

OTTO FUCHS KG Supplier Logistics Guidelines

- hereinafter referred to as “OTTO FUCHS” -

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1. Purpose and scope of application

The purpose of these logistics guidelines is to prescribe regulations to enable logistics processes to be streamlined from the supplier through to production, taking into account the standard requirements of OTTO FUCHS processes.

The following requirements for our suppliers are basic prerequisites for a long-term cooperative partnership and form a supplementary contractual agreement to the General Conditions of Sale and Quality Guidelines for suppliers.

These Supplier Logistics Guidelines are therefore to be regarded as a component of the respective contracts, the full scope of which constitutes a subject of the contractual relations between OTTO FUCHS and its suppliers. In this instance, suppliers are to be understood as all contractual partners who supply materials or services to OTTO FUCHS.

The Supplier Logistics Guidelines describe the generally applicable requirements and parameters for logistics which OTTO FUCHS specifies for its suppliers. Our aim is to continually improve cooperation with our suppliers.

2. General information

2.1. Access to the Meinerzhagen plant

2.1.1. Visitors by car (without goods)

All visitors to the plant must contact the OTTO FUCHS employee they are visiting before they arrive. Access for visitors not delivering goods can only be obtained via:

Derschlager Straße 26 in 58540 Meinerzhagen, Germany

After reporting to Plant Security, please park your car in one of the designated visitor bays and then make your way to the reception in the main administration building. Sign in here and you will receive a visitor pass, which must be attached to your clothing in a visible position and returned when you leave the plant. Your contact person at OTTO FUCHS will be informed of your arrival and will come to collect you from reception.

If your visit includes a production or warehouse area, you must wear sturdy shoes, or at least closed-toe shoes with no high heels – protective footwear is preferred. We will provide you with high-visibility vests, helmets and ear protection for these tours of the plant.

Visitors are only permitted to enter and exit the plant premises via the official main entrance on Derschlager Straße.

2.1.2. Installers with small lorries, visitors with long-term permits (not making deliveries)

All installers use the gate on “Im Tempel”. Please report to the gate and always wear your installer pass in a visible position on your clothing. Only park your vehicle in the bay allocated to you by Plant Security.

Please note that it is compulsory for you to wear protective footwear and a high-visibility vest in the production and warehouse areas (excluding the office areas only). You must bring these with you and wear them in the plant without being asked to do so.



2.1.3. Deliveries and collections, access for HGVs and opening times

All collections and deliveries to or from the Meinerzhagen plant must be made exclusively via the gate on Kapellenweg (main gate) or „Im Tempel“ (secondary gate). Here you will also find the vehicle weighing scales which must be used for each delivery or collection. The relevant gate for your delivery or collection is noted on our order or the delivery note; please only drive to the relevant factory gate listed on your papers. There is a limited number of parking spaces available for HGVs, however, these are to be used exclusively by vehicles waiting for clearance (it is not permitted for rest periods (in accordance with the EC Regulation) to be carried out on our plant premises, including in the designated HGV parking bays).

Metal deliveries can only be made in pre-booked time slots via the Transporeon online platform. The following details are compulsory for this:

supplier name, vehicle registration number, details of the material.

The booked Transporeon registration number must be presented to the OTTO FUCHS employee responsible upon delivery of the goods.

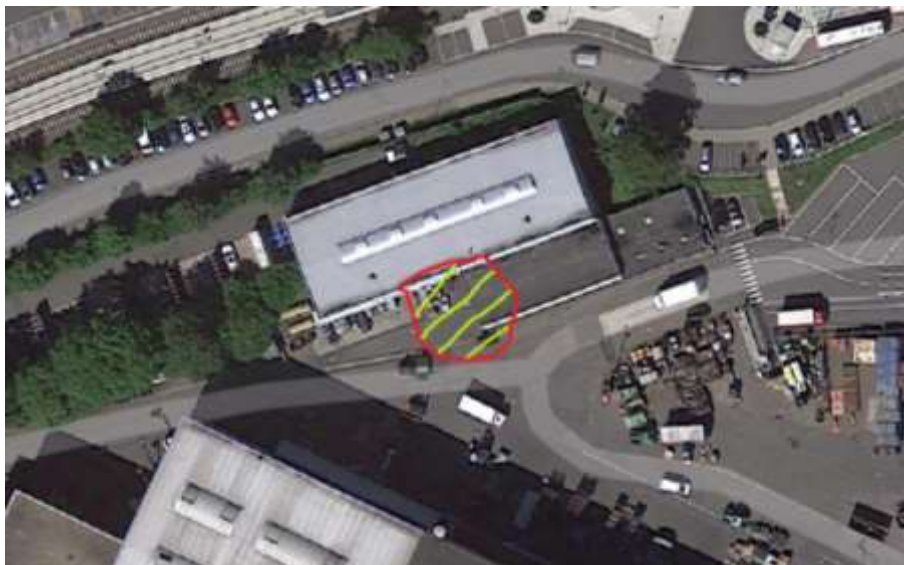
All HGV drivers must report to Plant Security and will then receive an entry permit. For collections, please quote our bill of lading or shipping certificate number as the reference which will be used for the shipment. For deliveries, you will need our SAP order number so that our employees can allocate the unloading point in the plant.

Our employees will then determine when you can proceed with your HGV to the vehicle weighing scales. All HGV drivers must wait for this allocation to be made – please do not drive to the vehicle weighing scales without being asked to do so.

Please note that it is compulsory for you to wear protective footwear and a high-visibility vest in the production and warehouse areas (excluding the office areas only). You must bring these with you and wear them in the plant without being asked to do so.

Drivers of parcel services, who are loaded and unloaded in the immediate area of the goods receipt at the "Kapellenweg" gate, are exempt from the obligation to wear safety shoes with immediate effect. (see photo below in the green hatched area)

For all other loading/collection points in the factory, the PPE obligation applies without restriction.



Deliveries and collections must take place from Monday to Friday, between the hours of 7 a.m. and 3 p.m., and only outside of these hours with prior agreement.



2.1.4. Deliveries and collections at Central Dispatch in Meinerzhagen

OTTO FUCHS Central Dispatch is not found directly at the Meinerzhagen plant, but at the following address:

Willertshagener Straße 3, 58540 Meinerzhagen, Germany

Deliveries or collections must take place from Monday to Friday, between the hours of 7 a.m. and 3 p.m., and only outside of these hours with prior agreement.

It is compulsory for all deliveries and collections to be weighed on the scales. The driver must drive his vehicle onto the scales himself, switch off the vehicle and report to the Central Dispatch office.

For each collection, the bill of lading number assigned by OTTO FUCHS is required by the collecting agent as a reference number. This is a six-digit number and ends with the year of collection (e.g. 371065/2015)

It is also compulsory for protective footwear and a high-visibility vest to be worn at OTTO FUCHS Central Dispatch. You must bring these with you and wear them in all areas of Central Dispatch without being asked to do so.

The vehicles making the deliveries or collections will be processed in the order in which they arrive, unless a time slot has been booked via the TRANSPOREON online platform. When using TRANSPOREON, please always give the bill of lading number, otherwise the vehicle making the collection cannot be allocated.



2.1.5. Contacts / contact persons at the Meinerzhagen plant

Switchboard

Tel.: +49 2354 73-200

E-mail: zentrale[at]otto-fuchs.com

General Purchasing

Tel.: +49 2354 73- 689 (Mr Loschelder)

E-mail: jonas.loschelder[at]otto-fuchs.com

Tel.: +49 2354 73- 560 (Ms Gieme)

E-mail: yvonne.gieme[at]otto-fuchs.com

Metal Purchasing - Aluminium & Magnesium, Master Alloys (Mr Richter)

Tel.: +49 2354 73-248

E-mail: dominik.richter[at]otto-fuchs.com

Metal Purchasing - Titanium & Nickel (Mr Demsky)

Tel.: +49 2354 73-432

E-mail: sven.demsky[at]otto-fuchs.com

Metal - Deliveries (Mr Aschenbrenner)

Tel.: +49 2354 73-235

E-mail: herbert.aschenbrenner [at]otto-fuchs.com

Derschlager Straße gate (visitor entrance)

Tel.: +49 2354 73-206

E-mail: derschlager.strasse[at]ottofuchs.com

Kapellenweg gate (main office, HGV entrance)

Tel.: +49 2354 73-221

E-mail: werkschutz[at]otto-fuchs.com

Schwarzenberg gate (installers with small lorries, visitors with long-term permits)

Tel.: +49 2354 73-223

E-mail: schwarzenberg[at]ottofuchs.com

Transport planning for collections (for purchases made carriage forward)

Tel.: +49 2354 73-350

E-mail: pickup[at]otto-fuchs.com

Goods Inwards / Weighing Scales

Tel.: +49 2354 73-380 (Ms Spey)

E-mail: anja.spey[at]otto-fuchs.com

NB: To send an e-mail to your contact at our company, please replace the “[at]” with the “@” symbol.



2.2. Important rules and documents for working with OTTO FUCHS

The following rules and documents are legally binding for all employees of our service providers, installers and suppliers. In case of infringements, we reserve the right to restrict access to the premises and to take further recourse:

- German road traffic regulations (StVO) apply in our plant: industrial vehicles have priority. Please always follow the designated footpaths in our plants and warehouses.
- The speed limit is 15 km/h for all vehicles in all areas of the plant.
- Please only use the parking space allocated to you by Plant Security.
- HGV drivers must remain with their vehicles; it is compulsory for security vests and protective footwear to be worn in our plants and warehouses.
- Only enter areas or parts of the company which are specified by the person you are visiting.
- The use of all recording devices (e.g. cameras, video cameras, camera phones, smartphones, drones etc.) or the direct transfer of images and data to the Internet is strictly prohibited.
- We draw your attention in particular to the strict observance of the smoking ban.
- No liability is accepted for equipment brought into the plant by you.
- We only accept liability for damages incurred by you if these are covered by our company liability insurance.
- Instructions given by Plant Security must always be followed. Furthermore, Plant Security is authorised to carry out checks of your bags and vehicle at any time and without notice.
- Infringements of the company regulations, the accident prevention regulations / safety rules listed or the undertaking may result in denial of entry to the plant (these regulations, rules and obligations are available in the supplier portal at www.otto-fuchs.com).

Our **general guidelines** provide more detailed information in this regard and are compulsory for all suppliers. We have made the following documents available for you in PDF format on our website www.otto-fuchs.com in the “supplier portal” area:

- OTTO FUCHS KG General Conditions of Purchase
- Health & Safety and Environmental Protection Guidelines
- OTTO FUCHS KG Quality Assurance Regulations
- Supplier Code of Conduct
- Letters accompanying inspection certificates in accordance with DIN EN 10204-3.1
- OTTO FUCHS KG Undertaking

Please ensure that all your employees who will spend time at OTTO FUCHS are aware of these rules and documents and have signed accordingly to confirm they will follow the rules and regulations.



2.2.1. Communication between suppliers and OTTO FUCHS

We expect all written and spoken communication from our suppliers to be in German. Alternatively, communication can take place in English.

The contact persons you have stated (or their representatives) must be available on working days at least between the hours of 8 a.m. and 5 p.m. (of the respective local time for the supplier).

Outside of the times stated above (e.g. for annual shutdowns or plant closures), an “emergency contact number” staffed by qualified personnel must be available to us. The supplier must give us sufficient notice of annual shutdowns or other plant closures.

Exceptions to these regulations will be explicitly agreed with you.

By concluding a contract with OTTO FUCHS, our contractors, their sub-contractors and all service providers are obliged to uphold the relevant provisions, standards and recognised technical regulations, e.g. the provisions of the German Association for Electrical, Electronic & Information Technologies (VDE) and the regulations issued by the German institutions for statutory accident insurance and prevention. The safety equipment required in accordance with the accident prevention regulations must be supplied by our contractual partners and must be included in the contractual or service price. In addition, the contractor shall ensure that the relevant laws, regulations and other provisions for Health & Safety, as well as the generally recognised occupational health and safety rules, the general duty to safeguard traffic, any other regulations pertaining to construction, trade and traffic, and all ethical principles are upheld when the deliveries and services are being carried out.

All suppliers shall ensure they adhere to the working hours in accordance with all applicable laws pertaining to wages and working hours. No employees of the supplier shall ever be required to work longer than is permitted by the limits placed on normal working hours and overtime in accordance with the applicable law.

This also applies to all individuals or companies who do not have a direct contractual relationship with OTTO FUCHS, but who make deliveries or collections at our plant or central warehouse on behalf of OTTO FUCHS customers.

More information can be found in the OTTO FUCHS Supplier Code of Conduct (available in the supplier portal at www.otto-fuchs.com).

3.1. Securing the load

Our contractors and service providers shall observe the relevant legal obligations to comply with load-securing measures (e.g. section 21, paragraph 1, section 23, paragraph 1 of the German road traffic regulations (StVO), section 412 of the German commercial code (HGB), section 22, D 29 of the regulations issued by the German institutions for statutory accident insurance and



prevention (BGV) etc.) and VDI Guideline 2700 ff (“Securing cargo on road vehicles”) of the German Association of Engineers (VDI) and, when awarding contracts to third party companies (sub-contractors), shall alert them in writing to their legal obligation to comply with the load-securing measures and VDI Guideline 2700 ff. We reserve the right to reject vehicles which do not possess suitable means for securing loads or to prevent them from leaving the OTTO FUCHS plant premises.

Our expectation of all transport companies, hauliers and suppliers who deliver or collect goods to or from our plant or Central Dispatch is that the drivers who arrive at OTTO FUCHS for loading or unloading regularly take part in recognised training courses relating to the securing of loads. Should our employees ascertain that the drivers of the vehicles making the deliveries or collections are not trained in the load-securing methods as per VDI Guideline 2700 ff, we reserve the right to stop loading or unloading and reject the vehicle.

We shall invoice our contractors and service providers for all costs incurred due to a rejection made by us, including for any potential delivery delays for us and our customers. Similarly, this also applies to collections made by our customers or clients.

3.2. Loading roll-off / skip-type containers

At the OTTO FUCHS Meinerzhagen site and at the central warehouse, we strictly adhere to the guidelines of BGR 186 (German professional trade association regulations). This means that, before loading, we subject each roll-off / skip-type container to a visual inspection for defects and to check that a valid test badge is present.

If defects are detected, we shall refuse to load the container(s) in question. Should this result in dispatch delays for which we are not responsible and which cause production losses, we reserve the right to charge for these downtimes.

If the supplier deviates from the agreed standard of delivery, we reserve the right to charge the supplier for the additional resources required and costs incurred from this (transport costs, repackaging, additional handling, disposal, etc.), insofar as he is responsible for these. This also applies to deliveries in unauthorised packaging, with insufficient labelling, absent or incomplete delivery or customs documents or incorrect quantity or weight information.



4.1. Special requirements for packing materials made from wood in international trade

If explicitly agreed by us in a contract with the supplier, packing materials made from wood must comply with the applicable version of IPPC standard ISPM No. 15. This wood must be free from live pests and burrow holes. If contractually agreed, the supplier shall ensure they only use timber which fulfils the relevant IPPC standard. It is their responsibility to ensure they have the up-to-date information in this regard.

Information about the IPPC provisions and country-specific regulations can be found under the following link: <http://www.ippc.int>.

A packaging declaration must then be sent in accordance with German import regulations. (Details can be found at: www.jki.bund.de).

In these cases, all wooden materials used must comply with ISPM guideline No. 15 (ISPM No. 15 Regulation of wood packaging material). The packaging declaration must specify whether the material complies with ISPM No. 15. Failing this, a fumigation certificate must be available at the time of delivery.

Rough or brittle wood is not permitted for use as packaging. The use of straw, bark or similar materials is prohibited.

4.2. Exchangeable standard load carriers

Together with our suppliers, we use EPAL euro pallets fabricated in accordance with UIC standard 435-2 (integrated into DIN 13698-1), as well as EPAL box pallets fabricated in accordance with UIC information sheet 435-3 for the European Pallet Pool (UIC pallets) equivalent to DIN 15155/8. More details can be found here: www.epal-pallets.org

Unless otherwise agreed with you, we will gradually make the switch to EPAL euro pallets when you make a delivery. When you deliver goods in EPAL box pallets which can be exchanged, we will return the EPAL box pallets to you like-for-like.

If it has been explicitly agreed with you in writing, we will maintain corresponding accounts for you or your logistics service providers for the standard load carriers.



4.3. Metal deliveries for the Meinerzhagen plant

Metal is purchased exclusively in accordance with the International Commercial Terms (Incoterms) “Delivered Duty Paid” (DDP) or “Delivered At Place” (DAP) in accordance with Incoterms 2010. All delivery conditions are part of our contractual agreements with our suppliers.

More information about Incoterms can be found here: www.tis-gdv.de

4.3.1. Request for metal delivery to the Meinerzhagen plant

All metal can only be delivered to OTTO FUCHS after an unloading time slot has been booked via the “Transporeon time slot management” platform. It is essential that you provide the following information when you book a time slot:

- Name of supplier
- Vehicle registration number of the HGV making the delivery
- Information about the material to be delivered

If the HGV drivers (who our suppliers want to use to deliver to our plant) cannot produce Transporeon registration numbers, the material cannot be unloaded.

If we incur any costs due to a Transporeon time slot not being booked, these costs shall be borne exclusively by the supplier making the delivery. In these cases, we explicitly reserve the right to take recourse against the suppliers responsible for all direct and indirect consequences of this absent Transporeon registration number.

If you or your hauliers still have not registered with Transporeon GmbH, please contact our service provider:

Customer Care
TRANSPOREON GmbH
Stadtregal | Magirus-Deutz-Str. 16
89077 Ulm, Germany
Tel.: +49 (0) 731 16906 100
Fax: +49 (0) 731 16906 191
[support.west\[at\]transporeon.com](mailto:support.west[at]transporeon.com)
www.transporeon.com



4.4. General purchasing, “carriage forward”

When OTTO FUCHS makes national purchases “carriage forward”, we bear the costs for the transportation of your goods to our plants or warehouses. This applies to all our orders which we have contractually agreed with the suppliers in accordance with the International Commercial Terms (Incoterms) “Free Carrier” (FCA) in accordance with Incoterms 2010. More information about Incoterms can be found here: www.tis-gdv.de

4.4.1. Shipments / deliveries with a weight of less than 30 kg

Whether national or international, please send all deliveries of less than 30 kg via your respective parcel service to OTTO FUCHS. Please enter the costs for this as a separate item on the respective invoice; we will pay these as agreed – we do not require you to notify us separately of shipments under 30 kg.

4.4.2. Retrieving collections from suppliers in Germany

As soon as the agreed delivery date has been reached, notify us or our logistics service providers directly in good time of the packages which can now be collected.

As long as the total weight of the shipment does not exceed 2000 kg or the length of one of the sides (length, width or height of the package) does not exceed 240 cm, the collection will be carried out by our logistics service provider:

Schenker Deutschland AG - Lüdenscheid
Elbinger Straße 16
58511 Lüdenscheid, Germany
E-mail: [luedenscheid.kundenservice\[at\]dbschenker.com](mailto:luedenscheid.kundenservice[at]dbschenker.com)
Tel.: +49 2351 878-444
Fax: +49 2351 878-279

If the shipment exceeds the weight restriction or one of the packages exceeds the size restriction, and for all collections which you would like to have arranged from overseas to one of our plants and which are heavier than 30 kg, please contact our internal dispatch department:

E-mail: [pickup\[at\]otto-fuchs.com](mailto:pickup[at]otto-fuchs.com)
Tel.: +49 2354 73-350

If you can generate a detailed bill of lading containing the following information from your ERP or transport planning system, please send this document directly to our logistics service provider.

- The exact OTTO FUCHS recipient address
- The delivery date
- The delivery time (between 07:30 and 14:45)
- The freight payer is OTTO FUCHS
- Our SAP order number (SAP reference number)
- The full collection address (company, street, town/city, postcode)
- The contact person at the supplier (name and telephone number)
- The type of collection date (fixed date, from date, to date)
- The collection date
- The times at which collections can be made from you (from / to time)
- The number of packages with their dimensions in centimetres and the weight
- Any special notes (optional)

If you are unable to generate a bill of lading containing the above details, please use our Microsoft Excel® forms.



4.4.3. Forms for booking collections

These forms for booking collections are automated and allow for quick, easy and structured communication with OTTO FUCHS and our logistics service provider. The forms are fully compatible as of Microsoft Office® version 2010 and require you to use the Microsoft Outlook e-mail program. If you use other office or e-mail software, you can save the completed forms as a file and send them as an attachment to us or our logistics service provider at the above e-mail address.

These forms are available in German („PU_Order_OF(DE)v3“) or English („PU_Order_OF(Engl)v3“). If you cannot create a bill of lading in the detail described above, we can provide you with our forms created in Microsoft Excel® on request. If you have any questions about the forms, please contact our staff.

E-mail: pickup[at]otto-fuchs.com
Tel.: +49 2354 73-345

4.4.4. Collections made by Schenker Deutschland AG

As long as the total weight of the shipment does not exceed 2000 kg or the length of one of the sides (length, width or height of the package) does not exceed 240 cm, the collection will be carried out by our logistics service provider Schenker Deutschland AG. To inform our logistics service provider of the upcoming collection, please send them either your detailed bill of lading (see above) or use the Excel sheet entitled “TransportauftragAnSchenker” in our form “PU_Order_OF(DE)v3”.

4.4.5. Collections organised by OTTO FUCHS

If the total weight of the shipment exceeds 2000 kg or one of the sides is longer than 240 cm, please use the “Transportauftrag” Excel sheet of the “PU_Order_OF(DE)v3” form to inform OTTO FUCHS about the upcoming collection. Please send the completed form by e-mail to “pickup[at]otto-fuchs.com”.

4.4.6. Collections from abroad

All pick-ups from abroad are organized by OF itself (Schenker may NOT be used in these cases!!). A further exception are parcels according to point 4.4.1.
The notification procedure corresponds to the above points.

4.5. Documents & delivery papers

All the delivery papers must be presented to Goods Inwards upon delivery. The supplier must ensure that the delivery papers are filled out properly. Deliveries without the information listed below will not be received and you will be charged for the return delivery. If you, as a supplier, deliver parts which have been contractually agreed with us in accordance with volumes 1 to 7 of the publications by the German Association of the Automotive Industry (VDA), special, extended delivery conditions may apply.



4.5.1. Delivery note

The following information must be stated on the delivery note (as long as this document does not contain other, more specific information):

- Delivery address
- Delivery note number
- Delivery note date
- Reference to our SAP order number and the item for the SAP order number, or reference to our SAP quantity contract
- Weight in kilograms
- Quantity
- Delivery unit of quantity
- Material number
- Material description
- Delivery date
- Sender
- Recipient

The delivery notes must not be changed by hand. The delivery address on the accompanying shipping documents must match the address on the delivery note. For mixed pallets, one delivery note per pallet is sufficient. If you do not adhere to the above specifications, we reserve the right to lodge a complaint in respect of a defect of goods in accordance with the agreements in the respective framework supply contracts.

4.5.2. Quantity of delivery and transport papers required

The delivery documents to be used for the delivery and transport must correspond exclusively to the prescribed VDA standard and DIN regulations and the required quantity as per the table below. If necessary, these must be supplemented by hazardous material documents or documents issued by the German Federal Office for Economic Affairs and Export Control (BAFA).

Required transport documents and number of copies	Domestic transport	International transport	
		EU	Non-EU
International CMR note (set of 5 pages)	-	1	1
Shipping order / bill of lading (in accordance with VDA 4922)	3	-	-
DIN 4994 delivery note or EDI delivery note in accordance with VDA 4912	2	2	2
Customs documents (T1 / T2)*	1	1	1

* Document “T1” for goods which are moved under the so-called *External Community Transit Procedure* and document “T2” for goods which are moved under the so-called *Internal Community Transit Procedure*. More information can be found at www.zoll.de.