

EXTERNAL GUIDELINE

Packing and shipping instruction

Process Industries, Switzerland

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1. Purpose and Basic Description

This instruction is a general instruction containing the minimum requirements of the supplier's packing, shipping and marking methods, when supplying to ABB. Any specific shipping and packing instruction associated to a specific order have precedence over this instruction.

Adhering to this instruction does not minimize the liability of the supplier for material damage resulting from inadequate packing and/or inherent vice. The supplier is in charge and must know to what extent his commodity is susceptible to damage during transport and storage. All harm and costs resulting from lack or deficient packing shall be borne by the supplier.

For this document whenever the word Good or where applicable the plural Goods is used, it shall comprise material, equipment, components, article, goods, commodity, or similar wording describing the deliverables of the supplier.

2. Packing

2.1. Supplier responsibility

The supplier (and its sub-supplier) is responsible to properly pack and protect the Goods for shipping purposes. The package structure shall be done considering: mass, shape, volume, physical/chemical characteristics and mechanical resistance of packed Goods and must ensure the protection of the Goods against weather elements or other, during handling, transport, storage and stacking. All Goods shall be securely fixed inside the cases to withstand loads arising during movement, fixing of slings, tilting etc.

If applicable, the supplier shall provide handling instructions for:

- Safe lifting operation
- Storage
- Transportation, goods movement
- Handling and unpacking

2.2. Packing Requirements

All Goods shall be carefully and properly packed, suitable for long distance transportation. The cases must manage the weight of their containing Goods when lifted. The choice of the packing shall consider the type of shipment foreseen and the characteristics of the Goods.

Normally there are three ways of sending Goods to final destinations:

- airfreight shipment
- sea freight shipment
- shipment by truck

Goods from different purchase orders shall not be consolidated and packaged together. Individual purchase order Good line items shall be segregated, marked and packed separately excluding following: Small and/or loose parts which are related to the same Good (e.g. Motor 1 and Motor 2).

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2.3. Protection

All Goods shall be packed to be well protected against dampness, moisture, rust and corrosion, enabling the Goods to be transported and stored in a non-heated storage area for 12 months without suffering any damage. Any deviations must be agreed with ABB.

2.4. International Standards for Phytosanitary Measures ISPM 15

Whenever the legislation of the country of the final destination requires special treatment of the packing material, the supplier must make sure all wooden packing materials associated with the consignment have been treated strictly according to the International Standards for Phytosanitary Measures (ISPM 15) issued by IPPC and marked accordingly, to fulfill these legislations. A phytosanitary certificate shall be provided upon request.

2.5. Verification of packing

Documentation of the packing of each Good shall be sent to ABB, if requested before packing has started. In this situation, the supplier must be able to provide photos of each Good being packed and when the packing of each case is completed. This to be able to verify that a damaged Good was packed properly and to be able to verify the correct content was packed.

2.6. Packaging Inspection

ABB reserves the right to conduct packaging inspections at any time, which may be accompanied by our customer or by an inspection company. Inspection dates are to be announced by ABB and agreed at least four weeks in advance.

Part of the inspection may include but is not limited to

- Quality of the packaging
- Quantity of packed itemized Goods and number of cases
- Marking and labelling

2.7. PPWR Compliance

The Supplier shall ensure that all packaging and packaged products supplied under this Purchase Order comply with Regulation (EU) 2025/40 on packaging and packaging waste (PPWR) and with any applicable national requirements adopted pursuant to or supplementing the PPWR. The Supplier shall fulfill the obligations applicable to its legal role under the PPWR, including, as applicable, as manufacturer, importer, distributor, producer and/or supplier of packaging or packaging materials. Upon ABB's reasonable request, the Supplier shall provide, without undue delay, the information and supporting records that the Supplier is legally required to hold, control or make available under the PPWR and that are reasonably necessary for ABB to assess compliance of the relevant packaging or to fulfill its own obligations under the PPWR. The Supplier shall immediately inform ABB of any actual or suspected PPWR non-compliance affecting the supplied packaging and shall take, at its own cost, all necessary corrective actions. The Supplier shall also ensure appropriate traceability and shall co-operate with ABB and with competent authorities in relation to PPWR compliance matters.

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3. Heavy and oversized goods

To simplify the shipment and to avoid high transportation and shipping costs it is important that the supplier tries to adapt his way of packing to the sizes of a general-purpose container.

- The supplier shall at his utmost try to adapt the dimensioning of the packing materials to the size of a general-purpose container.
- The supplier shall at best effort alter the packing material of the package so it easily can be lifted in and out of the container using a forklift. Thus, enough margins are required to place the package in the container.
- The supplier shall avoid bundling of several Goods into large packages so the packages together do not fit in a general-purpose container, when each Good individually does.

4. Dangerous Goods

With regards to the packing, labelling, marking and declaration of dangerous Goods, it's the responsibility of the supplier to ensure that they and/or their appointed sub-suppliers hold the relevant qualifications and certification issued by the respective governing body.

ADR	Road
RID	Railway
IATA DGR/ICAO TI	Air
IMDG-Code	Sea
ADN	Inland Waterways

Dangerous Goods shall be packed and, where the regulations require, loaded separately. Packing and labelling must conform to the internationally recognized regulations listed below. Material Safety Data Sheets (MSDS/SDS) shall be provided in English and it's the responsibility of the supplier to issue all dangerous goods declarations required for the shipment of the goods.

5. Marking

5.1. Good Marking

Each individual Good must be easily identified. Thus, to allocate each Good of the packing list, these itemized Goods shall be labeled individually with the same text on the Good as on the packing list.

ABB Package number
 ABB Customer's Purchase Order number
 ABB Customer's Purchase Order indicated Good number
 Good Description
 TAG Number

5.2. Package Marking

Marking Example

SHIPPER ABB SWITZERLAND LTD

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PROJECT	PROJECT NAME
ABB PROJECT NO.	ABB SAP PROJECT NO.
DESTINATION	PLACE OF DESTINATION
PACKAGE NO.	ABB PACKAGE NO.
DIMENSIONS	... x ... x ... CM
NET WEIGHT	 KG
GROSS WEIGHT	 KG

In case of special marking requirements for a specific project, customer, and/or country of destination, the details will be included in the purchase order.

The cases shall be marked as follows:

- ABB label with a minimum height of 200 mm (RAL 3020)
- The marking must be clearly visible and applied at least on two opposite sides of the case
- International standard handling marks as fragile, this way up, center of gravity, load chain marks etc. in English
- The marking must be made in clear permanent paint or through plasticized labels ensured to stay on the case throughout the transport
- Goods handling instructions shall always be attached to the Goods at delivery
- Supplier shall ensure that proper warning notifications are clearly marked on the Goods, such as tipping hazards, center of gravity, weight
- ABB Packing List, refer to chapter 6. → Before delivery

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6. Delivery & Documentation

The following documents are to be sent to ABB at the latest set times.

90 days before delivery	
Heavy and/or oversized goods	- When the use of a general-purpose container is not feasible this shall be reported to the transport manager at ABB as well as the preliminary cargo dimensions. - Transport sketches including lifting instructions as well as any specific transportation and lifting requirements and precautions. - Goods handling instructions shall be sent to the transport manager and any other contacts defined by ABB per project requirements.
Dangerous Goods	Information of dangerous Goods and a completed Materials Safety Data Sheet for all dangerous goods in the consignment.
45 days before delivery	
Preliminary delivery advice	- Date of readiness - Preliminary list with number of cases, net/gross weight and dimensions - Transportation sketches and other documents explaining special transportation needs, if applicable - Pickup address / contact person / reference - Opening hours
10 days before delivery	
Finalized delivery advice	- Finalized case and packing lists including dimension and weight of each case. Packing lists shall include weight of each individual Good in the packing list. - Documents explaining special transportation needs, if applicable. - Copy of customs or proforma invoice.
Before delivery	
Replacement of packing lists	- ABB will send the supplier updated packing lists to be attached to the cases (instead of the supplier's packing list) before delivery. - One copy of the ABB packing list is to be placed in a transparent waterproof pocket kept inside a galvanized steel pocket nailed to the outside of the case.
Attachment of delivery advice	When applicable, transportation sketches and other specific transportation documents must be attached to the related case.
Immediately after delivery	
Delivery Confirmation	Delivery to be confirmed to ABB (in form of a signed proof of collection) immediately once delivery is effective
Supplier's documents	

In case Goods are handed over to ABB's customer or their forwarder, documents issued by the supplier shall neither be included in the package nor attached to it.

7. Transport Data Loggers

The usage of Transport Data Loggers, Shock Indicators, Humidity Indicators and/or Tilt Indicators may be required. Details will be included in the purchase order.

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8. Revisions

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A	all	Document established	2023-06-14 / SL
B	all	Internal Review, published for use	2024-01-10 / SL
C	all	Addendum chapter 2.7 'PPWR Compliance'	2026-08-07 / RS