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1 Introductory information

In order to ensure an efficient and faultless material and transport management at JUMO GmbH & Co. KG the following regulations and requirements need to be generally regarded and complied with. Not complying with this guideline results in a complaint which is being involved into the calculation of the quality score.

2 Delivery documents

2.1 Dispatch note

Each dispatch note, issued in DIN A4 format needs to indicate the following core data, sequentially as listed below and according to the VDA-/KLT-label (see item 3.2.1):

Data element	Standard	Barcode ID
JUMO order number	Plain text and barcode – Code 39	A
JUMO part number	Plain text and barcode – Code 39	P
Delivered quantity	Plain text and barcode – Code 39	Q
Dispatch note number	Plain text and barcode – Code 39	N
JUMO part description	Plain text	
JUMO drawing number	Plain text with current index	
Date of dispatch note	Plain text	

- ➔ Additionally required information and confirmation (e.g. confirmation for UL-certified material, batch etc.)
- ➔ Labeling „SHIP-TO-STOCK“ (if stipulated)

2.1.1 SHIP-TO-STOCK

Suppliers with whom a “SHIP-TO-STOCK” agreement has been reached need to additionally indicate this information on their dispatch notes.

3 Dimensions, weight and goods labeling

3.1 Dimensions and weight

In order to obtain a smooth run of the goods receipt procedure and an additionally safe and undisturbed internal transport the following regulations and maximum values regarding load carrier, dimensions, weight and filling material need to be observed:

Load carrier:

If pallets are being utilized as load carrier only EURO-pallets according to EN 13696-1 are to be used. The EURO-pallets are exchanged at delivery (provided that the exchangeability is given).

Overall dimensions:

The good to be transported must not exceed the outer edges of the load carrier and the weight of the load needs to be consistently distributed on the carrier. The maximum allowed overall height (EURO-pallet incl. load) amounts to 1.60 meters.

Total weight:

The maximum permitted total weight of a load carrier (EURO-pallet incl. load) amounts to 500 kg.

Filling material:

Padding and cavity filling within the packaging need to consist of paper.

Transport insurance:

Palletized loading units need to be secured by strapping, shrinking, stretching etc. Tightening straps out of steel and connections with metal clamps are prohibited.

3.2 Goods labeling

3.2.1 Management documents

A single VDA-label including the following information **according to the VDA recommendation 4902, Version 4.0** is to be affixed to each packaging unit (e.g. carton).

Data element	Field	Barcode ID	Standard
Goods recipient	1		Plain text
Unloading location / Stock location	2		Plain text
Dispatch note number	3	N	Plain text and barcode – Code 39
Supplier’s address – short	4		Plain text
Weight (net)	5		Plain text
Weight (gross)	6		Plain text
Number of packaging item	7		Plain text
JUMO part number	8	P	Plain text and barcode – Code 39
Quantity per packaging unit	9	Q	Plain text and barcode – Code 39
JUMO part description	10		Plain text
Supplier’s item number	11	30S	Plain text and barcode – Code 39
Supplier number	12	V	Plain text and barcode – Code 39
Date of delivery / manufacture (date code) acc. to ISO 8601:JJJJ-MM-TT	13	D	Plain text and barcode – Code 39
Revision status	14		Plain text
Number of packaging item alternative JUMO order number	15	S A	Plain text and barcode – Code 39
Batch number (if required)	16	H	Plain text and barcode – Code 39
ESD protection	ESD warning symbol acc. to DIN EN 61340-5-1		
Marking spot	The marking of each packaging item is to be made horizontally on the frontal side of the packaging.		



VDA-label 210 mm x 148 mm



KLT-label 210 mm x 74 mm

3.2.2 Pallet identification

The visibility of the package marking needs to be ensured when stacking boxes and cartons on a pallet. On the shorter side of the pallet a label for pallet identification is to be affixed 50mm underneath the upper end. Next to that the dispatch note is to be included to the dispatch note bag (shipping documents bag).



4 Barcode ,Code 39‘

The code 39 is to be generally applied for all deliveries to JUMO GmbH & Co. KG.

5 ESD protective packaging

Electronic components and assemblies that are not subject to any special requirements need to be delivered in an ESD protective packaging according to the regulations of DIN EN 61340-5-1. Also the marking of the packaging needs to be conducted in compliance with these standard specifications.

6 Hazardous goods

When delivering hazardous goods the regulations of “**Ordinance on the Domestic and International Transport of Dangerous Goods by Road, Rail and Inland Waterways**“ and the „**European Agreement concerning the International Carriage of Dangerous Goods by Road**“ need to be strictly complied with.

7 Timeframe for goods delivery and contact persons

For logistical questions or questions concerning this guideline please get in contact with our goods receipt department:

Factory 1 – Mackenrodtstraße 14

Monday – Thursday: 07:00 – 15:00

Friday: 07:00 – 12:00

Contact: ☎ +49 661 6003 9720 or ☎ +49 661 6003 2836

Factory 3 – Hermann-Muth-Straße 2

Monday – Thursday: 07:00 – 15:00

Freitag: 07:00 – 12:00

Contact: ☎ +49 661 6003 9786

8 Applicable documented information

- GGVSEB
- ADR
- ANSI MH 10.8.2
- ISO/IEC 16388
- ISO 8601
- EN13698-1
- DIN EN 61340-5-1
- VDA 4902 Version 4

If it is necessary to depart from the regulations a written agreement needs to be made with JUMO.