



# **Standard for delivery documents**

## **Manual for creating shipment (delivery) documents**

**Solaris Bus & Coach sp. z o.o.**  
*(hereinafter referred to as the “Solaris”)*

**version: June 2021**

with a registered office in Bolechowo-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. Introduction

## 1.1. Glossary of useful terms.

Term	Definition
Solaris Bus & Coach sp. z o.o.	Production facility, which produces city buses. Located at: ul. Obornicka 46, Bolechowo-Osiedle, 62-005 Owińska, Poland
Cooperator	A company cooperating with Solaris Bus & Coach sp. z o.o. under conditions set for performing a certain phase of the production process for Solaris (manufacturing co-operation)
Supplier	A company ordered to provide certain goods to Solaris Bus & Coach sp. z o.o.
Unit package	A package, which is used for packing single products, typically used in the retail / internal trade
Collective package	A package, which includes at least two unit packages, usually used in transport and storage processes
Sender	Cooperator / supplier
Recipient	Solaris Bus & Coach sp. z o.o. – manufacturing plant, producing buses, located at: ul. Obornicka 46, Bolechowo-Osiedle, 62-005 Owińska, Poland
Material number	ID number assigned by Solaris Bus & Coach sp. z o.o.
Material name	Identification name assigned to a given material number by Solaris Bus & Coach sp. z o.o.
Order number	Identification number of purchase order assigned by Solaris Bus & Coach sp. z o.o.
JiT	Just in Time – delivery provided in precisely defined time - the moment of production in Solaris Bus & Coach sp. z o.o.

## 1.2. Purpose of this manual

This manual for creating shipping documents for Solaris Bus & Coach sp. z o.o. is intended to harmonize standards documents used in the process of goods reception at the production plant in Bolechowo.

The document does not refer to other, not listed documents. The template of shipping documents, which differ from the recommended version (Appendix), shall be agreed each time with Solaris Bus & Coach sp. z o.o. starting the cooperation of joining a project. Short version of the manual for creating shipping documents is presented at the end of this document, in section 4.

## 1.3. Scope of application

Solaris Bus & Coach sp. z o.o. shall provide this manual to a cooperator / provider, which shall observe the requirements specified in the manual for the duration of cooperation. Alternatively, the supplier may propose its own terms and conditions (templates of documents), which must

be approved by Solaris Bus & Coach sp. z o.o. Departments of Solaris Bus & Coach sp. z o.o. involved in the circulation of this document:

- Warehouse,
- Purchasing Department:
- Logistics Department.

## 2. Requirements for creating shipping documents

Set of delivery documents shall consist of the external release document (Delivery note/WZ), a list of delivered pallets and the label attached to the package. Templates of documents are attached at the end of the manual as the Annexes. Solaris Bus & Coach sp. z o.o. requires clarity and readability of documents. The document is the basis for material reception, therefore it should be prepared in unified form. Only digital form of shipping documents is accepted.

### 2.1. External release document (Delivery note [WZ in Polish])

This document is the basis for material reception in the warehouse. It is made by the supplier of the component(s), pursuant to physical release. Delivery note (WZ) shall have its own identifiable number that will be used to verify the reception of component(s) into stock. The document must include:

- Traceable number of the SBC material/component,
- Order number at the bottom,
- Order item No.,
- Traceable number of SBC revision or drawing, alternatively - traceable number of manufacturer component number,
- Material name,
- Shipped amount,
- Unit of measure.

The above data must be presented in one document in a tabular form and with structured arrangement. The required method for completing the document is unified digital form. Any changes in the manual form shall be made with the signature of the person preparing the document.

The signature of the person releasing the material at the supplier's site.

### 2.2. List of delivered pallets

List of delivered pallets is a document presenting a list of all collective packages shipped to Solaris in one delivery, receipt, which is confirmed by the Delivery Note (WZ in Polish).

The list shall present the following information:

- Pallet No.
- Identifiable number of the collective package assigned by Solaris Bus & Coach (for standardized carriers)
- Type of collective package
- Description of the material inside the collective package.
- Number of individual elements that inside the collective package.

### 2.3. Label of the unit package (container / box)

The label should be attached to each package. It should be attached in the upper left corner of the package. Information should be legible and neatly attached on the box.

The document must include:

- Name of the sender
- Name of the recipient
- Material number of Solaris Bus & Coach
- Material name of Solaris Bus & Coach
- Quantity and unit of measure of the material inside the package
- Reference number of the sender / revision number, figure, contract, vehicle of Solaris Bus and Coach
- Package gross weight
- Order number of Solaris Bus & Coach
- Barcode

## 2.4. Label of JiT deliveries

The label must be affixed on each package and it should be attached to its upper left corner. Information should be visible and legible.

The document must include:

- name and address of the supplier;
- name and address of the recipient (Solaris Bus & Coach);
- name of the module;
- order number of Solaris Bus&Coach;
- number of vehicle dedicated to the material;
- purchase order number;
- name, numbers of elements / elements in the JiT module their quantity;
- team-station;
- date and time of generating the order in the warehouse:

## 2.5. Marking pallets

Each pallet must be marked with a unique number, consistent with the number specified in document "List of delivered pallets".

## 2.6 Marking of transport units in accordance with the requirements of Regulation R118.02

Material supplied for orders covered by the requirements of Regulation R118.02 must be properly marked. For the components approved for the production that already have the approval certificate, the method of labelling is specified in Regulation R118.02. The parts approved for production basing on the reports must be marked with an orange label containing text "R118.02" (the same label as the one used to mark the elements, in accordance with the internal labelling standard of SBC).

### 3. Short version of the manual for creating shipment (delivery) documents – Document Standard

# 1 Standard for delivery documents

## 1. External release document (Delivery note [WZ in Polish])

Miejsce wystawienia  
  
 Data wystawienia

Sprzedawca:

Nabywca:  
 SOLARIS Bus & Coach sp. z o.o.  
 Bolechowo-Osiedle, ul. Obornicka 46  
 62-005 Owinska  
 NIP: 524-00-15-630

WZ/Delivery note

Lp	Index no. / Numer materiału	PO no/ Nr zamówienia	Pozycja zamówienia	Supp ref/Nr dostawcy-Nr Rewizji/Rysunku	n/Nazwa materiału	Qty/Ilość	J.m.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Wystawił:

Odebrał:

# 2 Standard for delivery documents

## 2. List of delivered collective packages

Miejsce wystawienia

Data wystawienia

Sprzedawca:

Nabywca:

SOLARIS Bus & Coach sp. z o.o.  
 Bolechowo-Osiedle, ul. Obornicka 46  
 62-005 Owińska  
 NIP: 524-00-15-630

WZ/Delivery note

Lp	Unit no. / Numer palety	Type of unit/ Rodzaj nośnika	Index no/Numer detalu	Description/Nazwa detalu	Qty/Ilość
1	Nośnik 1	Euro	0004-032-965	aa	20
			0002-001-456	bb	10
			0000-125-896	cc	15
2	Nośnik 2	Skrzynia	0120-658-963	dd	60
3	Nośnik 3	Euro	0005-741-369	ee	10
			0002-110-369	ff	15
4	Nośnik 4	Stojak	0000-147-112	gg	56
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Suma

Wystawił:

Odebrał:

# 3 Standard for delivery documents

3. Package label		
Supplier/Nadawca:		Index no. / Numer detalu:
Reciver/Odbiorca: SOLARIS Bus & Coach sp. z o.o. Bolechowo-Osiedle, ul. Obornicka 46 62-005 Owińska NIP: 524-00-15-630		Description/Nazwa materiału
		Qty/Ilość
Waga	PO no/ Nr zamówienia	QR Code/Kod kresowy

# 4 Standard for delivery documents

1. Label of JiT deliveries

<b>Name of the recipient:</b>	<b>Name of the module/element:</b>	<b>Name of the Supplier:</b>																																							
<b>Date and time of generating the order:</b>	<b>Place of installation:</b>																																								
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 12.5%;">order No.</th> <th style="width: 12.5%;">purchase order</th> <th style="width: 12.5%;">vehicle number</th> <th style="width: 25%;">element name</th> <th style="width: 12.5%;">element number</th> <th style="width: 12.5%;">quantity</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						order No.	purchase order	vehicle number	element name	element number	quantity																														
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Prepared by		Reviewed by		Approved by	
Date	Signature	Date	Signature	Date	Signature
09/26/2019	Małgorzata Maślak	01/23/2020	Kamil Witek	01/23/2020	Maciej Nowak

## Revisions:

Version	Date	Scope of revision		
1	03/10/2020	1. Section 2.6 added, relating to material labelling in accordance with the requirements of Regulation R118.02.		
		Prepared by: Pietruszewska M.	Checked by: Witek K.	Approved by: Nowak M.
2	06/10/2021	2. Updating the legal form of the company		
		Prepared by: Karczewska M.	Checked by: Woźniak M.	Approved by: Nowak M.