

R0221-Packaging Instruction for Suppliers to Husqvarna



Packaging and Delivery Instruction ***Husqvarna***

Plants: Huskvarna, Brastad, Sarpsborg

R0221-Packaging and Delivery Instruction

Guidelines

Husqvarna Division

Husqvarna Nordic



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1 Introduction

This document contains the packaging types, parts labelling specifications and general guidelines for deliveries that suppliers to Husqvarna **must follow** when delivering parts and goods. Document also includes an appendix part where examples of a Delivery Note, a Way Bill and an Invoice can be found.

Contact Persons

For any further question regarding packaging, please contact following departments.

Contact person	Questions about
Responsible Logistics Engineer	Transport / Outside packaging, labelling
Responsible Supplier Quality Engineer	Technical questions about packaging, protection of items
Responsible Material Planner	Delivery quantity, delivery address
Responsible Purchaser	Price related question

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2 Responsibility

Unless there is no other agreement, all suppliers are obligated to use packaging types that are presented in "R0221-Packaging Instructions for Suppliers to Husqvarna". Suppliers are not allowed to use tailored solutions.

Besides specific Husqvarna instructions and "R0221-Packaging Instruction for Suppliers to Husqvarna", suppliers are responsible to ensure parts integrity that packaging maintains its initial condition until point-of-use in Husqvarna.

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

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3 Packaging Types

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

In the document the following packaging types are described:

- Packaging type Y1 - Half pallet
- Packaging type Y2 - Half pallet with a cardboard box (8 W6 boxes)
- Packaging type Y3 - Half pallet with a cardboard box (16 W4 boxes)
- Packaging type Y4 - Half pallet with a cardboard box
- Packaging type X20 - Half pallet with collars
- Packaging type PA 009 – Heavy weight pallet for steel coils.

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3.1 Description of Packaging Types

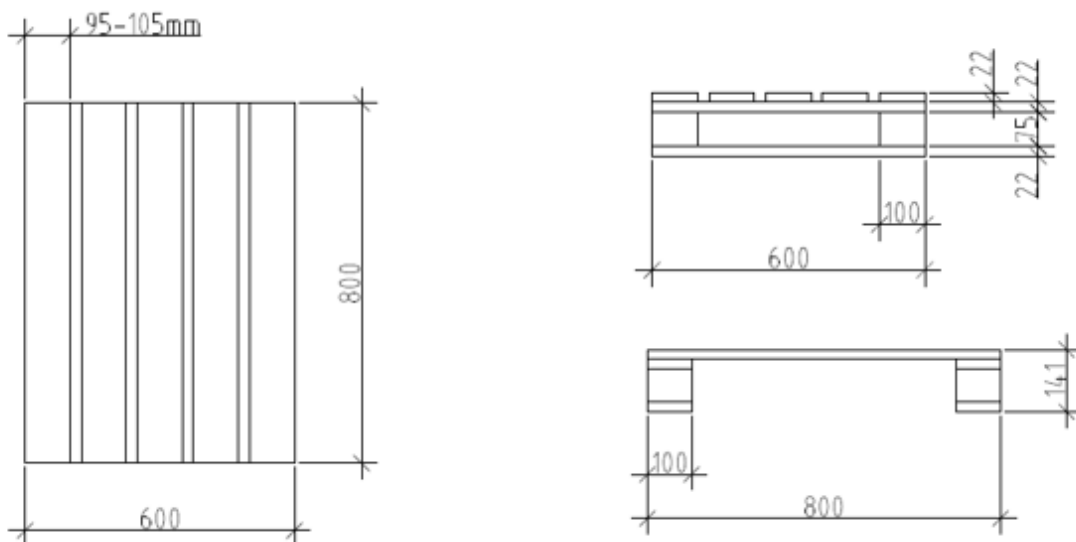
This chapter will describe several packaging methods for components to Husqvarna. If the components don't fit in proposed packaging, an agreement between supplier and Husqvarna have to be made.

3.1.1 Packaging type Y1 – Half pallet

Name: Half pallet

Maximum outer size: 600x800x144 mm, see drawing picture 1.

Maximum weight per pallet (full load): 320 kg



Picture 1. Packaging type Y1

Material pallet:

Wood:

Solid wood

- According to current environmental EU-regulations. The supplier has to meet the EU-regulation 2001/219/EG, heat treatment of pallets. Further information on www.sjv.se (ISPM15)

Plastics:

- Recyclable plastics

Other:

In order to be able to process the half pallet in the material handling system at Huskvarna Manufacturing OS/OL the pallet is not allowed to have the following damages:

- Boards missing or having crossway cracks
- Block missing, sloping or cracked
- Nails sticking out from the boards
- Polluted with oil, grease etc.

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3.1.2 Packaging Type Y2 – Half Pallet with W6 Cardboard Boxes

Name: Half pallet with W6 cardboard boxes

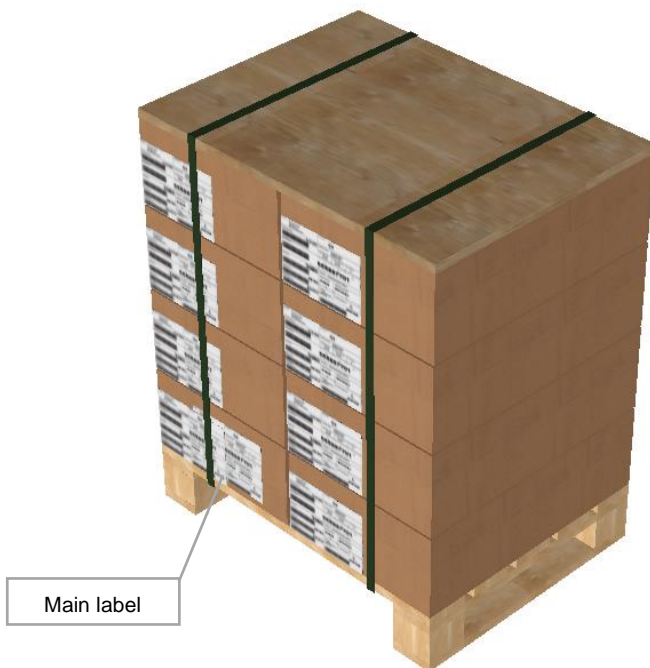
Maximum outer size: 600x800x950 mm

Maximum weight per pallet (full load): 120 kg

Maximum weight per box (full load): 15 kg

Measures per box: 395(+5) x 595(+5) x 200(-20) mm (W6)

Maximum number of boxes per unit: 8 boxes



Picture 2. Packaging type Y2

Other:

- The boxes need to be placed on an half pallet. See Y1 description.
- Cardboard boxes must be placed in even layers on the pallet
- All boxes have to contain the same number of parts
- When packed supplier must make sure that the pallet is undamaged
- The unit has to be weather protected and securely fixed with plastic strips
- The main label shall be placed on the first layer of boxes, on the box to the left on the long side of the pallet, see picture 2.

Labelling:

Box label should be placed on the short side of the box.

Main label should be placed on the bottom left box, on the short side of the box, long side of the pallet.

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3.1.3 Packaging Type Y3 – Half Pallet with W4 Cardboard Boxes

Name: Half pallet with W4 cardboard boxes

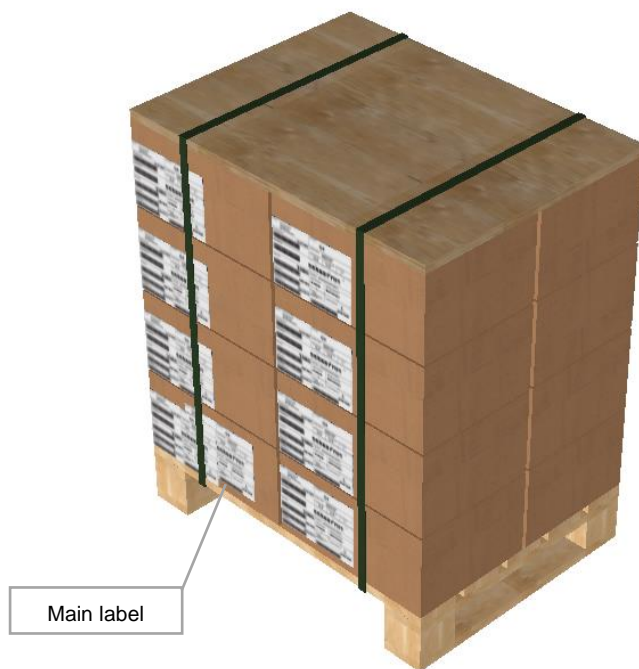
Maximum outer size: 600x800x950 mm

Maximum weight per pallet (full load): 192 kg

Maximum weight per box (full load): 12 kg

Measures per box: 395(+5) x 295(+5) x 200(-20) mm (W4)

Maximum number of boxes per unit: 16 boxes



Picture 3. Packaging type Y3

Other:

- The boxes need to be placed on an half pallet. See Y1 description.
- Cardboard boxes must be placed in even layers on the pallet
- All boxes have to contain the same number of parts
- When packed supplier must make sure that the pallet is undamaged
- The unit has to be weather protected and securely fixed with plastic strips
- The main label shall be placed on the first layer of boxes, on the box to the left on the long side of the pallet, see picture 3

Labelling:

Box label should be placed on the long side of the box.

Main label should be placed on the bottom left box, on the long side of the box, long side of the pallet.

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3.1.4 Packaging Type Y4 – Half pallet with a Cardboard Box

Name: Half pallet with a cardboard box

Maximum outer size: 600x800x950 mm

Maximum weight per pallet (full load): 500 kg

Measures per box: 600 x 800 x 800 mm

Maximum number of boxes per unit: 1 box



Picture 4. Packaging type Y4

Other:

- The components must be placed in even layers at the pallet
- When packed supplier must make sure that the pallet is undamaged
- The unit has to be weather protected and securely fixed with plastic strips
- The label shall be placed on the lower part of the box to the left corner on the long side of the pallet, see picture
- Staples may be used a maximum of 6 mm to label the pallet.

Note: Staples may be used only with cardboard boxes

Labelling:

Main label should be placed on the bottom left side of the pallet. Please note that pallets with one big box, only need one main label.

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3.1.5 Packaging type X20 - Half Pallet with Collars

Name: Half pallet with collars

Maximum outer size: 600x800x950 mm

Maximum weight per pallet (full load): 500 kg

Measures per collar: 600 x 800 x 200 mm

Maximum number of collars per unit: 4 collars



Picture 5. Half pallet with collars

Other:

- The components must be placed in even layers at the pallet
- When packed supplier must make sure that the pallet is undamaged
- The unit has to be weather protected and securely fixed with plastic strips
- The label shall be placed on the lower part of the collar, on the long side of the pallet, see picture

Labelling:

Main label should be placed on the bottom left side of the pallet. Please note that pallets with one big box, only need one main label.

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3.1.6 Packaging type PA 009- Heavy weight pallet for steel coils

Name: PA 009

Maximum outer size: 1150x1150

Maximum weight per pallet (full load): 2500 kg

Other:

- Coils shall be packed on a wooden pallet.
- Tree shims between each coils, minimum height 70mm
- Each pallet shall contain a labelled test strip.
- The coils shall be packed on a wood pallet.
- Tree shims (minimum height 70mm) is positioned between the coils
- Each pallet shall contain a labelled test strip of app 300 mm of length.
- The coils shall be packed horizontal on the pallet with VCI – protecting cover around the coils.
- The coils are strapped and secured to the pallet with steel straps. (min. 4 straps. min. 31 x 0,8 mm)
- Every coil shall be strapped four times, equally spread across the coil (min. 4 straps. min. 25 x 0,8mm).
- Locking of the strap shall be located on the horizontal plane when the coil is placed as the picture show.
- Locking inside the inner ring, is not allowed.



Picture 6. Heavy weight pallet with steel coils

Labelling:

All coils shall have a separate label containing;

- Husqvarna Part Number (barcode); Batch number (barcode); Net weight [kg] (barcode); Gross weight [kg] (barcode); Number of packages; Delivery Note number [ref. on Invoice] (barcode); Package number; Date.

All pallets labelled in correspondence with this guideline.

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3.2 Outer Packaging

3.2.1 Plastic Strips

Straps should be 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.

3.2.2 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 the pallet skids.

Be aware that plastic covered labels are less visible. Unless there is no other agreement, they should not be preferred by local / regional suppliers.
For overseas deliveries, labels can be attached with label holders.

3.2.3 Edge Protection

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

3.3 Inside Packaging

*In this chapter, several inside packaging will be described. Most important is that the components are standalone **without** plastic bag. Protection like dividers have to be used if the components are sensitive to scratches.*

3.3.1 Blister

If a blister is needed to hold the detail in exact position it should be in plastic or other material with similar properties.



Picture 7. Blister for cylinder



Picture 8. Blister for crankshafts

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3.3.2 Sorted

Details are sorted for easy picking in a structural pattern



Picture 9. Sorted packaging



Picture 10. Sorted packaging

3.3.3 Dividers

If there is a risk that details stuck together or tip and thereby damage each other, dividers must be used.



Picture 11. Pallet with dividers

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Picture 12. Pallet with dividers and plastic protection

3.3.4 No Specification

Details with no specifications of packaging can be packed unsorted. Often, its smaller details with no requirement for picking.



Picture 13. No specification of inside packaging



Picture 14. No specification of inside packaging

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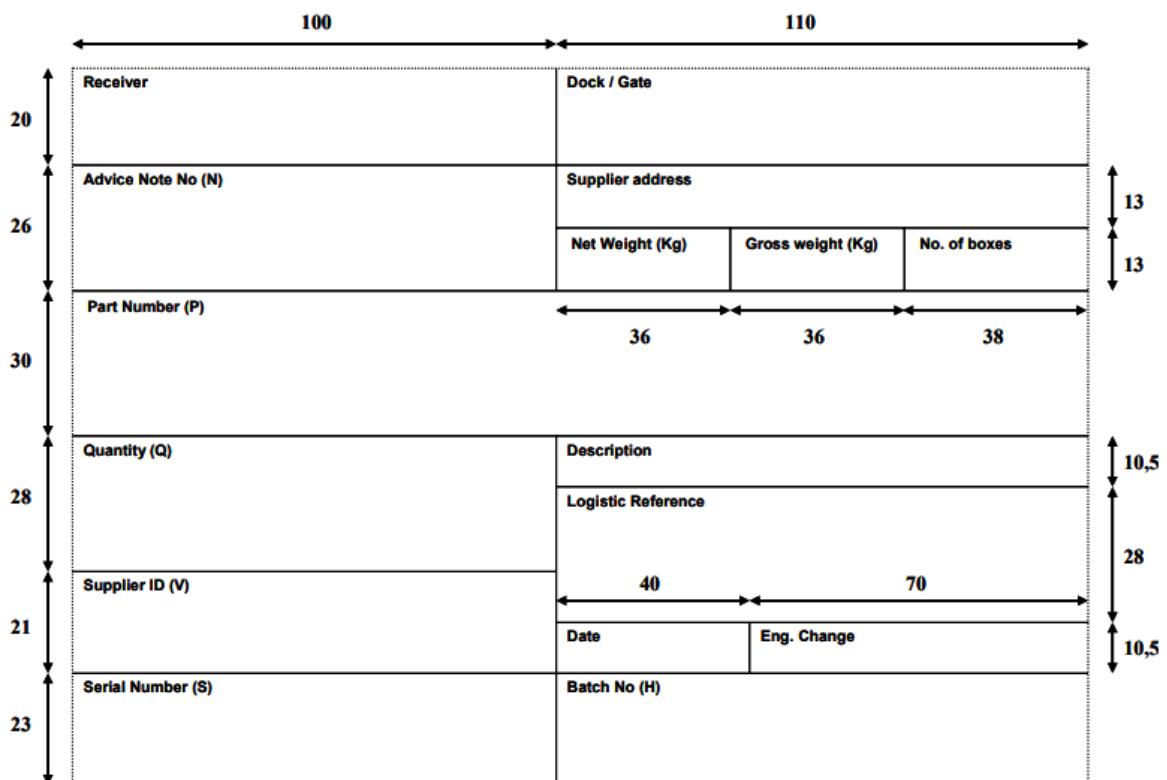
4 Labelling

All units with parts to Husqvarna must be labelled in a clear manner according to the following instructions. Likewise all numbers given must correspond on every document that is sent. 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 Odette Code 39 – Odette standard

The Odette code 39 should be used on A5 paper with below measurements. Barcode should be used for below information:

- Article number (P)
- Quantity (Q)
- Delivery note (N)
- Supplier number (V)
- Batch number (H)
- Package number/Container ID (S)
- Eng. Change /Revision
- Dock/Gate (Warehouse code)



Picture 17. 5 Odette code 39

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5 General Guidelines for Deliveries

We have a lot of requirements regarding packaging and labelling. In this chapter you will find general guidelines to make it easier to mark the shipment with correct labels, and send in correct packaging.

5.1 Packaging Selection

There are 2 standard pallet types are presented in this document and suppliers to Husqvarna are obligated to use them during deliveries.

Pallet Type	Dimensions (Width x Length in mm)	Husqvarna Selection	Comments
Half Pallet (Y1)	600 x 800	1	Majority of all items
Euro Pallet	800 x 1200	2	Very few items

Half Pallet (Y1): Majority of items should be delivered with this pallet type. There only can be exceptions, if the item size doesn't allow use Half Pallet type.

Euro Pallet: If **ONLY** items wouldn't fit Half Pallet, because of items dimensions, Euro Pallet can be used.

5.2 Labelling

The label have the most relevant information about the shipment. Except for earlier mentioned requirements, please also read below guidelines.

- All units with parts that are delivered to Husqvarna must be clearly labelled according to instructions has been given earlier parts of this document.
- Each individual box and pallet as a whole unit must be labelled with Odette Transport Labels (OTL) (page 15).
- The format of the OTL is similar to A5 paper size and it shall **NOT** be printed on larger paper sizes, e.g. A4.
- Be aware that plastic covered labels are less visible. Unless there is no other agreement, they shouldn't be preferred by local / regional suppliers.

For overseas deliveries, labels can be attached with label holders.

- Paper that the label is printed on should have a certain quality that it assures information on the label is readable through the whole supply chain. Preferably labels are adhesive and they do not attached with staple.
- Main label should always be placed at the bottom-left part of the pallet unit, on the long side of the pallet. Box labels should be placed according to earlier instructions that have given when presenting packaging types.
- Have ONLY relevant transport labels
Make sure labels are readable through supply chain by automatic scanners.
- When using stretch films and/or plastic strips, in order to secure transport package, do not block barcodes on OTL. Whole surface of the label should be visible and barcodes should be readable during automatic scanning process without any manual handling.
- Make sure to remove all other irrelevant labels e.g. supplier internal labels, previous transport labels, before dispatching unit to Husqvarna. This is because they may interfere with automatic scanning and storage processes.

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5.3 Warehouse code

There are two main component warehouses in Huskvarna and each is regulated by different rules. Information about which warehouse an article is stored in is clearly stated on supplier delivery schedules and can also be learned by responsible material planner.

It is crucially important that items are packed according to warehouse requirements that they belong to.

How to label for Husqvarna Portal or EDI suppliers, please see 5.3.1. For other suppliers, please see part 5.3.2.

Warehouse Code	Warehouse Name	Handling Units
01	Pallet Warehouse	ONLY Homogenous (one article per pallet)
05	Box Warehouse	Mixed & Homogenous

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5.3.1 Husqvarna Portal and EDI suppliers

Suppliers that are using Husqvarna Portal or EDI should advise all shipments that being send to Husqvarna AB. Handling units that are stored in Box Warehouse (05) can either be homogenous or mixed. It is important that different box types e.g. Y2 and Y3 are not mixed on the same pallet.

It is important that Main Label of Mixed Handling Units do not block Box Labels and they are readable through.

Please see below instructions on how to label the pallets.

Homogenous pallets (01 and 05):

- Box label
 - Article number
 - Quantity (Quantity in box)
 - Delivery note
 - Supplier number
 - Batch number
 - Package number/Container ID
 - Eng. Change /Revision
- Main label
 - Delivery note
 - Supplier number
 - Package number/Container ID

100		110		
DELFOR: NAD+CN+FBR: 92	20	Receiver Husqvarna AB Terminal 33 561 82 Huskvarna	Dock / Gate 01	DESADV: LOC+11 DELFOR: - LOC 3225 (159)
DELFOR: RFF+AN: DESADV: BGM	26	Advice Note No (N) 123456 [Barcode]	Supplier address Supplier Name Supplier City	DESADV: NAD+SU DELFOR: NAD+SU
		Part Number (P) [Barcode]	Net Weight (Kg) 16,5	
DELFOR: LIN DESADV: LIN	30		Gross weight (Kg) 21,5	
			No. of boxes 1	
			36	
			36	
			38	
DESADV: QTY+12	28	Quantity (Q) 1000 [Barcode]	Description Husqvarna Article Name	
			Kanban Card No 23456	Supplier Part Number 9876543
DELFOR: NAD+SU+ DESADV:	21	Supplier ID (V) 98765 [Barcode]	40	70
			ETA Date 2018-01-01	Technical Revision A
DESADV: GIR	23	Serial Number / Package number (S) 654321 [Barcode]	Batch No (H) 456789 [Barcode]	

Picture 186. Box Label (On each box)

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Receiver Husqvarna AB Terminal 33 561 82 Huskvarna		Dock / Gate 01		
		Advice Note No (N) 123456		
Supplier address Supplier Name Supplier City	Net Weight (Kg) 16,5		Gross weight (Kg) 21,5	No. of boxes 16
	Part Number (P) 36 36 38			
Quantity (Q)		Description		
Supplier ID (V) 98765		Kanban Card No 40		
		Supplier Part Number 70		
Serial Number / Package number (S) 654321		ETA Date 2018-01-01		
		Technical Revision		
		Batch No (H)		

Dimensions: 100 (width), 110 (width), 20 (height), 26 (height), 30 (height), 28 (height), 21 (height), 23 (height), 13 (height), 13 (height), 10,5 (height), 28 (height), 10,5 (height).

Labels: DELFOR: NAD+CN+FBR:::92, DELFOR: RFF+AAN: DESADV: BQM, DELFOR: NAD+SU+ DESADV:, DESADV: GIR, DESADV: LDC:11 DELFOR: - LDC: 3225 (159), DESADV: NAD+SU DELFOR: NAD+SU, DESADV: GIR:ML++, DESADV: DTM+137:

Picture 19. Main Label (The bottom-left box)

Mixed pallets (05):

- Box label
 - Article number
 - Quantity (Quantity in box)
 - Delivery note
 - Supplier number
 - Batch number
 - Package number/Container ID
 - Eng. Change /Revision
- Main label
 - Delivery note
 - Supplier number
 - Package number/Container ID

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100		110	
DELFOR: NAD+CN+FBR: :92	20	Receiver Husqvarna AB Terminal 33 561 82 Huskvarna	Dock / Gate 01
DELFOR: RFF+AN: DESADV: BGM	26	Advice Note No (N) 123456	Supplier address Supplier Name Supplier City
DELFOR: LIN DESADV: LIN	30	Part Number (P) 555667701	Net Weight (Kg) 16,5
DESADV: QTY+12	28	Quantity (Q) 1000	Gross weight (Kg) 21,5
DELFOR: NAD+SU+ DESADV:	21	Supplier ID (V) 98765	No. of boxes 1
DESADV: GIR	23	Serial Number / Package number (S) 654321	Batch No (H) 456789
			Technical Revision A
			ETA Date 2018-01-01
			DESADV: LDC+11 DELFOR: - LOC 3225 (159)
			DESADV: NAD+SU DELFOR: NAD+SU
			DESADV: IMD
			DESADV: GIR:ML++
			DESADV: DTM+232:

Picture 20 Mixed Pallet, Box Label (small boxes)

100		110	
DELFOR: NAD+CN+FBR: :92	20	Receiver Husqvarna AB Terminal 33 561 82 Huskvarna	Dock / Gate 01
DELFOR: RFF+AN: DESADV: BGM	26	Advice Note No (N) 123456	Supplier address Supplier Name Supplier City
	30	Part Number (P)	Net Weight (Kg) 16.5
	28	Quantity (Q)	Gross weight (Kg) 21.5
DELFOR: NAD+SU+ DESADV:	21	Supplier ID (V) 98765	No. of boxes 16
DESADV: GIR	23	Serial Number / Package number (S) 654321	Batch No (H)
			Technical Revision
			ETA Date 2018-01-01
			DESADV: LDC+11 DELFOR: - LOC 3225 (159)
			DESADV: NAD+SU DELFOR: NAD+SU
			DESADV: GIR:ML++
			DESADV: DTM+137:

Picture 21. Mixed Pallet, Main Label (The bottom-left box)

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5.3.2 Other suppliers

Supplier that not are using Husqvarna Portal or EDI, or no advising suppliers, can use the Odette label or the suggested label on page 15. It's important that the barcode are code 39, and all information that been earlier mentioned are on the label.

Handling units that are stored in Box Warehouse (05) can either be homogenous or mixed. It is important that different box types e.g. Y2 and Y3 are not mixed on the same pallet.

It is important that Main Label of Mixed Handling Units do not block Box Labels and they are readable through.

Please see below instructions on how to label the pallets.

Homogenous pallets (01 and 05):

- Box label
 - Article number
 - Quantity (Quantity in box)
 - Delivery note
 - Supplier number
 - Batch number
 - Package number/Container ID
 - Eng. Change /Revision
- Main label
 - Article number
 - Quantity (Total quantity on pallet)
 - Delivery note
 - Supplier number
 - Batch number
 - Package number/Container ID
 - Eng. Change /Revision

RECEIVER Husqvarna AB 56182 Huskvarna Sweden		DATE / WAREHOUSE HA	
DELIVERY NOTE (N) 115494		SENDER'S NAME AND ADDRESS Supplier AB	
		NET WEIGHT (KG) 4,3 GROSS WEIGHT (KG) 6,5 NO. OF PACKAGES 8	
ARTICLE NO. (P) 0503828501		DESCRIPTION SINTERPLUGG	
QUANTITY (Q) 125		SUPPLIER'S ARTICLE NO.	
TECHNICAL CARD NO. 0026311		DATE 100622	
PACKAGE NO. (S) 14687839		BATCH NO. (B) 3567	

Picture 22. Homogenous Pallet, Box Label
(On each box)

RECEIVER Husqvarna AB 56182 Huskvarna Sweden		DATE / WAREHOUSE HA	
DELIVERY NOTE (N) 115494		SENDER'S NAME AND ADDRESS Supplier AB	
		NET WEIGHT (KG) 34,5 GROSS WEIGHT (KG) 52,3 NO. OF PACKAGES 1	
ARTICLE NO. (P) 0503828501		DESCRIPTION SINTERPLUGG	
QUANTITY (Q) 1000		SUPPLIER'S ARTICLE NO.	
TECHNICAL CARD NO. 0026311		DATE 100622	
PACKAGE NO. (S) 14687851		BATCH NO. (B) 3567	

Picture 23. Homogenous Pallet, Main Label
(The bottom-left box)

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Mixed pallets (05) (only box labels, no main label):

- Box label
 - Article number
 - Quantity (Quantity in box)
 - Delivery note
 - Supplier number
 - Batch number
 - Package number/Container ID
 - Eng. Change /Revision

RECEIVER Husqvarna AB 66182 Huskvarna Sweden		GATE / WAREHOUSE HA	
DELIVERY NOTE (IN) 115494 		SENDING NAME AND ADDRESS Supplier AB	
		NET WEIGHT (KG) 4,3	GRGOS WEIGHT (KG) 6,5
		NO. OF PACKAGES 8	
ARTICLE NO. (P) 		0503828501	
QUANTITY (Q) 		DESCRIPTION SINTERPLUGG	
SUPPLIER NO. (Y) 0026311 		KAMBAI CARD NO.	
		DATE 100622	TECHNICAL STATUS AB
PACKAGE NO. (S) 14687839 		BATCH NO. (R) 3567 	

Picture 24. Mixed Pallet, Box Label
(small boxes)

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6 Appendix

6.1 Delivery Note

All deliveries to Husqvarna have to contain a delivery document placed on one of the units the delivery contains.


The delivery document has to be attached by sticks or tape, and shall be easily accessed at Husqvarna.

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.



Example Company Inc
Box 123
123 45 Example City

Date
2010-06-22
Buyer
Husqvarna AB
Delivery adress
Husqvarna AB
Drottninggatan 2
Godsmottagning terminal 33
561 82 Huskvarna

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 25. Example of Delivery Note

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6.2 Way Bill (Bill of Loading)

All deliveries to Husqvarna have to be sent together with a Way Bill. This is the document sent with the carrier, and shall be given to Husqvarna at arrival. The Way Bill 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

Parts made of plastics with a warning-triangle on the drawing should unconditionally be marked with labelling specification of material of origin of which they are made. This is a requisite for certification.

The loading of the parts must be done in a way to make it easy to identify all units.

6.3 Invoice

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

As a supplier using Husqvarna AB web-portal, the data given in the web- portal shall also be equivalent to the data on all documents.

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.

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 particular unique delivery note number. When the next part of the delivery is sent (with a new delivery note number. The invoice has in order to match with the goods include the following information:

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

R0221-Packaging and Delivery Instruction

Guidelines

Husqvarna Division

Husqvarna Nordic



Version History

The version is managed automatically by How We Work. There is no need for manual modification.

Version number	Tracking of changes in the document	Date
Version history - SharePoint	Review / Compare function of Microsoft Office	Version history - SharePoint

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