



Logistics Guidelines

for Suppliers

A1 Telekom Austria AG

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1. Introduction

By keeping to the guidelines in these Logistics Guidelines the supplier can be assured of a smooth logistics and supply process at A1 Telekom Austria AG.

These guidelines are a component of the contractual relationship between A1 Telekom Austria AG and the supplier.

2. Delivery Conditions

2.1. Applicability

The following delivery conditions are – irrespective of the basis of the contract – to be adhered to all deliveries to the central warehouse or regional warehouses of A1.

In case of non-compliance with the delivery conditions the additional expenses incurred will be billed to the supplier. As the minimum reimbursement of expenses a flat rate of EUR 250 will be charged.

2.2. Central Warehouse Location and Delivery Times

The delivery address is stated on the purchase orders and must be adhered to. Deliveries to incorrect addresses will not be accepted and redistribution costs incurred will be charged to the supplier.

Location of the Central Warehouse in Hagenbrunn:

A1 Telekom Austria AG
(c/o mk Logistik GmbH)
Dietersdorfer Straße 13
2201 Hagenbrunn

Monday to Thursday	7:00 a.m. – 2:00 p.m.
Friday (except for holidays)	7:00 a.m. – 12:00 noon

After registering in the incoming goods department the driver is assigned to an unloading station, respectively an unloading station in the free warehouse.

The driver is responsible for unloading the goods and should follow the directions of the incoming goods personnel. The goods should be brought behind the first closable door and placed in an assigned place.

The unloading of cable material in the free warehouse is done by A1 personnel with a forklift.



2.3. Delivery Times According to the Purchase Order and Advice

Suppliers are under the obligation to comply with delivery times as stated on A1 purchase orders. The delivery advice must be sent to the mail addresses lo.wareneingang@a1.at and wareneingang@mklogistik.at 3 days prior to the delivery.

Content of the Delivery Advice:

- Delivery day
- Number of packages (packing units; pallets)
- Delivery note as attachment

2.4. Shipping Papers

A delivery note for each shipment must be submitted to the person responsible for accepting the goods before they are unloaded, respectively it must be attached to the shipment where it is easily visible (pallet or package/box).

The delivery note must contain the following data:

- name of the supplier/sender
- A1 Telekom Austria AG delivery address/recipient
- A1 Telekom Austria AG purchase order number and position number
- A1 Telekom Austria AG material number
- A1 Telekom Austria AG material description
- total number of pieces per material number
- number of packages (colli) per material number

Each delivery note may only refer to one order.

Shipments without a delivery note or without an A1 purchase order number on the delivery note will not be accepted.

2.5. Maximum Delivery Dimensions (Pallet Heights)

As long as not stipulated in a special agreement, the following maximum delivery dimensions must be adhered to:

L 1.200 x W 800 x H 950 mm (including pallet)

The maximum weight per pallet may not exceed 1,000 kg.

If materials/packaging units exceed the above-mentioned delivery dimensions, this must be stated in writing on the supplier data sheet (according to point 5) prior to first delivery and agreed with the purchasing department prior to ordering. These special dimensions will be recorded in writing, otherwise the shipments will be repacked at the cost of the supplier.



2.6. Packaging

For deliveries the packaging units must comply with the information provided in the supplier data sheet submitted.

The packaging of the products and transport units should be packaged in such a way as to assure that the goods are sufficiently protected during transport, warehousing and commissioning.

Only one type of material shall be packed on one pallet. Only if different materials are ordered in small quantities, they are allowed to be packed on one pallet (different materials on one pallet), however, in such a case each material shall be delivered as an individual package (box) and labeled according to point 2.8.

The largest packaging quantity unit (cardboard box, outer cardboard box) in the small product segment may not exceed a maximum weight of 25 kg and must be suitable for manual handling.

Packages that are obviously damaged will not be accepted.

Shipments that do not comply with our packaging requirements will be sent back to the supplier at its own cost. If this is not possible due to time constraints, repackaging will be conducted by A1. The repackaging costs incurred will be charged to the supplier.

2.7. Transport/Handling Equipment

In general we insist on using Euronorm pool pallets (1200 x 800 x 144 mm, carrying capacity 1000 kg).

If the type of material to be delivered requires the supplier's own special transport equipment, this must be available rent-free to A1.

Special transport equipment in damaged condition will be repacked at the expense of the supplier.

2.8. Package Labelling

Every single packaged item in the packing hierarchy must have a clearly visible label containing the following data:

- A1 material number (in plain writing and bar code)
- A1 material description
- EAN13 or EAN8 or UPC (in plain writing and bar code)
- number of items per packaging unit
- serial numbers for packaged materials (in plain writing and bar code)
- hazardous goods label (only for hazardous goods)

The package labeling is derived from GS1 norms.

<http://www.gs1.com/>

See also label examples attached on the last page.



2.9. Serial Numbers

For materials with serial numbers the serial numbers (IMEI, MAC Address, unlock codes, etc.) must be provided electronically at the latest when the goods are physically delivered. The data shall be sent to the following email addresses lo.wareneingang@a1.at and wareneingang@mklogistik.at.

If the serial numbers are not provided on time and electronically as agreed, A1 has to retrieve (scan) and process the serial numbers manually. The supplier will be charged for time and effort.

3. Bar Code Requirements

Bar codes must be provided in a quality subject to objective test criteria. This concerns all printing and labels on all packaging levels.

3.1. Bar Code Quality Check on Incoming Goods

The requirements for bar code quality undergo constant scrutiny through quality control in the course of the arrival of the goods.

Each bar code must be able to be scanned with a standard 1D-code handreader ("legible").

3.2. Acceptable Bar Code Types

Only bar code types based on the following norms are acceptable for identifying materials.

- EAN / UPC – preferred for article numbering
- Code 128
- Code 39
- Code 2/5 interleaved

The existing bar code requirements refer exclusively to lineary bar codes (1D codes).

The bar code types are derived from the GS1 norms.

<http://www.gs1.org/>

For printing serial numbers the bar code type 128 is preferred. The printed serial number as a bar code must have a minimum height of 10 mm. The serial number needs enough rest area left and right.



4. Validity

The valid version of the Logistics Guidelines is available under

https://www.a1.net/logistics_guidelines

5. Master Data / Logistics data sheet

As in general all the warehousing and goods flow processes are based on master data, it is important to be able to collect this data on time and correctly in the enterprise resource planning system. The following data is required from each supplier:

- supplier material description
- supplier material number
- delivery times (in calendar days)
- country of origin
- statistical goods number (KN8 code)
- structure of the packaging units
 - base quantity unit BQU (e.g. quantity, meter, liter, kilogram...)
 - packaging unit 1 (e.g. pack)
 - packaging unit 2 (e.g. inner cardboard box)
 - packaging unit 3 (e.g. outer cardboard box)
 - pallet packaging (Euronorm pallet)

For each relevant packaging unit the following must be provided:

- description of the packaging unit (e.g. inner/outer cardboard box)
- quantity content per packaging unit (e.g. number of pieces per box)
- manufacturer's EAN code (EAN13, UPC-A, UPC-E)
- length, width, height in mm
- gross weight in kg

If the supplier does not provide a manufacturer's EAN code, A1 will provide an EAN code for the supplier to mark the goods (for each packaging unit).

Master data has to be provided in the logistics data sheet. The logistics data sheet can be accessed in excel format under [here](#) and shall be sent to the mail address lo.mdo@a1.at after filling it out.


A correctly filled out supplier data sheet is the prerequisite for the procurement process at A1 and therefore, also the prerequisite for ordering material from a supplier.


Any change in the master data during the business relationship has to be announced via post box lo.mdo@a1.at (such as changes in the packaging units).




6. Package labelling examples

A1 Material number:
1-000-000-000 A1 Material description







SN: A82317BTZ72123




EAN: 9 812345 678919

A1 Material number:
1-000-000-000 A1 Material description






SN: A82317BTZ72123





MAC: BB:5C:7D:88:AF:E9



EAN: 9 812345 678919


A1 Material number:
1-000-000-000 A1 Material description






1 Stk EAN: 9 812345 678919

A1 Material number:
1-000-000-000 A1 Material description





1 Pak = 10 Stk Pak-
EAN: 9 812345 656870

A1 Material number:
1-000-000-000 A1 Material description



1  SN: FSD84894W1G46E1

2  SN: FSD84894W1G46D2

3  SN: FSD84894W1G46C3

4  SN: FSD84894W1G46B4

5  SN: FSD84894W1G46A5

6  SN: FSD84894W1G46Z6

7  SN: FSD84894W1G46Y7

8  SN: FSD84894W1G46V8

9  SN: FSD84894W1G46Q9

10  SN: FSD84894W1G46U0



1 Pak = 10 Stk Pak-
EAN: 9 812345 656955