VOITH

System packing list

User documentation for Voith Hydro suppliers

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-	All	Initial version	wp/Blu	wo/HSar	2017-12-19
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1 Advantages

The Excel file "System Packing List" is a packing list template for deliveries that contain more and other loose parts than is described in the respective order item.

Using the "system packing list" offers many advantages.

- **Complete** data for customs clearance, export control, hazardous materials shipment and other shipping law requirements
- **Correct** data for customs clearance, export control, hazardous materials shipment and other shipping law requirements
- **Faster** processing by avoiding queries and corrections, by checking the data entries directly in the Excel file and defined upload interface in SAP
- **Transparency** regarding the delivered parts
- **Parts can be assigned on site.**

2 Utilization

The use of the "system packing list" is necessary if the material masters named in our order item, possibly as a bill of material, do not describe all loose parts of the delivery.

Our material master records contain all necessary data and information.

For other loose parts, however, this information must still be provided.

Particularly in the case of cross-border goods traffic, data for customs clearance, export control, shipment of hazardous materials and other shipping requirements are required.

Example:

- We order 1 aircondition system according to supplier design => 1000 different loose components are delivered, which together make up the system.
- We order a pump => pump, cable and control box are delivered separately from each other.

3 Conveyance

The empty "system packing list" can be delivered to the supplier with the order, but at the latest when the start of packaging work is foreseeable or when it is recognized that the order item and the parts shipped are not identical.

The delivery of the completed "system packing list" from the supplier to VHH must take place at the latest with the supplier's notification of readiness for dispatch.

Since the "system packing list" is an Excel file which contains macros, it is often blocked by firewalls.

For this reason, the "system packing list" is transmitted via our file exchange tool "Tempo Box".
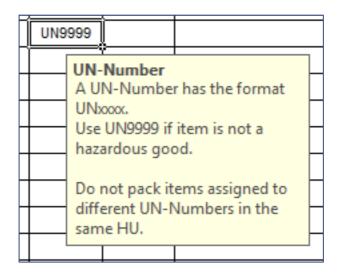
4   Application

In general, the "system packing list" tries to be self-explanatory.

For each field to be filled there is a text field with explanations, which opens when the input field is clicked with the left mouse button.

For selection fields, the left mouse button must be held down.

Basics:

A separate "system packing list" must be used for each order item.

Several order items may not be packed together!

The "system packing list" is generated from the Voith Hydro SAP with assignment to a specific order item and can only be used for this order item.

! Even if the contents of several packing lists for different order items are identical, a "system packing list" must not be used for a different order item than the one for which it is intended!

Fields with a white background are input fields.

Fields with header printed in italics <u>can</u> be filled, all others <u>must</u> be filled.

Fields with a gray background are automatically filled with data from the order item or with data entered elsewhere.

Action buttons are highlighted.

The "system packing list" is subdivided into 2 tabs.

"HU-Headers" and "HU-Positions"

In the "HU-Header" tab, main data of the order item are displayed.

The data here fulfil the function of a package list.

In addition, information on the date of collection, delivery value, partial delivery and collection location must also be provided here.

Detailed information about the contents of the individual packages must be given in the tab "HU-Positions".

Special notes:

Partial deliveries

It is of great importance that we are informed whether the corresponding delivery represents a partial delivery or whether the complete order item is supplied with this delivery.
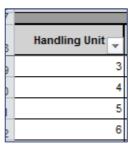
Subsequent deliveries result in costly reverse transactions.

Corresponding information must be provided in the appropriate fields.

Partial delivery x of total y	x	y

Make sure that the handling unit numbers of the subsequent delivery are connected to the

handling unit number of the previous delivery.

For example, the last HU number of the previous delivery was "2", then the first HU number of the next delivery must be "3".

Handling Unit ▼
3
4
5
6

After a partial delivery has been completed, Voith Hydro will send you a new empty "system packing list" for the following partial delivery.

This then indicates with which "HU No." the previous partial delivery ended.

Last HU-No. from previous partial delivery:	2

Subsequent changes

The "system packing lists" sent to us must be final.

Changes to already processed "system packing lists" are very time-consuming.

Subsequent, uncommunicated changes to the packages or their contents can lead to extreme delays during customs clearance or during border crossing.
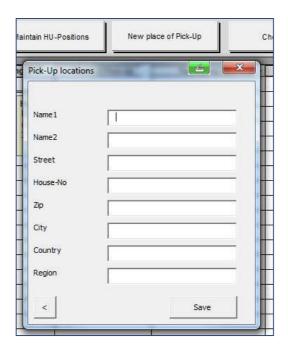
Alternative address for collection

The company address stored in our supplier master data is generally available as a collection address in the selection field, as well as alternative collection locations that have already been created.

Any other collection addresses must be explicitly communicated.

The button "Create new collection location" can be used for this purpose.

After that, the new collection location also appears in the selection list.

Field "Supplier Material No."

This information is required to allocate the packaged parts to the supplier's bills of materials and drawings in order to ensure that the system can be assembled at the construction site.

Relation between "Supplier Material No." and "Designation"

The "system packing list" checks the fields "Supplier Material no." and "Designation".

A material number with different descriptions is not permitted to appear in the "system packing list".

Hazardous materials

Hazardous materials and hazardous substances (UN number not UN9999) must not be packaged with other parts.

This is not even allowed if regulations on quantity or type of transport would permit it.

Information on hazardous materials and hazardous substances must be complete and correct.

An "IMO declaration" and the safety data sheets must be submitted with the system packing list.

Incorrect information may result in penal consequences.

Specification "Net weight/unit" and "Customs value of the consignment"

At least the values for the main components should be specified correctly.
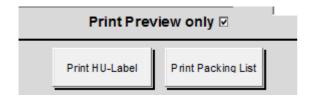

Button "Check packing data"

After entering the data, the completeness and format of the entries can be checked with the button "Check packing data". This is done separately for the tabs "HU-Header" and "HU-Positions"

Errors are then displayed.

Label printing / packing list printing

If all data has been entered correctly, the system packing list can also be used to print identification labels for the respective packages and packing lists of the respective packages, as well as labels for the individual parts in the packages.

To output to a printer, the check mark "Print Preview only" must be removed.

(Otherwise, only a screen view is displayed and you have to click with "Esc" until you reach the last document.)

Attention: Select the correct printer, tray and paper size. The system always prints all labels.