

Contents

1 Objectives of logistics specifications..... 2

2 Access plan 2

3 Opening time 2

4 Unloading in storehouse 2

5 Packaging required for products 3

 5.1Packaging required for pallets 3

 5.2Packaging required for parcel..... 4

 5.3Packaging required in case that batch number is requested 4

 5.3.1Packaging required for pallets 4

 5.3.2Packaging required for parcels..... 5

6 Labeling required for products 6

 6.1Labeling required for Pallets 6

 6.1.1Labeling required for Pallets mono-reference..... 6

 6.1.2Labeling required for pallets multi-references..... 8

 6.2Labeling required for parcels 8

 6.2.1Labeling required for parcels mono-reference..... 8

 6.2.2Labeling required for multi-references parcel 9

7 Freight notes..... 9

1 Objectives of logistics specifications

The objectives of these logistics specifications are:

- To explain access to Achats Service's storehouse in Haillan,
- To explain products reception procedure,
- To define standard mode of packaging and labeling that must be respected for all deliveries to Achats Service,
- To simplifier products reception conditions,
- To allow suppliers to suggest their packaging respecting our specifications with the best cost.

2 Access plan

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 Tel. 33 5 56 12 71 80
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Enter in Zone Espace Magudas the bureau is at the end of 1st building.



Achats Service Encotech
 1 Avenue de Magudas
 33185 LE HAILLAN
 Tél. 05.56.12.7180

3 Opening time

The storehouse is open for reception only the morning between 8h45 and 12h00 from Monday to Friday.

4 Unloading in storehouse

Suppliers are in charge of unloading.

5 Packaging required for products

Packaging is an industrial parameter as well as the other features of product, et forms an integrative part of order.

5.1 *Packaging required for pallets*

Pallets must meet the following specifications:

Authorized dimensions and weight:

- Pallet dimensions : 120x100cm or 120x80cm
- Maximal height of pallet with products : 2,20m
- Maximal weight of pallet with products : 1500kg

Authorized materials for pallets :

- Plastic
- Wood

Attention : pallets in compressed wood are not accepted

Treatment of pallets in wood:

Pallets in wood must be treated by heat according to norm ISPM15 (International Standards for Phytosanitary Measures - Guidelines for regulating wood packaging material in international trade).

Attention : chemical treatment like Bromide of Methyl is purely forbidden.

The pallet must be marked following the indicated method in norm. One example of marking is available as below. If the pallet doesn't include this symbol, it will not be accepted and will be returned to supplier.



Marking ISPM15

<i>Treatment code</i>	<i>Treatment type</i>
HT (required)	<i>Treatment by heat</i>
MB (another symbol than HT is not acceptable)	<i>Treatment with Bromide of Methyl</i>

Pallets handling :

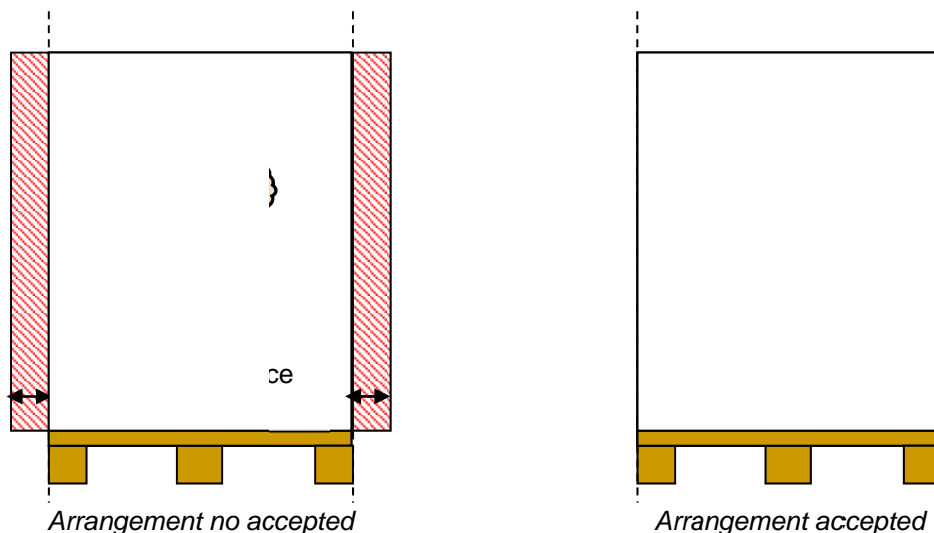
Pallets must be transportable with a stacker or an electrical forklift.

Filming :

Pallet composed by several boxes should be filmed, as well as any other unstable pallet during the transport.

Good arrangement on the pallets:

Products on the pallet should not exceed pallet's dimensions. Indeed, cette disposition peut s'avérer dangereuse lors de la manutention de la palette dans les racks.



5.2 *Packaging required for parcel*

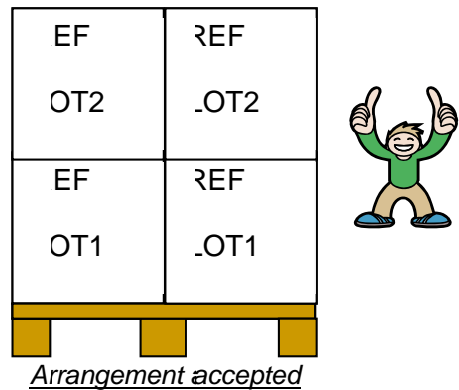
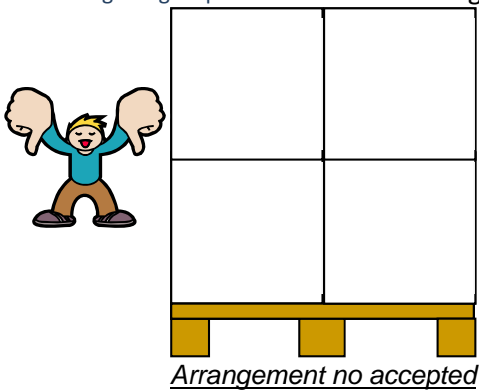
All types of parcel are accepted. The only constraint to respect is the maximum weight of parcel. Authorized limit is 25kg/parcel. If the parcel passes this limit, supplier should separate products in several parcels.

5.3 *Packaging required in case that batch number is requested*

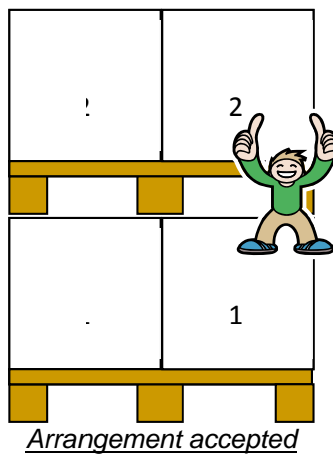
5.3.1 Packaging required for pallets

Besides the specifications mentioned as above for pallets, suppliers should group the products together according to its batch number. Indeed, pallets are deconditioned by its batch number at the moment of its arrival. It's important to be able to separate products easily and quickly. There could be two situations for suppliers:

- If product isn't stackable, supplier must group boxes according to its batch number on the pallet.

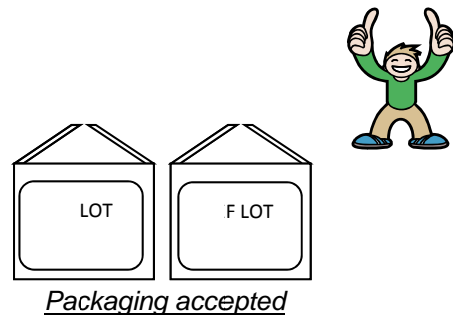
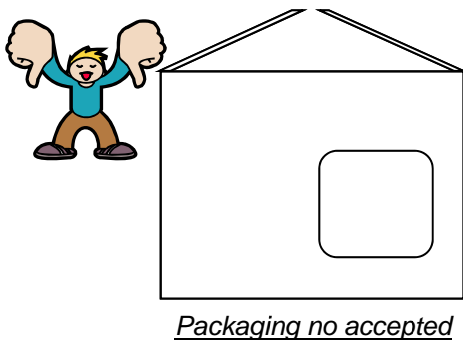


- If product is stackable, supplier must put each batch number on the separated pallet and stack them. If necessary, please use an empty box between two pallets before stacking them.



5.3.2 Packaging required for parcels

Besides the specifications mentioned as above for parcels, one box must contain only one batch number.



6 Labeling required for products

Identification must be **visible** and especially **readable** at the moment of reception.

In consequence of use of bar code reader at the moment of reception, suppliers must provide a labeling with bar code. Bar codes must be in **Code 39**. It could be obtained from one font to integrate in Word or Excel (if need, Achats Service can provide it). Minimal size of font is 25 (please see following example). To convert one text or one number, it needs to change the font. However suppliers must flank the work with character « * » in order that the code is readable by the reader. Labeling must include written information and the bar code. For that, we suggest two solutions to suppliers: either separate the information in two different box, or integrate information to bar code.

Example :

Arial	Code 39	c39hrp24dhtt
Essai	*E S S a i *	*Essai*

In following parts, suggested presentations are not exhaustive. However, suppliers must respect the contents.

6.1 *Labeling required for Pallets*

6.1.1 Labeling required for Pallets mono-reference

Each pallet must carry one label or other backup containing:

- Order number
- Achats Service reference
- Supplier's batch number (if requested)
- Total quantity on the pallet
- Pallet's number
- Quantity per box on the pallet

Suppliers can find two suggestions based on expected format as following:

Order number	
2120001	* 2120001 *
Achats Service reference	
PF11111	* PF11111 *
Batch number	
12341234	* 12341234 *
Pallet quantity	
1000	* 1000 *
Quantity per box	Pallet
5 x 150 1 x 250	1 sur 10

Suggestion of presentation 1 for pallets

Order number	Pallet quantity
* 2120001 *	* 1000 *
Achats Service reference	Pallet
* PF11111 *	1 sur 10
Batch number	Quantity per box
* 12341234 *	5 x 150 1 x 250

Suggestion of presentation 2 for pallets

Furthermore, if pallet comprises several boxes, quantity contained in each box must be noted in labeling.

In addition, if a batch number is requested to supplier and the reference is not stackable, it's necessary to place one label per batch number on the pallet. In case that supplier stacked several pallets together, he has to place matching label on each pallet.

6.1.2 Labeling required for pallets multi-references

Suppliers do not need to put any specific identification on pallets multi-references. Label will be put on each box.

6.2 Labeling required for parcels

6.2.1 Labeling required for parcels mono-reference

Each parcel must carry one label or other backup containing:

- Order number
- Achats Service reference
- Supplier's batch number (if requested)
- Quantity of the parcel
- Parcel's number

Two suggestions are as below:

Order number	
2120002	* 2120002 *
Achats Service reference	
PF22222	* PF22222 *
Batch number	
12341234	* 12341234 *
Parcel quantity	
100	* 100 *
Parcel	
1 in 2	

Suggestion de presentation 1 for parcels

Order number *2120002*	Parcel quantity *100*
Achats Service référence *PF22222*	Parcel 1 in 2
Batch number *12341234*	

Suggestion de presentation 2 for parcels

6.2.2 Labeling required for multi-references parcel

Multi-references parcel does not need specific identification. Each box or other packaging (bag...) in parcel will carry required identification.

7 Freight notes

Supplier's freight note must contain:

- Supplier's name and his coordinates,
- Invoicing department's address,
- Delivery address,
- Freight note number,
- Order(s) number,
- Achats Service reference(s),
- Supplier's batch number (if requested),
- Expiration date(s) per reference (if necessary),
- Number of pallets or parcels per reference,
- Quantity per pallet or per parcel per reference,
- Total quantity per reference.