minimum.

5.2 Shipping cartons & collars labels

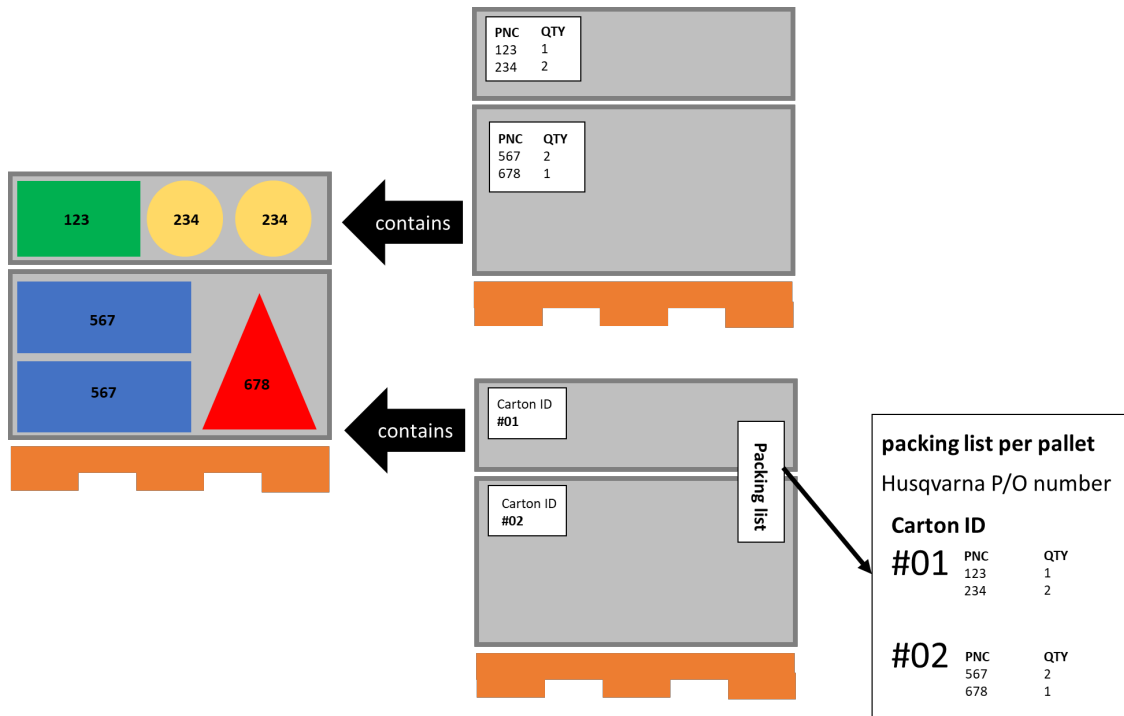
On each shipping carton there needs to be a packing list attached that specifies the content of the carton, there are two possible options, please see below. The list needs to be outwards facing. The format of the list is free as long as the minimum information as indicated below is contained and easily visible for the workers.

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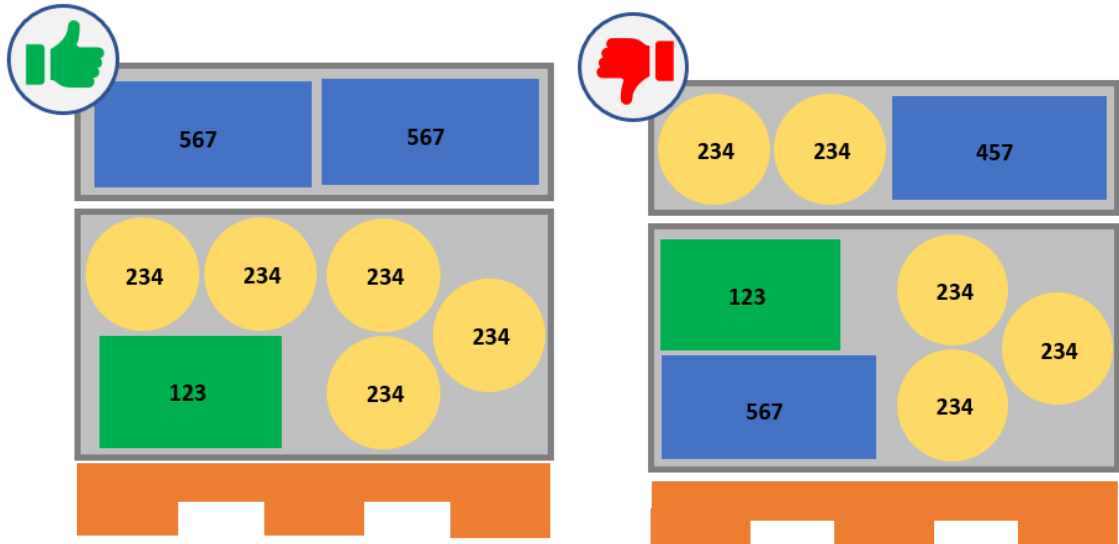
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Picture 4: Label requirements for shipping cartons & collars

5.3 Item separation in shipping carton / collar

One part number has to be kept in the same shipping carton. If the quantity is too big for one shipping carton, it is ok to spread one part number over several cartons, however the amount of different cartons should then be kept as low as possible.



Picture 5a: Item separation in shipping carton / collar

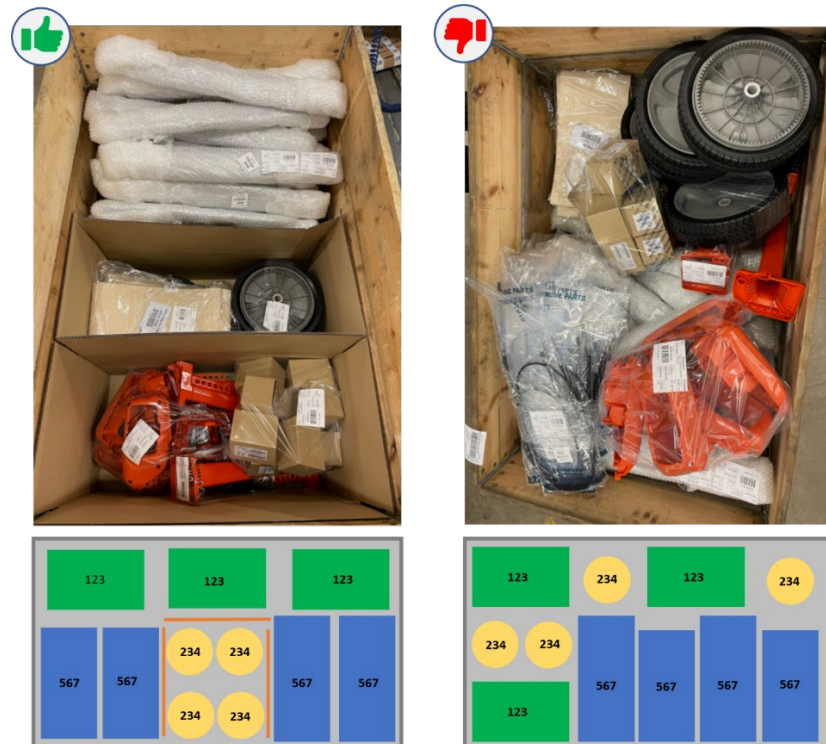
If different parts are mixed in one shipping carton or collar, they should be clearly separated from each other.

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Picture 5b: Item separation in shipping carton / collar

5.4 Filling material

Use paper based filling material. Avoid plastic and styrofoam unless it is needed for advanced protection of heavy and / or expensive parts.

6 MASTER BOX

A master box contains a multiple of the same sellable units.

6.1 Weight & size requirements

The maximum weight of a master box should not exceed 20 kg.

The following sizes can be handled in our automatized warehouse and Master boxes should be within these measurements bellow:

Size	Length (mm)	Width (mm)	Height (mm)
12	187	125	92
8	294	189	145
4	294	289	195
1	550	350	285

Table 3: Master box size requirements

If the size of a single article doesn't fit into those measurements, other sizes are acceptable.

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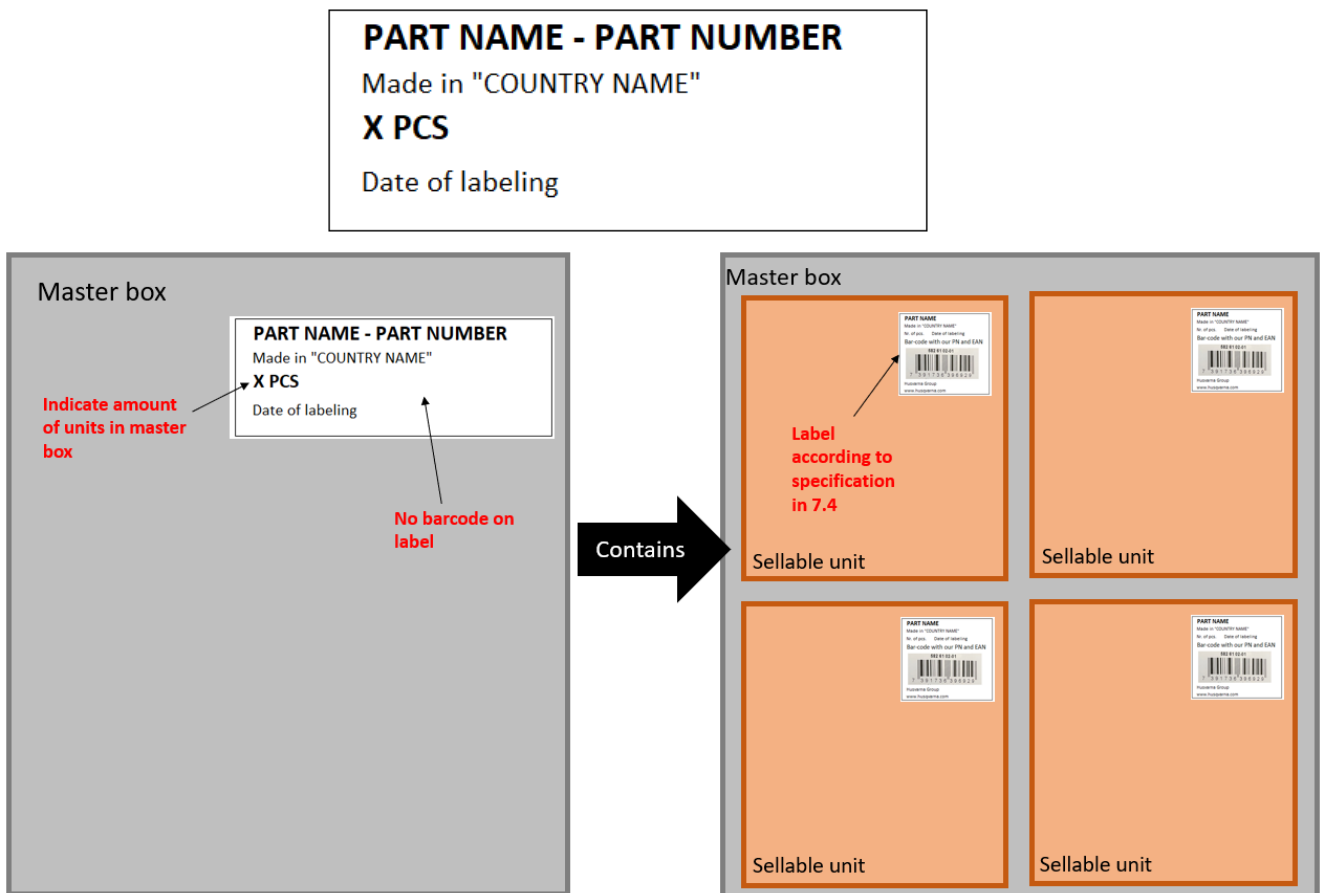


The quantity per master pack should be aligned and approved through p.a.packaging@husqvarnagroup.com

6.2 Master box label

The amount of single units contained in the master box has to be stated on the label of the master box, together with the part name and part number, made in "country" and the date of labeling. The master box label must not have a barcode.

The label of the units inside the master box must have label with a barcode. The barcode must be EAN 13 in a readable size for scanner. The content required for each single unit label is specified in 7.4.



Picture 7: Master box example

7 SINGLE ITEMS

The following section defines rules and guidelines on how a single unit spare part should be packed. Please send a proposed single item packaging per article based on these guidelines to p.a.packaging@husqvarnagroup.com or to the Part Specialist responsible for approval.

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7.1 General principles

- Parts should be delivered correctly from the supplier
- Avoid unnecessary packaging like plastic, bubble wrap, cardboards and extra labels
- The size of the packaging should be according to the size of the part
- Avoid non-value adding activities
- The packaging used should be plain and should not include any logos, printings or labels that are not related to Husqvarna

7.2 Single items weight & size requirements

If a single items weight exceeds 15 kg it has to be shipped on an **individual pallet/half pallet** with collars and a wooden lid or in a way that the pallet/half pallet can be stacked with other pallets. A single item should be packed as compact and with as little plastic as possible.

7.3 Single items packaging guidelines

Husqvarna requires that some types of single items arrive packed to the warehouse and with a label following our instruction on part 7.4 of this guideline.

If not required Genuine Parts packaging, the supplier can use plastic bags and boxes available on their stock and that the supplier believe to fit better on the article, always avoiding extra space in the packaging. The packaging should always be the same for each article and not change in different orders or deliveries.

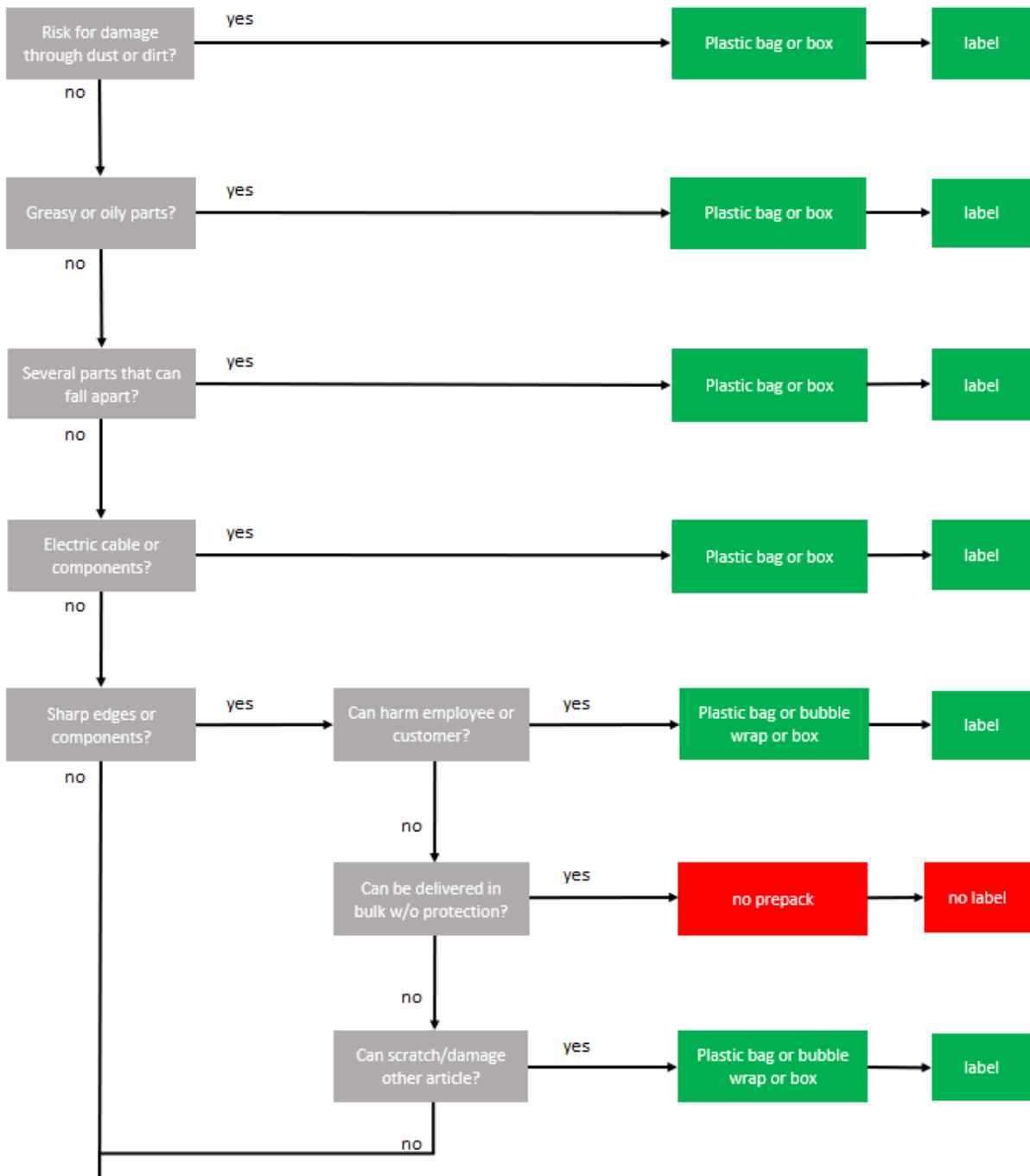
The diagram bellow was created to help the supplier decide which single items should be packed or not and the type of packaging:

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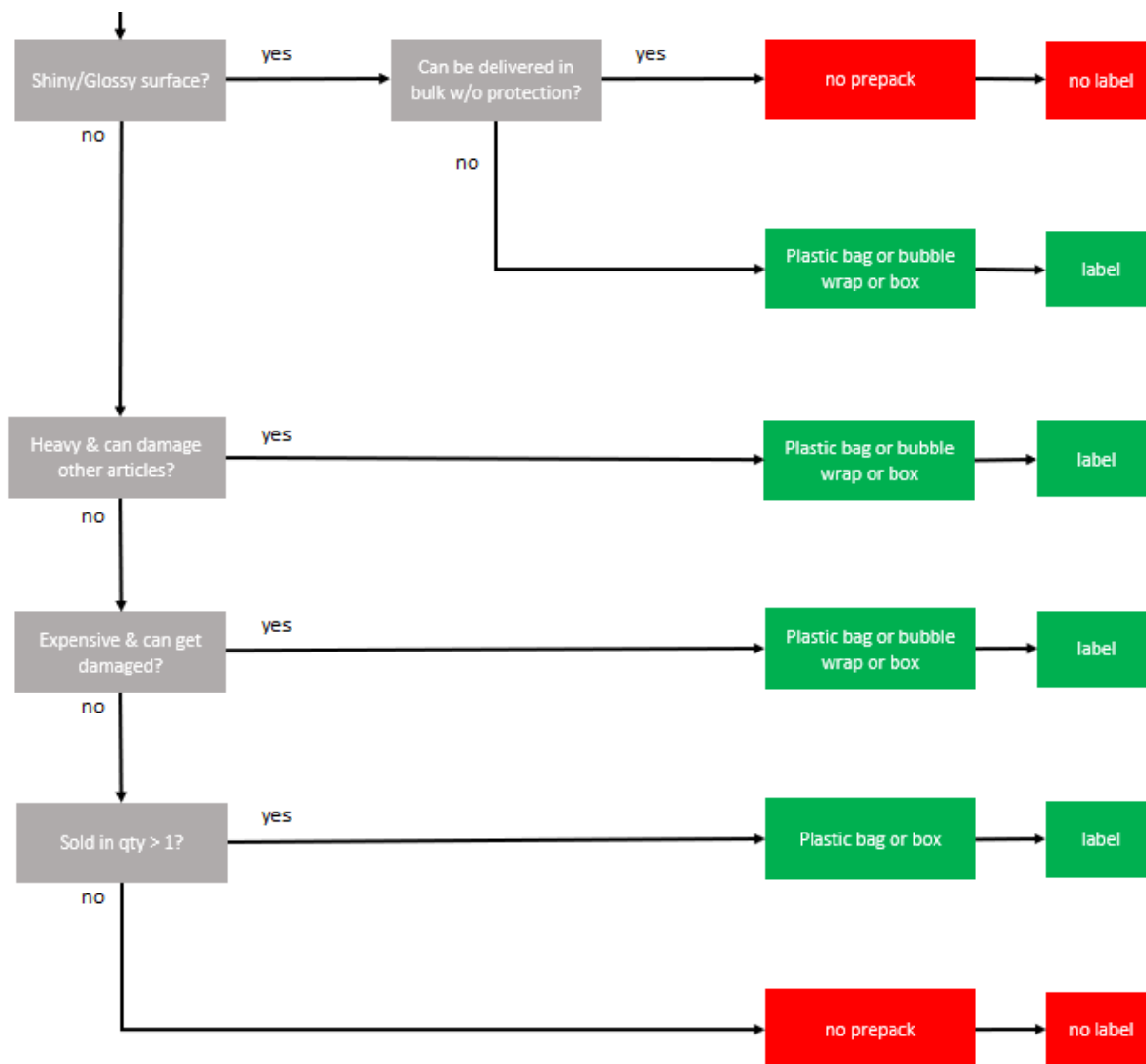
Picture 8a: Single item packaging guidelines

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Picture 8b: Single item packaging guidelines

7.4 Single items label

The labels for articles must have 40mm x 40mm of measure and must contain the information below, with the respective fonts:

- **Part Name** – Arial Bold 10
- **Made in “Country”** – Arial Regular 6
- **Number of Pieces** – Arial Regular 6
- **Date of Labeling** – Arial Regular 6
- **Husqvarna Part Number** – Arial Bold 8
- **Barcode with the EAN 13** – 15mm to 21mm height
- **Husqvarna Group** – Arial Bold 8
- **Husqvarna Webpage** (www.husqvarna.com) – Arial Regular 6

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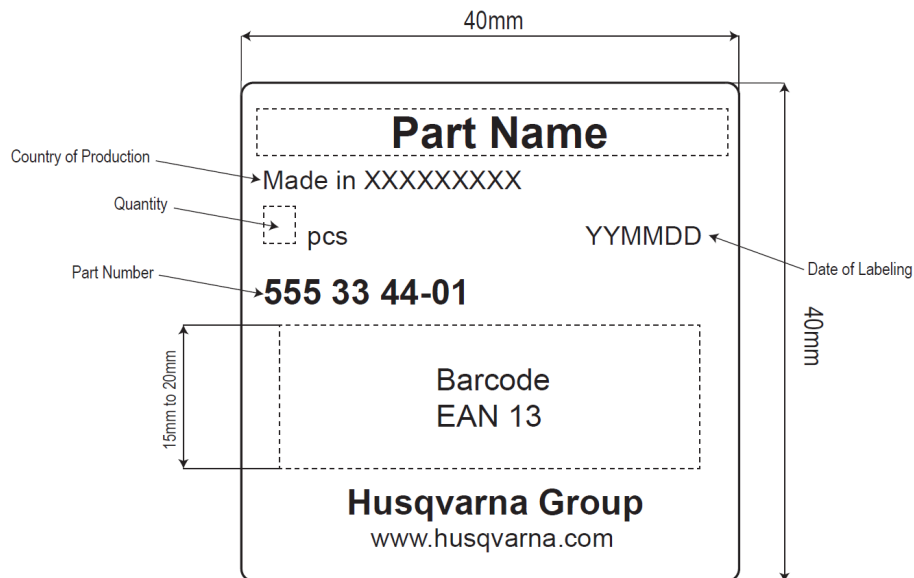
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The barcode must be EAN 13 in a readable size for scanner, with a barcode height with minimum of 15mm and maximum 20mm. In case the supplier doesn't know their EAN codes, the Husqvarna parts specialist should provide them, contact p.a.packaging@husqvarnagroup.com if there are any issues.

Bellow you can find an example of the required label:

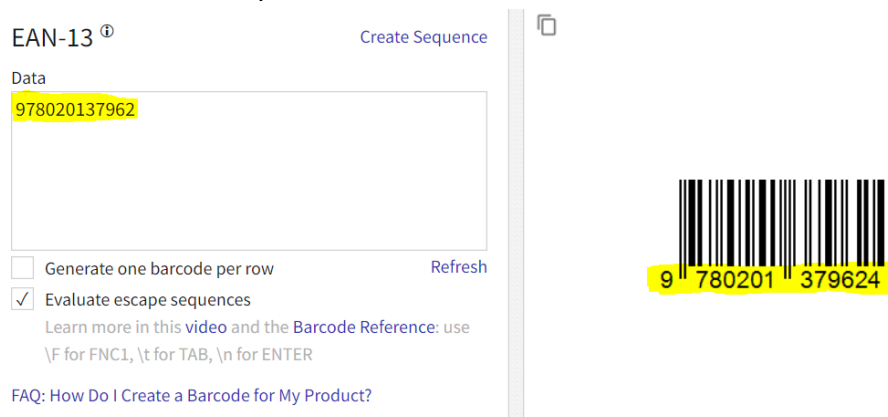


Picture 9: Single item label

The supplier should create the bar codes in any bar code generator, for example on :

[Free Online Barcode Generator: EAN-13 \(tec-it.com\)](https://tec-it.com).

Add the EAN 13 code(s) in the "Data" box and a bar code will be created on the right side of it. Please find an example bellow:



Picture 10: Bar Codes creation - example

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8 DANGEROUS GOODS

Dangerous goods, such as batteries, have specific requirements for labelling and transport. If the supplier is sending any dangerous goods and is not aware of the requirements, please contact p.a.packaging@husqvarnagroup.com for more information.