

Shipping Instruction for „EXW“ shipments to MHCZ MANN+HUMMEL Okříšky Czech Republic

**MANN +
HUMMEL**



Contents

1	Change History	3
2	Validity.....	3
3	Consignee.....	3
4	Implementation Transport Management System.....	4
5	Handling of all transports (except Express, Air and Sea shipments).....	4
6	Handling of Express and Air shipments.....	5
7	Handling of Sea shipments.....	6
8	Description how to work with DSV platform.....	6

1 Change History

Version	Date	Comment
00	08.06.2020	Created
01	27.07.2020	Updated Version
02	12.08.2020	DSV Login

2 Validity

This shipping instruction is valid for all suppliers /shippers to MANN+HUMMEL Czech Republic – consignees as defined below point 3, if MANN+HUMMEL CZ 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 v.o.s

Nová Ves 66,
675 21 Okříšky
Tschechien

MANN+HUMMEL External Warehouse

Argo Logistické centrum
Cihelna 433
67521 Okříšky

MANN+HUMMEL External Warehouse

Logistické centrum Třebíč
Pocoucov 83
674 01 Třebíč

4 Implementation Transportmanagement 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, Train ex China or Parcel Express: 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: Schenker (see point 7).

5 Pick up request via DSV

Via DSV you have to order **all transports**

Exception:

express shipments via Road, Air, Train ex China or Parcel Express (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, Train ex China or Parcel Express via MANN+HUMMEL

Exception: Express, Air, Train ex China or Parcel Express must be ordered and arranged by MANN+HUMMEL

In case of Express, Air or Train ex China or Parcel Express (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 these cases you contact following persons:

Inbound – Kateřina Ostrá (Marie Svobodová)

Outbound – Milan Tušer (Marie Svobodová)

Express Shipments – Marie Svobodová (David Sudík)

Kateřina Ostrá

Phone: +420 568 89-8427

Mobile: +420 739 243 408

E-mail: katerina.ostra@mann-hummel.com

Milan Tušer

Phone: +420 568 89-8088

Mobile: +420 730 548 442

E-mail: milan.tuser@mann-hummel.com

Marie Svobodová

Phone: +420 568 89-8358

Mobile: +420 602 718 945

E-mail: marie.svobodova@mann-hummel.com

David Sudík

Phone: +420 568 89-8175

Mobile: +420 734 291 037

E-mail: david.sudik@mann-hummel.com

These persons then will confirm DSV to start the express shipment.

7 Pick up request for sea shipments via freight forwarder

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

SCHENKER Key account manager: Miroslav Švec +420 739 340 699 e-mail: miroslav.svec@dbschenker.com

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

8 Description how to work with DSV platform

Log in Step 1

DSV Global Transport and Logistics

Welcome | Login

HOME LOGIN CONTACT US

Login

USERNAME OR EMAIL

PASSWORD

☐ Keep you logged in?

[Forgot your password?](#) 1

LOGIN

- 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)



View shipping templates

Step 2

DSV Global Transport and Logistics

HOME OPERATIONS

Shipping Templates

Origin: Type to filter

Destination: MH0700 - NOVA VES 66, OKRISKY, 00.67021, CZE - DISTRIBUTION CENTER

Date Type: Select Begin Date: End Date:

Enabled: Enabled

Search

Actions	Origin	Destination	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	PO Linked
			(All)	(All)	(All)	(All)	(All)	(All)	(All)	
	MH000746 - FACUS + SCHÖNER GMBH, MEHLACKER...	MH0700 - MANN+HUMMEL (CZ) V.O. S., OKRISKY, 00.67	✓	✓	✓		✓			

- 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



| DSV Lead Logistics - Amsterdam, 19 June 2020



Find your shipment(s)

Step 3

Shipment Management

Shipment Number: MH000305 **1**

Origin: Type to filter

Destination: Type to filter

Commodity: Select

Reference #: Item Listing

Stage: Pending **2**

Date Type: Pick Begin: Begin Date: End Date:

Search

Documents	Shipment Number	Stage	Error Message	Origin	Destination	Pick Begin	Pick End	Deliver Be...	Deliver End	Item List	Requested
	MH000305	Pending		MH000746 - FACUS + SC...	MH0700 - MANN+HUMME...	5/19/2020	5/19/2020	5/19/2020	5/21/2020		0

10 20 50 100

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



| DSV Lead Logistics - Amsterdam, 19 June 2020



Add shipment details + save it

Step 4

Shipment Details

Shipment Number * MH0003446

Commodity * DFT - Default Data
Pick Details
DFT - Default Data
TEMP - Temperature Control Required
HAZD - Hazardous Materials

Origin * 1/8

Destination * MH0700 - NOVA VES 66, OKRISKY 00 67S21, ...

Pick From 6/19/2020 7:00 AM Deliver From 6/19/2020 8:00 AM

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

Containers

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

References

Purchase Order Number

Shipment Notes

Printable Notes

Return To List

Save

- 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



| DSV Lead Logistics - Amsterdam, 19 June 2020



Receive load creation email + shipping notification

Step 5

QC - Load Creation

US APP DSV Road Reports - DSV

To: MH-CT-EMEA-DSVLL - DSV

SCUPDF.pdf 43 KB

Load 20393061 Created

Shipment # MH0048192

Carrier: SCHENKER CZ

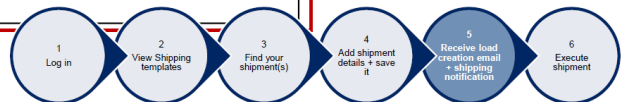
Ship Date: 5/18/2020 8:00:00 AM

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

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

Ship From BEER + BLUMENAUER GMBH DIETENBACHSTRASSE 25 NEUKIRCHEN V.W. 00, 94154	Ship To MANN+HUMMEL (CZ) V.O.S. NOVA VES 66 OKRISKY 00, 67S21		
Shipment # MH0048192	3rd Party Bill To		
Carrier SCHENKER CZ (01)			
DSV Load 20393061			
Shipment References			
Receiving Location 0700			
CC MH020PH001			
GI Account Number 42496100			
Shipped	Description	Weight	Freight Class
20	Coll	500	70
Total			
20		500	
Items		Quantity	
SKU			

- 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)



| DSV Lead Logistics - Amsterdam, 19 June 2020



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



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).

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.