



KONGSBERG

PACKAGING AND SHIPPING REQUIREMENTS

Instructions for supplier deliveries

KONGSBERG MARITIME AS



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ABBREVIATIONS

1D	Bar Codes, Code 128
2D	2D Data Matrix
BOM	Bill of Material
P/N	Part number
PO	Purchase Order
Rev	Revision
HS	Harmonized System Code

1 INTRODUCTION

1.1 Purpose

This document describes marking and packaging requirements for Kongsberg Maritime (KM) deliveries to KM or destination called out in the purchase order. Please read and comply with these instructions to avoid potential deviations. Failure to comply may result in the delivery being returned at the supplier's risk and cost.

2 GENERAL REQUIREMENTS

2.1.1 Marking

Suppliers to KONGSBERG MARITIME (KM) shall implement a marking method for any part supplied. The marking method shall be in accordance with KM Specifications in this document as a minimum. Specific project related requirements might additionally be imposed in accordance with specific customer needs. Part number and revision shall be defined if stated in the Purchase Order (PO).

The label must be clearly visible and not cover any other necessary information on the packaging. All products shall be labeled on the product packaging as a minimum.

Dangerous goods must additionally be labeled with "Dangerous goods label" for the class. Label must be clearly visible on the packaging.

2.1.2 Packaging

The supplier has an obligation to ensure that goods are properly packaged, prepared and secured for the transportation from the supplier premises to the final destination. This includes storage before and after shipment.

If applicable, the goods shall be packed in oversea and/ or seaworthy packaging that is designed to be stackable to allow safe transportation and handling when loading and offloading. Specific packing requirements will be called out in the given purchase order and or agreement.

3 PRODUCT LABELS

The label size for items shall be adjusted to the available space on each item and the font size shall be adjusted accordingly.

Text heading on label	Requirement	Number of characters	Description
Item No:	Mandatory	20	KM's item identification code. May include special character. Referred to in the PO.
Description:	Mandatory	36	KM's description of the Item.
Serial No:	Mandatory if available	31	Unique identification of each part.
Batch No:	Mandatory if available	22	Identification of a batch of items.
Rev. No:	Mandatory if available	6	As-Built part identification of items.
Qty:	Optional	7	Number of units in package.
PO/Prod no:	Optional	10	KM Purchase order or Production order number

The label shall be printed in positive image. (Black text on white background). Each individual traceable item shall be marked with the following text information and 1D Bar Code 128:

- **Item no** – Item number
- **Rev.** – As-Built Part Revision
- **Serial no** - Serial Number

4 PACKING LIST

Packing list must be in accordance with KM's PO and only contain items related to a single PO. Deviations between PO lines and Packing List lines must be duly notified.

Packing list must contain:

- Identification on which transport unit, box or crates the different items are located in.
- Size and weight of each unit (in the Packing list or in a separate box list).
- HS number and Country of Origin for each item.
- Serial number barcode for each item (in the Packing list or in a separate box list).
- Reference to the associated commercial invoice.
- Barcode for PO number.
- Reference to the Bill of Lading or Air Waybill number.






The Packing list shall be attached to the first transport unit, box or crate, in a waterproof and transparent envelope.

“Dangerous goods” must be marked in the Packing list, and Material Safety Data Sheet must follow the items.

5 EXAMPLES OF ITEM LABELS DEFINED AS KM STANDARD.






Small Item Label – Standard:

(Size 48mm x 90mm)

Item_Small 02.06.15 TEMP.btw			
Item No:		 GT301C2G10V000000	
Description: KOBL.BOKS TEMPFØLER A KOMPLETT POLSK MEX			
Serial No: 13/02233/13-02239/13 			
Batch No: 01234567890123456789012345		Rev. No: PRO01 	
PO/Prod No: 001-300318 	Date: 21.07.15	QTY: 99999.00 	











Large Item Label:

(Size 102mm x 158mm)

Item_Large18.05.15 Eks.btw			
Item No:		 6523-003.0002	
Description: LODDEØRE, DOBBELT FOR M4 SKRUE 48-931-11			
Serial No: M-3067121849 		Rev. No: J 	
Batch No: 0123456789012345678901		Date: 21.07.15	
PO/Prod No: 001-300153 	QTY: 99999.00 		



Cable Item Label:

(Size 48mm x 360mm)

Item No:  6523-003.0002		Item No:  6523-003.0002	
Description: LODDEØRE, DOBBELT FOR M4 SKRUE 48-931-11			
Serial No:  M-3067121849	Rev. No:  J	Serial No:  M-3067121849	Rev. No:  J
Batch No: 0123456789012345678901		Date: 21.07.15	
PO/Prod No:  001-300153		QTY:  99999,00	
PO/Prod No:  001-300153		QTY:  99999,00	







A5 Item Label:

(Size A5)

KM Item No:  6523-003.0002			
Description: LODDEØRE, DOBBELT FOR M4 SKRUE 48-931-11			
Serial No:  M-3067121849		Rev. No:  J	
Batch No: 0123456789012345678901		Date: 21.07.15	
PO/Prod No:  001-300153		QTY:  99999,00	

A4 Item Label

(Size A4)

KM Item No:  6523-003.0002			
Description: LODDEØRE, DOBBELT FOR M4 SKRUE 48-931-11			
Serial No:  M-3067121849		Rev. No:  J	
Batch No: 0123456789012345678901		Date: 21.07.15	
PO/Prod No:  001-300153		QTY:  99999,00	