



Supplier handbook
Logistics
MHG-SC-M-0007
Supp. 4
EDI
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07/2025

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1 Foreword

This supplementary manual describes the standards and communication of EDI (electronic data interchange).

To improve operational excellence and process efficiency, MANN+HUMMEL considers Electronic Data Interchange (EDI) over the entire Supply Chain as one key enabler.

For existing and new suppliers that supply MANN+HUMMEL, the usage of electronic data interchange is mandatory and part of the general Terms & Conditions of MANN+HUMMEL.

All general information is published in the Supplier Handbook Logistics MHG-SC-M-0007 which is available on the MANN+HUMMEL homepage.

The automation of business processes through EDI brings an extensive list of benefits in daily operations on both sides.

- Faster transmission times & lower transmission costs
- Reduction of repeated input & data entry errors
- Increase of information accuracy
- Reduction of paper-based document flow
- Cost savings in data handling activities
- Increased process speed
- Reduction of storage costs
- Avoidance of duplications and increase of process reliability
- Reduction of run times & operating hours

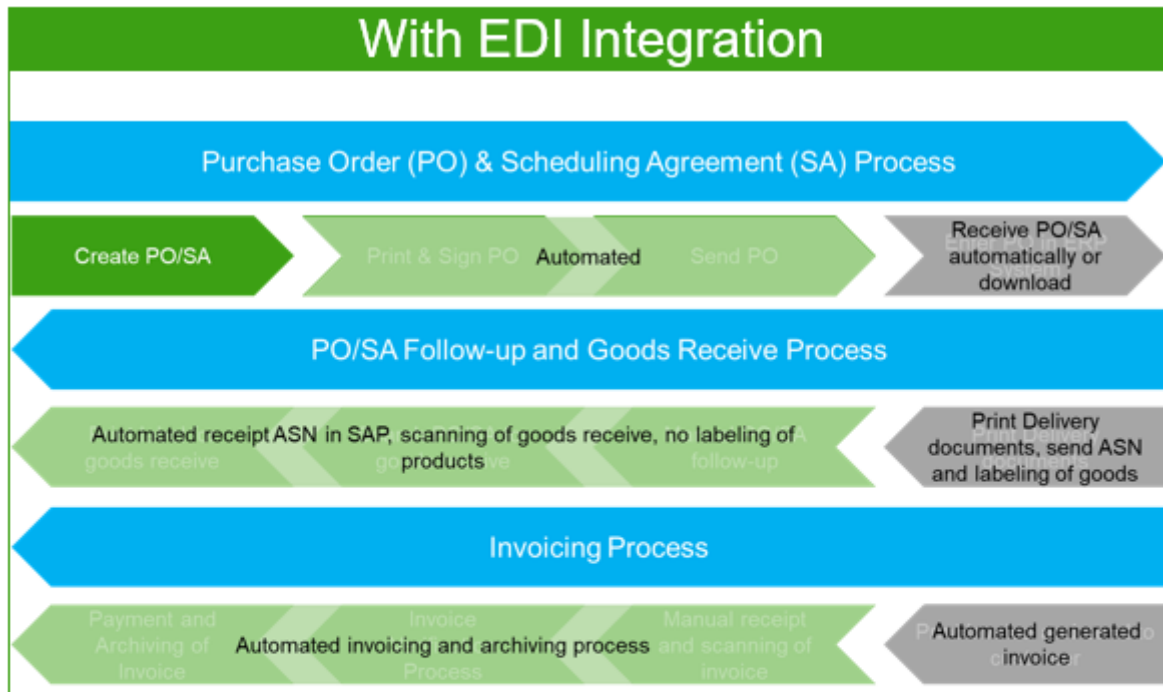
If the supplier has no own EDI infrastructure, he can use WebEDI solution from our provider SupplyOn.

2 List of abbreviations

ANX	Automotive network exchange
AS2	Applicability statement
DIN	Deutsches Institut für Normung (German Institute for Standardization)
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport
EDS	Electronic data systems
ERP	Enterprise resource planning
GXS	Global exchange service
IT	Information technology
OFTP2	Odette file transfer protocol
PDF	Portable document format
https	Hypertext Transfer Protocol Secure
SAAS	Software as a service
SFTP	Secure File Transfer Protocol
VAN	Value-added network
VDA	Verband der Automobilindustrie e.V. (German Association of the Automotive Industry)
VMI	Vendor managed inventory
XML	Extensible Markup Language

3 Cooperation between MANN+HUMMEL and the supplier

For good cooperation between MANN+HUMMEL and the supplier, it's essential that communication is as clear as possible. The advantages are shown below.



- Reduced manual process steps
- Increased efficiency and effectiveness for supplier and customer
- Increased data accuracy

In order to achieve this and prevent misunderstandings, the following rules must be observed.

4 Communication

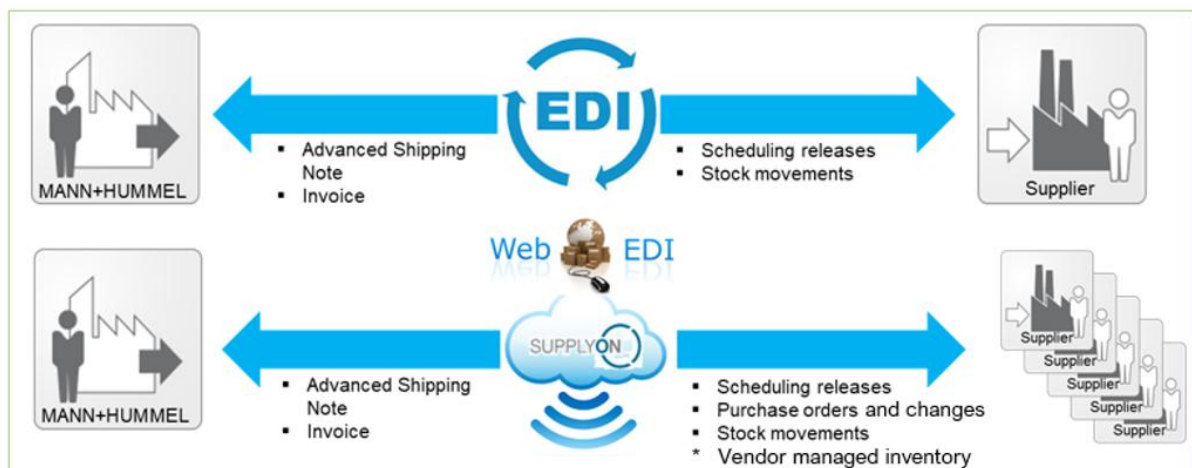
An electronic data exchange with our suppliers is key for success and mandatory. Deviations are not allowed.

The implementation of EDI does benefit both: Supplier and MANN+HUMMEL, because it reduces manual handling of data, transfers information faster and automatically and enhances data accuracy.

It's possible to exchange data via

- classical EDI (point to point standards or VAN service companies),
- XML (Extensible Markup Language, possible between two SAP systems) or
- WebEDI - a web-based portal solution (supported by SupplyOn).

The communication way is defined in the “Electronic Data Interchange Agreement” which will be provided by the Procurement department of MANN+HUMMEL. The agreement also contains the processes/data types with their formats, communication types and all supported communication channels.

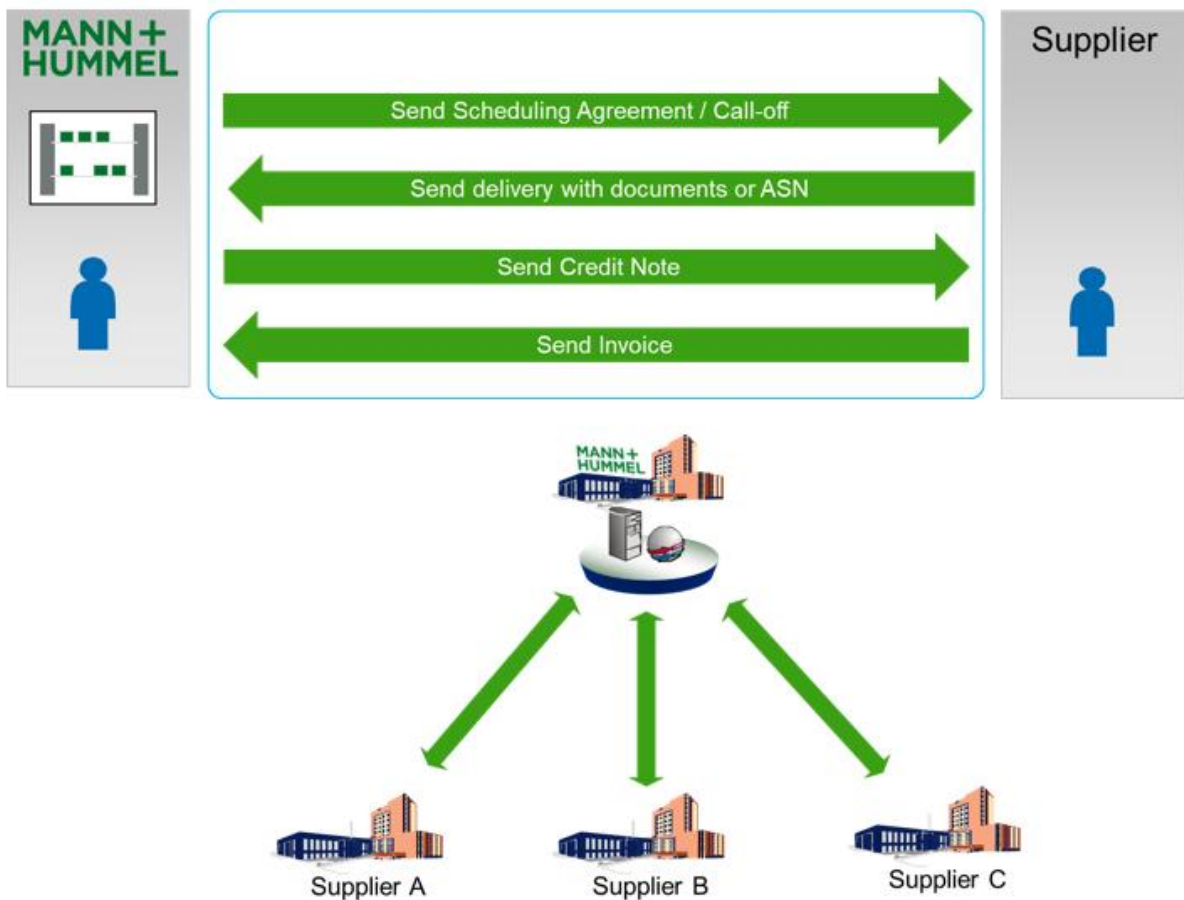


4.1 EDI connection

MANN+HUMMEL has a central EDI system. To be able to benefit from the advantages of this system, also the supplier needs to 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.

Formats like VDA, EDIFACT and XML can be offered through direct connections (OFTP2, AS2, SFTP and https) or VANs (GXS, ANX, EDS).

Details will be agreed in the Electronic Data Interchange Agreement



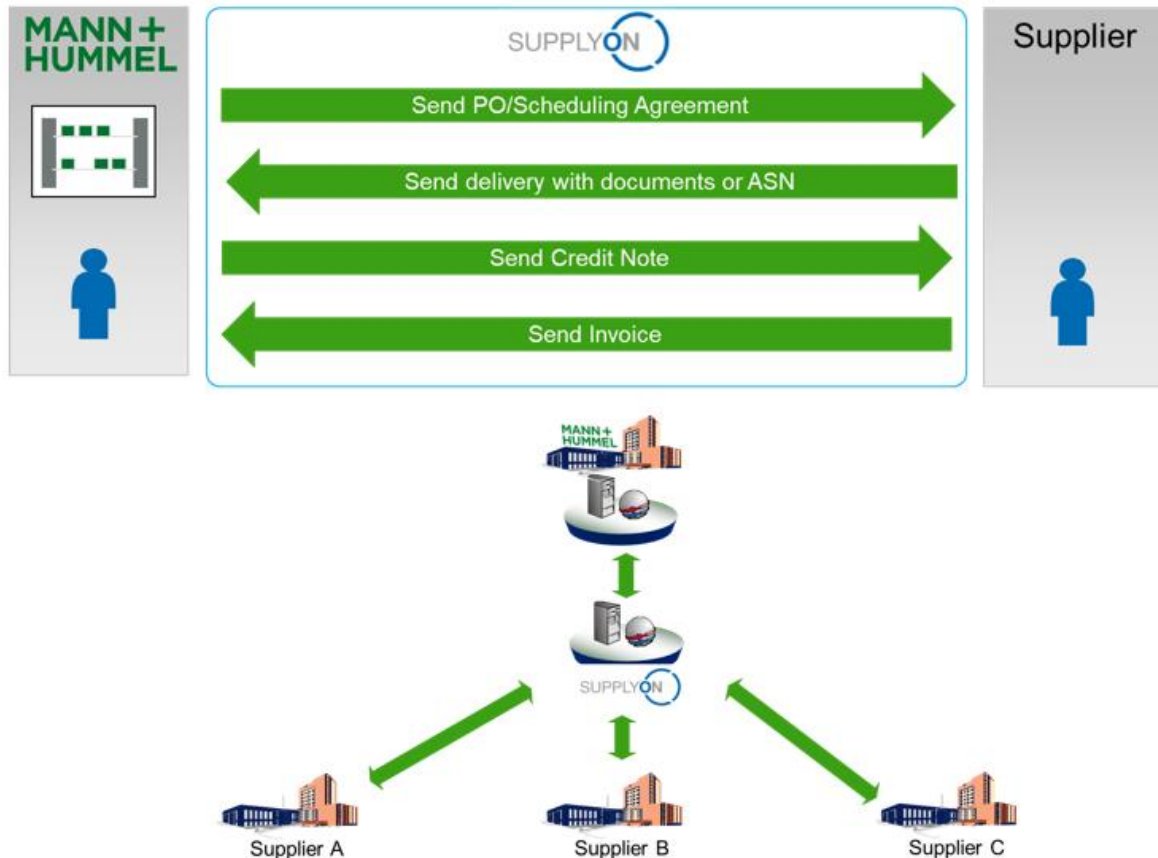
4.2 WebEDI

If the supplier has no own EDI Infrastructure, MANN+HUMMEL offers the usage of WebEDI by provider SupplyOn (www.supplyon.com).

WebEDI via SupplyOn 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 login via their own access and password to exchange data with MANN+HUMMEL. The supplier access SupplyOn via the internet. The costs for the usage of SupplyOn must be paid by the supplier. SupplyOn is contracting the supplier directly without involvement of MANN+HUMMEL. Manuals and video tutorials are available on the providers homepage. Special trainings are provided by SupplyOn.

MANN+HUMMEL sends delivery schedules and individual orders / order changes to suppliers, making them available through the internet portal. As an alternative production requirements can be transmitted for a VMI (vendor managed inventory) process. The suppliers can download the details in various formats and are able to feed the information directly into their own ERP system. In accordance with the 'Electronic Data Interchange Agreement', additional functionalities such as transfer of delivery and transport data, self billing invoices, stock movements, forwarding advice and invoices can be used. The supplier can also print-out delivery documents, labels and send billing information to MANN+HUMMEL.

The suppliers can also establish an automated connection between their own ERP system to the WebEDI. For this individual solution they have to contact the service provider SupplyOn.



4.3 Exceptions

MANN+HUMMEL reserves the right to send purchase orders for indirect/non-production material and services in a pdf format via eMail to their suppliers.

For very small business transactions MANN+HUMMEL and the supplier align on the appropriate document exchange process.

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

5 Initiation of implementation process

MANN+HUMMEL contacts the supplier to complete the Electronic Data Interchange Agreement. After MANN+HUMMEL has received the completed agreement the boarding process starts depending on the selected service.

For **WebEDI** MANN+HUMMEL initiates the onboarding process to SupplyOn. SupplyOn contacts the supplier to confirm and to complete registration and is contracting the supplier directly without involvement of MANN+HUMMEL. SupplyOn offers different price models which must be selected by supplier. After the completion of registration MANN+HUMMEL will start to transmit data via SupplyOn WebEDI. There is no test necessary.

For **EDI** connections an alignment between suppliers IT and MANN+HUMMEL IT (EDI team) should align the technical implementation timeline. After mapping of the EDI-messages is checked and afterwards there will be a testing phase. If testing is successful, the supplier will be informed that MANN+HUMMEL switches to productive environment

6 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
www.mann-hummel.com/en/company/downloads/supplier-documents.html

Norms:

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

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

Edifact www.unece.org
<https://unece.org/trade/uncefact/introducing-unedifact>

7 Department in charge

Global Material Planning & Logistics
MANN+HUMMEL GMBH,
Schwieberdinger Straße 126
71636 Ludwigsburg, Germany
webedi.support@mann-hummel.com

8 Change history

Revision	Release date	Changes from previous revision
00	07 / 2025	Initial version

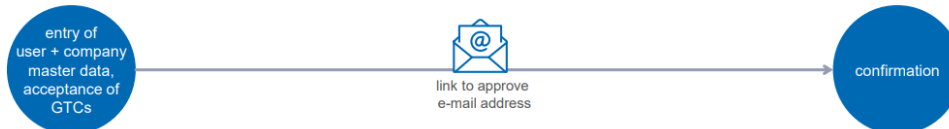
9 Appendix

Registration process with SupplyOn:

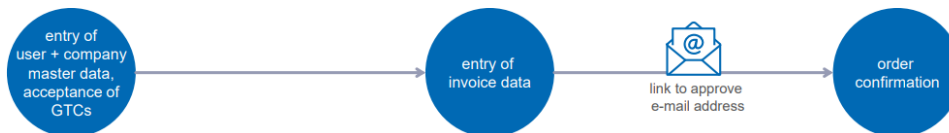
New supplier online registration in less than five minutes

SupplyOn has simplified the registration process for suppliers significantly: a maximum of only three steps are needed to register as a supplier for SupplyOn services.

Registration for a free-of-charge service – e.g. basic registration or buyer-paid connect – in 2 steps



Registration for a fee-based service – e.g. Sourcing or WebEDI – in 3 steps



Step 1

Entry of user + company master data and approval of GTCs

Welcome to the registration at SupplyOn

Create your user account: ⓘ

Salutation*
Mr.

First Name*
Peter

Last Name*
Mustermann

E-Mail address*
slm-migration@supplyon.com

E-Mail address (repeat)*
slm-migration@supplyon.com

User Language*
English

Phone*
089 1123456789

User Name*
DemoUser123

Password*

Password (repeat)*

Please check the master data of your company provided by your customer and correct them if necessary:

Company Name*
Supplier Demo GmbH

Company Name 2

D-U-N-S No.*
848484845

VAT Number*
DE123456789

Street*
Testweg 100

Country*
Germany

ZIP Code*
81379

State/province

City*
München

Time zone*
(GMT+01:00) Europe/Berlin

In case other entities of your company are already registered at SupplyOn, you can join that contract. Please enter the enrollment number here.

Enrollment Number ⓘ

☒ I have read the General Terms and Conditions as well as the Service Specification and the Privacy Policy and I agree / accept them.*

Submit and continue

Step 2

Service overview and invoice data

Please find below an overview of the selected SupplyOn services:

<input checked="" type="checkbox"/> Sourcing Manager, customer: SupplyOn AG Your customer contact: Peter Testuser slm-migration@supplyon.com	per year 420.00 EUR
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Sum of service fees for the first contract year: 420.00 EUR

As a final step, please check and add your invoice data:

Invoice recipient: ⓘ

Supplier Demo GmbH
 Testweg 100
 81379 München
 DE123456789

E-Mail address of acc. dept. * ⓘ

☐ I want to add a different invoice recipient ⓘ

[Order now](#)

This step is only necessary in case the supplier has been rolled out for a chargeable service.

Step 3

Order confirmation

✓ Your e-mail is successfully confirmed.

Order Confirmation

Thank you for your order. Please find the details of your data below:

Your Company Data:

D-U-N-S No.	848484845
VAT Number	DE123456789
Company Name	Supplier Demo GmbH Testweg 100, München, 81379 Germany

Your SupplyOn services:

Sourcing Manager, customer: SupplyOn AG
 Your customer contact:
 Peter Testuser
 slm-migration@supplyon.com

Sum of service fees for the first contract year:

Your Invoice Data:

VAT Number	DE123456789
Company Name	Supplier Demo GmbH
Address	Testweg 100, München, 81379 Germany
E-Mail address of acc. dept.	slm-migration@supplyon.com

In case of any questions, please always mention your customer ID 418006. Your contract ID is 349682, the contract start date Jan 1, 2019. Next steps: Wait for the activation e-mail to inform you that the SupplyOn service is activated for your company. This e-mail will be sent shortly after the registration. Afterwards you can login to SupplyOn using your user name and password.

You will receive an e-mail soon containing this order confirmation and information about the next steps.

With the online registration the supplier closes a legally binding contract.