

EUROPEAN DISTRIBUTION CENTER
Jüchen

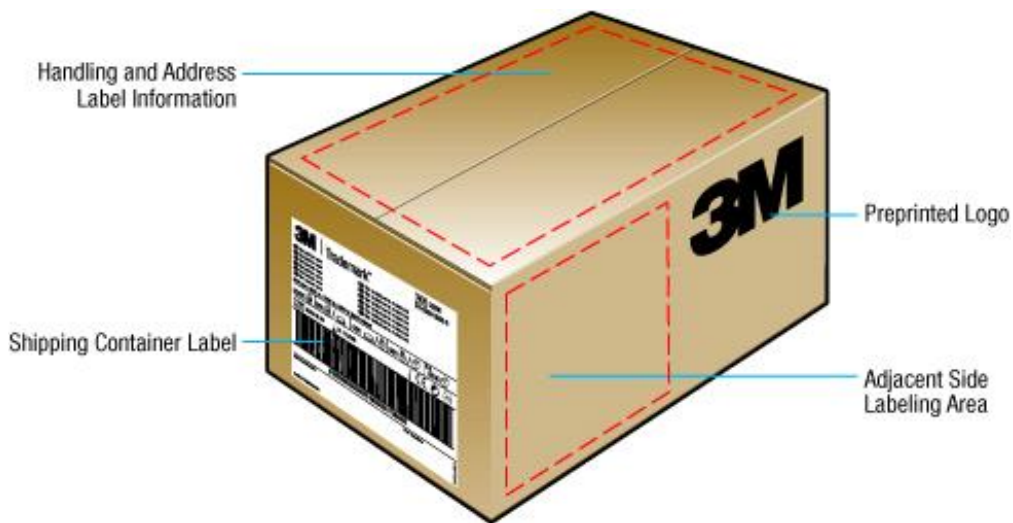
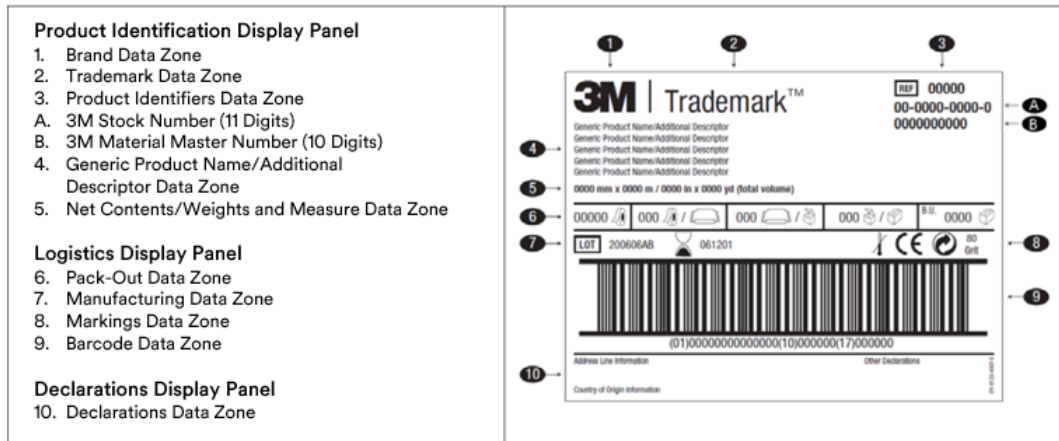
Marking Rules

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1. Marking

- For identification purposes, each shipping box must be marked with a clear shipping container label. Details as per Global Shipping Container Labelling Policy and EMEA Transportation & Packaging Guideline.



- If the product is RUN/LOT – Batch and/or expiry controlled, it must be displayed on the shipping container label with the suitable manufacturing symbol.

Manufacturing Data Types	Manufacturing Symbols
Lot Number	LOT
Manufacture Date	
Expiration Date	

- If the product is expiry controlled, it is imperative that the expiry date is mentioned on the shipping container label.

- The 3M 11-digit legacy product ID and the 10-digit SAP material number as well as the correct content quantity must be visible on the shipping container label. This is also required for full pallets.
- The following bar codes should be used for visualization of product number, batches and expiry dates:

GS1-128 (preferred)
EAN 13
ITF 14

- Batch controlled Products must have the following structure:
 - Numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0
 - Uppercase letters of engl. alphabets:
A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z
 - Special signs: (Hyphen) -
(Underscore) _
(Point) .
(Slash) /
 - Max. length: 10 digits
- Supplier who are using SIS must affix the SIS shipping label showing a readable SSCC bar code. For further information regarding SIS please use the given training guidance, SOP or get directly in contact with the TMS Support Team.
- Shipping units which contain multiple different products must be clearly marked as MIXED PALLET / MIXED CARTON and be equipped with a list of contents.
- The amount of mixed shipping units should be kept on a minimum.
- The supplier is accountable, that the product marking is compliant to the latest hazardous regulations (ADR).
- Hazardous goods must be marked with a correct hazardous label. Additionally, the UN number incl. an English description must be affixed near by the hazardous label.
- Product specific handling instructions (i.e. do not point load, do not put and store vertical, do not store over $n^{\circ}\text{C}$ etc.) shall be provided as pictogram on each shipping unit.
- Basically, use symbols from latest version of DIN 55 402

Insufficient marked shipping units may be rejected, blocked or be the reason for returning the complete delivery.

2. Transport Equipment

Only 3M specified transport equipment is feasible.

See EMEA Transportation and Packaging Guideline / DV-0100-0057-3

- All deliveries have to be load on EPAL (CP) Pallets 800x1200mm (4-Way-Flat Pallet DIN 15 146 T2).
- These pallets must be exchangeable according to UIC-Standard 435-4 VE.
- The exchange of Euro-Pool-Pallets are not part of our standard processes.

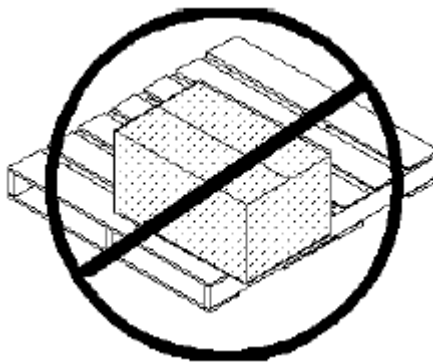
We are only accepting products which are load on the a.m. pallets. Deliveries which are load on not specified transport equipment, f.e. plastic pallets, will be rejected.

Accepted alternatives to Euro-Pool-Pallets:

- In case of insufficient delivery quantity, it is allowed to deliver single boxes.
- Special pallets, which must be used justified in the physical characteristics of the material (oversizes, weight, Transport securing purposes, etc.)
- In this cases the following 3M specified pallets should be preferably used:
 - 48" – One-Way-Wooden pallet (800x1300 mm, DV-7060-0003-6)
 - NT – One-Way-Wooden pallet (1100x1200 mm, DV-9960-0047-2)

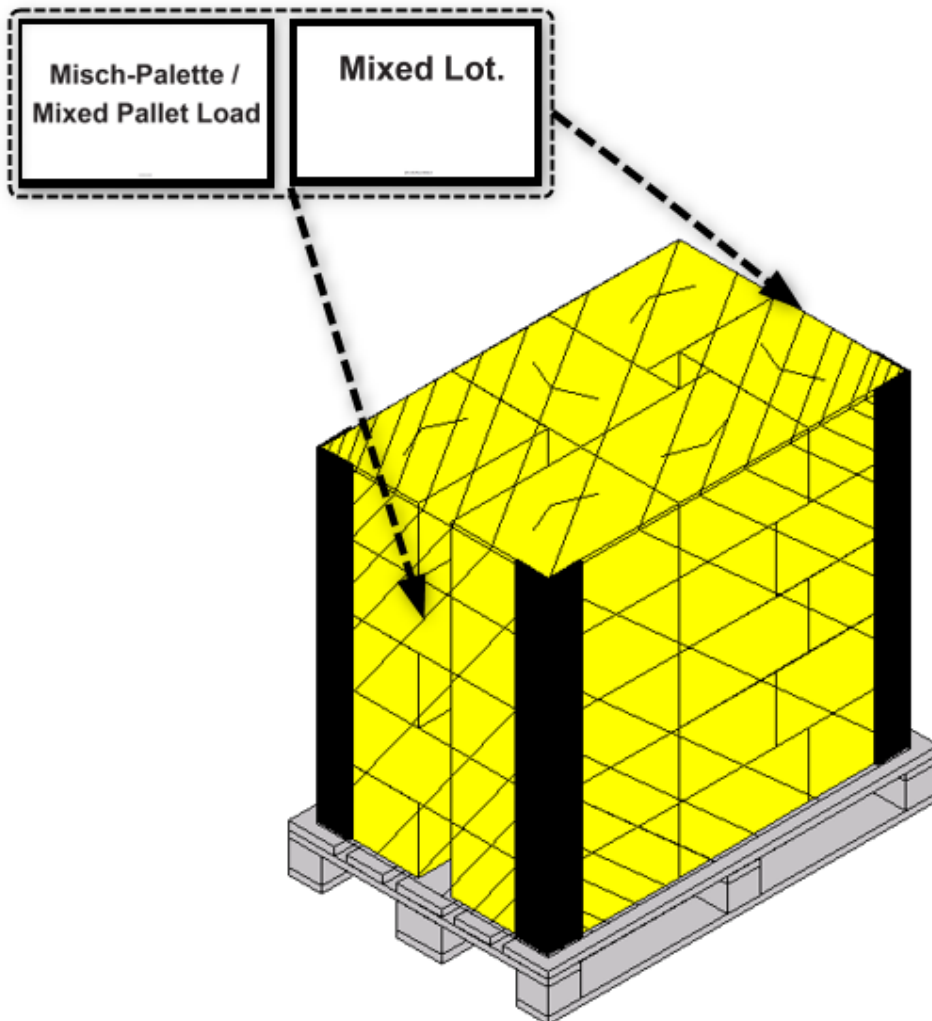
2.1 Pallet Structure

- Pallets have to be packed without overhang
- Pallet securing must be ensured by using stretch film. The load and pallet have to be connected by wrapping as well.
- Steel strapping is not allowed.
- Don't use overpacks. Only saleable and identifiable packaging is allowed.
- When possible, a composite stacking is highly recommended.



Mixed pallets must be marked clearly. This also applies in case of different batch references of the same material. (Mixed LOT/BATCH Label).

Double Sided Marking



- Whenever possible please built product sorted layer.
- The stack pattern of a pallet should provide a flat and stable top to allow a double stacking of another load unit on top, when possible.
- Product labels must be turned to the outside, preferably to one side.
- In case of full pallets, the pallet labels must be affixed visible on two sides.
- In case of mixed pallets, the weight needs to be considered (heavy ones at the bottom / light ones on top) and they need a marking.
- Product-specific handling instructions for a pallet (f. e. do not double stack), must be affixed as pictogram to a distinctive position of the pallet.

Our standard category for full pallets is:

- CCG II (max. 1300 mm)
- Maximum pallet weight = 1.000 Kg

3. Packaging and Packaging Material

3.1 Packaging Units / -standards

To avoid any inventory discrepancies, it is not allowed to change packaging units (quantity/ product per carton/ quantity per pallet). They must be fixed, unchanged and meet the SAP settings (UoM). In case of modification of packaging units, a new material ID needs to be created.

In case of non-compliance inventory could be blocked and affected material could be refused and returned.

3.2 Packaging Material

Empty spaces within packaging should be filled with nonpolluting and eco-friendly material. Usage of loose padding material should be avoided.

3.3 Transport Safety

Stretch film, Master cartons, air bags or edge protection incl. strap is accepted for load securing. (Shrinking film and steel strapping is not allowed)

To avoid damages please secure the consignments acc. to the 3M SOP Standard Transport Equipment.