# WACKER Goods Receipt Specification

# General

**Pallets and general cargo** shall be delivered on non-returnable pallets.

The **WACKER unit of measure** must be stated on the delivery notes.

(Example: Order in kg – Quantity on delivery note also in kg)

**Exchanges and Replacements**

Exchanges and replacements must be immediately identifiable as such from the delivery note.

A PDF417 may not be attached to an exchange or replacement delivery!

**Delivery Note / Labeling (Mandatory Requirements)**

Every shipment must be accompanied by the bill of lading and a delivery note.

Packages must be delivered as per the order, i.e. separately for each unloading point and each recipient.

A delivery note must be affixed to the outside of each package and the following information shall be legible - **without the need to remove the delivery note**!

The following details are needed:

* Exact delivery address
* Supplier, delivery date,
* Exact article number and designation
* Number of items of each article
* Number of pallets of each article
* Every container (e.g. Euro container) must be labeled (contents, quantity)
* Purchase order number
* Unloading point
* Recipient
* Reference code
* Order code
* PDF417 code

# Automated Goods Receipt

For automated goods receipt posting, the supplier must offer Wacker Chemie one of the following options:

## PDF 417 Barcode

## Electronic Advanced Shipping Notice (eASN) with Associated Reference Barcode

Both options are discussed in detail below, along with relevant information

**For both automated options, packages should be delivered in bundles. In other words, the packages should be bundled into one large unit (e.g. a large cardboard box or a pallet). Multiple daily individual deliveries from the same supplier are to be avoided.**

## PDF417 Barcode:

PDF417 (PDF stands for Portable Data File) is a [2D-Barcode](https://de.wikipedia.org/wiki/2D-Code) containing details of the delivery for WACKER.

See attachment for PDF417 syntax.  


Minimum details needed in the PDF417

* + Purchase order number
  + Purchase items! (NO delivery note items)
  + Delivery quantity per item
  + Delivery note number
  + “Delivery completed” indicator, where this is a partial delivery and no further deliveries are to be made.

A PDF417 may contain a maximum of 10 delivery items, i.e. where an order contains >10 items, a new PDF417 must be generated after every 10 delivery items.

The hand scanners used by the incoming goods department at Wacker Chemie must be able to read the PDF417 codes.

The barcode must be applied in such a way that it can be read by a commercial scanner.

**Organizational Aspects**

Ordered goods must be made delivered as per order, i.e. one order, one recipient

The packages must

* + bear an address label, showing the recipient’s name and unloading point and,
  + where possible, be affixed to the end face of the package (should be legible without having to be opened).
  + Address must be clearly legible.
  + The recipient’s name and the unloading point shall be identifiable from the order.

A transparent delivery note bag containing the PDF417 code

* + must be affixed to every package.
  + The PDF417 code must be applied to the delivery note in such a way that it can be scanned through the bag without the need to remove the delivery note.
  + These requirements apply without exception to all deliveries by sub-suppliers or drop-shippers provided for WACKER.

## Electronic Advanced Shipping Notice (eASN) with Associated Reference Barcode

eASN is an electronic notification of pending delivery by the supplier to WACKER.

Alternative names are electronic shipping notification, ShipNotice and DESADV.

The structure and data contents of eASNs are standardized.

The eASNs are submitted via Wacker EDI providers or via SAP Ariba.



**Requirements for eASNs**

* eASN must be provided for all deliveries
* Details must be identical with those in the enclosed delivery note
* eASN must be submitted **before** delivery physically arrives at WACKER .

**Reference Barcode**

In order that WACKER can assign the submitted eASN to a physical delivery, we require that a matching reference barcode be affixed to the delivered material.

**Requirements**

* Contains supplier delivery note number without any other prefixes or check digits
* 1D barcode (code 39 or code 128)
* The details must also be printed as legible text beneath the barcode.
* Barcode is affixed to the package or to the delivery note
* Barcode can be scanned through the bag without the need for opening.

**Important**

The reference in the eASN must match the reference barcode.

This is the only way to uniquely assign the associated eASN in the system to a delivery in the system during goods receipt posting.

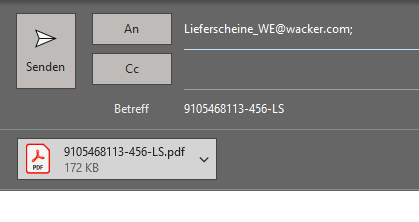
# Submission of Delivery Notes in Electronic Form

The suppliers submit the delivery notes in electronic form. This applies to

* all suppliers that deliver to WACKER using PDF417 barcodes
* all suppliers that deliver to WACKER using eASNs with reference barcodes

**Requirements**

* Delivery notes are sent by email as PDF attachments
* Delivery notes shall be submitted before physical delivery
* 1 delivery note = 1 email
* Delivery notes are submitted to **Lieferscheine\_WE@wacker.com**
* Email subject line and name of the PDF attachment
  + **Wacker Purchase Order**
  + Wacker internal Job ID “**456**“
  + Use abbreviation **LS** to signify delivery note
  + Separate with **hyphens**
* Example: **9105373573-456-LS**
* No text needed in body of email.



**Important**

Suppliers that submit an eASN via SAP Ariba also have the option of submitting delivery notes manually as an attachment to the eASN for Wacker.