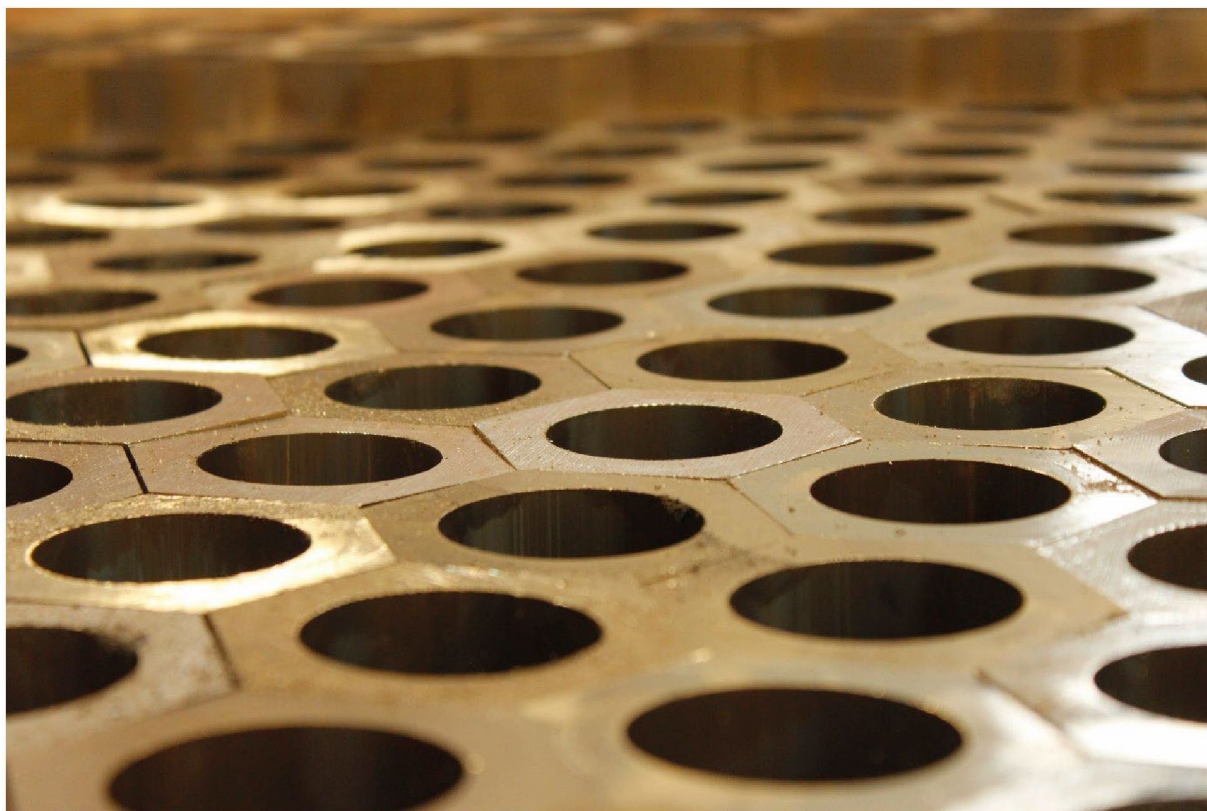


# STANDARD RECEPTION



**SIB**  
25, rue Théophile Somborn  
57220 BOULAY-MOSELLE – France  
Tel. +33 (0)3 87 79 20  
22 Fax +33 (0)3 87 57 32 45  
[contact@sibadr.com](mailto:contact@sibadr.com)  
[www.sibadr.com](http://www.sibadr.com)

BNP PARIBAS  
IBAN: FR76 3000 4004 5100 0261 2698 862 - BIC Code: BNPAFRPPCNA  
SOCIÉTÉ GÉNÉRALE  
IBAN: FR76 3000 3024 5000 0200 0097 767 - BIC Code: SOGEFRPP  
S.A.S. with capital of €9,500,000 - VAT ID FR93 354 800 807  
RCS Metz TI 354800807 - SIRET 354800807 00092  
APE code: 2733 Z - N° EORI FR3548008070009

  
**by ABB**

## Objective

Defining a packaging method that must be respected for all deliveries, whatever the parts supplier, while guaranteeing the quality of the parts and respecting the safety of all concerned.



---

## Contents

1. General rules – p.3
2. Delivery note and delivery – p.4 to 6
3. Pallet packaging – p.7
4. Shipping – p.8
5. Appendices – p.9 to 10

## 1. General rules

All packaging and wrapping must guarantee the quality of both parts and raw materials (brass, plastic).

With the exception of small packages, all pallets must be directly grippable by handling equipment.

For brass and stainless-steel materials, the loads are unloaded in accordance with safety regulations, without the addition of fork extensions, from the right and left sides of the trailer (truck movement).

All packaging and bundles (brass, stainless steel, etc.) must be **labelled** and **clearly identified**.

Loads must be secured during transport and handling.

Any packaging that presents a risk to operator safety, quality, or does not comply with these specifications, may be refused.

All packaging or requests for changes to packaging must first be submitted to SIB for approval.




## 2. Delivery note and delivery

### A/ Delivery note

Delivery notes drawn up by suppliers must include several compulsory items of information in a legible and comprehensible manner:

- Delivery address
- SIB order number
- SIB item number (for metal raw materials: SIB item code, SIB item designation, batch number)
- Quantity delivered
- DN number
- DN date
- The delivery note must correspond exactly to the material delivered. All this information must also appear on the identity label of each metal raw material shipment for verification and validation.

# Delivery note



---

**My company**  
22 Avenue voltaire  
13000 Marseille, France  
Phone +33 4 92 99 99 99

**Recipient**  
Buyer SA  
Michel Buyer  
31, rue de la Forêt  
13100 Aix-en-Provence  
France

Delivery note N°: 123  
Date: 21 92020  
Location: Marseille  
Order number: 543  
Thread number: 456  
Customer contact: Michael Buyer  
Issued by: Pierre Supplier

**Additional information**  
Thank you for choosing Mon Entreprise for our services.  
After-sales service - Warranty: 1 year

Product number	Description	Quantities ordered	Unit
Workforce	Workforce	5	
Product	Product	10	

**Diem Visa**

Received on: \_\_\_\_\_

Signature: \_\_\_\_\_

**Supplier's visa**

Delivered on: \_\_\_\_\_

**Head office**  
22, Avenue Voltaire  
13000 Marseille, France,  
France  
Siren or Siret number: xxxxxx  
Intra VAT no.: FRXX 999999999

**Contact**  
Pierre Supplier  
Phone: +43 30 12345678  
Email: Pierre@macompagnie.fr  
www.macompagnie.fr

**Bank details**  
Bank NP Pares  
Bank code 10000000  
Account no. 12345678  
IBAN FR2341124098234  
SWIFT/BIC FRNXCxx1001

## B/ Delivery

As SIB does not have an unloading dock, deliveries are made in **THREE** different ways:

- The warehouse operator picks up the pallets at the end of the truck,
- The container trailer is secured to our mobile dock, the floor must guarantee the load of the cart + pallet,
- Lateral unloading by unclamping.



Deliveries are made Monday to Friday, 8am - 12pm and 1pm - 3:30pm.

The supplier undertakes to ensure that the carrier fulfills its delivery obligations by respecting the delivery schedule (date + time) agreed between the two partners and by providing a quality service while guaranteeing the safety of the load.



For deliveries of more than 10 pallets, please **make an appointment** in advance. In the event of non-compliance, we cannot guarantee unloading.

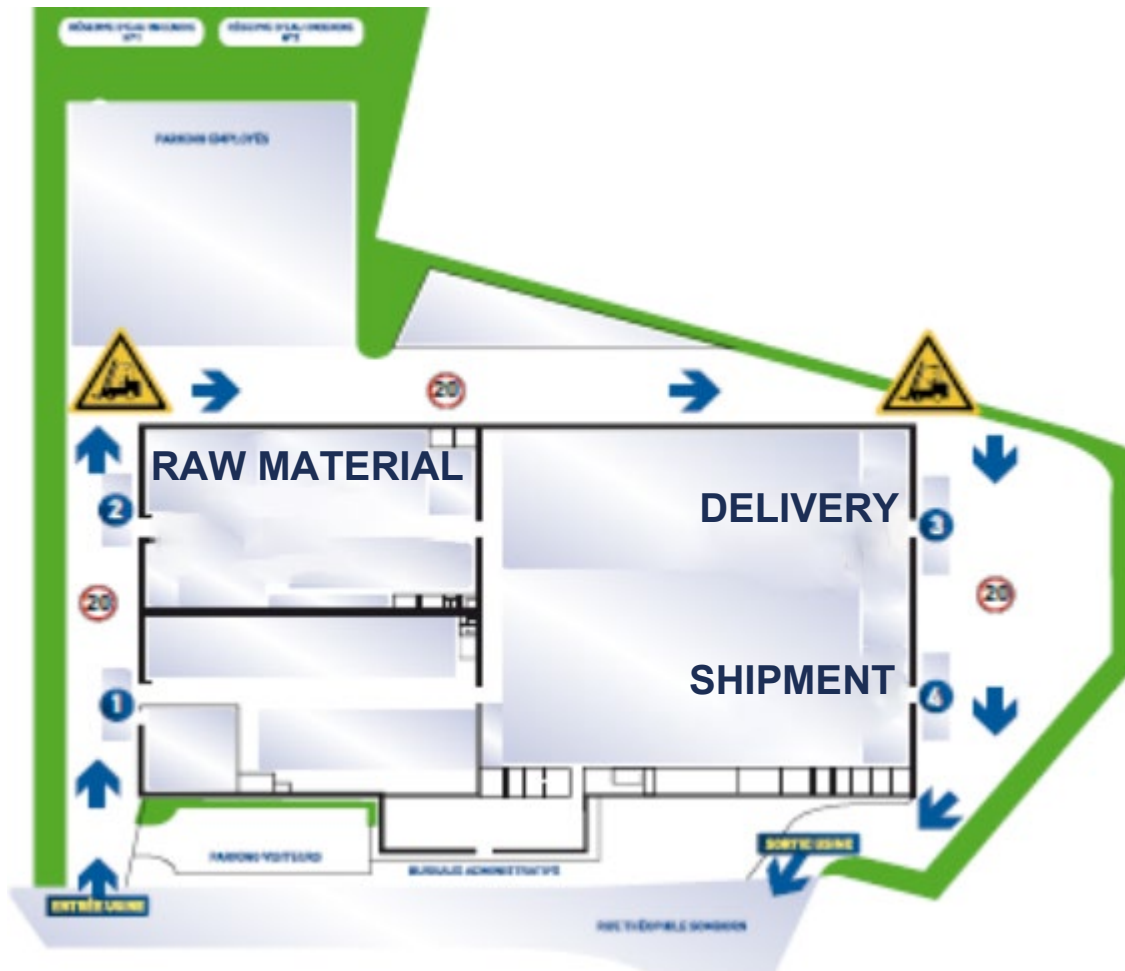
### Special cases of raw material reception times:

- 1 to 3 pallets: Monday to Friday, 9 a.m. to 12 p.m. and 1 p.m. to 3:30 p.m.
- > 3 pallets: Monday to Friday, 9 a.m. to 12 p.m. and 1 p.m. to 3 p.m.

**PLEASE NOTE: no deliveries of raw materials will be accepted on the last 2 days of the month.**



**Traffic rules and safety instructions for deliveries**  
(to be sent to the carrier)



MAXIMUM AUTHORIZED  
SPEED 20KM/H



PHOTOS PROHIBITED



PAY ATTENTION TO SPEEDBUMPS



SITE UNDER  
VIDEO SURVEILLANCE



ONE WAY TRAFFIC



SMOKING PROHIBITED



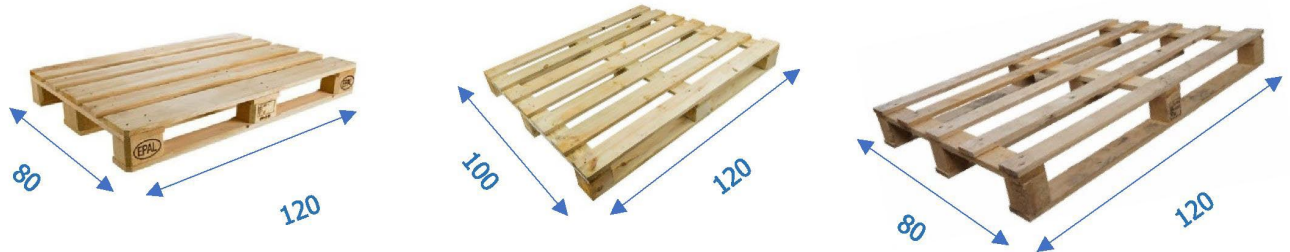
REVERSE PARKING



SAFETY SHOES MANDATORY

### 3. Pallet packaging

Pallets accepted (dimensions in cm):



Acceptable delivery:

- No cardboard should protrude from the support,
- The pallet must be in good condition and **suitable** for the load,
- The film must start at the bottom of the pallet and wrap around the entire load, this is mandatory. Strapping and corner pieces are **recommended**,
- The reference must be easily visible,
- The DN must be easily visible and accessible,
- In the case of multiple references, these must be clearly indicated on the pallet or box,



- Maximum height 1.80m (**unless otherwise agreed**),
- Maximum weight 1T (**unless otherwise agreed**).

## 4. Shipping

The supplier undertakes to guarantee the safety and quality of the goods delivered.

It also ensures compliance with all of the following guidelines:

- No cardboard should protrude from the support,
- The pallet must be in good condition and **suitable** for the load,
- The film must start at the bottom of the pallet and wrap around the entire load, this is mandatory.
- Corner pieces must reinforce the overall structure of the pallet,
- Strapping is highly recommended,
- The merchandise must be accessible and easy to grasp for personnel and handling equipment.





## 5. Appendices



SIB, a French company founded in 1922 in Boulay-Moselle and employing 110 people, used to manufacture Bakelite terminal blocks for urban lighting. They joined the ABB Group at the end of 2024.

SIB designs, manufactures and markets products and accessories in brass, stainless steel or plastic for the electrical, rail, marine and mining industries, as well as for "ATEX" environments (oil & gas, petrochemicals, etc.), and a complete range for the building industry.

With sales of €23.2 million in 2024, SIB offers its products and services to some 880 customers in France.

On the export front, it relies on long-standing partners who are well established in their respective countries, with over 2,000 customers worldwide (Germany, Italy, Spain, Romania, etc.).

One of the leading manufacturers of:

### Connection systems (Cable glands)

- PLASTIC cable glands + Accessories
- BRASS cable glands + Accessories
- **Stainless steel** cable glands + Accessories
- **ATEX** cable glands + Accessories
- Brass conduit fittings
- **EMC** cable glands



### Protection system:

- Tubes & fittings



### Building products:

- Concrete wall and pouring
- Slab, pre-slab, floor slabs range
- Connection terminals
- Drywall boxes
- BBC enclosures and ranges
- Cabinets and GTL trunking
- Sealing and tapping range
- Accessories, earth range

