

Delivery Instructions

Material

Basic Principles

Part-deliveries can only be made after consultation.
Over-deliveries are not permitted.
Labelling of goods in accordance with the written order.
Order data is decisive for the contract.

Blanks

All castings and forgings and also round and hollow bar must be labelled with the batch number (if required), material designation, test symbols and manufacturer's logo.

Finished Material

Material must be labelled with material number, material designation, batch number - if required - and the stamp of the restamping officer.
The components shall be permanently marked with hard stamp, electric marker pen or another process in the places specified by the drawing.
Order number and order item shall be identifiable by tags or adhesive labels.
Test certificates shall be enclosed with the consignment.
All machined surfaces shall be preserved and protected from damage with wood or plastic cover.

Welded Structures

Each part of the welded structure must be labelled with material number, material designation, batch number (if requested) and stamp of the restamping officer.
Order number and order item shall be identifiable by tags or adhesive labels.
All machined surfaces shall be preserved and protected from damage with wood or plastic cover.
Baseplates must be permanently marked with drawing number, customer contract number and contract item number.

Motors, Gearboxes, Pumps, Plant, Mechanical Seal Systems, Valves etc.

Deliveries of large, bulky aggregates weighing more than 2000 kg must be notified in advance without fail. They must be delivered in such a way that unloading from above by crane is possible.
The aggregates must be packed and protected against the weather and palletised or placed on boards so that it is possible to drive the forklift under the load carrier.
All aggregates must bear the customer item number and customer contract number: tags, banners, adhesive labels or similar may be used as desired.
Performance data and serial number on the rating plate and data on the delivery note must be identical.
Flange connectors shall be sealed with wood or plastic cover.

Shafts

Shafts shall be handled according to a separate instruction. The instructions are part of the order text.

Instructions regarding handling and procedure for shafts are enclosed with the respective order.

Delivery Documents

Basic Principles

The material must be clearly identifiable by the data on the delivery note. Sulzer order number and order item shall be quoted accordingly.

The data on the delivery note must concur with the order text.

Delivery documents must be accessible without opening the packaging.

Delivery Note

The delivery note must include: consignor, supplier number, consignee, order date, total consignment quantity, quantity per consignment unit, Sulzer order and item numbers, customer contract and item numbers, batches, sell-by date if required, hazardous goods notice with datasheet if required

Customs Documents

Relevant customs forms must be attached to the delivery note.

Test / Quality Certificates

If certificates are listed on the delivery note, they must also be enclosed with the consignment.

Packaging

Basic Principles

The packaging must be selected so that the goods are delivered complete and in perfect condition.

Suitable loadcarriers / containers must be used.

Basic pallet dimensions shall be adhered to: overhangs shall be avoided as far as possible.

The packaging may not be larger than absolutely necessary.

Risk of injury must be excluded, the accident prevention regulations shall be observed.

Only recyclable, quality materials may be used for filler material.

The packaging must be secure for transportation and tamperproof.

Climatic conditions shall be taken in account as necessary e.g. sea freight.

Consignment units must be clearly marked (supplier, content, quantity).

For wooden packing exceeding the volume of 0.5m³, chip board screws have to be used in order to avoid the costly opening of nailed down boxes.

Wire-mesh Cages

Wire-mesh cages must comply with the exchange criteria of the European Pallet Pool for EUR Wire-mesh Cage Pallets, i.e. perfect condition must be ensured.

Faulty, damaged wire-mesh cages will not be exchanged.

Euro-Pallets

The pallets must comply with the exchange criteria of the European Pallet Pool for EURO pallets, i.e. perfect condition must be ensured.

Faulty, damaged pallets will not be exchanged.

Disposable Pallets & Crates

Perfect condition of the transport containers and loadcarriers must be ensured.

The directives of the waste disposal industry and environmental protection must be fulfilled.

Parcels

The use of suitable quality corrugated board or cardboard and suitable quality filler material against damage must be guaranteed.

The directives of the waste disposal industry and environmental protection must be fulfilled.

Bruchsal, 05.03.2004

Sulzer Pumpen (Deutschland) GmbH