

Supplier handbook
Logistics

For all sites of
MANN+HUMMEL

Revision 04
07/2021

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Foreword

MANN+HUMMEL set high standards not only for itself, but on its suppliers too. It is not just the products and internal processes, which need to be aligned between MANN+HUMMEL and the supplier; cooperation and collaboration must also be as efficient as possible. To avoid unnecessary effort on both sides, clear rules for this cooperation must be established.

The purpose of this handbook is to ensure that suppliers obtain and can orientate themselves on clear guidelines for the logistic process. It is thus possible, for example, to create a smooth communication process between MANN+HUMMEL and the supplier which saves a considerable amount of time.

This handbook serves as a guideline for logistic co-operation between the supplier and MANN+HUMMEL. Validity extends to all suppliers of MANN+HUMMEL Group locations. Deviations from the guidelines in this handbook are permissible only in exceptional circumstances and need to be approved in advance by MANN+HUMMEL.

The handbook comprises a general section containing the instructions applicable to all MANN+HUMMEL sites. In the supplementary handbook MHG-SC-M-0007 Supp1 all plant-specific features are included. The handbook is available in English language from the MANN+HUMMEL homepage.

Scope of application

The provisions in this handbook are applicable to all locations. Details on locations can be found in the supplementary handbook MHG-SC-M-0007 Supp1.

General Section

1 Cooperation between MANN+HUMMEL and the supplier

For good cooperation between MANN+HUMMEL and the supplier, it's essential that communication is as clear as possible. In order to achieve this and prevent misunderstandings, the following rules must be observed.

Contact persons and availability

At the beginning of any cooperation, the supplier must name a person who MANN+HUMMEL can contact for logistics-related issues. A deputy must also be named. The contact person or his deputy must be available on working days between 08:00 and 16:00 hours. Outside these times, there must be an adequately staffed emergency contact number. The contact persons can be entered in the supplier portal. Alternatively, appendix 1 can be filled out and returned to MANN+HUMMEL. It is necessary to inform MANN+HUMMEL of plant holidays and extraordinary shut-down times immediately.

Notification of supply bottlenecks

Should bottlenecks occur at the supplier, MANN+HUMMEL must be contacted immediately. MANN+HUMMEL must also be notified if the quantities delivered do not correspond to the quantities ordered including a recovery plan for the following weeks.

Notification of change

MANN+HUMMEL must be notified immediately of any changes on the part of the supplier which are relevant to the cooperation with MANN+HUMMEL. These include change of production site and change of contact person/their deputy.

2 Scheduling agreements and orders

2.1 Scheduling agreements

MANN+HUMMEL privileges scheduling agreements to provide suppliers the same period of forecast as we are receiving from our customers on a rolling basis. In that case suppliers are expected to anticipate their production to meet with quantities within the firm period.

- Firm period is defined with agreements as such:
 - Frequency of schedules sent by MH + transport time in days
 - E.g.: if supplier receives once a week the a schedules by EDI and the transport time is 2 days, the firm period is 5 working days + 2 days = 7 days

- Quantities out of the firm period are then forecasts. Forecast can have variations up and down and needs to be agreed between the MANN+HUMMEL plant and the supplier.
-
- The firm period is the period where no changes are expected nevertheless if any changes would occur this is the responsibility of the supplier to perform is upmost to fill the requirements. In case this would not be possible, the supplier must contact immediately MH plant concerned.
- MPR – Material and production release / MANN+HUMMEL liability
 - MPR is applied for all Scheduling agreements and it represents MANN+HUMMEL liabilities to purchase or reimburse suppliers for finished goods/semi-finished products and raw material within the defined and agreed period in purchasing contract linked to cancellation of demand.
 - Except agreed differently during the contract signature the MPR is automatically 4 weeks for production release and 4 weeks additional for material release.
- MOQ
 - The MOQ (minimum order quantity) requested by MANN+HUMMEL is the smallest possible handling unit defined in the packaging description between MANN+HUMMEL and supplier.

2.2 Closed orders

In certain cases and based on MANN+HUMMEL can define with supplier to work with close purchase orders.

- Firm period is defined with closed orders as such:
 - Complete supply, manufacturing and delivery lead time of the supplier. (to be defined by supplier)
- MPR – Material and production release MANN+HUMMEL liability
 - The responsibility of MANN+HUMMEL is the close order quantity
- MOQ
 - The MOQ (minimum order quantity) requested by MANN+HUMMEL is the smallest possible handling unit defined in the packaging description between MANN+HUMMEL and supplier.

2.3 Checking orders/call-offs

If an order or scheduling agreement call-off from MANN+HUMMEL is unclear or widely deviates from comparable orders, the supplier must contact MANN+HUMMEL and check that the order is correct.

They are confirmed by the supplier, if the supplier does not react within 48 hours after transmission.

3 Communication

An electronic data exchange with our suppliers is key for success and mandatory. Deviations are not allowed.

Formats are defined in the “Electronic Data Exchange Agreement” which will be provided by the purchasing department of MANN+HUMMEL.



3.1 EDI connection

MANN+HUMMEL has a central EDI system. To be able to benefit from the advantages of this system, it is important that the suppliers also have EDI capabilities. The capability to exchange data electronically (EDI, alternatively WebEDI) is thus an essential and mandatory prerequisite for a supplier to enter a business relationship with MANN+HUMMEL.

3.2 WebEDI

WebEDI is a web-based portal solution (SAAS - Software As A Service) which enables suppliers to communicate with MANN+HUMMEL. Suppliers without an EDI system are able to dial in via their own access and password to exchange data with MANN+HUMMEL. For this, the supplier simply needs a computer with internet access.

MANN+HUMMEL sends delivery schedules and individual orders to suppliers, making them available through the internet portal. The suppliers can download the details in various formats and are able to feed the information directly into their own PPS system. In accordance with the ‘Electronic Data Exchange Agreement’, additional functionalities such as transfer of delivery and transport data, advice of credit, stock movements, forwarding advice and invoices can be used. The supplier can also draw up delivery documents and send billing information to MANN+HUMMEL.

The suppliers can also establish an automated connection to the WebEDI solution by their own; therefore they have to contact the service provider SupplyOn.

VMI (Vendor Managed Inventory) is another functionality provided by MANN+HUMMEL. VMI transfers production requirements instead of call-offs. The supplier has to control the delivery in such a way that the stock of the VMI is between the agreed minimum/maximum limits.

WebEDI and VMI are available through SupplyOn.

3.3 Exceptions

MANN+HUMMEL reserves the right to handle processes in writing and in printed form for orders of non-production material and/or when a defined upper value limit is exceeded.

3.4 Payment process

MANN+HUMMEL provide the opportunity to send and receive credit notes in various formats. The general purchasing conditions apply to each MANN+HUMMEL site. The specific type of payment needs to be agreed with the related Purchasing department or rather in the 'Electronic Data Exchange Agreement' with the supplier.

4 Packaging

The following points are observed with regards to packaging, please use the packaging template. This template is the basis for a packaging agreement.

The maximum dimensions of the loading units are determined by site. Information can be found in the plant-specific section. It is not permissible for goods to protrude from the load carrier (or extend in an upward direction as the load carriers have to be stackable) unless explicitly agreed in the packaging instructions of the relevant site. The maximum filling weight of the packaging must also be adhered to. Material combinations (e.g. iron clamps, nails in timber) must be kept to a minimum and easy separation after use must be ensured.

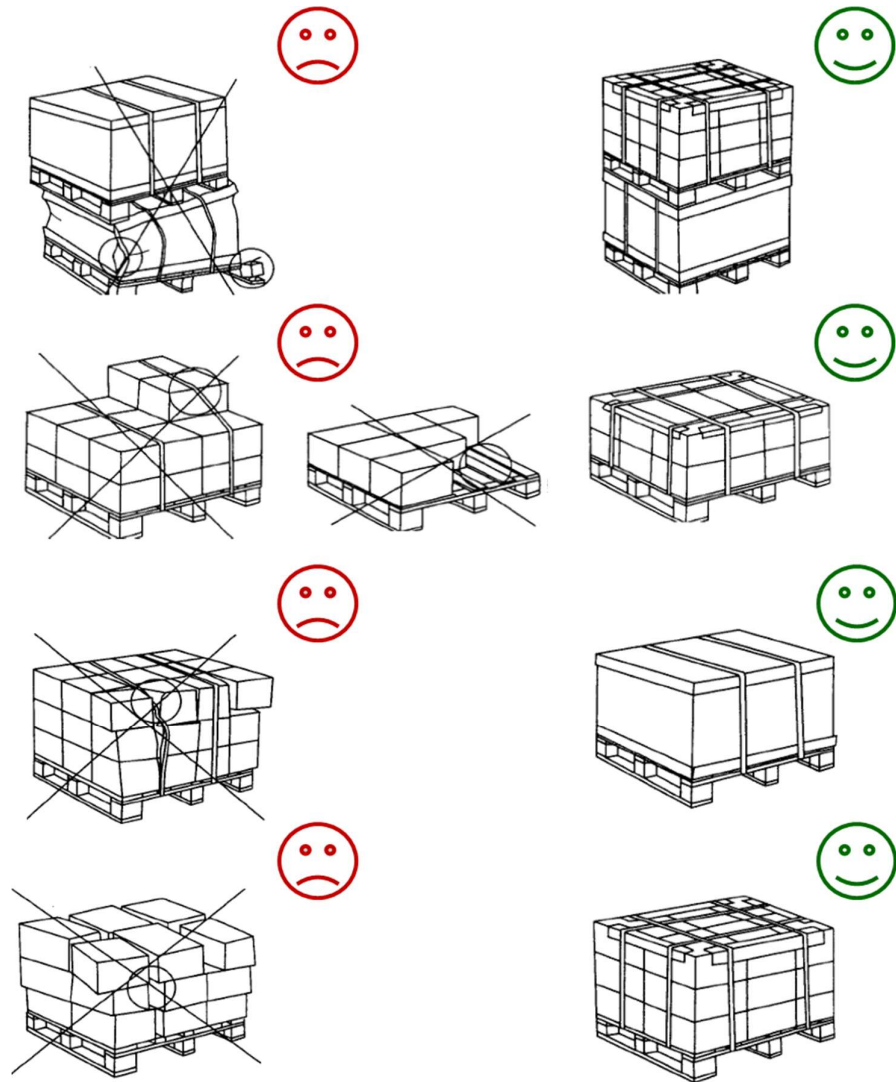
The use of multi-way pallets and multi-way load carriers is preferred. If the load carrier is provided by the supplier, he has to ensure that reusable load carriers are made of recyclable materials, preferably made from recycled material. The type of load carrier needs to be agreed with the relevant MANN+HUMMEL location. The IPPC standard (ISPM 15) must be observed for wooden packaging or load carriers. Conformance to ISPM 15, Regulation of Wood Packaging Material in International Trade, is the supplier's responsibility including ensuring the correct treatment, identification and general condition of the wood - free from sharp edges and no mould permitted. Note that such wooden packaging is routinely subject to checks for compliance at certain international borders.

The packaging design must ensure that neither the content nor the packaging itself is damaged during transport. With external transport, for example, goods must be protected against moisture. It must also be possible to transport and stack the goods easily with a forklift truck. In addition, the goods must be packed in the most space-saving way so that only the necessary number of loading units is used. It must also be possible to remove individual parts without difficulty.

Only in exceptional cases and with the agreement of the relevant site may two pallets be shrink-wrapped together, stretched, strapped etc. In addition, a pallet may not be doubly secured (e.g. strapped and shrink-wrapped).

The goods are packed according to type. Mixed pallets are the exception and are to be marked appropriately. The supplier provides information on the maximum load of loading units. If stacking of loading units is not possible for reasons of stability or because of fragile goods, the supplier marks the transport units accordingly.

4.1.1 Examples of packaging



4.2 Empties management

Empty containers are managed through empties accounts. Unless otherwise agreed, account statements are sent to the supplier at the beginning of each month. The supplier then has 14 days to reconcile his own accounts and submit a claim if there are discrepancies. If no objection has been received within this period, the inventories booked by MANN+HUMMEL are accepted as valid.

Provided empties are used for shipping. The supplier commits not to divert from its intended use.

Non-exchangeable (e.g. damaged) empties must not be supplied to MANN+HUMMEL. Repackaging costs resulting from supply in non-exchangeable empties are borne by the supplier/are deducted from the credit note for the shipment.

The supplier is responsible for managing the packaging account and to perform min. 1 x per year a stock counting.

4.3 HSE Requirements

Paper, cardboard, paper board	<ul style="list-style-type: none"> • unbleached or chlorine-free bleached • preferably made of recycled material • free of non-water-soluble adhesive applications • free of coatings that impair recyclability / biodegradability (e.g. Silicone) • Cardboard boxes should be closed in such a way that they can be opened without tools (knife, scissors, cutter), e.g. tear perforation
Wood	<ul style="list-style-type: none"> • only untreated or heat-treated wood, no usage of fumigations • no chip- and fiber boards or laminated wood • no woods from protected tree species, no tropical wood • no painted or coated wood • for intercontinental transports: declaration according to ISPM15 (International Standard for Phytosanitary Measures) • for imports to Europe: the requirements of the EU Timber Regulation (995/2010) must be observed.
Film (including shrink-wrap and stretch film), bags and sacks made from plastic	<ul style="list-style-type: none"> • only polyethylene (PE) or polypropylene (PP), not colored • preferably made of recycled material • polyvinyl chloride (PVC) must not be used • preferably printed with material mark • no metallized films • free of non-water-soluble adhesive applications in combination with wet-strength labels made from other materials
Filler materials	<ul style="list-style-type: none"> • only paper, cardboard, wood shavings or air bubble film • no chips from foodstuffs • no mineral wool or rock wool
Foamed materials, Formed parts (e.g. inlays, basins)	<ul style="list-style-type: none"> • only formed parts and foamed materials where absolutely necessary • only formed parts from PE or PP • only foamed materials from polyurethane (PUR), polystyrene (EPS) or expansion-PP (CFC-free expansion process)
Metal containers	<ul style="list-style-type: none"> • aluminum or steel (including galvanized or lacquered) • no tin-plated metals (e.g. tinplate) • no metal tightening and fastening bands
Composite materials	<ul style="list-style-type: none"> • not permitted (e.g. coated paper)

Tightening straps	<ul style="list-style-type: none"> only made from polypropylene (PP)
Lettering, dyes and paints	<ul style="list-style-type: none"> no heavy metals or solvents in paints
Corrosion protection products and preservatives (incl. coatings)	<ul style="list-style-type: none"> Corrosion protection products e.g. with a VCI coating (Vapor Corrosion Inhibitor) or vapor corrosion inhibitors and preservatives e.g. mineral oil products may only be used after written approval. If supplied parts contain adhesions of preservatives, labelling is required.
Transportation units	<ul style="list-style-type: none"> Transportation units made of metal must not contain surfaces with hexavalent Chromium or Nickel.

Deviations need to be agreed with the packaging management department of the relevant MANN+HUMMEL location.

4.4 Special instructions

Depending on the goods, CCM and ESD regulations (component cleanliness and electrostatic discharge) are observed when selecting packaging.

5 Dispatch to MANN+HUMMEL

5.1 Shipping notification and delivery date

MANN+HUMMEL transmits pick-up dates at the supplier in orders and schedules for incoterms EXW, FCA, FAS and FOB. For other incoterms MANN+HUMMEL transmits receiving dates. The size at which shipments are notified and the process to be applied can be obtained from the relevant shipping instructions (MANN+HUMMEL homepage, company – suppliers - documents for suppliers – logistics & shipping instructions). It is essential that delivery note advice for production material is through EDI delivery note (EDI according to VDA 4913, alternatively through WebEDI).

5.2 Delivery services

The relevant incoterms is defined in the purchasing document (purchase order, scheduling agreement). The forwarding agent / delivery service provider is taken from the shipping instructions or agreed with the plant.

Where implemented and dependent on the incoterm the supplier is responsible to order the nominated forwarder, which is provided by the 4PL service provider.

5.3 Accompanying documents for material

Goods labels

Goods labels must meet the Odette or VDA 4902 standard (the relevant currently valid version). Valid are also labels from SupplyOn platform. The content of non-standard labels (plain text and barcodes) must comply with standard label content.

An example is shown in the following picture:

Example of a large goods label:

(1) Receiver Customer one 70100 Downtown		(2) Dock / Gate Gate 2	
(3) Advice Note No. (N) 36114262 		(4) Supplier Addr. MANN+HUMMEL GmbH, D-71636 Ludwigsburg	
(5) Net Wt. 91		(6) Gross Wt. 176	(7) No. Boxes 2
(8) Part No. (P) KD4711225 			
(9) Quantity (Q) 23 		(10) Description PICO-DAEMPFFERFILTER 22.000 - €	
(12) Supplier (V) 471104CX 		(11.1) Partnumber Supplier 4619685937	
(15) Serial (S) 114262 001 		(13) Date D 140626	
(17) Mann+Hummel GmbH, D-71636 Ludwigsburg		(14) Engr. Change	
		(16) Charge No. (H)	
		Warenanhänger VDA 4902, Version 4e	

Example of a small goods label:

(1) Receiver Customer one 70100 Downtown	(2) Dock / Gate Gate 2	(3) Advice Note No. (N) 36114262
(8) Part No. (P) KD4711225		
(9) Quantity (Q) 23	(10) Description PICO-DAEMPFFERFILTER 22.000 -	
(12) Supplier (V) 471104CX 	(11) REF. PROVIDOR 4619685937	
(15) Serial (S) 114262 003 	(13) Date D 140626	(14) Engr. Change
	(16) Charge No. (H)	

Field description	Content
(1) Receiver	Plant + Location
(2) Dock / Gate	Unloading point, if specified
(3) Advice Note No. (N)	Number allocated by the supplier to the delivery note
(4) Supplier Addr.	Address in short form
(5) Net Wt.	Weight of package in kg without load carrier
(6) Gross Wt.	Weight of package in kg with load carrier
(7) No. Boxes	Total number of packages passed to the carrier
(8) Part No. (P)	10-digit MANN+HUMMEL ID number
(9) Quantity (Q)	Actual contents in the package
(10) Description	Description of goods
(11) Partnumber Supplier	The reference number of the supplier
(12) Supplier (V)	The ID number allocated by MANN+HUMMEL to the supplier
(13) Date	Goods dispatch date
(14) Engr. Change	Amendment status according to valid drawing
(15) Serial (S)	The ID number allocated by the supplier to the package
(16) Charge number (H)	ID number allocated by the supplier to a batch

The label must still be legible on arrival, visually or by automatic scanning, regardless of environmental or transport conditions. Depending on the packaging agreement Master and/or Single Labels are in place. Barcodes have to be printed in a good quality that they are readable with scanners. Old goods or supplier internal labels must be removed before new ones are attached. The goods label must be clearly visible on the container. In addition, packaging elements (e.g. strapping) may not cover parts of the goods label. On cages, the goods label is attached by adhesive dots in a designated position. For cages, do not use goods labels which are completely adhesive on the back. Some examples of correct positioning are illustrated below.

Correct positioning:



Attached to KLTs



Attached to cardboard boxes, strapping does not obscure goods label



Correctly attached to cage



Attached to cage with adhesive dots

Incorrect positioning:



Goods label not properly attached



Goods label curls up



Does not meet required standards for goods labels

Delivery note

The supplier is responsible for providing delivery notes in accordance with VDA 4991. The delivery note for partial and complete loads is generally handed to the truck driver. On small consignments and parcels, the delivery note is generally clearly visible on or in the package. Different rules on this may however apply at individual sites.

At the time of shipment, the supplier must also send an electronic delivery note to MANN+HUMMEL. Requirements are outlined in VDA 4913.

The following pages show examples of delivery notes, which is conform to standard VDA 4991.

Delivery Note

1 Mann + Hummel GmbH
Grönerstr 45
71636 Ludwigsburg

No. / Date 2
12345678 31.12.2005

Reference- No. / Date

3 Model Suppler
Model Street 1
12345 Model Town

Herkunftsland/ountry of origing/ountry of destination

Shipping Adress 4

Transport Details 5 Shipping Agent - Lorry Sped. Dachser

Conditions 6 FCA Currency

Marking - type of packaging /-quantity of packaging - type of goods (No) - Weight (gross/net) - Volume (m3)

7
Orderer's Code: AO-P1 Total weight in KG
Order-No./Date: 550000111 gross: 275
Orderer's additional Details: net: 250
Sender's Department: Distribution
Extension 111
Sender's Order No.: 0815
Product No. of Supplier

Pos.- No	Description of the Goods/Service (possibly No/Goods Type) Dimensions of packaging Country of Origin—Net Weight	Quantity and Units	addressee's note quantity	Notes
1	2300032101 Dichtung 8	5.000 St. 9		
2	CHEP KLT 3443 10	10 ST		
3	Euro-Palette 11	1 ST		

	Entry Note	Quantity Control	Quality Control/Report	Addressee	Invoice Controlling
Date					
Name / No.					

Field Name	Contents	
(1) addressee (obligatory entry)	receivers (customer's) address	M+H GmbH Ludwigsburg
(2) delivery note number (obligatory entry)	The delivery note number must not have more than 8 digits and must be numerical (not contain any special characters). Each number can be used only once in the same year.	12345678
shipping date (obligatory entry)	date of the actual day of shipping (not the issue day)	31.12.2005
(3) supplier number and sender's address (obligatory entry)	The sender's address must be the same as stated in the order or in the delivery schedule	LN: 500001 Musterlieferant Musterstraße 1 12345 Musterstadt
(4) delivery address (obligatory entry)	address of the recipient, in case it differs from the orderer's address	
(5) transport details (obligatory entry)	Please enter the shipping method and if necessary the name and number of the shipping agent	shipping agent's lorry Spedition Dachser
(6) delivery conditions (obligatory entry)	please state the delivery conditions	postage paid / postage unpaid
(7) other details (obligatory entry)	<ul style="list-style-type: none"> • orderer's code • ordering number / date • orderer's additional details • total weight in KG (gross), this entry refers to the weight stated in the positioning part of the described quantity delivered of a delivery note number • total weight in KG (net) 	AO-P1 550000111 275 250
(8) product number (obligatory entry)	Delivery name / service name. The goods names are to be taken from the order / delivery schedule. In case of goods with a product number, this is the part number or the item number	
(9) quantities + units (obligatory entries)	each position can only contain one quantity	
(10) packaging details / cargo carrier details (obligatory entry)	according to the model delivery note, details regarding packaging and quantities of partial deliveries for each packaging unit have to be entered	

(11) Dimensions of handling units(length/width/height).

Forwarding order

The forwarding order in accordance with VDA 4922 must be passed on delivery to the relevant MANN+HUMMEL employee or forwarding agent.

5.4 Incoterm

Delivery terms agreed with MANN+HUMMEL are based on the latest version of the Incoterms (*International Commercial Terms published by the International Chamber of Commerce*). Our purchase orders or contracts determine which individual delivery terms are applicable for your deliveries to MANN+HUMMEL.

MANN+HUMMEL has implemented a transportation management for inbound shipments in the regions NAFTA and Europe.

For all shipments where MANN+HUMMEL is freight payer (based on the valid Incoterms), suppliers need to follow the shipping instructions published on the MANN+HUMMEL homepage in the Internet.

Main supplier responsibilities are:

- Booking of transport requests according to the details in the shipping instructions
- Respecting cut-off times for booking the transport request
- Material needs to be ready for loading at 08:00 am on the planned pick-up day
- Shipping the correct ordered quantities
- Ensure quality of loading units
- Availability of all needed shipping documentation

Any deviations can lead into additional costs or expedite freight costs which will be invoiced to the supplier.

For deliveries under FCA - Free Carrier (named place)

The supplier ensures that the goods are available on time and are loaded properly. He is responsible for the issuance of an Export Accompanying Document and must obtain, where applicable, licenses required for exportation of purchased goods, e.g. export license or any other official authorization in good time prior to the delivery.

For deliveries under DAP - Delivered at Place

The supplier is responsible for the shipment up to the unloading point specified by MANN+HUMMEL and bears all transportation costs and risk.

5.5 Loading and transport

The supplier must ensure the following when loading a truck:

If the MANN+HUMMEL is paying the transport costs, the supplier must ensure that the truck is loaded within a reasonable period of time (max 2 hours for loading and unloading). Additional costs incurred through long waiting times on loading are covered by the supplier.

Maximum loading time on the supplier side is 2 hours [1 hour for empties unloading (if applicable), 1 hour for the loading].

The goods must be stored in the truck in a way that they can be unloaded with a forklift or pallet truck easily and without movement or risk to other goods. It must be ensured, when stacking pallets, that the packaging and the pallet material is not damaged.

Goods will not be accepted which have been unloaded on site at MANN+HUMMEL, if they are not received by an authorized employee from MANN+HUMMEL.

The carrier only confirms the number and type of pallets/load carriers transported. He does not make any statement regarding their content.

5.6 Origin of goods, preferential status and tariff number

The supplier is obliged to make reliable statements to MANN+HUMMEL regarding the commercial origin of goods, the preferential status and the customs tariff number of the delivered goods. The designation of a distinct commercial country of origin, the preferential status (if applicable) and the customs tariff number of the goods delivered to MANN+HUMMEL is mandatory. On request of MANN+HUMMEL, the supplier is obliged to prove the above mentioned information by issuing appropriate proof of commercial/preferential origin (or equivalent document) free of charge. The current version of the applicable regulations according to the customs and preferential legislations (and where appropriate other requirements of the MANN+HUMMEL) shall be binding and strictly adhered to. The type of proof of preferential origin is determined by the applicable free trade agreement/preferential agreement. The supplier bears all the costs (e.g. customs duties) which result from the non-submission of proof of commercial/preferential origin as well as other customs-relevant information. In addition, the supplier is obliged to inform the MANN+HUMMEL immediately in writing if these documents lose their validity (even if only partially), if some changes occur or if they have been wrongly issued.

In addition, all the relevant delivery documents/certificates, which are necessary for an import of the goods are to be attached by the supplier to the goods or (where required) to provide them to MANN+HUMMEL.

5.7 Third-country deliveries

The supplier is responsible for correctly preparing the documents required for customs clearance in line with the current legal requirements for importing goods into the recipient country. Any costs or consequential damage resulting from missing or improperly prepared customs documents will be charged to the supplier.

If questions or problems related to customs topics should arise, please address to the Corporate Customs Department prior to pick up of delivery.

Contact: Customs-Tempo@mann-hummel.com

For deliveries to MANN+HUMMEL GmbH and MANN+HUMMEL Automotive GmbH:

Please scan all shipping documents related to any of your shipments from third countries to Germany and send them by email to importavis@mann-hummel.com

Originals of preference documents (e.g. EUR.1, Form A, REX statement and others) must be sent by express mail service to MANN+HUMMEL GmbH for the attention of the Customs Department.

In case of sea freight shipping please include data about packaging means (e.g. wooden pallet, carton, etc.) in your invoice.

5.8 Deliveries within EU

The supplier is responsible for the orderly establishment of the delivery documents in accordance with the respective standards.

5.9 License obligations and US exports

For goods known to require licenses, the supplier has to provide all details to the following email address prior to the first delivery: ausfuhrgenehmigung@mann-hummel.com

MANN+HUMMEL requires the ECCN classification number or other applicable classification numbers based on local legislation of the supplier.

MANN+HUMMEL needs to be informed about goods originating in the USA, goods manufactured using US technology or manufacturing machines which are subject to US export control or goods exceeding a material content of 10% or more with US origin, calculated on the value of the sale, stating the exact percentage.

The same applies analog for goods with Chinese origin which are subject to Chinese re-export control regulations.

5.10 Security in the supply chain

For the purposes of creating a secure supply chain, it is useful to hold certification from AEO S, AEO C+S, C-TPAT, STP or a similar standard certificate. Copy of the relevant certificate has to be provided to MANN+HUMMEL. For companies without certification, MANN+HUMMEL reserve the right to demand a security declaration (sample on next page).

Example of a security declaration

Security Declaration¹	
for Authorised Economic Operators	
AEO	
Name (Company)	_____
Street Address	_____
City	_____
Country	_____
Postal Code	_____
Phone	_____
e-Mail	_____
I hereby declare that:	
<ul style="list-style-type: none">• goods, which are produced, stored, forwarded or carried by order of Authorised Economic Operators (AEO), which are delivered to AEO or which are taken for delivery from AEO<ul style="list-style-type: none">◦ are produced, stored, prepared and loaded in secure business premises and secure loading and shipping areas◦ are protected against unauthorized interference during production, storage, preparation, loading and transport• reliable staff is employed for the production, storage, preparation, loading and transport of these goods• business partners who are acting on my behalf are informed that they also need to ensure the supply chain security as mentioned above.	
Name of Authorised Signatory ²	_____
Position	_____
Signature	_____
Date issued	_____
Company Stamp (where required)	
This declaration was issued to:	
Name (Company)	_____
Street Address	_____
City	_____
Country	_____
Postal Code	_____
<hr/>	
¹ Necessary adjustments to the text should be made to take into account the parties' respective business models and roles in the international supply chain.	
² Authorised Signatory registered at the Commercial Register	

6 Irregularities

In general, the supplier is responsible for the compliance with legal or regulations. Should the supplier cause additional costs they have to be covered by the supplier.

6.1 Cancellation of order

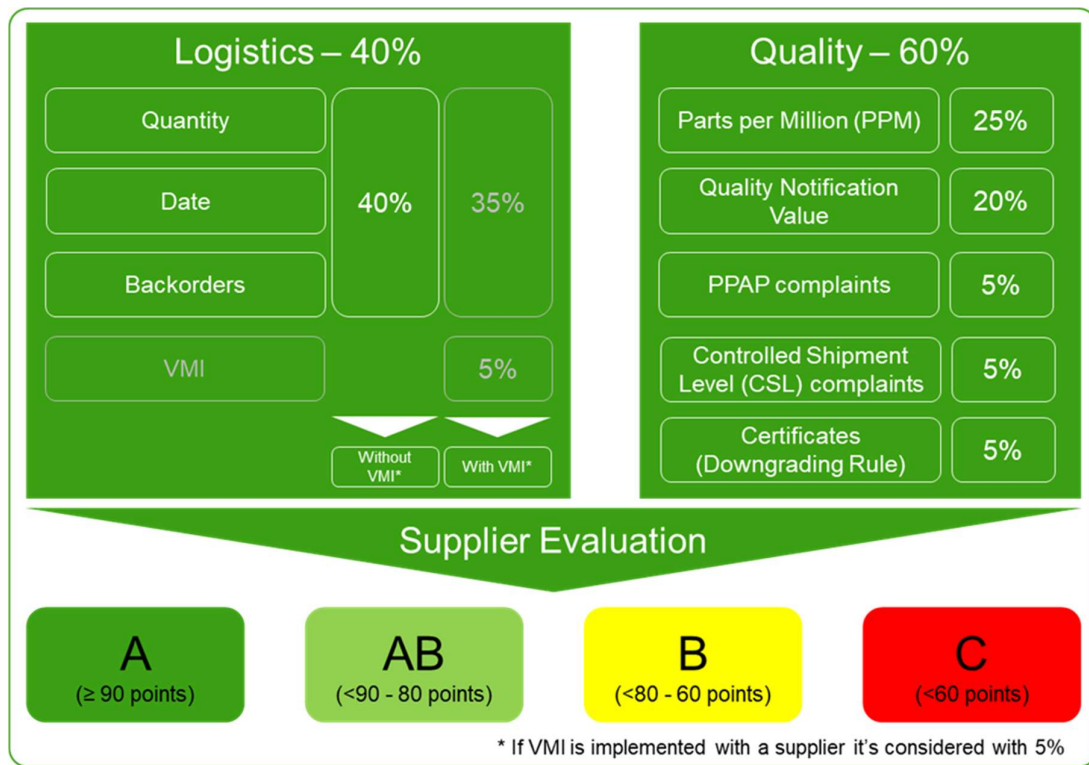
If MANN+HUMMEL cancels the order within the material approval process and the supplier cannot find an alternative use for the already purchased material elsewhere, MANN+HUMMEL will pay the cost of such material. MANN+HUMMEL has the right to collect this material.

Should cancellation take place during production release, MANN+HUMMEL will either accept the goods or pay the agreed purchase price. This does not apply if MANN+HUMMEL has placed another order for the same part or intends to do so in the near future.

6.2 Supplier evaluation – Vendor Rating System

In order to support the continual improvement processes at the supply base MANN+HUMMEL systematically evaluates the performance of its suppliers with regard to quality and delivery reliability.

The MANN+HUMMEL vendor rating system is essentially based on 2 supporting columns: the quality of the supplier products in terms of PPM evaluation, a quality quota, PPAP complaints, CSL status and the certificate status of our suppliers and the suppliers' logistic performance in terms of a delivery reliability for quantity, date, Vendor Managed Inventory (VMI) and backorders, based on VDA 9003 recommendation.



Ratings are calculated automatically every month including the past 12 months rolling average and provided to the suppliers on the Supplier Portal eCONN. The results are updated on every 15th working day of each month.

Suppliers are responsible to check their current ratings on a regular basis on eCONN. MANN+HUMMEL expects the suppliers to work on continuous improvement and to act pro-actively. Therefore, any access to our portal is tracked (Login Tracking) and monitored.

Please note: Registration on eCONN has to be completed (**profile published**) to be able to see the menu item "Vendor Rating" and display the current status.

The results of the evaluation will have an impact to the selection process of suppliers for future projects as well as following consequences, i.e.:

A (≥ 90 points)	A-Supplier <ul style="list-style-type: none">Besides 8D/RPS management no further actions required
AB (<90 - 80 points)	AB-Supplier <ul style="list-style-type: none">Besides 8D/RPS management no further actions requiredDevelopment of their Management System (ISO/IATF) possibly needed
B (<80 - 60 points)	B-Supplier <ul style="list-style-type: none">Room for improvements in quality and/or logistics performanceAction plan has to be established and presented on demand to M+H
C (<60 points)	C-Supplier <ul style="list-style-type: none">New Business on Hold possibleAction plan has to be established in presented within 4 weeks by the supplierFocus supplier, preferably will be considered for "Top Focus Supplier Meeting", process audits or improvement workshops

Please see also the following link:

<https://www.mann-hummel.com/en/the-company/download-center/documents-for-suppliers/quality-processes-and-requirements/>

6.3 Errors in delivery

This chapter describes the most frequent delivery errors, to enable the supplier to take appropriate action to avoid them and thus prevent unnecessary additional costs. The way that MANN+HUMMEL handle these errors are also explained.

The following non-conformities are considered as logistics claims:

- non-compliance with packing regulations
- late or premature shipment
- missing delivery note

- missing information on delivery note (e.g.: quantity, designation, order numbers)
- errors in ASN message
- missing or late ASN message
- errors in the labeling of packaging units
- damaged packaging

Consignment deliveries must be received at MANN+HUMMEL on the agreed date. Delayed and advance deliveries causes additional costs; for early deliveries MANN+HUMMEL reserve the right to refuse the receipt.

The cost of special deliveries caused by the supplier will be charged to the supplier.

With over-deliveries, MANN+HUMMEL reserve the right either to return the excess quantity to the supplier or to place it in store. Costs can be charged to the supplier.

If packing is incorrect or damaged, receipt of goods can be refused.

Prior to delivery, it is essential to clarify the options for unloading the truck at the site in question (unloading from the back with or without a ramp, unloading from the side etc.)

Should errors or deviations from these instructions occur, the supplier must assess the problem immediately and provide a root cause analysis. If requested by MANN+HUMMEL, an 8D report must be drawn up.

7 Useful Links

The following links could be helpful to look up information or for norms that are demanded in this handbook:

MANN+HUMMEL Homepage:

Homepage: www.mann-hummel.com

Norms:

VDA-Normen: www.vda.de
<https://www.vda.de/en/services/Publications>

Odette Normen: www.odette.org
<http://www.odette.org/publications>

8 Terms / List of abbreviations

AEO	Authorized Economic Operator
CCM	Component Cleanliness Management
C-PTAT	Customs-Trade Partnership Against Terrorism
DFÜ	Datenfernübertragung (EDI – Electronic data interchange)
DIN	Deutsches Institut für Normung (German Institute for Standardization)
EDI	Electronic Data Interchange
ESD	Electrostatic Discharge
IPPC	International Plant Protection Convention
KLT	Kleinladungsträger (small load carrier)
LKW	Lastkraftwagen (truck / lorry)
LLZ	Lagerlogistikzentrum (Warehouse logistics center)
PPS	Produktionsplanungs- und Steuerungssystem (production planning system)
PVC	Polyvinylchlorid

STP	Secure Trade Partnership
VDA	Verband der Automobilindustrie (German Association of the Automotive Industry)
VMI	Vendor Managed Inventory
VRS	Vendor Rating System


9 Appendix

Appendix 1 – Contact persons

Function	Name	Telephone	Mobile	E-Mail
Plant manager				
Sales manager				
Logistics manager				
Logistics contact				
Quality manager				
Production manager				
24 hours emergency				

10 Packaging template

Supplier Master Data					
Supplier				Vendor code SAP	
Order address supplier			Country		Postal code
Invoice address supplier			Country		Postal code
Goods supplier (Pick-up address)			Country		Postal code
Production Plant			Country		Postal code
Contact Data					
Department	Function	Name	Email	Phone	
Material Planner	Logistics				
Escalation contact	Logistics				

Packaging Terms	
Special requirements / restrictions:	
<p>An alternative packaging to the standard has to be defined by the Supplier. Traceability must be guaranteed. Packaging must be defined in order to avoid any kind of damaging or external contamination during transport and handling. The product must be packed according to its function and protected against humidity / rust, dirt and damaging of all kind.</p> <p>For the definition of the packaging the Supplier shall also consider the way of transportation (e.g. ship or truck) and storage timing.</p>	<p>> Labeling: The label must follow the Odette or VDA 4902 standard and in addition to information like sender, recipient, M+H part number, quantity, lot n° it shall also contain the Engineering Change Level</p> <p>> max. weight per box: 12 kg > box to be opened without knife > boxes to be re-closable > PE-bag inside box</p> <p>To be addressed as applicable:</p> <ol style="list-style-type: none"> Special requirements by means of transportation (by plane, overseas or road)? Technical component cleanliness requirements/ cardboard resp. wooden pallets allowed? Restrictions regarding dimensions, overall quantity or weight of loading unit applicable?
 MHN201005 SUPPLEMENTARY SHEET 1.pdf	
Supplier Handbook Logistics	https://www.mann-hummel.com/en/the-company/download-center/documents-for-suppliers/logistics-and-shipping-instructions/
Shipping Instructions	https://www.mann-hummel.com/en/corp/supplier-area/logistics-shipping-instructions/

Individual packaging / inner packaging / handling unit:				
Designation:	M+H packaging no. (if known):	External dimensions (mm):	Net weight (kg):	Number of layers:
<input type="text"/>	<input type="text"/>	<input type="text"/> x <input type="text"/> x <input type="text"/>	<input type="text"/>	<input type="text"/>
Covering:	M+H packaging no. (if known):	Packaging aid:	Gross weight (kg):	Overall quantity:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> pcs.

Loading unit / palletized unit:				
Designation:	M+H packaging no. (if known):	External dimensions (mm):	Net weight (kg):	Number of layers:
<input type="text"/>	<input type="text"/>	<input type="text"/> x <input type="text"/> x <input type="text"/>	<input type="text"/>	<input type="text"/>
Covering:	M+H packaging no. (if known):	Packaging aid (1):	Packaging aid (2):	VDA-Labeling:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pallet quantity	<input type="text"/>			

Packaging specification / comments / alternative packaging proposal:
Alternativ packaging to be defined in case the required packaging cannot be provided by the Supplier.

Pictures / sketches of proposed packaging:
(Area reserved for pictures and sketches of proposed packaging)