

Bizerba – logistics regulation

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Release:	Sven Hödl, O

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Enlargement range

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1. Scope of application

This logistics regulation is binding for all suppliers (for freight collect shipments) and all Bizerba departments (for shipping or export shipments) that are responsible for the movement of goods and for which Bizerba is the freight payer.

2. Purpose of the logistics regulation

Aim of this logistics regulation is to reach an optimally flow of goods to describe between all partners involved in the delivery process. Partners include all suppliers as well as the Bizerba locations and divisions mentioned.

There are guidelines on product protection, cleanliness, packaging, item description and accompanying documents. All documents and records must be written in English. Legal requirements (e.g. customs regulation) must be included in English.

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3. Routing order/Shipping instructions

national traffic route		service manager	Bizerba customer number	contact
parcels (bis 29,9 kg)		UPS, Neuss	63A118	-
freight	Piece goods	DHL Freight, Renningen	20211488	Auftragsannahme.renningen@dhl.com CC: bizerba.renningen@dhl.com
	Partial and full loads			
courier and special deliveries		bgm, Bietigheim	182149	Please contact our colleagues in Balingen. versand.balingen@bizerba.com
International				
parcels (till 29,9 kg)		UPS, Neuss	63A118	-
		DHL Express, Langen	962684335	
freight	Piece goods	DHL Freight, Renningen	20211488	Auftragsannahme.renningen@dhl.com CC: bizerba.renningen@dhl.com
	Partial and full loads			
air and sea freight	Air freight	Astracon, Ostfildern	-	bizerbaair@astracon.com
	Sea freight	Astracon, Bremen	-	bizerbasea@astracon.com
courier and special deliveries		bgm, Bietigheim	182149	Please contact our colleagues in Balingen. versand.balingen@bizerba.com

This provision applies to all shipments for which Bizerba SE & CO. KG is the freight payer.

If you commission carriers other than those specified to transport your shipments, Bizerba will not cover the transport costs!

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4. Accompanying documentation

4.1. Delivery note and labelling of packages

The delivery note must contain the following information:

- Bizerba order number/item
- By count delivered
- Delivery note date
- Delivery note number
- Name of the performing company
- Address of the performing company
- Contact details of the performing company
- Delivery address
- Name of the service recipient
- Address of the service recipient
- Contact details of the service recipient
- Material number
- Product description
- Quantity
- Unit of measurement
- Gross and net weight in kilograms
- Type and number of packages

Every delivery must be accompanied by a delivery note. Due to our logistics processes, we cannot accept delivery notes with more than one order. Any special features relating to the package, e.g. an off-centre of gravity or missing/limited stackability, must be indicated. If the supplier has the option of creating a VDA label for product identification, this must be used. Alternatively, the information can also be printed as a Barcode on the delivery note. The type of Barcode must be agreed with Bizerba in advance.

4.2. Commercial invoice

The commercial invoice must contain the following information:

- Invoice date
- Invoice number
- Terms of payment
- Terms of delivery (Incoterms 2022)
- Bizerba order number
- Name of the performing company
- Address of the supplying company
- Contact details of the performing company
- Tax number of the performing company
- VAT identification number of the performing company
- Economic Operators Registration and Identification number of the economic operators (EORI-number)
- Delivery address
- Name of the service recipient
- Address of the service recipient
- Contact details of the service recipient
- Material number Bizerba
- Quantity
- Unit of measurement
- Gross and net weight in kilograms
- Customs tariff number (HS-Code= harmonised system for the description and coding of goods)
- Country of origin ISO Alpha 2 Code
- Value of goods price per item and total price in EUR
- Total amount of the invoice in EUR

4.3. Import documents

Note: Import and export processing may only be carried out by the customs agent specified by Bizerba.

Proof of preference, if applicable:

If the total value of the shipment exceeds EUR 6,000 a certificate on the invoice confirming the preferential origin of the goods, including the customs authorisation number, is required.

The exporter (authorised exporter; authorisation number: xx/xxx/xxxx/xxxx) of the goods covered by this commercial document declares that, unless otherwise indicated, these goods are preferential goods originating in the European Union (EU).

- CMR consignment note, AWB air waybill or BOL sea waybill
- Commercial invoice
- Delivery notes with quantity and order reference
- Packing list with type and number of packages
- EUR. 1 movement certificate (if a certificate with a customs authorization number cannot be issued)
- Certificate of origin Form A
- Supplier declaration (long-term or individual)
- A.TR Movement Certificate

4.4. Returned goods from complaints

In the case of a return of goods from a claim, the Bizerba number of the "delivery note with test report" must be listed on the supplier's delivery note.

4.5. Delivery of initial sample parts

The individual requirements of the respective initial sample order must be observed. Information about contact persons or recipients and information about the name of the department at Bizerba, must also be observed.

5. Packaging

For the regard to packaging regulations, there are two basic scenarios for packaging and product protection.

1. Packaging design by the supplier in accordance with 5.1
2. Packaging design by Bizerba in accordance 5.2.

5.1. Packaging design by the supplier

The packaging and the Product protection must be carried out in accordance with the following sections:

5.4. General requirements to the packaging

6. General requirements for products

7. Product protection

5.2. Packaging design by Bizerba

If Bizerba determines that special packaging requirements are necessary, a packaging data sheet will be provided to the supplier (Appendix 4). If the supplier determines that special packaging is required, this can be communicated using the “Request for Technical Change” form (Appendix).

The form can also be downloaded from the supplier area of the Bizerba website. We expect to receive an illustrated proposal with a description upon submission. The packaging is valid across all change indexes until further notice. The specific packaging materials can be procured by the supplier automatically from a packaging material manufacturer. Bizerba will provide a list of suitable manufacturers upon request.

5.3. Alternative packaging

If the supplier is unable to deliver the goods in the defined packaging in accordance with point 5.2, this must be notified to Bizerba in good time before delivery by means of the Application for Special Release. (Appendix 2).

The form can also be downloaded from the Bizerba homepage in the supplier area. If the specified packaging is not adhered to, Bizerba reserves the right to charge the supplier for the corresponding handling and repackaging costs. The supplier is liable for any reduction in quality resulting from defective or contaminated packaging.

5.4. General packaging requirements

The following maximum dimensions apply to single type pallets for delivery:

L 1200 mm x W 800 mm x H 1000 mm

or

L 1200 mm x W 800 mm x H 2000 mm

Individual packages must not exceed 600 mm x 400 mm x 300mm in size and 15kilogram in weight.

If cardboard is used, it must be designed to be stable enough to ensure safe storage and individual removal of the products even after the removal of the transport locks

The filling weight of the individual packaging must not exceed a total weight of 15 kilograms. Load carriers and packages with total weight of more than 15 kilograms must be accessible from underneath (minimum clearance height of 100 mm). The individual packaging must also be stable enough to be stackable.

Products and individual packages must not protrude above or beyond the load carrier. If they protrude to the side, a bumper must be fitted. Large products must be delivered on suitable transport conveyor frames. If the supplier wishes to have these returned, they must be clearly marked as the supplier's property. The supplier must collect these transport conveyor frames periodically.

Suitable containers must be used for transporting fragile or sensitive products, and care must be taken to ensure that the products are positioned correctly within the packaging.

Mixed shipments and collective packaging from different orders or with different revision statuses must not be combined. Each material number must be packed separately and be transportable individually. Products with limited shelf life and shipments with different expiry or production dates within a single package are not permitted.

Packages must be assembled into a secure transport unit on the shipping unit and secured against slipping during transport. Suitable means of securing the load (e.g. strap eyelets, lashing points) must be provided for this purpose.

Bizerba is not obliged to exchange EUR Flat pallets and Pallet cages therefore disposable pallets or pallet boxes should be used.

The exchange of EUR flat pallets and mesh boxes must be agreed upon prior to delivery. This agreement also includes the quality class of the exchangeable loading equipment and the assumption of any exchange fees by the supplier.

If wood packaging is used for deliveries from non-EU countries, the requirements of the IPPC (International Plant Protection Convention) and ISPM (International default value for Phytosanitary Measures) must be complied with. Only undamaged packaging may be used. Dangerous goods may only be transported in approved packaging.

Any special features relating to the package, e.g. an off-centre centre of gravity or missing/restricted stackability, must be indicated.



5.5. Bizerba exchange containers and reusable packaging materials

If there is a possibility of using Bizerba exchange containers, Bizerba will inform the supplier about the situation. A list of all Bizerba exchange containers used by Bizerba can be found in Appendix 3.

All reusable packaging materials may not be additionally labeled, taped, used for other purposes, or exposed to oils or fats beyond what is unavoidable. Bizerba reserves the right to charge suppliers who do not meet these requirements for the cleaning costs incurred.

Labelled, taped, or non-cleanable reusable packaging materials must not be put into circulation. **The further fate must be agreed upon with Bizerba.**

For supplier-owned returnable packaging, the supplier must clean it as needed.

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5.6. Requesting Bizerba replacement containers

Suppliers with whom an agreement has been made to use Bizerba exchange containers can request Bizerba exchange containers using an order form (in accordance with Appendix 3).

The timely procurement of Bizerba exchange containers is the responsibility of the supplier. Bizerba exchange containers must be ordered with a lead time of at least 5-10 working days prior to the intended use, as otherwise timely availability cannot be guaranteed.

Bizerba will the exchange containers provide within the next 5 working days.

If an express delivery is required due to the supplier's fault, the supplier will bear the freight costs.

5.7. Disposal of packaging

Disposable packaging must be limited to a minimum in terms of weight and volume. The use of environmentally friendly and recyclable packaging should be pursued. The use of packaging aids such as iron staples, wooden nails, or screws should be minimized, as long as the stability of the packaging is not compromised.

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6. General requirements to the products

All surfaces, openings, threads and drillings must be free of chips, oils, lubricants and passivation residues (observe drawing specifications).

The products and packaging must not be contaminated with lubricants or preservatives, unless this is expressly stated in the manufacturing documents or is required as a preventive measure against corrosion due to the surface characteristics of the parts.

Machined or coated surfaces must be free of damage/scratches (visual inspection).

7. Product protection

All products must be wrapped in such a way that they are suitable for the respective mode of transport and protected against:

- pollution
- damage
- Electronic products must be protected from static electricity (ESD)
- Corrosion

Products that are susceptible to corrosion during transport or storage must be protected by the supplier by means of suitable corrosion processes coordinated with Bizerba.

In terms of corrosion resistance, contact with black steel, base metals and their dusts should be avoided throughout the entire logistics chain (single-material production).

Exceptions can only be made in consultation with Bizerba and must be documented in the packaging data sheet. When using corrosion protection methods, legal requirements must be observed.

8. Opening hours for incoming goods

8.1. Balingen

8.1.1. Headquater (Wilhelm-Kraut-Straße 65)

Monday – Thursday: 07:30 a.m. – 04:00 p.m.

Friday: 07:30 a.m. – 01:00 p.m.

Breaks: 09:00 a.m. – 09:15 a.m. / 12:00 p.m. – 12:30 p.m.

8.1.2. Werk II (Behrstraße 105)

Monday – Thursday: 07:30 a.m. – 04:00 p.m.

Friday: 07:30 a.m. – 01:00 p.m.

Breaks: 09:00 a.m. – 09:15 a.m. / 12:00 p.m. – 12:30 p.m.

8.1.3. Global Service (Auf Jauchen 5)

Monday – Friday: 08:00 a.m. – 04:00 p.m.

Breaks: 09:00 a.m. – 09:15 a.m. / 02:45 p.m. – 03:00 p.m.

8.2. Bochum

Monday – Thursday: 06:00 a.m. – 02:00 p.m.

Friday: 06:00 a.m. – 12:00 p.m.

8.3. Hildesheim

Monday – Friday: 07:00 a.m. – 02:30 p.m.

Breaks: 09:00 a.m. – 09:15 a.m. / 12:00 p.m. – 12:30 p.m.

8.4. Meßkirch

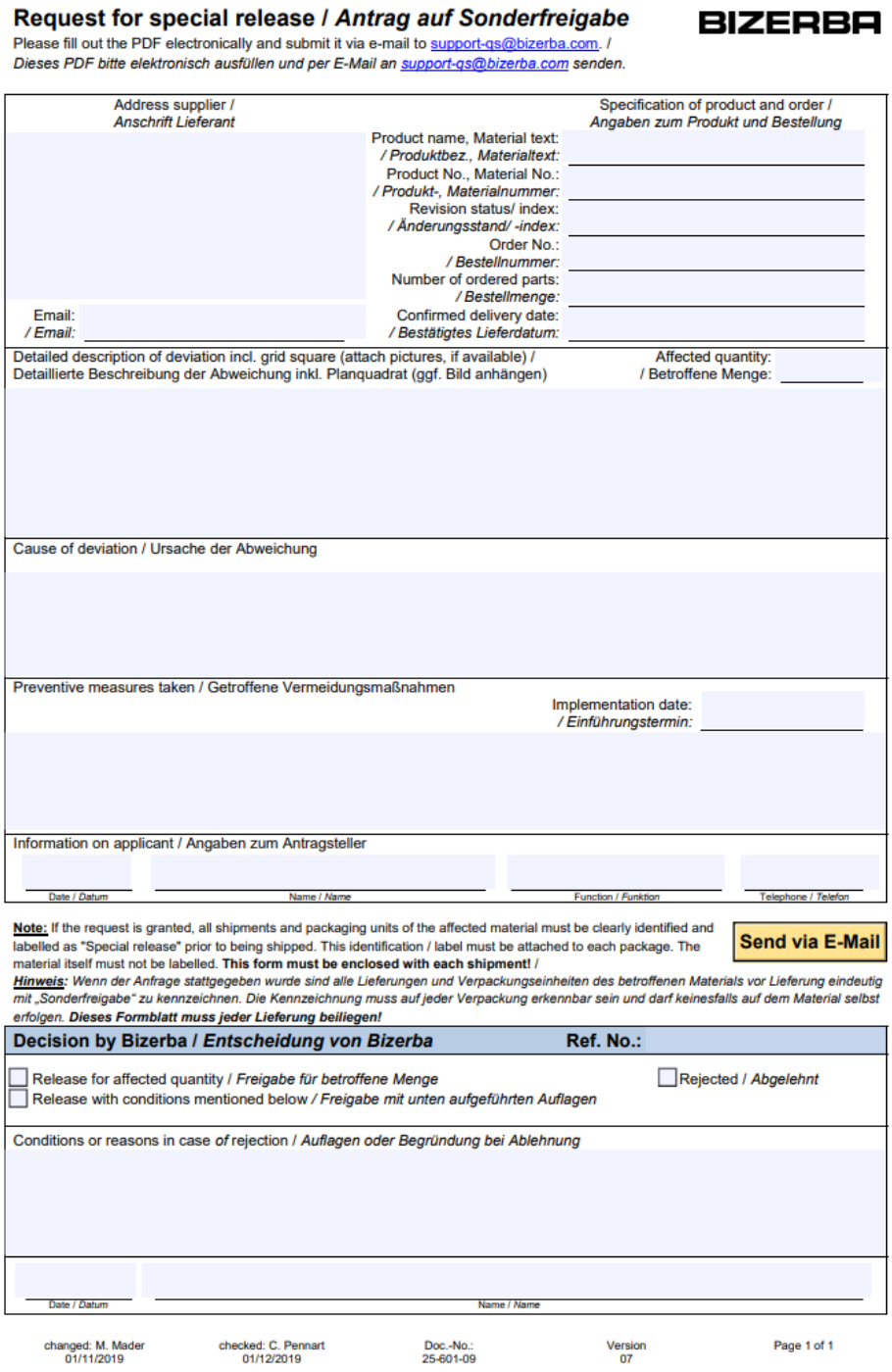
Monday – Friday: 07:30 a.m. – 03:30 p.m.

Breaks: 09:00 a.m. – 09:15 a.m. / 12:00 p.m. – 12:30 p.m.

Figure 1 - Application for special release

Please use the original on the homepage

https://www.bizerba.com/downloads/mos/de/suppliers/qualitaet/Antrag%20auf%20Sonderfreigabe.pdf



Request for special release / *Antrag auf Sonderfreigabe*

BIZERBA

Please fill out the PDF electronically and submit it via e-mail to support-qs@bizerba.com. /
Dieses PDF bitte elektronisch ausfüllen und per E-Mail an support-qs@bizerba.com senden.

Address supplier / *Anschrift Lieferant*	Specification of product and order / *Angaben zum Produkt und Bestellung*
	Product name, Material text: / *Produktbez., Materialtext:*
	Product No., Material No.: / *Produkt-, Materialnummer:*
	Revision status/ index: / *Änderungsstand/ -index:*
	Order No.: / *Bestellnummer:*
	Number of ordered parts: / *Bestellmenge:*
Email: / *Email:*	Confirmed delivery date: / *Bestätigtes Lieferdatum:*

Detailed description of deviation incl. grid square (attach pictures, if available) / Detaillierte Beschreibung der Abweichung inkl. Planquadrat (ggf. Bild anhängen)

Affected quantity: / Betroffene Menge:

Cause of deviation / Ursache der Abweichung

Preventive measures taken / Getroffene Vermeidungsmaßnahmen

Implementation date: / *Einführungstermin:*

Information on applicant / Angaben zum Antragsteller

Date / *Datum* | Name / *Name* | Function / *Funktion* | Telephone / *Telefon*

Note: If the request is granted, all shipments and packaging units of the affected material must be clearly identified and labelled as "Special release" prior to being shipped. This identification / label must be attached to each package. The material itself must not be labelled. **This form must be enclosed with each shipment!** /
Hinweis: *Wenn der Anfrage stattgegeben wurde sind alle Lieferungen und Verpackungseinheiten des betroffenen Materials vor Lieferung eindeutig mit „Sonderfreigabe" zu kennzeichnen. Die Kennzeichnung muss auf jeder Verpackung erkennbar sein und darf keinesfalls auf dem Material selbst erfolgen.* ***Dieses Formblatt muss jeder Lieferung beiliegen!***

Send via E-Mail

Decision by Bizerba / *Entscheidung von Bizerba* **Ref. No.:**

☐ Release for affected quantity / *Freigabe für betroffene Menge*
☐ Release with conditions mentioned below / *Freigabe mit unten aufgeführten Auflagen*
☐ Rejected / *Abgelehnt*

Conditions or reasons in case of rejection / *Auflagen oder Begründung bei Ablehnung*

Date / *Datum* | Name / *Name*

changed: M. Mader 01/11/2019 | checked: C. Pennart 01/12/2019 | Doc.-No.: 25-601-09 | Version 07 | Page 1 of 1

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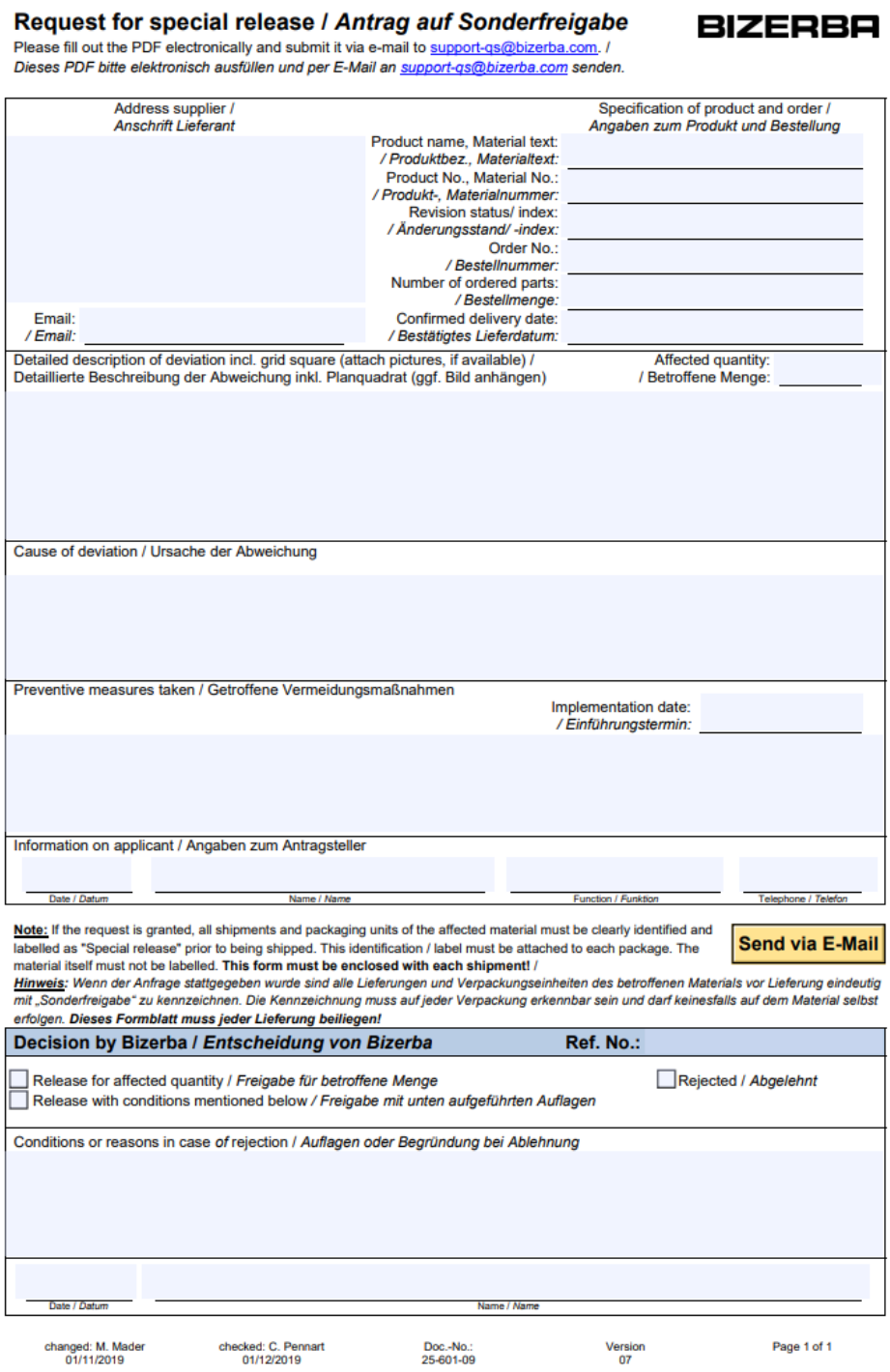
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Figure 2 - Request for technical change

Please use the original on the homepage

https://www.bizerba.com/downloads/mos/de/suppliers/qualitaet/Antrag%20auf%20technische%20Aenderung.pdf



Request for special release / *Antrag auf Sonderfreigabe*

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Please fill out the PDF electronically and submit it via e-mail to support-qs@bizerba.com. /
Dieses PDF bitte elektronisch ausfüllen und per E-Mail an support-qs@bizerba.com senden.

Address supplier / *Anschrift Lieferant*

Email: / *Email:*

Specification of product and order / *Angaben zum Produkt und Bestellung*

Product name, Material text: / *Produktbez., Materialtext:*
Product No., Material No.: / *Produkt-, Materialnummer:*
Revision status/ index: / *Änderungsstand/ -index:*
Order No.: / *Bestellnummer:*
Number of ordered parts: / *Bestellmenge:*
Confirmed delivery date: / *Bestätigtes Lieferdatum:*

Detailed description of deviation incl. grid square (attach pictures, if available) / Detaillierte Beschreibung der Abweichung inkl. Planquadrat (ggf. Bild anhängen)

Affected quantity: / Betroffene Menge:

Cause of deviation / Ursache der Abweichung

Preventive measures taken / Getroffene Vermeidungsmaßnahmen

Implementation date: / *Einführungstermin:*

Information on applicant / Angaben zum Antragsteller

Date / *Datum* | Name / *Name* | Function / *Funktion* | Telephone / *Telefon*

Note: If the request is granted, all shipments and packaging units of the affected material must be clearly identified and labelled as "Special release" prior to being shipped. This identification / label must be attached to each package. The material itself must not be labelled. **This form must be enclosed with each shipment!** /
Hinweis: *Wenn der Anfrage stattgegeben wurde sind alle Lieferungen und Verpackungseinheiten des betroffenen Materials vor Lieferung eindeutig mit „Sonderfreigabe" zu kennzeichnen. Die Kennzeichnung muss auf jeder Verpackung erkennbar sein und darf keinesfalls auf dem Material selbst erfolgen.* ***Dieses Formblatt muss jeder Lieferung beiliegen!***

Send via E-Mail

Decision by Bizerba / *Entscheidung von Bizerba* **Ref. No.:**

☐ Release for affected quantity / *Freigabe für betroffene Menge*
☐ Release with conditions mentioned below / *Freigabe mit unten aufgeführten Auflagen*
☐ Rejected / *Abgelehnt*

Conditions or reasons in case of rejection / *Auflagen oder Begründung bei Ablehnung*

Date / *Datum* | Name / *Name*

changed: M. Mader 01/11/2019 | checked: C. Pennart 01/12/2019 | Doc.-No.: 25-601-09 | Version 07 | Page 1 of 1

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Figure 3 - Container Order Form

Sender/Requester

(Please provide your complete address, phone number, and contact person)

Phone number:

Contact date:

Please e-mail to:

Bizerba GmbH & Co. KG

72336 Balingen

Phone number: (07433) 12-2854 e-mail: Tauschbehaelter@bizerba.com

Order of Bizerba containers

(Please enter the quantity needed for the required sizes)



Bizerba containers are conductive

Required quantity	Container number	LE-Type	Length	Width	Height	Operation number (if necessary)
	T000T900401	EL1	600	400	78	
	T000T900402	EL2	600	400	120	
	T000T900403	EL3	600	400	170	
	T000T900404	EL4	600	400	220	
	T000T900405	EL5	600	400	320	
	T000T900406	EL6	600	400	420	
	T000T900422	EL7	400	300	120	

Required quantity	Container number	Designator
	T000T900005	Grid basket 1200x800x825
	T000T900010	Railing basket 1200x800x970
	T000T900110	Plastic tub 1200x800x805
	T000T900501	European pallet (wood)
	65454905000	Container with keyboard insert GLM-E (Fa.Schurter)

Please note:

Electronic items that are sensitive to ESD must be delivered only in black (conductive) containers.

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Figure 4 - Packaging data sheet

Please use the original on the homepage

https://www.bizerba.com/downloads/mos/de/suppliers/logistik/Verpackungsdatenblatt.pdf

Verpackungsdatenblatt

BIZERBA

Lieferant

Anforderungen

Wiederverwendbar ☐
Einwegverpackung ☐
Verpackungsdatenblatt nicht notwendig ☐

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Wilhelm-Kraut-Straße 65
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Tel.: +49 (0)7433-12-0
Fax: +49 (0)7433-12-2696

SAP Angaben zu den Teilen

SAP Materialbezeichnung: | SAP Materialnummer:

Spezifikation Bizerba

Erforderliche Schutzmaßnahmen

ESD Schutz Ja ☐ Nein ☐	Oberflächenschutz Ja ☐ Nein ☐	Gefahrgut Ja ☐ Nein ☐
Korrosionsschutz Ja ☐ Nein ☐	Funktionsschutz Ja ☐ Nein ☐	Verletzungsschutz Ja ☐ Nein ☐

Spezifikation der Umverpackung

Art und Größe der Umverpackung: Bizerba Standardbehälter 10 = 600 x 400x 420 | Teile je Packung:

Spezifikation der Ladeeinheit

Art und Größe der Ladeeinheit: Europalette 1200 x 800 | Max. Höhe:

Mischung zulässig Ja ☐ Nein ☐

Bemerkungen

Lieferant

Informationen über Teile und Innenverpackung | **Bild von Teil und Innenverpackung**

Nr.	Beschreibung	Material	Maße	Teile	GpS
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Bild einfügen von Teil und Schutzmaterial
Schutzmaterialien nebenan aufführen

Informationen über Umverpackung | **Bild der Umverpackung**

Nr.	Beschreibung	Material	Maße	Teile	GpS
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Bild einfügen von Teil und Schutzmaterial
Schutzmaterialien nebenan aufführen

Gesamtgewicht Umverpackung samt Teilen:

Informationen über Ladeeinheit | **Bild der Ladeeinheit**

Nr.	Beschreibung	Material	Maße	Teile	GpS
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Bild einfügen von Teil und Schutzmaterial
Schutzmaterialien nebenan aufführen

Abgestimmt zwischen:

Datum:
Datum:

Bearbeiter Bizerba:
Bearbeiter Lieferant: