



Checklist logistics department

Small optimizations – big effects

Stand, 15.01.2019
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CHECKLIST LOGISTICS-CRITERIA

Small optimizations - big effects. Let us implement the following 12 key points together. This way, you can help us to prevent requests and objections on our part – for our mutual benefit of a quick and easy handling. **The checklist is designed to support:**

1. Labelling

Is every tool provided with the correct and complete material number, barcode GTIN 13 or lettering?



2. Completeness

- Are the tools complete?
- Are operating instruction, audit record, certificate and possible equipment obviously enclosed?



3. Varietal packing

Are the items packed varietal in labelled bags, cardboard boxes or pallets?



4. Quantity delivered

- Is the delivered quantity equal to the ordered quantity?
- Are the shipment documents corrected in case of a part delivery?



5. Delivery note information

- | | | | |
|----------------------|---------------------|----------------------|--------------------|
| ■ supplier no. | ■ delivery note no. | ■ order no. | ■ item description |
| ■ item no. supplier | ■ item no. HO | ■ quantity delivered | ■ position no. |
| ■ clear packing unit | ■ UN numbers | ■ contact person | |



6. Filling material

Has only been used packing paper, crumpled-up newspaper or bubble wrap? (no shreds of paper, Styrofoam chips and suchlike)



7. Package safety

Are only tapes and welded PE-tapes used for fastening the cardboard box? No metal strips!



8. Number of packages

Is there a reference to the number of packages on every label?



9. Marking requirements

- Is the delivery note applied on the outside or is it marked, where the delivery note and the invoice are located?
- Overseas shipment: Shipping Marks based on Hoffmann specification attached?



10. Packaging supplies

- Are the appointed packaging supplies such as euro-pallets, barred boxes, Hoffmann-cardboard boxes used? No wooden crates! (deviations only upon consultations)
- Is the outer packaging optically neutral, max. imprinted with the manufacturers logo?
- Freight must not be gas-flushed with methyl bromide (acceptable alternative: heat treatment)



11. Suppliers orders

- Is the delivery note applied visible on the outside of the package and is it labelled as "suppliers order"?
- Are no documents such as invoices or flyer enclosed to the content of the package?



12. Punctual delivery and dispatch notification

Pay attention to on time delivery! Electronic dispatch notification required!
Notification if delivery weighs over 1,5 tons per package item,
more than 20 package items or dangerous goods:

BEC-Odelzhausen: Mail: LieferavisBE@hoffmann-group.com
Contact person: Mr. Schaeufler, Phone: +49 8134 5531-2001

LC-Nürnberg: Mail: LC-Wareneingang@hoffmann-group.com
Fax: +49 911 6581-345
Contact person: Mr. Kraft, Phone: +49 911 6581-448

Suppliers management: Mail: L.Hofmann@hoffmann-group.com
Fax: +49 911 6581-1351
Contact Person: Mr. Hofmann, Phone: +49 911 6581-6351

