RECOMMEDATIONS:

Excel document contains one sheet with overall information for maximum 14 different parts and 14 sheets with detailed information for each part number. First you should fulfill sheets with detailed information because some information are automatically transferred to overall sheet. You only fulfill the yellow cells.

INSTRUCTIONS TO FULFILL DEATAILED PART OF LAF

1. SUPPLIER

SUPPLIER	
Supplier name:	
Supplier account N°	
Contact:	
Phone Number:	
Production plant:	
Dispatch plant:	

In these cells you enter the supplier name, supplier account number at TPV, contact person at supplier, phone number of contact person, production location for described material and dispatch location at supplier.

2. PART - PRODUCT

PART OR PRODUCT	
Part number:	
Part description:	
Weight (kg):	
Daily needs (pcs):	
Delivery plant:	
Distance (km):	

In these cells you enter part number, part description, part weight, daily need assumption at customer, delivery plant – customer and distance between dispatch and delivery location.

3. PACKAGING

PACKAGING					
Number of pieces per PU	①	Tare weight - PU (kg)	0,00	Total PU weight (kg)	0,00
Number of PU/TU	②	Tare weight - TU (kg)	0,0	Total PU weight (kg)	0
Number of pieces/TU	0	Stacking factor - static	1 + ③	Stacking factor - transport	1 + ④

1. Write the number of pieces per packaging unit (PU).
2. Write the number of packaging unit per transport unit.
3. Write the number of pallets on the bottom pallet allowed – storage stacking.
4. Write the number of pallets on the bottom pallet allowed – on truck and forklift.

4. PACKAGING TYPE

Packaging type			
☐ Serial	☐ Returnable	☐ Standard	☐ Alternative
☐ Pre-serial	☐ Disposable	☐ Specific	☐ Foldable

In this cell you mark the type of packaging if it is serial or pre-serial, returnable or disposable, standard or specific, alternative and foldable.

5. KOLIČINA EMBALAŽE V ZANKI MED STRANKAMA

Packaging loop (days)							
Basic requirement - supplier	Additional requirement - supplier	Transport of parts	Transport of empties	Additional requirement for foldable containers	Requirements TPV	Additional safety stock	Overall loop in working days
①	②	③	④	⑤	⑥	⑦	⑧

1. Write the number of working days needed for full packaging intended for shipment at supplier.
2. Write the number of working days needed for packaging before the last operation, for the last operation and safety stock at suppler.
3. Write the number of days needed for packaging in transport between supplier and buyer.
4. Write the number of days needed for empty packaging in transport between buyer and supplier.
5. Write the number of days needed for packaging because of foldability of packaging.
6. Write the number of days needed for packaging before the operation, between the operation and empty packaging intended for shipment to supplier.
7. Write the number of days needed for additional safety stock at buyer.
8. Write the number of days for all previous need for packaging.

6. DETAILED DESCRIPTION OF PACKAGING UNIT (PU) AND COST BRAEKDOWN

Detailed description of Packaging Unit (PU) and cost breakdown							Purchasing costs per PU	
Description of packaging components in packaging unit	Returnable/ disposable	Dimensions L×W×H (mm)	Tare weight (kg)	Material	Quantity/ PU	Price / piece (€)	returnable € / PU	disposable € / PU
①	②	③	④	⑤	1 ⑥	⑦		
	Gross weight of PU (kg)		0	Total PU cost (€/PU)			0	0

1. Write the packaging unit designation in the first cell and designation of additional packaging which goes into packaging unit in the rest of cells.
2. Choose if it is returnable (R) or disposable (D) packaging.
3. Write the packaging dimensions (L-length, W-width, H-height).
4. Write the weight of packaging.
5. Write the material of packaging.
6. Write the number of pieces in packaging unit. Primary packaging unit can be only one and has to be written in first raw.
7. Write the price of one packaging.

7. DETAILED DESCRIPTION OF TRANSPORT UNIT (TU) AND COST BREAKDOWN

Detailed description of Transport Unit (TU) and cost breakdown

Description of packaging components in transport unit	Returnable/ disposable	Dimensions L×W×H (mm)	Tare weight (kg)	Material	Quantity/ TU	Price / piece	Purchasing costs per TU	
							returnable € / TU	disposable € / TU
0 ①	0 ②	0 ③	0,00 ④	0 ⑤	0 ⑥	0 ⑦	0	0
		Gross weight of TU (kg)	0,00	**Total TU cost (€/TU)**			**0**	**0**
Amortisation quantity (pcs)		⑧		**Total cost per part (€/piece)**			**0,00000**	**0,00000**

1. Write description of packaging in second row and additional packaging which goes on transport unit in the rows below. First row is a copy from packaging unit.
2. Choose whether packaging is returnable or disposable.
3. Write dimensions of packaging (L-length, W-width, H-height).
4. Write the weight of packaging.
5. Write the material of packaging.
6. Write the number of pieces in transport unit. Primary transport unit can only be one and has to be written in second raw.
7. Write the price of one packaging.
8. Write the amortization quantity for packaging.

8. PACKAGING LABOUR COST BREAKDOWN

PACKAGING LABOUR COST BREAKDOWN

Description of operation for one transport unit	Time (min/TU)
①	②

			Number of minutes per TU (min/TU)	0
Labour cost per hour (€/h)	③		**Labour cost per TU (€/TU)**	**0**
			Labour cost per piece (€/pc)	**0,00000**

1. Write the designation of operation.
2. Write the time needed for operation for one transport unit.
3. Write the labour cost per hour.

9. TRANSPORT COST BREAKDOWN

TRANSPORT COST BREAKDOWN

Incoterms	①	Delivery freqency assumption	⑤	
Truck desription	②	Empty packaging frequency return assumption	⑥	
Maximum TU per truck	③	Transport cost per truck (€/truck)	⑦	
Foldability factor	④	**Transport cost per TU (€/TU)**	⑧	
		Transport cost per part (€/piece)	0,00000	

1. Choose the Incoterm – FCA, DAP, DDP, DAF.
2. Write truck description or type of transport.
3. Write the maximum possible quantity of pallets (transport unit) per truck.
4. Write the foldability factor. If packaging is not foldable the factor is 1. Otherwise the factor is ratio between height of opened packaging and height of foldable packaging.
5. Choose the delivery frequency assumption.
6. Choose the empty packaging frequency return assumption.
7. Write the transport cost per truck.
8. Write the transport cost per transport unit (pallet).

INSTRUCTIONS TO FULFILL GENERAL LAF FORM

1. CONTACT PERSONS TPV

Contacts TPV	Function	Name	Dept.	Phone	E-mail
	Project-Purchasing				
	Logistics Planner Customer Team				
	Logistics Planner Plant				

In these cells you write the name, department, phone and e-mail of the contact person for each department in TPV.

2. CONTACT PERSONS SUPPLIER

Contacts Supplier	Supplier name				
	Function	Name	Dept.	Phone	E-mail
	Sales Supplier				
	Logistics				
	Material planner				

In these cells you write the suppler company name and the name, department, phone and e-mail of the contact person for each department at supplier.

3. START AND END OF PRODUCTION

SOP TPV		EOP TPV	

In these sells you write the start of production date (SOP) and end of production (EOP) in TPV.

4. DISPATCH AND DELIVERY ADRESS

N° TR	Dispatch address of the supplier				Incoterm		Delivery adress of TPV plant				Distance (km)
	Country	Town	ZIP code	Street	Incoterm	Nemed place	Country	Town	ZIP code	Street	
1	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
2											
3											
4											

1. Write the dispatch country.

2. Write the dispatch town.
3. Write the ZIP (poste) code of dispatch address.
4. Write the street name and number.
5. Choose the Incoterm FCA, DAP, DDP, DAF.
6. Write dispatch-delivery town regarding Incoterm.
7. Write the delivery country.
8. Write the delivery town.
9. Write the ZIP (poste) code of delivery address.
10. Write the street name and number.
11. Write the distance between dispatch and delivery place.

5. MATERIAL DATA

		Material data			
N°	Material number	Part description	Lifetime volumes (pcs)	Part weight (kg)	N° TR
1			①		②
2					
3					

Material (part) number, part designation and part weight are automatically written from detailed part of LAF.

1. Write the quantity of pieces in a lifetime of the project.
2. Write the serial number of transport relation (route) from previous point.

6. LOGISTICS COST

Logistics cost (€/pcs)						Logistics cost (€/TU)
Packaging costs	Transport costs	Adittional logistics service	Customs cost	Nonrefundable taxes and fees	Total logistics cost	
0,000000	0	①	②	③		
0,000000	0					

Packaging and transport cost are automatically written from detailed part of LAF.

1. Write additional costs like repackaging at the supplier and all external logistics costs of the supplier (external warehouse or crossdock).
2. Write costs of all customs duties (export and import duties) and all costs and fees related to customs clearance.
3. Write the cost of all taxes that cannot be refunded according to the financial laws of both the exporting and importing country.

7. LOGISTICS CONDITIONS

Packaging key	Delivery freqency	Description of packaging unit (PU)	Quantity per PU	Quantity PU/TU	Quantity per TU	Packaging policy
Logistics conditions						
①						②

Delivery frequency, description of packaging unit, quantity per packaging unit, quantity of packaging unit per loading unit, quantity per transport unit are automatically written from detailed part of LAF.

1. Choose the ownership of packaging (customer - TPV, supplier, mix ownership, type of packaging – rental or disposable) and packaging exchange type (1:1 means equal amount of full and empty packaging are exchanged at customer or supplier; 1:n means different amount of full and empty packaging are exchanged at customer or supplier).
2. Choose packaging policy – how the pieces are finally packed: pieces drop out of the tool, pieces are packed manually in the process, pieces are packed manually out of the process or pieces are packed automatically.

8. ADDITIONAL AGREEMENTS

Additional agreements	
Minimum order quantity	Comments
①	②

1. Write the minimum order quantity.
2. Write additional comments regarding logistics agreement.