

Shipping Instruction for „FCA “ shipments to MHDE MANN+HUMMEL Marklkofen, Niederaichbach, Sonneberg, Speyer and Ludwigsburg Germany

**MANN +
HUMMEL**



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1 Change History

Version	Date	Comment
00	27.07.2020	Created DSV
01	10.08.2020	DSV Login

2 Validity

This shipping instruction is valid for all suppliers /shippers to MANN+HUMMEL Germany – consignees as defined see point 3, if Mann+Hummel Germany is freight payer.

Site specific requirements can complete or even partly replace these instructions.

Please consider also the advices and guidelines in our Supplier Handout.

3 Consignee

MANN+HUMMEL GmbH
Werk Marklkofen
Kollbacher Strasse 31
DE 84163 Marklkofen

MANN+HUMMEL GmbH
c/o LLZ FIEGE
Kollbacher Straße 35
DE 84163 Marklkofen

CEVA Logistics GmbH
Luitpoldpark 11
DE 84100 Niederaichbach

MANN+HUMMEL GmbH
Brunckstraße 15
DE 67346 Speyer

MANN+HUMMEL GmbH
Draisstraße 56
DE 67346 Speyer

MANN+HUMMEL GmbH
Grönerstraße 45
DE 71636 Ludwigsburg

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

4 Implementation Transport Management System

MANN+HUMMEL implements for all sites which are named under „Consignee“ and for all modes of transportation a Transport Management System (TMS).

This TMS is driven by the external service provider DSV Lead Logistics situated in Amsterdam, Netherlands.

This means for you as shipper, that you have to order **all transports** via the service provider DSV (see point 5).

Only exceptions:

Express, Air (and Train ex China): These shipments have to be ordered and agreed by MANN+HUMMEL (see point 6).

Sea shipments: These shipments the supplier has to arrange directly with the sea freight forwarder nominated by MANN+HUMMEL: China – Gebrüder Weiss; Rest of World – Agility. (see point 7).

5 Pick up request via DSV

Via **DSV** you have to order **all transports** (also parcel shipments)

Exception: express shipments via Road or Air (and Train ex China) (see point 6) and oversea shipments sea (see point 7).

DSV Lead Logistics
Fokker Logistics Park
Fokkerweg 300, Gebouw 3A
1438AN, Oude Meer
The Netherlands
E-Mail: MH-CT-EMEA-DSVL@dsv.com
Telephone: +31 206551634

DSV expects to get the pick up request electronical.

A link for this platform can be found [here.](#)

Description how to work with DSV platform (see point 8).

6 Pick up request for Express, Air (and Train ex China) via MANN+HUMMEL

Exception: Express, Air (and Train ex China) must be ordered and agreed by MANN+HUMMEL.

In case of Express, Air shipments or Train ex China (which will be paid by MANN+HUMMEL) the supplier /shipper has to get in touch with his contact person at MANN+HUMMEL purchasing/ material planner or shipping department.

In case you should not have the direct/correct contact person at MANN+HUMMEL, you can - as an exception - contact Transportmanager Europe Mr. Vavra: E-Mail zdenek.vavra@mann-hummel.com or mobile +420 770168171.

Mr. Vavra then will try to hand on your requirement to the correct MANN+HUMMEL person.

The corresponding MANN+HUMMEL person then will confirm DSV to start the express or air shipment.

7 Pick up request for sea shipments via freight forwarder

Exception: sea shipments must be arranged directly with the forwarder nominated by MANN+HUMMEL

Ex China: Gebrüder Weiss Ren Yolanda E-Mail: yolanda.ren@gw-world.com
or Zhu Vanessa E-Mail: vanessa.zhu@gw-world.com

Ex Rest of World: Agility Denise Ruehmke E-Mail: druehmke@agility.com
Phone +49 40 237 13 516

Note: Additional costs, caused by disregarding this instruction will not be paid by MANN+HUMMEL, but will be charged back to you.

8 Description how to work with DSV platform

Log in Step 1

- Log ins are created via the webform, as communicated
- Use the log in that you've received via the auto generated mail
- Please only use with Chrome / Mozilla / Firefox
- Clear cache and cookies, in case of login- or user-issues
- Forgot password: click on link (1)



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View shipping templates Step 2

Actions	Origin	Destination	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	PO Limited
Q	Q	Q	(M)	(M)	(M)	(M)	(M)	(M)	(M)	(M)

- Possibility to view your own shipping templates
- In case of changes needed, contact your respective M+H planner
- Fixed collection days are based on transit times and M+H delivery schedule



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Find your shipment(s) Step 3

Shipment Management

Shipment Number: MH0045300 1

Origin: Destination:

Commodity: Item Listing:

Reference #: Planning Status:

Stage: Pending 2

Date Type: Begin Date: 5/19/2020 End Date: 5/25/2020

Documents	Shipment Number	Stage	Error Message	Origin	Destination	Pick Begin	Pick End	Deliver Be...	Deliver End	Item List	Requested
<input type="checkbox"/>	MH0045300	Pending	3 <input type="button" value="Edit Shipment"/>	MH003745 - FACUS + SC	MH00700 - MANHEIM/JUMIE	5/19/2020	5/19/2020	5/19/2020	5/21/2020		0

Page 1 of 1 (1 items)

- Find Shipment either through filling out the shipment # (1), or filtering for Stage (status) Pending (2)
- Fill out with order details (3)
- To be completed and saved **by 12:00 noon** on working day prior to collection



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Add shipment details + save it Step 4

Shipment Details

Shipment Number: MH0030440

Commodity: DFT - Default Data 1

Pick Details: DFT - Default Data

TEMP - Temperature Control Required

HAZD - Hazardous Materials

Origin: Destination: MH0700 - NOVA VES 65, OKRISKY, 30 67521, ...

Pick From: 5/19/2020 7:00 AM Deliver From: 5/19/2020 8:00 AM 2

Pick To: 5/19/2020 6:00 PM Deliver To: 5/23/2020 6:00 PM

Containers

Package Type	Quantity	Freight Class	Weight (kg)	Length (m)	Width (m)	Height (m)	Volume	LDM	Stackable?
	70						0		<input checked="" type="checkbox"/>

References

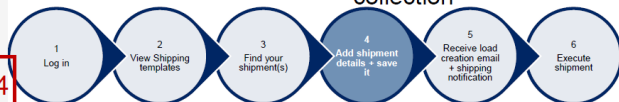
Purchase Order Number:

Shipment Notes

Printable Notes: 4

4

- Select commodity (1)
- Change collection times if needed (2)
- Add container details (3)
- Possibility to add printable notes (4)
- Save the shipment details after completion (5)
- Again: to be completed and saved **by 12:00 noon** on working day prior to collection



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Receive load creation email + shipping notification

Step 5

1

QC -Load Creation

US APP DSVRoad Reports - DSV
To: MH-CT-EMEA-DSVLL - DSV

[If you have any problem with how the message is displayed, click here to view it in a web browser.](#)

[BOLPDF.pdf](#)
43 KB

2

DSV

Load 20393061 Created

Shipment #:MH0048152
Carrier:SCHN201
Ship Date:5/18/2020 8:00:00 AM

[Click here to generate BOL/Shipping Document](#)

2

Attention shipper, please include a copy of this document with your bill of lading

Ship From BEER + BLUMENAUER GMBH DETTENBACHSTRASSE 25 NEUKIRCHEN V.W. 00, 94154	Ship To MANN+HUMMEL (CZ) V.O.S. NOVA VES 66 OKRESKY 00, 67521
Shipment # MH0048192	3rd Party Bill To
Carrier SCHENKER CZ (01)	
DSV Load 20393061	

Shipment References

Receiving Location	0700
CC	MHC20RH001
GI Account Number	42406100

Shipped	Description	Weight	Freight Class
20	Calls	900	70
Total			
20		900	

Items

SKU	Quantity

- Once the shipment has been assigned to a carrier (DSV LL will do this) an email notification will be sent (1) out to you detailing the load creation
- Within the mail there is the BOL attached, containing the shipment details (2)



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Execute shipment

Step 6

- No further action required
- Wait for the carrier to collect the shipment
- In case of any changes, contact the DSV LL control tower via aforementioned contact details



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FAQ

Frequently Asked Questions (1/2)

- **How do I contact DSV / put my shipping department in contact with DSV?**
 - There is a dedicated operational team assigned to support the M+H account. All inquiries should be submitted to MH-CT-EMEA-DSVL@dsv.com. If the request is urgent, a follow-up call should be made to +31 20 655 1634.
- **How do I contact DSV outside of office hours?**
 - The DSV office hours are Monday-Friday 08:00-18:00 local (Amsterdam, NL) time.
 - Please use our hotline in case of emergencies: +31 620696934 outside of office hours
- **Can I contact my local DSV office?**
 - The M+H transportation management function is managed by DSV Lead Logistics in Amsterdam. You should **only** contact the DSV Control Tower office to ensure questions are resolved quickly. We manage all the different (3PL) carriers for M+H.
- **What do I need to do if I need to ship on a different ship date?**
 - You will need to contact your assigned M+H Material Planner. The M+H Planner will contact DSV to (re)arrange the transport (if approved).

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FAQ

Frequently Asked Questions (2/2)

- **What if my shipping quantity changes prior to shipping?**
 - Please contact the DSV Control Tower team. You cannot change this in the Portal after shipment is saved.
- **What do I need to do if I need to ship to a M+H location that is not yet live with DSV?**
 - If you also supply different M+H plants, please use the current process. We will go live for other plants throughout the year.
- **Can you answer queries in German?**
 - Falls Sie Ihre Fragen auf Deutsch stellen möchten, schicken Sie bitte ihnen per E-Mail an MH-CT-EMEA-DSVL@dsv.com. Wir beantworten gerne die Fragen auf Deutsch.
- **What do I need to do next?**
 - Please outline any questions via email to MH-CT-EMEA-DSVL@dsv.com
 - Please check whether we have the correct contact persons.
 - Go back to the contact details web form, if an additional user from your company requires access to our Portal.

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