

Requirements

1. **Reusable:**
The packaging should be reusable and reusable.
2. **Disposable:**
The packaging should be disposable packaging and should not be reusable.
3. **No Data Sheet necessary:**
For this part, no data sheet is required.

SAP Information about the parts

Here you can find information from SAP in order to be able to clearly identify the part. The numbers and designation are Bizerba-specific and should match the data from SAP.

4. **SAP material description:**
Enter the SAP material short text here.
5. **SAP material number:**
Enter the SAP material number here.

Required safety precautions

Here you will find information about what kind of influences can be dangerous to the part, or what dangers can arise from the part itself. This will determine what precautions and safeguards must be taken and taken to transport and store the part.

1. **ESD protection:**
Parts are electrically sensitive and require ESD protection.
2. **Corrosion protection:**
The parts are sensitive to corrosion and require corrosion protection.
3. **Surface protection:**
The surface of the parts are sensitive (e.g. visible parts, balanced parts, etc.) and require surface protection.
4. **Functional sensitive:**
The parts are functionally sensitive (moving parts, balanced parts, etc.) and therefore place special demands on the packaging.
5. **Hazardous goods:**
The parts are or contain hazardous, corrosive, flammable, etc. substances and constitute dangerous goods.
6. **Safety handling:**
There is a risk of injury to the parts (sharp-edged, knives, etc.) and need appropriate arrangements for transport.

Inner carrier, outer carrier and load unit

In the following, the individual packaging and outer packaging are described. The relationship between inner packaging and outer packaging, or inner and outer load carriers and the loading unit is as follows.



The individual part (base unit) is protected by an inner carrier. As a rule, this protects the part against environmental conditions that can be dangerous to it, as well as the employee against the dangers that can arise from the part itself. This must be defined by the supplier accordingly depending on the part and the necessary protective measures.

Depending on the type, dimensions, weight, etc., the inner packaging, or the part itself, can be packaged together with other parts or inner packaging in an additional outer carrier.

Depending on the type of parts, the parts themselves, the inner packaging or the outer packaging can be packed and transported in a load unit.

If the necessary packaging cannot be defined by these three packaging stages, the packaging must be discussed individually and possibly described by further additional documents.

Specification inner carrier



For the inner packaging, no specifications can be made regarding the type and dimensions. Rather, the inner packaging should meet the necessary protective measures and implement these measures.

Specification outer carrier



The following specifications can be made for the outer packaging.

1. **Type and dimension of box:**
The type and dimensions of the container are indicated here.
2. **Parts per box:**
The number of parts per pack or container is indicated here.

Specification of load unit



The following specifications can be made for the loading unit.

3. **Type and dimension:**
The type and dimensions of the load unit are specified here.
4. **Max. height:**
The maximum permissible height of the entire loading unit is specified, e.g. so that the boxes or pallet fit into a specific storage location.
5. **Mixed load allowed:**
This defines whether different, different parts may be transported together in a loading unit.

The following information must be described for both load carriers and the loading unit. The next smallest unit, down to the part itself, also appears in the list. If, for example, the part itself is clamped onto a pallet, the part itself appears in the list of the loading unit.

Information about part, inner / outer carrier and load unit

1. **No.:**
Sequential number. In the line with "Part" the information is partly self-contained.
2. **Description:**
Name or short description of the item, part, material, etc. in this packaging unit.
E.g. edge protection, surface protection film, cardboard, etc.
3. **Material:**
Material of which the object, part, material, etc. is composed.
E.g. foil, cardboard, paper, etc.
4. **Dimensions:**
Dimensions of the item, part, material, etc. in length x width x height. If necessary, the dimensions must be indicated with the corresponding content. For example, in the case of a foil that envelops the part, the dimensions of the part must be specified.
5. **Pieces:**
Number of these items, parts, materials, etc.
For example, in the case of edge protection, the number of individual edge protection parts.

6. **Wpp (Weight per part):**

Weight of the individual item, part, material, etc. By multiplying by the number and adding it to the other materials, the weight of this packaging unit can be calculated.

For example, in the case of edge protection, the weight of the individual edge protector.

Picture of part, inner / outer carrier and load unit

- **Insert picture incl. safety material here:**

A picture of the packaging unit is inserted here. This must be a PDF file, as the thumbnail of the PDF document is displayed. To create this PDF file, an image can be printed into a PDF file using any PDF printer (e.g. FreePDF, PDF Creator, Adobe Acrobat, etc.).

Rules for naming the document

Initially, Bizerba only specifies the general conditions for packaging a material. When looking for a suitable supplier, these specifications go to one or more suppliers.

During this phase, the packaging data sheet is given the file name "SPDS_<Material Number>_<Material Name>". If the form is sent back and forth by email, it is already clear from the file name what kind of document it is.

"PDS" stands for **P**ackaging **D**ata **S**heet, the leading "S" stands for Specification or Suggestion. In addition, the material number and the material designation. A specific supplier has not yet been determined at this time.

Once the packaging has been finalized with a supplier, the file name is preceded by the current date, the leading S is removed from "SPDS" and the supplier is added to the end of the file name: "YYMMDD_PDS_<Material Number>_<Material Name>_<Supplier>.pdf".

The final packaging data sheet must be printed using FreePDF or similar so that the packaging data sheet is no longer an editable PDF form. When printing to a file, the date can be added to the beginning of the file name.

The coordinated and dated packaging data sheet is enclosed with the material in SAP.