

Voith Paper GmbH & Co. KG, Sankt Pöltener Straße 43, 89522 Heidenheim, Germany

Instructions for completion of the file “READINESS OF DESPATCH”

status: version 1.3
date: 08.01.2010

Author: Alexander Möller
Contact: alexander.moeller@voith.com
Phone: 07321/37-7319

Contact person: Waldemar Kloss
contact: waldemar.kloss@voith.com
Phone: 07321/37-9178

Change history:

version	date:	author:
1.0	12.11.2007	Alexander Möller
1.1	14.08.2008	Alexander Möller
1.2	03.11.2009	Alexander Möller
1.3	08.01.2010	Alexander Möller

Geschäftsführung
Kurt Brandauer, Vorsitzender
Karl Josef Böck
Hans Peter Holl

Handelsregister
Reg.-Gericht Ulm,
HRA 661100
USt-Id Nr. DE 812 723 980
Steuer Nr. 64004/09067

Persönlich haftende Gesellschafterin
Voith Paper Verwaltungs GmbH
Reg. Gericht Ulm, HRB 661383

Vorsitzender des Aufsichtsrats der
persönlich haftenden Gesellschafterin
Dr. Hans-Peter Sollinger

Bankverbindung
Commerzbank AG, Heidenheim
BLZ 632 400 16
Kto. 2 071 066
IBAN DE95 6324 0016 0207 1066 00
Swift Code COBADEFF632

Deutschland
Land der Ideen

Offizieller Partner

Dear sirs,

please find enclosed a description to help you in completing the above mentioned file:

General requirements:

- The order of the ordering party (AG) is available
- Language in which the file has to be completed → concerning requirements of the AG !
- One separate file has to be prepared for each order and delivery.
- One file must consist exclusively of the sheet provided (READINESS OF DESPATCH)..

- Please enter each delivery part as a separate item.

Example of correct entering:

Line 3 contains: 15 bolts M5 x 130

Line 4 contains: 15 bolts M6 x 120

Example of incorrect entering:

Line 3 contains: 30 bolts M5 x 130 and M6 x 120

- The reference-column (column U) is available for your own disposal (for example: your order-number, truck-assignment, etc.)
- Please do not make any changes to the given file.
- Please use exclusively only the enclosed Excel-File - you shouldn't use an existing Excel-File from a current order in case of copying and overwriting any data.
- The Handling Unit number (Colli-number) has to be named in each line.
- In case that there are several positions per handling Unit (Colli), only in the first line of the handling unit should be entered the following data:
 - Kind of package
 - Gross weight kg
 - Net weight kg
 - Length in cm
 - Width in cm
 - Height in cm

1. Overview of the Excel-File (blank)

View of columns A to H:

READINESS OF							
quantity	material-number	quantity unit	material code	size/dimension	WBS-Element	equipment-No	supply order-no.

View of columns I to U:

DESPATCH												
Colli-Nr.	kind of package	Gross kg	Net kg	length	width	height	order no.	orderin g item	vendor	main assembly group	assem bly group	component

1. Overview of the Excel-File (blank) - continuation

View of columns V to Z:

			reference	
	case	VER.000001	truck HDH-CP-328	1000063-2011-00601
	crate	VER.000002		1000063-2011-00602
	pallet	VER.000003		1000063-2011-00603
	pallet with frame	VER.000004		1000063-2011-00604

2. description of the single domain

Field of column (Column)	Kind of field	Field type	Field length	Origin of the data
Quantity (A)	Mandatory field	numerical	8	<u>Your information</u> number of components to be delivered attention: no decimal places
Material-Number (B)	Mandatory field	CHAR	18	<u>Specified by AG – see the respective ordering item</u> if the material number is known, this number has to be indicated <u>If the material number is not known, the description DVS.000010 has to be indicated.</u>
Quantity unit (C)	Mandatory field	CHAR	3	<u>Your information</u> Quantity unit is assigned by a choice field acceptable are: ST = piece, M = meter, KG = kilogramme
Material code (D)	Mandatory field	CHAR	40	<u>Your information and/or in the event of component part delivery, supplier's information.</u> <u>language concerning requirements of the AG</u> In this field, no symbol should be used in the beginning of the description, that is connected with a formula/function in the table calculation.
Size/dimension in cm. (E)	Optional field	CHAR	32	<u>Your information and/or in the event of component part delivery, supplier's information</u>
WBS-Element (F)	Mandatory field	CHAR	24	<u>Specified by AG – see the respective ordering item</u> If the delivery concerns: - Ordered component parts => as per ordering item - accessories => transfer from the corresponding ordering item The basic WBS-structure is: X-XXXXXX-XXX.XXXXX Example: 1-000036-324.34001
Equipment-no. (G)	Optional field	CHAR	18	Currently not to be completed
Supply order-no. (H)	Optional field	CHAR	24	Currently not to be completed
Colli-number (Handling unit number) (I)	Mandatory field	CHAR	20	<u>Your information</u> Has to be filled out as specified. Choice via the Drop-Down-field in column I.
Kind of package (J)	Mandatory field in each line	CHAR	40	<u>Your information</u> Choice via Drop-Down-Field in column J (excerpt see enclosure number 1)
Gross kg (K)		numerical	8,3	<u>Your information, attention: 2 decimal places!</u>
Net kg (L)		numerical	8,3	<u>Your information, attention: 2 decimal places!</u>
Length cm (M)		numerical	5	<u>Your information, attention: no decimal places!</u>
Width cm (N)		numerical	5	<u>Your information, attention: no decimal places!</u>
Height cm (O)		numerical	5	<u>Your information, attention: no decimal places!</u>
Order no. (P)	Mandatory field	numerical	7	<u>Specified by AG => order</u>
Ordering item (Q)	Mandatory field	numerical	5	<u>Specified by AG => order</u>
vendor (R)	Mandatory field	numerical	7	<u>Specified by AG</u>

2. description of the single domain - continuation

Field of column (Column)	Kind of fieldt	Field type	Field Length	Origin of the data
Main assembly group (S)	Mandatory field	CHAR	18	<u>Specified by AG</u>
Assembly group (T)	Mandatory field	CHAR	18	<u>Specified by AG</u>
component (U)	Mandatory field	CHAR	18	<u>Specified by AG</u>
Packing material AG (V)	Mandatory field	CHAR	10	<u>Please no entries, will be automatically filled due the the filling of column J.</u>
Description Packing material of the AG (W)	Mandatory field	CHAR	40	<u>Please no entries, proposed values for prescribed packing materials of the AG in column J.</u>
Material number packing-material of the AG (X)	Mandatory field	CHAR	10	<u>Please no entries, proposed values for prescribed packing materials of the AG in column J.</u>
Reference (Y)	Optional field	CHAR	40	For your free disposal: reference-data of the supplier
Handling Unit (Z)	Mandatory field	CHAR	18	<u>Specified by AG</u>

attachement 1: to be applied PACKING MATERIAL
(excerpt - usage via drop-down-domain)

ON WOOD		PARCEL
CASKET		PALLET
REPACK		PALLET WITH FRAME
LETTER		LOT
BUNDLE		ROLLER
CONTAINER 20' BOX STANDARD		SKID
CONTAINER 20' FLAT RACK		PLYWOOD BOX
CONTAINER 20' OPEN TOP		TRANSPORTATION RACK
CONTAINER 20' REEFER CONTAINER		DRUM
CONTAINER 40' BOX STANDARD		ENVELOPE
CONTAINER 40' FLAT RACK		UNPACKED
CONTAINER 40' OPEN TOP		CARDBOARD BOX
CONTAINER 40' REEFER CONTAINER		CRATE
TIN		CORRUGATED CARDBOARD FOLD CARTON
BARREL		
WOODEN TRESTLE		
WOODEN CASE		
WOODEN SKID		
WOODEN SEGMENT		
IN WOOD		
CARTON		
CARTON ON PALETTE		
CASSETTE		
CASE		
BAG		
SMALL PARCEL		

Attachement 2: data migration out of the purchase order



Voith Paper

Voith Paper GmbH
 Voithstraße 2
 47803 Krefeld, Germany
 Tel. +49 21 51 896-0
 Fax +49 21 51 896-434
 www.voithpaper.com

Voith Paper GmbH, Postfach 10 21 54, 4721 Krefeld, Germany

Voith Paper Limited
 PO Box 8
 MANCHESTER
 M24 1QT
 UNITED KINGDOM

Your Reference

Message

Our Reference: Fr. Kaminski

Telephone No. +492151896842

Telefax No. +492151896638

Date: 2009-11-02

E-Mail: claudia.kaminski@voith.com

supplier fax: +49441616533114

supplier no.: 3700016

salesperson:

vendor entry in column R

Order number entry in column P

Purchase order no.: 2040 4500444349 / K61

Order currency: EUR

Delivery point: Voith Paper GmbH
 Voithstraße 2
 47803 KREFELD
 GERMANY

Delivery terms: Incoterms 2000: EXW excluding packing

Item	PO quantity	Un	Mat-no.	Deliv.date	Price per unit	Un	Net value
	Short text			WBS-Element			
0010	1	P.C	KRE.600013	2009-11-27			
	repair weight:				0.400 KG		

Material number entry in column B

Remark:
 In this example, the material number is known -if the material-number is not known, the description DVS.000010 has to be used.

Order position entry in column Q

quantity entry in column A

Quantity unit Entry in column C

review and in case repairing of gear pump (P3000)
 A new one is already delivered with your order no. 3483290 to our customer 'Oberlennigen', old com. 21109100
 Now, this pump is the old one, which should be repaired, if possible.

Please, send us a cost estimate before starting with work.
 We have to approve the costs of repairing.

We addition the following components:

KRE.600011 repair parts

Quan	UN	Date
1	Pi	2009-10-29



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Attachement 3: completed sample

View of columns A to H:

READINESS OF							
quantity	material-number	quantity unit	material code	size/dimension	VBS-Element	equipment-No	supply order-no.
1	H84.507039	ST	pulsationdamper		1-000063-302.11010		
1	DVS.000010	ST	pressure gauge		1-000063-302.11010		
1	DVS.000010	ST	elbow with sleeve for pressure gauge		1-000063-302.11010		
16	DVS.000010	ST	thread bolt BM20x250 B DIN 976	BM20x250	1-000063-302.11010		

View of columns I to U:

DESPATCH												
Colli-Nr.	kind of package	Brutto kg	Netto kg	length	width	height	order no.	orderin g item	vendor	main assembly group	assem blg group	component
1000063-2011-00601	Case	3200,00	2200,00	426	224	255	4500204635	10	3034790	HB1.11000	HB1.11010	
1000063-2011-00601	Case	3200,00	2200,00	426	224	255	4500204635	10	3034790	HB1.11000	HB1.11010	
1000063-2011-00601	Case	3200,00	2200,00	426	224	255	4500204635	10	3034790	HB1.11000	HB1.11010	
1000063-2011-00601	Case	3200,00	2200,00	426	224	255	4500204635	10	3034790	HB1.11000	HB1.11010	

View of columns V to Z:

				reference
case		VER.000001	truck HDH-CP-328	1000063-2011-00601
crate		VER.000002		1000063-2011-00602
pallet		VER.000003		1000063-2011-00603
pallet with frame		VER.000004		1000063-2011-00604