

Packaging Manual

SEW-EURODRIVE GmbH & Co KG
Version 1.0



Brief profile

As one of the global market leaders in drive technology, SEW-EURODRIVE drives countless processes, systems and machines in many sectors of the production and process industry. From quick, dynamic and highly precise, as in DVD production, to big and powerful, as in the basic materials industry or container terminals, solutions from SEW-EURODRIVE are at home worldwide.

- Owner-run family business
- One of the international market leaders in the sector of drive technology / drive automation
- Founded in 1931
- Approx. EUR 2.4 billion sales in 2011/2012 financial year
- More than 15,000 employees worldwide, of which 550 are in research and development
- 15 production plants and 76 drive technology centers in 45 countries
- Company headquarters in Bruchsal

The job of materials logistics is to supply production sectors with raw materials, as well as receive the semifinished products made. Furthermore, these semifinished products / DIN standard parts are centrally stored and distributed for assembly in Graben and to Eurodrives via distribution logistics. To this end, six fully automated storage facilities are used with a total of 40,000 storage spaces. In the materials and distribution logistics sector,

14,500 containers are moved day in, day out, which represents 1,986 tons per day.

Approx. 25,000 tons are packaged each year and sent to Eurodrives. In the case of gear units, approx. 340,000 are assembled, painted and shipped each year. Add to that around 50,000 motors per year. This logistical masterclass is achieved by approx. 680 employees in the WGL division.



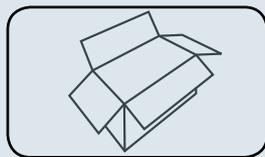
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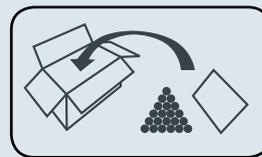
1 Changes from previous version

There are no changes as yet as this version is the first edition.

2 Introduction – What do we have in store for you?



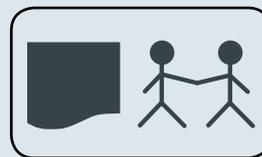
Choose
packaging



Choose
fillers



Determine
labeling



Use a Packaging
Agreement to put it
in writing

In this Manual you will find all the rules related delivering your goods. The ideal scenario for SEW-EURODRIVE is if the supplier makes deliveries using packaging that we also use internally. To this end, a selection of possible packaging units to choose from is outlined in Chapter 3.2.3 “Packaging unit”. You can find an overview of possible fillers in Chapter 3.3 “Permitted and prohibited packaging”. In order that we can clearly identify your goods, we have included Chapter 3.5 “Information on goods tag”. Carrier processing is described in Chapter 4 of the same name.

Once the packaging has been jointly agreed on, the outcome is laid down in a Packaging Ordinance, as per Chapter 5.

In addition to the abovementioned rules on packaging and labeling, the checklist in Chapter 3.2 “Basic principles for designing packaging” offers an additional opportunity to review the packaging proposed.

The team here at SEW-EURODRIVE will shortly be approaching many companies in order to rethink and optimize the information flows with our suppliers. If the Packaging Manual has aroused your interest, you are welcome to approach us yourself in advance.

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3 Packaging Design

3.1 Process for choosing packaging

Packaging is proposed by the supplier and reviewed by SEW-EURODRIVE. The exact

procedure for creating a packaging ordinance is described in the chapter of the same name.

3.2 Basic principles for designing packaging

The following points cover how the packaging must be designed. The following areas are examined first within the chapter:

Chapter 3.2.1: Base support

Chapter 3.2.3: Cardboard boxes

Chapter 3.2.4: Outer packaging for parts.

The following basic rules apply to all parts of the packaging:

- Parts must be protected against mechanical, chemical and environmental impacts.
- It is not permitted to have parts come into contact with packaging material that may adhere to the parts.
- The base supports together with the configuration of cardboard boxes or containers on top must be able to withstand double stacking without damage occurring, e.g. deforming goods.
- The top layer must be sealed.
- The load may not protrude beyond the base area of the base support. (Instructions for arranging goods on pallets can be found in the "Arranging goods" chapter).
- Returnable carriers must be free of any old labels. Any labels attached by the SUPPLIER must be easy to remove.
- Due to risk of injury, cardboard boxes and other boxes may not be closed with metal cramps, but rather adhesive tape should be used.
- Packages must be packed according to type. If mixed shipments are unavoidable, the packages must be clearly marked.
- The fill level within the packages must be high. Empty packages must be avoided in all cases.
- Parts must be easy to remove in a safe way.
- Parts should be protected within the packaging unit in such a way that they cannot knock against each other.
- The customer undertakes timely ordering of all packaging materials. In particular, SEW-EURODRIVEs own LSKs have to be ordered ahead of time (see chapter on carrier processing (returnable packaging)).

3.2.1 Base support

The following are accepted as base supports:

- Exchangeable Euro pallets with following basic size: 1200 x 800 mm
- Exchangeable Euro skeleton containers built for up to 1500 kg, basic size: 1200 x 800 mm
- Exchangeable Euro skeleton containers built for up to 900 kg, basic size: 1200 x 800 mm
- For base supports specific to SEW-EURODRIVE (steel flat pallet and 10-box container), see the “Packaging units” chapter.

The permitted total weight (gross weight) per base support is 1000 kg.

Permitted total height (from floor to upper edge of load) is:

- 10-box container: 650 mm
- Euro pallet with LSK 1 or 2:
Height of Euro pallet + 6 containers
- SEW-EURODRIVE cardboard box K2 or K3:
Height of Euro pallet + 6 containers + cardboard inserts

- Euro pallet with customer packaging:

Total height from floor to upper edge of load:
1400 mm

- Euro pallet with European standard container type 46: Height of Euro pallet + max. 16 containers
- Euro pallet with European standard container type 48: Height of Euro pallet + max. 32 containers
- Euro pallet with European standard container type 49: Height of Euro pallet + max. 64 containers
- Euro pallet with European standard container type 06: Height of Euro pallet + max. 16 containers
- Euro pallet with European standard container type 08: Height of Euro pallet + max. 32 containers
- Euro pallet with mounting panel special packaging: Euro pallet + max. 16 containers
- Euro pallet with cable reels type 080 or 101 as per cable reel delivery regulation



3.2.2 Load securing by base support

The following are permitted for securing loads:

- Strapping with plastic straps and edge protection brackets
- Wrapping in plastic film
- Pallet covering box with strapping



3.2.3 Packaging unit

A series of SEW-EURODRIVE's own cardboard boxes and returnable stock viewing boxes (hereinafter "LSK") are available as packaging units. SEW-EURODRIVE's own cardboard boxes and LSKs are preferred. However, if the packaging specified below cannot be used, disposable packaging designed by the SUPPLIER can be used if agreed in advance.

In addition to SEW-EURODRIVE-specific parts packaging, there are also SEW-EURODRIVE-specific carriers available in the form of steel flat pallets and steel boxes (10-box containers). They are particularly suited to transporting very heavy parts.



Designation	Inside measurements H x W x D (mm)	Properties and use
Type 06	215 x 565 x 365	Non-conductive container for manual handling, closed sides and bottom.
Type 08	215 x 260 x 365	Non-conductive container for manual handling, closed sides and bottom.
Type 46	200 x 560 x 365	Conductive container with running tread bottom and ribbing for safe storage and transport in AKL (automatic small parts warehouse).
Type 48	200 x 265 x 365	Conductive container with running tread bottom and ribbing for safe storage and transport in AKL (automatic small parts warehouse).
Type 49	100 x 265 x 365	Conductive container with running tread bottom and ribbing for safe storage and transport in AKL (automatic small parts warehouse).



Designation	Inside measurements H x W x D (mm)	Properties and use
MDX BG6	930 x 695 x 1090	Special shipping container for heat sinks preassembled MDX60A0900-1320
MDX BG0	175 x 290 x 395	Special shipping container for mounting panel MDX BG0 preassembled
LSK 14/7-3	132 x 182 x 291	Polypropylene box
LSK 14/7-3	132 x 182 x 291	Polypropylene box, conductive
LSK 14/7-4	109 x 125 x 191	Polypropylene box
LSK 14/7-4	109 x 125 x 191	Polypropylene box, conductive
LSK 14/7-5	66 x 88 x 133	Polypropylene box, conductive



SEW-EURODRIVE cardboard boxes

These cardboard boxes can be ordered directly from Smurfit Kappa at SEW-EURODRIVES rates. Examples of packaging tests can be requested from Mr. Rothermel or Mr. Meywald.

The smallest packaging unit may only have a maximum weight of 18 kg. Cardboard boxes that contain several small cardboard boxes can be heavier.

Designation Cardboard box	Part number	Inside measurements H x W x D (mm)
K2 cardboard box, no lid	09118462	445 x 332 x 195
K3 cardboard box, no lid	09118470	317 x 202 x 191
K4 cardboard box, no lid	09118489	209 x 143 x 90
K5 cardboard box, no lid	09118497	143 x 92 x 70
A1 cardboard box Lid	09116567 09116206	336 x 152 x 138 348 x 170 x 30
A3 cardboard box Lid	09116656 09116214	260 x 220 x 150 275 x 240 x 30
Z1 cardboard box Lid	09114580 09114599	265 x 172 x 165 286 x 193 x 35
Z2 cardboard box Lid	09116402 09114610	265 x 220 x 200 286 x 241 x 35

SEW-EURODRIVE returnable carrier: LSK

Rules for container processing are laid down in the “Carrier processing (returnable packaging)” chapter. Examples of packaging tests can be requested from Mr. Rothermel.



Designation	1. Height x Width x Depth (outer) 2. Height x Width x Depth (inner) [mm]	Own weight [kg]	Permitted total weight [kg]
LSK 1	1. 700 x 480 x 200 2. 625 x 450 x 160	10.1	300
LSK 2	3. 510 x 320 x 200 4. 450 x 290 x 170	4.9	80



Designation	1. Height x Width x Depth (outer) 2. Height x Width x Depth (inner) [mm]	Own weight [kg]	Permitted total weight [kg]
Steel flat pallet	1. 220 x 1200 x 80 1192 x 792 (storage space)	40	1000
10-box container	1. 650 x 1200 x 80 2. 440 x 1100 x 710 (upper opening – space below opening is 90 wider and 90 deeper)	80	1000

**SEW-EURODRIVE returnable carrier:
Steel flat pallet and 10-box container**

3.2.4 Inside protection and fillers

Many parts are also not permitted to touch within the packaging and must be secured against shifting. Fillers or blister vacuum molds

can be used. A list of permitted fillers is presented in the “Permitted and prohibited packaging materials” chapter.

3.3 Permitted and prohibited packaging

“Packaging” means all component parts and materials used in a package, including printed or adhesive labels. The principle of “As much packaging as necessary, but as little as possible” also applies to packaging. Furthermore,

only recyclable packaging can be used that meets European environmental and material legislation.

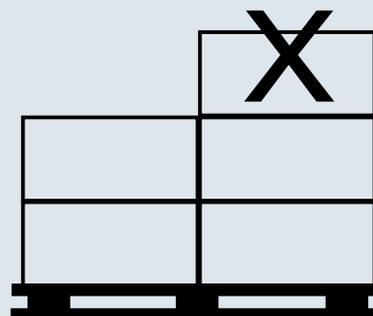
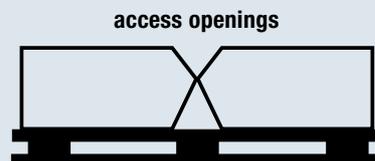
The following rules apply to the individual component parts of the packaging:

Material	Acceptable	Unacceptable
Cardboard packaging and paper	Marked with RESY logo, wax or oil paper	Non-paper components, bitumen paper
Wood	Returnable pallets, disposable pallets in accordance with IPPC Standard	Particle board pallets or panels, impregnated, laminated or painted wood
Plastic film	PE film	PVC
Straps	PP, PET	PVC, steel straps, polyamide straps, polyester straps
General plastics	PE, PP, PET	PVC, PC, mixed plastics, composite materials, metallized plastic film, rubber compounds
Fillers	Paper, cardboard, PE bubble bags	Wood wool, glass wool, chips, styrofoa molds
Corrosion protection material	Safety data sheet must be enclosed	CRM materials, irritating, corrosive or noxious materials
Auxiliary packaging materials	Paper or cardboard, adhesive labels or pouches for shipping documents must be removable without leaving residue	Adhesive/packing tape and labels may not limit the recyclability of the carrier material

3.4 Arranging goods

This “Arranging goods” section describes how packages (cardboard boxes or LSKs) must be loaded and secured onto the pallet.

- Each pallet should be loaded by type. If this is not possible, the pallet must be clearly marked as a mixed pallet (see “Marking shipping units” chapter in the Logistics Manual).
- SEW-EURODRIVE cardboard boxes and LSKs must be arranged uniformly on a pallet. They should be arranged so the access openings are next each other.
- The top layer should be arranged in such a way that there is an even surface. The arrangement must enable double stacking.



3.5 Information on goods tag

The following table indicates the information to be shown on the main goods tag (VDA standard 4902 DIN A5 – to identify the pallet), the KTL goods tag (VDA standard 4902 – to identify packages within a pallet delivery) and the pack-

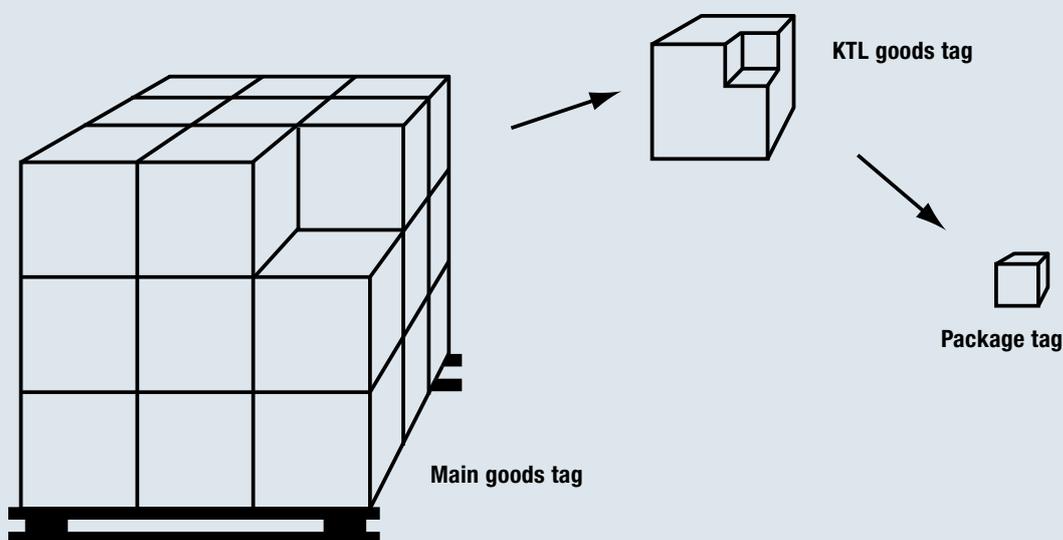
age tag, which is attached to the smallest packaging unit. SEW-EURODRIVE-specific field assignments should be noted here. These are highlighted in the “Notes” column.

No.	Designation as per VDA	Notes (SEW-EURODRIVE-specific assignment)	Main goods tag	KTL goods tag	Package tag
1	Goods recipient – short		x	x	
2	Unloading point		x		
3	Delivery note number	SEW-EURODRIVE order number	x	x	
4	Supplier address – short		x		x (Name)
5	Net weight		x		
6	Gross weight		x		
7	No. of packages		x		
8	Customer part number (SEW-EURODRIVE)	In the case of cast deliveries: Model number In the case of mixed shipments, the note “MIXED SHIPMENT” must be included on the main goods tag	x	x	x
9	Fill quantity		x	x	x
10	Designation, delivery, service		x	x	x
11	Supplier part number	Product designation – short	x	x	
12	Supplier number	SEW-EURODRIVE supplier number (vendor number)	x	x	
13	Date		x	x	
14	Design revision level	Only necessary in the case of: sample deliveries, test deliveries, first deliveries (also in the case of minor design changes within a running series).	x	x	
15	Package number		x	x	
16	Batch number	In the case of casts, steel and products with use-by date	x	x	
17	Supplier address – long				
18	Form designation		x		

3.6 Attaching goods tags

Goods tags should be created in accordance with VDA recommendation 4902. Different

labels should be used depending on the package level.



The following basic rules should be observed when attaching a goods tag:

- Every packaging unit must be clearly marked.
- It should be attached to the upper right corner of the package.
- If a packaging unit has a mixture of goods types, this must be clearly marked. As per the VDA standard, the note "Mixed shipment" must be entered in field no. 8 "Customer part number". If the VDA standard is not used, labels bearing "Mixed shipment" must be attached next to the actual label of the packaging unit.

- When delivering several shipping units, e.g. several pallets with the same part within a delivery process, a specially marked master label must be attached to every carrier.
- Old goods tags must be removed or obscured.
- If there is a risk of soiling or moisture, the goods tag must be inserted into a scannable protective sleeve.

4 Carrier Processing

SEW-EURODRIVE differentiates between four groups of carriers:

Chapter 4.1: Supplier packaging

Chapter 4.2: Poolable carriers
(Euro pallets, Euro skeleton containers)

Chapter 4.3: SEW-EURODRIVE returnable carriers (LSK, steel flat pallet, 10-box container)

Chapter 4.4: SEW-EURODRIVE cardboard box

Regardless of type, the carriers are ordered independently by the **SUPPLIER**. If the **SUPPLIER** fails to order packaging and/or carriers in a timely fashion, the supplier bears any additional costs arising such as repackaging expenses.

In the course of the chapter the rules for the various carriers are outlined.

4.1 Processing of supplier packaging

The **SUPPLIER** is responsible here for all processes. If the **SUPPLIER** wishes to alter their packaging, the Packaging Officer must

be notified of this 3 months before the planned first delivery.

4.2 Processing of poolable carriers

Procurement

The supplier is responsible for the timely procurement of poolable carriers.

Exchanges and inventory management

When goods are delivered on Euro pallets or Euro skeleton containers, the incoming full carriers are exchanged with carriers of equivalent quality. If it is not possible to make a direct exchange, the carriers are credited to an account. The standard for the qualitative evaluation of carriers is the set of rules from

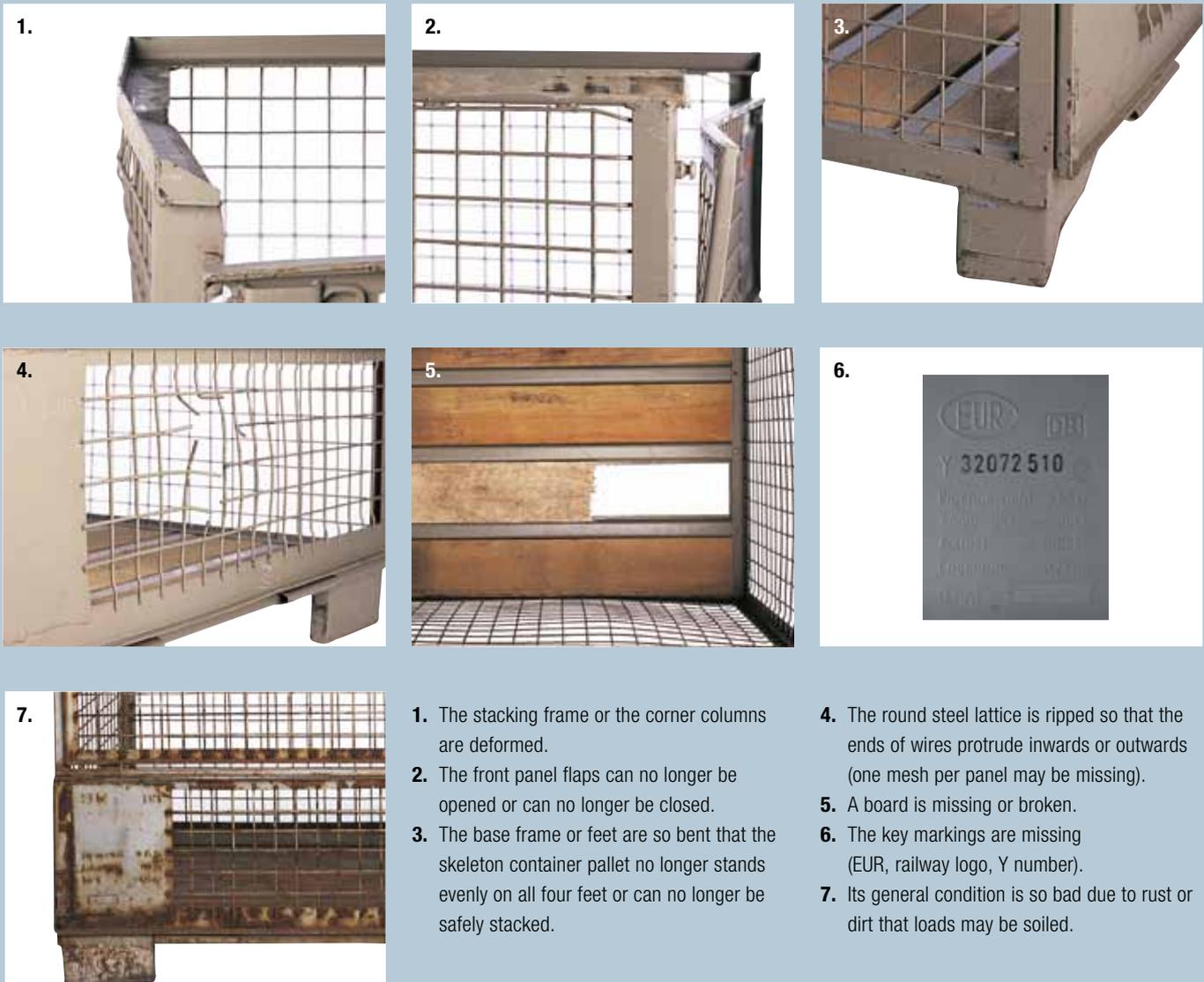
epal (<http://www.epal-pallets.org>) as well as the provisions explained in this section.

Repairs and counterfeit carriers

If it is not possible to exchange carriers due to the quality guidelines not being met, SEW-EURODRIVE reserves the right to decline goods or have them repackaged at the cost of the **SUPPLIER**. Counterfeit or completely unusable carriers are treated as disposable carriers, while damaged carriers are repaired in accordance with the "polluter pays" principle.

Exchangeability of skeleton containers

The exchangeability of skeleton containers is of particular significance. If the delivered skeleton containers has one of these defects, they must be removed:



4.3 Processing of SEW-EURODRIVE returnable carriers

Procurement

SEW-EURODRIVE returnable carriers are procured by SEW-EURODRIVE and made available to the SUPPLIER for free.

Inventory management (Empties administration) and faulty delivery

Both the SUPPLIER and SEW-EURODRIVE maintain empties accounts for SEW-EURODRIVE returnable carriers. For settlement

SEW-EURODRIVE sends the SUPPLIER an account statement with an overview of inventories twice a year or daily (Bruchsal plant). Complaints must be received by SEW-EURODRIVE within 14 calendar days. If no complaint is received within this time frame, the account statement is deemed to have been accepted.

If the SUPPLIER notices a defect in the empty in their incoming goods department, the supplier must notify SEW-EURODRIVE immediately of this. If the defect can already be seen when unloading, the freight carrier must note it on the delivery documents. Notification of the defect occurs via a short report consisting of:

1. Delivery note, 2. Short description of defect and 3. Photographic evidence. This documentation is then sent to the SEW-EURODRIVE Empties Procurement Manager.

Provision

An order for SEW-EURODRIVE returnable carriers must be submitted to the SEW-EURODRIVE Empties Procurement Manager 10 days + normal shipping time before delivery. The volume of SEW-EURODRIVE returnable carriers made available to the SUPPLIER and the safety inventory the SUPPLIER may maintain is clarified on a case-by-case basis and documented in the Packaging Manual.

Storage

SEW-EURODRIVEs own carriers should be handled with care. They should be stored before and during the production process in a place that protects the carriers from the elements and all other operating contamination factors.

Repairs and replacement procurement

SEW-EURODRIVEs own carriers are maintained by SEW-EURODRIVE. If carriers are received by the SUPPLIER in a damaged state, the damage must be documented (see "Inventory management" section) and sent back to SEW-EURODRIVE. Under no circumstances can the SUPPLIER dispose of SEW-EURODRIVEs own carriers themselves. SEW-EURODRIVE exclusively undertakes the procurement of replacement carriers.

Cleaning

Circulation containers, particularly stock viewing boxes, must be handled with care. Before loading in parts, they must be free of any loose contamination (e.g. chips, dust, etc.) as well as any adhesive soiling (e.g. oil, gease). If greasy parts are being shipped, the goods must be packed in a plastic sack that prevents the greasy parts coming into contact with the stock viewing box. Whether a container must be cleaned is assessed by the owner according to the abovementioned criteria. Costs are charged in accordance with the "polluter pays" principle.

4.4 Processing of SEW-EURODRIVE cardboard boxes

Procurement

SEW cardboard boxes can be ordered directly from Smurfit Kappa at SEW rates. Delivery times and other conditions must be clarified directly with Smurfit Kappa in a timely fashion and at least one week before the desired first delivery.

The contact partners at Smurfit Kappa are:
 Mr. Nico Heitmann
 nico.heitmann@smurfitkappa.de
 Phone +49 711 6019 707
 Mr. Wolfgang Löffler
 wolfgang.loeffler@smurfitkappa.de

The **SUPPLIER** is responsible for all other processes.

5 Packaging Ordinance

The SUPPLIER must document the selected packaging for every part number in the Packaging Ordinance. It must be structured in such a way that the rules are clear, understandable and can be easily reproduced. The outside and inside of the packaging must be described, i.e.:

1. Carrier (Euro pallet, skeleton container, etc.)
2. Cardboard box
3. Basic packaging (or filler) in which the actual part is placed

A sample Packaging Ordinance can be requested from sven.meywald@sew-eurodrive.de.

5.1 General Packaging Ordinance

A General Packaging Ordinance can be completed for similar parts with different part numbers, e.g. screws with differing dimensions. This is the same as the Packaging Ordinance in terms of structure, but is valid for several part numbers.

To this end:

1. The General Packaging Ordinance is created for the parts family
2. A list is drafted as an appendix in which the packaging and quantity is noted for each part number

5.2 Procedure

The **SUPPLIER** makes a suggestion for the Packaging Ordinance. In the case of a first-time delivery, the start is indicated by a signal from the Purchasing Department, while in the case of existing deliveries, the Logistics Division from the Graben plant contacts the **SUPPLIER**. The SEW-EURODRIVE form must

be used when creating a Packaging Ordinance. The Packaging Officer at SEW-EURODRIVE reviews the document for completeness and, if necessary, follows up with the **SUPPLIER**. Once the **SUPPLIER** and SEW-EURODRIVE are in agreement, the Packaging Ordinance is signed and exchanged by both parties.

How we're driving the world



SEW-EURODRIVE
Driving the world

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