

Dürr packing list for subcontractors

Manual for safe working

Revision
Version 01/2021

Introduction:

Dear Sir or Madam,

This manual is intended to help you complete the DÜRR packing list. The goods management system we use at our construction sites requires standardized data input. What's more, we are striving to digitalize our construction sites. This will simplify identification of the goods and provide additional advantages. It is important to us to create transparency from ordering through to installation, which will also facilitate cooperation between you and DÜRR.

Following the rules in this completion guide will benefit both parties over the long term, thereby helping to form a successful partnership.

Thank you.

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1. General Rules

The general information below should make it easier for you to complete the packing list. You can find the current template for the DÜRR packing list here:
[https://www.durr.com/de/unternehmen/einkauf/einkaufsbedingungen/Allgemeine Verpackungs- und Transportvorschriften](https://www.durr.com/de/unternehmen/einkauf/einkaufsbedingungen/Allgemeine-Verpackungs-und-Transportvorschriften)

Please read these specifications carefully and implement them as described to ensure trouble-free delivery to the construction site.

To avoid unnecessary errors, save the empty packing list as a template and use an empty packing list for each dispatch readiness report.

Please do not leave any lines empty when entering the data. Empty lines will prevent the Excel filter from working properly.

Under “General Info,” please enter whether the order is complete. If the order is not complete, please enter the percentage that will be delivered under “Remarks.” It is also important to know whether hazardous goods were packed. Hazardous goods must be packed separately as a basic rule. Additionally, please enter whether the order was properly packed for transport by sea freight (HPE packaging guidelines).

The information up to line 18 is mandatory and must be reported to DÜRR in every dispatch readiness report.

The dispatch readiness report must be specified per truck (package unit) or DÜRR order position.

If you transport the goods yourself, the completed packing list must be sent to DÜRR Site Logistics. You can find the current email address under “CaseList” in the packing list template.

You do not have to complete the packing list if your delivery scope includes production, transport and assembly. Please inform DÜRR Site Logistics about your trucks only by stating the license plate number, ETA date, construction site, order number and order position directly after loading.

Please do not use any special characters such as : / ; / – or /, etc.; our system will not accept them.

Please make sure not to summarize the order positions in a single line. Each material for an order position must be recorded separately.

Refer to the “Packing List” worksheet for information about all lines to be described.

2. General Area

Sequence No. ▼	Package Number ▼	Number within PO Pos: ▼
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Picture 1: Structure of the General Area

2.1 Sequence No

This is the sequential number for each packed item; please begin each packing list template with the numeral one (1).

Please ensure that the "Sequence No." is present for each item listed.

2.2 Package Number

The package unit designation is entered here. Please make sure that the package unit designations agree with the CaseList.

Package unit designations are structured as follows at DÜRR:

Begin the package unit designation with the first three letters of your company's name.

The number comes next, beginning with 001. This number must be continued consecutively.

The package unit designation must not be assigned in duplicate in a project. (not the order number).

Example:

DÜRR Systems AG package units are designated as follows: DÜR001, DÜR002, etc.

2.3 Number within PO Pos

When packing, please estimate the number of packages in which a DÜRR order position, not the order itself, is to be packed.

If you know the exact number, please enter it as follows, e.g. 1/6.

If you do not know the exact number of packages yet, please estimate the number as follows: 1/xx. Enter "last package" in the last package.

Example: If you do not know yet whether you will subdivide the position into 31 or 32 packages, please begin with 1/xx and end with 30/"last package."

3. Identification Area



Picture 2: Structure of the identification area

A complete plant consists of approximately 15,000 individual parts (depending on size) and has up to 15 sub-areas. Goods are identified at DÜRR using the information “WBS Element,” “ID number,” “FU group” and “FU number.”

This information is available directly in the DÜRR order.

If you do not have the DÜRR order on hand, please contact your sales department.

The following data can be found in every DÜRR order:

3.1 DÜRR PO Number

Please always specify the DÜRR order number in this form: 45xxxxxxx;
do not specify the preceding number.

3.2 DÜRR PO Pos

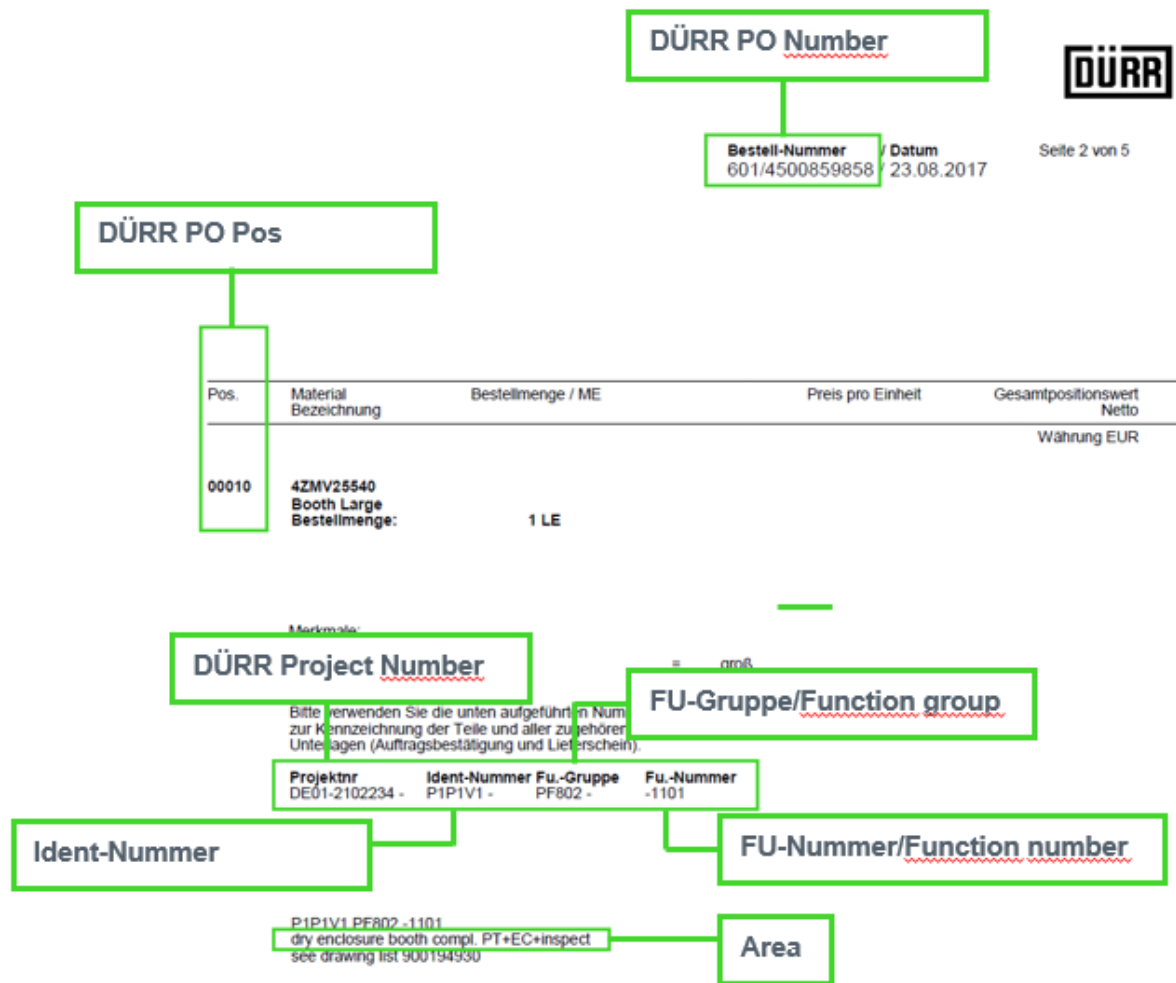
It is very important to include the order position every time.

Pos.	Material Bezeichnung	Bestellmenge / ME	Preis pro Einheit	Gesamtpositionswert Netto
00010	4ZMV25540 Booth Large Bestellmenge:	1 LE		Währung EUR

Picture 3: DÜRR order with order position and order number

3.8 Area

The area is the destination area at the construction site. If you receive an order position for several areas, please enter the area for each material. Please bear in mind that materials from different areas are packed together only in emergencies. The area is also included in the DÜRR order.



Picture 5: DÜRR order with all necessary details

If you have other documents such as FlowChart, DÜRR Excel tables, drawings, etc., in which the above designations are found, you can of course take them over from these documents.

4. Individual an Material Area

drawing number	drawing pos	Use Area	Description of goods in English	Description of goods in your language (optional)	Quantity	Quantity U	weight pro position in k
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Picture 6: Structure of the individual and material area

4.1 Drawing Number

DÜRR generally assigns the drawing number to you. Please enter the individual drawing number of the materials in this field, not the documentation drawing number from the DÜRR order. If you are commissioned to create your own drawings, please enter your drawing number.

4.2 Drawing Pos

The position from the drawing is entered here.

4.3 Description of goods in English

It is essential for you to enter every material that is packed. If you are unsure about whether to write down this material, ask yourself this question: "Can this material can be issued individually?" If you answer this question in the affirmative, then you must enter the material.

Example:

You are sending a tank and pack an additional 10 bolts, 10 washers and 10 nuts. If the bolts, washers and nuts can be taken out individually, you must mention all items. Please do not use terms such as "assembly material"; this could be unacceptable for internal or even legal reasons.

Please note that DÜRR communicates internally in English, and this English entry is therefore mandatory.

4.4 Description of goods in your language

The mentioned items must be entered here in your language. The entries are optional.

4.5 Quantity

The quantity packed in this box is entered here.

4.6 Quantity Unit

Please select from the drop-down list.

4.7 Weight pro position in kg

Please enter the net weight here, but per recorded position instead of per item.

Example:

10 bolts are entered, and one bolt weighs 1 kg. You therefore specify 10 kg.

Please make sure that the net weight when filtering for a package unit produces the same result as the specified net weight in the case list..

Example:

Sequence No.	Package Number	Number within PO Pos:	DÜRR PO Number	DÜRR PO Pos	weight pro position in kg
1	DÜR001	1/2	4501987655	10	10
2	DÜR001	1/2	4501987655	10	14
3	DÜR001	1/2	4501987655	10	76
4	DÜR001	1/2	4501987655	10	98
					198 KG

Picture 7: Indicated net weights in the packing list

Package No. The package number must always start with the first three letters of your company, e.g. for DÜRR it would be DÜR001. In a project, the package number must	Dimensions in cm			Vol. m³	KG net	KG gross	Type of packaging e.g. pallet, wooden box, frame
	L	W	H				
DÜR001	120	80	100	0,96	198	218	Paletts

Picture 8: Specification in the CaseList

5. Third-Country Area

The information from line 19 is required if you produce material to be used for a project in a third country. All non-members of the European Union are designated as third countries (e.g. China, the US, Russia or Switzerland).

The order additionally indicates whether the project is located in a third country. In case of doubt, please consult the responsible DÜRR purchasing officer.

Dürr Systems AG Carl-Benz-Str. 34 74321 Bietigheim-Bissingen

Bestellung	
Bestell-Nummer	/ Datum
Obige Angaben müssen im Schriftverkehr und in allen Unterlagen angegeben werden	
Einkäufer(in) Standort Telefon Fax E-mail	
Projekt-Nummer Projekt-Bezeichnung	
Endbestimmungsland	Russische Foed.

Endbestimmungsland

Picture 9: DÜRR order with details of the country of final destination

Value pro position in Euro	Currency	Customs tariff numb	Country of Origin	If Country of Origin is Germany: federal State
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Picture 10: Structure of the third country area

5.1 Value pro position

Please enter the value per recorded position here. This can differ considerably from the order value, because the value for the entire material is specified in the order in most cases.

5.2 Currency

The currency is specified here. Please use the drop-down list to select the currency.

5.3 Customs tariff number

The customs tariff number is required in order to determine the import and export regulations for the respective goods. The customs tariff number is the central organizing characteristic in international trade.

Goods are always classified according to their technical properties and are assigned a corresponding goods number. This number can be used to register imports and exports with the customs authorities, determine import duties worldwide and compile foreign-trade statistics.

It can also be used to clarify whether there is any ban or reservations regarding import or export (bans and restrictions, licenses and approvals, other reporting obligations). At the same time, correct determination of the customs tariff number is also crucial for Intrastat reports, for determining the consumption tax rate or within the framework of laws relating to the origin of goods and preferential rights.

The direct Community legal basis for the customs tariff is Regulation (EEC) No. 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff.

5.4 Country of Origin

Please enter the country of origin here. If you purchased the material, please contact the manufacturer or your supplier.

5.5 If Country of Origin is Germany: Federal State

If your production location is in Germany, please indicate the federal state here.

6. DÜRR „Packaging Label“

All relevant information has been summarized on the DÜRR "Packaging Label". Furthermore, the DÜRR "Packaging Label" contains a QR code, summarizing the contents of the package.

For the above reasons, we ask you to always use the DÜRR "Packaging Label".

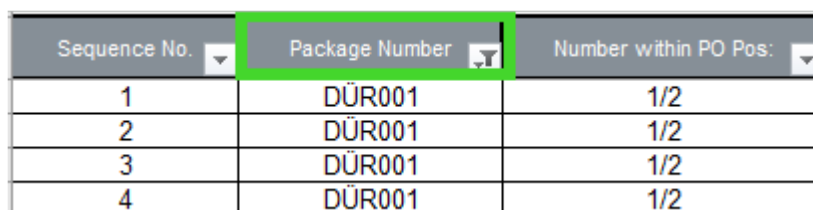
If you have to use your own label as well for internal reasons, please label/mark the package unit in duplicate.

Please note that the filter must also be set if you have only written down one package in the packing list.

Please note that the label must be removable from the material without leaving any residues.

Please observe the following steps for issuing a DÜRR "Packaging Label":

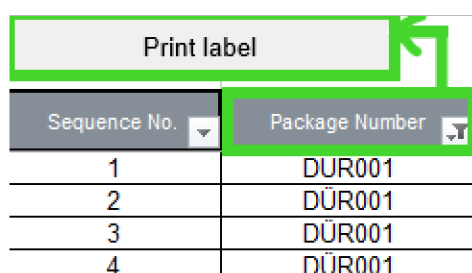
Step 1: First place the filter on the desired package.



Sequence No.	Package Number	Number within PO Pos:
1	DÜR001	1/2
2	DÜR001	1/2
3	DÜR001	1/2
4	DÜR001	1/2

Picture 11: Representation with the field to be used

Step 2: Click on the "Print label" button.



Sequence No.	Package Number
1	DÜR001
2	DÜR001
3	DÜR001
4	DÜR001

Picture 12: Representation of the "Print label" button

Depending on your settings, the finished label will now be printed or displayed as a PDF

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Packaging Label



Manufacturer :	DÜRR Systems AG
Project number	DE01-2102876
Main package number:	DÜR001
Number within Best. Pos:	1/2
PO Number	4501234532
Id-number:	P1E1V1
Function group:	BK32
Function number:	-128
Area	EC Inlet tunnel
Drawing number	95618555

Picture 13: DÜRR "Packing Label" with the QR Code

7. FAQ

Where can I find the latest version of the DÜRR packing list?

[https://www.durr.com/de/unternehmen/einkauf/einkaufsbedingungen/Allgemeine Verpackungs- und Transportvorschriften](https://www.durr.com/de/unternehmen/einkauf/einkaufsbedingungen/Allgemeine-Verpackungs-und-Transportvorschriften)

Which fields do I have to complete in the case list if my delivery is shipped by DÜRR?

If DÜRR ships your delivery and merely picks it up from you, you must complete the “DÜRR PO,” “General Info” and “Loading Data” fields and fill in the shipping data.

Which fields do I have to complete in the case list if the supplier sends the order directly to the construction site by road transport?

In this case, you must complete the “DÜRR PO,” “General Info,” “Licence plate number,” “ETA Date Site” and “Transport Nr” fields and fill in the shipping data.

Which fields do I have to complete in the case list if the supplier sends the order directly to the construction site by sea or air freight? (This must be expressly ordered by DÜRR.)

In this case, you must complete the “DÜRR PO,” “General Info,” “Container,” “Container TYP,” “ETA Port” and “Transport Nr” fields and fill in the shipping data.

Which fields do I have to complete if the supplier performs delivery and assembly?

In this case, you must complete the “DÜRR PO,” “General Info,” “Licence plate number” and “ETA Date Site” fields.

What is the difference between “KG net” and “KG gross”?

“KG net” is the net weight. This must be entered as a total (example: 10 bolts weighing 1 kg each = 10 kg net weight); “KG Gross” is the total weight including packaging material, etc.

Can the “Package Number” be reused with a different order number in the same project?

No. Every “Package Number” must occur only once in a project, because different project orders could arrive at the construction site simultaneously.

Where can I find the information for fields D to I?

This information can always be found in every DÜRR order.

Where can I find the “Drawing Number”?

This will be assigned to you by DÜRR and must not be confused with the drawing number on the DÜRR order. If you are responsible for drawing tasks as well, use your company's drawing number.

When do I have to complete the fields under “For third country deliveries only”?

This is required for deliveries to certain countries outside the EU. Please consult your purchasing officer about the countries in question and whether your delivery is affected.

Do I still have to place the filter on a package in order to print a label even if I only have one package?

Yes, please always set the filter on the package for which you want to print a label.

I have carefully read the completion guide, but I still have more questions. Whocan help me?

Should you have additional questions about the packing list, please contact Mr. Alexander Kokscharow: alexander.kokscharow@durr.com