



General Specifications for Deliveries

1. Documentation

1.1. Delivery note

- a) The delivery note (Appendix 1) is to be issued in accordance with DIN 4991 and must include the following information:
- MTU order number
 - MTU order item number (for multi-item orders only)
 - Address for delivery with unloading point (as defined in the order)
 - MTU material number
 - Part name
 - Quantity for delivery
 - Type and quantity of individual load carriers/packages (Euro-pallets, disposable cartons etc.); where MTU load carriers are used, the designations given in the MTU Packaging List must be used (list accessible on Internet, MTU Purchasing, at www.mtu-online.com).
 - Net weight per piece (weighed) stating unit of measurement
 - Total gross weight stating unit of measurement
 - Name and address of supplier including contact person(s) in case of queries
 - Delivery note number
 - Date of delivery note
 - Shipping method
 - Name of freight carrier / forwarder
 - Shipping terms
 - Supplementary information provided by buyers (e.g. initial sample, test certificate)
 - Special notes e.g: ESD Guidelines (for electronic goods); expiry/use-by date and date of manufacture for goods with limited life; reference to special arrangements
- b) A separate delivery note must be issued for each delivery point.

1.2. Freight documents

- a) The supplier must provide the forwarder with a consignment bill (waybill etc. as shown in the example in Appendix 2) **for each delivery address**.
If necessary, the on-line form on the MTU Purchasing Internet homepage (www.mtu-online.com) can be used.
In order to ensure traceability and effective administration of containers etc. delivery note numbers must be listed on the consignment bills.
Additional to their allocation to delivery note numbers, types and quantities of containers must be added up and entered in the totals spaces (see example, yellow).
The designations for container types must be taken from the MTU Packaging List (see MTU Purchasing homepage at www.mtu-online.com). If more space is needed for listing, an extra sheet may be attached.
- b) The delivery notes must be appended to the relevant consignment bill.
Consignment bills, together with delivery notes, must be issued to the forwarder separately.
- c) A further copy of the delivery note must be securely attached to the outside of the load carrier/package, suitably protected and in a clearly visible location (see Item 3.3 b).
- d) No consignment bill is required in cases where delivery is effected by the supplier.

1.3. Other documents

For non-EU consignments, preferential documentation and a commercial or pro forma invoice (stating realistic data on the value of the goods) must be provided in addition to the necessary delivery documents.

1.4. Language of documentation

By preference, all documents and markings should be issued in German. In all cases, however, the delivery and freight documents necessary to identify the consignment must be provided in German or English. Where legislation (e.g. customs regulations) requires a different language, a German or English translation must be appended.

2. Protection of goods

2.1. General protection

In all cases, goods must be packaged in a manner which is suitable for the method of shipping to be used and which provides protection against:

- a) corrosion
- b) contamination
- c) damage (especially to working and sealing surfaces)
- d) static build-up (where appropriate)
- e) bending or breakage

2.2. Specific protection

- a) Protective measures which exceed the general requirements are defined in the order or packaging datasheets.
- b) Where protection is provided in the form of anti-corrosion VCI packaging, the Procedural Standard MTV5063 applies in respect of raw/unmachined parts and Procedural Standard MTV5066 applies for finished parts.
- c) Electronic modules and components must be packaged in accordance with ESD Guidelines.

The Standards and Guidelines can be accessed on the MTU Purchasing Internet homepage (www.mtu-online.com).


3. Markings

3.1. ID-Marking of packages

Packages must be marked in accordance with VDA Recommendation 4902 or with the example given below. In all cases, markings must include the following information:

- MTU material number (also as barcode, Type 128, where possible)
- Part name
- Quantity and package item number (e.g. "1 of 8")
- Quantity per package (minimum character size: 12 mm)
- Unloading point (minimum character size: 12 mm)
- Delivery note number

Example of package label:

MTU part number 123 456 7890 	Quantity 1250 Packaging date 12.06.2003
Delivery note number 5 17 12392	
Part name Cylinder liner	
Number of load carrier/total 1 von 8	
Unloading destination Plant 2, Building 43	



General Specifications for Deliveries


3.2. Multi-package Containers

- a) If delivery is effected using a multi-package container, the individual material numbers contained must be clearly marked.
- b) Multi-package containers must contain only packages destined for the same delivery address.

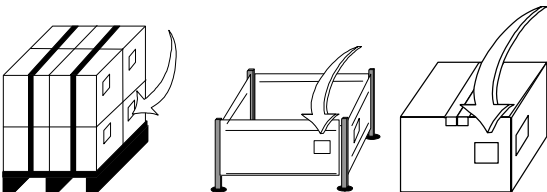
3.3. ID-Marking of sub-packages

- a) Sub-packages must bear the following markings:
 - MTU material number (also as barcode, Type 128, where possible)
 - Part name
 - Quantity per package (minimum character size: 12 mm)
 - Date packaged
 - Dates of manufacture and expiry where appropriate

Example of label for sub-package / small load carrier:

MTU part number 1112223333 	Quantity 780
Part name Rubber gasket	
Packing date 12.02.2001	Expiration date 01.08.200

- b) The marking must be attached to the side of the load carrier / sub-package and must be clearly legible:



- c) ID-markings for small load carriers must be inserted in the label pockets provided for this purpose. Adhesive labels must not be used on small load carriers.
- d) For cartons, ID-markings must be affixed as described at 3.3 b).
- e) If the consignment is accompanied by a test certificate and/or an initial sample test certificate, the certificate(s) must be adequately protected and appended to the outside of the package in a clearly visible location as described at 3.3 b).

3.4. Other

To prevent confusion, old markings, remains of old labels etc. must be removed from load carriers.

4. Handling

- a) EUR flat pallets and EUR mesh-box pallets must be in perfect condition as defined by the conditions for exchange issued by the European Pallet Association, EPAL (Internet: www.epal-pallets.org).

- b) If wooden packaging is used for consignments from non-EU countries, the requirements laid down by the IPPC ("International Plant Protection Convention") Standard ISPM ("International Standards for Phytosanitary Measures") No. 15 must be complied with.
- c) Printed matter (e.g. newspapers etc.) must not be used as packaging material.
- d) Re-usable MTU containers/load carriers (e.g. small load carriers, mesh boxes etc.) may be used only if their use has been expressly agreed for the specific parts (material numbers) in question, e.g. in compliance with a packaging datasheet.
- e) For mixed consignments/multi-item packages, different versions of the same item (e.g. different upgrade status) must not be included in the same package. Each material number must be separately packaged and must be capable of being transported separately.
- f) For goods with limited life, items with different manufacturing or expiry dates must not be contained in the same package.
- g) For transport, packages must be stacked securely on the shipping unit and secured against slipping during shipment.
- h) Load carriers and packages weighing in excess of 25 kg must stand clear of the ground (min. 100 mm ground clearance). Sub-packages and small load carriers must not exceed a maximum of 15 kg. Small load carriers and multi-carton packages must not exceed 1 m in height and 1.5 t in weight (as far as this is compatible with the geometry of the item).
- i) To ensure secure stacking, parts must not protrude above the top lip of mesh boxes. If parts protrude from the sides, suitable protection against collision must be provided.

5. Disposal of packaging

- a) Where disposable packaging is used, its weight and volume must be kept to a minimum.
- b) Environmentally friendly and recyclable materials must be used for all packaging.
- c) Combinations of materials (e.g. metal staples, nails in timber) must be kept to a minimum and must be easily separable after use.
- d) The ID-markings used on packages must not inhibit their suitability for recycling (no PVC stickers on cartons).
- e) No packaging is to be returned unless this has been agreed under the terms of an existing special arrangement between the supplier and MTU. Re-usable packaging must be appropriately marked (e.g. "Property of Co.)."

6. Other

Deliveries which deviate from these General Specifications for Deliveries must be approved in advance by MTU Friedrichshafen GmbH and must be identified as such by means of special markings on the delivery note and the package(s).

Status: June 2006

MTU Friedrichshafen GmbH



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Annex 1

Mustermann & Söhne Hauptstr. 1 D-77777 Musterhausen			
Customer 30333000 MTU FRIEDRICHSHAFEN GMBH Post Office Box 20 40 88040 FRIEDRICHSHAFEN	Delivery note Delivery note No. 51712392 Date 13.05.05 Supplier number Name of contact Mustermann Phone 07111/777777 Fax 0711/777770 E-Mail-Adresse Mustermann@Söhne.com Dispatch section Plant 0001 77777 Musterhausen Country of destination Germany		
Consignee 30333501 MTU Plant 2 - Shop 34 DOMÄNENSTRASSE 88040 FRIEDRICHSHAFEN Address for delivery			
Shipping terms Truckage Carrier Mustermann Terms of delivery Exclusively packing Shipping code 712392/001-002 Number of items 2 Pack. code KLT - 6428	Weight gross 28.300 kg Weight net 19.500 kg		
Order number DN serial part No.	Order data Designation /Customer part number HS.Code No. Country of origin	Quantity 50 Piece 0.390 kg	Unit 550 010 0061
177789131 00103931070220	Order number 155-10803110 dated 15.10.04 OILSEPARATOR Net weight per pce.		
The consignment contains the following packages: 2 KLT-6428			



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Annex 2

1 Sender (Name, address, country) Mustermann & Söhne Hauptstraße 1 D-77777 Musterhausen				International Waybill Lettre de voiture International Notwithstanding any arrangement to the contrary, this consignment is subject to the terms and conditions of the Convention on the Contract for the International Carriage of Goods by Road (CMR).									
2 Consignee (Name, address, country) MTU Friedrichshafen GmbH Werk 2 - Halle 34 Domänenstraße 88048 Friedrichshafen				16 Carrier (Name, address, country) Spedition Mustermann Nebenstraße 20 D - 88888 Musterstadt									
3 Place of delivery of the goods Place 88048 Friedrichshafen Country Germany				17 Successive carriers (Name, address, country)									
4 Place and date of taking over of the goods Place Country Date 11.05.2006													
5 Annexed documents LS 1234567 to 1234570													
18 Carrier's reservations and observations													
6 Marks and Nos.		7 Number of packages	8 Method of packing	9 Nature of the goods*	10 Statistical number	11 Gross weight in kg	12 Volume in m³						
LS 1234567 LS 1234568 LS 1234569 LS 1234570 Total:		1 2 1 2	T5-2072 T5-2032 T5-2072 with 18 KLT-4318 T5-2072	Pistons Piston rings Springs Piston pins		2475 kg							
Re. No.9	Hazard label No	UN Number UN	Packing Group	19 To be paid by:	Sender	Currency	Consignee						
13 Sender's instructions (Customs and other formalities) Special regulations				Carriage charges Reductions - Balance Supplem.charges Other charges Miscellaneous + Total to be paid									
14 Reimbursement				20 Special agreements									
15 Directions as to freight payment Freight paid Freight to be paid				24 Goods received									
21 Established in D				On 11.05.2006		Date							
22		23		on									
Signature and stamp of the sender			Signature and stamp of the carrier			Signature and stamp of the consignee							
25 Details on journey distance				Pallet sender				Pallet consignee					
From		To		km		Type		Quantity		No exch.		Exchange	
						Europallet						Europallet	
						Mesh-box pallet						Mesh-box pallet	
						Plain pallet						Plain pallet	
26 Carrier's contracting partner				27 Confirmed by consignee/Date/Signature				Confirmed by driver/Date/Signature					
Vehicle registration number		Load cap. in kg		Truck				Trailer					
Gen. No. used				National		Bilateral		EC		CEMT			