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|---|--|---------------|--------------------------|
|  | <b>Supplier Packaging/Pre-Notification</b> | Procedure No. | SCM-PR-001               |
|   |  | Version       | 3.0                      |
|   |  | Approved by:  | Director of Supply Chain |
|   |  | Issued:       | 01/11/2021               |

## 1.0 Purpose/Scope

1.1 This process outlines minimum delivery requirements for RDA suppliers/vendors.

## 2.0 Definitions

|                 |                                       |
|-----------------|---------------------------------------|
| MilVehCoe       | Military Vehicle Centre of Excellence |
| RDA             | Rheinmetall Defence Australia         |
| DEF(AUST) 1000C | Defence Packing Standard              |
| SDS             | Safety Data Sheet                     |
| DG              | Dangerous Goods                       |
| PO              | Purchase Order                        |
| NSN             | NATO Stock Number                     |

## 3.0 Roles and Responsibilities

3.1 This document defines the roles and responsibilities of suppliers/vendors in providing mandatory documentation together with physical delivery of goods IAW Def(Aust)1000c.

## 4.0 Process

### 4.1 RDA Carton Minimum Label Requirements

4.1.1 Each item shall be identified by the following:


- a) NSN (if applicable, if not, b. (below) shall be used);
- b) manufacturer's part /materiel number;
- c) item name;
- d) quantity; and
- e) number of container, e.g.: 1 of 6, 2 of 10.
- f) GS1- 128 Barcode

4.1.2 Clear identification marking on the outside of each package will ensure quick turn around on delivery, acquittance of delivery and accounting documents, and will facilitate payment within the contractual period.

### 4.2 Packing Notes

4.2.1 Packing notes shall show:


- a. purchase order number; and
- b. all information required for item identification listed in paragraph 4.1.

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- 4.2.2 The minimum requirements that need to be recorded on a Delivery Note for all parts delivered to RDA.
- a. Delivery Note needs to include the complete delivery address that is listed on RDA PO,
  - b. It is mandatory to have **one delivery note per RDA Delivery related to the PO** number (applicable when multiple PO's are delivered together in the same shipment).
  - c. All pallets or cartons need to be numbered per shipment (i.e. 1/2, 2/2 etc). This numbering is to be clearly visible without the need to remove delivery notes from any plastic envelopes.
  - d. Delivery notes in one shipment need to be **affixed to the outside of the Pallet or Carton, copies also need to be packed internally.**
  - e. Each line item being delivered on the PO needs to be listed on the Delivery Note with the corresponding pallet number(s) or carton number(s) it is packed in. If a part number is on multiple pallets/cartons then list all relevant pallets/cartons.
  - f. UoM (Unit of Measure) must to be listed
  - g. Multiple parts can be delivered on one pallet however **only one part number is permitted per carton.**

#### 4.3 Quantities to be Packaged

- 4.3.1 The quantities of packages shall be:
- a. as per the Packaging Instruction (PI); or
  - b. as directed by the Ordering Authority; and
  - c. if a. or b. (above) are not available, a standard primary pack quantity within a standard outer container (if applicable), depending upon the size and mass of the item being supplied.
- 4.3.2 Identical NSNs. Quantities of items having the same NSN shall be packaged together in a single container or containers as a consolidated group. The group of containers shall be identified by consecutive numbers within the consignment.
- 4.3.3 Complete Equipment's. Items, which form a kit, a set, or a group of stores, the total of which is identified by a single group stock number, are to be assembled and packaged together.
- 4.3.4 Multi Item Packs. When packing items of unrelated NSNs the following principles shall apply:
- a. concentration of items of the same NSC together, e.g.: Class 8040; or
  - b. concentration of items for the same delivery point together and marking of the top left corner of the container face with the words MULTI PACK and the class numbers, e.g.: MULTI PACK, Class 8040, Qty 30; Class 8150, Qty 10; etc; and

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- c. enclosure of packing note of contents in waterproof envelopes, affixing the documents to the outside of the container in a location where it will not be torn off or damaged.

#### 4.4 Quantities to be Packaged

##### 4.4.1 The quantities of packages shall be:

- a. as per the Packaging Instruction (PI); or
- b. as directed by the Ordering Authority; and
- c. if a. or b. (above) are not available, a standard primary pack quantity within a standard outer container (if applicable), depending upon the size and mass of the item being supplied.

4.4.2 Identical NSNs. Quantities of items having the same NSN shall be packaged together in a single container or containers as a consolidated group. The group of containers shall be identified by consecutive numbers within the consignment.

4.4.3 Complete Equipment's. Items, which form a kit, a set, or a group of stores, the total of which is identified by a single group stock number, are to be assembled and packaged together.

| HANDLING AIDS SERIAL | GROSS MASS PACKAGE | LENGTH OF PACKAGE | HANDLING AIDS                            |
|----------------------|--------------------|-------------------|--|
| 1                    | Up to 10 kg        | Under 1 m         | Handles should be considered             |
| 2                    | 10 to 35 kg        | Under 1 m         | Handles are desirable                    |
| 3                    | Up to 35 kg        | 1 m and over      | Fork lift skids and/or 2 lifting handles |
| 4                    | 35 kg to 75 kg     | Under 1 m         | Fork lift skids and/or 2 lifting handles |
| 5                    | 35 kg to 75 kg     | 1 m and over      | Fork lift skids and/or 2 lifting handles |
| 6                    | Over 75 kg         | All sizes         | Fork lift skids and/or sling devices.    |


**Table 1 – Handling Aids**

#### 4.5 Electronic Items

4.5.1 Prevention of damage to items by Electrostatic Discharge (ESD) shall be through adherence to the following principles. Any electronic item that is susceptible to damage by ESD shall be packaged according to the latest issue of DEF(AUST)1000c, PART 7.

#### 4.6 Markings of Outer Containers

4.6.1 Unless otherwise specified, outer containers shall be marked in accordance

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with the requirements of DEF(AUST)1000c, PART 5. Special/warning and cautionary markings in accordance with DEF(AUST)1000c, PARTS 5 & 6 shall be applied as follows:

- a. 'use No Hooks or Grabs';
- b. 'this Side Up';
- c. 'open This Side for Inspection';
- d. 'open This Side for Identification' (where applicable);
- e. 'Technical Manual This Case' (where more than one case is involved); and
- f. other markings as required.

4.7 **Dangerous Goods.** Outer containers packed with supplies classified as dangerous to personnel and/or property, shall conform to the specifications and pass the necessary tests as detailed in the latest edition of The Australian Code for Transport of Dangerous Goods by Road and Rail, or International Air Transport Association (IATA), or the International Maritime Dangerous Goods Code (IMDG), as applicable, and DEF(AUST)1000c, PART 6.

4.8 At the time of dispatch:

4.8.1 Suppliers must provide an electronic copy of the delivery note to the below email addresses (Please only email once freight has been dispatched so there are no changes to documentation):

- [Inbound.MilVehCoe@Rheinmetall.com.au](mailto:Inbound.MilVehCoe@Rheinmetall.com.au)
- [Procurement.Australia@Rheinmetall.com.au](mailto:Procurement.Australia@Rheinmetall.com.au)

## 5.0 Attachments

### 5.1.1 Sample Delivery Acceptance Certificate / Delivery Docket

| Header:                      |                  |        |     |                |
|------------------------------|------------------|--------|-----|----------------|
| Supplier Name and Address    | Delivery Address |        |     |                |
| Delivery Note No.            | XXXXXX           |        |     |                |
| RDA PO No.                   | XXXXXXXXXX       |        |     |                |
| Number of pallets or cartons | XX               |        |     |                |
| Line items                   |                  |        |     |                |
| RDA Part No                  | RDA Description  | Qty xx | UoM | Pallet/ Carton |
| 12345                        | xxxxx            | 50     | pce | 1-4            |
| 45678                        | xxxxx            | 50     | pce | 5              |

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### Delivery Note RDA145214

To:  
**RHEINMETALL MAN MILITARY VEHICLES  
AUS**  
Level 15, 575 Bourke Street  
Melbourne, VIC 3000  
Tel.: 02 6282 3211

Ship to:  
**Rheinmetall Defence Australia  
C/- MilVehCoe**  
**111 Robert Smith Street  
Redbank QLD 4301 Australia**

Doc. Date: 29/06/20

| Cust PO    | Batch Ref. | Consignment Nbr | Carrier        | Our Ref. |
|------------|------------|-----------------|----------------|----------|
| 754500**** | L121-5B    | 123456          | Border Express | 654321   |

| Line | Ln | Part Number   | Part Description             | Work Order/Lot | Quantity | Balance Due |
|------|----|---------------|------------------------------|----------------|----------|-------------|
| 2    | 60 | 69.66912-6037 | STOWAGE BOX 400 C ASSY RMMVA |                | 1.00 EA  | 0.00 EA     |

#### 5.1.2 Sample Package Label

|                     |   |
|---------------------|---|
| <b>DESCRIPTION</b>  | <u>ROOF FRAME (UNPROTECTED)<br/>RMMVA</u> |
| <b>PART NO</b>      | <u>69.62980-6032</u>                      |
| <b>DATE SHIPPED</b> | <u>17/10/19</u>                           |
| <b>QTY</b>          | <u>1</u>                                  |
| <b>LOT NBR</b>      | <u>W0133632</u>                           |
| <b>P/O</b>          | <u>7545004183</u>                         |
| <b>DD</b>           | <u>DD19001014</u>                         |
| <b>BATCH</b>        | <u>L121-5B (B50-55)</u>                   |

## 6.0 Associated Documents


Associated documents are available in the general information section [i].

6.1 This document shall be read in conjunction with the following:

6.1.1 Conditions of Contract or Purchase Order Terms & Conditions, and

6.1.2 Purchase Order.

6.1.3 Def(Aust)1000c Part 2,5,&14

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## 7.0 Revisions

| <b>Document Authorities:</b> |               |                                   |                 |
|------------------------------|---------------|-----------------------------------|-----------------|
|                              | <b>Name</b>   | <b>Title</b>                      | <b>Date</b>     |
| Prepared                     | Greg Woodward | Logistic Manager                  | 01/11/2021      |
| Approved                     | Rodney Ennis  | Director of Supply Chain          | 01/11/2021      |
| <b>Revision History:</b>     |               |                                   |                 |
| <b>Revision</b>              | <b>Date</b>   | <b>Description of changes</b>     | <b>Approved</b> |
| 1.0                          | July 2020     | Initial Draft                     | Rodney Ennis    |
| 2.0                          | 10/11/2020    | Updated document                  | Rodney Ennis    |
| 2.1                          | 08/07/2021    | Minor Update – Updated Logo       | Simon Thompson  |
| 3.0                          | 01/11/2021    | RIMS Conversion and First Release | Rodney Ennis    |