

The MANN+HUMMEL logo is displayed in green, bold, sans-serif capital letters on a white rectangular background. It is positioned on the upper right side of a large, modern industrial building with a white corrugated metal facade and dark vertical accents. The building is set against a clear blue sky.

**MANN+
HUMMEL**

**Supplier handbook
Logistics**

**For all sites of
MANN+HUMMEL**

**Revision 03
04/2020**

The MANN+HUMMEL logo is located in the bottom right corner of the page. It consists of the words 'MANN+' and 'HUMMEL' stacked vertically in a bold, green, sans-serif font. The background of the entire page is a photograph of a dark green MANN+HUMMEL truck parked in front of a large industrial building with a white corrugated metal facade. The truck is a semi-trailer unit with a dark green cab and a long trailer. The building has a dark entrance area with a white sign above the door that reads the number '5'. The sky is clear and blue.

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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 and a plant-specific section dealing with specific features of individual sites. 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 chapter 6.

General Section

1 Cooperation between MANN+HUMMEL and the supplier

For good cooperation between MANN+HUMMEL and the supplier, it is 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, safety stocks

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

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.

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.

2 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.

2.1 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 pre-requisite for a supplier to enter a business relationship with MANN+HUMMEL.

2.2 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; therefor they have to contract 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.

2.3 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.

2.4 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.

3 Packaging

The following points are observed with regards to packaging, please use the packaging template (chapter 13):

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.

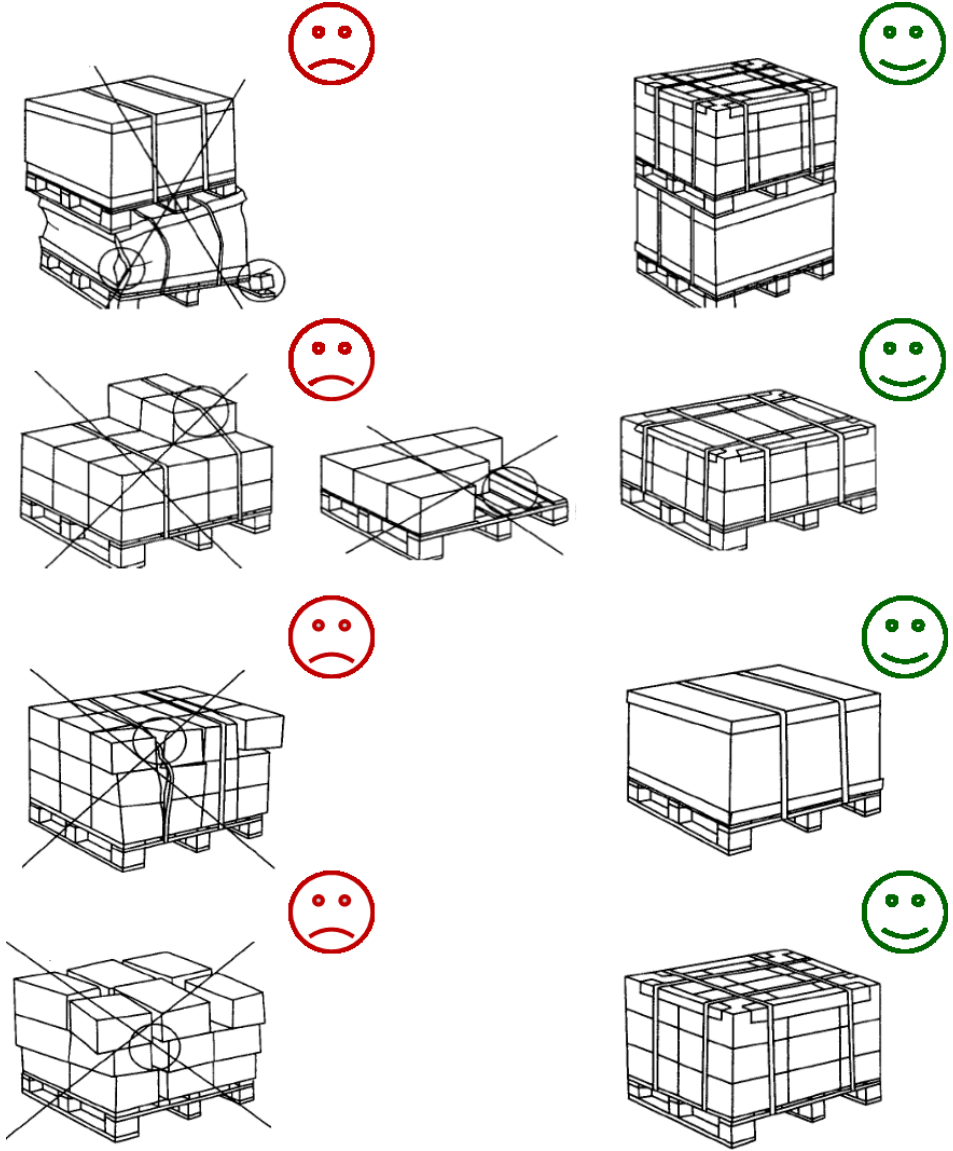
The use of multi-way pallets and multi-way load carriers is preferred. The supplier ensures that reusable load carriers are made of recyclable materials, preferably made from recycled material. The type of load carrier needs to be agreed with the relevant MANN+HUMMEL location. The IPPC standard (ISPM 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.

3.1.1 Examples of packaging



3.2 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.

3.3 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

	<ul style="list-style-type: none"> 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. tinfoil) 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.

3.4 Special instructions

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

4 Dispatch to MANN+HUMMEL

4.1 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, supplier area, logistics). It is essential that delivery note advice for production material is through EDI delivery note (EDI according to VDA 4913, alternatively through WebEDI).

4.2 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.

4.3 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	
(8) Part No. (P) KD4711225 		(5) Net Wt. 91	(6) Gross Wt. 176
(9) Quantity (Q) 23 		(10) Description PICO-DAEMPFERFILTER 22.000 - €	
(12) Supplier (V) 471104CX 		(11.1) Partnumber Supplier 4619685937	
(15) Serial (S) 114262 001 		(11.2) Packaging materials Cust:	(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-DAEMPFERFILTER 22.000 -
(12) Supplier (V) 471104CX 	(11) REF. PROVEEDOR 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. Old goods 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	Herkunftsländ/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 <small>Product-No. of Orderer - Product-No. of Supplier</small>

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
8		9		
1	2300032101 Dichtung	5.000 St.		
2	CHEP KLT 10 3443	10 ST		
3	Euro-Palette 11	1 ST		
	Entry Note	Quantity Control	Quality Control/Report	Addressee
Date				Invoice Controlling
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.

4.4 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.

4.5 Custom clearance for third-country imports

The supplier has to provide all necessary documents (e.g. EUR1 or declaration of origin on the commercial invoice).

4.6 Purchases from EU

The supplier has to provide all necessary transport documents. A preferential status certificate in the form of a long-term supplier declaration is also required.

4.7 License obligations and US exports

For goods known to require licenses, the supplier has to provide all details to the following e-mail address prior to the first delivery.

ausfuhrgenehmigung@mann-hummel.com

MANN+HUMMEL need to be informed about goods originating in the USA, or goods of minimum 10% US origin, calculated on the value of the sale, stating the exact percentage.

4.8 Security in the supply chain

For the purposes of creating a secure supply chain, it is useful to hold certification from AEO F, AEO S, C-TPAT, STP or a similar standard certificate. Copies 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:

- 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
 - 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 Signatory² _____ Company Stamp
Position _____ (where required)
Signature _____
Date issued _____

This declaration was issued to:

Name (Company) _____
Street Address _____
City _____
Country _____
Postal Code _____

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

5 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.

5.1 Cancellation of order

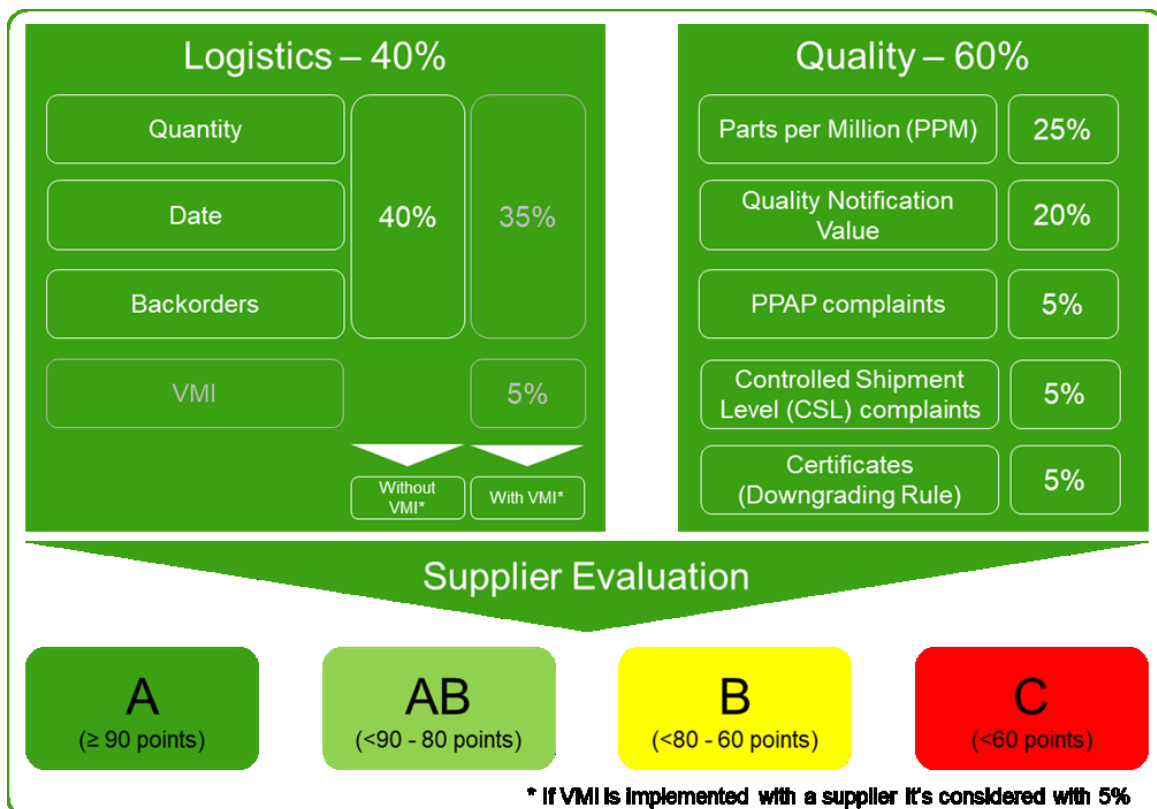
If MANN+HUMMEL cancels the order within the material approval process and the supplier cannot find an alternative use for the already purchased material elsewhere, MANN+HUMMEL will pay the cost of such material. MANN+HUMMEL has the right to collect this material.

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.

5.2 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/>

5.3 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

- errors in delivery notes (quantity, designation, order numbers)
- errors in ASN messages
- 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.)

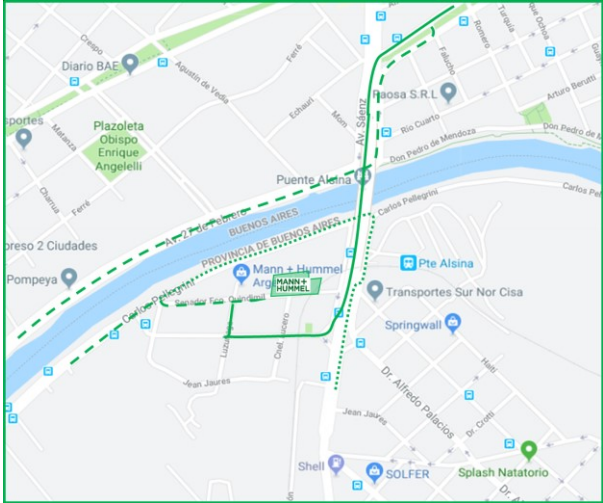
Should errors or deviations from these instructions occur, the supplier must assess the problem immediately and provide a root cause analysis. If requested by MANN+HUMMEL, an 8D report must be drawn up.

6 Plant-specific section Americas

6.1 Buenos Aires sites (Argentina)

Delivery address 1

MANN+HUMMEL Argentina S.A.
 Production Center
 Senador Francisco Quindimil 4425
 1822 Valentin Alsina, Buenos Aires
 Argentina



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 06:00 am – 02:00 pm

Types of unloading

Unloading of the truck is possible from the side

Dimensions and weight

Standard	
Max. Width	1200 mm
Max. Length	800 and 1100 mm
Max. Height	1000 mm up to 1500 mm

Measures inclusive plates

Max. Weight inclusive pallet: 450 kg

Max. Weight of packages and single small boxes (KLTs): 20 kg

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

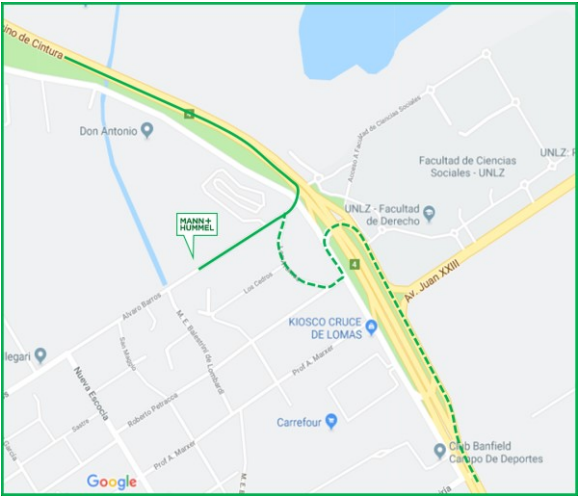
- Not authorized personnel are not allowed to walk along unloading areas
- Material can't be clearly identified

Delivery address 2

6.2 Buenos Aires site 2 (Argentina)

Delivey address 2

FELSIM S.A.
 Plant in Plant OE Assemble & Raw Material Warehouse
 Alvaro Barros 1850
 1839 Esteban Echeverria, Buenos Aires
 Argentina



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 08:00 am – 05:00 pm

Types of unloading

Unloading of the truck is possible from the side and from the back. 20 ft Containers have to be placed on the back of the trailer.

Dimensions and weight

	Standard 1	Standard 2 (Filter Media)
Max. Width	1200 mm	800 mm

Max. Length	800 or max. 1100 mm	800 mm or max. 1100 mm
Max. Height	1000 mm up to 1500 mm	1000 mm up to 2500 mm

Measures inclusive plates

Max. Weight inclusive pallet: 450 kg

Max. Weight of packages and single small boxes (KLTs): 20 kg

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

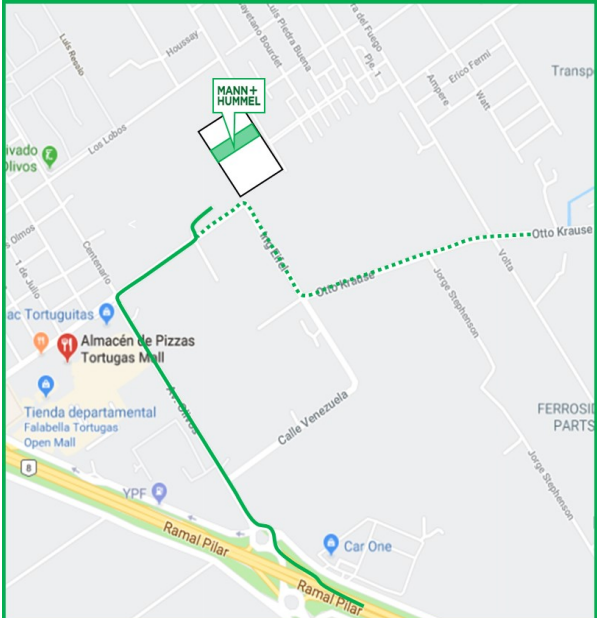
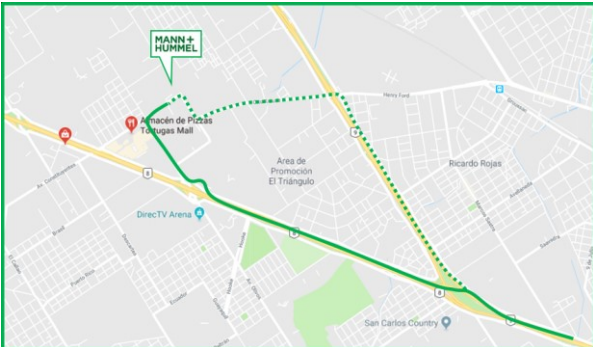
- Not authorized personnel are not allowed to walk along unloading areas
- Material can't be clearly identified

Delivery address 3

6.3 Buenos Aires site 3 (Argentina)

Delivey address 3

MANN+HUMMEL Argentina S.A.
 3PL Logistic Centes KUEHNE&NAGEL
 Av. Constituyentes 515, Plaza Logistica, Gates 20 - 21
 1619 Garin, Buenos Aires
 Argentina



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 06:00 am – 08:00 pm

Types of unloading

Unloading of the truck is possible from the side.

Dimensions and weight

Standard	
Max. Width	1200 mm
Max. Length	800 or max. 1100 mm
Max. Height	1000 mm up to 1500 mm

Measures inclusive plates

Max. Weight inclusive pallet: 450 kg

Max. Weight of packages and single small boxes (KLTs): 20 kg

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

- Not authorized personnel are not allowed to walk along unloading areas
- Material can't be clearly identified

6.2 Indaiatuba site (Brazil)

Delivery address

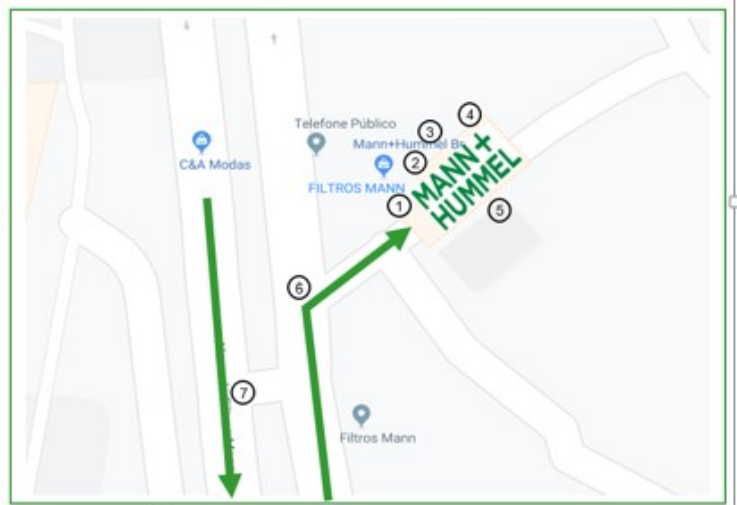
MANN+HUMMEL BRASIL LTDA.

Alameda Filtrros Mann 555

Indaiatuba - SP

13344-580

Brazil



Opening hours

Incoming goods

Delivery times Mon.-Fri.: 06:00 am – 09:00 pm

Types of unloading

Unloading of the trucks is possible from rear and also from the side.

Dimensions and weight

	Standard
Max. Width	1200 mm
Max. Length	1200 mm
Max. Height	1240 mm

Measures inclusive plates

Max. Weight inclusive pallet: 1300 kg

Max. Weight of packages and single small boxes (KLTs): 25 kg

Other Characteristics

Not authorized:

- Incoming goods in liquid forms, retrieved from tank trucks
- Incoming goods in bulk
- Incoming goods having the packing damaged or any situation that might put the integrity of the goods at risk

6.3 Manaus site (Brasil)

Delivery address

MANN+HUMMEL BRASIL LTDA.
Rua Flamboyant 1403
Manaus - AM
69075-843
Brazil



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00 am – 04:00 pm

Types of unloading

Unloading of the trucks is possible from rear and also from the side.

Dimensions and weight

Standard	
Max. Width	1000 mm
Max. Length	1200 mm
Max. Height	1240 mm

Measures inclusive plates

Max. Weight inclusive pallet: 1300 kg

Max. Weight of packages and single small boxes (KLTs): 25 kg

Other Characteristics

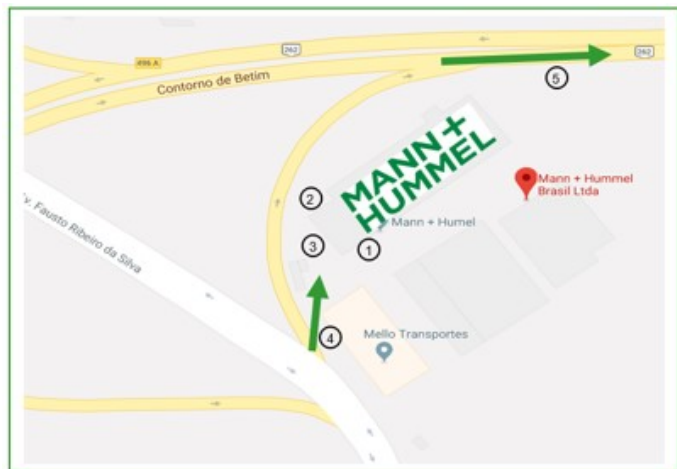
Not authorized:

- Incoming goods in liquid forms, retrieved from tank trucks
- Incoming goods in bulk
- Incoming goods having the packing damaged or any situation that might put the integrity of the goods at risk

6.4 Betim site (Brasil)

Delivery Address

MANN+HUMMEL Brasil Ltda.
Av. Fausto Ribeiro da Silva, 839
Betim - MG
32654-805
Brazil



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00 am - 04:00 pm

Types of unloading

Unloading of the trucks is possible from rear and from the side.

Dimensions and weight

Standard 1	
Max. Width	1000 mm
Max. Length	1200 mm
Max. Height	1240 mm

Measures inclusive plates

Max. Weight inclusive pallets: 1300 kg

Max. Weight of packages and single small boxes (KLTs): 25 kg

Other Characteristics

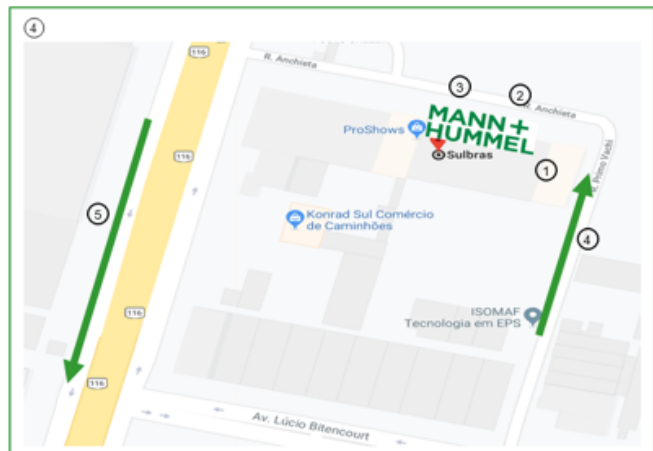
Not authorized:

- Incoming goods in liquid forms, retrieved from tank trucks
- Incoming goods in bulk
- Incoming goods having the packing damaged or any situation that might put the integrity of the goods at risk

6.5 Sapucaia site (Brasil)

Delivery address

MANN+HUMMEL Brasil Ltda.
R. Anchieta, 188
Sapucaia do Sul - RS
93212-730
Brazil



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00 am - 04:00 pm

Types of unloading

Unloading of the trucks is possible from rear and from the side

Dimensions and weight

Standard 1	
Max. Width	1000 mm
Max. Length	1200 mm
Max. Height	1240 mm

Measures inclusive plates

Max. Weight inclusive pallets: 1300 kg

Max. Weight of packages and single small boxes (KLTs): 25 kg

Other Characteristics

Not authorized:

- Incoming goods in liquid forms, retrieved from tank trucks
- Incoming goods in bulk
- Incoming goods having the packing damaged or any situation that might put the integrity of the goods at risk

6.6 Queretaro site (Mexico)

Delivery address

MANN+HUMMEL MEXICO S.A. DE C.V.
Vialidad El Pueblito No. 104
Parque Industrial Querétaro
76220 Santiago de Querétaro, QRO
Mexico



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00 am - 09:00 pm

Types of unloading

Unloading of the trucks is possible only from rear.

Dimensions and weight

Standard	
Max. Width	1100 mm
Max. Length	1100 mm
Max. Height	1100 mm, up to 1600 mm after consultation

Measures inclusive plates

Max. Weight inclusive pallets: 450 kg

Max. Weight of Primary Package and single small boxes (KLTs): 20 kg

Other Characteristics

Authorized

- Packages strapped with plastic or steel strips
- Packages from overseas which are stretched or shrunk in a foil because of transport protection

Not Authorized:

- Different articles per pallet
- Material without any bulk
- Damaged pallets
- Damaged boxes

All materials need to have proper documentation (invoice is fundamental). Truck loading requires best optimization of the space without any damage on the stack levels.

6.7 Ramos Arizpe site (Mexico)

Delivery address

MANN+HUMMEL Filtration Technology Mexico
 S. de R.L. de C.V.
 Blvd. Alpha No.1655
 Parque Industrial Santa Maria
 25900 Ramos Arizpe, Coahuila C.P.
 Mexico



Opening hours

Incoming goods	
Delivery times	Mo.-Fr.: 07:00 am - 04:30 pm

Types of unloading

Unloading of the trucks is possible from rear and also from the side.

Dimensions and weight

Standard	
Max. Width	1200 mm
Max. Length	1200 mm
Max. Height	2500 mm

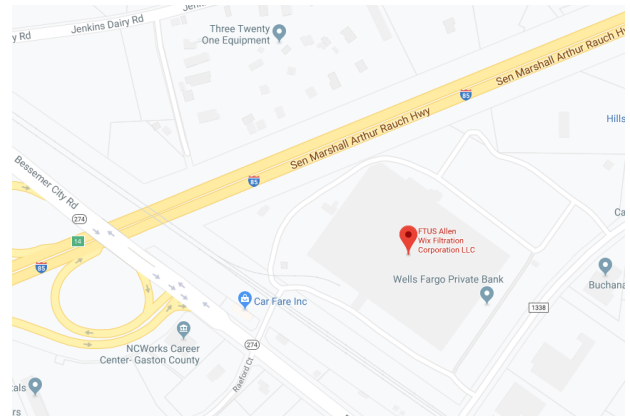
Other Characteristics

Drivers are required to sign in upon arrival at reception with the relevant delivery paperwork. The driver will be advised where to offload.

6.8 Allen site (USA)

Delivery address

MANN+HUMMEL Filtration Technology US LLC
2900 Northwest Blvd
Gastonia NC 28052
USA



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 06:00 am - 05:00 pm

Types of unloading

Unloading of the trucks is possible only from rear.

Dimensions and weight

	Standard 1	Standard 2 (Filter Media)
Max. Width	1125 mm	1200 mm
Max. Length	1125 mm	2400 mm
Max. Height	1200 mm	1820 mm

Measures inclusive plates

Max. weight of packages and single small boxes (KLTs) 15 kg

Package > 15 kg: ground clearance min. 100mm

Other Characteristics

Authorized

- Packages strapped with PVC or Steel steps on standard skids
- Packages stretched or shrink wrapped in plastic film on standard skids
- Edge protector if required

- Packages from overseas which are stretched or shrink wrapped in plastic film or bubble wrap as transport protection
- Packages with scannable barcode master labels

Not authorized

- Packages of non-standard skids
- Packages without scannable barcode master labels
- Deliveries without Bill of lading and packing slips

6.9 Tulip site (USA)

Delivery address

MANN+HUMMEL Filtration Technology US
LLC
800 Tulip Drive
Gastonia NC 28052
USA



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 06:00 am - 05:00 pm

Types of unloading

Onloading of the trucks is possible only from rear.

Dimensions and weight

	Standard 1	Standard 2 (Filter Media)
Max. Width	1125 mm	1200 mm
Max. Length	1125 mm	2400 mm
Max. Height	1200 mm	1820 mm

Measures inclusive plates

Max. Weight inclusive pallet: 400 kg

Max. Weight of packages and single small boxes (KLTs): 15 kg

Package > 15 kg: ground clearance min. 100mm

Other Characteristics

Authorized

- Packages strapped with PCV or steel straps on standard skids
- Packages stretched or shrink wrapped in plastic film on standard skids
- Edge protector if required
- Packages from/for overseas which are stretched or shrink wrapped in plastic film or bubble wrap as transport protection

Not authorized

- Packages on non-standard skids
- Packages without scannable barcode master labels
- Deliveries without Bill of lading and packing slips

6.10 Dillon site (USA)

Delivery address

MANN+HUMMEL Filtration Technology US
LLC
1422 Wix Road
Dillon SC 29536
USA



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00 am - 02:00 pm

Types of unloading

Unloading of the trucks is possible from rear at four docks. Sprinter vans can be loaded and unloaded at ramp.

Dimensions and weight

Standard 1	
Max. Width	1150 mm
Max. Length	1200 mm
Max. Height	1200 mm

Min. width of pallets: 1067 mm

Max. Weight of shelf goods incl. the pallet is 700 kg

Other Characteristics

Authorized

- Packages strapped with PVC
- Edge protector if required

Not authorized

- Packages closed with a weld seam
- Packages stretched or shrunk in a foil

Drivers are required to check in with relevant delivery paperwork upon arrival. The driver will be advised where to offload.

6.11 Dunlap site (USA)

MANN+HUMMEL USA Inc.
 260 Resource Road
 Dunlap TN 37327
 USA



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 07:00 am - 02:00 pm

Types of unloading

Unloading of the trucks is possible from rear also from the side.

Dimensions and weight

Standard	
Max. Width	1220 mm (48 in)
Max. Length	1830 mm (72 in)
Max. Height	1220 mm (48 in)

Other Characteristics

Following forwarders are nominated

Additional costs caused by disregarding this information will not be paid by MANN+HUMMEL USA, Inc.

All shipments using CH Robinson must be tendered with CH Robinson no later than 24 hours before the scheduled pickup time. Any shipments tendered with less than 24 hours will be shipped at the cost of the M+H vendor unless instructed to tender with less than 24 hours by MANN+HUMMEL Material Planner. Any deliveries that exceed your specified delivery

frequency will be at the cost of the M+H vendor unless your assigned MANN+HUMMEL Material Planner authorizes more frequent deliveries at MANN+HUMMEL expense in advance.

Shipments within NAFTA region

Registration FEDEX

For shipments up to 45 kg (100 lbs) respectively up to 0.3 cbm (10 cbf):

FEDEX support number in case of any problems +1 8004633339

Registration CH Robinson

For shipments over 45 kg (100 lbs) respectively over 0.3 cbm (10 cbf):

CH Robinson Worldwide
5400 Gateway Centre, Suite B
Flint MI 48507-3980
USA

Julia Attard
Account Manager
+1 3135669694
Julia.attard@chrobinson.com

Registration Scarbrough

For international air- and sea shipments

Air freight	Sea freight
Shipments between 20 kg (40 lbs) respectively 0,1 cbm (3,5 cbf) and 40 kg (90 lbs) respectively 0,25 cbm (8,8 cbf) or for urgent shipments if agreed by MHUS	Shipments over 40 kg (90 lbs) respectively 0,25 cbm (8,8 cbf)

Freight forwarder for MANN+HUMMEL US is:

Scarbrough International Ltd.
1300 Michael Drive Ste C
Wood Dale IL 60191
USA

Patrick Colligan
Account Manager
+1 6307874502
pcolligan@scarbrough-intl.com

Shipments from Europe

In this case it can be used the following contact details of the European partner of Scarbrough in Germany:

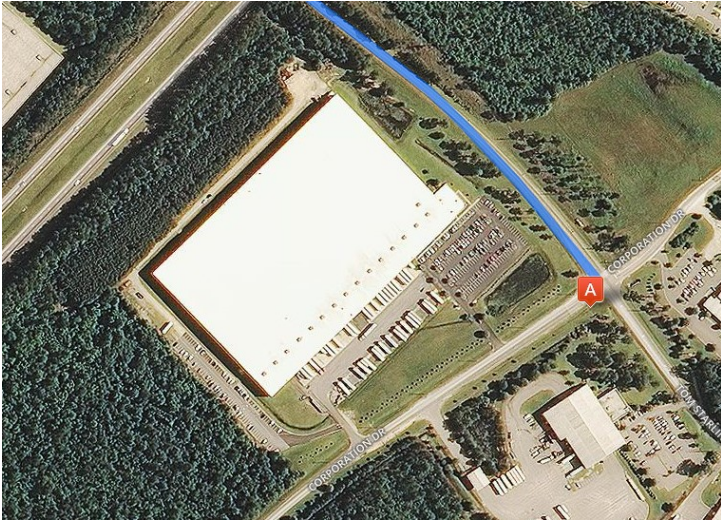
Alfons Koester & Co. GmbH
Max-Eyth-Straße 29
71332 Waiblingen
Germany

Sabrina Bichel
+49 71515028716
s.bichel@alfons-koester.de

6.12 Fayetteville site Distribution Center (USA)

Delivery address

MANN+HUMMEL Purolator Filters LLC
 Master Distribution Center
 4800 Corporation Drive
 Fayetteville NC 28306
 USA



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 07:00 am - 03:00 pm

Types of unloading

Unloading of the trucks is possible from rear. For Live unloading appointments are required. If preapproved by the transportation manager drop and hook is available.

Dimensions and weight

Standard	
Max. Width	1028 mm (40,5 in)
Max. Length	1220 mm (48 in)
Max. Height	1220 mm (48 in)

Standard size pallets are stackable

Measures inclusive pallets

Max. Weight inclusive pallet: 1,200 lbs

Other Characteristics

Authorized

- Packages strapped with PVC
- Shrink wrapped pallets
- Crates (if pre-approved)

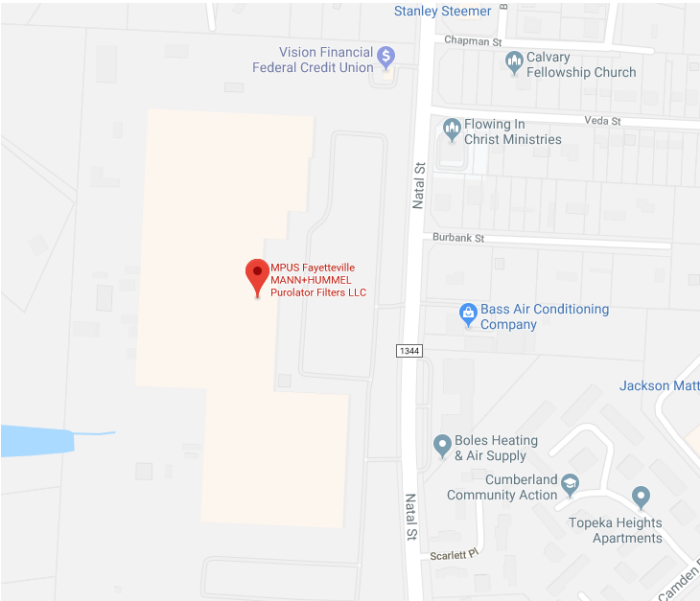
Not authorized

- Floor loaded containers - all freight must be on pallets or crated
- Deliveries without bill of lading, packing lists or packing slips will not be accepted
- Pallets without delivery note or identifiers clearly displayed on goods will not be accepted

6.13 Fayetteville site Production

Delivery address

Mann+Hummel, Purolator
 3200 Natal Street,
 Fayetteville, NC 28306
 Use Receiving entrance



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 07:00 am - 03:30 pm

Types of unloading

Real load trailers at standard dock height.

Dimensions and weight

Standard	
Max. Width	1028 mm (40,5 in)
Max. Length	1220 mm (48 in)
Max. Height	1220 mm (48 in)

Standard size pallets are stackable

Measures inclusive pallets

Max. Weight inclusive pallet: 1,200 lbs

Dimensions and weight

Max. With	48 in	
Max. Length	40 in	4-way entry pallet

Measures inclusive pallets

Max pallet weight: 1600lbs

Steel and other metal coils packaged and palletized according to specific agreement with Mann+Hummel, Purolator

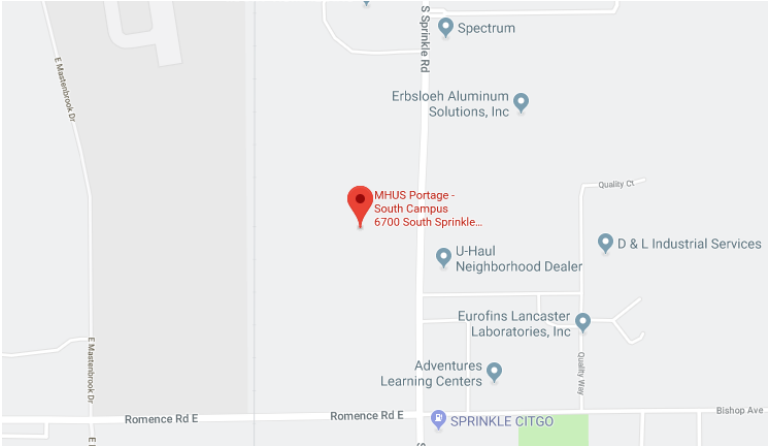
Other Characteristics

- Closed trailer must be suitable/save to accommodate fork trucks loaded to a gross load weight up to 5 tons.
- Steel shipments requiring the use of the 12K LB lift should arrive via flatbed trailer

6.14 Portage site (USA)

Delivery address

MANN+HUMMEL USA INC.
 6700 S. Sprinkle Road
 Portage MI 49002
 USA



Opening hours

Incoming goods	
Delivery times	Mon.-Fri. 07:00 am - 11:00 pm

Types of unloading

Unloading of the trucks is possible from rear via dock and ramp and also from the top. The tarpaulin has to be open from the top in case of tool transportation.

Dimensions and weight

Standard	
Max. Width	1220 mm (48 in)
Max. Length	1830 mm (72 in)
Max. Height	1220 mm (48 in)

Measures inclusive pallets

Max. Weight inclusive pallet: 2,000 lbs

Other Characteristics

Following forwarders are nominated

Additional costs caused by disregarding this information will not be paid by MANN+HUMMEL USA, Inc.

All shipments using CH Robinson must be tendered with CH Robinson no later than 24 hours before the scheduled pickup time. Any shipments tendered with less than 24 hours will be shipped at the cost of the M+H vendor unless instructed to tender with less than 24 hours by MANN+HUMMEL Material Planner. Any deliveries that exceed your specified delivery frequency will be at the cost of the M+H vendor unless your assigned MANN+HUMMEL Material Planner authorizes more frequent deliveries at MANN+HUMMEL expense in advance.

Shipments within NAFTA region

Registration FEDEX

For shipments up to 45 kg (100 lbs) respectively up to 0.3 cbm (10 cbf):

FEDEX support number in case of any problems +1 8004633339

Registration CH Robinson

For shipments over 45 kg (100 lbs) respectively over 0.3 cbm (10 cbf):

CH Robinson Worldwide	Julia Attard
5400 Gateway Centre, Suite B	Account Manager
Flint MI 48507-3980	+1 3135669694
USA	Julia.attard@chrobinson.com

Registration Scarbrough

For international air- and sea shipments

Air freight	Sea freight
Shipments between 20 kg (40 lbs) respectively 0,1 cbm (3,5 cbf) and 40 kg (90 lbs) respectively 0,25 cbm (8,8 cbf) or for urgent shipments if agreed by MHUS	Shipments over 40 kg (90 lbs) respectively 0,25 cbm (8,8 cbf)

Freight forwarder for MANN+HUMMEL US is:

Scarbrough International Ltd.	Patrick Colligan
1300 Michael Drive Ste C	Account Managser
Wood Dale IL 60191	+1 6307874502
USA	pcolligan@scarbrough-intl.com

Shipments from Europe

In this case it can be used the following contact details of the European partner of Scarbrough in Germany:

Alfons Koester & Co. GmbH
Max-Eyth-Straße 29
71332 Waiblingen
Germany

Sabrina Bichel
+49 71515028716
s.bichel@alfons-koester.de

7 Plant-specific section Asia

7.1 Changchun site (China)

Delivery address 1

Changchun M+H FAWAY Filter Co. Ltd.
No. 2177, Feng Yue Road
130031 Changchun
China



Opening hours

Incoming goods	
Delivery times	Mon.- Fri. 07:45 am – 03:45 pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

Unloading of the truck is possible from behind and also from the side in emergency cases

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm and 1000 mm
Max. Height	1000 mm and 1100 mm

Measures inclusive plates

Max. Weight inclusive pallet: 1000 kg for Plastic and 500 kg for other parts

Max. Weight of packages and single small boxes (KLTs): 15 kg

Package > 15kg: ground clearance min. 100 mm

Standard of Supplier Delivery Label

Supplier delivery labels must include MCCN part numbers, supplier name, delivery date, production date, package quantity, and valid deadline date for chemical parts if applicable.

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunked in a foil because of transport protection

Not authorized:

- Different articles per load carrier
- Packages which are stretched or shrunked in a foil
- Packages which are closed with a weld seam

In case of a full load the delivery note has to be handed over to the truck driver. Otherwise the delivery note must be clearly visible displayed on the goods.

Containers have to be stackable up to 4.

7.2 Shanghai site (China)

Delivery address

MANN+HUMMEL (Shanghai) Co., Ltd.
No. 168 Xingqing Road Jiading, Industrial Zone
Shanghai
China



Opening hours

Incoming goods	
Delivery times	Mon.- Fri.: 08:00 am – 04:00 pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

Unloading of the trucks is possible from behind and also from the side.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm or max. 1000 mm
Max. Height	1000 mm up to 1100 mm

Measures inclusive plates

Max. Weight inclusive pallet: 750 kg

Max. Weight of packages and single small boxes (KLTs): 15 kg

Package >15kg: ground clearance min. 100 mm

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

- Different articles per load carrier
- Packages which are stretched or shrunk in a foil
- Packages which are closed with a weld seam

In case of a full load, the delivery note has to be handed over to the truck driver. Otherwise the delivery note must be clearly visibly displayed on the goods.

Containers have to be stackable x 4.

Supplier Delivery Label Standard

Consignee	Shanghai Mann-Hummel	MJCN Number	
Part Number	XXXX XXXX XX(MJCN has a material NO. With 10 bits)		
The name of Part/Raw material	XXXXXX (The name of commodity, such as bottom housing)	Effective drawing vision	
Package condition	XXX (or XXX Kg/Package number)	Production Number	XXXXXX
Order Number	PXXXX (Order Number)	date of production	200X Year Month Day
date in produced	200X Year Month Day	shelf life	Months/ to Year Month Day Effective
Supplier	XXXXXXXXX (The name of supplier)	Inspection Condition	Qualification
Remark			

All the suppliers are supposed to add identification which includes MANN+HUMMEL part number, name, supplier name, package standard, production data, delivery date, production batch number etc. Barcodes may be used according to MANN+HUMMEL standard in the package or shelf every time they deliver the goods. The supplier could add internal number and internal serial number in addition for inner company management.

7.3 Chongqing site (China)

Delivery address

MANN+HUMMEL Filter (Chongqing) Co., Ltd.
No. 225, Yuguan Avenue
Yuzui Town, Jiangbei District
401133 Chongqing
China



Opening hours

Incoming goods	
Delivery times	Mon.- Fri.: 06:00 am - 04:00 pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm or max. 1000 mm
Max. Height	1000 mm, up to 1500 mm after consultation

Measures inclusive plates

Max. Weight inclusive pallets: 450 kg

Max. Weight of packages and single small boxes (KLTs): 15 kg

Other Characteristics

The delivery note must display material number and quantity.

7.4 Jinan site (China)

Delivery Address

MANN+HUMMEL Filter (Jinan) Co., Ltd.
Chunxuan Road across Shiji Road Hi-tech
Development Zone
250104 Jinan
China



Opening hours

Incoming goods	
Delivery times	Mon.- Fri.: 08:00 am - 04:00 pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	1000 mm
Max. Height	1000 mm

Measures inclusive plates

Max. Weight inclusive pallets: 700 kg

Max. Weight of packages and single small boxes (KLTs): 15 kg

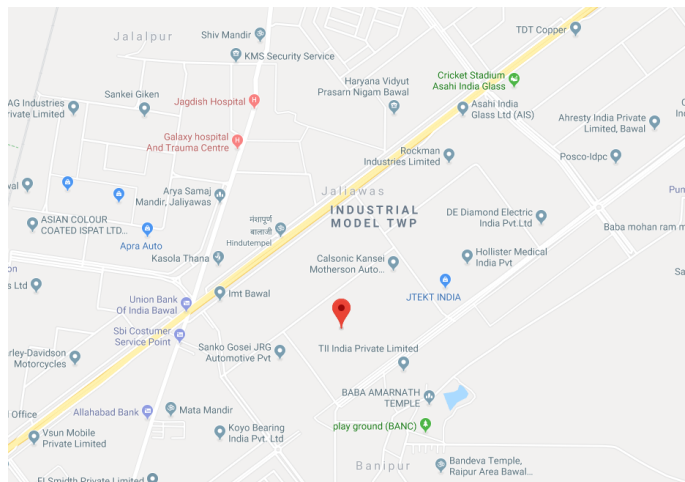
Other Characteristics

The delivery note must display material number, quantity and Purchase Order number.

7.5 Bawal site (India)

Delivery address

MANN AND HUMMEL FILTER
PRIVATE LIMITED
Plot No. 19, Phase-II, Sector-5,
Bawal Industrial Growth Centre, Bawal,
Rewari Haryana 123501
India



Opening hours

Incoming goods	
Delivery times	Mon.- Sat.: 08:30 am - 10:00 pm

Types of unloading

Unloading of the trucks is possible from behind and from the side

Dimensions and weight

	Standard 1	Standard 2
Max. Width	1000 mm	800 mm
Max. Length	1200 mm	1200 mm
Max. Height	1000 mm, up to 2200 mm for media after consultation and approval	1000 mm

Measures inclusive plates

Max. Weight inclusive pallets: 450 kg

Max. Weight of Primary Package and single small boxes (KLTs): 15 kg

Package > 15 kg: Minimum Ground clearance needed: 100 mm

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrinked in a foil because of transport protection

Not authorized:

- Different articles per load carrier
- Packages which are stretched or shrinked in a foil
- Packages which are closed with a weld seam

In case of a full load, the delivery note has to be handed over to the truck driver. Otherwise the delivery note must be clearly visibly displayed on the goods.

Containers have to be stackable x 4.

7.6 Tumkur site (India)

Delivery address

MANN AND HUMMEL FILTER Pvt. Ltd.
 No. 27, 28 & 29 “A” Block,
 Antharasanahalli Industrial Area
 II nd Phase, Antharasanahalli,
 Tumkur Karnataka 572 106,
 India



Opening hours

Incoming goods	
Delivery times	Mon.- Sat.: 06:00 am - 10:00 pm

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

	Standard 1	Standard 2
Max. Width	1000 mm	800 mm
Max. Length	1200 mm	1200 mm
Max. Height	1000 mm, up to 2200 mm for media after consultation and approval	1000 mm

Measures inclusive plates

Max. Weight inclusive pallets: 450 kg

Max. Weight of Primary Package and single small boxes (KLTs): 15 kg

Package > 15 kg: Minimum Ground clearance needed: 100 mm

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunked in a foil because of transport protection

Not authorized:

- Different articles per load carrier
- Packages which are stretched or shrunked in a foil
- Packages which are closed with a weld seam

In case of a full load, the delivery note has to be handed over to the truck driver. Otherwise the delivery note must be clearly visibly displayed on the goods.

Containers have to be stackable x 4.

7.7 Logistics Center Schenker Bangalore (India)

Delivery address

MANN AND HUMMEL Filter Pvt. Ltd.
C/o – Schenker India PVT LTD.
Serve no #47/1, Budhial, Kasaba Hobli,
Nelamangala
Bangalore Karnataka 562123
India

Opening hours

Incoming goods	
Delivery times	Mon.- Sat.: 09:30 am - 06:00 pm

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

	Standard 1	Standard 2
Max. Width	1000 mm	800 mm
Max. Length	1200 mm	1200 mm
Max. Height	1000 mm, up to 2200 mm for media after consultation and approval	1000 mm

Other Characteristics

Authorized:

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

- Different articles per load carrier
- Packages which are stretched or shrunk in a foil
- Packages which are closed with a weld seam

In case of a full load, the delivery note has to be handed over to the truck driver. Otherwise the delivery note must be clearly visibly displayed on the goods.

Containers have to be stackable x 4.

7.8 Munmak site (Korea)

Delivery address

MANN+HUMMEL KOREA Co., LTD.
77-1, Donghwagongdan-ro, Munmak-eup,
Wonju-si, Gangwon-do
Republic of Korea



Opening hours

Incoming goods	
Delivery times	Mon.- Fri.: 08:00 am - 05:00 pm

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm or max. 1000 mm
Max. Height	800 mm or up to 2000 mm after consultation

Measures inclusive plates

Max. Weight inclusive pallet: 400 kg

Max. Weight of packages and single small boxes (KLTs): 12 kg

Package more than 12 kg should be sub-packed in the smaller package such as plastic bag

Other Characteristics

Authorized:

- Packages strapped with PCV or steel strips
- Edge protector if required
- Packages from/for overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

- Speed limit within max. 15km/h

7.9 Ulsan site (Korea)

Delivery address

MANN+HUMMEL KOREA CO., LTD.
18, JukJeon-ro, Buk-gu
Ulsan-Si 683-360
Republic of Korea



Opening hours

Incoming goods	
Delivery times	Mon.- Fri.: 07:00 am - 02:00 pm

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm or max. 1000 mm
Max. Height	800 mm or up to 2000 mm after consultation

Measures inclusive plates

Max. Weight inclusive pallet: 400 kg

Max. Weight of packages and single small boxes (KLTs): 12 kg

Package more than 12 kg should be sub-packed in the smaller package such as plastic bag

Other Characteristics

Authorized:

- Packages strapped with PCV or steel strips
- Edge protector if required
- Packages from/for overseas which are stretched or shrunk in a foil because of transport protection

Not authorized:

- Speed limit within max. 15km/h

7.10 Rayong site (Thailand)

Delivery address

MANN and HUMMEL THAILAND LTD.
 500/124 Moo3 Hemaraj Eastern
 Seaboard Industrial Estate
 T. Tasit, A. Pluakdaeng
 Rayong
 Thailand



Opening hours

	Incoming goods	Shipping Goods
Delivery times	Mon.- Fri. 08:00 am - 05:00 pm	08:00 am – 05:00 pm 08:00 pm – 05:00 am

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

	Standard
Max. Width	1200 mm
Max. Length	800 mm or max. 1400 mm
Max. Height	800 mm or up to 2000 mm after consultation

Measures inclusive plates

Max. Weight inclusive pallet: 1200 kg

Max. Weight of packages and single small boxes (KLTs): 12 kg

Package more than 12 kg should be sub-packed in the smaller package such as plastic bag

Other Characteristics

Authorized:

- Packages strapped with PCV or steel strips
- Edge protector if required
- Packages from/for overseas which are stretched because of transport protection
- Driver or deliverer has to wear basic PPE equipment (Safety shoes and Vest)

Safety equipment with truck (Wheel stopper, lashing band and small extinguisher)

8 Plant-specific section Europe

8.1 Marklkofen site (Germany)

Delivery address 1

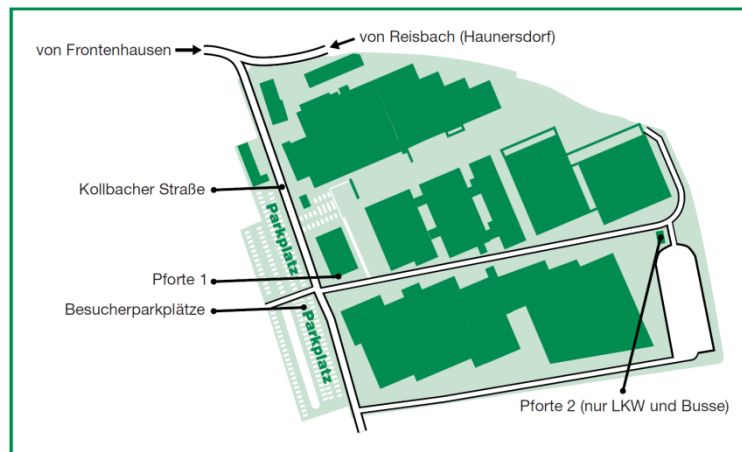
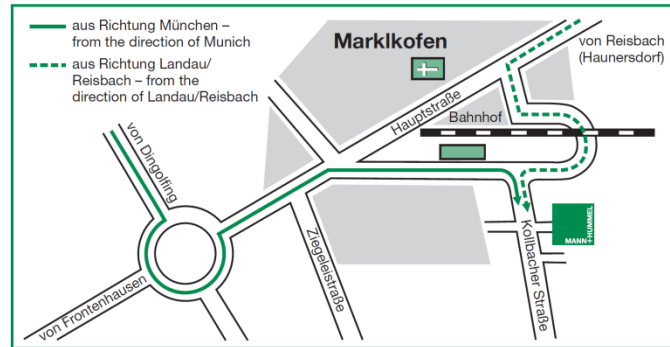
MANN+HUMMEL GmbH

Werk Marklkofen

Kollbacherstr. 31

84163 Marklkofen

Germany



Opening hours

	Incoming goods	Supplier logistics center (LLZ)	Hazardous goods storage facility	Steel storage
Department	MK-LG-IL1	MK-LG-IL2/Fiege	MK-LG-IL3	MK-LG-IL1
Location	Hall 14: Gate 1	Hall 31 and 32: Gate 1 to 12	Hall 21	Hall 20
Delivery times	Mon.-Fri. 06:30am – 03:30pm	Mon.-Fri. 07:00am – 05:00pm	Mon.-Fri. 06:30am – 03:30pm	Mon.-Fri. 06:30am – 03:30pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

In Hall 14, 31 and 32 – from behind (ramp)

In Hall 20 and 21 – from behind (without ramp) and also from the side

Dimensions and weight

	Standard 1	Standard 2	Filter media / Bigbag:	Hazardous goods storage facility
Max. Width	1000 mm	1000 mm	1150 mm	1000 mm
Max. Length	1200 mm	1200 mm	1200 mm	1200 mm
Max. Height	1000 mm	2000 mm	2000 mm	1060 mm

Minimum width of pallets: 800 mm

Maximum weight of shelves goods: 700 kg per loading unit

A packaging unit has to be two fold stackable

Additional or special agreed packaging instructions have to be respected.

Other Characteristics

The trucks and swap bodies have to be passable with forklift trucks with a permissible gross load weight of 5 t.

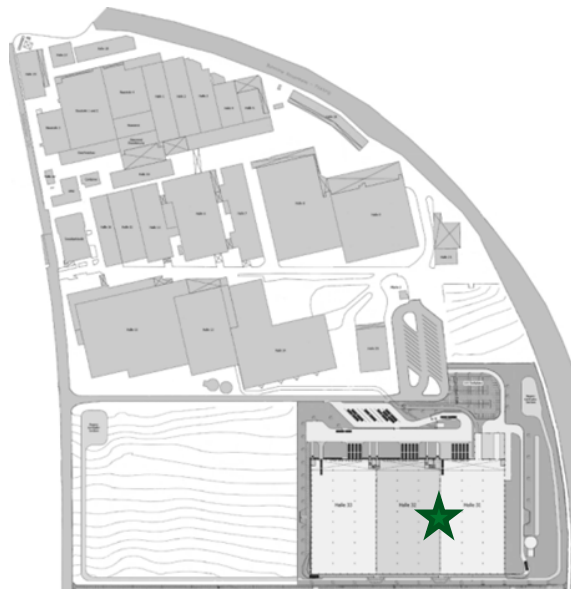
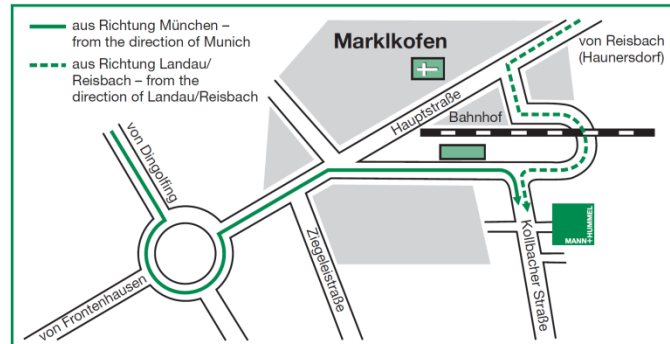
Delivery address 2

Logistic center FIEGE

Kollbacher Straße 35

84163 Marklkofen

Germany



View of the new hall 31, 32 and 33

Opening hours

Incoming goods	
Location	Hall 31, 32
Delivery times	Mon.-Fri. 07:00am – 05:00pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

In Hall 31, 32 from behind (ramp).

Dimensions and weight

	Standard 1	Standard 2	Filter media / Bigbag:	Hazardous goods storage facility
Max. Width	1000 mm	1000 mm	1150 mm	1000 mm
Max. Length	1200 mm	1200 mm	1200 mm	1200 mm
Max. Height	1000 mm	2000 mm	2000 mm	1060 mm

Minimum width of pallets: 800 mm

Maximum weight of shelves goods: 700 kg per loading unit

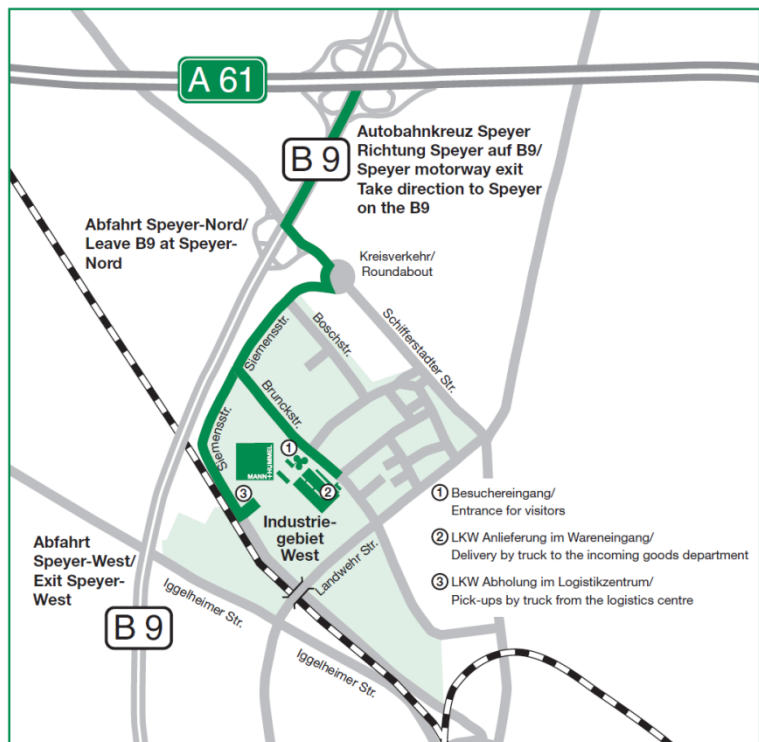
Other Characteristics

The trucks and swap bodies have to be passable with forklift trucks with a permissible gross load weight of 5 t.

8.2 Speyer site (Germany)

Delivery address

MANN+HUMMEL GmbH
Werk Speyer
Business Unit Industrial Filters
Brunckstraße 15
67346 Speyer
Germany



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00am – 03:00pm

Types of unloading

Unloading of the trucks is possible from behind and from the side.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm or max. 1000 mm
Max. Height	1000 mm, up to 2000 mm after consultation

Measures inclusive pallets

Max. Weight inclusive pallet: 450 kg

Max. Weight of packages and single small boxes (KLTs): 15 kg

Package >15kg: ground clearance min. 100 mm

Other Characteristics

Authorized

- Packages strapped with PVC or steel strips
- Edge protector if required
- Packages from overseas which are stretched or shrunked in a foil because of transport protection

Not authorized:

- Different articles per load carrier
- Packages which are stretched or shrunked in a foil
- Packages which are closed with a weld seam

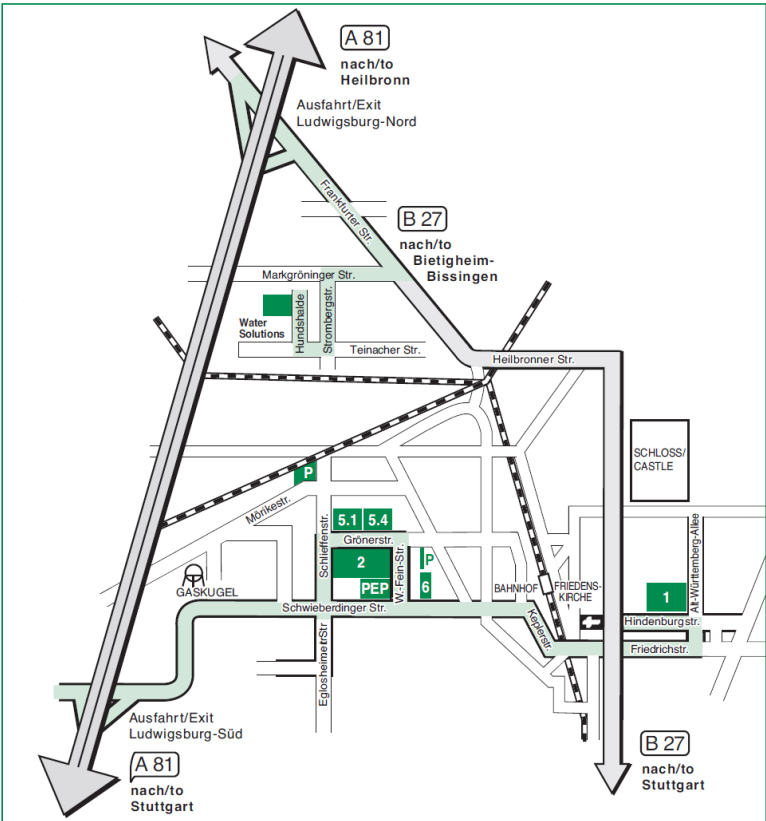
In case of a full load, the delivery note has to be handed over to the truck driver. Otherwise the delivery note must be clearly visibly displayed on the goods.

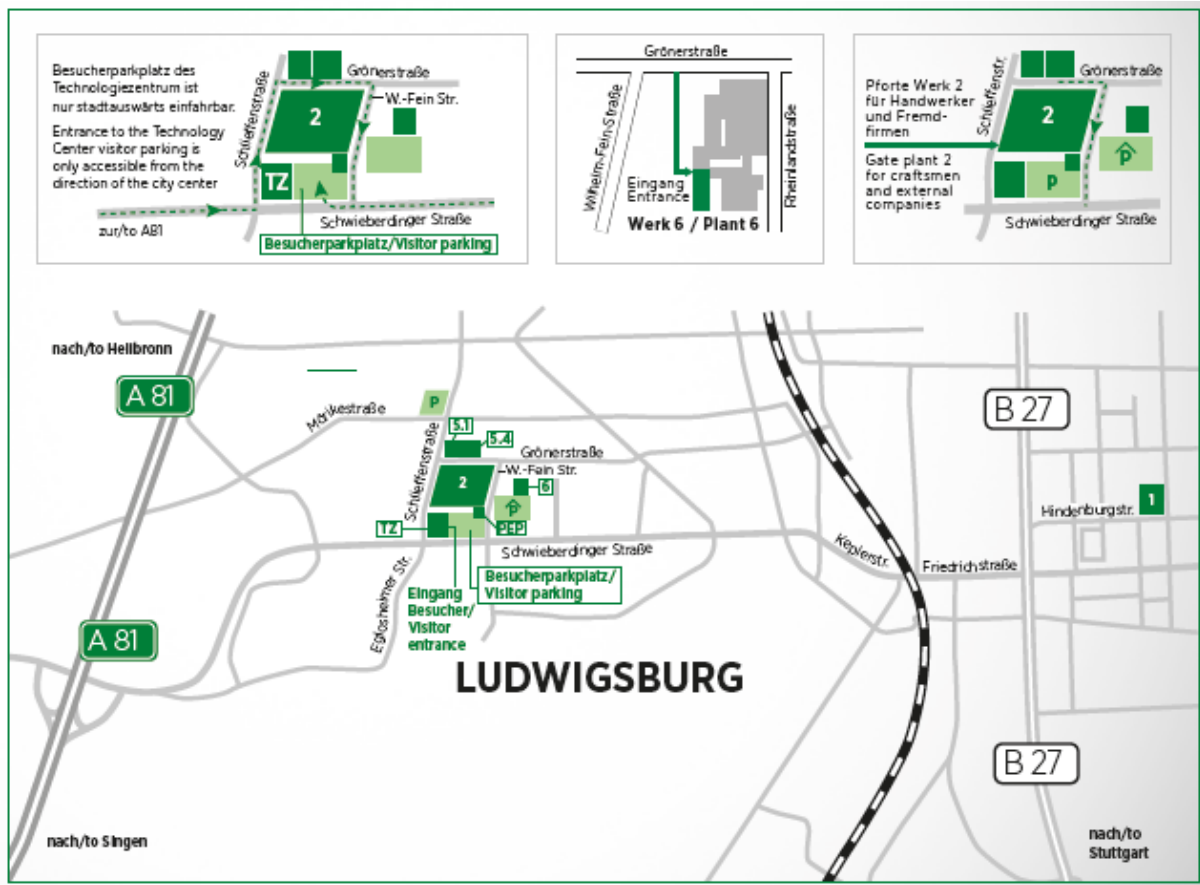
Containers have to be stackable x 4.

8.3 Ludwigsburg site (Germany)

Delivery address

MANN+HUMMEL GmbH
Werk 2
Grönerstraße 45
71636 Ludwigsburg
Germany





Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 06:00am - 03:30pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

Unloading of the trucks is possible from side and from the top. The tarpaulin has to be opened from the top in case of tool transportation over 2 t.

Dimensions and weight

	Standard 1	Filter media / Bigbag:	Hazardous goods storage facility
Max. Width	1200 mm	1200 mm	1200 mm
Max. Length	1000 mm	1000 mm	1000 mm
Max. Height	1030 mm	2030 mm	1030 mm

Other Characteristics

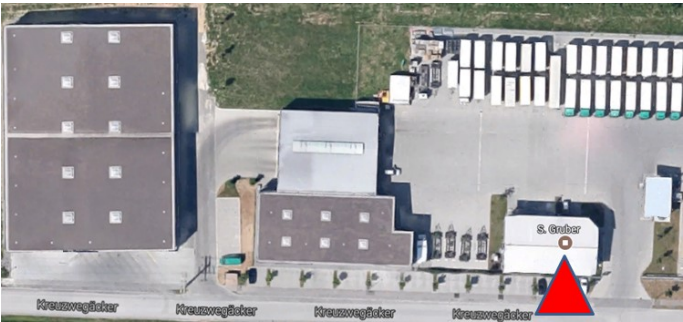
All of the plants in Ludwigsburg are located in an environmental zone.

The maximum weight of the charge carrier is 400 kg.

8.4 Logistic Center Gruber Steinheim (Germany)

Delivery Address

S. Gruber GmbH & Co.
KG
Kreuzwegäcker 18
71711 Steinheim/Murr
Germany



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:30am - 05:00pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

Unloading from rear at four docking stations.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	1000 mm
Max. Height	1030 mm

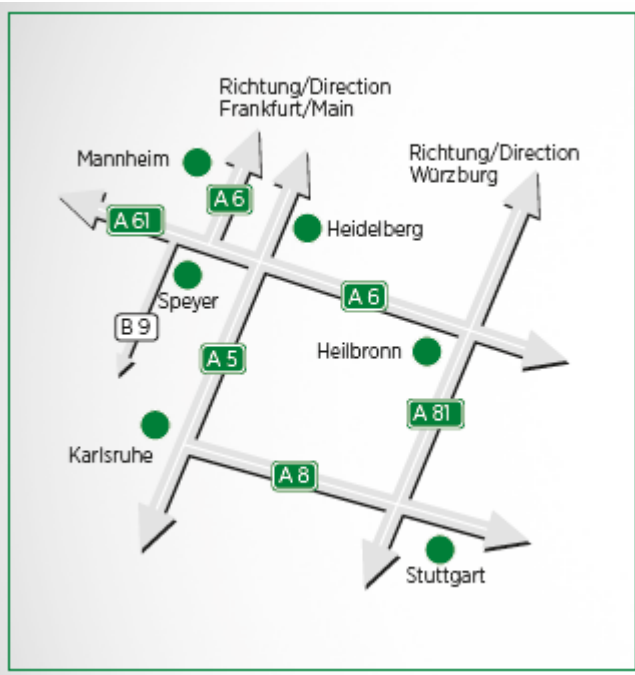
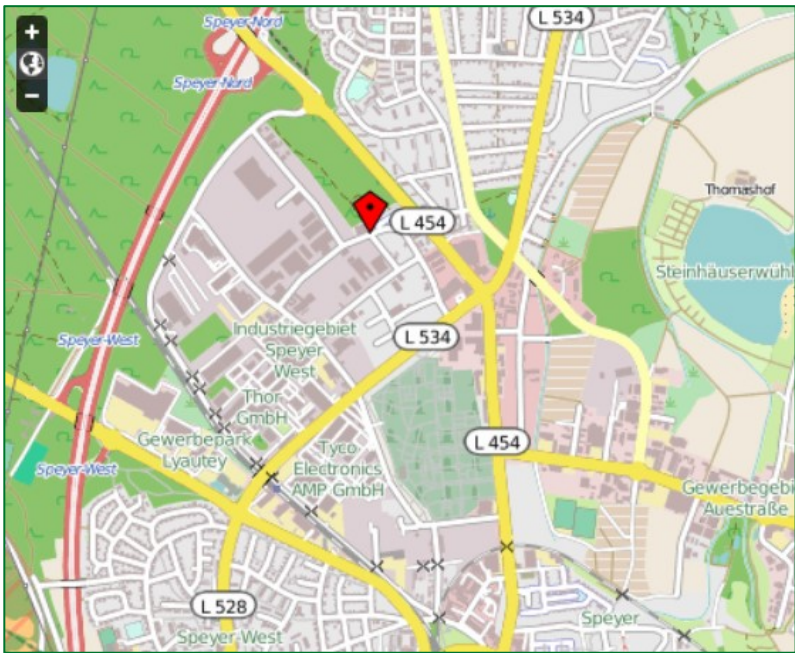
Other Characteristics

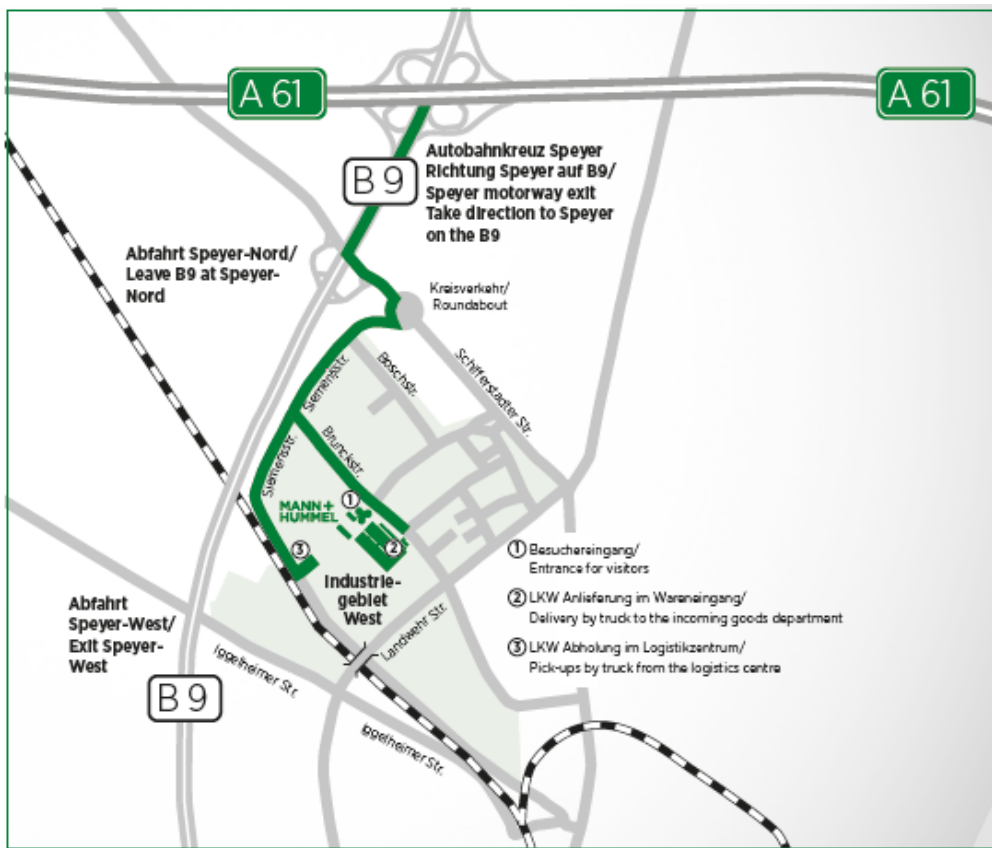
The trucks and swap bodies have to be passable with forklift trucks with a permissible gross load weight of 5 t.

8.5 Logistic Center CEVA Speyer (Germany)

Delivery address

CEVA Logistics GmbH
Draisstraße 56
67346 Speyer
Germany





Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00am - 04:00pm

Types of unloading

Unloading from behind (ramp) at the incoming goods. Sprinter vans are only permissible in exceptional circumstances.

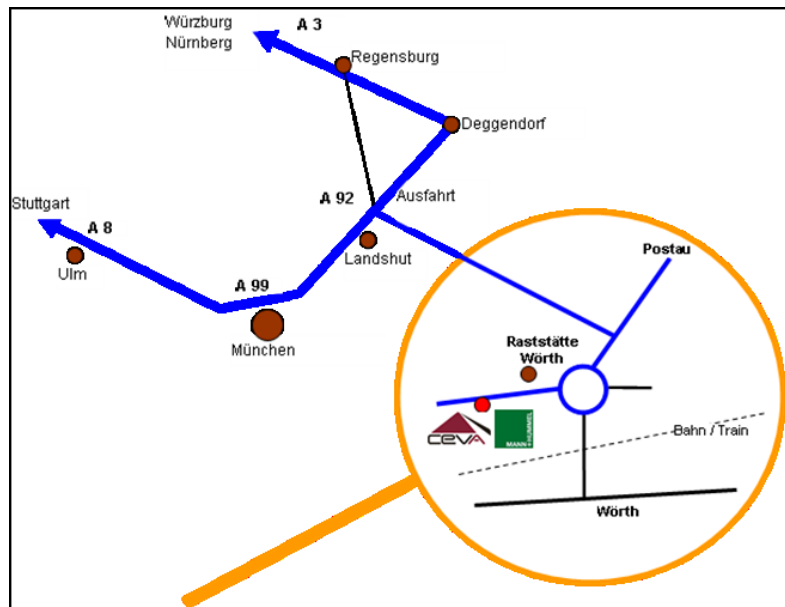
Dimensions and weight

	Standard 1	Standard 2
Max. Width	800 mm	1000 mm
Max. Length	1200 mm	1200 mm
Max. Height	2000 mm	2000 mm

8.6 Logistic Center CEVA Niederaichbach (Germany)

Delivery address

CEVA Logistics GmbH
 Luitpoldpark 11
 84100 Niederaichbach
 Germany



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 06:00am - 06:00pm

(Later delivery is possible if arranged)

Types of unloading

Unloading of the trucks is possible from behind (ramp) at goods-in.

Dimensions and weight

	Standard 1	Standard 2
Max. Width	800 mm	1000 mm*
Max. Length	1200 mm	1200 mm
Max. Height	1000 mm	1000 mm

*Only with agreement from MANN+HUMMEL. Max. height of the pallet is 1000 mm, a difference is only allowed with the agreement of MANN+HUMMEL. Details are given on the packaging directive targets of MANN-FILTER (MHN 200 004 + MHN 200 004-10).

Other Characteristics

Prompt unloading is guaranteed by booking a time frame one or two days before delivery. Booking a time frame is only possible by telephone with the number +49 8702 948013.

8.7 Bad Harzburg site (Germany)

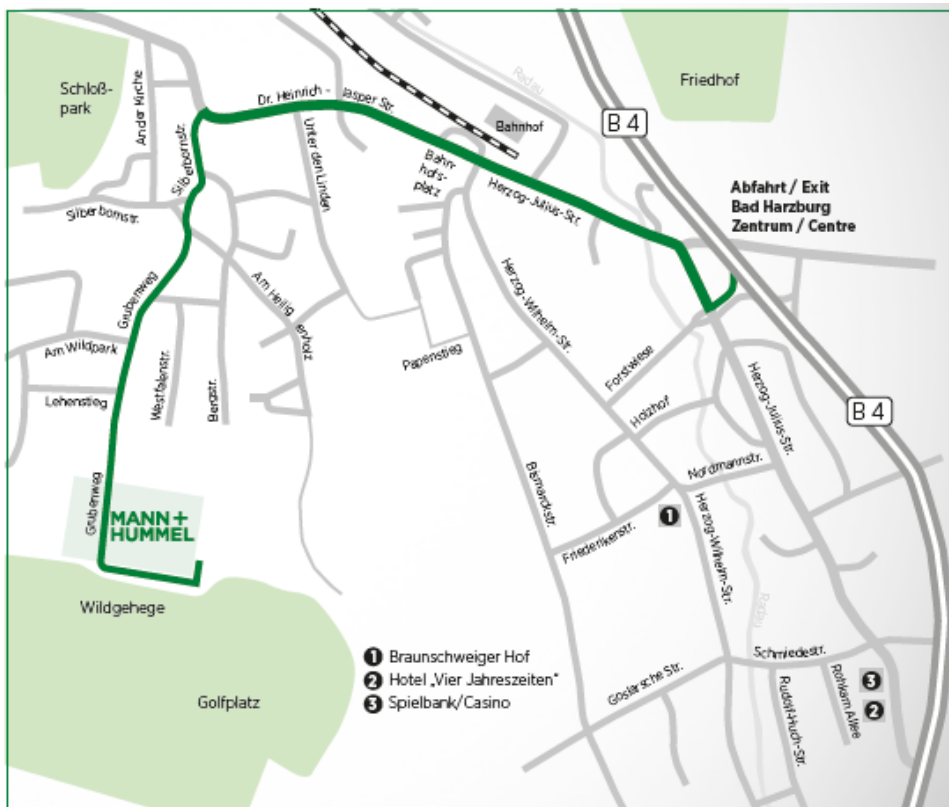
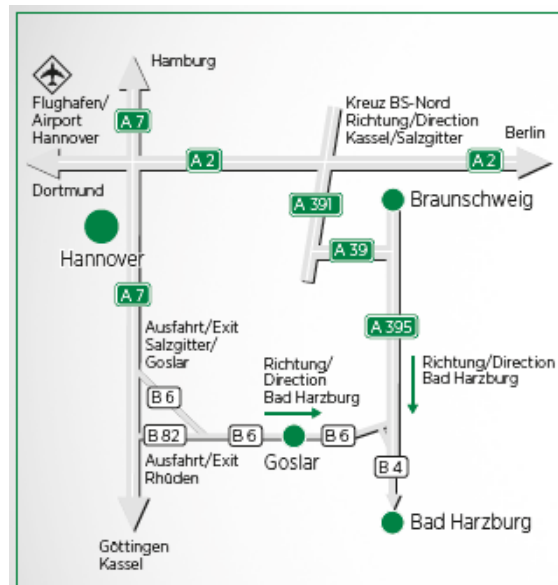
Delivery address

MANN+HUMMEL AUTOMOTIVE GMBH

Grubenweg 22

38667 Bad Harzburg

Germany



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 06:00am - 03:00pm

Types of unloading

There is no unloading with a ramp possible in Bad Harzburg. Loading and unloading is possible from behind or from the side with a forklift truck.

Dimensions and weight

There is no restriction with regard to the dimension or weight of a package.

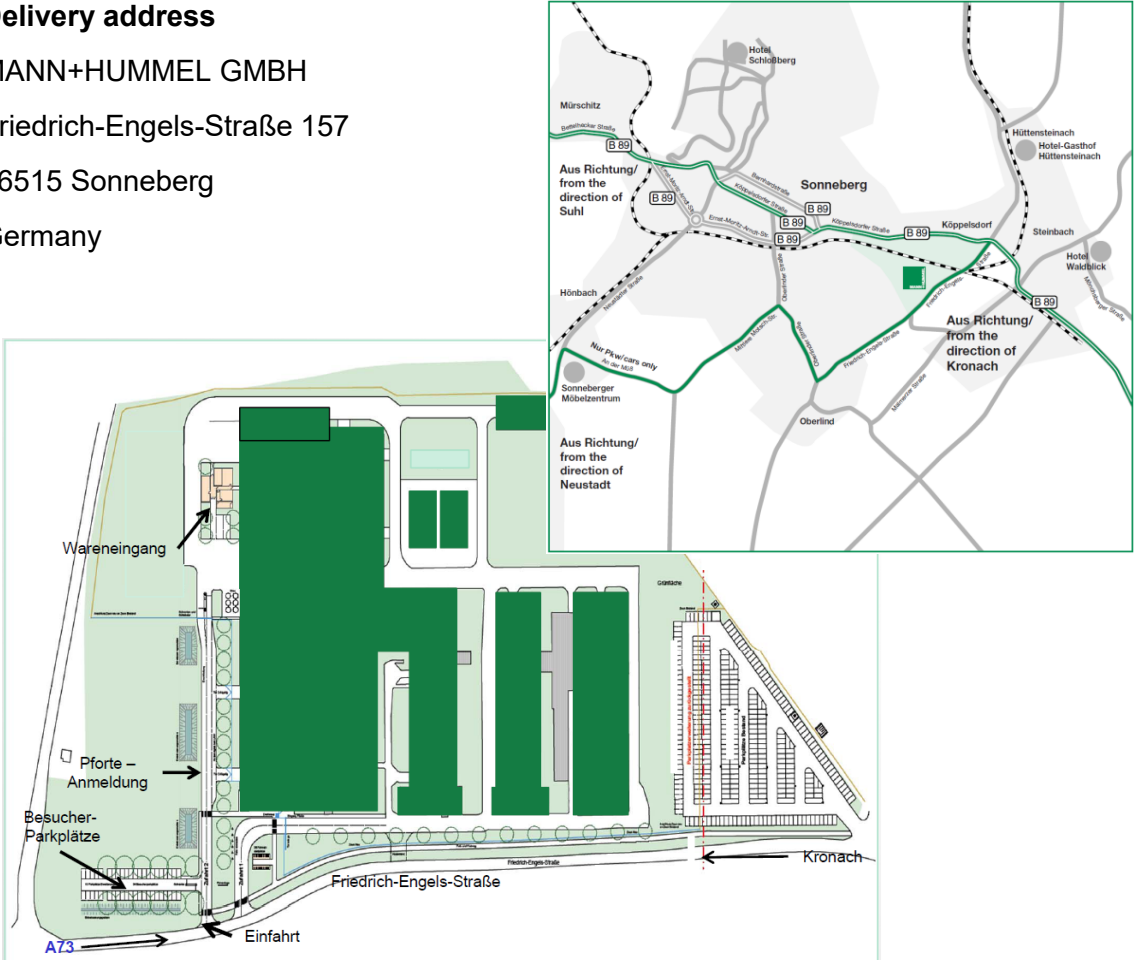
Other Characteristics

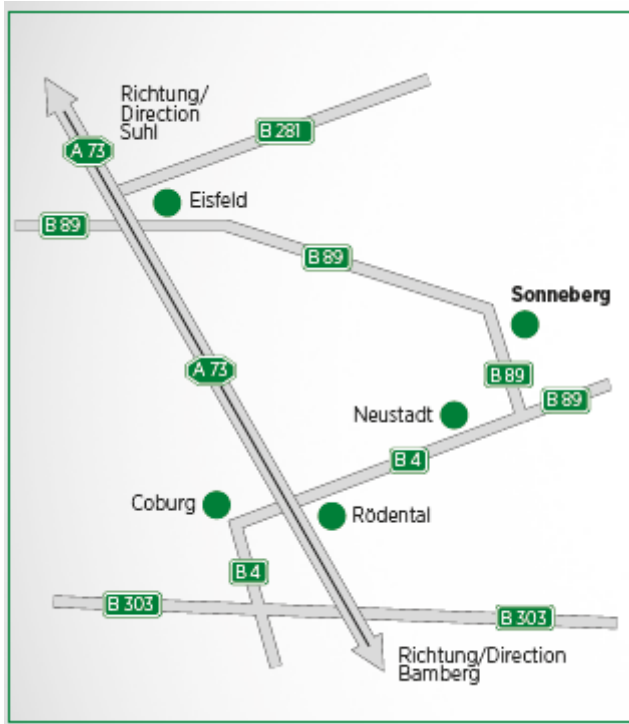
The plant is located at the end of a residential area / industrial area. As a result, there is a ban on night driving to trucks of over 7.5 t between 22:00 hr – 06:00 hr. The access road has a 3 % gradient and sharp bends. Seasonal winter equipment may be required.

8.8 Sonneberg site (Germany)

Delivery address

MANN+HUMMEL GMBH
Friedrich-Engels-Straße 157
96515 Sonneberg
Germany





Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00am - 03:00pm

Types of unloading

Unloading is possible from behind and from the side.

There are 3 ramps for unloading from the back.

Dimensions and weight

	Standard 1	Standard 2 (Octabin)
Max. Width	1000 mm	1150 mm
Max. Length	1200 mm	1150 mm
Max. Height	1030 mm	2000 mm
Max. Weight	550 kg	1200 kg

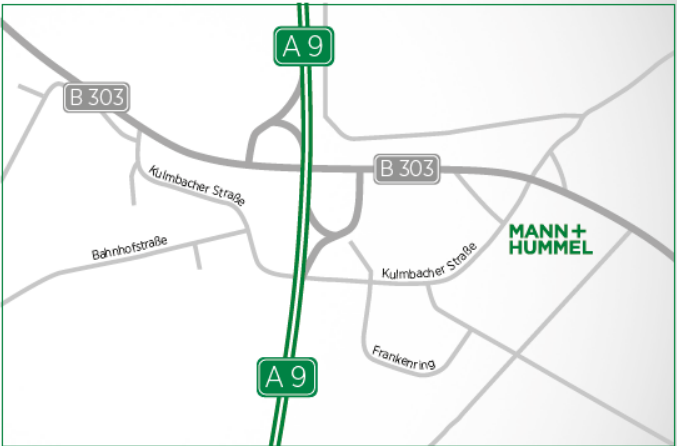
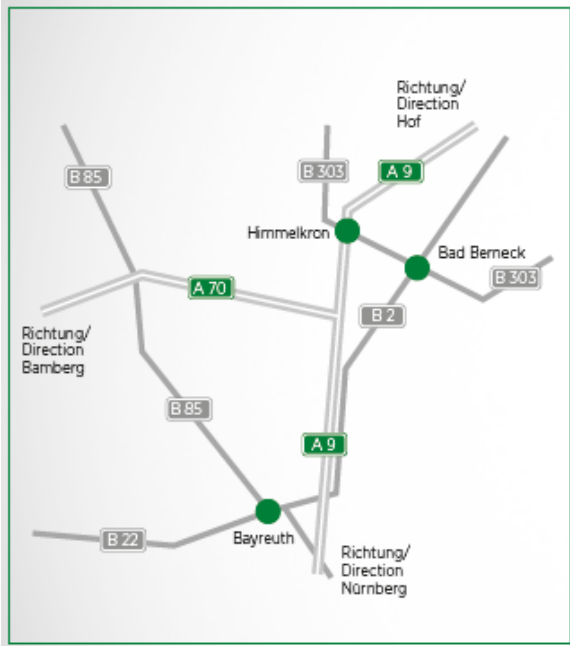
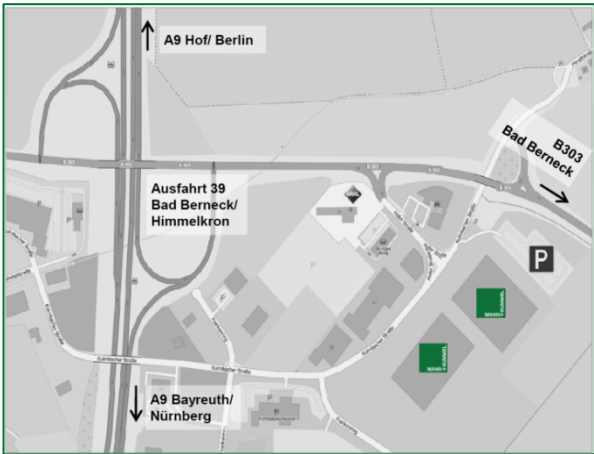
Other Characteristics

Different articles per bunch / load carrier are not permissible.

8.9 Himmelkron site (Germany)

Delivery address

MANN+HUMMEL
Innenraumfilter GmbH & Co. KG
Kulmbacher Straße 12
95502 Himmelkron
Germany



Opening hours

Incoming goods (LZH)	
Delivery times	Mon.-Fri.: 07:00am - 03:00pm

Types of unloading

Unloading from behind over the ramp is only possible at the incoming goods area. Unloading small trucks and sprinter vans with forklift trucks is only possible in exceptional circumstances.

Dimensions and weight

	Standard 1	Standard 2	Filter media / Bigbag:	Block storage
Max. Width	800 mm	800 mm	1150 mm	1200 mm
Max. Length	1200 mm	800 mm	1200 mm	1000 mm
Max. Height	1100 mm	2100 mm	2400 mm	2400 mm

Min. Width of pallets: 800 mm

Max. Weight of shelf goods: 700 kg per loading unit

Other Characteristics

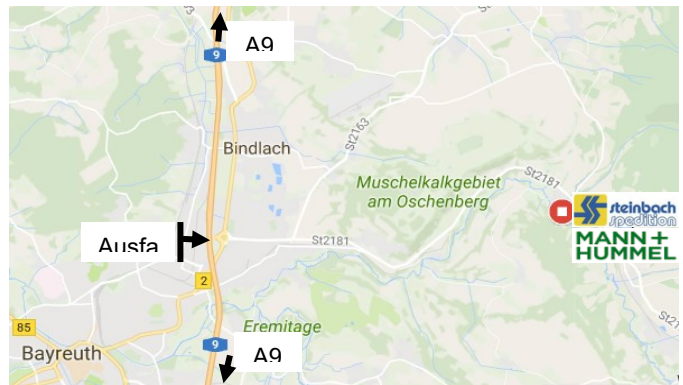
Attention: The given forwarding instructions are binding.

In case of noncompliance additional costs incurred will be paid by the responsible person.

8.10 Logistic Center Untersteinach (Germany)

Delivery address

Steinbach GmbH & Co. Spedition KG
Am Hammer 6
95466 Weidenberg (Untersteinach)
Germany



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00am - 02:00pm

Types of unloading

Unloading from behind over the ramp and from the side is possible.

Dimensions and weight

	Standard 1	Standard 2	Filter media / Bigbag:	Block storage
Max. Width	800 mm	800 mm	1150 mm	1200 mm
Max. Length	1200 mm	800 mm	1200 mm	1000 mm
Max. Height	1100 mm	2100 mm	2400 mm	2400 mm

Min. Width of pallets: 800 mm

Max. Weight of shelf goods: 700 kg per loading unit

Other Characteristics

Attention: The given forwarding instructions are binding.

In case of noncompliance additional costs incurred will be paid by the responsible person.

8.11 Okrisky site (Czech Republic)

Delivery address	Delivery address LLC	Delivery address IAM WH
MANN+HUMMEL (CZ) s.r.o	Argo Logistické centrum	Jipocar Logistics
Nová Ves 66	Cihelna 433	LOGISTICKÝ AREÁL, DÁLNIČE D1-EXIT 112
67521 Okrisky	67521 Okrisky	Střítež 3
Czech Republic	Czech Republic	588 11 Střítež u Jihlavy



Opening hours

	Incoming products + shipping and export	Reusable packaging	Aftermarket	External logistics center
Location of Departments	Logistics MHCZ Hall G Gate 2	Logistics MHCZ Hall 1A Gate 2 (Gate 1)	Jipocar Logistics LOGISTICKÝ AREÁL, DÁLNICE D1-EXIT 112 Střítež 3 588 11 Střítež u Jihlavy	Argo Logistics Center Cihelna 433 CZ-675 21 Okříšky
Delivery times	Mon.-Fri. 05:30am - 07:30pm (07:30pm - 09:30pm)	Mon.-Fri. 05:30am - 07:30pm (07:30pm - 09:30pm)	Mon.-Fri. 06:00am - 04:30pm	Mon.-Fri 06:00am - 09:00pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

In Hall G – from behind (ramp) and also from the side.

In Argo Okrisky – from behind (without ramp) and also from the side.

In Jipocar Jihlava - from behind (ramp)

Dimensions and weight

	Standard 1	Standard 2
Max. Width	800 mm	1000 mm
Max. Length	1200 mm	1200 mm
Max. Height	1000 mm	1000 mm

The maximum weight per shelf unit is 1000 kg. Pallets with a height more than 1000 mm needs to be validated in advance with Logistics department before first delivery.

8.12 Uherský Brod site (Czech Republic)

Delivery address

MANN+HUMMEL Innenraumfilter (CZ) s.r.o.

Nivnická 2616

688 01 Uherský Brod

Czech Republic



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00am - 03:00pm

Types of unloading

Unloading is possible from behind (ram) and from the side (without ramp).

Dimensions and weight

Standard 1	
Max. Width	1000 mm
Max. Length	1200 mm
Max. Height	2000 mm

The maximum weight incl. the pallets is 550 kg.

8.13 Tesanj site (Bosnia-Herzegovina)

Delivery address

MANN+HUMMEL BA J.S.C.

Tesanj

Bukva b.b.

74260 Tesanj

Bosnia-Herzegovina



Opening hours

	Incoming goods	Supplier logistics center(LLZ)
Department	BA-LG	BA-LG
Location	Packaging Materials Storage	External Metal and Paper Storage
Delivery times	08:00am – 02:00pm	08:00am – 02:00pm

Types of unloading

In Packaging Materials Storage: from behind (without ramp) and also from the side.

In External Metal and Paper Storage: from behind (without ramp) and also from the side.

Dimensions and weight

	Standard 1	Filter media / Bigbag
Max. Width	1000 mm	1000 mm
Max. Length	1200 mm	1200 mm
Max. Height	1500 mm	1500 mm

Min. width of pallets: 800 mm

Max. weight of shelves goods: 700 kg per loading unit

8.14 Zaragoza site (Spain)

Delivery address

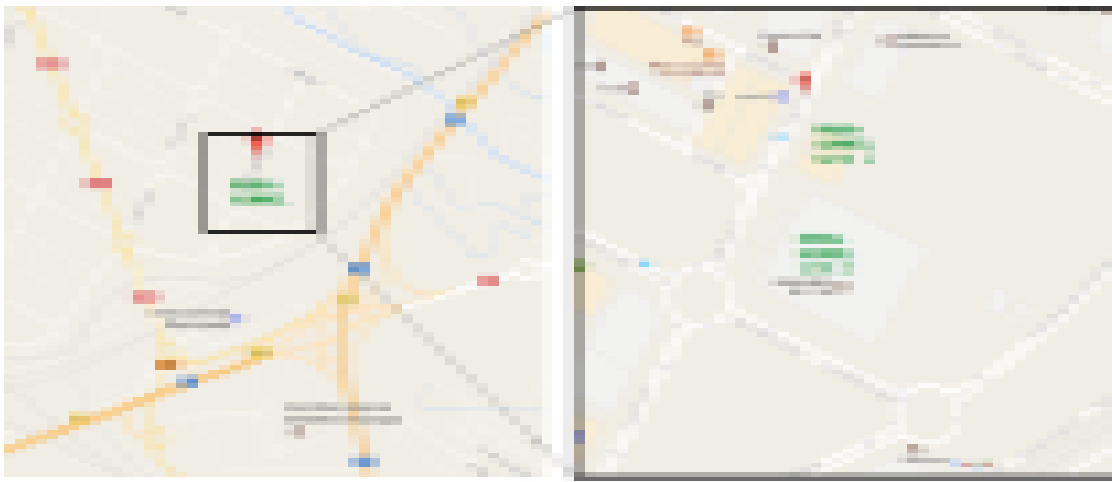
MANN+HUMMEL IBERICA S.A.U.

Plataforma Logistica PLAZA

Calle Pertusa, 8 (Standort 2) / Calle Pertusa, 12 (Standort 1)

50197 Zaragoza

Spain



Opening hours

	Logistics Site 1	Logistics Site 2
Delivery times	Mon. - Fri.: 07:15am – 04:00 pm	Mon. - Fri.: 06:00am – 01:00pm

Types of unloading

Unloading for material goods is possible from behind and for empties from the side.

Dimensions and weight

	Standard 1	Standard 2
Max. Width	1000 mm	1000 mm
Max. Length	1200 mm	1200 mm
Max. Height	1050 mm	2100 mm

The max. weight is 1000 kg.

The max. height of the pallets is 2100 mm.

8.15 Laval site (France)

Delivery address

MANN+HUMMEL FRANCE S.A.S.

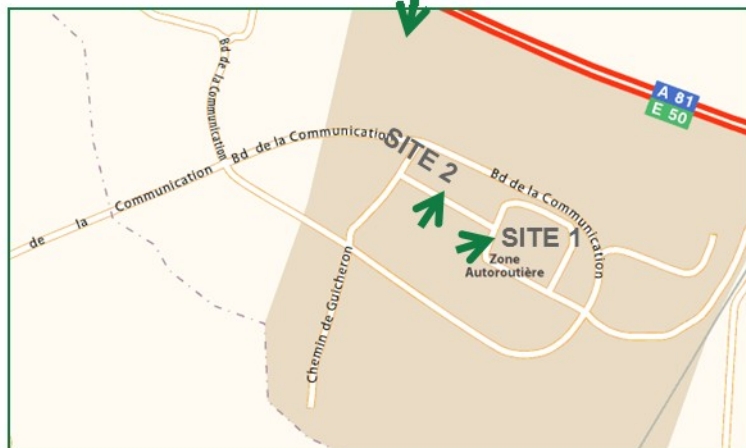
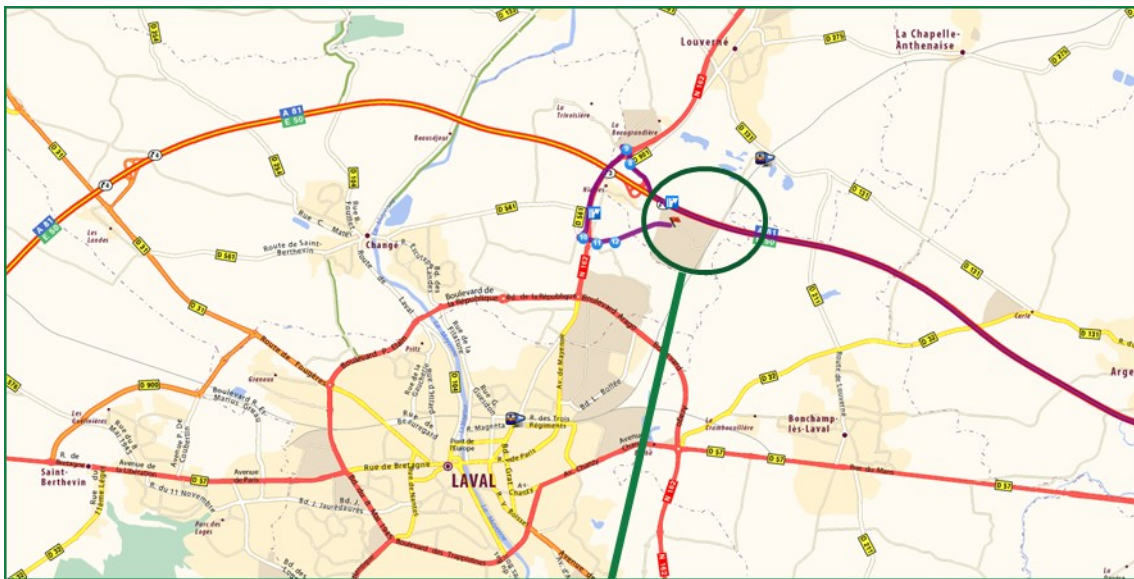
ZA Autoroutière

Boulevard de la Communication

53950 LOUVERNE

CS26161 53061 LAVAL CEDEX 9

France



Opening hours

Incoming goods

Delivery times	Mon.-Thu.: 08:00am - 05:00pm Fri.: 08:00am - 04:00pm
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Types of unloading

Site 1

Hall 1: from the side

In dock 2-3-4-5-6-7-8: from behind (with adjustable ramp)

Hall 9: from the side

Site 2

Ramp – from behind for light trucks

In dock 1-2-3-4: from behind (with adjustable ramp)

Dimensions and weight

Site 1:

Standard 1	
Max. Width	1000 mm
Max. Length	1200 mm
Max. Height	1100 mm

Minimum width of pallets: 800 mm

Maximum weight of shelves goods: 500 kg per loading unit

Site 2:

	Standard 1	Standard 2
Max. Width	1000 mm	1000 mm
Max. Length	1200 mm	1200 mm
Max. Height	1030 mm	2030 mm

Minimum width of pallets: 800 mm

Maximum weight of shelves goods: 500 kg per loading unit

Other Characteristics

Speed limit inside the plant = 30 km/h

At the dock the truck must be blocked before unloading operations. There are blocks at disposal of drivers.

Any people going inside the warehouse must be protected with safety shoes, fluorescent jacket and gloves for any handling operations

Trucks and drivers may not stay inside the plant after unloading. In case of service stop, the driver must inform the logistics manager.

8.16 Wolverhampton site (UK)

Delivery address

MANN+HUMMEL (UK) LTD.
Hilton Cross Business Park
Cannock Road
Featherstone
Wolverhampton
WV10 7QZ
United Kingdom



Opening hours

Incoming goods	
Delivery times	Mon.- Fri.: 07:00am -09:00pm

For out of hours deliveries, a pre-advice is to be made with agreement and the relevant out of hours forms completed then special arrangements can be made.

Types of unloading

There are no special requirements for unloading.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	1000 mm
Max. Height	1000 mm

Max. loading unit weight is 600 kg.

Other Characteristics

Drivers are required to sign in upon arrival at reception with the relevant delivery paperwork, the driver will be advised where to offload. Upon leaving the site, the driver is then required to sign out.

8.17 Chard site (UK)

Delivery address

MANN+HUMMEL (UK) LTD.

Oil Conditioning System

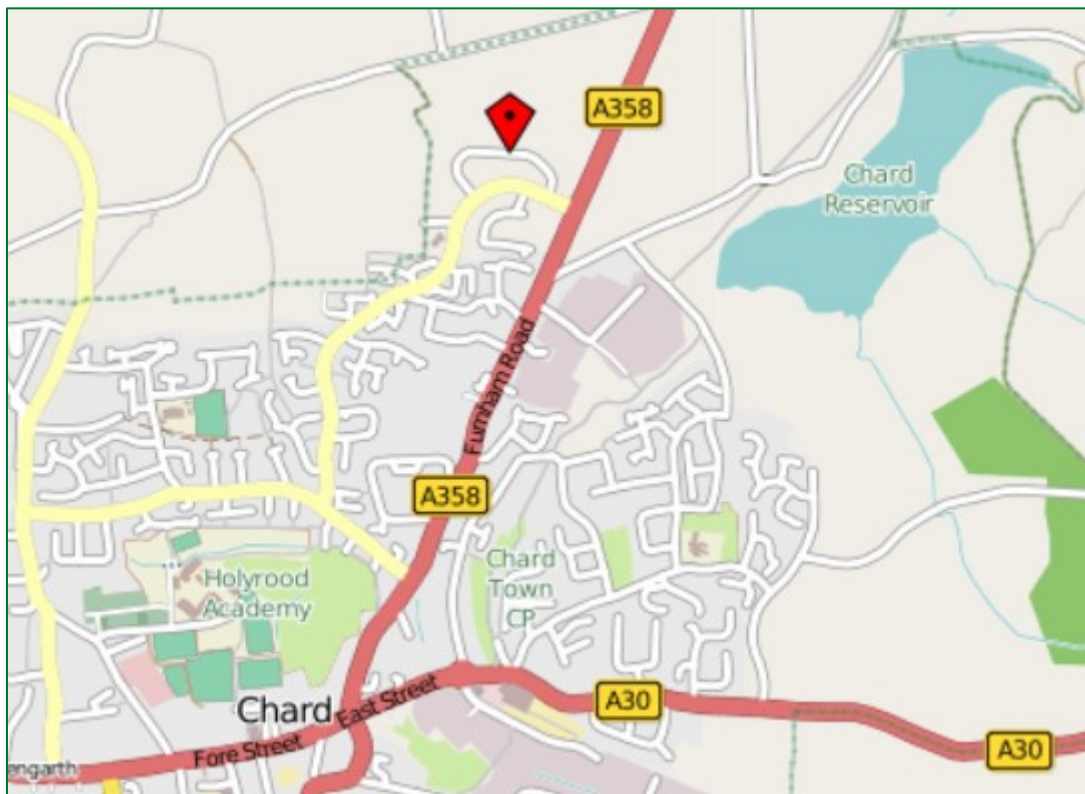
Units 11-15 Leach Road

Chard Business Park

Chard, Somerset

TA20 1FA

United Kingdom



Opening hours

	Incoming goods	Outbound goods
Department	UK Logistics	UK Logistics
Location	Goods receiving	Goods dispatch
Delivery times	Mon.-Fri. 08:00am – 04:00pm	Mon. – Fri. 08:00am – 04:00pm

Dimensions and weight

	Standard 1	Standard 2
Max. Width	1000 mm	800 mm
Max. Length	1200 mm	1200 mm
Max. Height	1000 mm	1000 mm

Max. capacity for off-loading weight is 2000 kg.

Max. loading for racking per unit is 700 kg.

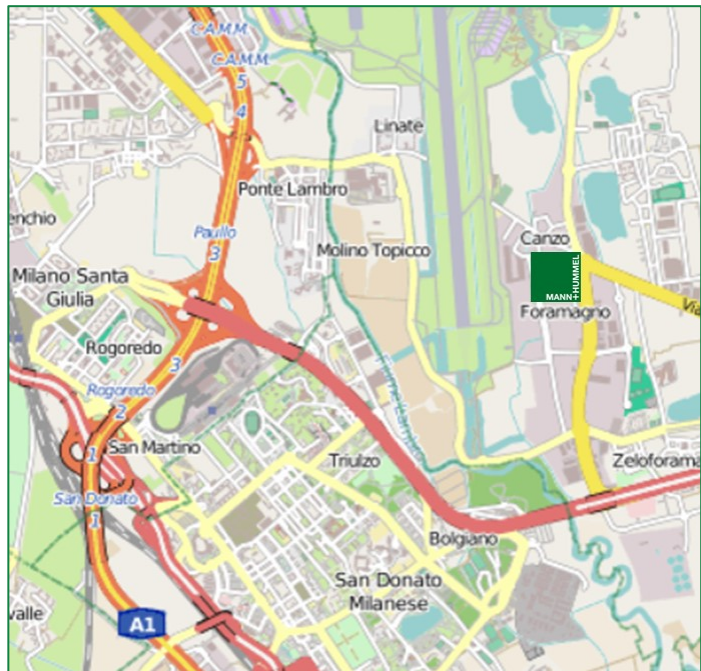
Other Characteristics

Trailer concept is possible.

8.18 Torino site (Italy)

Delivery address

MANN+HUMMEL ITALIA S.R.L.
c/o DB Schenker Italiana S.p.A.
Via Fratelli Bandiera n. 32 (PB6)
20068 Peschiera Borromeo (MI)
Italy



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 08:30am - 12:30pm and 02:00pm - 05:00pm

Types of unloading

Unloading is possible from behind over a ramp.

Dimensions and weight

Standard 1	
Max. Width	1200 mm
Max. Length	800 mm or max. 1000 mm
Max. Height	1000 mm up to 1700 mm (exception: 2000 mm)

8.19 Sekerpinar site (Turkey)

Delivery address

MANN+HUMMEL Filtre San. Ltd. Sti.

TAYSAD Org. San. Bölgesi

1. Cadde No. 21

41420 Sekerpinar/Cayirova – Kocaeli

Turkey



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 07:00am - 00:30pm Sat.: 07:00am - 03:00pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

There is only 1 physical dock which is lifted for loading and unloading.

Dimensions and weight

	Standard 1	Standard 2	Standard 3	Standard 4
Max. Width	800 mm	1100 mm	1300mm	1200 mm
Max. Length	1200 mm	1100 mm	900 mm	1000 mm
Max. Height	1400 mm	1200 mm	2500 mm	2200 mm

The max. limit of one discharge unit is 2.5 t.

Standard 2 is not preferred for raw material traffic.

Standard 3 and 4 are used only for finished goods traffic.

Other Characteristics

The trucks and swap bodies have to be passable with forklift trucks with a permissible gross load weight of 2.5 t.

8.20 Orhanlı site (Turkey)

Delivery address

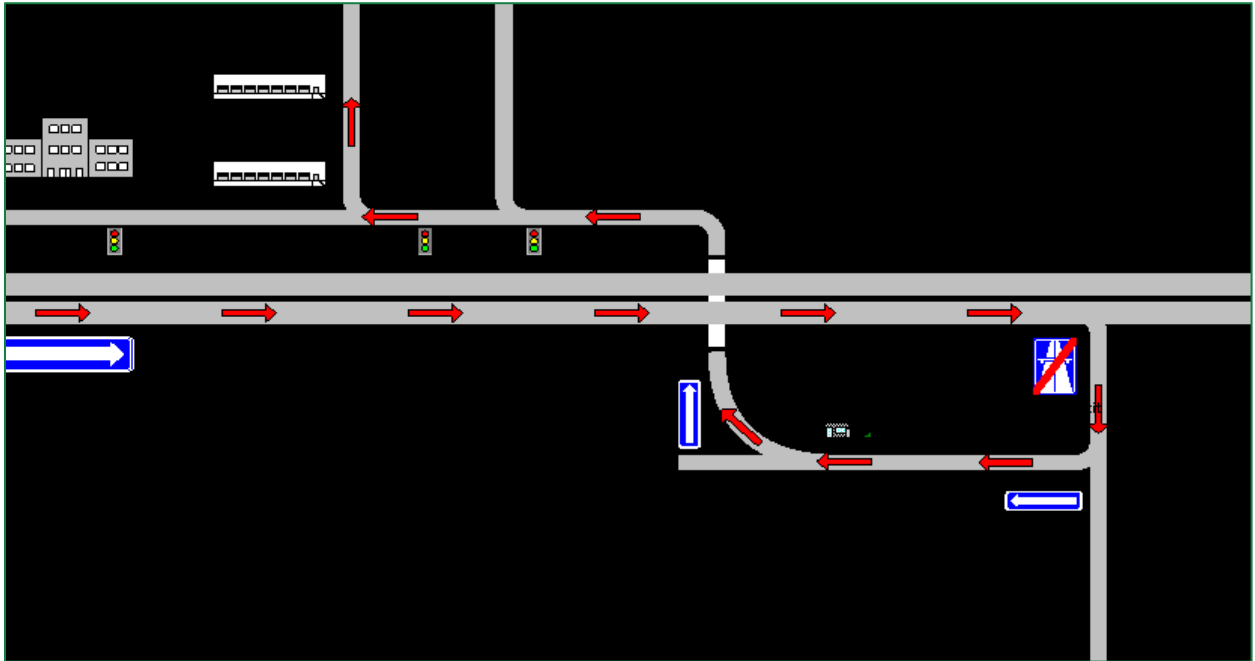
Schenker Arkas Nakliyat ve Tic. A.Ş.

Orta Mahalle Burgaz Caddesi

No:3 Tem Yanyolu

Orhanlı-Tuzla

Turkey



Opening hours

Incoming goods	
Delivery times	Mon.-Fri.: 08:30am - 06:00pm

If delivery times are agreed upon differently, this provision is overridden.

The following exceptions are possible:

- The contractually agreed-upon time slots
- Agreement relating to the time slots between MANN+HUMMEL and supplier / forwarder

Types of unloading

There are 4 physical docks which are lifted for loading and unloading.

Dimensions and weight

	Standard 1	Standard 2	Standard 3
Max. Width	800 mm	900 mm	1000mm
Max. Length	1200 mm	1200 mm	1200 mm
Max. Height	2200 mm	2200 mm	2500 mm

The maximum limit of one discharge unit is 1.5 t.

Other Characteristics

The trucks and swap bodies have to be passable with forklift trucks with a permissible gross load weight of 1.5 t.

8.21 Naberezhnye Chelny site (Russia)

Delivery address

MANN+HUMMEL LLC
Werk Naberezhnye Chelny
Menzelinskiy trakt 28
423800 Naberezhney Chelny
Republic of Tatarstan
Russia



Opening hours

Incoming goods	
Location	Menzelinsky trakt 28
Delivery times	Mon.- Fri.: 08:00am - 04:30pm

Types of unloading

Unloading is possible from behind and from the side (without ramp).

Dimensions and weight

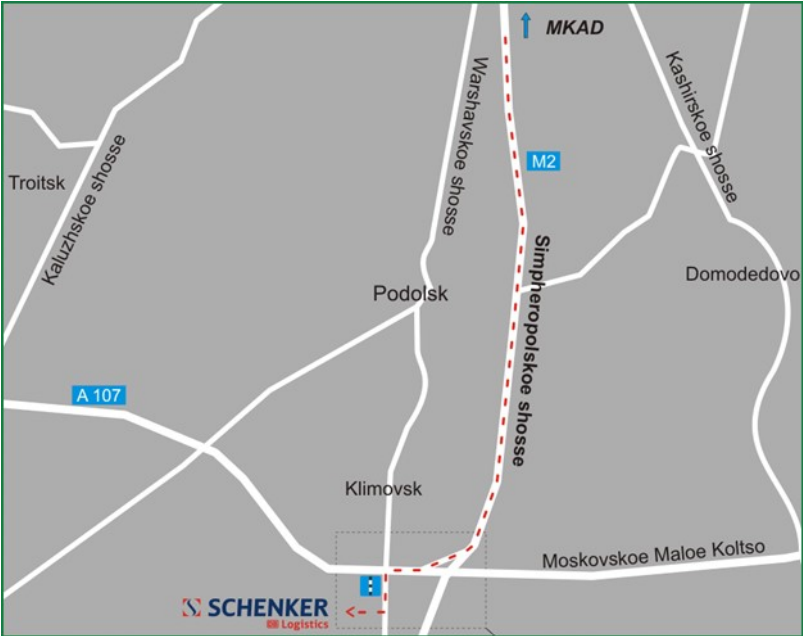
Standard 1	
Max. Width	1000 mm
Max. Length	1200 mm
Max. Height	2000 mm

Maximum weight of shelves goods: 500 kg per loading unit (pallet).

8.22 Schenker (Russia)

Delivery Address

MANN+HUMMEL LLC
 Schenker warehouse
 Moskovskaya 69
 142155 Lvovsky Podolsky district
 Moscow area
 Russia



Opening hours

Incoming goods	
Location	Terminal 2 Gate 24-25
Delivery times	Mon.- Fri.: 09:00am - 06:00pm

Types of unloading

Unloading is possible from behind (with ramp) and from the side (without ramp) in accordance with additional agreements.

Dimensions and weight

	Standard 1	Standard 2
Max. Width	1000 mm	800 mm
Max. Length	1200 mm	1200 mm
Max. Height	2000 mm	2000 mm

Max. weight of shelves goods: 530 kg per loading unit (pallet).

8.23 Kuehne+Nagel (Russia)

Delivery address

MANN+HUMMEL LLC

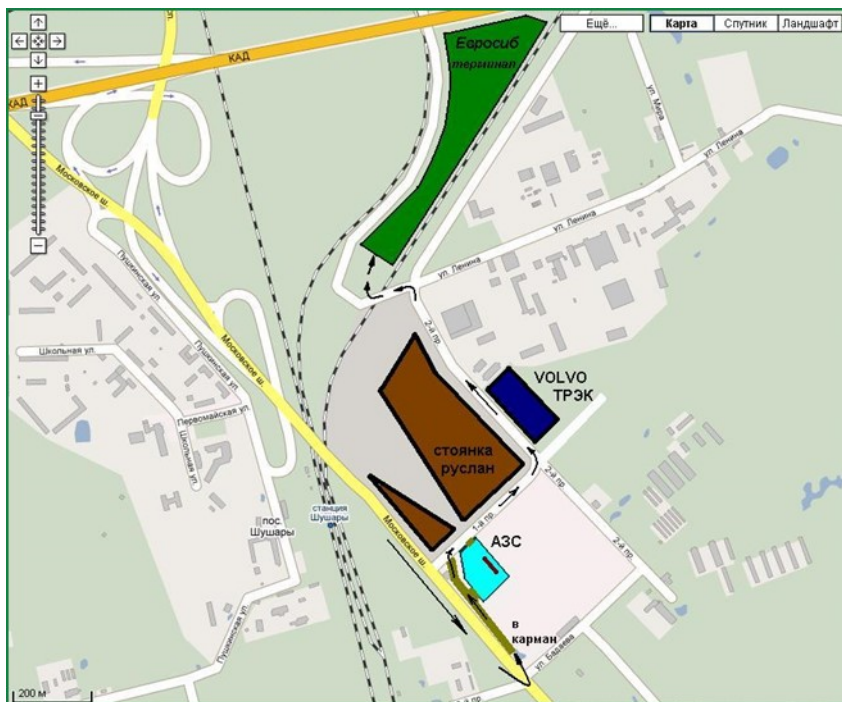
Kuehne+Nagel Warenlager

Poselkovaya 8

196626 Shushary

Saint-Petersburg

Russia



Opening hours

Incoming goods	
Delivery times	Mon.- Fri. 09:00am - 06:00pm

Types of unloading

Unloading is possible from behind with ramp.

Dimensions and weight

	Standard 1	Standard 2	Standard 3
Max. Width	1200 mm	1185 mm	1140 mm
Max. Length	1000 mm	1130 mm	1100 mm
Max. Height	1150 mm	1100 mm	970 mm

Max. weight of shelves goods: 1000 kg per loading unit (pallet).

9 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

Suppliers area: www.mann-hummel.com/en/corp/services/supplier-area/

Norms:

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

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

10 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


11 Appendix

Appendix 1 – Contact persons

Function	Name	Telephone	Mobile	E-Mail
Sales				
Logistics				
Quality				
24 hours emergency				

12 Packaging Proposal – 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>> 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 > max. weight per box: 12 kg > box to be opened without knife > boxes to be re-closable > PE-bag inside box</p> <div style="text-align: right;">  </div> <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?
For the definition of the packaging the Supplier shall also consider the way of transportation (e.g. ship or truck) and storage timing.	
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:
<p>Alternativ packaging to be defined in case the required packaging cannot be provided by the Supplier.</p>

Pictures / sketches of proposed packaging: