

GENERAL PREPACKAGING AND LABELING GUIDELINE

VERSION 3.1 – OCTOBER 2017

INTRODUCTION

This is a guideline concerning how Sandvik Mining and Construction Logistics expect their suppliers to prepack and label the parts delivered to Sandvik's warehouses around the globe.

SANDVIK BRANDED BOXES OR BAGS

Sandvik strive to have all parts packaged in Sandvik branded packaging material already from the Suppliers' premises. Parts are sold in Sandvik branded packaging material with Sandvik labels. If the parts are pre packed and labeled in selling condition already from the supplier, it will make the supply chain more effective and together we can reduce the amount of waste (in time and packaging material).

The general rule is that there shall be one piece per box, bag or (plywood) crate. However, for small parts with a value below €5,- or a weight below 0,01kg, packages with multiples of 10pcs can be accepted. The label shall always specify the amount in that packaging.

Bags shall be closed by heat sealing or zip-lock with either VCI (Volatile Corrosion Inhibitor) treatment, UV protection or in standard clear plastic version.

- The VCI type shall be used for spare parts with metallic content to protect them from corrosion.
- UV-protected bags are used for rubber items and protect them from deterioration.



- The clear plastic version can be used for plastic or other non-metallic composite materials.

NB! Large item quantities (fasteners, nuts and bolts) are not generally required to be packed individually in Sandvik packaging.

ERGONOMICS

Due to ergonomics parts with a weight over 23 kg shall be packed in (plywood) crates or on purpose designed packaging. Both needs to be supported with a pallet so manual lifting isn't needed.

LABELLING

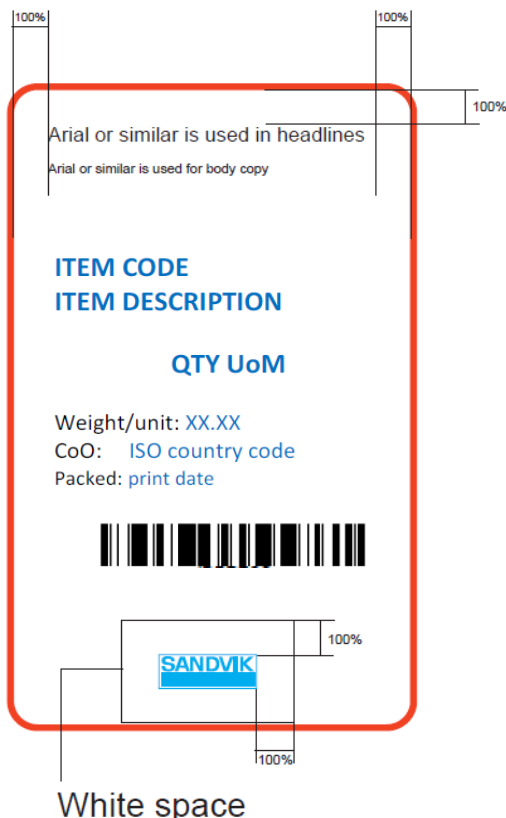
Each box/bag needs to be labeled with Sandvik spare parts item number. This is the minimum required info in order to ensure that the items can be received at our warehouse. But after you have pre packed our items they will be delivered to our customer in that packaging, in other words the packages are no longer re-packed at our central warehouse. This is why Sandvik asks you to take extra care when packing and labeling our items.

Each packaging should have a label with the following information:

1. Sandvik item number (id-code)
2. Item name
3. Number of pieces in the packaging
4. Weight of the product
5. Country of origin info
6. Packing date
7. Barcode – the barcode shall only contain the Sandvik item number.
Accepted barcodes are:
 - a. Code128
 - b. Code39
8. Sandvik logo

LABEL SIZE AND FORMAT

The label format is rectangular and has a preferred size of 62x125mm. The orange line round the label should be 2 pt (=1mm). The width of the Sandvik logotype should never be less than 15 mm.



PMS 179
(Ec: C5 M92 Y97 K1)



PROCESS CYAN
(Ec: 100% Cyan)

All text must be placed at a distance from the edge. That distance is determined by the height of the Sandvik logotype.

The logotype should be placed centrally at the bottom of the label and must always have a white space round it. The space is determined by the height of the logotype.

Arial Bold 14pt is used for all information marked in blue on the example. Other text is in Arial 12pt. All text is printed in black.

PROCUREMENT OF BRANDED PACKAGING MATERIAL

Procurement of the prepackaging materials must be first discussed with Sandvik and can then be ordered directly from Sandvik approved suppliers. Please contact your local contact to agree on the details relating to prepackaging materials.

If you want to buy the Sandvik boxes at your own, local, supplier that is possible. Together we should strive for the most cost effective solution. Please provide us drawings for approval before you start implementing this own designed packaging.

EFFICIENT PACKAGING DESIGN

Try always to use the smallest packaging possible to pack your product. This saves volume in the supply chain, reduces freight costs and will cause less environmental pollution. Keep the products or boxes always protected and never overhang the pallet that is used to prevent damage during transport to our warehouses.

OTHER INFORMATION

Detailed information how to prepack specific kind of products can be found in Sandvik Packaging Guide for Spare parts. If the Supplier can't prepack the parts in Sandvik boxes, Sandvik prefers the parts delivered in brown or white boxes without any supplier brand on the box or on material that is used to close the box.

