



SynFlex

Delivery Guidelines for Suppliers



Preface

SynFlex follows in its product policy the motto: Highest quality - from a single source. We do not rely on quick success with partial solutions, but on the all-round support of our customers who use our logistics and our expert knowledge.

Our offer always includes fast and reliable delivery. We achieve this through paperless data flow, barcode-based goods movement, packaging and shipping streamlining and optimised transport routes. We leave nothing to chance so that our products reach our customers on time.

For this reason, logistics is also extremely important to SynFlex's suppliers. We regard them as one of our strategic success factors and are therefore interested in continuous cooperation with our suppliers in order to develop and optimise mutual benefits as business partners.

These delivery guidelines are intended to serve as a generally binding framework and provide our suppliers with guidelines for optimizing all processes in their cooperation with SynFlex.

General information

Shipping addresses

- SynFlex Elektro GmbH
Auf den Kreuzen 24
32825 Blomberg
Germany
- SynFlex Elektro GmbH
Werk Schramberg
Dr.-Kurt-Steim-Straße 18
78713 Schramberg
Germany

Deliveries

- Monday-Thursday 7.00-15.00 Uhr
- Friday 7.00-12.00 Uhr
- Unloading takes place without exception (from behind) via a dock leveller. Lateral unloading is not possible!

Necessary documents

All deliveries to SynFlex must be accompanied by the following documents:

- Forwarding order VDA 4922
- Test certificates
- Delivery note
The delivery note shall be treated as an annex to the transport documents. Delivery notes must be handed over to the forwarding agent with the forwarding order VDA 4922. They must also be attached to the large load carrier in corresponding pockets so that all data necessary for receiving the goods are available at the points of receipt.

Product labelling

The following information must be clearly visible on goods delivered to SynFlex:

SynFlex material no.

- on the outer packaging
- on the smallest packaging unit
- on the delivery note

SynFlex order no.

- on the outer packaging
- on the smallest packaging unit
- on the delivery note

Batch no.

- on the outer packaging
- on the smallest packaging unit
- on the delivery note

Shelf life expiration date or production date

- on the outer packaging
- on the smallest packaging unit
- on the delivery note

Barcode label on each packaging unit

- quantity + unit of measure (kg / m / m² / etc.)
- SynFlex material number
- SynFlex material designation
- barcode EAN 128 consisting of the quantity with three decimal places and SynFlex material number, e.g. 50.05 kg enamelled copper wire = 0050050,1032050062
(The separator must be a comma (,))
- batch number
- batch number as barcode EAN 128
- SynFlex order number and position
- shelf life expiration date or production date
- SynFlex logo or neutral
- UL data if available
- outer diameter of round wire
- reel type and designation for reel items
- SynFlex variant number

Packing

Types of packing

Regardless of the type of packaging (disposable or reusable), the following requirements must be met:

- Damage-free and dry material delivery (no quality impairment)
- The goods must be sorted by type and packed by batch. If several batches or articles are delivered on a large load carrier, they must be clearly separated from one another. Other deliveries are to be agreed with SynFlex.
- One item must be shown on the delivery note for each batch.
- Goods deliveries of an article with several partial deliveries are only permitted by SynFlex if several batches are necessary to fulfil a SynFlex order. It should be a mutual effort to keep the number of partial deliveries as low as possible in order to reduce the logistical effort.
- Sufficient transport protection
- Trouble-free unloading through rear discharge.
- Use of recyclable materials.
- Marking of packaging units, as specified.

Pallets

- Euro pallets quality class 1A
- Special pallets (Euro pallets quality class 1A with a reel-suitable battening)

Units and weight

- Mark partial quantities or deviating quantities separately and separate them clearly visible/ recognizable from the remaining materials.
- Max. gross weight of one packing unit must not exceed 1,200 kg.
- Max. packing height of a packing unit must not exceed 1.5 m.
- no protrusions over the edges of the euro-pallets

Marking of packing

- It must be ensured by all suppliers that all packaging (packing units) are labelled with an updated, carefully filled in and barcode-enabled (Code 128) goods tags (see point 6 „Barcode/Label“).

In addition to the company-specific product ranges of SHWire, SynFlex and Iso-Tek, the SynFlex Group offers all customers interdisciplinary services to which they have access at all times.

You can take advantage of these Group-wide services internationally at any time in all the SynFlex locations in Europe, Asia, Turkey and beyond.

SynFlex Group and UL – A strong partnership

As the first test laboratory in Europe to participate in the UL Third Party Test Data Program, the SynLab® carries out all the tests required for the enhancement and new configuration of an EIS.

The objective of this cooperation is to support customers in new approval, enhancement or adaptation of existing UL systems.

The SynLab® test laboratory – Comprehensive testing services

The SynFlex Group test laboratories at the SynFlex locations in Blomberg and Shanghai, and at headquarters of SHWire in Lügde are known for their variety of thermal, mechanical, chemical and electrical testing procedures.

The SynLab® is regularly inspected by UL, thus confirming its competence. The qualification is achieved by UL audits performed in our laboratory according to international and national standards, in particular the standard UL 1446 “Systems of Insulating Materials General”. Due to its memberships in expert committees SynFlex is involved in change and validation processes of norms and standards. Customers thus benefit from optimal project processing and a state-of-the-art laboratory that can carry out short or long-term tests according to UL 1446 and IEC standards or customer-specific tests for systems or materials.

SynServ – services of the SynFlex Group Logistics competence

Rapid and reliable availability of goods is the core objective of logistics in the SynFlex Group. From Blomberg, we supply our logistics and production plants of our subsidiaries and affiliates worldwide. Moreover, the complete logistics of SHWire are handled via the logistics center at the Blomberg plant.

Metal trading

Fluctuating volumes of demand, volatile commodity exchange prices and the necessity of a reliable basis for calculation are realities that are extremely difficult to reconcile when dealing with metals. To provide you, as a customer and partner of SynFlex Group, with greater certainty, not only commercially but also organizationally, we offer you several services, for example copper hedging, alongside the material supply of copper and aluminum.

Product management

The product management of the SynFlex Group provides you with competent support in the development, optimization and implementation of new ideas. We calculate, test and certify materials, components, structures, products or production processes. The technical and economic know-how of our product managers bridges the gap between research and market-driven products.



SynFlex International

The network of the SynFlex Group provides its customers with consistent quality of the service and products, goods availability and professional advice. We have production and logistics capacities at every location in Europe, Asia and Turkey. Thanks to our extensive sales network, we are also active in countries where we do not have a site, and we can provide individual advice there.

SynFlex Scandinavia

With our location in Copenhagen, we deliver to all of Scandinavia and parts of the Baltic countries.

SynFlex France

With our location in Paris, we supply France, the southern countries of Spain and Portugal, as well as North Africa.

SynFlex Italy

With our location in Bologna, we deliver to customers in Italy and to neighboring countries in the Eastern Mediterranean region.

SynFlex Austria

With our location in Vienna, in addition to covering the Austrian market, we also cover the entire Eastern European region from the Czech Republic to Albania, and all the way to Ukraine.

SynFlex Poland

With our location in Warsaw, we deliver to customers in Poland, the southern Baltic countries, all the way to Belarus.

SynFlex Turkey

With our location in Istanbul, we supply customers in Turkey. At the same time, this location serves as a gateway to the Caucasus and the Middle East.

SynFlex China

With our location in Shanghai, we serve the vast Chinese market, along with all neighboring countries in Central, Southern and Eastern Asia.

At highest level.
The complete **SynFlex** product range.

Winding

Premium Winding Wires
SHWire

Winding Wires
SynWire

Litz & Special Wires
SynWire WW

**Copper &
Aluminium Foils**
SynShield®

Insulate

Insulating Materials
SynTherm®

Electrical Adhesives Tapes
SynTape®-Intertape®-Isotape®

**Electrical Insulating
Sleeving**
SynSleeve

Resins & Varnishes
SynChem

**Stamped & Shaped
Components**
SynPrep

Wrapping Tapes
SynWrap

Connect & Equip

**Connecting Cables &
Transformer Terminals**
SynCon®

Temperature Monitoring
SynTemp®

FRP Profiles
SynProf

**Special Components &
Accessoires**
SynParts

SynFlex Group

**Laboratory Services &
UL Services acc. to 1446**
SynLab®

Consulting & Services
SynServ

SynFlex International

Common Goal – Joint Progress:
The Resource of Power.



Insulation Systems, www.synflex.com



Magnet Wires, www.sh-wire.de



Electric Insulation, www.isotek-gmbh.de