



Checklist logistics department

Small optimizations – big effects

Status: 02-27-2020
Lennard Hofmann/ OSS-MC

CHECKLIST LOGISTICS-CRITERIA

Small optimizations - big effects. Let us implement the following 12 key points together. This way, you can help us to prevent requests and objections on our part – for our mutual benefit of a quick and easy handling. **The checklist is designed to support:**

1. Labelling

Is every tool provided with the correct and complete material number, barcode GTIN 13 or lettering?



2. Completeness

- Are the tools complete?
- Are operating instruction, audit record, certificate and possible equipment obviously enclosed?



3. Varietal packing

Are the items packed varietal in labelled bags, cardboard boxes or pallets?



4. Quantity delivered

- Is the delivered quantity equal to the ordered quantity?
- Are the delivery documents adjusted accordingly in case of partial or over-delivery?



5. Marking requirements

- Are all delivery notes cumulatively attached outside or is it marked, where the delivery note and the invoice are located?
- Overseas shipment: Shipping marks based on Hoffmann specification attached?



6. Delivery note information

- | | | | |
|---------------------|---------------------|----------------------|---------------------------------|
| ■ supplier no. | ■ delivery note no. | ■ order no. | ■ position no. acc. to HO-order |
| ■ item no. supplier | ■ item no. HO | ■ quantity delivered | ■ item description |
| ■ unit of quantity | ■ UN numbers | ■ contact person | |



7. Filling material

Has only been used packing paper, crumpled-up newspaper or bubble wrap? (no shreds of paper, Styrofoam chips and suchlike)



8. Packaging security

Are only adhesive tapes and welded PE-tapes used for fastening the cardboard box? No metal straps!



9. Number of packages

Is there a reference to the number of packages on every label?



10. Packaging material

- Is the agreed packaging material used (e.g. Euro-pallet, Hoffmann-cardboard box)? No wooden crates! (deviations only upon consultations)
- Freight must not be gas-flushed with methyl bromide (alternative: heat treatment)



11. Cross Docking

- Is the delivery note visible applied on the outside of the package and is it labelled as "Cross Docking"?
- Are no documents such as invoices or leaflets enclosed to the content of the package?



12. Punctual delivery and dispatch notification

Pay attention to on time delivery! Electronic dispatch notification required!

Deliveries of more than 1.5t per and/or more than 15 loading devices, a goods announcement must be made at least 3 days before delivery, to the appropriate contact:

BEC-Odelzhausen: Mail: bec-lieferavis@hoffmann-group.com
Contact person: Mr. Rudolf Schaeufler, Phone: +49 8134 5531-2001



LC-Nuremberg: Mail: lc-yardmanagement@hoffmann-group.com
Fax: +49 911 6581-1900
Contact person: Mr. Vitalij Michel, Phone: +49 911 6581-6128

Supplier management: Mail: l.hofmann@hoffmann-group.com
Fax: +49 911 6581-1351
Contact person: Mr. Lennard Hofmann, Phone: +49 911 6581-6351