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<b>DRAFTING</b>	<b>WHI</b>	<b>Mezzaro L.</b>
<b>CHECK</b>	<b>QAM</b>	<b>Alberti M.</b>
<b>APPROVAL</b>	<b>SCM</b>	<b>Franzoni A.</b>

LIST OF CHANGES		
Rev. N.	Date	Description
00		First issue

**Summary**

1 SCOPE .....2


2 FIELD OF APPLICATION .....2

3 MATERIAL IDENTIFICATION .....2

4 POSITIONING AND CONTENTS OF THE IDENTIFICATION LABEL .....2

5 INFORMATION PRESENT ON THE TRANSPORT ACCOMPANYING DOCUMENT .....4

6 ATTACHED DOCUMENTS.....5

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## 1 SCOPE

The purpose of this document is to provide the standard for the correct compilation of incoming transport documents and labeling specifications.

## 2 FIELD OF APPLICATION

The procedure applies to all external, internal and subcontracted supply components.

## 3 MATERIAL IDENTIFICATION

Incoming materials must be identified (for each handling unit, pallet, cage, container, etc.) by the supplier with an identification tag, preferably in A5 or A4 format


The UDMs (handling units) must be single code.

The character used to indicate the component code must be at least 20 mm.

It is the supplier's responsibility to use a tag containing all the information mentioned below.

## 4 POSITIONING AND CONTENTS OF THE IDENTIFICATION LABEL

The identification label must be placed on at least 2 sides of the container (both the long and the short one), corresponding to the entry directions of the handling trolley, in a clearly visible position.


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The information that the tag must contain is:

- **Company name of the supplier:** name or acronym and possible address of the supplier.
- **Product name:** generic name of the product as indicated in the Berco Spa purchase order.
- **Berco Spa item number:** product identification number at Berco Spa. This information must be both in plain text and in barcode format
- **Quantity in the container:** number of product units present in the container. (In clear and barcode format)
- **SAP purchase order number:** relevant purchase order number.
- **SAP Purchase Order Line No.:** item number of the relevant purchase order.
- **Date of shipment:** you must indicate the date of shipment of the pallet (this date must not be in code and must indicate day, month, year).
- Total weight of the container (material weight including the tare weight of the container).

**Additional information:** (to be placed in red) means those words relating to certain reports: for example (Returned not processed, Returned non-compliant not processed (due to Berco), Returned non-compliant partially processed (due to Berco); Returned non-compliant (due to supplier ).

The tag must be made of non-perishable material and with indelible writing to remain outdoors.


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- **In the case of PPAP orders**, these must always be appropriately identified with a specific dedicated sign indicating: the name of the Supplier, the customer's drawing number, the revision index of the drawing and the reference to the purchase order.

It is the supplier's responsibility to ensure before shipping that there are no other identification tags on the containers that could create ambiguity regarding the origin of the material.

## 5 INFORMATION PRESENT ON THE TRANSPORT ACCOMPANYING DOCUMENT

- The transport document must be sent to Berco by email at least 24 hours before arrival in Berco. If the transport LT is greater than 24 hours, it must be sent upon departure of the goods from the supplier to the following email address: [documenti\\_trasporto.berco@thyssenkrupp.com](mailto:documenti_trasporto.berco@thyssenkrupp.com)
- The delivery note must always mention the SAP order and the order line (position) to which it refers.
- The quantities must be grouped by order line.
- The document must include the Berco item code for each line
- The quantities must be expressed in the unit of measurement of the order
- The document must show the total number of packages, to allow a quick check upon unloading
- The document must also include the total number of corresponding packages (pallets/boxes/containers) for each order position
- The document must indicate whether it is a deposit or balance
- The document must indicate whether it concerns cases such as *PPAP Order*, *Return not processed*, *Return non-compliant not processed (due to Berco)*, *Return non-compliant partially processed (due to Berco)*; *Returned non-compliant (supplier cause)*
- In the case of steel and profiles, the document must also additionally report the casting field (therefore a ddt line for each order/position/casting number).

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## 6 ATTACHED DOCUMENTS

Below are visual examples of the main documents covered in this instruction.

### EXAMPLE DDT STEEL PAGE 1


3

<b>LETTERA DI VETTURA INTERNAZIONALE</b> <b>INTERNATIONAL CONSIGNMENT NOTE</b>		Destinazione (Country Code) <b>N.</b>	
<small>Questo trasporto è perfezionato, rappresentando un'operazione obbligatoria, alla conclusione della quale il trasporto internazionale di merci si è concluso. This consignment is subject to international law, unless it is contrary to the Convention on the contract for the international carriage of goods by road.</small>			
N° di registrazione <b>5000527</b>	Data <b>05/02/2024</b>	Numero di trasporto <b>962413</b>	Tipo di trasporto <b>VENDITA</b>
1 Indirizzo (origine, nome, stato) / Sender (place, address, country) <b>BERCO S.P.A.</b> <b>VIA DEL LAVORO 1</b> <b>44034 FE COPPARO</b>		25 Destinatore (consessore) (origine, nome, stato) / For (client) (name, address, country) <b>BERCO S.P.A.</b> <b>VIA I. MAGGIO 237</b> <b>44034 FE COPPARO</b>	
3 Luogo previsto per la consegna delle merci (scatole, stato) / Place of delivery of the goods (place, country) <b>BERCO S.P.A.</b> <b>VIA DEL LAVORO 1</b> <b>FE COPPARO I</b>		16 Trasportatore (origine, nome, indirizzo, stato) / Carrier (name, address, country) <b>AUTOTRASPORTI B SRL</b> <b>VR SOAVE</b>	
4 Luogo e data della presa in carico delle merci / Place and date of taking over the goods (place, country, date) <b>05/02/24 15:20</b>		17 Trasportatore associato (origine, nome, indirizzo, stato) / Associated Carrier (name, address, country)	
5 Segni e autorizzazioni / Marks (place) / Licenses <b>5684C</b>		18 Destinatore del trasporto / Recipient customer <b>P.A.</b>	
9 Merce e qualità delle merci / Nature and quality of the goods <b>VS. ORDINE N.5500000507-191 DEL 01/02/24</b> <b>BILL. LAMINATA 55</b> <b>8,40 35KB-2</b> <b>13 30440</b> <b>72249007</b> <b>CAMIONS ACCETTATI: SCOPERTI, SE CENTINATI APRIIBILI SOPRA E LATERALMENTE</b> <b>MAR 6/2 14:45 - ID 123200746</b> <b>ORARIO APERTURA SETT. STANDARD: 06:00 - 21:00</b> <b>PERSONA DA CONTATTARE:</b> <b>Gentile cliente eventuali segnalazioni dovranno essere inviate a:</b> <b>CARTELLINO    ARTICOLO                      QUALITA'                      LUNG.                      COLATA</b> <b>37439813        E    35KB-2                      8,40                      BE 219214</b> <b>911047830        E    35KB-2                      8,40                      BE 219214</b> <b>911047992        E    35KB-2                      8,40                      BE 219214</b> <b>911048036        E    35KB-2                      8,40                      BE 219214</b> <b>911048084        E    35KB-2                      8,40                      BE 219214</b> <b>CHALIBRIA</b>			
13 Note e termini del mittente / Sender's instructions / Note <div style="font-size: 2em; color: green; text-align: center;">DDT</div>		19 Convenzioni particolari / Special agreements 20 Reserve ed osservazioni del trasportatore / Carrier's reservations and observations 26 Misure intrinseche / Intrinsic characteristics	
22 Firma e timbro del mittente / Signature and stamp of the sender		23 Firma e timbro del trasportatore / Signature and stamp of the carrier 24 Marca / Revenue / Goods received Luogo / Place: _____ / on _____ Firma o timbro del distributore / Signature and stamp of the consignee	



To be added  
sap order line  
the 191 is not given by Berco

Data must be grouped  
per casting and not per  
single card

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Documento valido anche ai fini del D.P.R. 472/98 del 14/08/1998

LETTERA DI VETTURA INTERNAZIONALE INTERNATIONAL CONSIGNMENT NOTE		Codice Internazionale Center Code <b>N</b>	
Questa lettera di vettura, recante le pertinenti indicazioni, costituisce contratto, alle condizioni relative al contratto di trasporto internazionale di merci su strada (CMR). This consignment note, containing the relevant information, is subject to the conditions of the contract for the international carriage of goods by road (CMR).			
DATA N.	DDT N.	Conto N.	PAG. N.
	5000527	962413	2
Data: 05/02/2024		Causale trasporto: VENDITA	
1 Stabilimento (origine, nome, stato) / Sender (origin, name, state)		25 Distributore/Cessionario (origine, nome, stato) / Purchaser (origin, name, state)	
STABILIMENTO SPA Te BERCO S.P.A. VIA DEL LAVORO 1 44034 FE COPPARO		BERCO S.P.A. VIA I. MAGGIO 237 44034 FE COPPARO	
3 Luogo previsto per la consegna della merce (località, stato) / Place of delivery of the goods (place, country)		16 Trasportatore (origine, nome, indirizzo, stato) / Carrier (origin, name, address, country)	
BERCO S.P.A. VIA DEL LAVORO 1 FE COPPARO I		AUTOTRASPORTI IA 50	
4 Luogo e data della presa in carico della merce / Place and date of taking over the goods (place, country, date)		17 Trasportatori successivi (origine, nome, indirizzo, stato) / Successive Carriers (origin, address, country)	
5 Taglie / Motorcycles / Number plates / Licenses		18 Commento del trasporto / Transport customer	
9 Marchi e qualità della merce Markings and quality of the goods	8 Imballaggio Method of packing	6 Contrassegni e numeri Marks and numbers	7 Peso netto Net weight
CARTELLINO A 911048563 B CI 911049801 B CI 911049882 B CI 911049926 B CI 911049941 B CI 911049952 B CI 911049974 B CI 911050033 B CI	A B CI B CI B CI B CI B CI B CI B CI	VTA 55 VTA 55 VTA 55 VTA 55 VTA 55 VTA 55 VTA 55 VTA 55 VTA 55 VTA 55	QUALITA' 35KB-2 35KB-2 35KB-2 35KB-2 35KB-2 35KB-2 35KB-2 35KB-2 35KB-2
			LUNG. 8,40 8,40 8,40 8,40 8,40 8,40 8,40 8,40 8,40
			10 N. di statistica Statistical number COLATA BE 219214 BE 219214 BE 219214 BE 219214 BE 219214 BE 219214 BE 219214 BE 219214 BE 219214
			12 Misura del volume in m <sup>3</sup>
13 Istruzioni del mittente / Annotations / Sender's instructions / Note		19 Convenzioni particolari / Special agreements	
1) IL CARICO DEVE ESSERE COPERTO 2) I legacci presenti sui fasci non sono mezzi di sollevamento (art 7 D.lgvo 04/08/99 nr. 359 - direttiva 95/63/CE). Per il sollevamento in sicurezza usare mezzi adeguati 3) Per accertati motivi tecnici, i pesi sui cartellini hanno valore indicativo. Il peso totale e' stato rilevato dalla pesatura del carico		20 Riferimenti e osservazioni del trasportatore / Carrier's reservations and observations 26 Motivo dell'attività / Reason ESEGUITA: 14 Istruzioni per il pagamento dell'incasso / Instructions for the payment for carriage DAP (INC. 2020) - COPPARO 21 Completata e / Established in 05.02.2024	
22 Firma e timbro del mittente / Signature and stamp of the sender		23 Firma e timbro del trasportatore / Signature and stamp of the carrier	
		24 Merce ricevuta / Goods received	
		Luogo / Place Firma e timbro del destinatario / Signature and stamp of the consignee	

DDT

BERCO SPA 00896420  
 SENT - 5 FEB 2024 14:33

13 30440

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**DOCUMENTO DI TRASPORTO**  
(D.d.t.) D.P.R. 472 DEL 14-08-1996

LUOGO DI DESTINAZIONE  BERCO S.P.A. VIA 1 MAGGIO 237 44034 COPPARO FE			CESSIONARIO: DOMICILIO O RESIDENZA  BERCO S.P.A.  VIA 1 MAGGIO 237 44034 COPPARO FE			
N.ORDINE	DATA ORDINE	CONFERMA ORDINE	RESA ASSEGNATO	DATA DOCUMENTO	NUMERO	PAGINA
				12/02/2024	45	1
MODALITA' DI PAGAMENTO RIM.DIRETTA A 60 GG F.M.			BANCA D'APPOGGIO			
COD. CLIENTE	P. IVA O CODICE FISCALE	COD. AGENTE	ANAGRAFICA CLIENTE	CAUSALE DEL TRASPORTO		
1				SCARICO C/LAVORO		

CODICE ARTICOLO	DESCRIZIONE	U.M	QUANTITA'
CR 4728	PERNO DI G. o.a.30/412745 saldo		132,000
KM331	Perno di G. o.a.10/412745 saldo		392,000
CR5919	PERNO DI G. o.a.20/412745 saldo		337,000

The number of containers per order line number is missing

the order line number (position) and order correctly indicated

TRASPORTO A CURA DEL <input type="checkbox"/> CEDENTE <input type="checkbox"/> CESSIONARIO <input checked="" type="checkbox"/> VETTORE		ASPETTO ESTERIORE DEI BENI		N.COLLI	PESO
VETTORE CONDUCENTE F 31		DATA RITIRO/INIZIO TRASPORTO 12/02/2024	ORA DEL RITIRO 13,22	1078,40	FIRMA DEL CONDUCENTE 
ANNOTAZIONI - VARIAZIONI		NUMERO PROGRESSIVO (1)		FIRMA DEL CESSIONARIO	

The total number of containers is missing

(1) Ai sensi dell'art.3, comma 2, del D.P.R. 441/97



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Spett.le :  
BERCO S.P.A.  
  
VIA 1 MAGGIO, 237  
44034 COPPARO FE  
Italia

Destinatario :  
BERCO S.P.A.  
VIA 1° MAGGIO, 237  
44034 COPPARO FE


### DOCUMENTO DI TRASPORTO (D.P.R. 472/56)

NR DOC	DATA DOCUMENTO	NR PRIMA	CCO CLIENTE	PARTITA IVA	CALEND. DEL TRASPORTO
124	08/02/2024	1/1	C 1		VENDITA
CODICE ARTICOLO	DESCRIZIONE			U.M.	QUANTITA'
BGE 3A	BOCCOLA BJI	RD. 5500000582	POS. 300	PZ	255,00
BGT 1821A	BOCCOLA GR	A ORD. 5500000581	POS. 100	PZ	134,00
BOE 3	BOCCOLA VA	D. 5500000582	POS. 740	PZ	125,00
BOE 8A	BOCCOLA BF	RD. 5500000582	POS. 10	PZ	860,00
BOE 8A	BOCCOLA BF	RD. 5500000582	POS. 80	PZ	242,00
BOE 3A	BOCCOLA BF	RD. 5500000582	POS. 120	PZ	500,00
BOII 339	BOCCOLA GR	ORD. 5500000549	POS. 1920	PZ	1.599,00
BOII 274	BOCCOLA GR	ORD. 5500000549	POS. 3360	PZ	750,00
BOL 9	BOCCOLA KM	RD. 5500000583	POS. 90	PZ	118,00
BOT 1274	BOCCOLA GR	ORD. 5500000584	POS. 160	PZ	775,00
BOT 1313	BOCCOLA GR	ORD. 5500000584	POS. 180	PZ	392,00
BOT 5445	BOCCOLA GR	ORD. 5500000584	POS. 370	PZ	3.186,00
BOT 5590	BOCCOLA GR	ORD. 5500000584	POS. 400	PZ	2.068,00
BOT 8448	BOCCOLA GR	ORD. 5500000584	POS. 440	PZ	104,00
PEF 3	PERNI CR757	5500000549	POS. 4130	PZ	700,00
PEF 3	PERNI CR757	5500000549	POS. 4130	PZ	64,00
CCE LU				NR	27,00
MCA17	CASSA C			NR	1,00
COI01	CASSONI	000001		NR	2,00
	CONTENI	STITUIRE			
	COD. I01				
BERCO SPA 00898557					
ENT - 8 FEB 2024 16:09					
TRASPORTO A CURA		DATA INIZIO TRASPORTO			
VETTORE		08/02/2024			
DATI VETTORE					
PORTO		PESO LORDO KG		FIRMA DEL CONDUCENTE	
		29.569			
ABBONDI/CAVIAZIONI				FIRMA DEL DESTINATARIO	


The total number of containers per position is missing

The total number of containers is missing



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EXAMPLE DDT Extra - UE



## Invoice


TO: BERCO S.P.A. NO. EX: 20230231129

<p>CONSIGNEE / IMPORTER: BERCO S.P.A. 44034 Copparo (FE) Italy - Via 1° Maggio, 237 Mob.: +39 3339184002 dogana.import@thyssenkrupp.com</p>	<p>DATE: 2023/11/29</p> <p>BUYER ORDER NO: As Below Form ORIGIN OF COUNTRY: P.R.   NA PORT OF LOADING / DISCHARGE: Q   IO</p>
<p>NOTIFY PARTY: BERCO S.P.A. 44034 Copparo (FE) Italy - Via 1° Maggio, 237 Tel. (+39) 0532 864135 - Fax(+39) 0532 864259 dogana.import@thyssenkrupp.com</p>	<p>VAT No.: 91370600265373021E VAT Rate: 0.16 NCC: CNAPS 315456000775 Swift / BIC Code: HFBACN33010</p> <p>PAYMENT TERMS: Within 120 ship day</p>
<p>DDP BERCO S.P.A. 44034 Copparo (FE) Italy - Via 1° Maggio, 237 Tel. (+39) 0532 864135 - Fax(+39) 0532 864259 dogana.import@thyssenkrupp.com</p>	<p>PACKAGE: Wood Box 48Pallets</p> <p>TOTAL WEIGHT: Net Weight: 23444kg Gross Weight: 23924kg</p>

PO No.	PART NO.	Description	HS Code	QTY (pcs)	UNIT PRICE(USD)	TOTAL PRICE(USD)
5500000519	C 7	ROI VFT	84314999	1056	2.45	2.76
5500000519	C 1	ROI VFT	84314999	50	2.3	1.18
5500000519	AI 1A	ROLLE BMU	84314999	1120	3	3.97
5500000519	V 5	ROI VFT	84314999	112	1.4	1.54
5500000519	• II 4 CFV	FRON FOR I IC CYLINE	84314999	✓ 141	4.1	3.68
5500000519	AI 1A	ROLLE BMU	84314999	546	3	1.65
5500000519	II 9	CARRIEF SHAFT	84314999	226	3	3.36
5500000519	K 17	CARRIER R HAFT BMU	84314999	500	1	3.65
5500000519	M 16	CARRIER R HAFT BMU	84314999	461	4	1.04
5500000519	M 18	CARRIER R HAFT BMU	84314999	392	3	1.69
5500000519	• II 4 CFV	FRON HAFT	84314999	✓ 120	2.3	3.41
5500000519	II 5	ROI VFT	84314999	270	3	3.74
5500000519	C 3A	ROI VFT	84314999	115	12.5	3.43
5500000519	• C 9 CFV	FRON HAFT	84314999	✓ 28	7.3	1.98
5500000519	• L 1 CFV	FRON HAFT	84314999	✓ 32	4.5	1.09
Total:				5169		1.18

MADE IN CHINA Andy He


WE HEREBY CERTIFY THIS INVOICE AS TRUE AND CORRECT. Marketing Dept. Section Chief, Dongxing Group

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LABEL EXAMPLE



**SAP order number and SAP order line are missing. Furthermore, there must be a label per pallet (single code) with the total number of pieces on the pallet and not on each individual box.**


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Items also missing in barcode format; quantity is missing even in barcode format; Berco order number and position are missing



Sap order and Sap position are missing

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Customer: BERCO S.p.A.      44034Copparo FE

Order NR. (K): 5500000528-Copparo

Supplier: [redacted] srl

Net Weight (KG): 976,00      Total Weight (KG): 14.561,64      Package NR:

Art Number (P): BC 2092 SA-46MNVS6

Quantity (Q): ~~1.000~~ 200

Description: Supporto per rullo tornito e forato BC2092 rev 12 BC (imballo per USA)

Document NR. (SK): 1263

Heat Number: 70865      Date: 06/02/2024


M4U Lot NR. (H): 3838      [redacted] srl

**The item must be labeled correctly:**

- The code spaces are wrong BC2092 SA
- The name must be correct;
- The barcode must respect exactly the same characters.

**NO** manual corrections of the quantities, the barcode of the quantities must represent what is written clearly

Sap order line reference missing.

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**EXAMPLE OF CORRECT LABEL(A4 FORMAT or A5 FORMAT)**

To be applied at least on 2 sides of the pallet/container

<h2 style="margin: 0;">Supplier business name</h2>		
<b>Berco Item</b>	<b>Description</b> <i>Example: PPAP order</i>	<b>Quantity</b>
<u>Barcode</u> Berco Item		<b>Quantity in Barcode</b>
<b>SAP Purchase Order Number</b> —   <b>SAP Purchase Order Line</b>		
<b>Shipping date</b>	<b>Total weight incl. tare</b>	