

# Shipping instruction for „FCA“ shipments to MANN+HUMMEL Innenraumfilter GmbH & Co. KG in Himmelkron Germany

**MANN +  
HUMMEL**



## Contents

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

## 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 below 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 Innenraumfilter GmbH & Co. KG  
Kulmbacher Strasse 12  
DE 95502 Himmelkron

MANN+HUMMEL c/o Steinbach GmbH & Co. Spedition KG  
Hammer 6  
DE 95466 Weidenberg

## 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 – 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: +31206551634

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 SCF 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](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

- 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

Shipping Templates

Origin: Type to filter

Destination: MH0700 - NOVIA VES 66, 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 Limits
			(AB)	(AB)	(AB)	(AB)	(AB)	(AB)	(AB)	
	MH00346 - FACUS + SCHÖBER GMBH, MCHLACKER...	MH0700 - MANN+HUMMEL (CZ) V.O.S., OKRISKY, 00 67...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- 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: MH0400001

Origin: Type to filter

Destination: Type to filter

Commodity: Select...

Reference #: Pending

Stage: Pending

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

Search

Documents	Shipment Number	Stage	Error Message	Origin	Destination	Pick Begin	Pick End	Deliver By	Deliver End	Item List	Requested
	MH0400001	Pending		MH00346 - FACUS + SC	MH0700 - MANN+HUMMEL	5/19/2020	5/19/2020	5/19/2020	5/21/2020		

- 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: 18-00003445

Commodity: DFT - Default Data

Pick Details: DFT - Default Data

Origin: US

Destination: MH0700 - NOVA VES 66, OKRISKY 30 67521, ...

Pick From: 5/19/2020 7:00 AM

Deliver From: 5/19/2020 8:00 AM

Pick To: 5/19/2020 5:00 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

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

**MANN+HUMMEL** **DSV**

## Receive load creation email + shipping notification Step 5

QC - Load Creation

US APP DSV Road Reports - DSV

To: MH-CT-DEMA-DSVLL - DSV

Click here to view it in a web browser.

DSV

Load 20393061 Created

Shipment #MH0048192

Carrier: SCHENKER CZ (01)

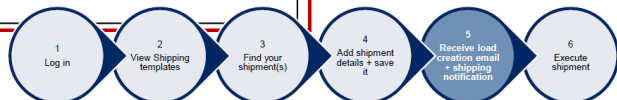
Ship Date: 5/18/2020 8:00:00 AM

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

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

Ship From BEER + BLUMENAUER GMBH DETENBACHSTRASSE 25 NEUKIRCHEN V.W. 00, 94154	Ship To MANN+HUMMEL (CZ) V.O.S. NOVA VES 66 OKRISKY 00, 67521		
Shipment # MH0048192	3rd Party Bill To		
Carrier SCHENKER CZ (01)			
DSV Load 20393061			
Shipment References			
Receiving Location CC	0700 MHCZORH001		
GI Account Number	42486100		
Shipped	Description	Weight	Freight Class
20	Calls	500	70
Total		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

**MANN+HUMMEL** **DSV**

## 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



| DSV Lead Logistics - Amsterdam, 19 June 2020



## 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).

| DSV Lead Logistics - Amsterdam, 19 June 2020





## 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.