

# Suppliers- Manual

Recommendations for  
purchasing standards between  
Possehl Electronics Deutschland  
GmbH and its suppliers

(Version 3)

Possehl Electronics Deutschland

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## Content

1	Target definition.....	5
2	Preamble.....	6
3	Code of Conduct .....	7
4	What do we buy.....	8
	4.1 Raw material.....	8
	4.2 Capital goods.....	9
	4.3 Auxiliary and operating materials .....	9
5	Entry requirements .....	10
	5.1 Non-disclosure agreement .....	10
	5.2 Supplier self-disclosure .....	10
	5.3 Qualification/Audit/Certification.....	10
	5.4 Reach/ROHS/Conflict Materials/Chemicals Ban Regulation.....	10
	5.5 Credit rating.....	10
	5.6 Quality assurance agreement.....	11
	5.7 Logistic agreement.....	11
	5.8 Checking the supplier for embargo lists (national, international) .....	11
6	Framework supply agreement .....	12
	6.1 Payment targets .....	12
	6.2 Incoterms .....	12
	6.3 Place of jurisdiction .....	12
7	AEB's → General Terms and Conditions of Purchase of Possehl Electronics GmbH....	13
8	Supplier Management .....	14
	8.1 Supplier evaluation.....	14
	8.1.1 Initial .....	14
	8.1.2 Annual.....	14
	8.2 Tenders.....	14
	8.2.1 <b>RFI</b> (Request for Information).....	14
	8.2.2 <b>RFP</b> (Request for Proposa) .....	15
	8.2.3 <b>RFQ</b> (Request for Quotation) .....	15
	8.2.4 Auctions/Simultaneous Negotiations .....	15
	8.3 Capital goods .....	15
	8.4 Indirect materials or auxiliary & operating materials.....	15

9	Logistics & Supply Chain Management Guidelines.....	16
9.1	Collaboration and communication .....	16
9.1.1	Duty to provide information.....	16
9.1.2	Accessibility of contact persons .....	16
9.1.3	Duty of disclosure.....	16
9.1.4	Factory calendar .....	16
9.2	Information and Elektronik Data Interchange.....	16
9.2.1	EDI.....	16
9.2.2	Documents / receipts.....	17
9.2.3	Point-to-point connection.....	17
9.2.4	Email.....	17
9.2.5	Web EDI.....	17
9.2.6	Notification .....	17
9.2.7	Hardware and software equipment.....	18
9.3	Planning, control and order processing .....	18
9.3.1	Messages to the supplier .....	18
9.3.2	Delivery schedule call-off .....	18
9.3.3	Effectiveness scheduling agreement release .....	18
9.3.4	Individual orders.....	18
9.3.5	Condition Delivery dates .....	19
9.4	Flexibility and release periods .....	19
9.4.1	Flexibility .....	19
9.4.2	Safety stocks.....	19
9.4.3	Material and production release .....	19
9.4.4	Minimum order quantities .....	20
9.4.5	Phase-in and phase-out management.....	20
9.5	Series deliveries, delivery deviations an special transports .....	20
9.5.1	Supply models/supply concepts .....	20
9.5.2	Deliveries .....	21
9.5.3	Incoterms .....	21
9.5.4	Ability to supply information.....	21
9.5.5	Early-/late delivery.....	21
9.5.6	Premium freights/Special transports.....	21
9.5.7	Delivery disruption, risk and crisis management.....	22

9.5.8	Emergency concept/early warning and escalation management .....	22
9.5.9	Assertion of claims .....	22
9.6	Packaging and transportation safety .....	23
9.6.1	Packaging concept.....	23
9.6.2	General requirements for packaging .....	23
9.6.3	Reusable packaging.....	24
9.6.4	Transport of dangerous goods .....	24
9.6.5	Transport damage.....	24
9.7	Prerequisite for the start of delivery .....	25
9.8	Labelling & accompanying documents for delifery to the PE plants .....	25
9.8.1	Labels .....	25
9.8.2	Limited shelf life goods.....	25
9.8.3	Dangerous goods.....	25
9.8.4	Mixed loading units .....	26
9.8.5	Handling instructions.....	26
9.8.6	Accompanying documents .....	26
9.9	Import customs clearance .....	26
10	Quality assurance .....	27

## 1 Target definition

Dear Business Partner,

with this information we would like to explain to you how we envisage the business relationship between you and Possehl Electronics GmbH.

In this context, we describe, from our point of view, essential elements of the business relationship that have an overarching character and also address some specific elements.

This should give you the opportunity to understand as early as possible and as far as possible our expectations and to be prepared to fulfil them.

Please take the time to read this information in detail and do not hesitate to contact us if you require further information or if you have any questions about the contents and expectations described.

Many thanks

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Niefern, July 2021

## 2 Preamble

As a building block in the global supply chain of the automotive industry, it is our goal to anchor the high standards by which our customers measure us on the side of our suppliers as well. Therefore, we have summarised these standards and requirements for you as follows.

- Global delivery capability at all international Possehl Electronics locations
- High competitiveness with regard to quality, price, adherence to delivery dates and flexibility
- Constant willingness to cooperate with the aim of reducing costs and increasing productivity as well as the willingness to provide the necessary transparency for this purpose
- Innovative strength, continuous product and process improvements
- Acceptance of the Possehl Electronics purchasing conditions
- Zero-defect principle for all deliveries of tangible or intangible goods or services
- Fulfilment of all current quality requirements as well as the further development thereof
- Use of IMDS (International Material Data System) where required
- IT-supported information exchange adapted to the Possehl Electronics organisation (e.g. EDI, Possehl Electronics Extranet, Supplier Portal ***IntegrityNext***)
- Willingness to settle deliveries/services by credit note procedure
- Consideration of social responsibility as well as economic and ecological action in terms of sustainability, especially with regard to air quality, energy consumption, greenhouse gas emissions, management of natural resources, waste reduction, water quality and water consumption
- Compliance with all applicable laws and regulations to be observed in the performance of the supply contract, in particular anti-corruption and anti-money laundering laws, competition and antitrust law, export control as well as tax legislation
- Not knowingly offering products containing raw materials whose production may be associated with human rights violations, bribery or ethnic violations, or negative impacts on the environment.
- Using verified and conflict-free raw material producers and refiners to source raw materials such as tin, tungsten, tantalum or gold

Possehl Electronics expects full compliance with the above requirements from its suppliers in the area of raw material supply, the purchase of products as well as capital goods and services.

### 3 Code of Conduct

Please find the “Code of Conduct” of the Possehl Electronics Germany GmbH and the “Code of Conduct for Suppliers” and further information on this topic on the company website of Possehl Electronics Deutschland GmbH under the following link.

<https://www.possehlelectronics.de/de/service/download.html>

## 4 What do we buy

Here you will find an overview of the most common product groups and articles that we demand and for which we have regular requirements.

### 4.1 Raw material

#### **Band materials**

Various alloys (bronze, brass, CuFe, etc.)

Aluminium and aluminium alloys

#### **Plastic granules**

- PA
- PBT
- PC
- POM
- PEEK
- LSR

#### **Metallic components**

- Sockets
- Threaded bushes
- Shunts
- Pins
- Contacts
- Screws

#### **Chemicals and precious metals for electroplating plants**

#### **Electronics components**

- Capacitors
- Chokes
- Resistors
- Sensors

#### **Production needsf**

- Packaging of any kind
- Cardboard boxes
- Coils
- Interleaving paper

## 4.2 Capital goods

### **Machinery and equipment**

- Semi- and fully automatic production lines
- Robotics
- Plastic injection moulding machines
- Automatic punch presses and presses
- Lines for electroplating processes
- Eroding and milling machines
- Dryer, silo and piping systems
- Multiple winders and unwinders
- Electric forklift
- Crane systems and lifting gear

### **Tools**

- Punching, bending and cutting tools
- Injection moulding multi-cavity moulds with hot runner technology

## 4.3 Auxiliary and operating materials

- Fat
- Oils
- Eroding wire
- Other consumables

## 5 Entry requirements

Entry requirements that must be fulfilled in order to include suppliers in the circle of potential business partners are explained in more detail in the following sub-chapters.

Within the framework of establishing a business relationship, information must be exchanged where necessary, which in our view is worth protecting. Basic information on the desired transaction must be defined and a minimum amount of information mutually exchanged.

### 5.1 Non-disclosure agreement

A mutual confidentiality agreement must always be agreed upon before exchanging information worthy of protection. We will send you our proposal for the wording if necessary.

### 5.2 Supplier self-disclosure

In the case of a supplier relationship, the supplier self-disclosure must be used as a cornerstone for clear identification and for documenting the specific information of a supplier. We use this information to fill our ordering systems and initiate further steps in the supplier process.

### 5.3 Qualification/Audit/Certification

Depending on the product group, a further qualification, an audit or certification is necessary as a prerequisite for inclusion in the supplier base. For raw materials, for example, this can be a minimum certification according to the required standard or an environmental certification. A potential audit with an on-site visit is another option.

### 5.4 Reach/ROHS/Conflict Materials/Chemicals Ban Regulation

These are examples of legal framework conditions in connection with the production, distribution and marketing of goods such as raw materials or materials and components. The application and observance of legal requirements and regulations and their verification is also a basic requirement for our suppliers, depending on the product group.

### 5.5 Credit rating

We use recognised credit information agencies to check the creditworthiness of our suppliers.

## 5.6 Quality assurance agreement

For direct materials (see also commodity groups under "What we buy"), we conclude a quality assurance agreement (QAA) with our suppliers in addition to the supply contracts. This regulates all quality-relevant aspects of the goods, raw materials or components to be procured.

## 5.7 Logistic agreement

Depending on the necessity, which can result from the delivery frequency and volume, we conclude a logistics agreement. This can vary depending on which logistics model and control concept is used. These can be, among others:

### **Delivery concept:**

1. CMI/VMI incl. consignment (Customer or Vendor Managed Inventory)
2. JIT/STL (Just in Time / Ship to Line)
3. Milk Run/Ship to Stock (in exceptional cases)

### **Information exchange and data integration:**

4. EDI (Electronic Data Interchange)
5. Web EDI (in exceptional cases)
6. Email (in exceptional cases)

### **Order processing:**

- Scheduling agreement releases incl. shipping notification
- Individual order incl. shipping notification (in exceptional cases)

For further logistics requirements, please refer to chapter 9.0 Logistics and the SCM Guidelines.

## 5.8 Checking the supplier for embargo lists (national, international)

Before entering into a business relationship, we are also obliged to check whether the future business partner/contractor is subject to an embargo regulation..

## 6 Framework supply agreement

The framework supply agreement serves to document all important information describing the supply relationship from a commercial point of view. It is always required if there are supply agreements that deviate from the described standards or if the supply relationship requires further descriptions that are not documented in the General Requirements (see also General Terms and Conditions of Purchase item 7).

### 6.1 Payment targets

The payment terms are as follows:

Direct and indirect deliveries of goods	→	60 days net alternatively 30 days 3 % discount
Services	→	30 days net
Capital goods, machinery, equipment	→	100% after delivery 14 days net
Tools	→	100% after delivery 14 days net

Deviating payment terms must be agreed individually and require the approval of the purchasing and company management.

### 6.2 Incoterms

The terms of delivery for all deliveries of goods, raw materials, machinery, equipment or components are as follows:

**→ DDP or DAP Incoterms ICC 2020**

In individual cases, this may be deviated from by agreement.

### 6.3 Place of jurisdiction

The place of jurisdiction is always the registered office of the commissioning company of Possehl Electronics GmbH. The place of jurisdiction shall also determine the law on which the contracts are based.

## 7 AEB's → General Terms and Conditions of Purchase of Possehl Electronics GmbH

The Geral Terms and Conditoins of Purchase can be found on our homepage at (<https://www.possehlelectronics.de/de/service/download.html>).

## 8 Supplier Management

### 8.1 Supplier evaluation

For all suppliers who provide us with materials that are used directly (direct material) in our customers' products, we prepare a supplier evaluation once for qualification and then on an annual basis. The aim of the evaluation is to continuously improve the service level of our suppliers.

#### 8.1.1 Initial

The initial assessment contains the individual elements that correspond to the qualification and are described under point 5.

#### 8.1.2 Annual

During the annual supplier evaluation, a rating made up of two essential elements is developed.

- Quality index from our CAQ system (VDA 1, QKZ System A)
- Service assessment of the interface partners in purchasing, logistics and quality with questionnaires adapted to each specialist area

The result of the assessment is communicated to the suppliers in written form and, where necessary, a statement or the initiation of measures is requested.

## 8.2 Tenders

We place tenders on the market in a variety of ways and use them both for orientation in the market and to initiate business. Since this area is subject to great dynamics, we will only discuss the most important procedures here.

### 8.2.1 RFI (Request for Information)

Enquiry to potential suppliers as to whether they could in principle fulfil an outlined need. The responses submitted usually contain list prices. This tender variant is suitable for the initial sounding out of the market.

### 8.2.2 RFP (Request for Proposa)

Tender in the usual sense, i.e. the offers submitted are binding within the stated period of validity in such a way that a contract is concluded by mere declaration of acceptance by Possehl Electronics. The tender enquiries contain a detailed performance description or a specification sheet as well as all supplementary agreements belonging to the conclusion of the contract. In principle, there is no obligation to accept one of the offers.

### 8.2.3 RFQ (Request for Quotation)

A performance specification with a price that is as precise as possible but usually non-binding is requested for a requirement described in detail (specifications). These requests are sent to suppliers of whose capability the consignor is already convinced.

### 8.2.4 Auctions/Simultaneous Negotiations

In addition, we also apply auctions and simultaneous negotiations.

## 8.3 Capital goods

For capital goods, the invitation to tender is issued to potential suppliers with the help of specifications.

The offers made by the suppliers are evaluated jointly by the purchasing department and the specialist departments in a utility value analysis.

The result of the utility value analysis forms the basis for the decision to award the contract and the subsequent final negotiation

## 8.4 Indirect materials or auxiliary & operating materials

For this group of materials, a tender is carried out on the basis of the average demand of the assessment period and then evaluated as described under the point for direct materials.

Based on this information, a decision matrix is used and an award decision is made and documented according to the TCO principle (Total Cost of Ownership).

## 9 Logistics & Supply Chain Management Guidelines

### 9.1 Collaboration and communication

#### 9.1.1 Duty to provide information

Enquiries as well as queries, in particular regarding settings, delivery call-offs and delivery status, shall be answered by the supplier without delay. If information is not available, a deadline must be agreed with the contact person.

#### 9.1.2 Accessibility of contact persons

For the delivery process, the supplier shall appoint fixed contact persons and their representatives who can make competent and reliable decisions. Each change shall be recorded in an appropriate form. The supplier must be available at all times during PE production hours; an emergency number must be provided for availability outside normal business hours. In the case of general requests for information from PE to a supplier, a response is required on the same working day or at the latest on the following day in the morning. If individual employees of the supplier are absent, it must be ensured that a suitable substitution arrangement is in place and PE has been informed of this in advance.

#### 9.1.3 Duty of disclosure

Any expected delivery bottleneck shall be immediately and proactively communicated by the supplier to the responsible dispatcher / purchaser of PE, stating the reasons and measures taken, and shall be documented in writing.

#### 9.1.4 Factory calendar

The Supplier shall transmit its plant calendar as well as the shift models to the PE Plants concerned upon request and inform them in good time of any planned deviations affecting supplies to PE Plants.

## 9.2 Information and Elektronik Data Interchange

### 9.2.1 EDI

Electronic Data Interchange (EDI) is an indispensable prerequisite for PE to work efficiently with suppliers. For this reason, the ability to transmit data electronically is a fundamental requirement for all suppliers. EDI is a mandatory criterion for the award of new business.

### 9.2.2 Documents / receipts

The following message types have been installed for communication between the PE plants and the supplier:

- Scheduling agreement release or individual orders (in exceptional cases)
- Shipping notification
- Invoicings

### 9.2.3 Point-to-point connection

By default, PE provides an EDI point-to-point connection according to the EDIFACT DELFOR or VDA 4905 standards. Preferably, scheduling agreement releases are agreed with the supplier within this framework, but alternatively the use with normal/individual orders is also possible.

### 9.2.4 Email

Only in exceptional cases will the need to transmit PE orders via email be accepted. PE reserves the right to charge the supplier for the additional effort required for this.

### 9.2.5 Web EDI

As an alternative to Classic EDI, the supplier can enter his data in a web portal and retrieve the customer's data independently (transaction of orders, order confirmations, delivery notes, invoices, etc.).

### 9.2.6 Notification

The supplier shall always send a notification of delivery as advance information parallel to the delivery. If an EDI connection exists, the notification shall be sent electronically. Otherwise, the notification shall be sent by conventional means via email. The delivery note must generally be completed according to the specifications of the corresponding standard formats.

### 9.2.7 Hardware and software equipment

All hardware and software equipment required by the supplier as well as the adaptation of the IT systems shall be borne by the supplier. The supplier must ensure the consistency of the system as well as IT security in all its processes. To ensure accurate communication and complete data transmission, the systems must be regularly monitored and checked for plausibility. PE's data and information must be secured with high IT standards and must not be disclosed to third parties.

## 9.3 Planning, control and order processing

### 9.3.1 Messages to the supplier

In general, the requirements are communicated to the supplier on the basis of delivery schedules or individual orders. In addition, the supplier's willingness to use special call-off control systems such as CMI/VMI consignment stock, JIT/STL and milk run concepts is generally assumed and agreed separately in the case of application.

### 9.3.2 Delivery schedule call-off

PE provides the supplier with a delivery schedule call-off (LAB) in the form of a rolling forecast for several months per component. The delivery schedule contains planned concretisations for delivery quantities and delivery dates of the months, calculated from receipt of the delivery schedule by the supplier. PE reserves the right to change each LAB at short notice with a new LAB if there are changes in demand with regard to quantities and/or dates. A new delivery schedule replaces the previous delivery schedule in its entirety. The delivery of the required quantities shall therefore only be made in accordance with the latest LAB. The planning horizon and the frequency of the supply schedule transmission can be agreed individually between the supplier and the PE.

### 9.3.3 Effectiveness scheduling agreement release

The concretisations and respective amendments of the LAB do not require explicit confirmation by the supplier. They shall be deemed to have been accepted if the supplier does not object within three working days of receipt of the LAB by the customer "PE".

### 9.3.4 Individual orders

In a few cases, individual orders are placed. These must always be confirmed with regard to quantity and date on the exact day. If the supplier does not confirm an order within three

working days after receipt, the order shall be deemed accepted with regard to date and quantity.

### 9.3.5 Condition Delivery dates

The agreed delivery times, dates and quantities of the order or the delivery schedule call-off are binding. The delivery dates are generally understood to be the dates of arrival at the incoming goods department at PE or the agreed place of use. Any deviating arrangements must be agreed in writing. In this case, depending on the agreed terms of delivery, the date of arrival of the goods at the unloading point specified by PE or the date on which the goods are made available in good time, taking into account the usual time for loading and dispatch, shall be decisive.

## 9.4 Flexibility and release periods

### 9.4.1 Flexibility

The Frozen Zone is usually 2 weeks. As standard, the frozen zone is based on the transport time (including pre-carriage, main carriage and on-carriage) depending on the agreed Incoterm. Within the Frozen Zone, no consideration is given to changes in demand in the LAB. The Frozen Zone duration can be changed upon agreement of both parties. The quantities in the Frozen Zone are binding for both parties. The demand quantities outside the Frozen Zone (>2 weeks) are considered a non-binding forecast and are only used by the supplier for capacity and resource planning. The supplier shall ensure that fluctuations of +/- 20% can be absorbed at short notice. Deviations from this value can be determined individually in the initial discussion. The supplier shall ensure the scheduled supply of all parts even during its planned plant closures or other events/disruptions occurring in its company in a cost-neutral manner.

### 9.4.2 Safety stocks

In order to safeguard against possible shortages of input materials, fluctuations in delivery schedules and quality defects, the supplier is obliged to set up a corresponding safety stock at no cost if necessary.

### 9.4.3 Material and production release

In the event that the requirement quantities for a specific material component are completely cancelled and no subsequent call-offs are mapped for this in the next 12 months, the following regulations apply:

In principle, a period of 4 weeks shall apply for production release and a period of 8 weeks for material release, in each case in relation to the quantity and date of dispatch stated in the current LAB.

PE has an obligation to take delivery of the required quantities specified in the delivery schedule, with a scheduled delivery date within 4 weeks of the transfer date of the delivery schedule, within 12 months of the delivery date specified in the delivery schedule. This obligation only applies to parts that have already been produced. For the delivery dates specified in the delivery schedule with a delivery date within 8 weeks from the transfer date of the delivery schedule and the scheduled quantities, PE shall have a purchase obligation for the scheduled input materials which the Supplier requires for the production of the finished goods to be delivered in this period and has already procured. However, PE is only obliged to accept the raw materials if Supplier cannot use them elsewhere.

The above provisions do not apply to mere fluctuations in delivery call-off quantities and delivery dates. Requirement quantities and dates that go beyond the production and material release periods of 8 weeks are non-binding planning figures (preview) according to which the supplier aligns its production capacity. PE shall not be obliged to accept quantities and costs that exceed the specified release periods.

#### 9.4.4 Minimum order quantities

Minimum order quantities are not permitted unless PE agrees to a minimum order quantity in exceptional cases. Existing regulations on minimum order quantities or batch sizes shall remain valid.

#### 9.4.5 Phase-in and phase-out management

In phase-in and phase-out periods, PE expects increased flexibility from the supplier. The phase-in and phase-out quantities and dates must be coordinated between PED and the supplier in good time. The control and delivery concept is discussed and, if necessary, adapted according to the requirements in the individual case.

### 9.5 Series deliveries, delivery deviations and special transports

#### 9.5.1 Supply models/supply concepts

- CMI/VMI including consignment
- JIT/STL
- Milk Run/STS (in exceptional cases)

Separate contracts are concluded for the implementation of the preferred supply concepts CMI/ VMI and JIT/STL.

In exceptional cases, the Milk Run/STS supply models can be agreed separately.

### 9.5.2 Deliveries

The deliveries are carried out independently by the supplier. Depending on the agreed delivery model, the deliveries are made by the supplier directly to the PE production site or to the PE service provider.

### 9.5.3 Incoterms

The Incoterms are preferably agreed with DDP or DAP. In exceptional cases, another solution can also be agreed.

### 9.5.4 Ability to supply information

The supplier must ensure that information on the delivery status can be provided at any time throughout the entire delivery process chain. The accessibility of the supplier including the responsible carrier must be guaranteed.

### 9.5.5 Early-/late delivery

The EDI delivery schedule call-offs must always be complied with by the Supplier to the exact day in terms of quantity and date. PE is not obliged to accept early deliveries or partial deliveries which have not been agreed. If Supplier deviates from this without prior agreement, PE is entitled to reject these deliveries and return them at Supplier's expense. This also applies to obvious defects in transport carriers and transport containers.

### 9.5.6 Premium freights/Special transports

Special transports/Premium freights are organised by the supplier or PE according to the polluter-pays principle. Special transports are carried out if, due to process disruptions, it is necessary to deviate from the specified standard transport form and handling in order to shorten transport times.

The supplier informs the responsible PE contact person about the transport details.

The costs for special transports shall be borne by the party causing the process disruption in accordance with the polluter-pays principle.

PE's prior written consent is required for the assumption of costs by PE. Every special transport caused by the supplier is recorded by PE and flows into the supplier assessment.

### 9.5.7 Delivery disruption, risk and crisis management

If disruptions occur at the Supplier with effects on the deliveries to PE (in particular delivery date/quantity, quality), the Supplier shall immediately and proactively initiate the necessary measures to remedy them, taking into account the PE quality requirements.

If it becomes apparent that agreements or commitments cannot be met despite the measures initiated, the Supplier must inform the PE contact person of this without being requested to do so and without delay. Supplier must coordinate the further procedure with PE, e.g. regarding a new delivery date or a new delivery quantity.

In the event of a disruption, Supplier shall proactively inform PE of at least the following points:

- Cause of malfunction
- Immediate measures
- Backlog reduction plan incl. shortening of transport times by special transports
- Maximum production capacities, PLAN/ACTUAL output quantities, available personnel capacity and the current shift model (number of shifts and working days per week)
- Verified alternative production options

### 9.5.8 Emergency concept/early warning and escalation management

The supplier must demonstrate an emergency concept with a defined process for early warning and escalation management in the event of process deviations and provide contact persons authorised to make decisions in the event of task forces. The supplier's emergency concept must be coordinated with PE. In addition, PE expects its suppliers to take measures to guarantee supply in the above-mentioned exceptional cases. For this purpose, the supplier may have to maintain safety stocks or demonstrate a flexible production model. The selected supply strategy must be disclosed at any time upon request by PE. The supplier is obliged to immediately report any supply bottlenecks as well as unforeseen events during transport to the responsible purchaser/dispatcher of PE in writing and to submit a concrete proposal to solve the supply problem.

### 9.5.9 Assertion of claims

Claims may be asserted by PE arising from or in connection with special transports for which the supplier is responsible, process and quality deviations, non-compliance with delivery dates or quantities and other disruptions.

## 9.6 Packaging and transportation safety

### 9.6.1 Packaging concept

In principle, the individually agreed packaging regulations apply to the supplier in accordance with the current packaging concept. These are agreed by PE and the supplier before the start of the supply relationship. Deviations in justified cases are to be agreed with the relevant contact persons in good time. A corresponding note is to be entered in the delivery note. If the agreed packaging is not complied with, PE reserves the right to charge the supplier for any handling and repackaging costs incurred and proven.

### 9.6.2 General requirements for packaging

#### **Packaging**

- The protection of the parts against mechanical damage, especially for air freight and LTL, as well as protection against moisture/wetness must be guaranteed. Special requirements are specified in the delivery agreement.
- Stability in terms of condition, dimensions, wear and volume must be guaranteed.
- Compliance with standard dimensions and standard packaging must be ensured
- Environmentally friendly packaging that can be reused or disposed of at low cost should be used.

#### **Pallets**

- Basic dimensions of 800 mm x 1,200 mm (European standard) and with 1,000 mm height. As well as 1,000 mm x 1,200 mm according to European Industry Standard/NAFTA.
- Use of 4-way pallets with skids required.
- Wooden pallets must be treated according to ISPM15 (IPPC).
- The dimensions of the pallet must be taken into account and must not be exceeded by the load carrier
- Non-stackable load units on pallets and incomplete layers are not permitted. Exceptions only possible with conditions after agreement with PE
- The stackability of the shipping units must be taken into account. Marking of the maximum load capacity or the stacking factor is necessary
- Stretch film must be transparent and applied in such a way that barcode scanning is possible
- All materials must be packed in such a way that no damage occurs to the goods in transit during the mode of transport specified or agreed by PE and that effective storage or provision for production is possible without repacking.

### 9.6.3 Reusable packaging

Reusable packaging is favoured by PE and is to be procured by the supplier and used with priority. Reusable packaging shall only be used for the product ordered by PE. Reusable packaging is not to be used for the procurement and storage of raw materials, individual parts, semi-finished parts, etc. The use of load carriers for pre-production is generally not permitted. Any deviations from this must be explicitly approved by PE in writing (part number, load carrier type, number of load carriers, duration of the approved deviation). Sub-suppliers will also not be provided with load carriers that have been directly or indirectly financed by PE.

The supplier shall ensure that circulating packaging is maintained in a sound and clean condition and that PE is notified immediately of any circulating packaging that is damaged or in need of repair. The costs shall be borne according to the polluter pays principle. Damaged load carriers brought into circulation by suppliers will either be rejected by PE or the costs for repair/replacement will be charged on to the supplier. The agreed residual dirt requirements must be complied with.

### 9.6.4 Transport of dangerous goods

The regulations for the transport of hazardous goods must be observed. The supplier is liable for all damages resulting from the non-observance of legal regulations. As the party placing dangerous goods on the market, the supplier is responsible for the classification/classification, permissible mode of transport and transport permit. The supplier shall ensure the applicable safety obligations of all persons involved within the scope of his area of responsibility for the transport of dangerous goods (e.g. in accordance with ADR/RID). Only type-tested, approved and PE-approved packaging shall be used for transport. The necessary data sheets, approval certificates, etc. must be made available to the transporter in good time before shipment.

### 9.6.5 Transport damage

In the event of transport damage, the supplier and the forwarder shall be informed immediately by PE in writing. The damage is documented on the consignment note and by appropriate photos.

## 9.7 Prerequisite for the start of delivery

Before the first delivery, the following points must be completed in consultation with PE and coordinated with the responsible buyer and the responsible logistics planner.

- Packaging concept
- Delivery concept
- Data integration (EDI /Email)
- Order processing (LAB / purchase order)
- Contact person at the supplier
- Emergency concept

## 9.8 Labelling & accompanying documents for delivery to the PE plants

### 9.8.1 Labels

All deliveries must in any case be labelled in such a way that all products can be clearly identified. The goods label must be clearly visible from the outside.

For non-European suppliers, the Odette Label Standards may also be used. The labels must be attached to a flat surface to avoid damage to the goods tag and to ensure the readability of the barcodes. In the case of disposable packaging, the inner packaging must also be labelled with the filling quantity and PE article number. The article number and quantity must also be identified by barcode. Samples, forward deliveries and complaints deliveries must be clearly marked as such. Samples are to be delivered with a separate delivery note which must clearly contain the note "Sample".

### 9.8.2 Limited shelf life goods

In the case of goods with a limited shelf life, the best-before date must be stated both on the individual containers and in the delivery note. Especially in the case of perishable goods and granulates, all deliveries must be accompanied by a test certificate for each batch delivered and the current product-specific safety data sheet. The acceptance test certificate for the individual batches must be sent in advance by e-mail to the incoming goods inspection staff. All non-valid markings must be removed.

### 9.8.3 Dangerous goods

In the case of hazardous goods transports to the respective PE location, the Supplier shall be obliged to handle the deliveries in accordance with the respective applicable legal regulations of the individual modes of transport as well as the PE internal additional regulations at the respective location. Domestic and cross-border transports shall be taken into account. For air transport, the guidelines of the ICAO / IATA-DGR must be complied with.

#### 9.8.4 Mixed loading units

Mixed loading units (mixed pallets) are not permitted.

#### 9.8.5 Handling instructions

Special handling instructions (e.g. "protect from moisture", "do not fall") are to be additionally attached in symbol forms. Notes on stackability are required.

#### 9.8.6 Accompanying documents

Delivery documents (delivery notes, freight documents, export documents, customs documents, certificates, test reports, etc.) must be handed over in full with the goods. It is mandatory to state the PE order number on the delivery note. One delivery note is to be used per material number and revision level. In the case of personal deliveries, the contact person / recipient must be clearly marked. At least the PE order number and the delivery note number must be shown on the delivery notes as a barcode in addition to the plain text. Deliveries without complete papers or markings may be rejected at the supplier's expense or additional expenses may be claimed by PE.

In principle, the following accompanying documents are expected and must be handed in at the incoming goods department:

- Delivery note according to DIN 4991 and, if applicable, EDI consignment note according to VDA 4912.
- An invoice is mandatory for customs shipments.
- Freight order

The driver receives a receipt on the freight order to document the delivery. However, the goods are only accepted with reservation.

### 9.9 Import customs clearance

Import customs clearance is described in the annexes for each plant.

Document-No.	Content
WI-PEPS_PUR-4.002	Country-specific customs clearance Import PECZ
WI-PEPS_PUR-2.002	Country-specific customs clearance Import PED
WI-PEPS_PUR-3.002	Country-specific customs clearance Import PEWD

## 10 Quality assurance

For direct materials, a quality assurance agreement is concluded with the suppliers before the supply relationship is established.

This regulates all aspects of the business relationship with regard to quality.

Among other things, the following elements are regulated in detail here:

- Quality management systems, certification
- Audit
- Supplier evaluation
- Product and process releases
- IMDS
- QA-measures accompanying series production
- Change management
- Continuous improvement
- 0 Error Strategy
- Documentation and archiving
- Traceability
- Complaint management
- Liability

Specific concerns are discussed separately and agreed between both parties.