



Logistics Requirements for Suppliers

Document number: LRS002

PURPOSE

This document summarises our logistics requirements to comply with our health and safety standards and improve the efficiency and accuracy of the current processes. Meeting these requirements will ensure that the goods received are booked in quickly and correctly, which will reduce the problems reported to our suppliers regarding shipments, the discrepancies found with the invoices received and payment delays.

Spirax Sarco reserves the right to reject deliveries if incorrect or incomplete information is provided by the supplier. For persistent offenders, this could result in delayed payment.

THE REQUIREMENTS

1. Safety

1.1 Loading of goods to pallets, crates, and delivery vehicles

The goods supplied must be carefully placed inside a box, crate, pallet and/or in a container and be secured in the delivery vehicle to prevent their movement in transit. Consider using methods such as netting, lashes, chains, and protective bags.

If you are supplying goods on pallets or crates, please consider the below:

- The pallets and crates must withstand the weight of the goods that they are carrying. Please do not exceed the specified weight of each pallet or crate.
- The pallets and crates must have enough clearance space to allow the use of a forklift. The minimum height of the pallet or crate base blocks should be 120mm.
- The pallets and crates must only be stacked if they are designed to do so. They must be able to withstand the weight of the other pallet or crate to ensure that the goods are not damaged in transit and avoid the risk of accidents.
- The pallets and crates should be loaded into the delivery vehicle in a manner that allows a safe unloading using a forklift.
- Any identified damage to pallets or crates must be removed and re-packaged prior to ship out.

Please see on **Appendix 1** some examples of acceptable and unacceptable deliveries.

1.2 Unloading of goods on site

Upon arrival onto site, delivery drivers must report in so Spirax Sarco's employees can give instructions of our site rules and procedures. For example:

- Use of mandatory PPE – Hi visibility coat or vest and safety shoes. Safety glasses are required inside factory areas.
- Location of delivery / unloading bay
- Prior to unloading, vehicle must be turned off and handbrake applied.
- Distribution Centre – Vehicles using the loading dock must hand keys in and ensure their wheels are chocked.
- Expectation of where the delivery driver needs to stand during unloading or loading process.

Our Goods-In employees will inspect the load for damage before unloading the pallets and or crates. If there is any damage, they will report it to the manager and record it. It will then be determined whether it can still be unloaded safely. Any safety related issues or concerns will be reported to the supplier.

2. Packaging

Unless otherwise specified in the purchase specification, all parts must be suitably packed to ensure the goods are protected against damage and corrosion in order to be delivered in an acceptable condition. The packaging must suit the type, size, and weight of the product.

We encourage our suppliers to use sustainable packaging where possible. Please note that the use of staples is not allowed, and we recommend reducing the use of plastic.

If wooden pallets are used, they should comply to the wood packaging regulations (ISPM 15).

Please see on **Appendix 2** some examples of unacceptable packaging.

3. Identification of goods

When sending goods, it is required that each box, pallet and/or crate is labelled accurately. Any label templates are currently acceptable, providing that all the mandatory information is presented.

3.1 Mandatory information required on ALL shipments:

- Spirax Sarco's Purchase Order Number
- Spirax Sarco's Order Line
- Spirax Sarco's Part number
- Part description
- Quantity shipped
- Supplier's lot or batch number (if used)
- Certification (uploaded in PLM, unless otherwise agreed)

If you are sending multiple part numbers per box, pallet or crate, an external summary label must be adhered to the box, pallet or crate, and all internal boxes or bags must be labelled individually.

Optional information:

- Spirax Sarco's associated job / work/ sales order number if linked to a sales order or subcontract service order.

3.2 Guidelines per delivery scenario

3.2.1 Sending loose boxes

When sending parts in loose boxes, it is required that each box is labelled individually with a label. Any label templates are currently acceptable, providing that all the mandatory information is presented.

3.2.2 Sending more than one part number per box

If you are sending more than one part number in one box, please ensure these parts are separated from each other with cardboard dividers to protect the parts but also to ensure a quicker and accurate booking in of the goods. Please do not send mixed items in one box without the proper segregation, identification, and protection.

3.2.3 Sending crates

When sending parts in crates, it is required that each crate is labelled individually with a label. Any label templates are currently acceptable, providing that all the mandatory information is presented.

When sending multiple crates, please ensure these are numbered.

If you are sending more than one part number in a crate, please follow the guidelines mentioned in section 3.2.2.

3.2.4 Sending pallets

When sending parts on pallets, it is required that each pallet is labelled individually with a label. Any label templates are currently acceptable, providing that all the mandatory information is presented.

When sending multiple pallets, please ensure these are numbered.

If a pallet contains boxes, it is required that each box is labelled individually with a box label and a consolidating label on the pallet.

If a pallet contains boxes and you are sending more than one part number per box, please follow the guidelines mentioned in section 3.2.1.

When sending pallets with multiple boxes on them, please ensure all box labels are facing out.

3.2.5 Sending subcontracted goods

If you are supplying goods in your own packaging or in our trays and boxes, please make sure each individual tray, box, pallet, or crate is packed and identified as per this document's instructions.

Any label templates are currently acceptable, providing that all the mandatory information is presented.

When receiving goods from Spirax Sarco, please check that the goods and quantities received are as per the paperwork sent with the goods. If any discrepancies, please inform your contact at Spirax Sarco within 48 hours of reception of the goods. If there are discrepancies not reported within the 48 hours, Spirax Sarco reserves the right to claim a credit for the loss of the goods, if any.

3.2.6 Sending parcels or boxes via courier

If you are sending parcels or boxes using a courier, please make sure the courier chosen also includes on the outer label the name of the person to whom the package is for and their department.

4. Delivery paperwork

All shipments must be accompanied by the appropriate delivery paperwork, including any documentation requested by Spirax Sarco, such as inspection reports and material certifications.

The delivery paperwork must be placed in an envelope, which must be protected and placed in a clear, sealed sleeve, and attached to the box or pallet. Please do not place the paperwork inside the box or pallet.

The supplier delivery note must include the following information:

- Supplier's Name
- Spirax Sarco's Purchase Order number
- Spirax Sarco's Purchase Order line
- Spirax Sarco's Part Number
- Part Description
- Quantity shipped
- Supplier's lot or batch number
- Supplier's Good Receipt Number and/or Delivery Number
- Packaging Details (number of boxes/pallets/crates, dimensions, total weight)

Optional information to be included to make the process more efficient (not mandatory):

- Spirax Sarco's associated job/work order number /subcontract service order
- Commodity Code
- Spirax Sarco's supplier account reference number
- Weight per box or "heavy" sticker over on boxes over 15kg
- Incoterm
- Relevant Handling Instructions
- Supplier Contact Details in case of queries

5. Advance Shipping Notifications (ASNs)

The supplier must provide an ASN for each shipment. The information must be sent to GRBGoodsIn@uk.spiraxsarco.com as soon as possible in advance of the delivery date. **Appendix 3** shows the information required. You do not need to use this exact form as long as all the information requested is mentioned on the email.

Any additional paperwork requested by Spirax Sarco, including but not limited to material certifications and inspection reports, must be provided with the ASN.

For deliveries coming from abroad, the supplier must make sure they are following the current transit regulations and customs procedures to avoid clearance and delivery delays.

6. Proof of Delivery

The delivery personnel must request the receiver at Spirax Sarco's Goods In area to sign the POD but also to write down their name and date.

Please ask your forwarder or courier not to sign the POD themselves; we understand that this was a standard practice due to COVID-19, but we are not accepting this as proof of delivery anymore. If the courier is unable to allow us to sign, they must take clear photographs showing the parcel with its parcel identification label and the parcel with a clear view of the location where it was left.

Please see on **Appendix 4** some examples of acceptable and unacceptable proof of delivery.

Appendix 1

Visual examples of acceptable and unacceptable deliveries

Acceptable loading of goods



Unacceptable loading of goods



Unacceptable loading of goods



The unacceptable examples above show poor pallet and vehicle load, which makes it a dangerous delivery.

Appendix 2

Unacceptable packaging

Unacceptable packaging

The below pictures show that the supplier chose the incorrect packaging for the items they were sending.



Appendix 3

Advanced Shipping Notification Template

Advanced Shipping Notification

Please complete all details below and email to:

GRBGoodsIn@uk.spiraxsarco.com

Type of consignment

Parcel	<input type="checkbox"/>	Qty	<input type="text"/>		
Box	<input type="checkbox"/>	Qty	<input type="text"/>		
Pallet	<input type="checkbox"/>	Qty	<input type="text"/>		
Crate	<input type="checkbox"/>	Qty	<input type="text"/>		
Container	<input type="checkbox"/>	Qty	<input type="text"/>	Container No.	<input type="text"/>

Consignment details

Type of consignment No.	Order No.	Invoice No.	Part No.	Description	Qty	Inspection Grade	Certification uploaded on PLM
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Delivery date:

Appendix 4

Visual examples of acceptable and unacceptable proof of delivery

Acceptable proof of delivery

The POD below would be considered acceptable as it mentions the collection and delivery address, the name of the recipient, the time and date of delivery and it has the recipient's signature, signed by the recipient, not the delivery personnel. Ideally, the proof of delivery will also mention the quantity of items (boxes, pallets, packages) received.

OX26 4ST	
Delivery Information Order No: DEW PDM178766 Cust. Ref: Contact: Tel No: 01296 611666 FR to book in: No	Del Time: Or Time Window:
ADR Details	INSTRUCTIONS / NOTES
Delivery Depot: 12	Received in good condition by: Receivers Signature <i>[Signature]</i> Print Name: M. BALL Time: 13:50 Date: 24/08/15
From: FR Account No. PHOE01 1956 Collection Address: PHOENIX MECANO LTD UNIT 26 FARADAY ROAD AYLESBURY HP19 8RY From Depot: 12 Tel: 01296 611660	
All goods carried under RHA Conditions of Carriage 2009	

The below pictures would be considered acceptable as part of proof of delivery. They show the goods delivered and the area where they were left.



Unacceptable proof of delivery

The below POD would be considered unacceptable as, even though it stated the delivery date, it does not mention the time, full name of the recipient nor has a real signature.



The below pictures would be considered unacceptable as part of proof of delivery. The picture on the left does not show the box label nor the area where the box was left and the picture on the right does not show clearly the parcel delivered or in which area it was delivered (there are three doors shown on the picture).



Change Tracker

Version	Date	Change Log	Owner
LRS001	18.06.2021	Initial release	Oliwia Kondas
LRS002	13.06.2023	Requirements update	Luz Seminario