



SOLARIS

A **CAF** GROUP COMPANY

LOGISTIC DELIVERY STANDARD



Table of Contents

Spis treści

1. Purpose.	4
2. Scope and area of application.	4
3. Definitions.	5
4. Standard delivery documents / Instructions for creating shipping (delivery) documents – description of the procedure.	7
4.1. Requirements for creating shipping documents.	7
4.2. External release document (Delivery note [WZ in Polish])	7
4.3. List of delivered pallets.	7
4.4. Label of the unit package (container / box).	7
4.5. Label of JIT deliveries.	8
4.6. Pallet labelling.	8
4.7. Marking of transport units in accordance with the requirements of Regulation R118.02. EUR-Lex - 42015X0421(01) - EN - EUR-Lex.	8
4.8. Short version of the manual for creating shipment (delivery) documents – Document Standard	8
5. Packaging standard/material packaging instructions – description of the procedure.	13
5.1. Requirements for packaging materials.	13
5.2. General requirements.	13
5.3. Steel materials (profiles, beams, plates, wires, angles, etc.).	13
5.4. Joint, electrical materials, other.	14
5.5. Materials supplied in running meters - cables, wires, gaskets etc.	14
5.6. Materials protecting components / filling the packaging.	14
5.7. Packaging labelling.	14
5.8. Component labelling.	15
5.9. Short material packaging instructions – packaging standard.	15
6. Labelling standard – additional requirements, description of the procedure.	16
6.1. Labelling selection.	16
6.2. Types of labelling.	17
6.3. Standard version.	17
6.4. Specific requirements depending on the type of component.	17
6.5. Implementation of labelling.	17
7. Delivery notification standard (to the Main Warehouse – SBC) - description of the procedure.	18
8. Receipt ordering standard (transports carried out by SBC) – description of the procedure.	19

8.1. Date and place of receipt.....19
8.2. Product details.....19
8.3.Loading information.....19
8.4.Order Number / Loading Number.....19
8.5. Accompanying documents.....19

1.Purpose.

The purpose of the manual is to present standards for creating shipping documents for Solaris Bus&Coach sp. z o. o., used for the receipt process at Solaris Bus&Coach sp. z o. o., packaging materials delivered to Solaris Bus&Coach sp. z o. o., in order to unify standards for delivering components used for production at the Solaris Bus&Coach sp. z o. o. manufacturing plant in Bolechowo, and to present the labelling standard that supplements the company's Labelling Standard SN22-004-000 J, concerning the labelling of parts delivered to Solaris Bus&Coach sp. z o. o., with specific logistics and warehousing requirements.

The manual, which contains standards for creating shipping documents for Solaris Bus&Coach sp. z o. o., packaging of delivered materials and their labelling, aims to standardise, optimise and ensure the safe transport of goods, their reloading and storage.

Thanks to their implementation, the process of receiving parts at the Warehouse of Solaris Bus&Coach sp. z o. o. and then releasing them to Production will be optimised and secured. The document requirements apply to all deliveries sent to the Bolechowo plant.

2. Scope and area 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 (document template), which must be approved by Solaris Bus & Coach sp. z o. o., i.e. the departments of Solaris Bus & Coach sp. z o. o. involved in the process of circulating this document, i.e.:

- the Warehouse,
- the Purchasing Department,
- the Logistics Department,
- the Quality Department,
- the Documentation and Standards Department.

Solaris Bus&Coach sp. z o. o., where possible, places emphasis on the introduction of reusable containers into circulation between the Solaris Bus&Coach sp. z o. o. production plant in Bolechowo and the supplier/contractor. Alternatively, the supplier may propose its own terms and conditions of packaging, which must be approved by Solaris Bus & Coach sp. z o.o.

Location	
<input checked="" type="checkbox"/>	Bolechowo
<input type="checkbox"/>	Jasin
<input type="checkbox"/>	Murowana Goślina
<input type="checkbox"/>	Środa Wielkopolska
<input type="checkbox"/>	Kijewo
<input type="checkbox"/>	All

Area	
<input type="checkbox"/>	Production
<input checked="" type="checkbox"/>	Warehouse
<input type="checkbox"/>	Prototype shop
<input type="checkbox"/>	Workshop
<input type="checkbox"/>	Administration
<input type="checkbox"/>	All
<input checked="" type="checkbox"/>	Other: Purchasing Department, Logistics Department, Quality Department, Documentation and Standards

3. Definitions.

Solaris Bus & Coach sp. z o.o. / SBC Production facility that produces city buses.

Located at:

ul. Obornicka 46 in Bolechowo-Osiedle,

Post Office 62-005 Owińska in 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

Consignor Cooperator / supplier.

Consignee 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.
Materials	Materials are the elements used for production and assembly of semi-finished and finished products.
Cylinder	A cylinder which is wider at the edges than in its central part, on which cables, wires and sealing materials are wound.
Label	Marking area used to present information concerning the marked item and its contents
Pictogram	A symbol presenting the concept (described by a term or phrase) in the form of image separated from the text.
Marking/labelling	Marking of components in the form of a label placed directly on the part or on the collective packaging, which allows for the unambiguous identification of details.
Unit label	Label used for parts.
Collective label	Label on a packaging unit.
Dismantling/de-assembly	An internal SBC process that involves assigning internal SBC part numbers to individual components that make up a set ordered from a supplier under one collective index.

4. Standard delivery documents / Instructions for creating shipping (delivery) documents – description of the procedure.

4.1. 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.

4.2. 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,
- SBC order number,
- Order item No.,
- Traceable number of SBC revision or drawing, alternatively - traceable number of manufacturer component number,
- Material name,
- Shipped amount,
- Unit of measurement.

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.

4.3. List of delivered pallets.

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

The list shall present the following information:

- Pallet No.
- Traceable SBC number (for standardised media)
- Type of collective package
- Description of the material inside the collective package.

Number of individual components that inside the collective package in the delivery

4.4. 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 consignor

- Name of the consignee
- Material number,
- Name of the SBC material,
- Quantity and unit of measure of the material inside the package,
- Reference number of the sender / revision number, figure, contract, vehicle of SBC,
- Package gross weight
- SBC order number,
- Barcode containing information about SBC traceable material/part number.

4.5. 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 consignee (SBC),
- Name of the module,
- SBC order designation,
- Number of vehicle dedicated to the material,
- Order number,
- Name, numbers of components / components in the JIT module their quantity,
- Team-station,
- Date and time of generating the order in the warehouse.

4.6. Pallet labelling.

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

4.7. Marking of transport units in accordance with the requirements of Regulation R118.02. [EUR-Lex - 42015X0421\(01\) - EN - EUR-Lex](#)

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 components, in accordance with the internal labelling standard of SBC).

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

1. Standard for delivery documents

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	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

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. Etykieta opakowaniowa		
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	Supp ref/Nr dostawcy-Nr Rewizji/Rysunku
Waga	PO no/ Nr zamówienia	QR Code/Kod kresowy

4. Standard for delivery documents

1. Etykieta dostaw realizowanych w procesie JIT					
Nazwa odbiorcy:		Nazwa modułu/detali:		Nazwa dostawcy:	
Data i godzina wygenerowania zamówienia:		Miejsce zabudowy:			
numer zlecenia	zlecenie zakupowe	numer pojazdu	nazwa detalu	numer detalu	ilość

5. Packaging standard/material packaging instructions – description of the procedure.

5.1. Requirements for packaging materials.

Materials are the elements used for production and assembly of semi-finished and finished products.

In most cases, cardboard boxes, pallets, spacers and wooden boxes will be the main type of packaging materials. If this is not possible, it is allowed to use other types of packaging, if they are approved by SBC in each individual case. Packaging design should take into account the transport, handling and storage, as well as the cost-effectiveness of the solution, as well as occupational health and safety and ergonomics.

Packaging should take into account the environmental aspect and should be made of biodegradable materials to the maximum extent. The packaging material recommended by SBC is cardboard, and the accepted dimensions of cardboard packaging are:

whole-pallet cardboard box 1200x800x1000 mm
whole-pallet cardboard box 1200x800x500 mm
cardboard box 600x400x300 mm
Cardboard box 300x200x250 mm
Cardboard box 400x300x400 mm

Recommended dimensions of cardboard boxes. Source: Own work

5.2. General requirements.

- Materials must not protrude beyond the packaging boundaries;
- Packaging must provide basic protection against damage, dirt or moisture in the material,
- Each individual material should be packaged and labelled separately,
- The packaging must ensure the best use of space,
- Packaging materials, which affect the appearance of Solaris products must provide special protection of the finished product exposed surface,
- All materials must be readily available for unpacking. Heavy materials, in order to avoid too many manoeuvres, must be packaged in a stable position,
- The packaging must be properly adapted for safe transport, transshipment and storage using conventional means of transport and storage, such as a forklift and gantry.

The packaging must be designed to ensure its lifting by any typical forklift from each of the four sides.

5.3. Steel materials (profiles, beams, plates, wires, angles, etc.).

- Steel materials shall be placed on wooden / cardboard spacers, platforms or pallets in order to enable their unloading with cranes (attaching points for transport belts), or with forklift trucks,

- Materials transported without packaging (loose) should be properly fastened and secured against moving during transport and unloading.

5.4. Joint, electrical materials, other.

- Materials for one device in the contract should be packaged as sets and described also with contract number.

5.5. Materials supplied in running meters - cables, wires, gaskets etc.

- The packaging must protect products against deformation,

- The packaging must have the form of a spool. Plastic, wooden and paper (cardboard) spools are allowed.

5.6. Materials protecting components / filling the packaging.

The purpose of materials protecting SBC materials is to directly protect the quality of surfaces ordered by SBC. They are used inside the packaging to separate the components and protect them during transport.

Permitted materials that may be used to protect the components include:

- Corrugated cardboard,
- Grey paper,
- Honeycomb,
- Nomapack,
- Polyethylene foam,
- Bubble wrap,
- Cardboard dividers,

5.7. Packaging labelling.

- Marking / labelling must be clear, legible, durable, identifying the material and allowing trouble-free reception, release and assembly during production;

- Packaging should be marked with material indexes of Solaris Bus & Coach sp. z o.o. (if the index numbers have been assigned and provided), as well as the index and revision or contract number;

- Indexes with revision - materials made pursuant to the documentation of SBC.
- Indexes with contract name – materials made pursuant to the order within the indicated contract.
- Indexes with the supplier number – material entrusted by the customer (5560*)

- Each packaging should be marked separately,

Pallets (unit/collective package, different materials) should be marked with a list of materials with SBC material indexes.

- If such guidelines are specified, the packaging should be marked with safety pictograms (see Appendix),

- Small elements should be packed separately in a collective package and properly marked,

- Information on stackability and the number of levels (if applicable) should be included on the packaging.

5.8. Component labelling.

Component marking should be in accordance with the SN22-004-00J standard. The current version of the SBC Labelling Standard is available on the SBC website in the 'Company' -> 'For Suppliers' tab [<https://www.solarisbus.com/pl/firma/dostawcy>].

5.9. Short material packaging instructions – packaging standard.

5.9.1 Freight containers.

- Unit / collective package should be preferably based on the following spatial module: 800x1200x1000 mm,
- ALL MATERIALS should be delivered on a pallet,
- Cardboard boxes should be adapted to the size of components.
- The unit package/ one cardboard box should be used to deliver one type of product.

5.9.2 Storage of cardboard boxes.

- The base (bottom) shall be stapled,
- The top part shall be joined with a tape or bound.

5.9.3 Goods packed in polyurethane foam

- Plastics invisible after installation, e.g. tanks, air ducts,
- Metal parts susceptible to scratches and damage

5.9.4 Goods packed in paper and bubble wrap.

- Additional cardboard paper can be used as additional protection
- Plastics visible after installation,
- Susceptible to scratches and damage
- Large-sized painted parts.

5.9.5 Goods packed in cardboard box without special protection.

- Large-sized components less susceptible to damage, e.g. pumps, small tanks
- Hoses

5.9.6 Goods packed in cardboard boxes with specific protective measures.

- Additional spacers, partitions, paper carton, filler,
- All types of components very susceptible to damage or scratches,
- Electronic equipment - speakers, etc.
- Destination display,
- Mirrors,
- Lamps with fluorescent tubes, fluorescent tubes (cardboard + bubble wrap).

5.9.7 Goods packed in larger quantities.

Goods packed in large quantities (decimation) and suitable protected against mechanical damage (foil, bag)

- All types of small-sized painted and unpainted components:
 - * connectors,
 - * elbows,
 - * buttons,
 - * brackets,
 - * clamps,
 - * etc.

5.9.8 Lacquered, polished goods.

- Lacquered, polished goods (decorative), susceptible to surface damage, shall be individually wrapped in paper and bubble wrap,
- All kinds of painted and decorative components:

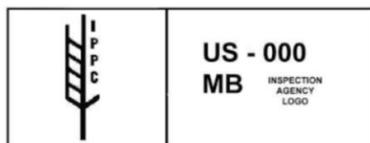
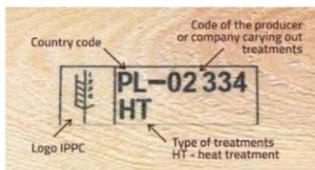
- * caps,
- * finishing elements,
- * panels.

5.9.9 Railing details and handrails.

- Railing details and handrails (long [6m] and short) must be protected by bubble wrap, polyurethane foam - EACH PIECE MUST BE PACKED SEPARATELY!
- All kinds of hand-rail tubes

5.9.10. Goods packed in wooden packaging.

All wooden packaging/pallets for international transport must be labelled to confirm that fumigation has been carried out in accordance with the ISPM 15 standard. The markings on the fumigated packages look like in the drawing below:



6. Labelling standard – additional requirements, description of the procedure.

The standard applies to the work of the following departments, within the following areas of responsibility:

- Logistics (Supply Logistics, Warehouse Logistics) – defining specific requirements and accepting the final version of the labelling method,
- Purchasing – sending requirements to suppliers during the bidding process,
- Documentation and Standards – maintaining consistency of the company's labelling standards with logistics and warehousing requirements;

6.1. Labelling selection.

All purchase components whose indexes are included in the order document (sent by SBC) should be marked, and in special cases also those that are subject to disassembly. It is important to include the SBC index on the label, as this is the only way to correctly identify components.

Depending on the size, weight, and shape, using a single or collective label is permissible – components that, in accordance with the company's Labelling Standard SN22-004-000 J, do not have to be labelled individually should be marked with a collective label on the packaging that contains a uniform index.

For a unit label, if a single component is shipped in a unit package or protective packaging (such as foil, cardboard) – it is preferable for the label to be on both the component and the package/protective packaging.

In the case of a collective label, it is permissible to use logistics standards (e.g. VDA/Odette label) after consultation with SBC, provided that the label contains all the necessary information;

If it is not possible to comply with the requirements (e.g. commercial components), the labelling should be each time agreed individually with SBC.

6.2. Types of labelling.

The labelling versions supplemented with the requirements of the Logistics Department are described below.

6.3. Standard version.

Components should be marked in accordance with the company's Labelling Standard SN22-004-000 J, taking into account that:

- **size** – is suggested, but should ultimately be adjusted to the size of the item – the label must be visible, legible and contain all required information;
- **production date** – due to the nature of the supplier's processes, the shipping or packaging date is also acceptable;

6.4. Specific requirements depending on the type of component.

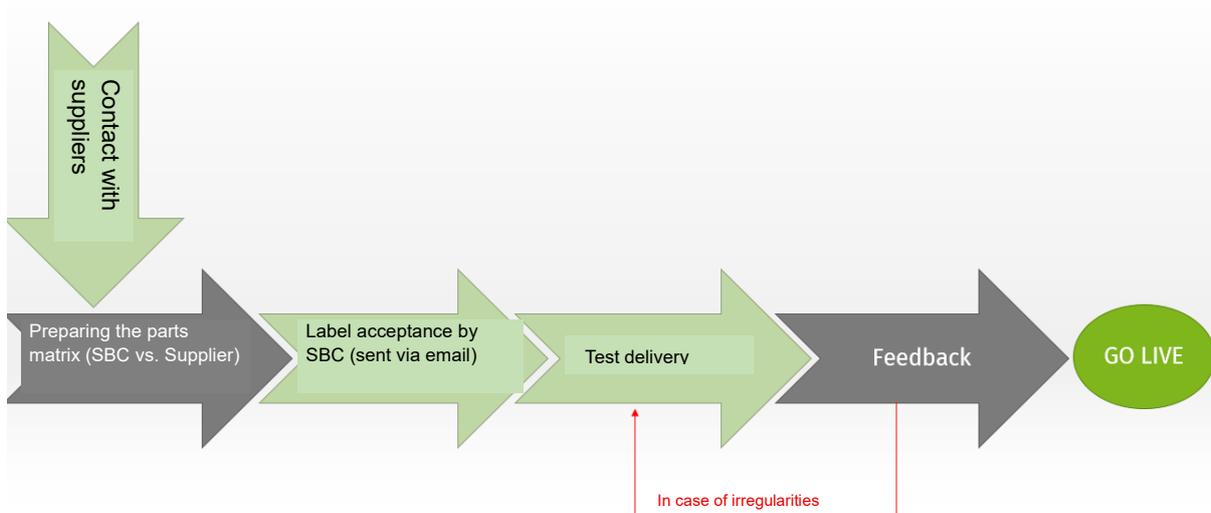
Below are specific cases where it is required to include non-standard information on the label:

- JIT/JIS label – agreed on a case-by-case basis due to the specific nature of the process,
- length – in the case of parts ordered and received in pieces, under one index, having different lengths, which determine the type of car in which a given variant is installed,
- expiry date – if it is important for the usability of a given product/part;
- contract – parts dedicated to a specific contract;
- IP – if this property determines a specific car/contract or the place of installation in the vehicle where the built-in part is to be located;
- the order/place of installation in the car (especially for disassembling) – if this does not result directly from the part number and technical drawing.

6.5. Implementation of labelling.

In the case of new suppliers or new material groups for suppliers already cooperating with SBC, the label should be agreed with SBC each time regarding special logistics and warehousing requirements.

SCHEME OF OPERATION



Scheme. Implementation of barcode labels

7. Delivery notification standard (to the Main Warehouse – SBC) - description of the procedure.

The standard practice of Solaris Bus&Coach sp. z o. o. is to notify deliveries in the Notification Portal, through which Suppliers and Transport Companies should book unloading slots necessary for the delivery of goods.

Delivery hours:

Monday–Friday: 6:30 AM–9:00 AM, 10:00 AM–5:30 PM, 6:30 PM–9:00 PM

Saturday: 6:30–9:00 AM, 10:00–11:30 AM

Solaris Bus&Coach sp. z o.o. undertakes to accept the delivery into the system and unload the cargo within the reserved notification window.

There are two basic types of bookings available in the Portal:

Cyclic notifications – for suppliers delivering on fixed days and hours. Recurring dates are booked and require confirmation by the user each time. Failure to confirm will result in the bookings being cancelled and made available to other users.

Contractor notifications – for suppliers making deliveries on any chosen dates.

Each driver is required to have a five-digit notification number, necessary to register the delivery at the Delivery Registration Office in Bolechowo.

If you arrive before the booked time, the driver should wait for their turn. In the event of a delay, the delivery will be processed in the first available unloading slot.

The driver will be informed about the new unloading time by an employee of the Delivery Registration Office.

To gain access to the Notification Portal, please send your application to the following email address: SOLARIS_PL_ADMINISTRACJA_MAGAZYNU_BOL@solarisbus.com

After receiving the message, a user account is created and then instructions are sent to facilitate the use of the Portal.

8. Receipt ordering standard (transports carried out by SBC) – description of the procedure.

In order to properly organise the receipt of goods, Solaris Bus&Coach sp. z o. o. requires that complete and accurate data be sent to the following address: transport@solarisbus.com

Each receipt notification should contain the following information:

8.1. Date and place of receipt.

Please indicate the exact date and time from which the goods will be ready for delivery and the exact address.

8.2. Product details.

Each submission requires the following information:

- actual dimensions and weight of the shipment,
- type of packaging (e.g. cardboard, pallet, box, etc.),
- information about stackability,
- information on whether the goods have hazardous properties; if necessary, send a safety data sheet (MSDS),
- value of the goods.

8.3. Loading information.

Please provide:

- date and time when the goods can be released,
- contact details of the person responsible for the release of goods.

The transport company assigned to the order will contact the person responsible to confirm the planned arrival time.

8.4. Order Number / Loading Number.

If required – the number to be quoted upon receipt.

8.5. Accompanying documents.

Accompanying documents (such as: Packing List, Commercial Invoice, Original Invoice, Proforma Invoice, etc.) issued for received goods **must be final**.

For deliveries from outside the European Union, these documents will be used for customs clearance purposes and presented to the relevant authorities, therefore their content should be consistent with the financial conditions and the actual situation, as well as not subject to subsequent changes.

Related documents

Number	Document name
	Statute R118.02 EUR-Lex - 42015X0421(01) - EN - EUR-Lex
	Marking standard SN22-004- 000 J

Prepared by		Reviewed by		Approved by	
Date	Signature	Date	Signature	Date	Signature
20.03.2026	Maciej Nowak	20.03.2026	Joanna Sikorska	20.03.2026	Michał Woźniak

