



# Supplier Instructions for Deliveries

For deliveries to the Neutraubling | Nittenau | Rosenheim | Flensburg plants

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CD CQM Corporate Strategic Supplier Quality Management | 09.08.2023



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# General requirements and instructions



These instructions regulate the delivery of goods to the Neutraubling, Nittenau, Rosenheim and Flensburg plants of Krones AG.

The instructions apply to the delivery of goods from the categories/material groups:

- Custom-made parts
- Purchased parts
- OEM (third-party machines)

Further requirements for suppliers, the structure of the supply relationship, and the ordering process are defined in the Supplier Manual, the Supplier Code, the General Terms and Conditions of Business of Krones AG, and the respective specific contract.

# General requirements and instructions for deliveries from a third country (customs consignments)



## Goods without customs clearance

- may only be delivered to the Neutraubling (only Goods receipt 3, Goods receipt 4) and Nittenau sites – [Delivery Addresses and Times](#)
- before planned delivery, it is mandatory to report the shipment to [customs@krones.com](mailto:customs@krones.com). All documents accompanying the shipment must be attached to the e-mail advice. You will then receive feedback with the work number (ATA No.) or a request for position with T1 document and further instructions for position.
- Do not start delivery to Krones AG until you have received clearance from the customs clearance team ([customs@krones.com](mailto:customs@krones.com)).
- Preferential documents must be handed over to the employee of the Krones goods receiving department together with the documents accompanying the consignment. Please inform your freight forwarder that the original preference documents must always be handed over immediately with the goods and that storage/collection of the papers at the freight forwarder is to be refrained from.

# General requirements and instructions: Order processing



- Any goods shall be delivered as ordered with regard to their product structure for reasons of logistics and customs clearance. If several articles are ordered individually, they must not be delivered assembled as an assembly, but must be delivered bundled as a set. If an assembly is ordered, it is not permissible to deliver the disassembled individual parts of the assembly.
- The supplier is responsible for informing freight forwarders and parcel service providers in writing of the exact delivery address of the individual order positions.
- Overdelivery or underdelivery of individual order positions is generally not permitted.

# Requirements for transporting equipment for third-party machines and engineering parts



- Page 6 & 7 for third-party machines/OEM
- Page 8 - 12 for engineering parts

# Transporting equipment and packaging: General requirements – I

## Third-party machines/OEM



- When delivering **OEM**, only forklift-compatible containers/transport containers are to be used.
- Overhanging of the transported goods over the transport equipment is not permitted.
- Exceptions are only permitted in the case of bulky goods, which necessarily require an individual transport container.
- If several transport containers are required for one article, they must be labelled consecutively.
- Example: "Purchase order number 4512345678, Item 20, Container 3 of 7"
  
- The protection of the environment from the hazards posed by the goods must also be ensured.

# Transporting equipment and packaging: General requirements – II

## Third-party machines/OEM



- If articles are delivered in wooden packaging, the packaging must also be carried out in accordance with the Guidelines for the Regulation of Wooden Packaging in International Trade (ISPM 15) for deliveries within Germany.
- This includes the exclusive use of appropriate wooden packaging with IPPC stamping.
- The IPPC stamping must be clearly visible from the outside.
- The guidelines can be viewed at the following link:  
<https://www.ippc.int/en/publications/640/>



# Transporting equipment and packaging: General requirements – I

## Engineering parts



- As transport equipment for **engineering parts**, box pallets are preferred.
- If delivery in box pallets is not possible (e.g. due to the part geometry), the goods must be delivered in durable cardboard containers, on pallets of any kind, or transportable frames instead.
- All goods must be delivered in durable cardboard containers, on pallets of any kind, or transportable frames.
- However, only containers/transport containers that are suitable for forklift trucks are to be used.
- The transport containers must be filled sorted by type.
- Protrusion of the transported goods over the transport equipment is not permitted.
- The dimensions of larger containers, e.g. wooden crates, should be selected in such a way that they can later be transported and stored in their entirety without overhanging with a box pallet.
- Exceptions are only permitted in the case of bulky goods, which necessarily require an individual transport container.
- Multiple layers of articles are to be avoided.
- If delivery in several layers of articles is unavoidable, a packing list must be visibly attached to the transport container.
- If several transport containers are required for one article, they must be labelled consecutively.
- Example: "Purchase order number 4512345678, Item 20, Container 3 of 7"

# Transporting equipment and packaging: General requirements – II

## Engineering parts



- All transport containers are to be delivered with the highest possible filling level.
- The protection of the environment from the hazards posed by the goods must also be ensured.
- The following permissible maximum weights are applicable:
  - Delivery in box pallet, small, 800 x 1,200 x 500 : 400 kg max. incl. load carrier
  - Delivery in box pallet, large, 800 x 1,200 x 1,000 : 800 kg max. incl. load carrier
- If articles are delivered in wooden packaging, the packaging must also be carried out in accordance with the Guidelines for the Regulation of Wooden Packaging in International Trade (ISPM 15) for deliveries within Germany.
- This includes the exclusive use of appropriate wooden packaging with IPPC stamping.
- The IPPC stamping must be clearly visible from the outside.
- The guidelines can be viewed at the following link: <https://www.ippc.int/en/publications/640/>

# Transporting equipment and packaging: General requirements- III

## Engineering parts



- If labelled transport equipment (marked with a barcode) is obtained from Kronos Empties Management (see slide 22), delivery must also be made in this transport equipment.
- In the case of delivery in box pallets, their condition must be checked before loading.
- Damaged box pallets may no longer be loaded and must be reported to Kronos and returned.
- Damaged box pallets must be marked as such (e.g. by painting them red).
- Inadmissible damage is, for example:
  - Bent feet
  - Damage/defects on the bottom of the box pallet

# Transporting equipment and packaging: Requirements for KANBAN deliveries/Krones empties management



In addition to the general requirements,

- for any KANBAN deliveries
- for all suppliers who participate in Krones' empties management system
- the points listed in the following shall apply:
  - Delivery must be made in Krones standard containers.
  - The following permissible maximum weights apply to Krones' standard containers, depending on the plant:
    - Rosenheim plant:
      - Blue containers: 25 kg max. incl. load carrier
      - Green containers: 15 kg max. incl. load carrier
      - Grey containers: 7.5 kg max. incl. load carrier
    - All other plants within the scope of these instructions:
      - all containers: 25 kg max. incl. load carrier
  - Suppliers must store the individual containers in box pallets.
  - The following permissible maximum weights apply to the box pallets:
    - Delivery in box pallet, small, 800 x 1,200 x 500: 400 kg max. incl. load carrier
    - Delivery in box pallet, large, 800 x 1,200 x 1,000: 800 kg max. incl. load carrier

# Transporting equipment and packaging: Requirements for KANBAN deliveries/Krones empties management



- Krones' standard containers must be delivered in such a way that they can be processed directly without further unpacking or repacking.
- This applies in particular to the delivery of goods by CEP/parcel service providers.
- Outer packaging (e.g. shipping of Krones standard containers in cardboard containers) is not permitted.
- Overdelivery or underdelivery of individual order positions is generally not permitted for KANBAN deliveries.

# What information is included on Krones orders?



KRONES AG  
 Böhmerwaldstr. 5  
 93073 Neutraubling  
 Deutschland / Germany

KRONES AG · Böhmerwaldstr. 5 · D-93073 Neutraubling

Your address

Ihre Lieferantenummer bei uns  
 662556

Bitte liefern Sie an:  
**Krones AG**  
**Wareneingang 3 Halle 6.4**  
**Zwickauer Str. 6**  
**93073 Neutraubling**

**Bestellung**

Bestellnummer/Datum  
 K78-4511618486 / 31.05.2023

Ansprechpartner(in) / Telefon  
 / 09401-70

E-Mail  
 @krones.com

Unsere Faxnummer  
 09401 7091

Ihr(e) Sachbearbeiter(in)  
 Contact details of your  
 processor for

Ihre Faxnummer  
 processor for

Ihre Telefonnummer  
 this order

Übertragungsdatum / Zeit  
 14.08.2023 09:49:24

Lieferbedingungen: Frachtfrei versichert Cip  
 Zahlungsbedingungen: 60 Tage netto

\*  
**Bitte Gewicht pro Teil (Liefereinheit) auf den Lieferpapieren andrucken**  
 \*

Für die folgenden Positionen erwarten wir innerhalb von 5 Arbeitstagen  
 Ihre Auftragsbestätigung.

Pos.	Material-Nr Bestellmenge	Einheit	Mat-Bezeichnung Preis pro Einheit	Nettowert
[3] 10	0-900-88-279-8	[5]	Buegel Kardantunnel [6] ANFERTIGEN KOMPLETT INKLUSIVE MATERIAL Länge (L) : 30,00 mm Höhe (H) : 167,00 mm Dicke (S) : 6,00 mm Oberfläche (Ist-Zustand) : keine Werkstoffgruppe : Stahl Niro Werkstoff : 1.4301 Größe/Abmessung : 1,67 x 0,3 x 2,5 DM Werkstoffnummer : 1.4301 Werkstoffbez. : X5CrNi1810 Dokument : 900882798 DokVersion : 01 * 00000802645 * KanbanNr. : K010502047 / 002 Stellplatz : NTR-5.2-27L (Tablar 26) Behälter : 610729 LAGERFIXKASTEN 300X200X117	[7] [8] [9] 10 Stück Unit price
20	0-902-44-622-0	20 Stück	Reduzierung exzentrisch DN50/25 1.4307 Abnahmepruefzeugnis : DIN EN 10204-3.1 [11] Werkstoffgruppe : Stahl Niro Werkstoff : 1.4307 Werkstoffnummer : 1.4307 Werkstoffbez. : X2CrNi18-9 HerstNr.: MULTIVENDOR-CAPABILITY Herstel.: multivendor-capability	Unit price
			Zu jeder Lieferung erwarten wir ein Zeugnis vom Typ 005 DIN EN 10204-3.1 [11]	

# What information is included on Krones orders?



KRONES AG  
Böhmerwaldstr. 5  
93073 Neutraubling  
Deutschland / Germany

KRONES AG - Böhmerwaldstr. 5 - D-93073 Neutraubling

Firma

Your address

**Änderung zur Bestellung [2]**

Bestellnummer/Datum  
P02-4505735019/E / 03.11.2015

Ansprechpartner(in) / Telefon  
/ 09401-70

E-Mail  
@krones.com

Unsere Faxnummer  
09401 7091

Ihr(e) Sachbearbeiter(in)

Ihre Faxnummer

Ihre Telefonnummer

Ihre Lieferantennummer bei uns  
610177 [1]

Unsere Kundennummer bei Ihnen  
00018491

Ihre Auftragsbestätigung  
C15-304359

Bitte liefern Sie an: [4]

**KRONES AG**  
**Wareneingang 4 / PFORTE 4**  
**Halle 10.3**  
**Dr.-Hermann-Kronseder-Straße**  
**D-93073 NEUTRAUBLING**

Übertragungsdatum / Zeit  
13.11.2015 09:54:31

Lieferbedingungen: Geliefert benannter Ort Neutraubling

Zahlungsbedingungen: 30 Tage netto

Für die folgenden Positionen erwarten wir unsere Krones

Auftragsbestätigung unterschrieben zurück !

Sehr geehrte Damen und Herren,

hiermit bestellen wir zu unseren Bedingungen nachfolgend aufgeführte Positionen. Alle notwendigen Informationen entnehmen Sie bitte diesem Bestellschreiben.

Bei technischen Rückfragen wenden Sie sich bitte direkt an den im Lastenheft benannten Ansprechpartner.

\*

**Bitte Gewicht pro Teil (Liefereinheit) auf den Lieferpapieren andrucken**

\*

Dringende Ersatzteilbestellung, bitte separat verpacken und unbedingt die kompletten Bestellangaben auf dem Lieferschein angeben!

Pos.	Material-Nr Bestellmenge	Einheit	Mat-Bezeichnung	Preis pro Einheit	Nettowert
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[3]	[5] 5-900-00-079-1	[6]	Magnetspule 24 VDC		
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Keine Über- oder Unterlieferung zulässig !

HerstNr.: 83626

Herstel.: [redacted]

[9] 1 Stück

Kontierung : Kundenauftrag 0051899029 Pos. 010010  
Kom.-Nr. : K826C78

[Additional data for order-specific goods]

KRONES AG  
Böhmerwaldstr. 5  
93073 Neutraubling  
Deutschland / Germany

Bestellnummer/Datum  
4505735019/E 03.11.2015 Seite  
2

Dringende Ersatzteilbestellung, bitte separat verpacken und unbedingt die kompletten Bestellangaben auf dem Lieferschein angeben!

Pos.	Material-Nr Bestellmenge	Einheit	Mat-Bezeichnung	Preis pro Einheit	Nettowert
Anlage Projekt	: C357342		GmbH Deutschland		

[Additional data for order-specific goods]

# What information is included on Krones orders?



- [1] Your SAP supplier's identifier
- [2] Krones order number
- [3] Order position
- [4] Delivery address | Notice: May be different per position!
- [5] Krones material number
- [6] Krones material number designation
- [7] Krones drawing number and drawing status
- [8] Classification data and variables for articles with collective drawings
- [9] Order quantity and unit of measure
- [10] Only for KANBAN deliveries: Number of the KANBAN control loop | KANBAN storage location | required Krones standard container
- [11] Only for articles requiring certificates: Requirements regarding test certificates / pressure equipment documentation
  - Further additional data can be specified per order position depending on the case:
    - For order-specific goods: Sales order number | sales order position | serial (com.) number
    - For orders resulting from a notice of defects: Krones number for notice of defects incl. Krones order number concerned and order position




# What data must be provided on your delivery note?




**Lieferschein**


**Logo Lieferant**

**Warenempfänger:**  
Krones AG  
Wareneingang 3 Halle 6.4  
Zwickauerstraße 6  
D-93073 Neutraubling

**Lieferavis Nummer:**  3000069187

**Auftragsdatum:** 23.07.2023  
**Auftragsnummer:** 987654321  
**Lieferantennummer:** 610872  
**Mängelrügenummer:** 2012846816

**Bestellnummer:**  4511458876

**Lieferschein-Nr.:**  124356879

Position	Beschreibung Krones Artikelnummer	Netto-Einzelgewicht (kg)	Bestellte Menge (ST)	Gelieferte Menge (ST)
[3] 10	Cover [6] <b>0906740363</b> [5] Zolltarifnummer: 85045040 [18] Ursprungsland: China [17]	4,123 kg	1	[13] 1
20	Guide <b>0906740365</b> Chargennummer: [11] 6486168253 KANBAN Nummer: [10] K013704066/001	4,400 kg	2	2

**Packstück Informationen:**

Packstück- Nr.:	Typ	Abmessungen(cm)	Bruttogewicht	Nettogewicht
84684	CT Karton	35,00 x 23,00 x 7,00	0,70 kg	0,50 kg
<b>Summe:</b>			<b>0,70 kg</b>	

Anschrift Lieferant

- [2] Krones order number
- [3] Order position
- [4] Delivery address
- [5] Krones material number
- [6] Krones material number designation
- [7] Krones drawing number and drawing status
- [9] Order quantity and unit of measure
- [10] Only for KANBAN deliveries: Number of the KANBAN control loop
- [11] Only for articles requiring certificates: Certificate number and batch number | Serial number or factory number
- [12] Your delivery note number
- [13] Marking: Partial delivery or complete delivery?
- [14] Single part weight per article
- [15] Only for suppliers with quality assurance agreement: Imprint Factory certificate 2.1 according to DIN EN 10204
- [16] Only in the case of redelivery after notification of defects: Krones number for notice of defects incl. Krones order number and order position
- [17] Country of origin | Markings regarding the country of origin on the article or its packaging must necessarily correspond to the information on the delivery note.
- [18] Customs tariff number

# Factory certificate for suppliers with quality assurance agreement (QAA)

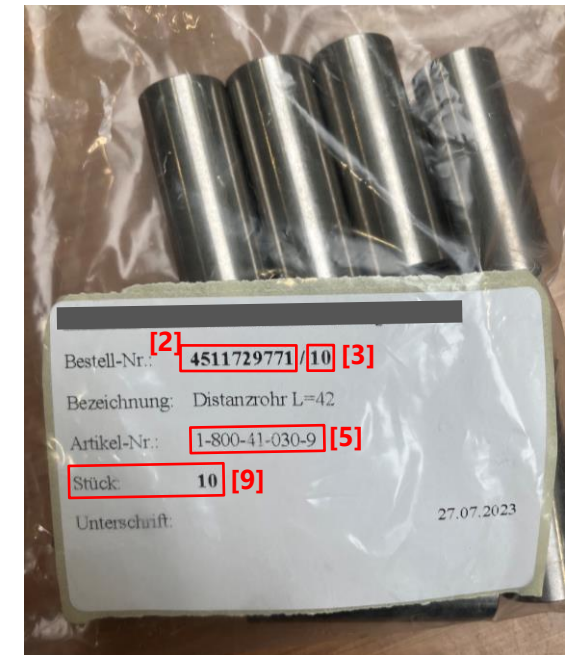
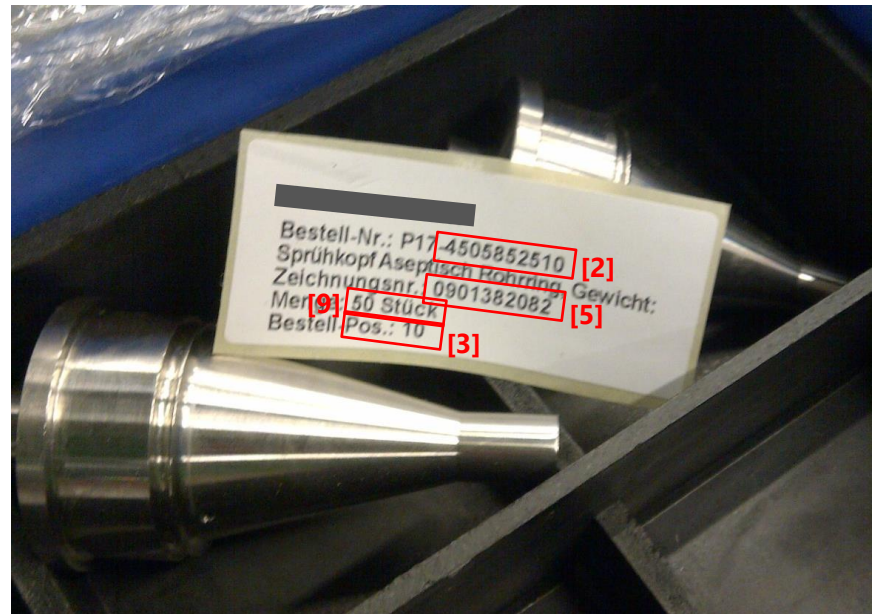


- Suppliers who have concluded a quality assurance agreement with Kronos AG shall be obliged to affix a Factory certificate 2.1 in accordance with DIN EN 10204 in its currently valid version to all their delivery notes.
- Alternatively, the Factory certificate 2.1 can be attached to the delivery documents as a separate certificate on a separate sheet.
- Sample wording:  
"Factory certificate DIN EN 10204 - 2.1: Test result  
It is hereby confirmed that the parts/articles listed on this delivery note have been manufactured, tested and found to be in order in accordance with the specifications stipulated by the purchaser."
- The factory certificate must either be signed by hand or, in the case of automatic generation, alternatively bear the note:  
"This document was prepared electronically and is valid without signature."

# Marking of articles



- The articles delivered must have a unique identification.
- For this purpose, they must be
  - [2] Krones order number
  - [3] Order position
  - [5] Krones material number
  - [9] Order quantity and unit of measure labelled with the following.



# Delivery times



- Depending on the location, please note our [delivery addresses/delivery times \(delivery addresses/delivery times - Krones\)](#)
- The delivery locations may differ from order position to order position.
- The supplier is responsible for ensuring that each order position is unloaded on time at the delivery location as per the order.
- Separation only on the Krones factory premises during unloading is not possible.
- Krones reserves the right to charge a lump-sum charge for internal processing and forwarding to the correct goods receiving department in the event of delivery to the wrong goods receiving department.

# Articles requiring certificates



- The required certificate type or scope of documentation is indicated on the order for certificate-requiring articles per order position.
- If the documentation is required in paper form, this is explicitly requested in the respective order.
- The correct transmission of the documentation and further explanations are described in the [supplier manual.pdf](#) ([download area for suppliers](#)) under 3.8 Acceptance certificate/pressure equipment documentation
- All certificates are to be transmitted together with:
  - Order number
  - Order position
  - Batch or melt number/serial number/factory number to be transmitted.
- In the case of partial deliveries, a certificate must be submitted for each delivery, even if it is the same certificate as for a previous partial delivery.

# Empties management



- The supplier can request and return transport equipment for the delivered articles via Kronos Empties Management.
- In the case of direct deliveries, the empties return delivery note must be handed in by the supplier together with the delivery note at the goods receiving department. This also applies to KANBAN deliveries.
- A copy of the empties return delivery note signed by the goods receiving employee is returned to the supplier.
- Only one empties return delivery note is required per delivery.
- Form templates for the return of empties and the request for empties are provided via eProcurement.
- The supplier may request a statement of empties at any time. This lists current stocks and outstanding amounts of empties between the supplier and Kronos AG.
- Contact for empties management:
  - Neutraubling plant: Phone: +49 9401 70-2880 [Mail](#)
  - Rosenheim plant: Phone: +49 8031 4048-110 [Mail](#)
  - Raubling plant: Phone: +49 8031 4048-185 [Mail](#)
  - Nittenau plant: Phone: +49 9436 307-521 [Mail](#)
  - Flensburg plant: Phone: +49 461 5044-1756 [Mail](#)

# Empties management



KRONES AG · Böhmerwaldstr. 5 D-93073 Neutraubling

**KRONES**

Leergutverwaltung -Anforderungsschein -

Lieferant/ Spediteur:

KRONES Lieferantenummer:

KRONES Lieferscheinnummer:

Leergutfunktion\* (z.B. Kanban, etc.):

Datum:

Materialbezeichnung	Größe (mm)	Menge (Stck.)
Euro-Mehrweg-Paletten 	1200x800	<input type="text"/>
Lagerfixkasten blau hoch 	600x400x320	<input type="text"/>
Lagerfixkasten blau tief 	600x400x220	<input type="text"/>
Lagerfixkasten grün 	400x300x220	<input type="text"/>
Lagerfixkasten grau 	300x200x120	<input type="text"/>
Gitterbox flach 	835x1240x500	<input type="text"/>
Gitterbox hoch 	800x1200x1000	<input type="text"/>

Unterschrift Krones AG      Unterschrift Lieferant/ Spediteur

KRONES AG · Böhmerwaldstr. 5 D-93073 Neutraubling

**KRONES**

Leergutverwaltung -Rücklieferschein -

Lieferant/ Spediteur:

KRONES Lieferantenummer:

KRONES Lieferscheinnummer:

Leergutfunktion\* (z.B. Kanban, etc.):

Datum:

Materialbezeichnung	Größe (mm)	Menge (Stck.)
Euro-Mehrweg-Paletten 	1200x800	<input type="text"/>
Lagerfixkasten blau hoch 	600x400x320	<input type="text"/>
Lagerfixkasten blau tief 	600x400x220	<input type="text"/>
Lagerfixkasten grün 	400x300x220	<input type="text"/>
Lagerfixkasten grau 	300x200x120	<input type="text"/>
Gitterbox flach 	835x1240x500	<input type="text"/>
Gitterbox hoch 	800x1200x1000	<input type="text"/>

Unterschrift Krones AG      Unterschrift Lieferant/ Spediteur

Form templates in empties management:

Left:  
Right:

Request note  
Return delivery note

# **SOLUTIONS BEYOND TOMORROW**

CD CQM Corporate Strategic Supplier Quality Management | 09.08.2023

