



Marking - Additional Requirements

Logistics standard

Solaris Bus & Coach sp. z o.o.
(hereinafter referred to as the "Solaris")

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with a registered office in Bolechów-Osiedle, under the address 46 Obornicka Street, 62-005 Owińska, entered in the Register of Entrepreneurs of the National Court Register by the District Court Poznań Nowe Miasto i Wilda in Poznań, 8th Commercial Department of the National Court Register under the KRS number: 0000856560, Tax identification Number (NIP): 524-00-15-630, share capital 160 169 580.00 PLN, paid up in full

1. Objective and Area of Application

This standard is a supplement to the Factory Standard concerning Marking SN22-004- 000 J considering the marking of parts delivered to SBC with the specific logistics and warehouse requirements. Due to its implementation the process of receipt of parts into the Warehouse and their subsequent release into the Production will be optimised and secured.

The standard should be communicated to the suppliers when commencing a cooperation with them.

2. Scope of Standard

The requirements of the document apply to all deliveries sent to the Bolechowo plant.

3. Departments Involved in the Process

The standard applies to the work of the following departments, in the scopes of responsibility specified below:

- Logistics (Purchasing Logistics, Supplier Development, Warehouse Logistics) – a determination of the specific requirements and an acceptance of the final version of the signage method,
- Purchasing - sending requirements to the suppliers during the RFP process,
- Documentation and Standards - to ensure consistency of the Factory Standard concerning Marking with the logistics and warehouse requirements;

4. Definitions

- SBC - Solaris Bus & Coach,
- DRD - Supplier Development Department,
- marking/labelling - marking of workpieces in the form of a label placed directly on the part or on a packaging, which enables to identify workpieces unambiguously,
- Unit label – a label on the part,
- Bulk label - a label on the packaging unit,
- Reverse picking – an internal process in SBC that consists in assigning the internal SBC part numbers to the individual workpieces that are a part of a set ordered from a supplier under one collective index,

5. Related Documents

- SBC Marking Standard SN22-004-000 J;

The current version of the SBC Marking Standard is available on the SBC web site under "About Us" -> "Suppliers" tabs [<https://www.solarisbus.com/pl/firma/dostawcy>].

6. Choice of Marking

All purchase workpieces which indexes are contained in the order document (sent by SBC) and, in the special cases, also those that are subject to a reverse picking should be marked.

It is important to include the SBC index on the label as this is the only manner to correctly identify the workpieces.

Depending on the size, weight and also the shape, it is possible to apply a single or bulk label - the workpieces, which according to the Factory Standard concerning Marking SN22-004-000 J do not have to be marked individually, should be marked with a bulk label on the packaging, which contains a uniform index.

For the unit label, if the individual workpiece is shipped in the packing or protection (of the foil, cardboard type) - it is preferred that the label is on the workpiece and the packing/security.

In case of a bulk label, it is permissible to apply the logistics standards (e.g., VDA/Odette label) upon agreeing with DRD, if the label contains all necessary information;

If it is not possible to observe the requirements (e.g., commercial details), the marking should be agreed on an individual basis with the Supplier Development Department.

7. Types of Marking

The marking versions supplemented by the requirements of the Logistics Department are specified below.

7.1 Standard Version

The workpieces should be marked according to the factory standard considering Marking SN22-004- 000 J taking into account that:

- size - is suggested, but ultimately it should be matched to the size of the workpieces (deviations to be agreed with DRD) - a label must be visible, legible and contain all required information;
- production date - due to the nature of the supplier's processes, the date of dispatch or packing is also acceptable (in the exceptional cases, upon agreeing with DRD).

7.2 Specific Requirements Depending on the Type of Workpiece

Specific cases are referred to below where non-standard information is required on the label:

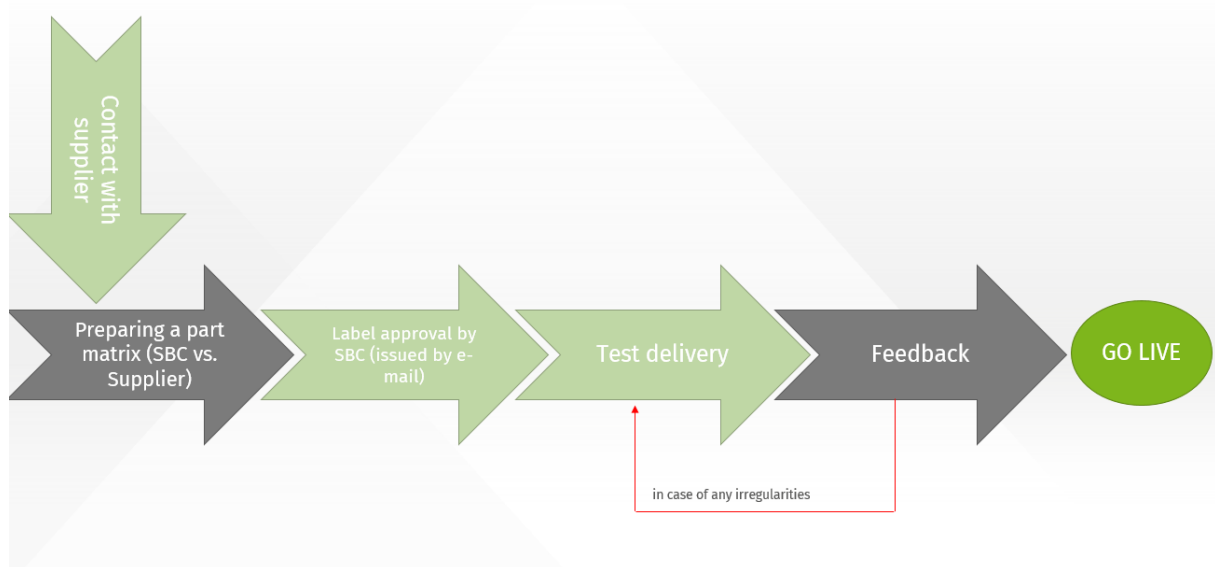
- JIT/JIS label - each time it is agreed separately, due to the specifics of the process,
- length - in case of the workpieces ordered and accepted in pieces, under one index, having different lengths that determine in which type of vehicle a given variant is assembled,
- expiry date - if it is important for the usability of a given product/part;
- contract - parts dedicated to a contract;
- IP - if this property determines the specific vehicle/contract or place of the bodywork fitting in the vehicle where the part is to be fit;
- sequence/place of bodywork fitting in the vehicle (in particular when providing a reverse picking) - if this fails to result directly from the part number itself and the technical drawing.

8. Implementation of Marking

In case of implementing the new suppliers or new material groups for the suppliers already cooperating with SBC, each time the label should be agreed with the Supplier Development Department within a scope of the special logistical and warehouse

requirements.

Operation Diagram



Compiled by		Verified by		Approved by	
Date	Signature	Date	Signature	Date	Signature
09.02.2021	Marlena Pietruszewska	23.02.2021	Michał Woźniak	22.01.2021	Łukasz Kaczmarek
				23.01.2021	Maciej Nowak

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1.	09.02.2021	Compilation of the standard.