

# Shipping Instruction for „FCA “ shipments to AUDE MANN+HUMMEL Automotive GmbH, Bad Harzburg / 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 Automotive in Bad Harzburg – see point 3, if MANN+HUMMEL 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 AUTOMOTIVE GmbH  
Grubenweg 22  
DE 38667 Bad Harzburg

## 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 the World – DSV (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](mailto: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 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](mailto: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 freight forwarder nominated by MANN+HUMMEL.**

**Ex China:** Gebrüder Weiss Ren Yolanda E-Mail: [yolanda.ren@gw-world.com](mailto:yolanda.ren@gw-world.com)  
or Zhu Vanessa E-Mail: [vanessa.zhu@gw-world.com](mailto:vanessa.zhu@gw-world.com)

**Ex Rest of World:** DSV Stephanie Schoettl E-Mail: [stephanie.schoettl@de.dsv.com](mailto:stephanie.schoettl@de.dsv.com)

Phone +49 81656 179 566

**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

HOME LOGIN CONTACT US

Welcome | Login

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)



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### View shipping templates Step 2

DSV Global Transport and Logistics

HOME OPERATIONS

Shipping Templates

Origin: Type to filter

Destination: MH0730 - NOKIA VES 46, OKRISKY, 00 67521, CZE - DISTRIBUTION CENTER

Date Type: Select Begin Date: End Date:

Enabled

Search

Actions	Origin	Destination	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	PO Linked
Q	MH00746 - FACUS + SCHÖBER GMBH, MÜHLACKER...	MH0730 - MANN+HUMMEL (CZ) V.O.S., OKRISKY, 00, 67	(AB)	(AB)	(AB)	(AB)	(AB)	(AB)	(AB)	(AB)

- 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: **MH0043305** 1 TM Load Id:

Origin:  Destination:

Commodity:  Item Listing:

Reference #:  Planning Status:

Stage: **Pending** 2

Date Type:  Begin Date:  End Date:

Documents	Shipment Number	Stage	Error Message	Origin	Destination	Pick Begin	Pick End	Deliver Be...	Deliver End	Item List	Requested
<input type="checkbox"/>	MH0043305	Pending	<b>Full Shipment</b> <span style="border: 1px solid red; padding: 2px;">3</span>	MH003748 - FACUS + SC	MH00700 - MANNEHUMME	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:

Commodity: **OFT - Default Data** 1

Pick Details:  Deliver Details:

Origin:  Destination:

Pick From:  7:00 AM  Deliver From:  8:00 AM 2

Pick To:  5:00 PM  Deliver To:  6:00 PM

**Containers**

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

3

**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-DEA-DSVLL - DSV

2

BOLPDF.pdf  
43 KB

DSV

Load 20393061 Created

Shipment #:MH0048192  
Carrier:SCHNCR01  
Ship Date:5/18/2020 8:00:00 AM

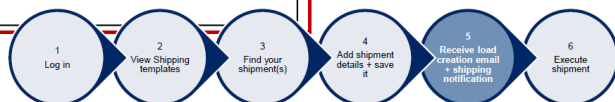
[Click here to generate BOL/Shipping Document](#)

2

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

<b>Ship From</b> BEER + BLUMENAUER GMBH DETTENBACHSTRASSE 25 NEUKIRCHEN V.W. 00, 94154	<b>Ship To</b> MANN+HUMMEL (CZ) V.O.S. NOVA VES 66 OKRESKY 00, 67521																
<b>Shipment #</b> MH0048192	<b>3rd Party Bill To</b>																
<b>Carrier</b> SCHENKER CZ (01)																	
<b>DSV Load</b> 20393061																	
<b>Shipment References</b> Receiving Location 0700 CC MHCZORH001 GI Account Number 42496100																	
<table border="1"> <thead> <tr> <th>Shipped</th> <th>Description</th> <th>Weight</th> <th>Freight Class</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Colls</td> <td>500</td> <td>70</td> </tr> <tr> <td colspan="4"><b>Total</b></td> </tr> <tr> <td>20</td> <td></td> <td>500</td> <td></td> </tr> </tbody> </table>	Shipped	Description	Weight	Freight Class	20	Colls	500	70	<b>Total</b>				20		500		
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<b>Total</b>																	
20		500															
<b>Items</b> 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](mailto: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](mailto: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](mailto: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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