



Packaging and Labeling Instructions for Suppliers

RHEINTACHO Messtechnik GmbH
Waltershofener Str. 1
79111 Freiburg
GERMANY

Telephone: +49 (0) 761 4513 0
E-Mail: info@rheintacho.de
Website: www.rheintacho.de



Table of Contents

Scope of Application.....	3
1 Packaging / Palletization	4
2 Labeling	5
3 Shopping Documents	5
3.1 Delivery Note	5
3.2 Labels	6
3.2.1 Main Goods Tag (210 x 148 mm)	7
3.2.2 Sub-Goods Tag (210 x 74 mm)	8



Scope of Application

These packaging and labeling instructions for suppliers specify the conditions for the delivery of products by SUPPLIER to our plant

RHEINTACHO Messtechnik GmbH

Waltershofener Str. 1
79111 Freiburg
GERMANY

The regulations contained herein apply in addition to the agreements made with SUPPLIER regarding the delivery of products (e.g., "Framework Agreement").

SUPPLIER is responsible for the quality of its products and for complying with the requirements and regulations of these packaging and labeling instructions.

Deviations from or additions to these packaging and labeling instructions (e.g., to consider special requirements) can be agreed upon in writing between SUPPLIER and RHEINTACHO if necessary.



1 Packaging / Palletization

The specific packaging instructions created by RHEINTACHO apply.

If there are no specific packaging instructions, the supplier must select suitable packaging regarding:

- ❖ Product safety
- ❖ Safety during handling (no dangers to persons)
- ❖ Protection of persons from the contents (e.g., hazardous materials)
- ❖ Protection against external influences (contamination, moisture)
- ❖ Suitability for transport
- ❖ Stackability
- ❖ Load capacity for cardboard or pallets
- ❖ Cost-effectiveness (optimal fill level, qualitatively justified execution)
- ❖ Environmental compatibility regarding the disposal of packaging materials. Purely sorted packaging!
- ❖ Reusable packaging must be preferred over recyclable packaging
- ❖ Weight restrictions:
 - Cartons up to max. 20 kg
 - Disposable pallets depending on load capacity, max. 500 kg
 - Euro pallets max. 700 kg
 - Plastic pallets depending on load capacity, max. 700 kg
 - Wire mesh boxes are not desired
 - Other packages depending on load capacity, max. 700 kg
- ❖ Dimensional limits, if no specific packaging instruction or exemption is available:
 - Dimensions of pallets max. 120x80x200 cm
 - Over-dimensions only after prior consultation and approval
- ❖ Additional note: Delivery via 40-tonner is not possible in our yard



2 Labeling

- ❖ VDA main goods tags, address labels, delivery note pockets must be attached to:
 - Cartons on the top side
 - Pallets on the front side
- ❖ Hazardous goods markings must be visible from at least one narrow and one long side
- ❖ Non-stackable pallets must be marked as such both on the side and on the surface
- ❖ Pallets with limited stackability should be marked accordingly (2-fold stacking, 3-fold stacking, etc.)
- ❖ Mixed pallets must be marked as such on the front side
- ❖ Different batches on a pallet must be clearly separated from each other. Smaller batches are to be packed on top so that they can be repacked with reasonable effort.
- ❖ Empty containers, empty cartons, etc., may only be used to fill the top layer. It is generally to pack layer by layer instead of stack by stack!

3 Shipping Documents

3.1 Delivery Note

The delivery note issued by SUPPLIER must contain at least the following information:

- ❖ SUPPLIER's name and sender's address
- ❖ The supplier number assigned by RHEINTACHO
- ❖ Recipient's address (recipient plant, unloading point according to order)
- ❖ RHEINTACHO item number (Abbreviation: Art.-Nr.).
- ❖ Part index number
- ❖ Document index number
- ❖ Total quantity of Art.-Nr.
- ❖ Number & type of packaging (e.g., KLT, Colli, Euro pallets)
- ❖ RHEINTACHO order number incl. position.
- ❖ Batch number and, if applicable, minimum shelf life (Abbreviation: MHD).
- ❖ Separate listing of different batches

3.2 Labels

According to VDA rules, the following standards are set for the automotive industry and its suppliers. Labels according to VDA 4902 are standard in Europe (ODETTE), USA, and Canada (AIAG) and can be used for all international supply chains.

Main packaging considering the following structure

- ❖ Main packaging: Pallet, carton
- ❖ Secondary packaging: KLT, carton, tray
- ❖



The following two variants are described and to be used:

Main goods tag for main packaging (pallet, carton)

- ❖ Adhesive labels on films or cardboard, on KLT application with removable adhesive dots
- ❖ White background, size 210 x 148 mm on films
- ❖ The label must be attached to the front side
- ❖ The content of the label must be printed in "Arial" or a similar font
- ❖ The print must be in black
- ❖ Handwritten entries/changes are not allowed
- ❖ Details see below (example label)

Secondary labels (sub-goods tag) for KLT, carton, tray

- ❖ Adhesive labels on cardboard, on KLT application in a card slot or attachment with removable adhesive dots
- ❖ The label white background, size 210 x 74 mm
- ❖ It must be placed on the front side, or front side of each KLT
- ❖ The content of the label must be printed in "Arial" or a similar font
- ❖ The print must be in black
- ❖ Handwritten entries/changes are not allowed
- ❖ Details on the following pages (example label)



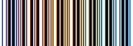
3.2.1 Main Goods Tag (210 x 148 mm)

Required fields with barcode option:

Data Element	Must	Can	Barcode
Recipient	X		No
Unloading point	X		No
Delivery note number	X		Yes
Supplier address short	X		No
Net weight		X	No
Gross weight	X		No
Customer part number	X		Yes
Fill quantity	X		Yes
Item description	X		No
Supplier part number	X		Yes
Supplier number	X		Yes
Recipient	X		No
Unloading point	X		No
Delivery note number	X		Yes
Supplier address short	X		No



Sample Label:

(1) RECIPIENTS_OF_GOODS <input type="text"/>		(2) UNLOADING_AREA <input type="text"/>	
(3) DELIVERY_NOTE_NO (N) LS-0109637		(3) SUPPLIER_ADDRESS <input type="text"/>	
		(5) NET_WEIGHT <input type="text"/>	(6) GROSS_WEIGHT 26,60
(6) ARTICLE_CODE_CUSTOMER (P) <input type="text"/>			
(9) FILLING_QUANTITY (Q) 380		(10) DESCRIPTION_DELIVERY_AND_SERVICE <input type="text"/>	
		(11) ARTICLE_CUSTOMER_NO_FOR_PACKAGING (B) <input type="text"/>	
(12) SUPPLIER_NO (V) 90000		(13) SHIPPING_DATE 2024-02-29	
		(14) REVISION_INDEX <input type="text"/>	
45010095		(16) BATCH_NR (H) <input type="text"/>	

3.2.2 Sub-Goods Tag (210 x 74 mm)

(1) Warenempfänger <input type="text"/>	(2) Abbestell-/Lagerort/Verwendungszweck <input type="text"/>	(3) Lieferschein-Nr. (N) 88888888 
(8) Sach-Nr. Kunde (P) 222222A 		(10) Bezeichnung, Lieferung, Leistung Musterteil
(9) Füllmenge (Q) 5000 	(11) Sach-Nr. Lieferant (S)	(14) Änderungsstand / Korrektur/Aktion C
(12) Lieferanten-Nr. (V) 20000000 	(13) Datum D180615	(16) Chargen-Nr. (H) 12345 
(15) Packstück-Nr. (S) 		

Figure 2: Secondary goods label (secondary label) for the subpackaging (small load carrier, cardboard box, tray). The contents are only example data.