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Procedure Title:	LABELING AND DDT ISSUANCE SPECIFICATIONS FOR INBOUND MATERIAL	Revision :	00

DRAFTING	WHI	Mezzaro L.
CHECK	QAM	Alberti M.
APPROVAL	SCM	Franzoni A.

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

Summary

1	SCOPE	2
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4	POSITIONING AND CONTENTS OF THE IDENTIFICATION LABEL	2
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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
- 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 Documento di Trasporto Valido ANCHE AI FINI DEL D.P.R. 472/98 DEL 14/01/98


Integrare per l'assistenza Copia stampata

LETTERA DI VENDITA INTERNAZIONALE INTERNATIONAL CONSIGNMENT NOTE		Codice nazionale Comex Code: N.																														
Questo trasporto di merci, materiale, o qualsiasi altra merce è sottoposto alle condizioni di contratto di trasporto internazionale in vigore al momento di stesura. This consignment is subject to international carriage contract in force at the date of the consignment of goods by road/rail/air.																																
Data: 05/02/2024	Quantità incassata: VENDITA	Numero di documento: 962413 PAG. N.: 1																														
2 Indirizzo pubblico, nome, via/cor / Company name, address, country: BERCO S.P.A. VIA DEL LAVORO 1 44034 FE COPPARO	25 Indirizzo/Consignment program, name, via/cor / Consignee name, address, country: BERCO S.P.A. VIA I. MAGGIO 237 44034 FE COPPARO																															
3 Luogo previsto per la consegna delle merci (destino, stato) / Place of delivery of the goods (area, country): BERCO S.P.A. VIA DEL LAVORO 1 FE COPPARO I	16 Trasportatore (programm. nome, indirizzo, stato) / Carrier name, address, country:																															
4 Luogo e data della carica o della scarica / Place and date of loading/unloading of the goods (area, country, date): S. Didero (TO) 05/02/24 15:20	Indirizzo (destino, stato)																															
5 Segni / Markings / Number plates / Licenses																																
9 Merce / Goods description: VS. ORDINE N. 5500000507-191 DEL 01/02/24 RIF. NS. ORD. 896371 BILL. LAMINATA 55	6 Caricatura / Weight: 8,40 35KB-2	7 Numero / Quantity: 13 30440																														
10 Id. di cartella / Subcontract number: 72249007	12 Volume m ³ / Volume m ³ :																															
CAMIONS ACCETTATI: SCOPERTI, SE CENTINATI APRIIBILI SOPRA E LATERALMENTE MAR 6/2 14:45 - ID 123200746 NUMERO DI TELEFONO: 339 5481376 ORARIO APERTURA SETT. STANDARD: 06:00 - 21:00 PERSONA DA CONTATTARE: FABIO RIZZO Gentile cliente eventuali segnalazioni dovranno essere inviate a: claim@beltrame.it																																
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>CARTELLINO</th> <th>ARTICOLO</th> <th>QUALITA'</th> <th>LUNG.</th> <th>COLATA</th> </tr> </thead> <tbody> <tr> <td>37439813</td> <td>BILL. LAMINATA 55</td> <td>35KB-2</td> <td>8,40</td> <td>BE 219</td> </tr> <tr> <td>911047830</td> <td>BILL. LAMINATA 55</td> <td>35KB-2</td> <td>8,40</td> <td>BE 219</td> </tr> <tr> <td>911047992</td> <td>BILL. LAMINATA 55</td> <td>35KB-2</td> <td>8,40</td> <td>BE 219</td> </tr> <tr> <td>911048036</td> <td>BILL. LAMINATA 55</td> <td>35KB-2</td> <td>8,40</td> <td>BE 219</td> </tr> <tr> <td>911048084</td> <td>BILL. LAMINATA 55</td> <td>35KB-2</td> <td>8,40</td> <td>BE 219</td> </tr> </tbody> </table>	CARTELLINO	ARTICOLO	QUALITA'	LUNG.	COLATA	37439813	BILL. LAMINATA 55	35KB-2	8,40	BE 219	911047830	BILL. LAMINATA 55	35KB-2	8,40	BE 219	911047992	BILL. LAMINATA 55	35KB-2	8,40	BE 219	911048036	BILL. LAMINATA 55	35KB-2	8,40	BE 219	911048084	BILL. LAMINATA 55	35KB-2	8,40	BE 219		
CARTELLINO	ARTICOLO	QUALITA'	LUNG.	COLATA																												
37439813	BILL. LAMINATA 55	35KB-2	8,40	BE 219																												
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911048084	BILL. LAMINATA 55	35KB-2	8,40	BE 219																												
13 Mittente del materiale / Annunciatore / Sender's instructions / Note: <div style="font-size: 2em; color: green; font-weight: bold; margin-top: 10px;">DST</div>	19 Convenzioni particolari / Special agreements																															
	20 Note ad accompagnare il trasporto / Carrier's instructions and observations																															
	26 Note intermedie / Intermediary messages																															
	14 Mittente per il pagamento del nolo / Indication for the payment for carriage																															
	21 Completato in / Established in																															
	23 Firma e timbro del trasportatore / Signature and stamp of the carrier																															

Per le merci pericolose indicare oltre la denominazione corrente, la classe, la cifra e se del caso la lettera. In case of dangerous goods, please mention, beside the possible certification, the class, the number and the letter (if any).

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 DI TRASPORTO VALIDO ANCHE AI FINI DEL DPR. 472/98 DEL 14/08/1998


LETTERA DI VETTURA INTERNAZIONALE INTERNATIONAL CONSIGNMENT NOTE		Codice internazionale Center Code	
<small>Questo documento è un contratto, internazionale per natura, che interviene nella esecuzione del trasporto internazionale di merci su strada (TAP). This consignment note constitutes an international contract for the carriage of goods by road (TAP).</small>		N	
DATA	DDT N	Centro	Mag. N
05/02/2024		962413	2
2 Destinazione (loggiato, nome, stato) / Consignee (name, address, country) BERCO S.P.A. VIA DEL LAVORO 1 44034 FE COPPARO		25 Destinazione/Conservazione (loggiato, nome, stato) / Purchaser (name, address, country) BERCO S.P.A. VIA I. MAGGIO 237 44034 FE COPPARO	
3 Luogo previsto per la consegna della merce (scatola, stato) / Place of delivery of the goods (place, country) BERCO S.P.A. VIA DEL LAVORO 1 FE COPPARO I		16 Trasportatore (loggiato, nome, indirizzo, stato) / Carrier (name, address, country)	
4 Luogo e data della presa in carico della merce / Place and date of taking over the goods (place, country, date)		17 Trasportatore successivo (loggiato, nome, indirizzo, stato) / Successive Carrier (name, address, country)	
5 Taglie / Measurements / Number plates / Licenses			

13	8	6	7	11	10	12
Merce e qualità della merce Goods and quality of the goods	Imballaggio Method of packing	Contraccanti e numeri Marks and numbers	7.5 in cm Length	Peso netto in Kg. Net weight in Kg.	N. di statistica Statistical number	Misure di volume in m ³
CARTELLINO	ARTICOLO	QUALITA'		LUNG.	COLATA	
911048563	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911049801	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911049882	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911049926	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911049941	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911049952	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911049974	BILL. LAMINATA 55	35KB-2		8,40	BE 219	
911050033	BILL. LAMINATA 55	35KB-2		8,40	BE 219	

13 Istruzioni del mittente / Assessor's / Sender's instructions / Note 1) IL CARICO DEVE ESSERE COPERTO 2) I legacci presenti sui fasci non sono mezzi di sollevamento (art. 7 D. Lgs. 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. 4) PROPRIETARIO DELLA MERCE: Sconosciuto a termini di condizioni contrattuali.	19 Interventi particolari / Special agreements 20 Riferimenti ai documenti di trasporto / Carrier's reservations and observations 26 Merce trasportata / Goods transported ESEGUITA: NEGATIVO 14 Istruzioni per il pagamento del trasporto / Instructions for the payment for carriage DAP (INC. 2020) - COPPARO 21 Compiuta a / Completed on 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 Data e timbro per identificazione / Date and stamp of the consignee
--	--	--

Per la merce pericolosa indicare il numero della denominazione comune, le esplosive, la cifra e se del caso la lettera.
In case of dangerous goods, specify the number, the class, the number and the letter (if any).

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DOCUMENTO DI TRASPORTO
(D.d.t.)

D.P.R. 472 DEL 14-08-1996

Int.Ver.

01331630382

LOGGO 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: BPER AGENZIA DI COPPARO				
COD. CLIENTE	P. IVA O CODICE FISCALE	COD. AGENTE	ANAGRAFICA CLIENTE		CAUSALE DEL TRASPORTO	
1	01079120380				SCARICO C/LAVORO	

CODICE ARTICOLO	DESCRIZIONE	U.M.	QUANTITA'
CF 728	PERNO o.a.30/412745 saldo		132,000
CF 1	PERNO o.a.10/412745 saldo		392,000
CF 9	PERNO 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		DATA RITIRO/INIZIO TRASPORTO	ORA DEL RITIRO	1078,40	1078,40
		12/02/2024	13,22		
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. 472/96)


NR. DOC.	DATA DOCUMENTO	REV. PRIMA	CCO. CLIENTE	PARTITA IVA	CAUSALE DEL TRASPORTO
124	08/02/2024	1/1	C 1	IT 0	VENDITA
CODICE ARTICOLO	DESCRIZIONE	U.M.	QUANTITA'		
BC	BOCCOLA	PZ	205,00		
BC	BOCCOLA	PZ	134,00		
BC	BOCCOLA	PZ	125,00		
BC	BOCCOLA	PZ	660,00		
BC	BOCCOLA	PZ	242,00		
BC	BOCCOLA	PZ	500,00		
BC	BOCCOLA	PZ	1.590,00		
BC	BOCCOLA	PZ	750,00		
BC	BOCCOLA	PZ	118,00		
BC	BOCCOLA	PZ	775,00		
BC	BOCCOLA	PZ	362,00		
BC	BOCCOLA	PZ	3.186,00		
BC	BOCCOLA	PZ	2.068,00		
BC	BOCCOLA	PZ	104,00		
PE	PERNI CR1	PZ	700,00		
PE	PERNI CR1	PZ	54,00		
CC	CONTENITORE METALLICO DI PROPRIETA' IMG 1000XB00X650CL001VBLU	NR	27,00		
MK	CASSA CARTONE ALTA CON ALETTE	NR	1,00		
CC	CASSONE DI PROPRIETA' BERCO COD. 1000000001 CONTENITORE DA RESTITUIRE COD. 101 IN C/RESTITUZIONE	NR	2,00		

BERCO SPA 00096557
ENT - 8 FEB 2024 16:09

TRASPORTO A CURA	DATA/MESSE TRASPORTO
VEITTORE	08/02/2024
DDT VETTORE	
PORTO	FEBO LONGO AG
PREZZO	29.508
ARMATAZIONE	

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.DXBC

CONSIGNEE / IMPORTER: BERCO S.P.A. 44034 Copparo (FE) Italy - Via 1° Maggio, 237 Mob.: +39 3339184002 dogana.import@thyssenkrupp.com	DATE: 2023/11/29 BUYER ORDER NO: As Below Form
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	PAYMENT TERMS: Within 120 ship day
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	PACKAGE: Wood Box 48Pallets TOTAL WEIGHT: Net Weight:23444kg Gross Weight:23924kg

PO No.	PART NO.	Description	HS Code	QTY (pcs)	UNIT PRICE(USD)	TOTAL PRICE(USD)
55000	CR5	ROLLER SHAFT	84314999	1056	24.45	25,820.76
55000	CR6	ROLLER SHAFT	84314999	50	28.08	1,404.18
55000	AL00	ROLLER SHAFT BMU	84314999	1120	2.29	2,560.97
55000	VA2	ROLLER SHAFT	84314999	112	14.94	1,673.54
55000	• ID2	FRON FOR HYDRAULIC CYLIND	84314999	✓ 141	44.21	6,233.68
55000	AL00	ROLLER SHAFT BMU	84314999	546	2.70	1,471.65
55000	ID21	CARRIER ROLLER SHAFT	84314999	226	8.50	1,920.36
55000	KM4	CARRIER ROLLER SHAFT BMU	84314999	500	2.41	1,205.65
55000	MU3	CARRIER ROLLER SHAFT BMU	84314999	461	2.14	987.04
55000	MU5	CARRIER ROLLER SHAFT BMU	84314999	392	2.20	863.69
55000	• ID21	FRONT IDLER SHAFT	84314999	✓ 120	25.30	3,035.41
55000	ID1	ROLLER SHAFT	84314999	270	9.00	2,428.74
55000	CR62	ROLLER SHAFT	84314999	115	122.06	14,036.43
55000	• CR6	FRONT IDLER SHAFT	84314999	✓ 28	72.43	2,027.98
55000	• LH11	FRONT IDLER SHAFT	84314999	✓ 32	40.75	1,304.09
Total:				5169		66,974.18




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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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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>		
Berco Item / Revision Index	Description <i>Example: PPAP order</i>	Quantity
<u>Barcode</u> Berco Item		Quantity in Barcode
SAP Purchase Order Number — SAP Purchase Order Line		
Shipping date	Total weight incl. tare	