

Packaging Guideline for Suppliers

truma

wärmen | kühlen | steuern


Mehr Komfort für unterwegs

Contents

The Company

Truma

The Truma brand

Truma brand values

Trust in the Truma brand

Packaging of individual parts

Fundamentals of the Packaging Guideline

- 1. Main purpose**
- 2. Packaging requirements**
 - 2.1 Supplier's responsibility
 - 2.2 General requirements on packaging
 - 2.3 Process of defining packaging
- 3. Standard load carriers and packaging**
 - 3.1 Euro pallet
 - 3.2 Euro lattice box
 - 3.3 Small load carriers
 - 3.4 Disposable packaging
 - 3.5 Positioning of packaging units
- 4. Special load carriers and packaging**
- 5. Labelling**
- 6. Packaging datasheet for suppliers**

The Company

Truma

Almost every camper in Europe knows Truma. This is because we've been making comfortable and convenient accessories for motor homes and caravans for over 60 years.

In 1961, we developed the "first officially recognized caravan heater", which made winter camping possible for the first time.

Truma, with its head office in Putzbrunn near Munich, has remained an internationally successful family enterprise to the present day, developing, manufacturing and marketing its products under a single umbrella.

The Truma product line-up comprises heating, air conditioning, water and manoeuvring systems for caravans. Moreover, our wide-ranging spectrum also includes gas and power supply products.

All the items in our product range are considered to be among the most efficient on the market. There are good reasons why Truma is regularly awarded as the best accessory brand of the year by the trade press. But our quest for innovative solutions never comes to an end. Many of our workforce are themselves great camping enthusiasts.

They not only develop products, they also use them, and it is precisely this passion for and identification with the product that explain the success of the Truma brand. As a result, we can look forward to a highly promising future.

The Truma brand

Truma brand values

Truma is the innovative system supplier for motor homes, caravans and mobile applications. Its assets are reliability, expertise and a major focus on service. The core message of Truma sums this up briefly and concisely:

More comfort on the move.

This message is supported by specific arguments – our Truma brand values, which describe Truma's strengths and ensure that we stand out clearly among the competition.

Trust in the Truma brand

Product diversity of the highest quality

Truma products are considered to be among the most efficient on the market. They are of a high quality, reliable and efficient. Truma provides one-stop shopping and a perfect match among its product range.

Added value through comfort, convenience and service

Truma has a variety of products that add special comfort and convenience to every camping holiday. Each item is safe and easy to operate. The European-wide Truma Service provides speedy assistance and expert advice.

Innovation as an industry engine

Truma's new technologies, modern design and sustainable solutions continually set standards in the industry. Thanks to ongoing research and development, the company is ideally placed for the challenges of the future.

Packaging of individual parts

The success of the brand is determined by positive comprehensive perception. This perception is, among other things, the result of our own very high standards of quality and flexibility.

To continue meeting the demands of the future, quality assurance starts with Truma's suppliers.

The use of suitable packaging plays a particularly important role for this purpose. As well as having a transport function, it also protects each part from damage.

Fundamentals of the Packaging Guideline

1. Main purpose

The Packaging Handbook provides the Supplier with information on Truma's existing packaging regulations. Whenever necessary, the document is updated to match Truma's latest requirements.

The following instructions are to ensure that parts can be used for their intended purpose

- through optimum packaging design,
- through standardised dimensions for containers, cardboard boxes and load carriers,
- through well balanced quantities per packaging unit,
- through the correct and complete labelling of all packaging,
- in the right place,
- at the right time,
- in the right quantity
- and of the right quality.

2. Packaging requirements

2.1 Supplier's responsibility

The Supplier must observe the provisions of the Packaging Handbook and any national and international regulations.

Covering the entire supply chain as far as Truma, the Supplier is responsible to ensure that all delivered parts are suitably packaged, protected and preserved, so that they reach their destinations at Truma or at intermediate suppliers of Truma without damage.

When submitting a quotation, the Supplier is requested to provide details of all its packaging systems, including packaging costs, for all product options covered by the quotation.

This quotation, which must be based on the regulations in the Truma Packaging Handbook, must contain details of the size and quantity of parts included.

The Supplier is liable for any impaired quality resulting from poor, faulty, wet or soiled packaging, as well as packaging that is not strong enough. Only undamaged packaging may be used. If the packaging in a given shipment is damaged – including pallets and lattice boxes – the shipment is either rejected or repackaged at the Supplier's expense upon prior notification by the Logistics Department.

If non-approved deviations from the agreed packaging are found, then the resulting handling and repackaging expenses will be charged to the Supplier at cost.

Fundamentals

2.2 General requirements on packaging

Packaging serves the purpose of storage and also access to parts at assembly lines.

Regardless of the choice of packaging type, the following criteria must be met in order to satisfy the quality requirements on shipments:

Protection

- Protection from damage, loss, soiling and environmental impact
- Protection from product deformation, impact and corrosion
- Assurance of ESD protection for electronic parts

Logistics

- Adequate transport safety is required to prevent parts from sliding around
- Trouble-free unloading convenience via conveyor vehicles (pallet trucks, forklift trucks, etc.) and automatic conveyors
- Stackability

Assembly

- Structure of packaging must allow convenient handling
- Parts must be convenient to access at assembly lines
- Observance of specified standard dimensions
- Permitted lifting loads must be observed

Environment and health

- Avoid packaging waste:
Limit packaging waste to the necessary minimum.
- Reduce packaging:
Limit packaging to the amount that is absolutely necessary.
- When choosing packaging, always give preference to the most environment-friendly packaging type.
- When delivering hazardous substances, ensure compliance with the latest provisions of the German Hazardous Substances Regulation (GefStoffV) and the German Regulation on the Transportation of Dangerous Goods (GGVSEB).
- Packaging must allow environment-friendly recycling.
- Packaging must be designed in such a way that it cannot cause damage to a person's health when opening or handling product.

Costs

- Optimum capacity utilisation of loading equipment
- Reduce packaging:
Limit packaging to the amount that is absolutely necessary.

Fundamentals

2.3 Process of defining packaging

The definition of packaging for requested parts starts with the Supplier providing a quotation.

The Supplier is given the Packaging Handbook (PH) along with the request for a quotation. Based on the specifications in the Packaging Handbook and any suggestions made by the Customer, the Supplier then submits a packaging proposal.

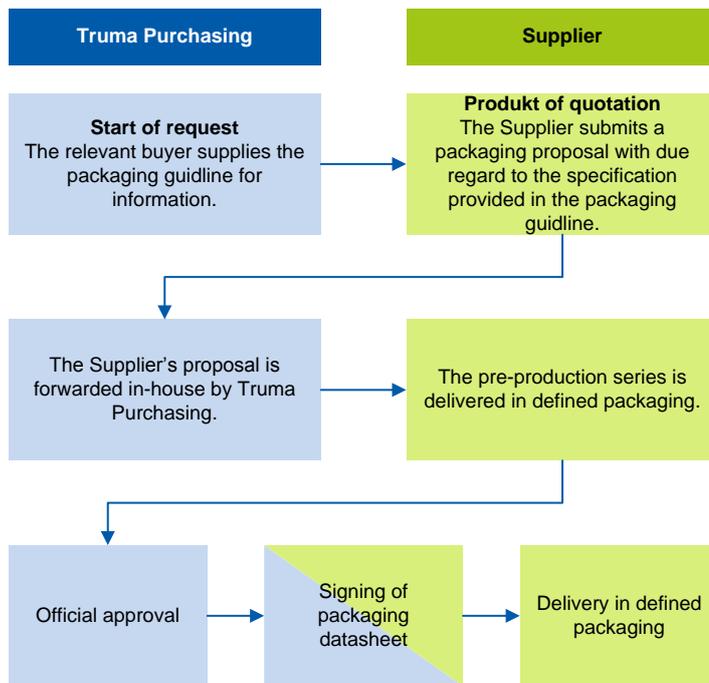
A relevant packaging plan must be presented along with the quotation.

The packaging agreement takes the form of a packaging datasheet for suppliers (see Chapter 6).

The clearance of packaging does not release the Supplier from its responsibility to deliver clean and defect-free parts.

Any changes to the existing packaging type or the number of parts per packaging unit must mandatorily be notified by the Supplier prior to delivery and must have been confirmed by Truma.

Simplified overview of the packaging definition process



3. Standard load carriers and packaging

Unless otherwise defined, the load carrier shall be a standardised Euro pallet, as detailed in DIN EN 15146.

- Exchangeable Euro pallet (basic dimensions: 1200 x 800 mm)
- Exchangeable Euro lattice box (basic dimensions: 1240 x 835 mm)

The maximum permitted laden weight (gross) per carrier is **500 kg** at Truma.

The maximum permitted total height (from ground to upper edge of loaded goods) is 1350 mm at Truma.

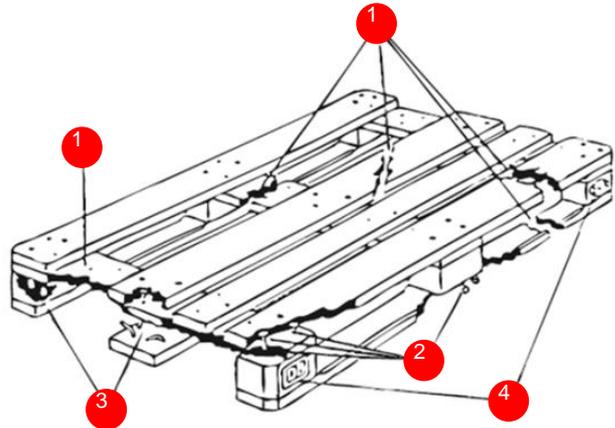
The Supplier must observe the maximum weights and heights requested by Truma.

The Supplier is responsible for obtaining poolable load carriers in a timely manner.

3.1 Euro pallet

Properties	
Dimensions:	1200 x 800 x 144 mm
Maximum permitted total height at Truma:	1350 mm
Maximum permitted total weight at Truma:	500 kg
Requirements:	Standardised Euro pallet, as specified in DIN EN 15146
Stackability:	The Euro pallet must be stable and allow safe and hazard-free stacking.
Conditions for use:	The Euro pallet must be in a perfect state and comply with the relevant regulations.
	The Euro pallet must be exchangeable.

If the delivered Euro pallets have one or more of the following defects, they are considered non-exchangeable and must be withdrawn:



1. A board is missing or has a transverse or diagonal crack.
2. A board at the base or on the top edge is splintered in such a way that more than one nail shaft or screw shaft is visible.
3. A block is missing or has split in such a way that more than one nail is visible.
4. The “EUR” marking and the “Rail” marking on the left are missing or illegible.

Further features (poor general condition):

- The load-bearing capability of the Euro pallet can no longer be guaranteed (e.g. rotten, mouldy, badly splintered).
- Soiling is so bad that cargo becomes contaminated.
- Several blocks are badly splintered.
- Inadmissible components have been used (e.g. boards too thin, blocks too narrow, etc.).

3.2 Euro lattice box

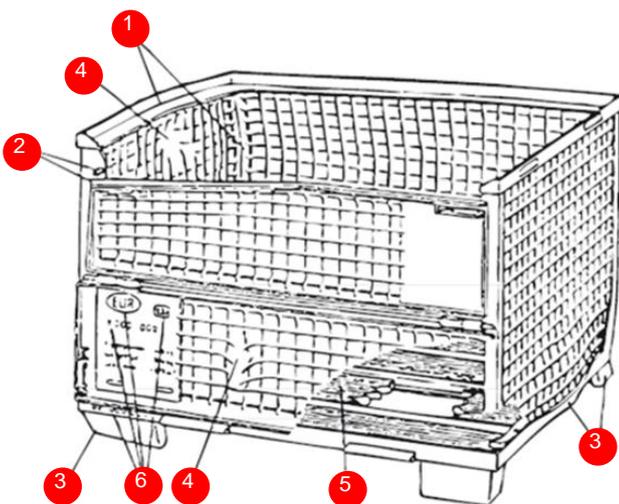
Properties	
Dimensions:	1240 x 835 x 980 mm
Maximum permitted total height at Truma:	1350 mm
Maximum permitted total weight at Truma:	500 kg
Requirements:	Standardised Euro lattice box, as specified in DIN EN 13626
Stackability:	The Euro lattice box must be stable and allow safe and hazard-free stacking.
Conditions for use:	The Euro lattice box must be in a perfect state and comply with the relevant regulations.
	The Euro lattice box must be exchangeable.

If the delivered Euro lattice boxes have one or more of the following defects, they are considered non-exchangeable and must be withdrawn:

1. The corner uprights or stacking frames are deformed.
2. The panel cover cannot be opened or closed.
3. The feet or base frame are bent, so that the Euro lattice box no longer allows safe stacking or no longer stands firmly on all four feet.
4. The lattice is cracked, so that the wire ends protrude on the inside or the outside.
5. A board is missing or broken.
6. Important markings (EUR, DB, Y-number, etc.) are missing or not clearly legible.

Further features (poor general condition):

- The general condition is so poor, due to soiling or rust, that cargo may become contaminated.
- The numbers of faultless and withdrawn (i.e. faulty) Euro pallets and Euro lattice boxes must be recorded in the consignment note or delivery note.
- The document must be stamped by Truma and signed by the Supplier or freight company. The original consignment note or delivery note stays with Truma, and the Supplier is given a copy.



Fundamentals

3.3 Small load carriers

Any reusable containers used by Truma are based on standard European pallet dimensions (1200 x 800 mm). Truma plastic containers are labelled with a "Truma" sticker.

The maximum gross weight per packaging unit is 12 kg at Truma.

The relevant number of parts per packaging unit must be coordinated between the Supplier and Truma.

	Container	Outer dimensions [mm]	Inner dimensions [mm]	Unladen weight [kg]
	RL-KLT 3147	300 x 200 x 150	243 x 162 x 144,5	0,60
	RL-KLT 4147	400 x 300 x 150	345 x 260 x 144,5	1,10
	RL-KLT 4280	400 x 300 x 280	345 x 260 x 277,3	1,70
	RL-KLT 6147	600 x 400 x 147	544 x 359 x 144,5	1,80
	RL-KLT 6280	600 x 400 x 280	544 x 359 x 277	2,70

Fundamentals

3.4 Disposable packaging

All packaging units (PUs) that are intended for shipment must comply with the outer dimensions of a Euro pallet (i.e. 1,200 x 800 mm) or a fraction thereof (i.e. a quarter, eighth or sixteenth of a Euro pallet). The outer dimensions of cardboard boxes must comply with the required containers.

The maximum weight per packaging unit is 12 kg at Truma.

The relevant number of parts per packaging unit must be coordinated between the Supplier and Truma.

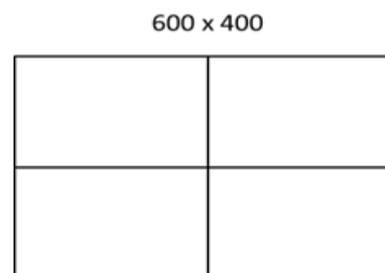
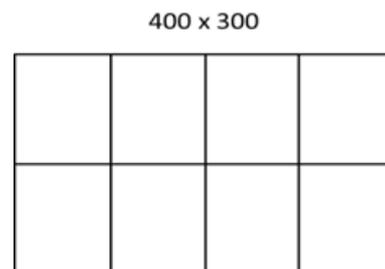
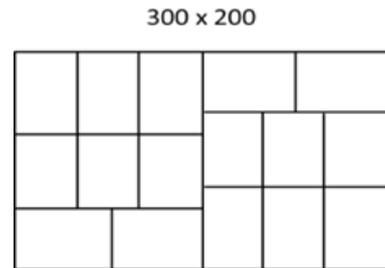
Cardboard box Outer dimensions [mm]

	Karton	Außenmaße [mm]
	Cardboard box 1	200 x 100 x 100
	Cardboard box 2	300 x 200 x 150
	Cardboard box 3	400 x 300 x 150
	Cardboard box 4	400 x 300 x 300
	Cardboard box 5	600 x 400 x 180
	Cardboard box 6	600 x 400 x 300

3.5 Positioning of packaging units

Faulty stacking causes instability and thus damage. The way in which products or packages are stacked makes an important contribution to firmness and stability.

Arrangement on a Euro pallet:



Fundamentals

4. Special load carriers and packaging

Special load carriers, such as metal frames, wooden boxes and stackable metal transport boxes, are exceptions at Truma.

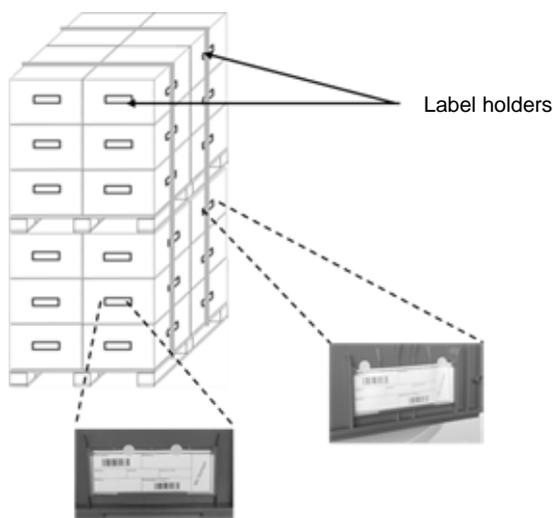
If parts have special packaging requirements that cannot be met by standard containers, then they must be transported in suitable special packaging. In such cases exceptions need to be defined and must be coordinated with Truma.

All special load carriers must bear the owner's name.

5. Labelling

Labels must be firmly attached to the relevant load carrier in a way that is clearly visible. In addition, each container and each package must be labelled in a legible manner, ensuring that the label can be seen from outside. Any irrelevant stickers and labels must be removed.

In the case of small load carriers, one label must be attached to the front and one to the long side of the container. They must be placed in the relevant label holders.

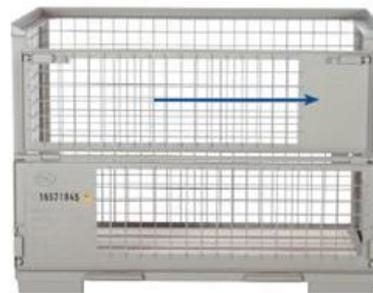


Adhesive dots (up to 2 per label) must be used to secure the label against loss. The dimensions of the label must be 210 mm x 74 mm.



The regulation recommends the use of white or grey dots (important: not red dots!). The adhesive dots must not obscure the details on the label.

In the case of reusable containers, such as lattice boxes, the same procedure can be applied for fixing labels, using four dots. Alternatively, it is possible to use shipping document pockets with completely removable adhesive, self-adhesive shipping document pockets made from PE film or a wire clip pocket.



The card must contain all of the following details in plain text (although it may also be accompanied by barcode):

- Customer (Truma) material no.
- Customer (Truma) material name
- Filling quantity (number of parts per trading unit, e.g. per container)
- Supplier's name and address
- Order number
- Batch number (optional)
- Weight per trading unit (gross)
- Index no.

6. Packaging datasheet for suppliers

The packaging datasheet for suppliers is an agreement between Truma and the Supplier, specifying the required packaging.

The form contains details defining the packaging with reference to the relevant material number. These details include, for example, the material number, name and surface specifications.

The packaging datasheet consists of four segments:

1. Contact details
2. Description of material
3. Definition of packaging
4. Approval

The packaging datasheet is binding for the standard documentation of packaging agreements. The form has the purpose of simplifying and structuring the specification of the packaging, avoiding misinterpretations and facilitating the packaging definition process.

The packaging datasheet must be authorised by both parties, through their signatures, and is binding on the delivery of the parts.

Fundamentals

Specimen

VV-Nr.:		Verpackungsvereinbarung 			Datum: TT.MM.JJJJ	
1. Kontaktdaten	1.1. Lieferant:	Name, Adresse				Vorgabe Lieferant
	1.2. Ansprechpartner Lieferant:	Name, E-Mail				
	1.3. Ansprechpartner Truma	Name, E-Mail				
2. Materialbeschreibung	2.1. Materialnummer					Vorgabe Truma - EK
	2.2. Bezeichnung					
	2.3. Oberfläche Sichtbar / Empfindlich:	Nein	Ja, erhöhte Schutzverpackung erforderlich		Ja, Einzelverpackung erforderlich	
3. Verpackungsdefinition	3.1. Art der Verpackungseinheit:	Karton	KLT	Gitterbox	Sonstiges (bitte Details 3.8 ausfüllen)	Vorgabe Lieferant
	3.2. Abmessung der Verpackungseinheit [mm]:	Länge:		Breite:	Höhe:	
	3.3. Menge je Verpackungseinheit:	x Einheiten				
	3.4. Ladungsträger	Europalette	Gitterbox	Sonstiges (bitte Details 3.8 ausfüllen)		
	3.5. Menge der Verpackungseinheiten pro Ladungsträger:	x Einheiten				
	3.6. Abmessung der Ladeinheit [mm]:	Länge:		Breite:	Höhe:	
	3.7. Zusätzliche Anmerkungen Verpackungsvorgabe Truma: (Grundsätzliche Restriktionen, die die Verpackungsbildung aus der Verpackungshandlung der Truma GmbH & Co. KG zu berücksichtigen sind.)					
	3.8. Beschreibung Sonderverpackungslösung:					
	3.9. Bilder:	Bild Verpackungseinheit		Bild Ladeinheit		
4. Freigabe	4.1. Freigabe Truma:	Name:	Datum	Unterschrift:		Vorgabe Truma
	4.2. Unterschrift Lieferant:	Name:	Datum	Unterschrift:		Vorgabe Lieferant

SPECIMEN