Packaging Specification for Suppliers

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Packaging Specifications for Suppliers

Inhaltsverzeichnis:

1. General 4
1.1 Target of the packaging specification 4
1.2 Coverage of the specification 5
2. Packaging Requirements 6
2.1 Packing Units 7
2.2 Maximum measurement and weight 7
2.3 Delivery Addresses KTM AG 8
2.4 Delivery Addresses KTM Components GmbH 9
3. Transmission of Packaging Proposals – Packaging Catalogue 9
3.1 Types of packaging 10
3.1.1 Packaging for serial deliveries 10
3.1.1.1 Disposable Packaging 10
3.1.1.2 Reusable Packaging 11
3.1.1.3 Alternative Packaging 12
3.1.1.4 Special containers 12
3.1.1.5 Load carriers from suppliers 12
3.1.1.6 Special cases 12
3.1.1.7 Special Packaging Pipes KTM Components GmbH 13
3.1.1.8 Special Packaging Sheet Metal KTM Components GmbH 13
3.1.2 Loading Units 14
3.1.3 Packaging for Spare Parts Deliveries 15
4. Obligation to supply 16
4.1 Exchange of loading units 16
4.2. Defective Deliveries 16
5. Quality of the carriers / Returnable packaging 17
6. Corrosion protection of the purchased parts 18
7. Protection against electrostatic discharge 18
8. Transport documents 18
8.1. Delivery note 18
8.2 Letter of consignment 19
9. Labelling of the packaging 19
9.1 Goods tag for serial and spare parts deliveries 20
9.2 Examples for goods tags 21

9.2.1 Pallet label 21
9.2.1.1 KTM goods tag 21
9.2.1.2 VDA label according to Standard 4902 23
9.2.1.3 Goods tags by suppliers 23
9.2.2 Labelling for small load carriers 24
9.2.1.1 Container label type VDA 4902 24
9.2.1.2 Container labels by suppliers 24
9.2.3 Labelling of packages 24
9.3 Goods Tag for spare parts packages 25
Annex 1 – Process flow of Packaging Evaluation 26
Annex 2 – Packaging Data Sheet KTM AG 27
Annex 3 – Packaging Data Sheet KTM Components GmbH 28
Annex 4 – ESD-Specification 29
Annex 5 – Requirement Matrix Certificate Types 31
Annex 6 – Labelling of Packaging for Italy and France 32

1. General

The following guidelines and specifications for the delivery of goods to the KTM AG and the KTM Components GmbH are regarded as supplementary agreements to the general purchasing conditions for series parts, spare parts, and KTM power parts. For the sake of simplicity, KTM AG and KTM Components GmbH are referred to as KTM in the packaging instructions. It will be expressly pointed out, if there are chapters with different requirements for KTM AG and KTM Components GmbH.

1.1 Target of the packaging specification

The target is to establish and maintain a continuous packaging from the supplier to the assembly area in accordance with quality and commercial aspects. The packaging specification of the de-livery partners informs about the packaging requirements for following departments:

- Warehouse
- Quality Management
- Logistics
- Work Scheduling
- Manufacturing
- Packaging

The following chapters of the specification are designed to gain with

- ideal planning of the packaging
- standardized dimensions
- appropriate quantities and weights of the loading units

awareness regarding the requirements for the packaging of each article. In addition, the correct packaging is helpful to ensure a rational, smooth material flow between the delivery partners and KTM.

Awareness should also be created that non-compliance with the KTM packaging regulations by the suppliers can lead to various problems at KTM such as

- repacking activities
- additional incoming goods inspections and quality controls
- relabelling
- wrong provision at the assembly line
- stoppage in production

1.2 Coverage of the specification

This packaging specification is valid for deliveries of

- Articles for serial and pilot production
- Sample shipments
- Prototypes
- P3-Parts
- Spare parts
- Non-series articles

that will be delivered to following KTM plants

KTM AG

- Vehicle Assembly (Mattighofen)
- Engine Plant (Munderfing)
- Logistics Centre (Munderfing)
- Spare Parts Centre (Mattighofen)
- Research and Development (Mattighofen)

KTM Components GmbH (Munderfing)

- Divison Exhaust
- Division Suspension
- Division Frame

2. Packaging Requirements

Basically, the supplier is up to define a proper packaging for the parts. However, he has to choose a packaging method according to the latest version of the Packaging Specification, to ensure, that the packaging standards will be observed.

It needs to be considered, that the usage of the packaging for serial deliveries is only allowed as soon as the proposals have been approved in written form by KTM. This process is valid for possible packaging adaptions that have been inquired by KTM or the supplier as well.

Regarding the development of the packaging following criteria needs to be considered:

- Type of planned transport route (sea-, air-, road transport)
  - expected effects on the articles during the transport
  - climatic conditions
  - damage free parts delivery
  - no quality impairment
- Easy part removal
- Consideration of rational loading units
  - see chapter 2.1 Packing units
- Unmixed delivery per loading unit and package
- Compliance with the specified standard dimensions
- Clear identification of every pallet and several packages
- Adherence of the specified maximum weight of 15 kg per packing unit
- Optimal utilization of the boxes
  - reduction of internal and external logistics costs
- Transport security according to international guidelines (CMR)
- Problem free unloading of loading units with industrial trucks
- Stackability and long-term storage ability
- Protection against external factors, that lead to pollution
  - dust, humidity, or other pollutions
- Wooden packages from non-EU countries must match the IPPC-Standards
- Corrosion protection

Avoidance of packaging waste

When choosing the packaging, suitable transport protection must be considered while using as less packaging material as possible. This is to ensure that the amount of packaging waste is reduced accordingly. The focus should be on reusable and recyclable packaging materials.

2.1 Packing Units

While developing the packaging proposals the standardised packing units need to be considered for the KTM plants and divisions. In general, KTM requires quantities of

6, 12, 24 and 48

parts per package. Only the division Frame of the KTM Components GmbH has other requirements with a needed packaging quantity of

25

parts per package. For bulk cargo the suitable quantities will be agreed accordingly. Deviating packaging units are only allowed after approval by KTM.

Any change request regarding packaging has to be sent in written form to KTM so that it can be reviewed. For better understanding, a completed packaging catalog (more information in chapter 3 or in Annex 2 and 3) must be sent. If required, a sample packaging needs to be provided by the supplier.

The adapted packaging can only be used after authorization by KTM. If damages are detected due to not approved packaging, the caused costs will be charged to the supplier without any exception.

2.2 Maximum measurement and weight

The allowed maximum weight per carton box or small load carrier must not exceed **15 kg** to ensure manual handling at KTM and to prevent the risk of injury for the employees.

The size of the carton has to be compatible with the dimensions of the euro pallet, so that KTM does not face any additional handling efforts. The respective heights of the packaging units are individually agreed to the requirements. The following basic dimensions need to be considered for the creation of packaging proposals.

Basic Dimensions for Packages in mm	
Lenght	**Width**
300	200
400	300
600	400
800	600
1200	800

Packaging that deviates from these measurements may only be used after approval by KTM in written form.

2.3 Delivery Addresses KTM AG

Delivery address	Billing address	Maximum weight per loading unit	Maximum height per loading unit
KTM AG **VEHICLE ASSEMBLY** Stallhofnerstrasse 3 AT-5230 Mattighofen	**KTM AG** Stallhofnerstrasse 3 AT-5230 Mattighofen	1.000 kg	1380 mm
KTM AG **ENGINE PLANT** Gewerbegebiet Nord 4 AT-5222 Munderfing	**KTM AG** Stallhofnerstrasse 3 AT-5230 Mattighofen	1.000 kg	970 mm
KTM AG **LOGISTICS CENTRE** Gewerbegebiet Nord 16 AT-5222 Munderfing	**KTM AG** Stallhofnerstrasse 3 AT-5230 Mattighofen	1.000 kg	1380 mm
KTM AG **LOGISTICS CENTRE 2** Gewerbegebiet Nord 14 AT-5222 Munderfing	KTM AG Stallhofnerstrasse 3 AT-5230 Mattighofen	1.000 kg	1380 mm
KTM AG **SPARE PARTS CENTRE 1** KTM-Strasse 1 AT-5230 Mattighofen	**KTM AG** Stallhofnerstrasse 3 AT-5230 Mattighofen	1.000 kg	2000 mm
KTM AG PG&A **SPARE PARTS CENTRE 2** KTM-Strasse 2 AT-5230 Mattighofen	**KTM AG** Stallhofnerstrasse 3 AT-5230 Mattighofen	1000 kg	2200 mm

2.4 Delivery Addresses KTM Components GmbH

Delivery Address / Billing Address	Division	Maximum weight per loading unit		Maximum height per loading unit
KTM Components GmbH Gewerbegebiet Nord 8 AT-5222 Munderfing	**Suspension (Gate 3)**	Euro pallet Disposable pallet Plastic pallet Barred box	800 kg	1050 mm
	Frame (Gate 5)	Euro pallet Disposable pallet Plastic pallet Barred box	800 kg	1000 mm
	Exhaust (Gate 6)	Euro pallet Disposable pallet Plastic pallet Barred box	800 kg	1050 mm

3. Transmission of Packaging Proposals – Packaging Catalogue

To evaluate all essential information in a more compact way it is necessary that a Packaging Data Sheet will be created for each article number (see annex 2 and 3) respectively is a completed packaging catalogue required, that will be transmitted to KTM. It must be ensured, that the requirements mentioned in chapter 2 will be considered while creating the Packaging Data Sheet.

It has to be considered, that every article will be mentioned in the packaging catalogue and that new parts will be added regularly so that it is ensured, that the latest packaging for specific parts can be looked up at any moment.

The packaging is only permitted for usage once the proposal has been evaluated and approved for serial and spare part deliveries by KTM.

If one party mentions misgivings regarding the packaging, the supplier has to propose alternative solutions and to prepare sample shipments for the internal evaluation at KTM. The usage of the packaging is only allowed after approval in written form. The process flow regarding packaging evaluation can be seen in annex 1 and needs to be followed.

The approval of packaging does not relieve the supplier of his responsibility for a damage-free parts delivery. If any failure is detected during serial deliveries, that can be attributed to inadequate packaging, that does not meet the requirements, the supplier has to develop proper solutions for alternative packaging possibilities.

If the packaging requirement is not met, KTM will not hesitate to debit the additional costs to the supplier. The supplier is liable in case of packaging caused damage of the parts or the reduction in their quality (e.g. polluted or wet parts).

3.1 Types of packaging

The following chapters will explain the packaging standards regarding serial- and spare parts in more detail, that are demanded by KTM.

3.1.1 Packaging for serial deliveries

The chapter “Packaging for serial deliveries” includes all packaging possibilities for shipments to the

- Vehicle Assembly (Mattighofen)
- Engine Plant (Munderfing)
- Logistics Centre (Munderfing)
- KTM Components GmbH (Munderfing)

3.1.1.1 Disposable Packaging

Disposable packaging should be avoided whenever possible. Exceptions must be agreed in each case with the logistics department. Generally one-way packaging has to be defined by the supplier and has to meet the following requirements:

- Damage free, easy handling ground transport vehicles
- Transport security
- Easy part removal
    - Filling material or net protection hoses should be avoided
- Environmentally friendly disposal
- Moisture protection
- Identification of the maximum payload or stacking factor

The packaging units mentioned in chapter 2.1 are valid for disposable packaging as well. In addition, the maximum weight of 15 kg per package must not be exceeded.

Assembly parts that are prone to damages due to a scratch-sensitive surface or during the transport needs either proper protection (e.g., fleece bags) or separators (e.g., blister) to ensure damage-free delivery.

The stability of the packaging needs to be checked by KTM in advance by sending a sample shipment respectively is the usage of the disposable packaging only allowed after approval in written form by KTM.

Any additional costs that are caused by damages due to non-approved or insufficient disposable packaging, will be charged to the supplier without exception.

3.1.1.2 Reusable Packaging

The usage of circulation packaging has to be decided by the KTM packaging planning in coordination with the KTM internal departments and the supplier considering following criteria:

- Annual Quantity
- Distance
- Frequency of deliveries
- Delivery quantity
- Sensitivity of the parts
- Reduction of efforts

Reusable boxes, that are property of the KTM, are only intended for the transport of serial parts between the supplier and KTM.

It is not allowed to misuse small and large load carriers as well as their inlays. This includes among other things:

- the storage of semi-finished and pre-produced parts
- the storage of articles at the supplier's site that exceeds the delivery call-off
- the delivery to any other sub suppliers
- the pasting of the load carriers by the supplier
- any caused damage of the reusable packaging by the supplier

The container requirement is calculated in accordance with the delivery schedules and monitored by the packaging planners of KTM. In general, reusable packaging will be provided earliest three weeks before serial delivery.

Special cases need to be evaluated separately. This includes strong seasonal fluctuations as well as high lead times to cover peak months. Corresponding communication between the suppliers and KTM is absolutely necessary in these cases. If a preproduction is not essential to cover any of the mentioned exceptional cases, the costs for any additional required reusable packaging are to be borne by the delivery partner - unless otherwise agreed.

An increased need for reusable packaging must be actively communicated by the delivery partner at least four to six weeks in advance. Information required by the supplier shall be provided upon request if necessary for a correct calculation of the demand. Additional costs that arise due to poor communication from the supplier (e.g., the organization of special transports) will be passed on accordingly.

If there are demonstrable packaging bottlenecks due to withholding information, the supplier has to use alternative packaging, which needs to be approved by KTM, at his own expense.

3.1.1.3 Alternative Packaging

If the agreed packaging is not available for various reasons (e.g., packaging for sample deliveries not yet available, extraordinary pre-runs), the supplier has to use alternative packaging for the affected period, in coordination with KTM in a timely manner. This packaging must be specially marked and noted on the delivery note as "Alternative Packaging".

Alternative packaging may only be used after written approval by KTM. Its usage is only permitted until the receipt of the actual packaging. The supplier is liable for any damage caused by non-confirmed packaging.

3.1.1.4 Special containers

KTM decides if special containers will be used or not. The quantity of necessary containers will be calculated by KTM. It is not allowed to use this packaging for:

- the storage of semi-finished parts
- the temporary storage of pre-produced parts at the warehouse at the supplier
- for delivery to any other sub suppliers

3.1.1.5 Load carriers from suppliers

In coordination with the packaging planning and the KTM internal divisions the supplier can use his own small load carriers or other reusable packaging considering the requirements from KTM mentioned in this Packaging Specification. The usage of reusable packaging, that belongs to the supplier is only allowed after approval by KTM.

3.1.1.6 Special cases

Special Cases must be agreed with KTM in written form. Among others special cases are:

- packaging for prototypes and sample parts
- unpalletized goods

However, it needs to be ensured, that in normal case serial and spare parts deliveries are delivered palletized to avoid any additional effort.

3.1.1.7 Special Packaging Pipes KTM Components GmbH

For pipes with a length of 6 metres (already mentioned in chapter 2.4 on page 9), the packaging must be coordinated with KTM Components GmbH.

A sideloader is used to unload the pipes at KTM Components GmbH. This aspect must also be considered when defining the layout of the packaging.

When choosing the type of packaging, the following dimensions of the packaging unit must be considered:

Length	6.300 mm
Width	600 mm
Height	650 mm
Weight	1.200 kg
Floor clearance box	70 mm

Inadequate packaging will lead to additional costs when unloading the pipes and handling them at KTM Components GmbH and can be passed on to the supplier accordingly.

3.1.1.8 Special Packaging Sheet Metal KTM Components GmbH

A front forklift truck is used to unload the sheet metal at KTM Components GmbH. This aspect has to be considered when creating the packaging proposal.

When choosing the packaging, the following dimensions for the packaging unit must be taken into account:

Length	3.050 mm
Width	1.550 mm
Heigth	300 mm
Weigth	2.500 kg
Floor clearance box	70 mm

3.1.2 Loading Units

Following loading units can be used for shipments to KTM:

EURO PALLET			
TARE (in kg)	max. payload (in kg)	Overall dimensions (in mm)	inside dimensions (in mm)
25 kg	1.000 kg	1200 x 800 x 150	-

PLASTIC PALLET			
TARE (in kg)	max. payload (in kg)	Overall dimensions (in mm)	inside dimensions (in mm)
18 kg	1.000 kg	1200 x 800 x 160	-

BARRED BOX			
TARE (in kg)	max. payload (in kg)	Overall dimensions (in mm)	inside dimensions (in mm)
85 kg	1.000 kg	1240 x 835 x 970	1200 x 800 x 800

PALLET COLLAR			
TARE (in kg)	max. payload (in kg)	Overall dimensions (in mm)	inside dimensions (in mm)
22 kg 10 kg	1.000 kg	1200 x 800 x 400 1200 x 800 x 200	1160 x 760 x 400 1160 x 760 x 200

3.1.3 Packaging for Spare Parts Deliveries

The functionality of spare parts packaging has to be tailored to the requirements of the following product groups:

- Technical Parts
- Garments and Accessories
- Original Spare Parts

The aim is a single unit packaging for the end customer. Motorcycle parts and clothing have to meet KTM`s packaging quality criteria. Packaging for spare parts should be additionally designed to meet the requirements for presentation in the shelves at dealerships.

Each part except bulk cargo has to be single packed. The packaging units for bulk material will be evaluated separately.

Following types of packaging can be used for individual packaging:

- Plastic bag with tape / staple (foil thickness 70 – 100 µm)
- Plastic bag with “bag-holder” and staple (foil thickness 70 – 100 µm)
- Polybag (foil thickness 0,10-0,15µm)
- Pressure lock bag
- Skin - pack with deposit box
- Blister - pack
- Blister - pack with deposit box
- Box with press lock
- Box with press lock and additional insert
- Box with “bag-holder” plus press lock
- Overlap box with tape
- Overlap box with tape plus additional insert
- Special packaging (small load carriers, packaging including styrofoam, foamed insert ...)

Only boxes with a design approved by KTM may be used. These designs are:

- Blank Boxes
- Boxes with an agreed logo
- Boxes with an agreed layout

The layout template has to be requested from the responsible procurement manager at KTM. For any visible carton element, the predetermined text templates needs to be considered.

Special cases must be approved by the responsible procurement manager at KTM in written form. Deliveries in **barred boxes** are not allowed in the spare parts centre. The standard measurements of the loading units need to be considered. Any deviation needs to be communicated to the responsible procurement manager.

The exchange of loading units like euro pallets has to be made upon delivery in the receiving area. If this is not possible, the supplier has to send a monthly report about the status of inventory. This will be matched with the according inventory from KTM. Both parties nominate a contact person.

4. Obligation to supply

If the agreed disposable or reusable packaging is not available in an adequate quantity for serial shipments to KTM, the supplier still has to fulfil his obligation to supply despite any bottleneck regarding packaging material e.g., with the usage of alternative packaging that has been approved by KTM.

If the supplier causes a shortage of packaging due to

- missed reorders or shortfalls
- not communicating essential information
- loss of packaging material

he still has to perform according to the received delivery schedules and has to deliver in alternative packaging. Any extra costs resulting from the bottleneck must be taken by the supplier especially if the shortage has not been reported timely.

4.1 Exchange of loading units

The exchange of loading units like euro pallets, barred boxes or pallet collars has to be made after the delivery of serial shipments in the receiving area of the respective plant. If this is not possible, the supplier has to send a monthly report about the open balance that needs to be settled. This will be matched with the according inventory from KTM. Both parties nominate a contact person.

4.2. Defective Deliveries

If serious defects are found during deliveries e.g., severely damaged packaging units and components - KTM reserves the right to reject shipments entirely or to accept deliveries with reservations. In addition, KTM may charge the supplier for additional expenses caused by defective deliveries.

5. Quality of the carriers / Returnable packaging

Depending on the Incoterm in the latest version, the supplier or KTM ensure that only fully functional containers / reusable packaging will be used.

The used Containers / reusable packaging should neither pose any risk for any person nor a quality risk for the parts and should not disrupt the transport and storage processes.

Below mentioned criteria for loading units/reusable boxes have to be fulfilled necessarily so that they will be accepted or exchanged.

Wooden pallets:

- It is only allowed to use pallets without damaged boards
- There must be no boards or blocks standing out beyond the outer contours
- It is not allowed to use containers with nails sticking out from the boards
- Wooden pallets from non-EU countries must comply to the IPPC guidelines
- The pallet feet must be unharmed
- The pallet has to bear the payload of the shipment without suffering any damage

Barred boxes:

- The collars or the corners may not be deformed
- The front wall flap must not be damaged
- The soil or the feet must not be bent, so the skeleton cannot stand on four feet
- Wire mesh must not be torn
- The boards must be complete and undamaged
- Barred boxes must be dirt-free
- Broken hinge or dysfunctional locks are not allowed

Reusable Packaging

- The necessary quality standards for the reusable packaging or load carriers will be specified individually

6. Corrosion protection of the purchased parts

Purchased parts, that are prone to corrosion during transport or storage have to be protected by the supplier through appropriate measures agreed with KTM. The supplier has to ensure that following corrosion protection periods are guaranteed in the original packaging:

- Production: 12 months
- Spare parts centre: 36 months

7. Protection against electrostatic discharge

Electronic components like console units or sensors need in addition to the mentioned packaging requirements sufficient protection against electronic discharge. More details to this topic can be looked up in Annex 4 – ESD-Protection.

8. Transport documents

The supplier is obligated to provide the forwarder with correct delivery documents in order to ensure a clear allocation of the shipments as well as a correct booking in the system at KTM.

8.1. Delivery note

The original delivery note must be affixed to every shipment and needs to be attached evident on the package. The delivery note must contain the following information:

- Delivery number with barcode
- Delivery date
- KTM-order number with barcode
- Supplier number
- KTM-article number
- Article description
- Delivery quantity
- Batch number, if required
- Incoterm (e.g. FCA, DAP)
- Tool number (optional)

The delivery note number (barcode) displayed on the label must match exactly with the delivery number shown on the printed delivery note. For deliveries which are also transmitted via EDI (DESADV) the delivery number and electronic data must be identical.

The article number should only be marked once on the delivery note unless it contains various orders.

8.2 Letter of consignment

Every consignment must include a letter of consignment. This document has to include the following information:

- Supplier address, including supplier number
- Material recipient, including delivery address and assigned dock
- Delivery times for forwarders
- Number of delivered packages
- Total weight of consignment
- Day of dispatch

9. Labelling of the packaging

Besides the packaging requirements mentioned above, a correct labeling of goods is required. To ensure a clear identification of the consignment, the supplier needs to assure, that the cardboards or carrier:

- contain only one article number
  - The dispatch of mixed pallets or carton boxes with different materials is not allowed.
  - This does not apply for materials delivered in sets.
  - If mixed pallets are unavoidable, this must be aligned with KTM.
  - In case that mixed pallets will be delivered, they need to be marked accordingly.

- contain labels with all the necessary information, clearly visible at the front of the pallet, as per definition in the next chapters. Therefore, it is important to make sure, that:
  - the information on the label are conform with the actual content of the different packages.
  - the labels are not mismatched, to avoid problems during the production.
  - the shown information on the goods tag have a good legibility, to ensure a definite allocation later on.
  - barcodes are available on the label for certain information – more detailed information regarding this topic can be found in the chapter 9.1 „Label for serial supply and spare parts delivery “.

9.1 Goods tag for serial and spare parts deliveries

Basically, it is up to the supplier to choose the right goods label. However, it has to be ensured that the following information is always visible on the label:

Description	**Remark**
Consignee	Address of the goods recipient
Delivery address	Address of the facility, where the goods are delivered
Delivery note number	Delivery note number of the supplier
Supplier's address	Address data of the supplier
Net weight	Net weight of the packages or pallets
Gross weight	Gross weight of the packages or pallets
Quantity (packages)	Number of the delivered packages
Part number	KTM-article number
Filling quantity	Quantity per packing unit or pallet
Article description	Description of the article
Part number supplier	Article number of the supplier
Supplier number	Identification number, that KTM matches the supplier
Date	Date of production or dispatch
Drawing index	Identification number, that KTM allocates to a design change
Order number	KTM order number / delivery schedule number
Batch number	Identification number, that the supplier allocates to a batch

In addition, it is mandatory, that for the following information

- Article number
- Quantity
- Delivery number
- Order number
- Batch number

barcodes (Code 39 or Code 128) are visible on the label, to ensure that the goods receipt can be properly entered to the system with a scanner.

In case that the order- or delivery number of a serial product is not known by the time of production, these information needs to be included as barcode on the delivery note.

The delivery number (barcode) displayed on the label must match exactly with the delivery number shown on the printed delivery note. For deliveries which are also transmitted as EDI (DESADV) the delivery number and electronic data must be identical.

9.2 Examples for goods tags

9.2.1 Pallet label

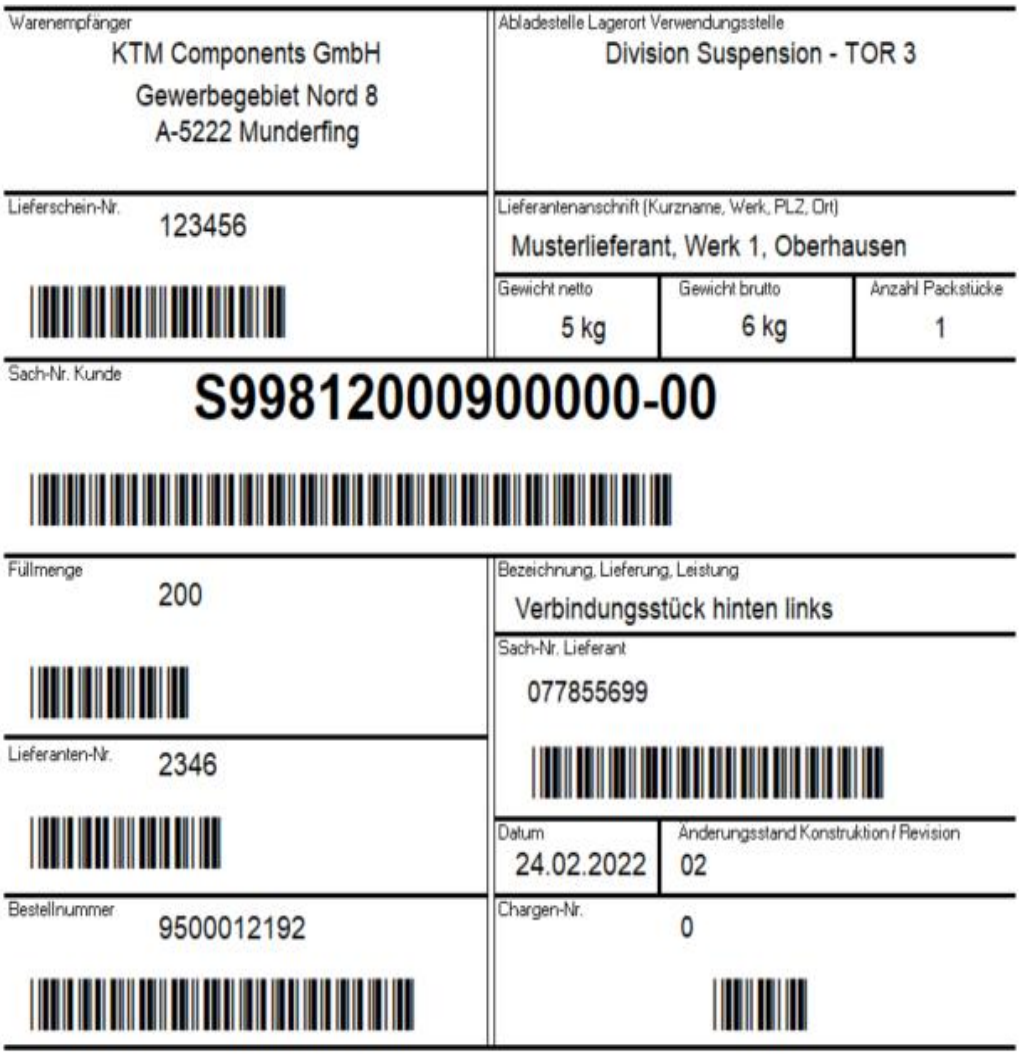
The pallet label must contain all essential information so that it is clearly visible for the warehousemen at KTM which parts have been delivered per pallet.

9.2.1.1 KTM goods tag

If required, a label template can be provided by KTM. Its layout is based on the VDA Label according to standard 4902. However in this template the field package number has been replaced by the order number.

Example KTM AG

Example KTM Components GmbH



Caution: all labels for goods delivered to KTM Components GmbH have to show the entire article number, including the index number for a valid acquisition of the goods.

9.2.1.2 VDA label according to Standard 4902

If VDA labels 4902 are used, it must be taken care, that the order number including barcode is shown on the label or alternatively on the delivery note

9.2.1.3 Goods tags by suppliers

If suppliers use labels that differ from the examples above, but contain all the crucial information and barcodes, they can be submitted for evaluation. Nevertheless, a general use of such labels must be confirmed in written form by KTM.

9.2.2 Labelling for small load carriers

Beside the pallets, every other packing unit (carton box, container) must be marked explicitly. The following options are valid:

9.2.1.1 Container label type VDA 4902

(1) Warenempfänger-Kurzadresse KTM AG 5230 Mattighofen	(2) Abladestelle - Lagerort - Verwendungsschlüssel Fahrzeugassemblierung	(3) Lieferschein-Nr. (N) 2581752
(8) Sach-Nr. Kunde (P) 64104037000		
(9) Füllmenge (Q) 48 ST		(10) Bezeichnung Lieferung, Leistung Schwingarmbolzen
		(11) Sach-Nr. Lieferant (30S) 00123B1070
(12) Lieferanten-Nr. (V) 1234546789		(13) Datum 31.03.2022
		(14) Änderungsstand Konstruktion
(15) Packstück-Nr. (S) 2481752 01		(16) Chargen-Nr. (H) A12345678

9.2.1.2 Container labels by suppliers

For container labels, suppliers can use their own label format as well, unless they are tested and verified by KTM. It needs to be assured, that additionally to the material recipient and unloading location the following information are visible with barcodes on the label of each packing unit:

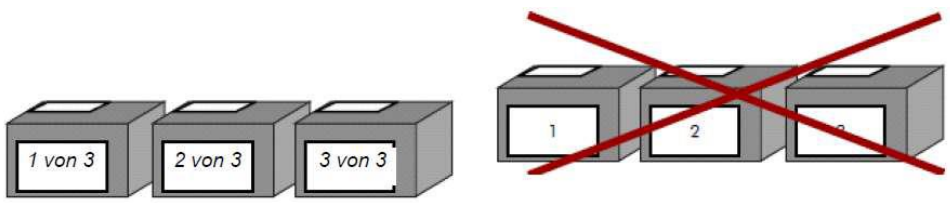
- Material number
- Quantity
- Delivery number
- Order number

All outdated labels on containers or packing units must be removed by the supplier before the packaging is filled – in particular if reusable packaging is in usage.

9.2.3 Labelling of packages

If a bundle consists of several packages that belong together, this connection must be clearly visible on the outside.

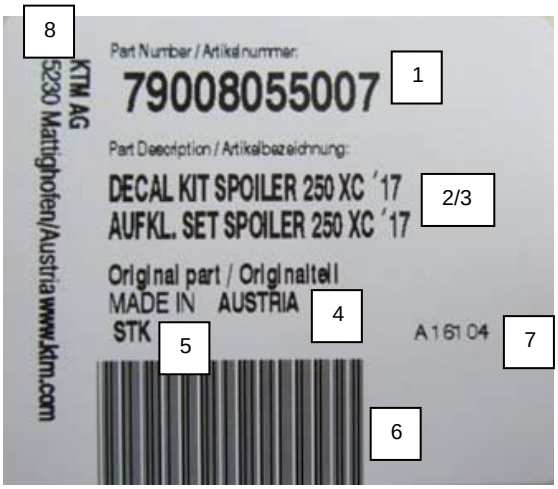
Example:



9.3 Goods Tag for spare parts packages

While the pallets for spare part shipments require the labels shown in chapter 9.2.1 pallet label, the packages themselves need an own spare parts label.

Label for spare parts packages



Basically, the barcode type „39 with full ascii, no check sum“ is required. All fields need to be filled in according to the shown spare parts label. Inside labels must always be readable.

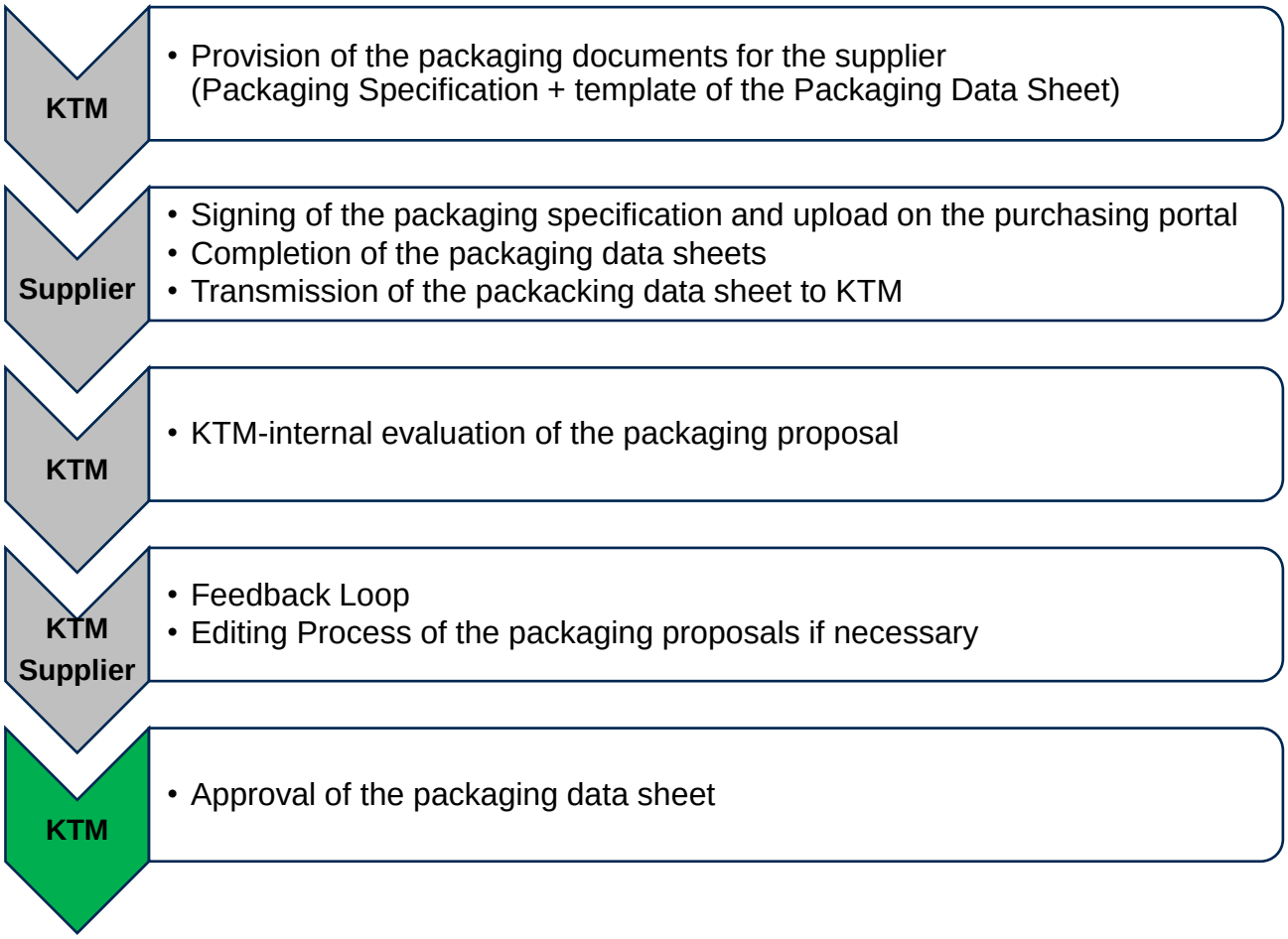
In below mentioned table the required information are described in more detail.

Nr.	Description	Remark
(1)	Article number	KTM article number
(2)	Article description german	
(3)	Article description english	
(4)	Country of origin	
(5)	Quantity per packing unit	
(6)	Barcode	Barcode in format 39 full ascii, no check "KTM"-Logo KTM Original part / KTM Originalteil.
(7)	Production date	Week and year have to be visible
(8)	Address	KTM / 5230 Mattighofen / Austria / www.ktm.com

Place……., Date……

……
Signature Supplier

Annex 1 – Process flow of Packaging Evaluation



Annex 2 – Packaging Data Sheet KTM AG

KTM Article Number + Description KTM Artikelnummer + Beschreibung	61301012345 Musterteil
Information Packing Unit Informationen Packeinheit **Choose a type of packaging** Wählen Sie eine Verpackungsart Parts per layer: 12 Parts Stück pro Lage: Layers per box: 2 Layers Lagen pro Box Quantity per box: 24 Parts Stück pro Karton Dimensions of box: 300 x 200 x 117 mm Abmessungen Karton: Weight per box: 5 kg Gewicht je Packeinheit: **Pallet Information** Informationen Palette Type of Loading Unit: Euro pallet Art des Lademittels: Dimensions of pallet: 1200 x 800 x 500 mm Palettenabmessungen Packing units per layer: 16 Boxes Packeinheiten pro Lage Layers per pallet: 2 Layers Lagen pro Palette: Boxes per Loading Unit: 32 Boxes Boxen pro Lademittel Parts per Loading Unit: 768 Parts Teile je Lademittel Weight per pallet: 175 kg Gewicht je Palette Stackable: no Stapelbar	**Inner View Packing Unit** **Innenansicht Verpackungseinheit** **Outer View Pallet** **Außenansicht Palette**
Additional Remarks **Sonstige Bemerkungen**	
Route of Delivery **Transportweg**	

Annex 3 – Packaging Data Sheet KTM Components GmbH

Packaging Data Sheet / Verpackungsdatenblatt

Supplier/ Lieferant*		Date / Datum*	
Item number/ Artikelnummer*			
Item designation/ Artikelbezeichnung*			

Packaging for serial deliveries / Verpackung für Serienanlieferungen

Packaging characteristics / Verpackungseigenschaften

Box packaging/ Box Verpackung		Loading tackle packaging/ Lademittel	
Type of box / Art der Box*		type of loading tackle / Lademittel*	
Items per layer / Stk. pro Lage*		box per layer / Box pro Lage*	
Layer per box / Lagen pro Box*		layers per loading tackle / Lagen pro Lademittel*	
Parts per box / Stk. pro Box*		parts per loading tackle / Stk. pro Lademittel*	
Dimension per box / Abmaße per Box (mm)*		dimension per loading tackle / Abmaße Lademittel (mm)*	
weight per box / Gewicht pro Box*		weight per loading tackle / Gewicht Lademittel*	
		stockable / stapelbar*	
		fold away / klappbar*	
from overseas / aus Übersee*	☐ yes / ja ☐ no / nein	total weight per loading tackle / Gesamtgewicht pro Lademittel*	

corrosion protection for uncoated parts (e.g VCI, oiled,..) / Korrosionsschutz bei unbeschichteten Teilen (z.B VCI, geölt,..)*

additional Information / zusätzliche Bemerkung:

Images/ Fotos:

Inner View Packing Unit / Innenansicht Verpackungseinheit*	Outer View Pallet / Außenansicht Palette*

checked / geprüft	Name	Date / Datum
Contact person Supplier / Ansprechperson Lieferant*		
Contact person KTM Components GmbH / Ansprechperson KTM Components GmbH*		

Annex 4 – ESD-Specification

Due to the influence of electrostatic discharge components can be impaired in its functionality. This may lead to a reduction of the durability of the electronic parts or even harm them. In the normal case the damage cannot be seen at first sight! ESD-impairments result in an intense charge of the human body followed by a quick discharge.

Beside the necessary steps to avoid electrostatic discharge on the workplace (work clothing, footmats,…) an appropriate packaging for the sensitive components and its labelling is required.

ESD-endangered components need to be packed according to EN 61340-5 respectively has the packaging to be marked with the label below:

The protective packaging (ESD-bag, ESD-foil, …) has to be marked both with this label and letter of its protective function:

S shielding
C conductive
D dissipative
L low charging

Classification of the materials

- Shielding materials avoid the passage of current and absorb the energy, which is released during the electrostatic discharge. This packaging is required during the handling outside the ESD-protection zone.
- Conductive materials ensure a quick flow off the charge.

- Dissipative materials compensate possivel charging differences within a short moment
- Low charging materials ensure, that there will not be any charge as there is not enough energy to release.

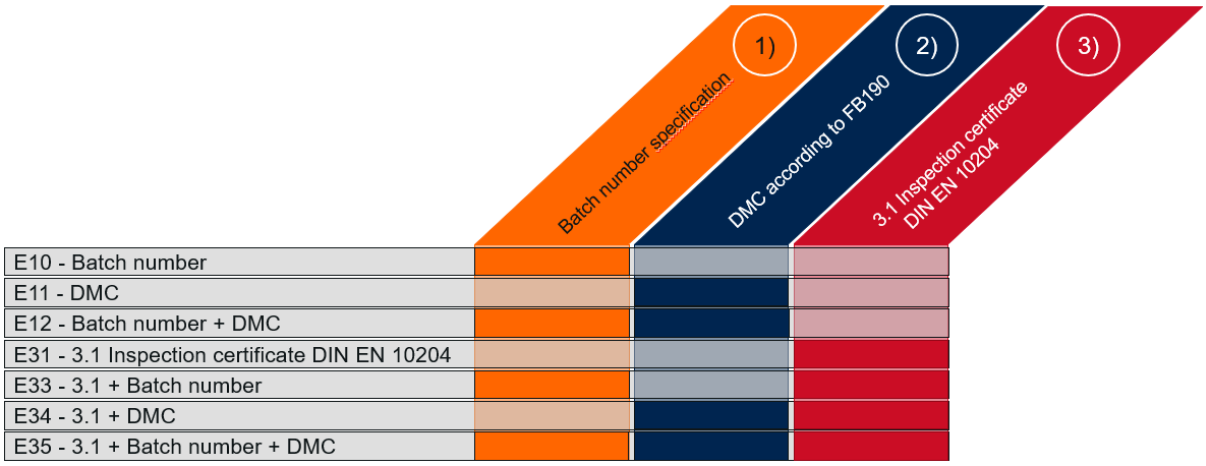
The supplier commits itself to offer an appropriate ESD-packaging with shielding material for electronic components. Packaging proposals according to EN 61340 5 have to be sent to KTM in written form for internal validation. The implementation of the suggested packaging is only allowed after receiving the approval by KTM.

Many plastics (bubble wrap, stretch film …) are inappropriate for ESD-sensitive components as they are good charge carriers and can cause intense electrostatic discharges that damages the parts. The usage of stuffing material to the ESD-packaging reverse the desired protection and can harm the parts as well.

Any deviation to the approved ESD-packaging has to be communicated to KTM. The change of the packaging is only allowed if KTM agrees in written form.

Annex 5 – Requirement Matrix Certificate Types

If the batch number(s) and/or identification by means of DMC and/or a 3.1 Inspection certificate according to DIN EN 10204 is required for a material, this is communicated via the corresponding certificate type on the delivery schedule and on the order.



1) Description requirement: Batch number

For each delivery, the batch number(s) per item (if applicable) must be specified in the EDI portal, on the delivery note and on the goods tag.

2) Description requirement: DMC

The item is subject to DMC. The relevant requirements are defined in KTM Form 190 (FB190). The position of the DMC is specified via the drawing.

3) Description requirement: 3.1

A 3.1 Inspection certificate according to DIN EN 10204 must be sent with each delivery.

Pos	Material	Menge	ME	Preis pro	PE	Währung
00010	[redacted]	3.500	ST	2,41	1	EUR
	[redacted]					
	[redacted]					

EXAMPLE

For each delivery we expect a certificate type: E35 3.1 + Batch number + DMC

If there are any questions about the types of certificates or requirements, please get in contact with qm-system@ktm.com.

Annex 6 – Labelling of Packaging for Italy and France

From January 1st, 2023, new regulations on packaging labelling will come into force in Italy and France. All product packaging must show the new packaging markings by this date at the latest in order to avoid possible financial penalties.

If suppliers do not comply with the labelling obligation, financial penalties will be passed on by KTM AG to the delivery partner.

Labelling requirements Italy

Concering B2B and B2C packaging, consumers must be informed about the proper disposal of each "manually separable packaging component" from January 1st, 2023. Accordingly, the following information and markings are required on all packaging elements:

- Recyclingcodes inclusive alphanumeric code number – examples for several plastics:

- Instruction for separate collection of waste - two possibilities are allowed:
  - “Raccolta“ and material group e.g.

  - Reference to separate waste collection and the request to consumers to check the municipal regulations e.g. „Raccolta differenziata. Verifica le disposizioni del tuo Comune.

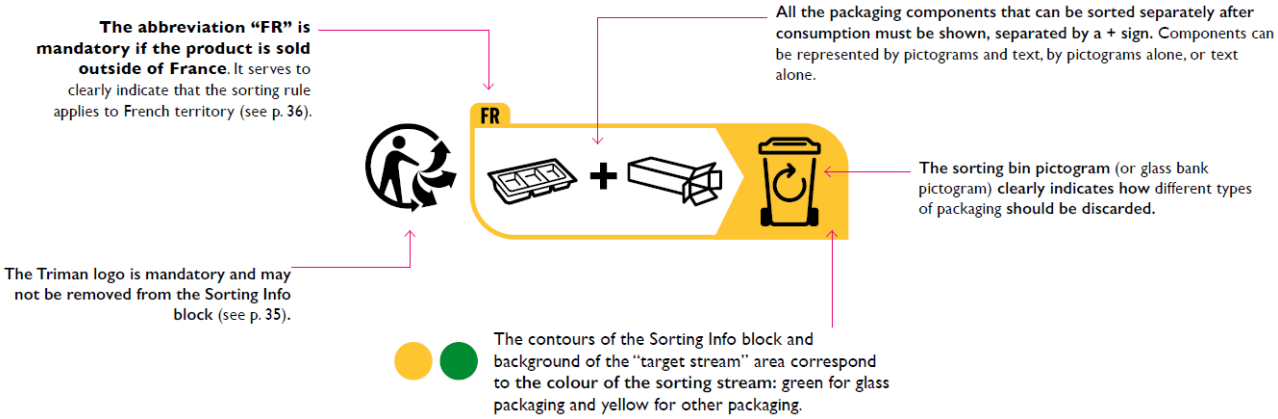
  These instructions are not mandatory to be attached on B2B packaging.

- Further disposal instructions can be added on a voluntary basis.

Labelling requirements France

France determins that starting with January 1st, 2023 all recyclable (household) packaging must be labelled accordingly with the Triman Logo and waste separation instructions.

The structure of the label is described in the following graphic:



Triman Logo for garment and footwear

For clothing and footwear, the Triman Logo must be placed on the product itself. This should be added to the care label for all KTM AG products. If this attachment is not possible for various reasons, the Triman Logo can be attached to the product using a sticker after approval by the respective buyer.