

GENERAL PREPACKAGING AND LABELING GUIDELINE

VERSION 4.1 – APRIL 2019

INTRODUCTION

This is a guideline concerning how Sandvik Mining and Rock Technology Parts and services expect their suppliers to prepack and label the parts delivered to Sandvik warehouses around the globe.

SANDVIK BRANDED PACKAGING

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 labelled in selling condition 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).

STANDARD PACK QUANTITY (SPQ)

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. Items needs to be packed in the same standard pack quantity on each delivery.

The label shall always specify the amount of parts in the packaging. Kits are excluded and should always be packed as 1.

NB! Large item quantities (fasteners, washers, nuts and bolts) are not generally required to be packed individually in Sandvik packaging. For these items a Sandvik article label on the supplier packaging is acceptable.



SANDVIK BRANDED BOXES OR BAGS

Product packaging should be closed carefully so the product stays inside. Preferred is to close boxes with the Sandvik article label.

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.

KITS AND SETS

Some parts Sandvik is ordering consists out of multiple items (a set). These parts should always be packed individual in 1 package. 1 set should be packed in his own bag, box or crate and labelled as such. Supplier branding is not allowed on these items.

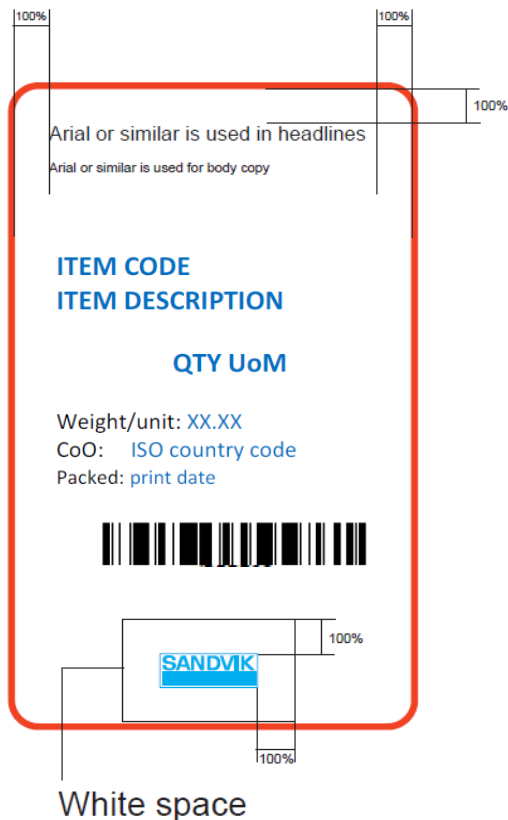
ERGONOMICS

Due to ergonomics parts with a weight over 23 kg shall be packed in boxes or (ply)wooden crates or on purpose designed packaging that has to be supported with a pallet so manual lifting isn't needed. All wood should be complaint with ISPM15 regulations.

If delivered parts are supported by a pallet the product or the packaging should always be completely supported by the pallet. Overhanging is not allowed.

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.



PMS 179
(Ec: C5 M92 Y97 K1)



PROCESS CYAN
(Ec: 100% Cyan)

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 (alpha-2 code)
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 TEXT 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.

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.

A label is also used to close the box. If it's placed around the opening it will prevent the packaging to open during transport.



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 Sandvik 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.

If the product is not packed but palletized without any protection be sure that it is covered in some way to prevent the product being scratched during the supply chain.

AIR FREIGHT

Sandvik is a global company with customers all around the globe. To help our customers as fast as possible a lot of goods are transported in air freight. To have the lowest cost and the best availability on the airplanes the packaging of the products shouldn't exceed the height of 1,60m (63 inch) and the length of 3,18m (125 inch). Exceptions are those products that are already exceeding these sizes by product specification.

Pallets of multiple, smaller, parts (for example filters) should always be lower than 1,60m. In this way we can move these parts fast to all our locations. For these

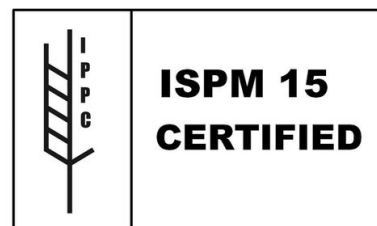
pallets it is even better to stack not higher as 1,40m. In this way they can be stacked in a truck leading to less transport costs on the road too.

SEA FREIGHT

For cost efficient supply to our global warehouses also SEA freight is used. For efficient loading containers pallets with both sides above 116cm or 46 inches are not preferred. Pallets with the size of 48"x48" or 1200x1200 needs to be avoid.

WOOD

Our products are transported and sold all around the globe. We require that all wood used should be complaint with ISPM15 regulations.



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.

For more information look at Sandvik supplier webpage: [Sandvik Packaging](#)

