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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>La Mesa Angelo</b>

LIST OF CHANGES		
Rev. N.	Date	Description
00	27/02/2024	First issue
01	09/04/2025	Updated EXAMPLE OF CORRECT LABEL with refer: Production Batch

**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


DOCUMENTO DI TRASPORTO NAUICO, ANCHE AI FINI DEL D.P.R. 472/98 DEL 14/01/1998

Integrare per imbarcare Copia per compagnia

LETTERA DI VETTURA INTERNAZIONALE INTERNATIONAL CONSIGNMENT NOTE		Dati di trasporto / Carico Code																															
<small>Questo trasporto è effettuato, nonostante qualunque obbligo contraria, alle condizioni e sotto la responsabilità del trasportatore internazionale di merci in conto terzi. This carriage is subject notwithstanding any clause to the Convention on the contract for the international carriage of goods by road.</small>		<small>Questo trasporto è effettuato, nonostante qualunque obbligo contraria, alle condizioni e sotto la responsabilità del trasportatore internazionale di merci in conto terzi. This carriage is subject notwithstanding any clause to the Convention on the contract for the international carriage of goods by road.</small>																															
<small>Carica / Carriage</small> 25	<small>Descrizione / Description</small> VENDITA	<small>Numero / Number</small> 962413	<small>Paese / Country</small> I																														
<small>Data / Date</small> 05/02/2024	<small>Descrizione / Description</small> VENDITA																																
<small>2 Destinazione (portuale, nome, stato) / Consignee (name, address, country)</small> BERCO S.P.A. VIA DEL LAVORO 1 44034 FE COPPARO	<small>25 Destinazione (portuale, nome, stato) / Consignee (name, address, country)</small> BERCO S.P.A. VIA I. MAGGIO 237 44034 FE COPPARO																																
<small>3 Luogo previsto per la consegna delle merci (scalo, stato) / Place of delivery of the goods (place, country)</small> BERCO S.P.A. VIA DEL LAVORO 1 FE COPPARO I	<small>16 Trasportatore logistico, nome, indirizzo, stato / Carrier (name, address, country)</small>																																
<small>4 Luogo e data della presa in carico della merce / Place and date of taking over the goods (place, country, date)</small> S.Didero (TO) 05/02/24 15:20	<small>16 Trasportatore logistico, nome, indirizzo, stato / Carrier (name, address, country)</small>																																
<small>5 Taglie / Authorizations / Number (plate) / Access</small>	<small>16 Trasportatore logistico, nome, indirizzo, stato / Carrier (name, address, country)</small>																																
<small>9 Numero e qualità della merce / Nature and quality of the goods</small> VS. ORDINE N.5500000507-191 DEL 01/02/24 RIF. NS. ORD. 896371 BILL. LAMINATA 55	<small>6 Caricamento / Carriage</small> 8,40 35KB-2	<small>7 Numero / Number</small> 13	<small>11 Peso netto kg. / Net weight (in kg)</small> 30440																														
<small>10 Id. di statistica / Statistical number</small> 72249007																																	
<small>12 Volume m³ / Volume (in m³)</small>																																	
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;"> <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	<small>13 Mittente / Address / Sender's instructions / Note</small> <div style="font-size: 2em; color: green; font-weight: bold; text-align: center;">DDT</div>		
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																													
<small>14 Mittente per il pagamento del nolo / Indication for the payment for carriage</small>																																	
<small>21 Compilato da / Established in</small>																																	
<small>23 Firma e timbro del trasportatore / Signature and stamp of the carrier</small>																																	

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 D.P.R. 472/98 DEL 14/08/1998

LETTERA DI VETTURA INTERNAZIONALE INTERNATIONAL CONSIGNMENT NOTE		Codice Internazionale Center Code	
<p>2 Destinataro (Ragione, nome, stato) / Consignee (Name, address, country)</p> <p>BERCO S.P.A. VIA DEL LAVORO 1 44034 FE COPPARO</p>		<p>N.</p>	
<p>3 Luogo previsto per la consegna della merce (Località, stato) / Place of delivery of the goods (Place, country)</p> <p>BERCO S.P.A. VIA DEL LAVORO 1 FE COPPARO I</p>		<p>25 Destinatore/Cessionario (Ragione, nome, stato) / Purchaser (Name, address, country)</p> <p>BERCO S.P.A. VIA I. MAGGIO 237 44034 FE COPPARO</p>	
<p>4 Luogo e data della presa in carico della merce / Place and date of taking over the goods (Place, country, date)</p>		<p>16 Trasportatore (Ragione, nome, indirizzo, stato) / Carrier (Name, address, country)</p>	
<p>5 Taglie / Motorcycles / Number plates / Licenses</p>		<p>17 Trasportatori successivi (Ragione, nome, indirizzo, stato) / Successive Carriers (Name, address, country)</p>	
<p>9 Misure e qualità della merce Measure and quality of the goods</p> <p>10 N. di statistica Statistical notation</p>		<p>7 M. di cart. / Marking</p> <p>11 Peso netto in Kg. Net weight in Kg.</p> <p>12 Misura in m<sup>3</sup> Volume in m<sup>3</sup></p>	
<p>8 Imballaggio Method of packing</p> <p>6 Caricamento a numeri Mark and numbers</p>		<p>13 30440</p>	
<p>13 Misure del mittente / Annotations / Sender's instructions / Note</p> <p>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 4) PROPRIETARIO DELLA MERCE: Sconosciuto a termini di condizioni contrattuali</p>		<p>19 Convenzioni particolari / Special agreements</p> <p>20 Rinvii ed osservazioni del trasportatore / Carrier's reservations and observations</p> <p>26 Misure rilevate / Relativity relations ESEGUITA: NEGATIVO</p> <p>14 Istruzione per il pagamento del nolo / Instruction for the payment for carriage DAP (INC. 2020) - COPPARO</p> <p>21 Completato e stabilito in / Date 05.02.2024</p>	
<p>22 Firma e timbro del mittente / Signature and stamp of the sender</p>		<p>23 Firma e timbro del trasportatore / Signature and stamp of the carrier</p>	
<p>24 Misure rilevate / Goods received</p> <p>Luogo / Place</p> <p>Firma e timbro del destinatario / Signature and stamp of the consignee</p>			

Per la merce pericolosa (in caso di una denominazione corretta, la classe, la cifra o se del caso la lettera, in caso di pericolosa grossolana, menzionare, oltre la possibile confezione, la classe, il numero e la lettera (if any).

DDT

BERCO SPA 00896420  
ENT - 5 FEB 2024 14:33

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**DOCUMENTO DI TRASPORTO  
(D.d.t.)**

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

Int.Ver.

01331630382

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 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 3	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

BERCO SPA 00896611  
ENT - 12 FEB 2024 13:41

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

The total number of containers is missing

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





# OPERATING INSTRUCTION

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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 DOG	DATA DOCUMENTO	PER PAGINA	CCO CLIENTE	PARTITA IVA	CALIBRE DEL TRASPORTO
124	08/02/2024	1 / 1	C 1	IT 0	VENDITA
CODICE ARTICOLO	DESCRIZIONE	U.M.	QUANTITA'		
BC	BOCCOLA	PZ	255,00		
BC	BOCCOLA	PZ	134,00		
BC	BOCCOLA	PZ	125,00		
BC	BOCCOLA	PZ	860,00		
BC	BOCCOLA	PZ	242,00		
BC	BOCCOLA	PZ	500,00		
BC	BOCCOLA	PZ	1.599,00		
BC	BOCCOLA	PZ	750,00		
BC	BOCCOLA	PZ	118,00		
BC	BOCCOLA	PZ	775,00		
BC	BOCCOLA	PZ	392,00		
BC	BOCCOLA	PZ	3.186,00		
BC	BOCCOLA	PZ	2.068,00		
BC	BOCCOLA	PZ	104,00		
PE	PERNI CR7	PZ	700,00		
PE	PERNI CR7	PZ	64,00		
CC	CONTENITORE METALLICO DI PROPRIETA' IMG 1000X800X650CL001VBLU	NR	27,00		
MK	CASSA CARTONE ALTA CON ALETTE	NR	1,00		
CC	CASSONE DI PROPRIETA' BERCO MOD. 1000000001 CONTENITORE DA RESTITUIRE COD. I01 IN C/RESTITUZIONE	NR	2,00		


BERCO SPA 00896557  
ENT - 8 FEB 2024 16:09

TRASPORTO A CURA	DATA INIZIO TRASPORTO	
VEETTORE	08/02/2024	
DATA 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.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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CUSTOMER  
**BERCO S.p.A.**

ORDER NR. (K)  
**5500000528-Copparo**

ART NUMBER (P)  
**BC 2092 SA-46MNV6**

QUANTITY (Q)  
**1.000**

SUPPLIER NR. (V)  
 [Redacted]

LABEL NR.  
 [Redacted]

SUPPLIER  
 [Redacted]

NET WEIGHT (KG) 976,00    TOTAL WEIGHT (KG) 14.561,64    PACKAGE NR [Redacted]

DESCRIPTION  
 Supporto per rullo tornito e forato BC2092

DOCUMENT NR. (SK) 1263

HEAT NUMBER 70865    DATE 06/02/2024

M4U LOT NR. (H) 3838


Delta Ver. 1 Rev. 4

**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 / Revision Index</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>PRODUCTION BATCH</b>		
<b>Shipping date</b>	<b>Total weight incl. tare</b>	