

Order

Document no. **FO-4.4.1.0-10**

Status Released

Document type Specification

No. of pages 8

Logistics Specification

Stadler Bussnang AG / Stadler Service AG

Created (current version)		Checked (current index)		Released (current index)	
Name	Date	Name	Date	Name	Date
L. Ciriello	15.12.2021	B. Krasky	15.12.2021	A. Wenk	16.12.2021

Revision index

Index	Change	Date	Created	Checked	Released
c		25.01.2019	G. Oberfranz	J. Roth	G. Oberfranz
d		07.05.2019	G. Oberfranz	M. Zurgilgen	G. Oberfranz
e	Adjustments in 4.5	26.05.2020	B. Krasky	M. Zurgilgen	A. Wenk
f	Adjustments in 1.2	12.04.2021	A. Wenk	K. Zglavnik	A. Wenk
g	Various minor adjustments	20.04.2021	A. Wenk	K. Zglavnik	A. Wenk
h	Translation into English	16.12.2021	Livia Ciriello	B. Krasky	A. Wenk

Table of contents

1 General4

1.1 Contact4

1.2 Delivery.....4

1.3 Delivery dates4

2 Labelling of the material5

3 Packing.....6

3.1 General.....6

3.2 Transport containers.....7

3.2.1 Reusable transport units7

3.2.2 Disposable transport units.....7

3.3 Packing of set articles.....8

3.4 Packing list.....8

3.5 Handling of unladen goods8

4 Delivery process.....9

4.1 General.....9

4.2 Delivery of incomplete articles/sets.....9

4.3 Delivery note.....9

4.4 Export/import documents.....10

4.5 Registering the transport10

1 General

The logistics specification at hand governs the details of the day-to-day logistics procedures, including packaging, shipping, transport and delivery, and aims to ensure a problem-free supply of materials with clear responsibilities. This logistics specification is intended to further improve the supply of materials to Stadler and at the same time consolidate a base for a lasting partnership.

In the event of non-compliance with this specification or individual points by the supplier, Stadler reserves the right to issue a complaint report (CR), the content and processing of which is described and agreed in a separate QEHS agreement.

1.1 Contact

At Stadler, each order/project is assigned a material planner who checks and monitors material control in day-to-day basis and who is to be contacted if it is necessary to adjust deadlines or quantities.

If you are placing an order with Stadler Service, the purchaser listed in the order header must be contacted directly.

1.2 Delivery

In the context of the project order, the supplier is informed of the composition of the delivery or the batch size to be delivered. The basis for the definition of the purchasing and packaging batch sizes are project-specific requirements of Stadler, which are defined in connection with the project order. The supplier must comply with these provisions.

In case of incomplete deliveries and deviations from batch size agreements, the supplier must inform the material planner in writing prior to delivery and agree on the further procedure.

Mixing several orders together in one packaging unit is to be avoided whenever possible. If this is nevertheless done, correct external labelling on the packaging must make it clear which orders and order items the packaging unit contains.

Deliveries must be registered at least 1 day before delivery by booking an unloading time slot in order to be served at the Stadler Bussnang AG locations (see also item 4.5). For deliveries from suppliers who work with our transport management system, delivery time slots are automatically booked, and information on the unloading time slot is allocated accordingly.

All other deliveries must be registered via our website on the "Suppliers" tab (<https://www.stadlerrail.com/en/supplier/>). Instructions on how to book a time slot can be found on the same page in the "General downloads" area.

1.3 Delivery dates

Irrespective of the agreed terms and conditions of delivery (Incoterms), delivery dates stated in the order are always to be understood as the date of arrival at Stadler. In the case of the delivery condition FCA, the supplier must take into account the necessary transport lead time, which is to be announced by Stadler.

2 Labelling of the material

Upon delivery, the material must be labelled in such a way that identification at the incoming goods department of Stadler is possible without additional unpacking or repacking.




The labelling is attached to the material or the outer packaging (e.g. in the case of finished surfaces) and must be removable without residue and use of solvents.

The labelling must be as follows:

- In case of delivery of a single article type in a transport unit, at least 1 article must be labelled
- In case of mixed transport units, there must also be a separation between the different articles (such as through outer packaging or separators)

The labelling must display the following content at a minimum:

- Stadler order number
- Article designation
- Stadler article number and index number

<ul style="list-style-type: none"> • Articles are separated by the outer packaging (cardboard) • Labelling on the outer packaging or on the article itself allows for quick and easy identification 	
<ul style="list-style-type: none"> • Finished parts are sufficiently protected against damage • Article labelled on the outer packaging 	
<ul style="list-style-type: none"> • Delivery of a single article type in a transport unit • Labelling of the articles on the pallet 	




3 Packing

3.1 General

The supplied parts must be arranged in such a way in the packaging that the quantity and the components themselves can be easily identified when they are opened. Furthermore, the supplied parts must be arranged and secured in such a way that they are not damaged during transport and storage.

Painted, finished and bare metal articles or visible parts must be correctly protected against damage (esp. scratches and dirt). If no packaging units are defined, it must be possible to remove the parts individually from the container, thus individual item picking must be possible easily.

The most important information is explained in pictures using the following examples:

<ul style="list-style-type: none"> • Material is labelled on the outer packaging and easy to identify • Material is protected • Material can be picked individually from the container for further processing • No lateral overhang 	
<ul style="list-style-type: none"> • Several articles in a pallet that are clearly separated from each other and labelled 	
<ul style="list-style-type: none"> • Set delivery = an order item consisting of several articles • Accessory material in the box is clearly assigned to the set and cannot go missing • Material does not stick out laterally 	

3.2 Transport containers

Unless otherwise mutually agreed, the supplied parts should be packaged in standardised, stackable containers. The type of packaging is defined as part of the project or individual order.

The supplied parts must not exceed the outer contour of the load carrier e.g. pallet!



3.2.1 Reusable transport units

Purpose made reusable transport units must be marked with the name of the related supplier and owner.

Prior to the delivery of the goods, the supplier is obliged to check for proper and exchangeable condition of the reusable transport units.

3.2.2 Disposable transport units

Disposable transport units must meet the following requirements:

- Damage-free, problem-free handling by industrial vehicles (can be picked up on both sides)
- Protection against dust and moisture
- Environmentally friendly disposal (e.g. untreated wood, carton, paper)
- Easy separability of different materials after use (e.g. wood and plastic)

3.3 Packing of set articles

All parts that belong to a set (= one order item) must always be physically assigned to this set, that is, the full set must be packed in one packaging unit. This refers to all parts of the set, including add-on parts, assembly material or consumable material. Separate deliveries or packaging of materials belonging to these sets are not permitted.

3.4 Packing list

The packing list must be attached externally on the packaging in a clearly visible location. The following details must be provided on the packing list:

- General data (at least the supplier, receiver and order number)
- Stadler article number
- Article designation
- Actual quantity (contents / quantity supplied)

Furthermore, the following must always be displayed on the packing unit:

- Project name/number (e.g. EC250/L-4311)
- Vehicle number (mandatory) and car body number (if available)

3.5 Handling of unladen goods

The reusable containers are returned:

- Using the 1:1 exchange procedure (one empty container is returned for each full container) or
- By collecting the containers using consolidated return transport

Standard Euro pallets are replaced:

- Using the 1:1 exchange procedure with the delivering forwarder/carrier
- Stadler Bussnang AG always refrains from keeping pallet accounts (credit/debt). Any demands of this type will be rejected.
- In national distribution within Switzerland, SBB frames are also exchanged 1:1 with delivering carriers. Folding frames or the like are not exchanged and are considered disposable packaging.

4 Delivery process

4.1 General

The goods must be handed over to the haulage contractor in good time so that they can be delivered to Stadler on the agreed delivery date (see item 1.3.)

Partial deliveries (quantity deviations from the order item) are permitted with an appropriately adjusted delivery note (e.g. indication of the current quantity supplied and outstanding remaining quantity). Several deliveries on one day are to be consolidated into a single shipment. Partial deliveries must be marked as such and a designation must be evident on the delivery note.

4.2 Delivery of incomplete articles/sets

Incomplete articles or sets are not permitted and can only be delivered after prior consultation with the material planner. In the absence of an agreement, Stadler must not record incoming goods for the related position and can reject the delivery or return it at the expense of the supplier.

If you are placing an order with Stadler Service (SRS), the purchaser listed in the order header must be contacted directly.

4.3 Delivery note

A delivery note must be attached to the goods for each delivery and order. This delivery note remains on the goods during the full delivery process and is only used for processing incoming goods at Stadler.

The delivery note must contain the following information:

- Mandatory information:
 - Delivery note number*
 - Delivery note date
 - Stadler order number* and reference to Stadler order item
 - Stadler article number
 - Stadler article designation
 - Supplier article number
 - Delivery quantity
 - Delivery address
 - Name and address of the supplier, incl. point of contact
- Optional information:
 - Stadler project number
 - Stadler vehicle number (if specified in the order)
 - Name and address of the invoice receiver

The information marked with (*) can also be printed in barcode format type 128 in accordance with DIN EN799.

The STADLER-CR ticket number must always be included on the delivery note for deliveries from CRs (complaint reports), repair orders and replacement deliveries. A separate delivery note must be raised for CR deliveries.

4.4 Export/import documents

For imports into Switzerland, the supplier must raise a commercial or pro forma invoice for customs purposes, the export declaration (for customs processing) and, if applicable, a movement certificate (EUR1) or a related declaration of origin preference on the invoice (in accordance with PEM Convention EFTA/EU). If the supplier is unable to create an export declaration or a movement certificate, the supplier (or Stadler) can instruct the carrier to do so. Such additional cost must be borne by the supplier. The supplier is liable for any customs duties caused by a missing movement certificate (EUR1) or declaration of origin on the invoice, in spite of a preferential origin.

If a pro forma invoice is issued, the supplier shall be obligated to specify the number of this invoice on his commercial invoice to ensure that clear reference and distinction can be made between the commercial invoice, customs clearance and material should subsequent queries be fielded or customs inspections carried out.

4.5 Registering the transport

For orders for which Stadler is the freight payer (Incoterm FCA), the supplier must register the transport in the Stadler transport management system (TMS). Click on the following link for more information: www.stadlerrail.com/de/zulieferer/

If you need a TMS account or have any questions, please contact us via stag.transporte@stadlerrail.com.

All other deliveries (Incoterms DAP or DDP) must be registered with a delivery note using the time slot tool available on the Stadler homepage (www.stadlerrail.com/en/supplier) at least 1 day (24hrs) prior to arrival. Instructions on how to use the tool can also be found at the above link. Stadler reserves the right to change the delivery location if necessary.