Information and requirements for special release requests

In order to process your request for special release efficiently, you must observe the following information.

General important information:

- If the requirements described below are not completely fulfilled in the application for special release, the application will be rejected in general.
- You will then have the opportunity to submit the completely filled out application for special release again.
- If the request is granted, all deliveries and packaging units of the material affected must be clearly marked with "special release" before delivery. The marking has to be recognizable on all packaging and should to be placed to the material itself under no circumstances. The form (request) has to be enclosed with each delivery.

Adress box:

Minimum information in this text box is:

- Complete company address
- E-mail address of the contact person

Information about the product/order:

Minimum information in this text box is:

- Product name
- Bizerba material number
- Revision status
- Order number
- Quantity ordered
- Confirmed delivery date (if available)

Description of the deviation :

- The deviation has to be described in detail here. E.g. target and actual dimensions
- The grid square, where the corresponding dimension can be found on the drawing.
- Information such as "Various deviations" will not be accepted. If the error cannot be explained in short sentences, an indication of any correspondence with a Bizerba employee that may have taken place beforehand must be noted..
- The quantity of parts affected by the deviation must be noted in the box provided.

Cause of the deviation:

Information on the origin and cause of the deviation on the affected components must be provided here. E.g. tool breakage, program errors, material or handling errors.

Measures for troubleshooting / future avoidance:

In this box, specify in as much detail as possible which preventive and corrective measures you have taken or will take in order to be able to sustainably avoid the displayed deviations in the future.

Information on the applicant / contact person:

This information is required in the event that questions arise regarding the request or if special measures for urgent parts supply have to be coordinated.

Erstellt: C. Pennart (MQM-S) 20.01.2018
Freigegeben: B. Heidinger (MQM-S)

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

Adress box

Email: / *Email:*

Specification of product and order /
Angaben zum Produkt und Bestellung

Information about the product/order:

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:*

Detailed description of deviation (attach pictures, if available) / *Detaillierte Beschreibung der Abweichung (ggf. Bild anhängen)*

Affected quantity: / *Betroffene Menge:*

Description oft he deviation

Cause of deviation / *Ursache der Abweichung*

Cause oft he deviation

Preventive measures taken / *Getroffene Vermeidungsmaßnahmen*

Implementation date: / *Einführungstermin:*

Measures for troubleshooting / future avoidance

Information on applicant / *Angaben zum Antragsteller*

Information on the applicant / contact person

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*

Filled in by Bizerba

Date / *Datum* | Name / *Name*

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