

Bulk Packaging and Delivery Instruction for Suppliers to Husqvarna



Sites/Production Units:

AYCLIFFE UK – Robotics

Packaging and Delivery Instruction for Suppliers

Guidelines

Husqvarna Forest & Garden Division

Newton Aycliffe UK



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1 Introduction

This document contains the packaging types, parts labelling specifications and general guidelines for deliveries to Newton Aycliffe UK.

This document also includes an appendix where examples of a Delivery Note, a Way Bill and an Invoice can be found.

For any questions regarding packaging that are not covered in this document, please contact your Husqvarna purchasing representative.

2 Responsibility

Unless there is an alternative agreement, all suppliers are obligated to use packaging types that are presented in this document. Suppliers are not allowed to use tailored solutions unless agreed upon with the receiving factory.

Besides this specific instruction, suppliers are responsible for ensuring that the packaged component maintains its initial condition until the point-of-use in Husqvarna production units.

In the event of failure to follow delivery requirements, delivered goods may be returned at the expense of the supplier and/or invoiced for additional costs associated with corrective actions on site such as repacking, sorting, adjusting, etc.

3 Packaging Types

The packaging type for each specific part will be agreed upon with the supplier at the quotation and order procedure.

If none of the packaging types specified in this document are suitable for your use case, please contact your Husqvarna UK representative.

In this section the following packaging types are described:

- Packaging type PE – EPAL 1, modular, collars 800mm * 1200mm
- Packaging type PX1 – EPAL 1, 800mm * 1200mm
- Packaging type PX2 – EPAL CP1, 1000mm * 1200mm
- Packaging type PX3 – EPAL 1, 800mm * 1200mm, cardboard boxes
- Packaging type PX4 – EPAL 1, 800mm * 1200mm, cardboard trays
- Packaging type R1 – Returnable packaging, ESD trays
- Packaging Type R2 – EPAL 1, Returnable plastic boxes

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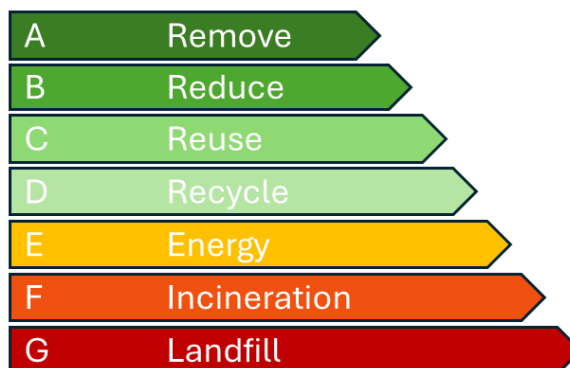
3.1 Packaging materials overview

All packaging material must:

- Follow Husqvarna Group Restricted Material List (RML) for legal requirements on substances and material.
- Use only FSC® certified wood and paper (if not recycled)
- Meet the national and international recycling schemes
- Be easily separated.
- Aim for fibre based material.
- Avoid single use plastics.

Priority level of Packaging Materials:

- Remove all unnecessary packaging material
- Reduce the amount of packaging material
- Reuse existing material
- Use materials with recycled content
- Use materials that could be used as energy
- Minimise use of materials which can only be incinerated
- Avoid all materials that can only go to landfill



3.2 Description of Packaging Types

This section describes packaging methods for components. If the components do not fit in proposed packaging, an agreement between supplier and Husqvarna needs to be made.

Standard EPAL 1 or EPAL CP1 is allowed (if components do not fit on an EPAL 1 or EPAL CP1 exemption will be given to use another pallet size as agreed).

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3.2.1 Packaging type PE – EPAL 1 with Collars

Name: EPAL 1 with collars

Maximum outer size: 1200 x 800 x 950 mm

Maximum weight per pallet (full load): 1500 kg

Measures per collar: 1200 x 800 x 200 mm

Maximum number of collars per unit: 4 collars



Picture 1. EuroPallet with collars

Other:

- The components must be placed in even layers at the pallet
- Pallet should be checked for damage at point of pack
- The unit has to be weather protected and securely fixed with plastic straps
- The label shall be placed on the top right of the collar, on the long side of the pallet, see picture 1.

Labelling:

- The main delivery label should be applied to the outer packaging. For specific labelling requirements, please see [4 Labelling](#).
- Any pallet contents should be individually labelled.

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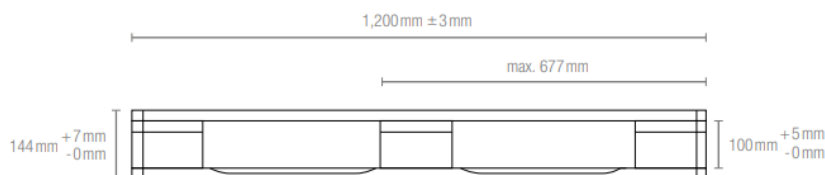
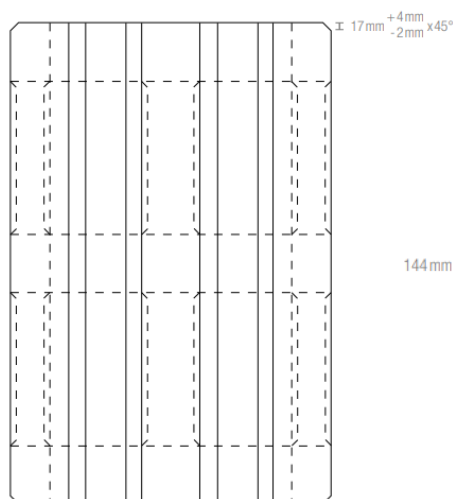
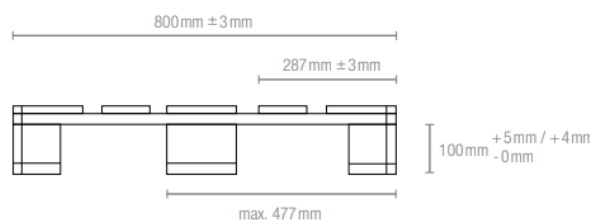
3.2.2 Packaging type PX1 – EPAL 1

Name: EPAL 1

Maximum outer size: 1200x800x144 mm, see picture 2.

Maximum overall height of shipment: 2200mm

Maximum weight per pallet (full load): 1500 kg



Picture 2. Packaging type PX1

Pallet requirements:

For pallet specification and requirements please see [3.2 Pallet requirements](#).

Labelling:

- A main delivery label should be applied to the outside packaging. For specific labelling requirements, please see [4 Labelling](#) for more information.
- Any pallet contents should be individually labelled.

Recommended contents:

- Large shipments

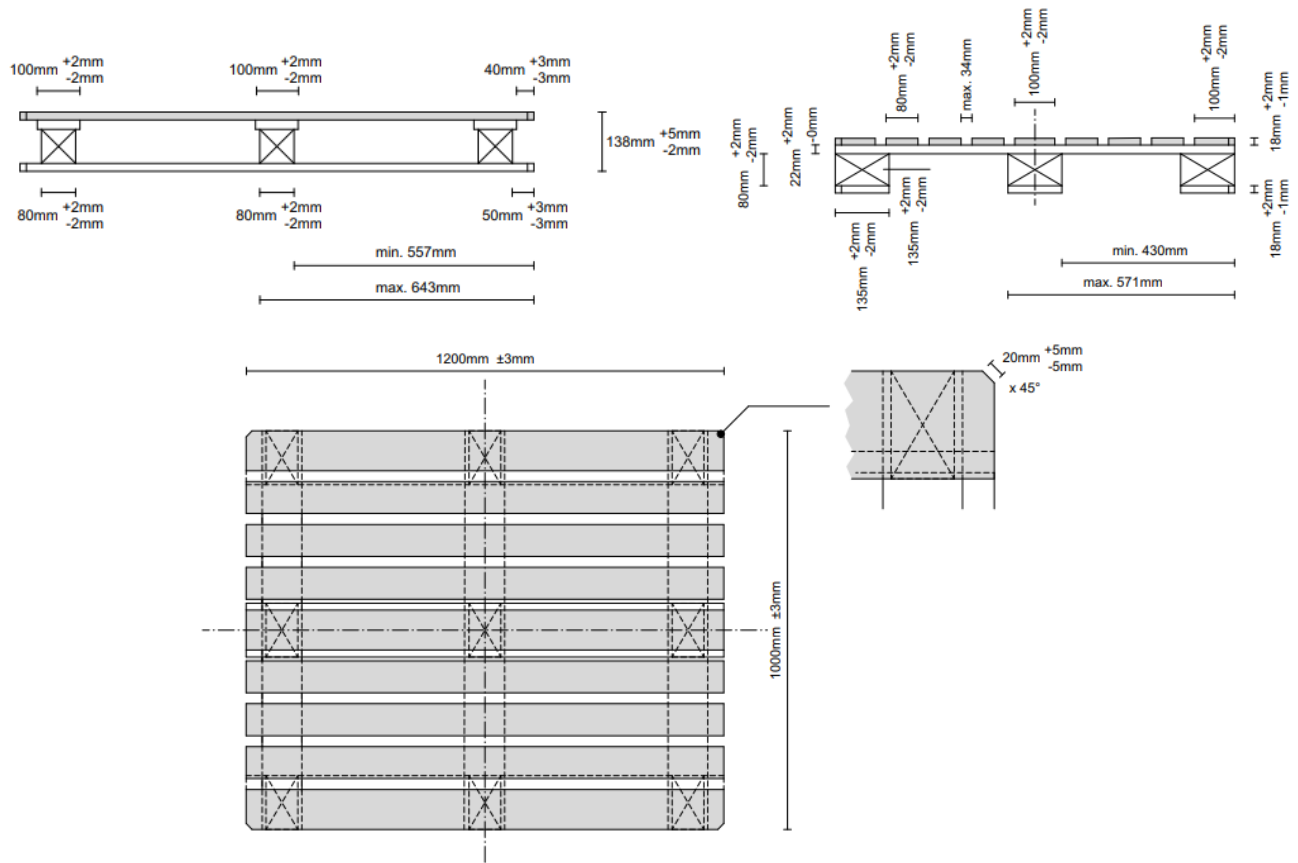
3.2.3 Packaging type PX2 – CP 1

Name: CP 1

Maximum outer size: 1200x1000x144 mm, see picture 3.

Maximum overall height of shipment: 2200mm

Maximum gross weight per pallet (full load): 1500 kg



Picture 3. Packaging type PX2

Pallet requirements:

For pallet specification and requirements please see [3.2 Pallet requirements](#).

Labelling:

- A main delivery label should be applied to the outside packaging. For specific labelling requirements, please see [4 Labelling](#) for more information.
- Any pallet contents should be individually labelled.

Recommended contents:

- Large shipments

3.2.4 Packaging Type PX3 – EPAL 1, Cardboard boxes

Name: EPAL 1, Cardboard boxes

Maximum outer size: 1200x800x1000 mm

Maximum net weight per pallet (full load): 1500kg

Maximum gross weight per pallet (full load): 1525kg

Maximum weight per box (full load): Please refer to [3.3 Weight requirements](#)

Minimum measures per box: 300x400x200mm

Maximum number of boxes per unit: 24



Picture 4. Packaging type PX3

Plastics:

- No single-use plastics unless deemed absolutely necessary
- Where necessary, should be minimum 30% recycled content
- Box should be made from recycled content

Labelling:

- A main delivery label should be applied to the outside packaging. For specific labelling requirements, please see [4 Labelling](#).
- If film is not transparent, the main delivery label should be placed on outer packaging. Otherwise, it can be placed inside film.
- Each box should be individually labelled.

Notes

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- Only to be used for long-distance shipments or situations where reusable packaging is unreasonable.

Recommended contents:

- Wiring assemblies
- PCBAs
- In moulded electronics
- PSUs

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3.2.5 Packaging Type PX4 – EPAL 1, Cardboard trays

Name: EPAL 1, Cardboard trays

Maximum outer size: 1200x800mm

Maximum height of shipment: 1000mm

Maximum gross weight per pallet (full load): 1500kg

Maximum weight per box (full load): Please refer to [3.3 Weight requirements](#)

Measures per tray (WxL): 600x400mm

Maximum number of trays per unit: 4 per layer up to 1000mm



Picture 5. Packaging type PX4

Plastics:

- No plastics unless deemed absolutely necessary
- Where necessary, should be minimum 30% recycled content

Trays:

- Should stack flush within one another.

Recommended contents:

- Motors

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3.2.6 Packaging Type R1 – Returnable packaging, ESD trays

Name: Returnable packaging, ESD trays

Maximum outer size: 1200x800x1000 mm

Maximum weight per pallet (full load): 500kg

Maximum weight per tray (full load): Please refer to [3.3 Weight requirements](#)

Measures per tray (WxL): 600x400mm

Maximum number of trays per unit: Limited by stack height



Picture 6. Packaging type R1

PCBA trays:

For information and requirements regarding PCBA trays, please see [3.3.1 Returnable PCBA trays](#).

Notes:

- The quantity of boards per tray should be maximized depending on board dimensions.
- Every PCB location within each tray should be utilized.
- The quantity of boards per pallet should be maximized but total stack must be kept under a maximum of 1000mm (including pallet height).
- Trays must be placed in even layers on the pallet
- All trays must contain the same number of parts

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- At point of pack, supplier must make sure that the pallet is undamaged
- The unit has to be weather protected with ESD shrink wrap and pallet cap.
- The main label shall be placed at the top right on the long side of the pallet, see picture 2.

Labelling:

- A main delivery label should be applied to the outer packaging. For specific labelling requirements, please see [4 Labelling](#).
- If film is not transparent, the main delivery label should be placed on outer packaging. Otherwise, it can be placed inside film.
- Each box should be individually labelled.

Recommended contents:

- PCBAs

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3.2.7 Packaging Type R2 – EPAL 1, Returnable plastic boxes

Name: EPAL 1, Plastic boxes

Maximum outer size: 1200x800x1000 mm

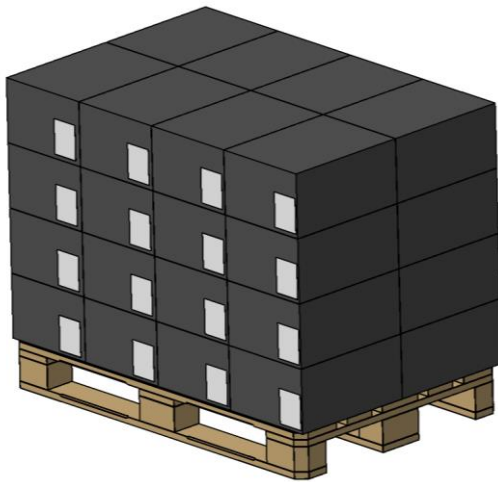
Maximum net weight per pallet (full load): 1500kg

Maximum gross weight per pallet (full load): 1525kg

Maximum weight per box (full load): Please refer to [3.3 Weight requirements](#)

Minimum measures per box: 300x400x200mm

Maximum number of boxes per unit: 24



Picture 7. Packaging type R2

Plastics:

- No single-use plastics unless deemed absolutely necessary
- Where necessary, should be minimum 30% recycled content
- Box should be made from recycled content

Labelling:

- A main delivery label should be applied to the outer packaging. For specific labelling requirements, please see [4 Labelling](#).
- If film is not transparent, the main delivery label should be placed on outer packaging. Otherwise, it can be placed inside film.
- Each box should be individually labelled.

Recommended contents:

- Wiring assemblies
- In moulded electronics
- LED assemblies

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3.2.8 Non-homogenous shipments

- Should be on standard size pallet as specified in this document i.e. [PX1](#) or [PX2](#).
- Each box should be labelled correctly. Please see [4 Labelling](#) for more information.

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3.3 Weight requirements

3.3.1 Weight requirements for individual cartons

The use case of the carton will heavily impact the weight requirements of individual cartons.

- Cartons that **are being lifted onto production line chutes** have a weight limit of **5kg**.
- Cartons that **are being lifted onto production line racking** have a weight limit of **8kg**.
- Cartons that **are not required to be lifted from the pallet but will be decanted** have a weight limit of **15kg**.
- Cartons/shipments that **will not be removed from the pallet at any point** do not have a weight limit.

Please contact your local Husqvarna representative to understand how the carton will be used before confirming carton weight.

If the weight of the carton is above or close to the above limits, please contact your Husqvarna representative to discuss options and confirm.

3.4 Pallet requirements

3.4.1 Material:

Solid wood

- According to current environmental EU-regulations. The supplier has to meet the EU-regulation 2001/219/EG, heat treatment of pallets. The pallets need to be marked with ISPM15 symbol.

MDF/Plywood/other

- Please consult relevant Husqvarna contact when using pallets not composed of solid wood.
- Pallets need to be EPAL equivalent.

3.4.2 Pallet condition:

To be able to process the pallet at the Husqvarna UK Manufacturing site the pallet is not allowed to have the following damage:

- Boards missing or broken transversally or diagonally.
- Block missing or cracked, twisted blocks must not protrude more than 10 mm
- Nails sticking out from the boards
- Polluted with oil, grease etc.
- A bottom or deck board is splintered in such a way that more than one nail shank is visible.

3.5 Returnable packaging

3.5.1 Returnable PCBA trays



Picture 8. Returnable PCB tray

ESD-protected plastics

- Manufactured from ESD-compliant material such as PS-EL
- Stack within each other

3.5.2 Returnable boxes



Picture 8. Returnable box

- Box should include recycled plastic content if possible.

3.6 Outer Packaging

3.6.1 Plastic Straps

- Where required, straps should be installed on the long side of pallet.
- Only use two straps per pallet.
- Make sure that straps are tightly fixed and that they do not block barcodes.
- Pallet straps should be plastic welded and not include metallic clips.

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3.6.2 Plastic Film

- The pallet should be weather protected if necessary.
- The main label has to be placed on the plastic film if the film is not transparent.
- The plastic film should be placed over the box or boxes but not on or covering the pallet skids.
- Plastic film must be ESD-compliant where required. i.e. electronics shipments.

3.6.3 Edge Protection

- Heavy pallets that will be stacked on each other need to have edge protection.
- The pallet must be able to carry its own weight.

3.6.4 Pallet Caps

TBC

3.7 Interior Packaging

*In this chapter, several inside packaging types will be described. Most important is that the components are standalone **without** plastic bag. Separators/inserts needs to be used if the components are sensitive to scratches.*

3.7.1 Placement

Details shall be placed for easy picking in a structural pattern where possible. Smaller items with no specification can be packed unsorted.



Picture 7. Sorted packaging



Picture 8. Sorted packaging



Picture 9. No specification of inside packaging

3.7.2 Inserts and blisters

If there is a risk that details stuck together or tip and thereby damage each other, inserts must be used. Blisters (returnable or one-way) may be specified when components are subject to automated picking.

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4 Labelling

All pallets/boxes delivered to Husqvarna UK Manufacturing must be labelled according to the following instructions.

Delivery note number, Husqvarna part number, Husqvarna supplier number and Husqvarna contract/order number shall be clearly stated on both the Invoice and the Delivery note.

4.1 Production label requirements

Box label should include at least:

- Part number
- Part description
- Box quantity
- Revision level
- Batch number

Main label should include at least:

- Part number
- Part description
- Total quantity
- Revision level

4.2 Labelling – Overview

- All units with parts that are delivered to Husqvarna Manufacturing must be clearly labelled.
- Each individual box and pallet as a whole unit must be labelled in accordance with [4.1 Production label requirements](#)
- The format of the label is A5 paper size and it shall **NOT** be printed on larger paper sizes, e.g. A4.
- Ensure that the paper used for the label has sufficient quality and durability to ensure that information on the label is readable through the whole supply chain. Use adhesive labels, not staples.
- Main label should be placed in accordance to packaging type chosen as specified earlier in the document [3.2 Description of Packaging Types](#). Box labels should be placed according to earlier instructions that are given when presenting packaging types.
- When using stretch films and/or plastic strips, in order to secure transport package, do not block barcodes on the label. Make sure the whole surface of the label is visible and barcodes should be readable and in a consistent location.

5 APPENDIX – INSTRUCTION FOR SHIPPING DOCUMENTS

5.1 Delivery Note

All deliveries to Huskvarna Manufacturing must contain a delivery document placed on one of the units the delivery contains.


The delivery document must be attached by sticks or tape, and shall be easily accessed at Huskvarna Manufacturing

The delivery document has to include the following information:

- Delivery note number
- Address for unloading and terminal number
- Husqvarna parts number
- Husqvarna contract/order number
- Delivered quantity
- Name of the supplier
- Number of units and type of units
- Supplier Number

A delivery note number must be unique for each delivery document. In partial shipments a new number must be generated each time. A supplier using Husqvarna AB web-portal must specify the specific delivery note number that is used in the Web-portal on all documents, including the invoice.

This Delivery Note example is meant to illustrate what information that is important for Husqvarna AB when matching invoice and delivery note. This information shall be given on Delivery Notes sent from our suppliers. Generic rules and regulations for how a Delivery Note shall be written must still be closely considered.



<p>Example Company Inc Box 123 123 45 Example City</p> <p>Date 2010-06-22</p> <p>Buyer Husqvarna AB</p> <p>Delivery adress Husqvarna AB Drottninggatan 2 Godsmottagning terminal 33 561 82 Huskvarna</p>	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 2px;">Delivery Note</th> </tr> <tr> <td style="width: 50%; padding: 2px;">Example Company Inc</td> <td style="padding: 2px;">Husqvarna AB</td> </tr> <tr> <td style="padding: 2px;">Telephone 036-11111</td> <td style="padding: 2px;">Drottninggatan 2 Huskvarna 561 82</td> </tr> <tr> <td style="padding: 2px;">Fax 036-22222</td> <td style="padding: 2px;">Reference Ours: Anders Andersson</td> </tr> <tr> <td style="padding: 2px;">Board location Example City</td> <td style="padding: 2px;">Yours: Sven Svensson</td> </tr> <tr> <td style="padding: 2px;">Organisation No 123456789</td> <td style="padding: 2px;">Telephone 036-33333</td> </tr> <tr> <td style="padding: 2px;">VAT registration No SE123456789</td> <td style="padding: 2px;">Fax 036-44444</td> </tr> <tr> <td style="padding: 2px;">Giro Account No 1234567</td> <td style="padding: 2px;">E-mail anders.andersson@husqvarna.se</td> </tr> </table>	Delivery Note		Example Company Inc	Husqvarna AB	Telephone 036-11111	Drottninggatan 2 Huskvarna 561 82	Fax 036-22222	Reference Ours: Anders Andersson	Board location Example City	Yours: Sven Svensson	Organisation No 123456789	Telephone 036-33333	VAT registration No SE123456789	Fax 036-44444	Giro Account No 1234567	E-mail anders.andersson@husqvarna.se
Delivery Note																	
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Organisation No 123456789	Telephone 036-33333																
VAT registration No SE123456789	Fax 036-44444																
Giro Account No 1234567	E-mail anders.andersson@husqvarna.se																

Delivery Note No
115494

Delivery Terms
EXW Example City

Husqvarna Supplier No
26311

Way of Delivery
Freight Company Inc, Pieces

Delivery Date
2010-06-22

Husqvarna Contract/Order No	Husqvarna Part No	Quantity	Net Weight/No of Pallets	Pos	Item Denomination	Backorder Listed
123456	503828501	1000	52,3 kg/1	10	SINTERPLUGG	

Picture 20. Example of Delivery Note

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5.2 Waybill (Bill of Loading)

All deliveries to Husqvarna Manufacturing have to be sent together with a Waybill. This is the document sent with the carrier and shall be given to Husqvarna Manufacturing at arrival. The Waybill has to include the following information:

- Address for unloading and terminal number
- Delivery note number
- Gross weight
- Name of the supplier
- Number of units and type of units

5.3 Invoice

All invoices sent to Husqvarna UK need to contain information (delivery note number) that makes it possible to match it to the delivery note of the goods.

If the invoice refers to one delivery containing one or many articles, sent with only one delivery note, then one delivery note number may be given for the entire invoice. (See example below)

If the invoice instead refers to more than one delivery sent with more than one delivery note, then the delivery note numbers must be specified for each row of the invoice.

In partial deliveries shall the invoice refer to the goods that are sent and that unique delivery note number. When the next part of the delivery is sent a new delivery note number is necessary.

The invoice needs to contain the following information:

- Delivery Note Number
- Invoice number
- Husqvarna Part Number
- Husqvarna Order Number
- Supplier Number

5.4 Oversea supplier – email instruction

For overseas deliveries, a copy of the delivery note, waybill and invoice shall be sent to following contacts at dispatch:

- Forwarding: import.se@husqvarnagroup.com
- Invoicing: invoices.se@husqvarnagroup.com
- Planning: According to delivery schedule