

Document type  
**INSTRUCTION**

Title  
**PACKING AND TRANSPORT OF PROTOTYPES**

Issue  
**3**

Approved by (department acronym, name)  
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File name  
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**OLSU Kelly Wahlström**

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To (department acronym name)

For information (department acronym name)

## PACKING AND TRANSPORT OF PROTOTYPES

### 1. Introduction

The document states Scania requirements for packing and transport of prototypes. The purpose of this document is to instruct suppliers how to pack and book transport of prototypes.

Suppliers are expected to implement internal routines so that the requirements are fulfilled in each delivery to Scania.

### 2. Packing of Prototypes

- Goods must always be packed properly in order to minimize the risk of damages during transportation.
- The packing materials must be adapted to the goods. Small parts should not be packed in big packaging material or the opposite. Parts are packed inside the packaging material dimensions. The package cannot be smaller than A5 size, the Scania shipping label must fit on the package.
- When possible Scania prototype parts shall always be packed in Scania packing materials (Scania pallet, pallet collar and lid). If the supplier does not have access to Scania packing materials, the supplier shall use standard EU packing solutions (pallet, pallet collar and lid) or equivalent. Goods exceeding 15kg must always be packed on a pallet. It is acceptable to pack deliveries below 15 kg in carton box if it is certain that the box will not collapse (secure with for example L-profile supports if necessary). Parts always need to be packed in such a way that they are not exposed during transport to Scania.
- Separate the parts with foam or cardboard paper in order to avoid contact between the parts. Packing chips are not allowed.



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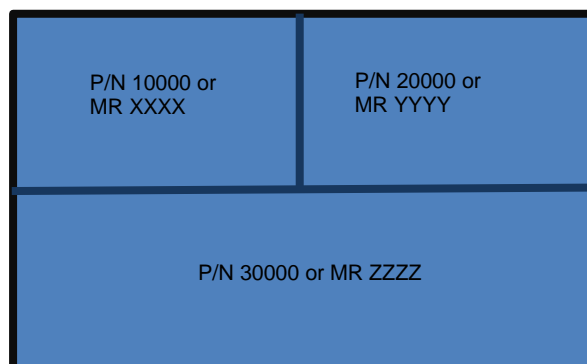
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- Parts with different part numbers or part versions shall be distinctly marked in the packaging. Use dividers or similar to separate parts with different part numbers or parts with different MR numbers, see picture 1 below.



Picture 1. Packing with dividers seen from above

- Shipping label and shipping documents shall be sent with the goods, stapled to the pallet collar, see picture 2 below.
  - The shipping label shall be sent with the goods, in a plastic pocket, stapled to the pallet collar or attached to the carton. Place the label in the lower left corner of the collar, on the short side of the pallet. The label is stapled with 6 staples. Use tape if stapling is not possible.
  - A delivery note shall be sent with the goods, in a plastic pocket, stapled to the pallet collar or attached to the carton. Place the shipping documents next to (to the right of) the shipping label. The documents should be to A5 format and stapled with 4 staples.
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Picture 2. Attachment of Shipping Label and Delivery note

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The correct shipping label must be used to assure that the goods is delivered to the correct address at Scania. Each delivery address at Scania has its own shipping label, see picture 3 below. It is very important that the shipping label is properly filled in (make sure that the text easily can be read from some distance. Ask the coordinator if you need assistance).

Receiver <b>SCANIA – Hantverkavägen 1</b> <b>SE – 151 65 SÖDERTÄLJE</b> <b>SWEDEN</b>		Dock / Gate <b>317X</b>	
Supplier Number	Supplier Address		
Order Number			
Date			
Part Number - Version	PA (MR) Number	Quantity	

Picture3: Example, shipping label for goods delivered to 317X in Södertälje

Fill in the label according to below:

- 1) Your Scania supplier number
- 2) Supplier address
- 3) Scania order number (from the Experiment Order)
- 4) Date when the goods was sent
- 5) Scania part number and part version
- 6) MR number (from the Experiment Order)
- 7) Quantity

## 3. Transport of Prototypes

### For booking of all kinds of transport

- DO NOT book with the regular Webstars booking for Prototype deliveries.
- You can only book economy transports (not special- or speed transport).
- The goods will be picked up the same day or the day after you sent the booking to specified e-mail address (no time limit).
- The goods will be picked up from Monday to Friday.
- The carrier will confirm your booking.
- The carrier will invoice Scania for the transport cost.
- For delivery issues or questions, contact the responsible prototype coordinator at Scania.

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## Standard booking of freight to Scania

- Use the booking form provided by the prototype coordinator
- You can only book transports to the Scania destinations mentioned in the booking form. Specify valid destination 317X, 654X/669R, 906, LP9, S26 or 074 (One booking per destination, make sure you have the latest version of the document).
- Prototype deliveries should be booked via the carrier announced by the responsible prototype coordinator.
- The booking for deliveries to our warehouses shall be sent to the carrier's e-mail address specified by the responsible prototype coordinator.

## Booking of freight between suppliers and/or express deliveries

- The booking form to be used will be provided by the responsible prototype coordinator. Please send the booking form filled back to the coordinator and they will arrange the booking.

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## Appendix 1: How to specify Scania's booking reference when booking transport

All transport bookings for shipments to Scania or between third party suppliers to Scania must always contain the **Experiment Order No as Scania's booking reference**. The Experiment Order No must always be the first characters of the booking reference. **It is not allowed to write anything before the characters of the Experiment Order No**. This is the standard for all transport bookings no matter which carrier is used.

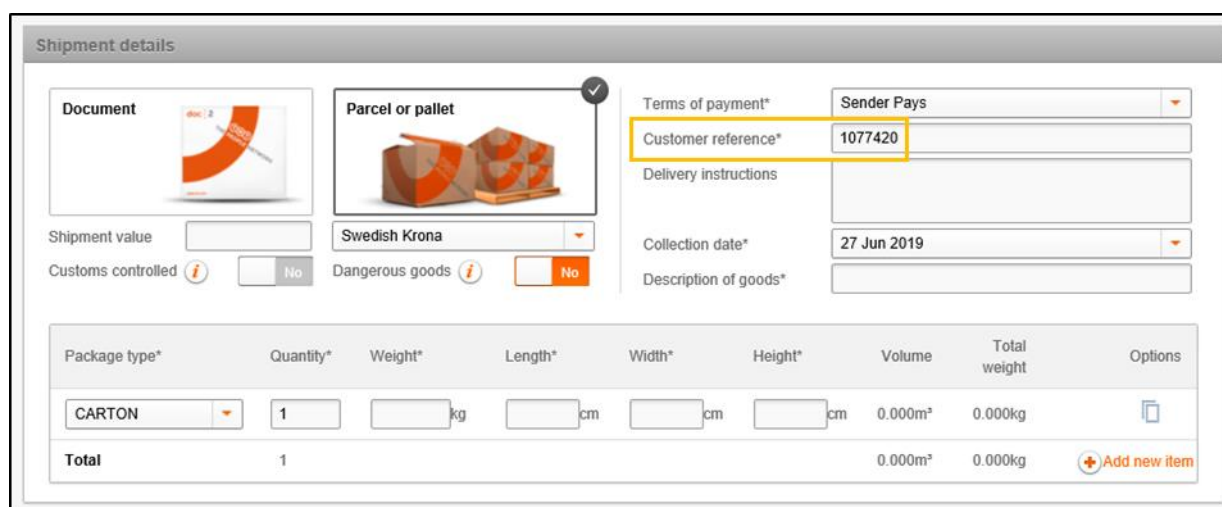
The Experiment Order No can be found in the upper right corner of the Experiment Order, see picture 4 below



The image shows a Scania Experiment Order form. In the top right corner, the text 'Experiment Order No' is highlighted in green, with the number '1077420' below it. The form also includes the Scania logo, the title 'EXPERIMENT ORDER', the date '2019-02-12', and the page number 'Page 1'.

Picture 4: Experiment Order No

Pictures 5 to 7 below shows examples of different forms used to book transport and how Scania's bookings reference shall be specified.



The image shows an online transport booking form. The 'Customer reference' field is highlighted in yellow and contains the number '1077420'. The form also includes fields for 'Terms of payment\*' (Sender Pays), 'Delivery instructions', 'Collection date\*' (27 Jun 2019), and 'Description of goods\*'. A table at the bottom shows the shipment details, including package type, quantity, weight, length, width, height, volume, and total weight.

Package type*	Quantity*	Weight*	Length*	Width*	Height*	Volume	Total weight	Options
CARTON	1	kg	cm	cm	cm	0.000m³	0.000kg	
<b>Total</b>	<b>1</b>					<b>0.000m³</b>	<b>0.000kg</b>	<b>+ Add new item</b>

Picture 5: Transport booking is made online. Enter Scania Experiment Order No as Scania's booking reference

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Part no:	Packages:	Weight:	Dimensions:
Total:			

Goods ready:		Closing hour:	
Special instruction:			


  

Resp. for deliveries at Scania (e-mail)	
Scania consignment reference number:	1077420

Fill in the e-mail of the responsible prototype coordinator at Scania. (Stated in the Experiment Order)

Fill in the order number(s) from Scania's Experiment Order(s). If it's more than one order, then write ", " between each order number.

Picture 6: Transport booking "Supplier to Scania" excel sheet. Enter Scania Experiment Order as Scania's booking reference.



## Pickup Order for Scania CV AB

Pick up date:	
Sender /Supplier:	
Address:	
Postcode:	
City:	
Country:	
Contact:	
Phone:	

Customer reference:	1077420
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Picture 7: Transport booking "Supplier to Supplier" and "express to 317X" excel sheet. Enter Scania Experiment Order No as Scania's Customer reference