Poppe-Veritas Group Logistics Guidelines

Dated: September 2018
Version 2
## Change Log

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<td>ASN</td>
<td>Advances Shipping Notice</td>
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<tr>
<td>CMS</td>
<td>Container Management System</td>
</tr>
<tr>
<td>CISG</td>
<td>Convention on contracts for the International Sale of Goods</td>
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<tr>
<td>DIN</td>
<td>German Institute for Standardisation (Deutsches Institut für Normung e.V.)</td>
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<tr>
<td>DIN EN ISO</td>
<td>Deutsches Institut für Normung / European Norm / International Standards Organisation</td>
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<tr>
<td>EDI</td>
<td>Electronic Data Interchange</td>
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<tr>
<td>EU</td>
<td>European Union</td>
</tr>
<tr>
<td>FEFCO</td>
<td>European Federation of Corrugated Board Manufacturers</td>
</tr>
<tr>
<td>FIFO</td>
<td>First in, First out</td>
</tr>
<tr>
<td>GLT</td>
<td>Großladungsträger / Large Load Carrier</td>
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<tr>
<td>IPPC</td>
<td>International Plant Protection Convention</td>
</tr>
<tr>
<td>ISPM</td>
<td>International Standards for Phytosanitary Measures</td>
</tr>
<tr>
<td>KLT</td>
<td>Kleinladungsträger / Small Load Carrier</td>
</tr>
<tr>
<td>PE</td>
<td>Polyethylene</td>
</tr>
<tr>
<td>PP</td>
<td>Polypropylene</td>
</tr>
<tr>
<td>ppm</td>
<td>Parts per Million</td>
</tr>
<tr>
<td>PVG</td>
<td>Poppe-Veritas Group (PVG refers to Veritas AG before an order is placed, thereafter PVG refers to the respective entity of the Delivery Site agreed in the order)</td>
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<tr>
<td>VCI</td>
<td>Volatile Corrosion Inhibitor</td>
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<tr>
<td>VDA</td>
<td>Automotive Industry Association (Verband der Automobilindustrie e.V.)</td>
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<td>VMI</td>
<td>Vendor Managed Inventory</td>
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1 General

1.1 Objectives

These Guidelines contain requirements and specifications for the determination of logistic processes between PVG and its suppliers for direct material (hereinafter also referred to as „Suppliers“). The aim is to determine the flow of goods and information between PVG and its Suppliers. Through coordinated logistic processes, ideal design of containers and packaging, standardised measurements and quantity contents of load units, we aim at ensuring a rational and uninterrupted flow of material under consideration of quality and economic points of view.

When applying these Guidelines, Supplier shall be solely responsible to ensure compliance with legal norms and import regulations.

1.2 Definitions

- **PVG’s Delivery Sites:**
  - Veritas AG, Gelnhausen, Germany
  - Veritas Thüringen GmbH, Benshausen, Germany
  - Veritas Sachsen GmbH, Neustadt in Sachsen, Germany
  - Veritas Sachsen GmbH, Standort Polenz, Germany
  - Poppe GmbH, Gießen, Germany
  - Veritas Austria GmbH, Mieders, Austria
  - Veritas Dunakiliti Kft., Dunakiliti, Hungary
  - Sokoró Ipari és Kereskedelmi Kft., Tét, Hungary
  - Automotive Veritas de México, S.A. de C.V., Puebla, Mexico
  - Veritas Automotive d.o.o., Sarajevo, Bosnia - Herzegovina
  - Kunshan Veritas Automotive System Co., Ltd, Kunshan, P.R.CHINA
  - Veritas Otomotiv Sanayi Ltd. Sti., Cerkezköy, Turkey
  - Veritas Otomotiv Sanayi Ltd. Sti, Gölcük, Turkey

If reference is made below to the PVG, this always applies to Veritas AG before the order is placed, and then to the company of the agreed Delivery Site. Deliveries shall generally occur to the entity of PVG that places the respective order.

Addresses of the Delivery Sites are provided for in Attachment 1.
• **Excessive Delivery/Incomplete Delivery**: These will usually be referred to as over-delivery, respectively under-delivery.

• **Justified delivery within the framework of the call obligation**: Supplier shall be entitled to deliver its goods even though its call-off position might have been lapsed if such lapsed call-off position had been dated within the following four weeks following call-off transmission.

• **Call-off**: Call-off shall mean the amount of parts that have been ordered for a specific delivery date.

• **Packaging Unit**: Packaging Unit shall be the smallestlogistically formed handling unit for the direct acceptance of the goods and which shall not be released during the transport (e.g. carton, KLT, Mesh box or GLT, etc.)

• **Loading-/and Packaging Devices**: Loading-/and Packaging Devices are materials which carry, stabilise or secure the packaging units during transport (e.g. pallets, covers, intermediate layer, foils etc.).

• **Loading Unit**: Several packing units might be aggregated to major logistical units, the so-called Loading Units, by means of appropriate Loading-/and Packaging Devices (e.g. container, compound plaques, etc.)

• **Disposable Packaging**: A Disposable Packaging is determined for a single transport only and will not be returned.

• **Re-usable Packaging**: In contrast to the Disposable Packaging, the Re-usable Packaging is determined for several cycles. After its use, it can be returned to the packaging cycle.

### 1.3 Validity

These Guidelines shall apply to all serial deliveries of Suppliers for direct material to Delivery Sites of PVG (as defined under section 1.2). The basis of such serial delivery shall always form an existing delivery schedule.

Changes including amendments hereto shall only become effective if they have been agreed upon by PVG’s express written consent.

Supplier shall take responsibility of the distribution of these Guidelines to all relevant persons in its organisation.
The latest status of these Guidelines, shall be found under the link www.Veritas.ag at Press & Media → Publications → General Terms and Conditions → Logistics Guidelines as well as under the link www.poppe.de at Service → Downloads → Logistics Guidelines

For any further questions, please refer to your contact person of the Supply Chain Management of Veritas AG as well as the respective plant logistics representative.

In case of disputes, only the German version of these Guidelines shall be applicable.

PVG shall not be responsible for any links to other internet pages, including their contents.
2 Process Requirements

Supplier shall adapt its processes and organisational structure in a way that guarantees permanent delivery capability and availability of its systems. In this respect respective contingency-/ or security concepts shall be in place.

2.1 Safety Stock

Unless other agreements exist with PVG the Supplier shall secure its permanent delivery capability by way of a respective safeguarding of its sub-suppliers and a binding safety stock of half an average month of finished parts on its premises, in line with the yearly demand. The respective monthly demand shall be notified through call-offs (refer to section 3.4.1). Such safety stock shall be subject to the FIFO-principle, e.g. the inventory in such stock shall rotate. Supplier shall provide for the safety stock at its distribution centre.

Supplier shall agree with its sub-suppliers, to be informed about any foreseeable supply issues and to ensure that the sub-suppliers in turn inform the Delivery Site about any such issues and provide for a contingency plan (see section 2.4).

2.2 Capacities and Call Obligations

Supplier shall confirm the maximum daily-, weekly and yearly capacity on the “data transmission sheet production material“.

Call obligations of PVG shall apply only with respect to those articles that have been assigned as per the actual delivery call-off. Unless otherwise contractually agreed, the call obligation of PVG shall refer to:
- four weeks for finished parts
- eight weeks for raw materials.

As for Justified Deliveries in the course of call obligations of finished parts, Supplier shall inform about the date, the part number concerned, the delivery schedule number and the number of the delivery call-off concerned as well as the purchase quantity. The delivery date and the quantity shall be coordinated in advance with the planning department of the Delivery Site.

In case of a call obligation concerning raw material, Supplier shall prove the quantity of raw material in its stock by means of assessment of its demand.
PVG will communicate any run outs as soon as these have been bindingly notified by its customer. Supplier shall then inform about its stock for finished parts and components and shall coordinate the last deliveries with the planning department.

### 2.3 Expense Chargeback

In the event of a deviation as listed below, PVG reserves the right to refuse acceptance of the goods or to return the goods at supplier’s expense. The costs incurred by PVG due to deviations from the requirements of the Logistics Guideline or the transmitted call-offs will be classified and submitted as a flat rate to the supplier as follows:

<table>
<thead>
<tr>
<th>Deviation</th>
<th>Unit</th>
<th>Flat rate for Delivery Sites in Germany and Austria [in €]</th>
<th>Flat rate for Delivery Sites in Hungary, Bosnia, Turkey, China and Mexico [in €]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over or Under delivery</td>
<td>Per delivery note</td>
<td>125,0</td>
<td>75,0</td>
</tr>
<tr>
<td>Early or Late delivery</td>
<td>Per delivery note</td>
<td>100,0</td>
<td>60,0</td>
</tr>
<tr>
<td>Improperly created, incorrect or missing documents.</td>
<td>Per delivery note</td>
<td>75,0</td>
<td>45,0</td>
</tr>
<tr>
<td>Shipping documents are not attached in an envelope to the delivery.</td>
<td>Per delivery note</td>
<td>50,0</td>
<td>30,0</td>
</tr>
<tr>
<td>False, missing or illegible identification / labeling</td>
<td>Per package</td>
<td>75,0</td>
<td>45,0</td>
</tr>
<tr>
<td>Old labels, not removed from the package</td>
<td>Per package</td>
<td>50,0</td>
<td>30,0</td>
</tr>
<tr>
<td>Incorrect, damaged or severely dirty packaging</td>
<td>Per package</td>
<td>75,0</td>
<td>45,0</td>
</tr>
<tr>
<td>Incorrect container capacity</td>
<td>Per package</td>
<td>50,0</td>
<td>30,0</td>
</tr>
<tr>
<td>Incorrect Delivery</td>
<td>Per delivery note</td>
<td>150,0</td>
<td>90,0</td>
</tr>
<tr>
<td>Missing or inaccurate ASN</td>
<td>Per delivery note</td>
<td>40,0</td>
<td>24,0</td>
</tr>
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PVG reserves the right to adjust the above mentioned chargeback values.

Further to that, the above enumerated failures will be considered in Supplier’s evaluation (see section 8).

### 2.4 Contingency Organisation

Supplier shall provide to PVG’s purchase department an contingency plan which shall set out the way the supply chain will be sustained in case of a Supplier’s supply shortage.

Triggers for a supply shortage might, *inter alia*, include the following:
- breakdown of production facilities
- capacity shortages
- delivery shortages of sub-suppliers
- break down of computer systems
- break down in the supply chain (strikes, accidents, road conditions)

Supplier shall ensure compliance with the contingency plan and shall timely and proactively inform PVG about any potential shortages (see section 3.3).
3 Communication with Poppe-Veritas Group

3.1 Supplier’s Contact Person

Supplier shall disclose to PVG’s purchasing department as well as planning department the name, contact details (function, telephone number, email address, language) of the contact person, including such person’s accessibility. Further to that, Supplier shall disclose the names and data of the contact persons in case of escalation (e.g. logistics management or its management, see the form in Attachment 2). In case of any changes to the details provided, the Supplier shall promptly inform PVG in writing about the new contact persons including their contact details.

The standard language of communication shall be English, alternatively German.

3.2 Availability

Supplier shall guarantee consistent availability during the ordinary business hours (8:00 a.m. through 5 p.m. local time) using the contact details of the contact persons set out. Outside these hours, Supplier shall ensure the availability under an emergency mobile telephone number, in particular during Supplier’s company holidays.

Requests made by PVG’s planning department regarding the availability of certain goods as well as delivery dates shall be answered within 24 hours.

3.3 Supplier’s Reporting Obligations

3.3.1 Changes to the Order Flow-or Production Process

Any of the following changes concerning Supplier, have to be promptly reported to PVG in writing and shall be approved by PVG before implementation:

- envisaged relocations
- relevant changes to the delivery process (see section 7) or
- relevant changes within Supplier's IT environment

The term “relevant amendments” refers to any amendments concerning a part or the process that might have consequences on the logistical process.
3.3.2 Communication with the Planning Department

Any quantities required and any delivery dates communicated by PVG within the framework of a call-off shall be binding.

Should Supplier not be able to execute a call-off in the expected quantity or on the expected date, within ten working days following such call-off, Supplier shall immediately inform the planning department of the Delivery Site concerned (response on the same day required). With respect to call-off items as of the 11th working day, a reporting deadline of 1 week following the call-off date shall apply if Supplier cannot deliver the call-off item.

Likewise, the planning department of the Delivery Site shall immediately be informed, should a transport service provider appointed by PVG not collect all or part of the goods timely notified. Supplier shall also inform the competent planning department in case of any other disruptions that might lead to delays in delivery. PVG reserves the right to pass on all costs caused by Supplier to it (see section 2.3).

Further, Supplier shall be obliged to actively inform the planning department of the relevant PVG Delivery Site, about any applicable company holidays or other rest days which are outside the public holidays of the Delivery Site and to ensure continued supply. An excess delivery prior to a planned off-time shall not be admissible without prior consent of the planning department of the Delivery Site and Supplier shall reimburse PVG for all costs arising therefrom (e.g.in connection with storage).

3.4 Data Communication with Poppe-Veritas Group

Data communication between PVG and its Suppliers shall be based on the exchange of delivery call-offs and delivery note data in accordance with the VDA-standard. As a general rule, this will be realised by way of a joint interface of both computer systems.

Supplier shall guarantee the availability of its systems through respective security measures.

3.4.1 Delivery Call-offs

PVG shall transfer to its Suppliers delivery call-offs via delivery call-off-EDI in accordance with VDA 4905 on the basis of its customers’ call-off data. A Supplier whose systems do not provide for the possibility to receive EDI messages in VDA standard form may receive delivery call-offs per email, including attachments.
Supplier shall be responsible for a plausibility check of the actual delivery call-off and shall promptly notify the planning department of the respective Delivery Site (see section 3.3.2) about any potential differences with regards to the quantity to be delivered.

As regards the delivery dates, these shall exclusively constitute **arrival dates as at the relevant Delivery Site**, respectively as at the relevant transmitted unloading point.

As a rule, the transmission shall occur once a week. The respective current delivery call-off shall replace all previous call-off plans. All delivery call-offs shall be binding upon Supplier.

PVG shall reserve the right to a change to detailed call-offs pursuant to VDA 4915.

**3.4.2 Advanced Shipping Notice**

Supplier shall be obliged to generate and transfer the ASN as at the point of time of the physical outbound movement of the goods in accordance with VDA 4913, meaning as soon as the carrier leaves the loading point.

Supplier shall compile shipments pursuant to the place of unloading and shall transfer one ASN per place of unloading. Supplier shall ensure compliance of the shipment with EDI message contents.

Content and composition of the ASN shall correspond to the VDA-norm 4913 as well as the amending notes in the PVG EDI-information leaflet (see Attachment 9).
4 Packaging

As a general rule, the packaging planning shall be made taking into account economic and ecologic aspects. The waste management objective of the environmental legislation contains in correspondence with the ecological priorities the following:

- **Avoidance**
  i.e. the limitation of packaging to the immediate required extent.

- **Reduction**
  Re-use by the usage of re-usable packages. The share of disposable packaging shall be minimised.

- **Recycling of Materials** of the packaging.
  An environmental friendly recycling of material shall be guaranteed in case of re-usable packaging and disposable packaging.

4.1 Type of Packaging

Returnable load carriers shall have preference over disposable packaging.

The question as to which type of packaging shall be used, shall be coordinated prior to a series ramp-up with the container management of the Delivery Site, by means of the packaging data sheet (see section 4.2 packaging planning).

Any individual packaging unit shall not exceed a gross weight of 12 kg. Load carrier and large cardboard boxes with a 4-way pallet below shall be exempt from this rule.

4.1.1 Re-Usable Packaging

In case of re-usable packaging, old, invalid transport labels shall be removed, and the load carrier shall be channelled back into the logistics cycle in a clean-swept, dry and undamaged way. Supplier shall clean polluted packaging. Damaged load carrier shall be removed from the returnable cycle and shall be repaired, respectively replaced following the polluter-pays-principle.

Any empty containers shall be protected against atmospheric influences. Should Supplier receive polluted or damaged containers as empty container from a PVG place of delivery, he shall make a complaint with the container management of the Delivery Site within two working days following receipt of such container.
PVG shall examine the state of the load carrier as per stock receipt. If damaged, wrong or improperly charged load carriers are delivered, PVG herewith reserves the right to deny the acceptance of packaging material and to pass on any additional repair- and handling costs (see section 2.3).

Exchange of empty containers by full containers shall take place at the point of time of delivery of the exchangeable load carriers. Defective load carriers shall not be exchanged. Supplier will be provided with a respective photographic documentation by email (see section 7.3.2).

In case of a delivery not prepaid by Supplier (EXW or FCA Supplier location), Supplier shall guarantee that empty containers can be discharged at the point of time of the collection of the goods.

The cost allocation for the container purchase and the return of empty containers shall be agreed upon by individual agreements. As a general rule, the return of empty containers shall be made complimentarily to the Incoterms of the delivery of filled container (e.g. FCA → DAP).

PVG herewith reserves the right to request lease for PVG’s own re-usable packaging. The latter will be agreed upon in a separate written agreement.

**Standard Re-usable Packaging:**

The PVG standard container are described in Attachment 4, Attachment 5 and Attachment 6.

Following PVG’s consent, a Euro-pallet may also be delivered instead of a plastic standard pallet.

**4.1.2 Disposable Packaging**

Disposable Packaging is meant to be used for a single transport and will have fulfilled their function upon processing of the goods. After use, they will not be returned.

As a principle, the packaging material used shall be completely recyclable. The packaging labelling (see section 6.4 Labels) must not exclude recycling of materials.

One-way cardboard packaging shall be used in modular sizes so that mixed pallets shall also be flush. The cardboard dimensions prescribed by PVG for the purpose of delivery and the FEFCO-Codes are set out in Attachment 7.
Disposable packaging may consist of the following material:

- **Plastics**
  Only PP or PE shall be used for plastic disposable packaging. As for a systematic recycling of plastics, only a few different materials shall be used.

- **Paper, Cardboards**
  Packaging made of paper or cardboard shall be free of environmentally unfriendly substances. As a rule, coatings shall not be allowed.

- **Wood** (only solid wood)

  **As a rule, only wood packaging corresponding to the rule „directive for the government of wood packaging material in the international trade” IPPC Standard ISPM nr. 15 may be used for the delivery.** Accordingly, the pallets have to be heat-treated and need to provide for a clearly visible IPPC-stamp. (see e.g. [https://www.ippc.int/en/publications/640/](https://www.ippc.int/en/publications/640/))

Illustration 1: Correct IPPC-stamps
Pallets and boxes must not be impregnated, coloured or coated. Furthermore, they need to be free from compressed wood, plywood, fibreboards and chipboards.

For one-way pallets, the following requirements for the minimum carrying capacity shall apply:

- Size 600 x 800mm  
  Minimum carrying capacity: 250 kg

- Size 1,200 x 800mm  
  Minimum carrying capacity: 500 kg

Further to that and in order to provide for a problem-free handling with lifting devices, the plug-in-unit (the space between the ground and the top boards of the pallet) shall have a height of 95 mm.

Stacking capability (minimum requirement: 1+2) shall be clearly marked on disposable packaging.

4.1.3 Additional Packaging

As part of the packaging, Supplier shall be responsible for the delivery quality and thus for any additional part protection (e.g. VCI-bags or cardboard compartments). Any additional measures for part protection will be developed and provided for by Supplier. Any costs resulting from additional measures shall be taken into account in the Supplier’s offer.

4.1.4 Packaging Aids

Packaging aids are materials that stabilise the packaging unit, respectively increase the strength of the packaging, e.g. intermediate layers or folios.

As for the composition of packaging units, the following packaging aids may be used:

- **Plastic Straps**  
  Two plastic straps shall be used for load securing of a pallet.

- **Polystyrene** is generally not allowed.

- **Stretch Foils** are only admitted in exceptional cases and shall only be used at request of PVG.
4.1.5 Special Containers

If, due to its characteristics (size, geometry), specific material can only be transported in special containers, Supplier will agree on a special container with the container management of the Delivery Site in due time. This shall also include ESD-packaging for electronic parts, if so requested by PVG. Responsibility for planning and construction shall lie with Supplier. Any specifications of PVG shall be taken into account. Any use of special containers is subject to approval of the container management of Delivery Site.

4.1.6 Alternative Packaging

Supplier undertakes to ensure supply reliability also in cases of container shortages. Both standard packaging and any alternative packaging shall be agreed between PVG-container management and Supplier. It shall be documented in a packaging data sheet analogous to the re-usable packaging. Supplies in alternative packaging shall be subject to approval and shall only be accepted in case of a lack of containers or for extraordinary reasons. The note “alternative packaging” shall be entered into the delivery note and the load unit/delivery unit shall be labelled accordingly. Further, the ASN shall be adjusted in accordance with Attachment 9.

Costs arising from the use of alternative packaging shall be borne by the originator of the container shortage. If PVG will be responsible for the container shortage, Supplier shall be able to separately invoice the additional costs for the use of the carton following the confirmation of the costs by PVG. If Supplier causes the container shortage, Supplier itself shall bear all costs arising from any alternative packaging.

As a rule, any alternative packaging shall comply with the following criteria:

- Damage free part deliveries (no impairment of the quality)
- No pollution of the parts and compliance with the cleanliness requirements
- Formation of efficient loading units
- Optimal occupancy rate of the containers
- Transport safety
- Stacking capability (in consideration of the part component weights in relation to the carton quality/-strength)
- Trouble-free discharge ability of the transport vehicles by industrial trucks
- Handling-fair build-up of the handling unit
- Compliance with the mandatory standard dimensions
- Compatibility with logistic requirements of the different PVG-Delivery Sites
- Convenient parts removal
- Recyclable materials
- in case of dangerous goods: compliance with all hazardous materials regulations and security measures.

**4.1.7 Seaworthy Packaging**

Delivery shall be made in seaworthy packaging if the supply chain to the Delivery Site includes sea freight. PVG-packaging planning shall decide if shipment shall be made in disposable or re-usable packaging.

Since the load during maritime transport will be higher than on road, the seaworthy packaging shall at least comply with the following requirements:

- **Mechanical Burden**: additional measures for part protection may be necessary
- Temperature: -30° up to +60°C
- Air Humidity: 30% through 100%
- Transport/Storage Time up to 6 months

Dimensions of the loading units shall be compatible to the interior dimensions of about 40’-Highcube-Container. Accordingly, the following basic dimensions for loading units shall apply to loading units:

- 760 mm x 1.140 mm
- 1.140 mm x 1.140 mm

Maximum height of a loading unit shall amount to 1.15 m.

When choosing the outer packaging and using disposable packaging it shall be taken into account that the following criteria will be complied with:

- Corrugated cardboard in overseas quality B 2.90, ACA 3-wavy
- Layer structures wet strength glued, outer cover made of force line
- One way pallets: in accordance with IPPC-ISPM15 including clearly visible IPPC-stamp on the mid chunks at the longitudinal side (see disposable packaging section 4.1.2)

As for the overseas transport of metal parts, VCI-bags shall mandatorily be used.
4.2 Packaging Planning

During the tender process a preliminary packaging data sheet shall be agreed upon between PVG and Supplier. Following the allocation of a contract, Supplier shall be obliged to liaise with the container management of PVG’s Delivery Site timely prior to the commencement of the serial production in order to jointly verify and finalise the packaging by way of a packaging data sheet. The packaging agreed shall be examined by Supplier by way of a packaging test with regard to the viability, part security and an optimised filling quantity of such packaging.

PVG reserves the right to alter the packaging during the serial delivery. Supplier shall be obliged to alert PVG to potentially necessary amendments to the packaging, due to the modification of an article and Supplier shall coordinate the new packaging with the container management of PVG’s Delivery Site. All amendments will be documented in the packaging data sheet and shall obtain PVG’s prior approval.

Since packaging planning will be made with reference to the Delivery Site, deviating packaging concepts in case of delivery to different Delivery Sites are not be excluded.

It is compulsory for Supplier to comply with agreed containers and filling quantities as otherwise PVG will have to incur additional costs in connection with receipt of goods and, consequently, such costs are to be passed on to Supplier.

4.3 Loading Units

For purposes of efficient and handy shipments, different loading units shall be pooled in one single shipment for one Delivery Site.

Loading units shall guarantee a stacking capability of 1+2.

4.3.1 Formation of Loading Units

The maximum height of a loading unit shall not exceed 1.00 m.

Neither the delivered goods nor the load securing must protrude the loading units at the outer sides.

If a loading unit is composed of packaging units (special-, universal or disposable containers), they shall comply with the standard dimensions (in accordance with Attachment 5) and shall be sufficiently secured against shifting. The Loading unit shall be designed in a way that the loading is safe during the logistical process.
Edge protection and plastic straps shall be used to secure the goods on a pallet (see illustration number 2). In exceptional cases, wrapping with stretch foil can be used to the extent that neither packaging units nor loading units (e.g. cardboards) will not be pushed in. Metal straps are not permitted.

![Illustration 2: Example for a correctly formed loading unit](image)

Carrying capacity, stackability and security of the packaging units and the loading units must be guaranteed at all times.

4.3.2 Mixed Loading Units

Mixed loading units may be formed if complete loading units cannot be formed from one article code. In this case, the loading unit shall be clearly marked by a VDA-mixed pallets label. Further, in such case, one delivery note per PVG-part number shall be produced (see section 6). It is not allowed to bundle goods for different Delivery Sites on one pallet.

4.4 Un-palletised Goods

Un-palletised goods will not be accepted.

There is one exception to the above rule: Un-palletised goods are accepted, if they are delivered by way of courier-, express or parcel service. Goods that are delivered by CEP-services shall be marked by labels in conformity with VDA-guideline 4902 version 4 (see section 6.4 Labels).
5 Management of Re-usable Containers

5.1 Container Management System

Management of re-usable packaging, including EURO-pallets and EURO-Mesh boxes, shall take place via PVG’s web-based „Container Management System“ (abbreviated: CMS). Access to the portal is provided under http://bms.eurolog.com/live_tmp/ and requires an activated access account. The access account can be applied for at the container management department of the respective Delivery Site.

Administration and management of containers will take place over the CMS. Part of this shall be the inbound and outbound posting of containers as well as Supplier’s order of empty containers. When using ASN, the container booking occurs automatically, see also the EDI-information leaflet in Attachment 9. An order for empty containers shall be made at least 10 days prior to delivery of empty containers, via the module “delivery of empty containers” of the Container Management System, taking into account the actual call-offs. In exceptional cases, a direct order in text form placed with PVG’s container management department will be admissible (e.g. in case of a disruption of the internet connection or similar situations). PVG reserves the right to inspect the actual number of containers ordered by comparing with the actual delivery schedule call-offs.

Damaged containers or containers not usable anymore shall be immediately reported to PVG container management; photos and delivery documents shall be provided for proof of damage.

5.2 Reconciliation of Accounts and Container Inventories

Both Supplier and PVG are obliged to provide for a continuous inventory management of the re-usable packaging in use. The accounts shall generally be reconciled on a monthly basis. Supplier shall bear all costs for the new procurement of containers if no monthly reconciliation of accounts is carried out and if potential differences in numbers are not reported within 14 days.

Supplier shall perform a container inventory in accordance with PVG’s instructions free of charge at least once per calendar year.
6 Documents

It is Supplier’s responsibility to compile the delivery documents and transport labels in accordance with applicable rules. This also applies to the proper calculation of the gross and the net weight of the shipment. Extra costs resulting from incorrect weight specifications will be passed on to Supplier. Supplier shall ensure that both dispatch papers as well as the data transferred via EDI are complete and accurate.

Following the coordination with the Delivery Site, all documents shall be issued in English, alternatively German. When compiling the documents, it should be taken into account that the delivery and invoice address might not necessarily coincide. In case of doubt, both addresses shall be inquired with the competent purchaser of PVG.

When collecting the goods, Supplier shall hand out to the carrier the EDI accompanying document together with the shipping order as well as – if necessary – export and hazardous material documents.

Supplier shall ensure that data in the notification and the transport papers match with regard to quantity, dimensions and weight and correspond to the actual figures.

6.1 Shipping Order

The shipping order/freight order (pursuant to VDA recommendation 4922) shall enumerate all delivery notes pertaining to the shipment. It shall be handed over to the commissioned freight forwarder in triplicate. When handing over the goods, the shipping order shall be countersigned by freight forwarder. This will be considered as the proof of the handing over of the goods.

6.2 CMR-Bill of Lading

In case of cross-border deliveries, an original of an international bill of lading (CMR) shall be attached to the shipment. This shall equally apply to the transport via forwarding agent and courier. A CMR bill of lading shall be signed by both Supplier and the carrier.

In case of shipment to PVG via hub handling or cross docks, both the goods and the documents shall provide for a redirection note for the goods to the final recipient. The shipping hub shall be set out as the delivery address (“place of delivery of the goods“) and the company name of the Delivery Site including country name shall be set out as the goods’ recipient, (see Attachment 3). Further, the sender shall set out its country name next to its company name.
6.3 Delivery Note, EDI accompanying document and Invoice

Supplier shall send a notification to PVG with regard to each shipment by way of an ASN in accordance with VDA 4913. Supplier shall generate a separate ASN for each delivered PVG ident number and each unloading point. The EDI-information leaflet set out in Attachment 9 contains an example of ASN.

For each ASN an EDI accompanying document in accordance with VDA 4912 shall be issued. The EDI accompanying document constitutes an accumulative document for all articles of one shipment per unloading point and shall contain the shipment-loading-reference number including container data. In case of delivery to different unloading points, respective separate accompanying documents shall be issued.

EDI accompanying document, delivery notes and invoices shall be clearly visibly attached to the goods in a protective bag. If delivery is made into a different customs area, the signed and stamped original invoice shall be attached. Invoice shall disclose the goods’ country of origin as well as the customs tariff number.

6.4 Labels

Each packaging unit shall be clearly identifiably marked with a VDA-label 4902 version 4 with Barcode (code 39) (see Attachment 8). The loading unit shall be marked with a master label at the narrow side right at the top. Each individual packaging unit shall be marked with a VDA single-label. The packaging units shall be placed in a way that VDA labels are visible from the outside and are not covered by strapping. Labels shall be resistant to environmental influences as well as strains during transport and shall nevertheless be mechanically and visually readable.

No handwritten changes or amendments on the VDA labels are permitted and any such changes or amendments have no effect vis-à-vis PVG.

In case of delivery in KLTs, respective dimensions of the labels shall be observed since the label must not exceed the outer dimensions of the KLT. On a KLT, labels shall be either attached by plugging them into the designated areas or by way of removable adhesive points not covering the barcodes on the VDA label.

Labelling of a Mixed Shipment
Delivery of several article codes on one loading unit shall be clearly marked on the master label by the note „mixed pallet “(VDA mixed pallet label).
Labelling of First Sample Parts
First sample parts shall be provided with respective labels (e.g. adhesive labels or first sample strap).

6.5 Accompanying Papers for Parcel Services

If a shipment is made through a parcel service, in addition to the above-mentioned shipping documents the documentation required by the respective parcel service shall be enclosed with the shipment. Information regarding shipping documents and shipping adhesive labels specific to parcels, is provided for on the respective parcel service’s homepage.

The respective (potentially reproduced) shipping adhesive labels shall be attached to each piece of packaging and the bill of lading shall be attached to the goods in a protective bag. Further, each piece of packaging shall disclose a clearly visible address of the recipient.

On the parcel service’s bill of lading, as a reference number, the respective delivery note number, respectively the dispatch number of the part identification tag, shall be noted. Further, the reference „Package x of y“ is necessary.

6.6 Export Documents and the Proof of Origin

If deliveries are made into a different customs area, Supplier shall – depending on the Incoterms agreed – issue the necessary documents in accordance with applicable laws (national as well as international) and shall be responsible for the proper customs clearance of the goods.

Further, Supplier shall be responsible for timely transmission of the certificate of origin as well as Supplier customs declaration on the origin and the custom tariffs number of the goods delivered (meaning, following receipt of the delivery schedule). If required, Supplier shall take all necessary steps to provide evidence as to the goods’ origin.

If a delivery is made to the following Delivery Sites, the following additional documents shall be provided:

If deliveries of metal parts are made to Automotive Veritas de México, S.A. de C.V., Puebla, the "Mill Test Certificate" has to be enclosed with the delivery documents.
If deliveries are made from Switzerland to a German PVG Delivery Site with a goods’ value exceeding the amount of EUR 6,000, the handwritten signed “EUR.1-document” shall be enclosed.

If deliveries are made to Veritas Automotive d.o.o., Sarajevo, irrespective of the value of the shipment, the “EUR.1-document” shall always be enclosed for each shipment.

Regarding the import customs clearance of deliveries to Veritas Automotive System Co., Ltd., Kunshan, the delivery documents shall also contain a so-called “Contract”. Such document differs from the invoice with regard to the following particularities:

- title “Contract”
- order number per shipment (meaning delivery schedule number including call-off item position)
- Supplier’s signature.

If deliveries are made from Turkey to a PVG Delivery Site within the EU, respectively from the EU to the Delivery Site Veritas Otomotiv Sanayi Ltd. Sti., Cerkezköy, or Veritas Otomotiv Sanayi Ltd. Sti., Gölcük, the form “A.TR” shall be necessary in original form provided the goods delivered are goods originally imported from third countries or if such goods are not goods under preferential treatment.
7 Shipment and Transport

Supplier shall inquire with the planning department of PVG’s Delivery Site the freight forwarder to be chosen for the shipment of the goods.

7.1 Delivery Date, Dispatch Dates and Time Slots

PVG will determine fixed delivery dates for each Supplier which will be considered by PVG in the call-offs. Transmitted dates are generally arrival dates. Supplier shall independently consider transport time to the Delivery Site, in order to determine the dispatch date. Public holidays in transit countries extend the transport time and shall thus be considered accordingly. In any case, the transmitted delivery date is mandatory.

If immediate needs arise, such needs will temporarily suspend the agreed delivery dates.

As for the collection of the goods, specific time slots will be agreed upon between Supplier and the forwarding agent used. As a rule, the time slot for collection shall be set to a maximum of 1 hour. At the latest, all goods have to be ready for loading at the beginning of the agreed time slot.

The respective times for receipt of goods at different Delivery Sites shall be inquired with the planning department of the Delivery Site.

In case of a carriage free delivery, the delivery time slot of the incoming goods at the Delivery Site shall be coordinated with the respective planning department. As a rule, the time slot for the delivery shall be fixed to a maximum of 30 minutes.

7.2 Modes of Delivery-/Shipment

Standard for delivery and shipment of goods to PVG is delivery/shipment by trucks.

In case of Incoterms imposing freight responsibility on PVG, each shipment shall, in principle, be notified to the respective forwarding agent in writing until 12 o’clock on the working day prior to its collection (Friday for a collection on Monday). Depending on the Delivery Site, deviations from this rule are possible and will be communicated by the planning department.
7.2.1 Shipment by Trucks

All vehicles used shall generally be able to unload from a loading ramp. Any exceptions are to be coordinated with the planning department of the Delivery Site.

If goods are not ready on the notified collection date, Supplier shall be obliged to organise an exceptional shipment on its account in order to guarantee a timely arrival of the goods. Should, due to vehicle waiting times or unavailable shipments (wasted travel), additional costs incur with PVG, such costs shall be passed on to Supplier.

7.2.2 CEP-Shipment

In case of small shipments with a freight responsibility of PVG, the CEP-service provider entrusted by PVG shall be exclusively engaged.

Carriage free deliveries with CEP-service providers shall be made on Supplier’s behalf and account.

7.2.3 Consignment Warehouse / Vendor Managed Inventory

PVG will allow for consignment warehouse handling, respectively Vendor Managed Inventory (VMI) for selected Suppliers.

All processes and conditions related thereto shall be governed by a separate agreement.

7.2.4 Exceptional shipments

Any exceptional shipments are exclusively to be agreed upon and coordinated via email with the planning department of the Delivery Site (at least with regard to the request for an exceptional shipment and the confirmation by PVG). When coordinating the extra tour, the following data shall be determined:

- address of the unloading point
- anticipated time of arrival
- instructed express service provider
- vehicle’s licence number
- driver’s mobile phone number
- shipment’s tracking-number (if available)
The shipping documents for exceptional shipments shall be issued and handed over to the forwarder in the same way as in the case of regular deliveries pursuant to section 6.

If exceptional shipments are caused by Supplier, Supplier shall be responsible for the immediate arrangement of the exceptional shipment and shall also bear the costs for such tour.

If exceptional shipments are caused by PVG, PVG shall be responsible for the arrangement and costs for such tours.

If a delay in delivery requires exceptional shipments to PVG’s customers or specific measures (such as sorting tasks, temporary workers) in order to meet the customer’s final deadline, any costs resulting therefrom shall be passed on to Supplier pursuant to the polluter pays principle.

7.3 Delivery of damaged goods and packaging

7.3.1 Damaged goods

If PVG instructs a forwarding agent with the shipment and Supplier notifies the agent, Supplier shall take into account that no transport insurance must be agreed. In terms of insurance PVG is a waiving customer.

If goods are damaged or if goods are delivered in a damaged packaging, a replacement delivery shall immediately be arranged for by Supplier following receipt of a complaint.

7.3.2 Damaged Euro-Mesh boxes and Euro-Pallets

Attention should be paid to the fact that, if Euro-Mesh boxes and Euro-pallets are used, such Mesh boxes and pallets shall not be used if they are damaged.

Euro-pallets must not be used if

- the label EUR (in the oval) on the right side or if the signs of a railway company/a pallet organisation on the left side are missing or are unreadable
- a board is missing
- a board has been broken either crossly or diagonally
- a ground or a cover board is gritted in a way that more than one spike or screw shank are visible
- a brick is missing or gritted in a way that more than one spike is visible
- the carrying capability is no longer guaranteed (rotten and idle, strong chippings)
- the contamination is that heavy that the loading goods are contaminated
- strong chipping at different bricks
- apparently inadmissible construction parts have been used (e.g. too thin boards, too narrow bricks)

Illustration 3: Example for damages of pallets

- **Euro-Mesh box (DIN 15155)**

Dimensions Surface Area: 1200 x 800 mm

Illustration 4: Euro-Mesh box (GLT)

**Euro-Mesh box must not be used if**

- the stacking frame or the corner post are deformed
- the front panel can neither be opened nor closed anymore
- the ground frame or the feet are deformed in a way that the Euro-Mesh boxes can no longer evenly stand on four legs or cannot be stapled anymore without any danger
- the round steal grids are torn so that the end of the wire protrude to the interior or the outside (one mesh per wall may be missing)
- a board is missing or broken
- the inscription board on the fold out is incomplete (EUR-sign, rail sign, Y-number, E-pal-quality- label and mark, producer, see illustration 5)
- due to rust or contamination the general condition is so bad that the loading goods may be contaminated

Illustration 5: Examples for defective Mesh boxes

Illustration 6: Complete inscription board of Euro-Mesh box

Complaint regarding defective Euro-pallets, respectively Euro-Mesh boxes

PVG will lodge a complaint if defective Euro-pallets, respectively Euro Mesh boxes are delivered. For this purpose, the quantity and type of defect will be documented on the delivery note/bill of lading and confirmed by signature of the respective truck driver delivering the goods. Supplier will receive the complaint within 3 working days. Any costs resulting from repackaging by an external service provider or from administrative
or operative expenses shall be imposed on Supplier in case Supplier is responsible for transport, respectively Supplier handed over the defective loading carriers to the freight carrier.

The following costs for the delivery of defective Euro-Mesh boxes, respectively Euro-pallets shall be borne by Supplier:

- 150 € per delivered damaged Euro-Mesh box plus 75 € administrative expenses per incident
- 30 € per each delivered and damaged Euro-pallet, plus 75 € administrative expenses per incident.

Supplier shall process any complaints and retrieve any defectively delivered loading carriers within 10 working days. If Supplier does not retrieve the loading carriers during the above time period, such loading carriers will be irreversibly scrapped. The retrieval will take place independently from Incoterms at Supplier’s costs.
8 Supplier Evaluation and Logistics Audit

PVG will evaluate Supplier subject to these Guidelines with regard to its adherence to quantity stipulations and delivery dates (in particular section 2). Supplier will receive a supplier evaluation by email once a year.

PVG remains the right to perform logistics audits of Supplier for the purpose of a review and evaluation of the logistic system with the aim to continuously improve quality and delivery performance, flexibility and cooperation of Supplier.
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## Attachment 1: Overview on Delivery Sites of PVG

<table>
<thead>
<tr>
<th>Plant</th>
<th>Plant Address</th>
<th>Unloading site</th>
<th>Delivery Address</th>
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</thead>
<tbody>
<tr>
<td>D - Gelnhausen</td>
<td>Veritas AG Stettiner Str. 1-9 63571 Gelnhausen Deutschland</td>
<td>not necessary</td>
<td>Veritas DWC 1 Am Galgenfeld 18 63571 Gelnhausen Deutschland</td>
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<tr>
<td>D - Gelnhausen</td>
<td>Veritas AG Stettiner Str. 1-9 63571 Gelnhausen Deutschland</td>
<td>not necessary</td>
<td>Veritas AG Werk Hailer August-Brey-Str.2 63571 Gelnhausen Industriegebiet Hailer Ost Deutschland</td>
</tr>
<tr>
<td>D - Benshausen</td>
<td>Veritas Thüringen GmbH Otto-Keiner-Str. 81-83 98554 Benshausen Deutschland</td>
<td>DEBE1</td>
<td>Veritas Thüringen GmbH - Versandlager Am Köhlersgehäu 6 98544 Zella Mehlis Deutschland</td>
</tr>
<tr>
<td>D - Polenz</td>
<td>Veritas Sachsen GmbH Polenztalstraße 154 01844 Neustadt in Sachsen Deutschland</td>
<td>DEPL1</td>
<td>Veritas Sachsen GmbH Polenztalstr. 154 01844 Neustadt Deutschland</td>
</tr>
<tr>
<td>D - Neustadt</td>
<td>Veritas Sachsen GmbH Werner-von-Siemens-Str. 24 01844 Neustadt in Sachsen Deutschland</td>
<td>DENS1</td>
<td>Veritas Sachsen GmbH Werner-v.-Siemens-Str. 24 01844 Neustadt Deutschland</td>
</tr>
<tr>
<td>D - Neustadt</td>
<td>Veritas Sachsen GmbH Werner-von-Siemens-Str. 24 01844 Neustadt in Sachsen Deutschland</td>
<td>DENS2</td>
<td>Gantze Logistik GmbH Ziegeleistraße 24a 01844 Neustadt in Sachsen Deutschland</td>
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<tr>
<td>AT - Mieders</td>
<td>Veritas Austria GmbH Gewerbepark Stubai Nr. 5 A-6142 Mieders Österreich</td>
<td>ATMI1</td>
<td>Veritas Austria GmbH Werk II Industriezone A3 A-6166 Fulpmes Österreich</td>
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<tr>
<td>HU - Dunakiliti</td>
<td>Veritas Dunakiliti Kft. Veritas utca 1 H-9225 Dunakiliti Ungarn</td>
<td>HUDU1</td>
<td>Veritas Kft. Veritas utca 1 9225 Dunakiliti Ungarn Hungary</td>
</tr>
<tr>
<td>HU - Tet</td>
<td>Sokoro GmbH - Veritas Halle Fő út 8-10 9100 Tét Ungarn</td>
<td>HUDU2</td>
<td>Sokoro GmbH - Veritas Halle Fő út 8-10 9100 Tét Ungarn Hungary</td>
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<tr>
<td>BA - Sarajevo</td>
<td>Veritas Automotive Bosna i Hercegovina d.o.o. Rajlovacka bb 7100 Sarajevo - Rajlovac Bosnien-Herzegowina</td>
<td>BARA1</td>
<td>Veritas Automotive d.o.o. Rajlovacka bb 7100 Sarajevo Bosnien und Herzegowina</td>
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<td>BA - Sarajevo</td>
<td>Veritas Automotive Bosna i Hercegovina d.o.o. Rajlovacka bb 7100 Sarajevo - Rajlovac Bosnien-Herzegowina</td>
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<tr>
<td>Mex - Puebla</td>
<td>Automotive Veritas de México, S.A. de C.V. Río Papaloapan No. 15 Colonia Sanctorum Cuautlancingo, Puebla C.P. 72730 México</td>
<td>MEPU1</td>
<td>Automotive Veritas de México, S.A. de C.V. Río Papaloapan No. 15 Colonia Sanctorum Cuautlancingo, Puebla C.P. 72730 México</td>
</tr>
<tr>
<td>CN - Kunshan</td>
<td>Veritas Automotive System (Kunshan) Co., Ltd. No.1-1 Pingxiang Road, Economic &amp; Technical Development Zone Kunshan, P.R.CHINA, 215335</td>
<td>KUN</td>
<td>Veritas Automotive System (Kunshan) Co., Ltd. No.1-1 Pingxiang Road, Economic &amp; Technical Development Zone Kunshan, P.R.CHINA, 215335</td>
</tr>
<tr>
<td>TR - Gölcük</td>
<td>Veritas Otomotiv Sanayi Ltd. Sti. 18 Mart Caddesi Deniz evler mahallesi 41650 Gölcük—Kocaeli Türkei</td>
<td>TRGO1</td>
<td>Veritas Otomotiv Sanayi Ltd. Sti. 18 Mart Caddesi Deniz evler mahallesi 41650 Gölcük—Kocaeli Türkei</td>
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# Attachment 2: Supplier Contact Person

Communication data sheet

<table>
<thead>
<tr>
<th>Supplier’s name</th>
<th>Supplier number</th>
<th>Street</th>
<th>Country / Zip code / Place</th>
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<tbody>
<tr>
<td>Contact person planning</td>
<td>Telephone number</td>
<td>Fax number</td>
<td>E-mail</td>
</tr>
<tr>
<td>Contact person deputy planning</td>
<td>Telephone number</td>
<td>Fax number</td>
<td>E-mail</td>
</tr>
<tr>
<td>Contact person IT</td>
<td>Telephone number</td>
<td>Fax number</td>
<td>E-mail</td>
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<td>Contact person sales</td>
<td>Telephone number</td>
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<tr>
<td>Contact person container management</td>
<td>Telephone number</td>
<td>Fax number</td>
<td>E-mail</td>
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<tr>
<td>Contact person quality</td>
<td>Telephone number</td>
<td>Fax number</td>
<td>E-mail</td>
</tr>
<tr>
<td>Supply chain management</td>
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<td>Management</td>
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<td>Emergency mobile phone number</td>
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Please return the filled in data sheet to the competent planning department.
Attachment 3: Example - CMR- Bill of lading for Hub Delivery

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<tr>
<th>consignor:</th>
<th>Pick up date</th>
<th>Pick up time</th>
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<tbody>
<tr>
<td>address and contact data</td>
<td>Shipping order</td>
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</table>

<table>
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<tr>
<th>consignee:</th>
<th>Zolldokumente an - genaue Anzahl -</th>
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<tbody>
<tr>
<td>Veritas Dunakiliti Kft.</td>
<td></td>
</tr>
<tr>
<td>Veritas utca 1</td>
<td></td>
</tr>
<tr>
<td>9225 Dunakiliti</td>
<td></td>
</tr>
<tr>
<td>Hungary</td>
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<table>
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<tbody>
<tr>
<td>DHL Freight GmbH Maintal</td>
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</tr>
<tr>
<td>Gutenbergstraße 15</td>
<td></td>
</tr>
<tr>
<td>63477 Maintal</td>
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<tr>
<td>Germany</td>
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<table>
<thead>
<tr>
<th>Zeichen und Nr.</th>
<th>Anzahl</th>
<th>Art der Verpackung</th>
<th>Packstücke</th>
<th>Inhalt</th>
<th>wirk. Bruttogew. in kg.</th>
<th>Abmessungen (Länge x Breite x Höhe)</th>
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<tr>
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</tbody>
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Attachment 4: Standard-KLT of PVG

<table>
<thead>
<tr>
<th>3215V/ Cover32V</th>
<th>4315V/ Cover43V</th>
<th>4329V/ Cover43V</th>
<th>6415V/ Cover64V</th>
<th>6429V/ Cover64V</th>
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<tbody>
<tr>
<td>Outside dimensions: 300 x 200 x 147.5 mm</td>
<td>Inside dimensions: 243 x 162 x 129.5 mm</td>
<td>Cover dimensions: 300 x 200 mm</td>
<td>Weight: 0.67 kg</td>
<td>Color code: Pantone 3185</td>
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<tr>
<td>Outside dimensions: 400 x 300 x 147.5 mm</td>
<td>Inside dimensions: 346 x 265 x 109.5 mm</td>
<td>Cover dimensions: 400 x 300 mm</td>
<td>Weight: 1.29 kg</td>
<td>Color code: Pantone 3185</td>
</tr>
<tr>
<td>Outside dimensions: 400 x 300 x 280 mm</td>
<td>Inside dimensions: 346 x 265 x 242 mm</td>
<td>Cover dimensions: 400 x 300 mm</td>
<td>Weight: 1.65 kg</td>
<td>Color code: Pantone 3185</td>
</tr>
<tr>
<td>Outside dimensions: 600 x 400 x 147.5 mm</td>
<td>Inside dimensions: 544 x 394 x 109.5 mm</td>
<td>Cover dimensions: 600 x 400 mm</td>
<td>Weight: 2.1 kg</td>
<td>Color code: Pantone 3185</td>
</tr>
<tr>
<td>Outside dimensions: 600 x 400 x 280 mm</td>
<td>Inside dimensions: 544 x 394 x 242 mm</td>
<td>Cover dimensions: 600 x 400 mm</td>
<td>Weight: 2.67 kg</td>
<td>Color code: Pantone 3185</td>
</tr>
</tbody>
</table>

Attachment 5: Standard-Pallets of PVG

PALV/ 1208V

Dimensions:
1200 x 800 x 160 mm
Cover dimensions:
1200 x 800 x 94 mm
Color code:
Pantone 3185
Attachment 6: Standard-GLT of PVG

<table>
<thead>
<tr>
<th>VRT777/VRT333</th>
<th>GiBO/ half GiBO</th>
</tr>
</thead>
<tbody>
<tr>
<td>dimensions:</td>
<td>dimensions:</td>
</tr>
<tr>
<td>1230 x 830 x 945 mm/ 1000 x 600 x 695 mm</td>
<td>1240 x 832 x 966 mm/ 1240 x 860 x 870 mm</td>
</tr>
<tr>
<td>weight: 37 kg</td>
<td>weight: 75 kg/54.2</td>
</tr>
<tr>
<td>max. payload: 250 kg</td>
<td>max. payload: 1000 kg</td>
</tr>
<tr>
<td>max. extra load: 1150 kg</td>
<td>max. extra load: 6000 kg</td>
</tr>
<tr>
<td>Max. stacking factor: 1-4</td>
<td>area of application:</td>
</tr>
<tr>
<td>transport and storage of goods which are too large for Veritas standard packaging units.</td>
<td>products which are too heavy for VRT777, such as metal pipes</td>
</tr>
</tbody>
</table>

Attachment 7: Standard-Cardboard Size for Shipment to PVG

<table>
<thead>
<tr>
<th>Length [mm]</th>
<th>Width [mm]</th>
<th>Height [mm]</th>
<th>FEFCO-Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAR2</td>
<td>300</td>
<td>200</td>
<td>210</td>
</tr>
<tr>
<td>KAR4</td>
<td>400</td>
<td>300</td>
<td>210</td>
</tr>
<tr>
<td>KAR6</td>
<td>600</td>
<td>400</td>
<td>210</td>
</tr>
<tr>
<td>KAR8</td>
<td>600</td>
<td>400</td>
<td>310</td>
</tr>
<tr>
<td>KAR10</td>
<td>800</td>
<td>400</td>
<td>210</td>
</tr>
<tr>
<td>CONT1</td>
<td>1200</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>CONT2</td>
<td>800</td>
<td>600</td>
<td>800</td>
</tr>
<tr>
<td>CONT3</td>
<td>800</td>
<td>600</td>
<td>500</td>
</tr>
<tr>
<td>CONT4</td>
<td>1200</td>
<td>1000</td>
<td>800</td>
</tr>
</tbody>
</table>
### Attachment 8: Example VDA-Label (VDA label 4902, version 4)

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recast of goods</td>
<td>DEBE1</td>
</tr>
<tr>
<td>Delivery slip No (N)</td>
<td>Lieferantenadresse</td>
</tr>
<tr>
<td>Net weight</td>
<td>18.24</td>
</tr>
<tr>
<td>Gross weight</td>
<td>53.24</td>
</tr>
<tr>
<td>No Parcels</td>
<td>1</td>
</tr>
<tr>
<td>Part-No. Client (P)</td>
<td>2009813C</td>
</tr>
<tr>
<td>Fill Quant (Q)</td>
<td>160</td>
</tr>
<tr>
<td>Vendor number (V)</td>
<td>25392/0</td>
</tr>
<tr>
<td>Package No. (S)</td>
<td>M963116001</td>
</tr>
<tr>
<td>Prod. Date</td>
<td>D091002</td>
</tr>
<tr>
<td>Lot No. (L)</td>
<td>3/40/09</td>
</tr>
</tbody>
</table>

Veritas Thüringen GmbH
98554 Benshausen

Testartikel
Points referred to in this leaflet shall be followed in case of an EDI-connection with PVG.

Content and structure of the ASN should, in principle, correspond to VDA 4913. Further information to the VDA format, compulsory fields, character assignment and sentence length can be found under [http://www.vda.de](http://www.vda.de).

Below, we like to point out some peculiarities of certain data elements which – in addition to the information of VDA 4913 – should be complied with so that the remote data transmission can be properly processed on the part of PVG. Data elements referred to below have to be filled in in any case.

Data elements set out below are outlined in an exemplary ASN below the table.

<table>
<thead>
<tr>
<th>Record type Position Nr.</th>
<th>Data element</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>711 - 03</td>
<td>Data recipient number</td>
<td><strong>Customer number</strong> given to PVG by Supplier. Should Supplier use different customer numbers for different Delivery Sites PVG needs to be informed, e.g. “987654321”</td>
</tr>
<tr>
<td>711 - 04</td>
<td>Data sender number</td>
<td><strong>Supplier number</strong> given to Supplier by PVG, e.g.: “123456”</td>
</tr>
<tr>
<td>712 - 03</td>
<td>Shipment charge reference number</td>
<td>This number must not be repeatedly used within 1 year, <strong>regardless of Delivery Site or unloading site</strong>, e.g. “00006565”</td>
</tr>
<tr>
<td>712 - 05</td>
<td>Carrier</td>
<td>Contracted carrier/ parcel service must be identifiable, e.g. „BSPSPED“</td>
</tr>
<tr>
<td>712 - 06</td>
<td>Carrier transfer date</td>
<td>Date of physical transfer of goods to carrier, e.g., “180514“</td>
</tr>
<tr>
<td>712 - 18</td>
<td>Target delivery date</td>
<td>Latest targeted delivery date to Delivery Site is to be entered here, e.g. “180517“</td>
</tr>
<tr>
<td>713 - 03</td>
<td>Delivery note number</td>
<td>This number must not be repeatedly used within 1 year, <strong>regardless of Delivery Site or unloading site</strong>, e.g. “00121212“</td>
</tr>
<tr>
<td>Record type Position Nr.</td>
<td>Data element</td>
<td>Comment</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>713 - 05</td>
<td>Delivery site</td>
<td>abbreviation of the Delivery Site which is notified in the latest call-off, e.g. “DEBE1“</td>
</tr>
<tr>
<td>713 - 08</td>
<td>Closing/order number</td>
<td>alphanumeric <strong>Delivery Schedule number</strong>, referred to in the respective call-off, e.g. “4XB10001234“</td>
</tr>
<tr>
<td>713 - 11</td>
<td>Plant customer</td>
<td>number of the Delivery Site; referred to in the latest call-off, e.g. “04“</td>
</tr>
<tr>
<td>714 - 03</td>
<td>Part number customers</td>
<td>**PVG part number; referred to in the latest call-off, e.g. “2001234A-B“</td>
</tr>
<tr>
<td>715 - 03</td>
<td>Packaging number customer</td>
<td>Disposable packaging is to be marked with “E”. Re-usable packaging must be marked in accordance with the PVG-EDI item. Packaging includes pallets, inlays und similar packaging material, e.g. “GIBO“.</td>
</tr>
</tbody>
</table>

**Exemplary ASN to PVG:**

```
711098765432123456 0000000000000000
712000006565BSPSPEDE 1805140000000998000083101000 01 18051700000000
7130001212180541DEBE103 4XB10001234 04 0000000000
71402001234A-B 1 0040000015000000ST000000000000000 000001 179696,179650,5G
7150GIBO GIBO 00000000000000100100000150000002214 2214 00000000000349 S
719030000001000000100000200000020000002000000000000000000000000000000000
```

Sending of a test-EDI is generally possible after consultation with PVG.