		© Wärtsilä Corporation		Instruction for packing, marking, filling in the packing list and the waybill with Wärtsilä Marine Solutions orders			
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## 1 Packaging

Generally the goods shall be packed in seaworthy packaging that is designed to be stackable to allow forklift handling and sling handling when loading. Specific packing instructions are mentioned in the purchase order.

All suppliers have an obligation to ensure that their goods are properly packaged, prepared and secured for the journey from the supplier's premises to the final destination as well as for storage before and after the shipment.

The structure of a seaworthy packing shall be done according to the "Guidelines for Marine Transport Packing" by Finnish Marine Underwriter's Association or German Packaging Guidelines of HPE

<http://www.hpe.de/verpackung-hpe-standard/verpackungsrichtlinie-online.html>

All wooden packages should comply with ISPM-15.

## 2 Markings

All packaging must be properly marked and labelled according to the instructions given by purchaser. This is also important when the goods will be delivered directly from supplier's own subcontractor.

Each package is to be marked with case markings given by purchaser. RFID-tag is included if purchaser is requesting it. Supplier will get the case markings after sending the preliminary packing list template to purchaser.

The case markings shall be laminated (with RFID tag on it) to be weatherproof and fastened firmly. Size A3 shall be used (A4 size for small packages).

The supplier is responsible for packing the IMO dangerous goods properly, according to regulations. A signed 'IMO Dangerous Goods Declaration' always to be sent in advance to Wärtsilä Marine Solutions, Purchaser.

### 2.1 Markings for handling of goods

The supplier shall use marks and handling instructions whenever they are considered necessary for the safe handling, transport and storage of the cargo. These markings can be international handling instructions e.g. German Packaging Guidelines of HPE (<http://www.hpe.de/packagingguidelines/>).


If the supplier or the manufacturer has special requirements for lifting the goods, for example in case special lifting tools are needed, then this must be clearly marked outside the packaging. The supplier shall inform Wärtsilä purchaser about any special requirements latest 2 weeks before delivery.

## 3 Packing lists

The packing lists are the bases for Wärtsilä Marine Solution export documents. Banks, customs, customers and our personnel will read them, so these have to be accurate and clear. Keep in mind that your product is not known by everyone. Wärtsilä packing list template in Excel format can be received from purchaser by e-mail on request or entering our webpage

<http://www.wartsila.com/about/suppliers/instruction-for-rfid-tagging>

At readiness of goods, at least 2 days before agreed delivery date, the supplier shall send per e-mail to the responsible purchaser preliminary packing lists. Preliminary packing list shall contain a detailed description of the goods.

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Final packing list/case labels shall be made by the purchaser for every box, crate, container etc separately. Final documents (packing lists, case labels, booking template) shall be sent to the supplier by the purchaser and they are based on the preliminary packing lists received from the supplier.

The preliminary packing list shall be written in English and include following information:

1. Our ref. → Wärtsilä Marine Solutions order / project number
2. Kind of package → Wooden Case/Crate etc.  
**NOTE!** The IPPC mark stamp showing the wood treatment type and code in the supplier's packages is also to be mentioned here.
3. Gross weight in kg
4. Net weight in kg
5. Measurements in cm (length x width x height)
6. Code/Drawing no. → Mentioned in the purchase order, the quotation or on the drawing.
7. Quantity → the quantity of the components must be stated. (1 set of equipment is NOT accepted)
8. Specification/Descriptions of Goods → must describe the content of the box, not just codes but real definitions.

## 4 Waybills

When booking transports and filling in the waybills, the supplier must pay special attention to using Wärtsilä references. The supplier shall always refer to Wärtsilä project name, project number, purchaser order number, and delivery and case numbers when writing the waybills.

A correct consignment note will be an advantage for all parties involved, sender, receiver, transport company and Wärtsilä Marine Solutions.

Important items in the waybill are as follows:

1. CONSIGNOR: Full name, address and tel. No
2. CONSIGNEE: Full name and address.
3. DELIVERY ADDRESS: Complete address with postal code and telephone number.
4. DATE OF DISPATCH
5. TRANSPORTER: Name of transport company and register number of the truck
6. TRANSPORT INSTRUCTIONS: Markings with regards to for example: heated trailer, covered trailer, goods to be covered with tarpaulins during transport, special transport, ADR etc. These transport instructions shall be informed to the transport company well in advance before loading.
7. FREIGHT PAID BY: Tick the box if Wärtsilä Marine Solutions is the payer (according to purchase order). Also the contract number (if available) is to be filled in if the transport is arranged according to Wärtsilä Marine Solutions' transport contract.
8. NO./MARK: Mark the purchase order number, project name and case number (hull no.)
9. NUMBERS OF CASE, CONTENT, GROSS WEIGHT
10. RESERVATIONS: Clearly marked when the goods have to be at consignee. This information to be given when transport is ordered.
11. CARGO ACCEPTED AND LOADED: Transport company (driver) signs this position with his name and date of dispatch, when the goods is loaded.
12. CONSIGNORS SIGNATURE: Consignor signs and dates the waybill.

## 5 Maintaining of this instruction

Wärtsilä Marine Solutions keeps a list of all suppliers who have received a copy of this instruction. Revisions will be distributed when necessary.

The supplier shall follow the instructions given and forward the information to the persons concerned within the supplier's own organisation.