

Webasto Group

# Global Logistics Supplier Manual

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# 1 INTRODUCTION

Webasto is an international systems partner to the mobility industry focused on two business areas: Roof and Electrification. With more than 50 locations, the company is represented in all major automotive markets worldwide. Customers profit from the innovative strength, decades of experience and the global network of Webasto. The family owned top 100 automotive supplier aims to shape the individual mobility more enjoyable and climate friendlier.

**The Purpose of Webasto: Make individual mobility more enjoyable and sustainable by advancing technology and people.**

Further information can be found in our website [www.webasto.com](http://www.webasto.com).

## 1.1 Definitions

<b>ASN</b>	Advanced Shipping Notification
<b>CFR</b>	Cost and Freight (... named port of destination) - Incoterm
<b>DAP</b>	Delivered at Place (... named location) - Incoterm
<b>DIN</b>	Deutsches Institut für Normung e.V. (German Institute for Standardization Registered Association)
<b>EDI</b>	Electronic Data Interchange
<b>FCA</b>	Free Carrier (... named location) - Incoterm
<b>FOB</b>	Free On Board (... named port of shipment) - Incoterm
<b>GTL</b>	Global Transport Label
<b>HU</b>	Handling Unit (multiple Packaging Units compose a Handling Unit)
<b>JIT</b>	Just in Time
<b>JIS</b>	Just in Sequence
<b>MRP</b>	Materials Requirement Planning
<b>MOQ</b>	Minimum Order Quantity
<b>PDS</b>	Packaging Data Sheet
<b>PPAP</b>	Production Part Approval Process
<b>PU</b>	Packaging Unit – smaller unit
<b>QW1</b>	Quality Policy for Suppliers
<b>RFQ</b>	Request for Quotation
<b>SCC</b>	Supply Chain Coordinator
<b>SCM</b>	Supply Chain Management
<b>SLED</b>	Shelf Life Expiry Date
<b>TMS</b>	Transport Management System
<b>VMI</b>	Vendor Managed Inventory
<b>VDA</b>	Verband der Automobilindustrie (German Association of the Automotive Industry)

## 1.2 Purpose

High quality requirements, high variance of materials and customer expectations, demands the active control of material and information flow in consideration of decreasing logistics costs like transportation and working capital. The main goal is that we lead towards an effective and more efficient Supply Chain, with long-term focus on the overall sustainability and to mitigate the risks associated with the operations at Webasto and its Business Partners.

We need always to ensure that the needed materials are available at the right time, in the right quantity, with the right quality, at the right location. Webasto can only meet these requirements in close cooperation with its Suppliers, and therefore we demand from our trustworthy and competent Business Partners to implement and achieve these goals, by implementing the requirements described in this manual, as well as any other agreed documents, like the “**Quality Policy for Suppliers**” (QW1) and the obligations described in the Webasto Group’s “**General Terms and Conditions of Purchase**”.

### 1.3 Scope

This manual is binding for the Suppliers and its sub-Suppliers towards the Webasto Group including all Webasto plants of our OE business (Original Equipment – automakers and commercial vehicle manufacturers).

Based on the requirements established in this manual, each Webasto Region / Plant may define its own specific requirements, in the document named “**Regional / Plant Logistics Supplier Manual**”. These specific requirements complement the information present in this manual and take precedence towards this document in case of any contradictions.

The Supplier is responsible for the quality of its products and compliance with the requirements described in this manual.

### 1.4 Continuous improvement

Suppliers and Webasto shall work together on the optimization of the Supply Chain Management (SCM) concepts. In particular (but not limited), the adjustment of delivery frequencies, requested volumes, packing units and its contents, transportation, and documentation. Any of these changes shall be implemented with the goal of a sustainable improvement in the overall Supply Chain. The implementation shall be at least cost neutral.

### 1.5 Committed to Sustainability

#### **Shaping the climate-neutral mobility of the future**

In line with the company’s purpose and corporate values, Webasto is shaping the climate-neutral mobility of the future with its innovative drive, expertise and global network. In doing so, environmentally and socially responsible management is explicitly not based on short-term profit maximization, but on long-term strategies and value generation.

#### **Purchasing & Supply Chain**

In the area of purchasing the mission is to achieve cost efficiency, reliable quality and timely delivery over the entire supply chain.

The company particularly strives to build a sustainable and ethical supply chain and establish clear social and environmental responsibility requirements for suppliers.

Defined processes for purchasing ensure suppliers are certified to meet environmental protection standards.

You will find our entire understanding of sustainability in our group website.

<https://www.webasto.com/en-int/responsibility/sustainability.html>

## 1.6 Order of precedence

The regulations of this manual shall take precedence over any standard documents of Webasto. Individually agreed written modifications between the Parties (e.g. side letters to any standard documents like the Delivery Framework Agreement) shall take precedence over this manual.

# 2 COMMUNICATION

## 2.1 Supplier contacts

The Supplier and Webasto shall assign Supply Chain Management (SCM) / Logistics responsible persons for the exchange of information on a regular basis, with details regarding contact person, job title, substitute, supervisor, emergency contact / hotline, email, and phone numbers.

The contact persons shall be available during the standard local working hours. Outside normal working hours, the Supplier shall ensure the availability of a qualified emergency contact which can take operational decisions and / or reach decision makers.

Contacts shall be maintained and regularly updated within the Supplier Management area in the Webasto Supplier Portal – **WeBuy**.

## 2.2 Obligation to inform

Suppliers shall not perform changes to SCM processes concerning Webasto independently. In case of business necessity, the Supplier shall inform Webasto prior to the implementation. The change may only be performed if a written authorization has been given to the Supplier by the SCM department of the respective Webasto plant.

## 2.3 Information exchange / EDI

The standard exchange of order management and delivery information between the Supplier and Webasto is made via **EDI** (Electronic Data Interchange).

Order types, like for example **Scheduling Agreements** Call-Offs (Webasto to Supplier) and delivery information in **ASN** – Advanced Shipping Notification (Supplier to Webasto) shall always be transmitted via EDI.

Depending on the production project, some additional information may be required to be electronically interchanged, as for example Single Purchase Orders, Kanban JIT call-offs, VMI, Self-Billing Invoices (SBI), Consignment stock inventory, Empties management.

Thereby the EDI standard format shall be used which is currently valid for the receiving Webasto site. There can be used two types of electronic information transfer: classic EDI or WebEDI.

As provider for **WebEDI** solutions, Webasto uses **SupplyOn** ([www.supplyon.com](http://www.supplyon.com)). If the Supplier does not have a classic EDI connection, it shall handle the data exchange via SupplyOn. For that purpose, the Supplier shall make a contract directly with SupplyOn.

The EDI connection shall be agreed with the ordering Webasto plant or the Supply Chain Planner working on their behalf.

Further information about EDI / WebEDI Standards, can be found in our “*EDI Supplier - Implementation Guidelines*”, in the Information & Documents section in our Webasto Supplier Management webpage – <https://www.webasto.com/en-int/the-group/supplier-management.html>).

## 3 DEMAND MANAGEMENT

### 3.1 Order processing

Webasto uses the methods described in the chapter 3.2 for order management, call-off and control of delivery. The Supplier shall ensure the availability of qualified personnel, appropriate processes and systems, as well as the needed resources (e.g., sub-Supplier's raw materials / components, production capacity, etc.) for proper demand management, order fulfillment and consequent delivery to Webasto, On-Time and In-Full.

Call-Offs with a rolling forecast are transmitted on a regular basis with an interval of at least once per week, if not otherwise agreed. Every new call-off replaces and supersedes the previous one.

If not otherwise agreed, the dates communicated within the forecast / delivery schedule are always **delivery** at the ordering Webasto plant.

In some Webasto plants, we can transmit pick up dates (naturally, depending on the agreed Incoterms). Supplier shall consult the "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant) and **confirm in forehand with the respective Supply Chain Coordinator** if the dates in Scheduling Agreements are either delivery or pick up dates within that respective plant.

In these specific cases, where Webasto plants may transmit pick up dates, the following requirements applies:

- a) **Delivery** dates, for **DAP** Incoterms, and periods stated in the order and / or in the release shall be binding. Relevant for the observance of the delivery date or delivery period shall be the receipt of the delivery items at the Webasto plant or location to be supplied, within the usual business hours of goods receipt department of the receiving facility
- b) **Pick up** dates, for **FCA** Incoterms, according to transport routing transit time at the Supplier premises or its nominated warehouse / service provider, within the usual business hours of the shipping department of the shipping facility. The Supplier shall provide the material in the time-window according to the individual agreement or transport routing

Releases shall be binding, unless Supplier objects in writing towards Webasto within 48 hours upon receipt due to unreasonableness of the quantities or the dates, stating the earliest possible delivery dates.

Exceptions to the detailed methods and procedures may be found in Regional / Plant specific requirements and may change during the product life cycle – further information detailed in the "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant).

### 3.2 Inbound design / Types of orders

Suppliers must adeptly align with Webasto's Inbound Design strategy, effectively managing one of various concepts such as FTL, Milkrun, Supply Center, and Consignment stock, while adhering to the agreed Incoterms to ensure seamless operations and efficiency.

#### **Forecast delivery schedule**

To ensure proper procurement of materials, to provide production capacities and to make an optimal production planning, the Supplier receives at least once per week a forecast delivery schedule (LAB), which may differ if there are no changes of demands compared to the previous delivery schedule releases.



### **Just in Time (JIT)**

The fine tuning of the delivery schedule, in specific products based on agreement, serves the demand-driven control of the delivery quantity, and is binding. In short-term period, the JIT call-offs (FAB) overwrites the quantities requested by the Forecast delivery schedule (LAB). At least a daily order (may be multiple times per day) will be sent with defined quantities requested at specified dates / times.

### **Kanban**

The Kanban delivery call-offs have a similar basis as JIT.

A Kanban delivery schedule is a consumption-driven order of a fixed quantity which is corresponding to an agreed container quantity or a multiple of it. The Kanban is called off with a given Kanban number and must be delivered accordingly. The definition of the number of Kanban in circulation is done by Webasto.

### **Vendor Managed Inventory (VMI)**

The Supplier and Webasto define and agree together on the Min. and Max. inventory limits according to the planned requirements, if VMI concept is set at the beginning of the business relationship between the Supplier and Webasto.

The Supplier is responsible for the stock size of its products at Webasto premises or Webasto nominated warehouse and commits to review, at least once a day, the stock situation in terms of quantity between the agreed intervals and taking the near-future demands in consideration.

### **Consignment**

After physical receipt and quality check by Webasto, the consignment goods remain property of the Supplier, independent from the type of call-off. Webasto performs the inventory management following the merchant's due diligence.

Transfer of ownership from Supplier to Webasto takes place at the moment of withdrawal from consignment stock. Thereby results also release for invoicing of the withdrawn quantity to Webasto.

### **Supply Center**

The Supply Center is a warehouse operated by a Logistics Service Provider (LSP / 3PL) near the receiving Webasto plant. This warehouse operates within the specifications agreed with Webasto and provides a service to Webasto and its Suppliers.

It works similar and as an upgrade of Consignment stock and additionally the Supplier shall bear the costs of the warehouse operations (handling, storage, admin).

The specific conditions for these operations shall be agreed between the Supplier and the Webasto plant, or responsible Supply Chain Planner on their behalf.

### **Single Purchase Order**

The Supplier receives a single Purchase Order with a scheduled material requirement and the agreed unit price, amongst other related information. In case of any deviation, the Supplier is obliged to inform immediately the Webasto's Purchasing department.

If the conditions specified in the single Purchaser Order are not accepted, the Supplier shall immediately object in writing towards to the Webasto's Purchasing department.

Single Purchase Orders are usually issued for Prototypes, Tooling, PPAP (Production Parts Approval Process) samples, and can also be issued for the initial ordering of Pre-Series materials.

### **3.3 Production and material release**

Please consult the Webasto Group's "*General Terms and Conditions of Purchase*", which can be found in the Information & Download Center in our Webasto Supplier Management webpage – <https://www.webasto.com/en-int/the-group/supplier-management.html>

### **3.4 Frozen horizon**

Webasto's standard ordering method is not to fix orders for determined periods. The Production and Material releases are to be observed as liability instead.

In some regions / plants, Webasto maintains the number of fixed days as frozen horizon being equal to the transit time (in days) between the shipping point of the Supplier and the receiving point at Webasto. In this case, Webasto is setting the number of fixed days where automatic updates to Scheduling Agreements releases (Call-Offs) are not considered when running MRP. Please check in detail with the Webasto's Supply Chain Coordinator.

### **3.5 Change management**

The process of material phase-out (old revision level) and material phase-in (new revision level) is managed by the Supply Chain Coordination (SCC) team of the respective Webasto plant, in the case where parts are already in use of series production with PPAP approved.

For material that is still in project phase, or without PPAP approved, communication of delivery dates, quantities, and delivery issues are to be done with the responsible Program Purchaser.

Please observe the "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant) for specific deviations to the global standard.

## **4 DELIVERY CONDITIONS**

### **4.1 First In First Out (FIFO)**

The batch numbers / production date must be delivered in the order they were produced, i.e., the "First In First Out" ("FIFO") principle for the parts, with exception for materials with shelf life expiry date.

### **4.2 Disruptions, delays, early deliveries**

Please consult the Webasto Group's "*General Terms and Conditions of Purchase*", which can be found in the Information & Download Center in our Webasto Supplier Management webpage – <https://www.webasto.com/en-int/the-group/supplier-management.html>

### 4.3 Handling units

Containers, with or without boxes, shall be covered with a lid or cover on the top layer.

Deliveries that are made with boxes on pallets, the top layer should be flat. Empty boxes (labeled as “Empty”) may be used to flatten the top layer and to apply safely the lid.

### 4.4 Material with shelf life expiry date (SLED)

The Supplier must ensure that remaining material shelf life is more than 50% of the total shelf life, upon receiving in a Webasto plant, if not otherwise agreed. The shelf life expiry date (SLED) is to be calculated from the production date, or release data, adding the total shelf life.

Labelling on the packaging units / handling units must contain both the production date (and release date if used for expiry date calculation) and the expiry date, clearly visible.

The Supplier shall ensure shipping deliveries according with FEFO (First Expiry First Out) principle.

### 4.5 Chemicals / Hazardous goods

For every Webasto location and material number, the packaging for hazardous goods is subject to approval by the hazardous goods officer or a Logistics Service Provider (LSP / 3PL) in the case he is contracted by Webasto before the first shipment of products. This also applies for pilot series and sample deliveries

Supplier shall provide corresponding technical data sheet in order to inform about required temperature and storage conditions as well as transportation requirements.

Supplier shall ensure to apply appropriate warning symbols on the packaging at visible places and compliance with laws and regulations in the respective countries.

### 4.6 Safety relevant parts

According to Supply Chain Management Process Standard “SCM-PS 000022175 Product Safety Rules in SCM Area”, the following components are defined as **Product Safety relevant materials**: glass panels, frames, reinforcements, cross members, fabric, chemicals, ECU, fuel containing components for fuel operated heaters and temperature sensor, finished products.

These parts require special packaging and handling, like:

- Material (Parts) must not be touched by bare hand at any time
- Specific gloves to be used to handle the parts – at least clean, lint and silicon free
- Forbidden to touch primed surfaces
- Transportation – in case the material is classified as Dangerous Good for transport, the requirements of the respective transport mode from national or international regulations need to be followed (e.g., ADR, IMDG Code, IATA DGR). This includes the appropriate identification and classification of the material (type, condition), selection of a suitable packaging and an appropriate documentation and labeling
- Packaging – part protection (e.g., box cover, paper inlays, plastic foil) properly assured against any influence of environmental factors such as, dust, grease, release agent, any kind of dirt, direct sunlight, water, or other liquids

- Packaging protection material to be detailed in Packaging Data Sheet (PDS)
- All Packaging Data Sheets for glass panels must include the following packaging specification relevant for the glass suppliers:
  - use of pure pulp paper, no use of recycled paper, no reuse of paper. o paper must have a pH <7.0
  - paper extractable resin <1.5%
  - paper water content <8% @ moment of packaging and requirement on the paper, incoming from paper supplier
  - paper must not be coated e.g., with water repelling coating
  - paper must cover completely the first and last piece of glass in the rack
  - racks should be covered with plastic bag according to the following alternatives:
    - closed with defined number of dry packs
    - with bottom side open, to allow atmospheric exchange
  - plastic film must not touch the glass surface or C-grind
- Supplier must assure, in case of own transportation / warehousing responsibility, that during transportation and storage, the rule “no grease, no dust, no condense” is respected. No product safety relevant materials should be stored outside, at any time

Applicable to Chemical materials:

- Supplier to provide information on Safety Data Sheet and Technical Data Sheet
- Ensure adequate transport with controlled and monitored (with documented log) temperature, in case transport is responsibility of the Supplier
- Shipping according FEFO (First Expiry First Out)

Further details to be communicated with the counterpart at the Webasto’s SCM department.

## 4.7 Delivery of spare / service parts

Please consult the Webasto Group’s “*General Terms and Conditions of Purchase*”, which can be found in the Information & Download Center in our Webasto Supplier Management webpage – <https://www.webasto.com/en-int/the-group/supplier-management.html>

## 5 SUPPLIER SELECTION PROCESS

This chapter describes the activities during the Supplier sourcing process focusing on logistics information and requirements. Deviations can be induced by the raw material category or in case of carry over parts.

The sourcing process will be performed via the Webasto Supplier Portal – **WeBuy** – (provided by SAP Ariba Network) and is initiated by the Webasto’s Purchasing department. Within each event, the Supplier will be provided several documents including “*Global Logistics Supplier Manual*”, “*Regional /*

*Plant Logistics Supplier Manual'* (if existing for the specific plant). Information concerning Incoterms or Packaging will be validated by Webasto's SCM counterparts.

## 5.1 Packaging proposals

Depending on the definition setup, or other stated in the agreement, the Supplier is requested to provide a packaging proposal by filling in the required information to the Packaging Data Sheet template or to confirm the packaging proposal made by Webasto during Request for Quotation (RFQ) phase. The Supplier is requested to make any improvement proposals to the provided concept.

*Table 1 - General responsibility for packaging definition depending on setup*

Region	Returnable Packaging	Disposable Packaging
AM (Americas)	Webasto	Supplier
APAC (Asia-Pacific)	Supplier	Supplier
CN (China)	Supplier	Supplier
EU (Europe)	Webasto	Supplier

Costs for series packaging and potential packaging prototypes need to be reflected in the according parts cost break down of the quotation if this is in Supplier's responsibility. In the case of usage of returnable packaging, the Supplier shall define an alternative packaging and align its proposal with Webasto.

## 5.2 Incoterms

All agreements concerning transport and other delivery related aspects, as pick up location, pick up times, and delivery times are to be determined together with the Webasto's SCM department. Costs (e.g., transport costs, customs), taking the agreed Incoterm in consideration, need to be reflected in the cost break down of the respective quotation.

Supplier makes a proposal during the sourcing process which will be reviewed by the SCM counterpart at Webasto.

Any later changes planned by the Supplier require written approval from Webasto.

Preferred Incoterms at Webasto:

- **FCA** (named place for pick up – Supplier plant / Supplier warehouse / Supply Center)
- **FOB** (named port of shipment)
- **DAP** (named place for delivery – Webasto plant / Webasto warehouse)
- **CFR** (named port of destination)

## 5.3 Cost Break Down – A<sub>1</sub>, A<sub>2</sub>, B Price

During the sourcing process, the Supplier is requested to provide a cost break down including costs for logistics processes and packaging.

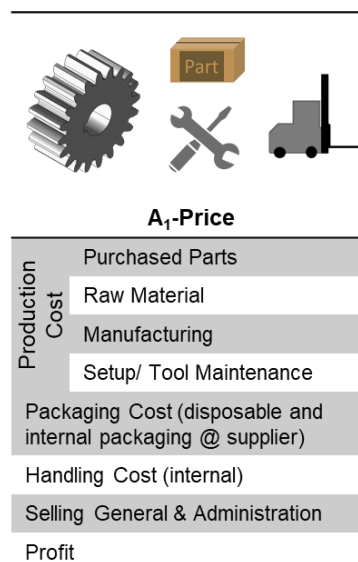
A<sub>1</sub> and A<sub>2</sub> prices shall all be inclusive in the material price of the agreement.

Separate items on invoice, or separate invoices containing such elements, are not accepted.

### 5.3.1 A<sub>1</sub> Price

**Material price at Supplier's facility** including all costs until material is inside the Truck (FCA Supplier's production facility) includes the Supplier's labor cost and all handling costs inside the Supplier's production facility, such as:

- Includes the packaging used by the Supplier inside the production facility, for his own internal purposes
- In case Webasto is deciding to use a returnable packaging, the Supplier receives an agreed amount of packaging corresponding to one delivery lot
- In case Webasto is deciding to receive in disposable packaging, includes the packaging for shipping (previously agreed)
- Includes the internal labeling in the Supplier's facility
- Includes the loading into Webasto's truck and the unloading of the returnable packaging, at Supplier's facility
- Includes the EDI or WEB-EDI availability and readiness of the Supplier
- Represents the "FCA production facility" price, material available inside the truck, packed and labeled according to Webasto's requirements
- Includes parts protection materials, such as exterior protection foil, intermediate layers, dust covers, plugs, plastic bags, shipping locks, paper, dividers, foam sheets, blister packaging, adhesive tape, bubble wrap, spacers made of cork, spacers, material used for filling the box
- Includes returnable packaging cost if this is to be provided by the Supplier

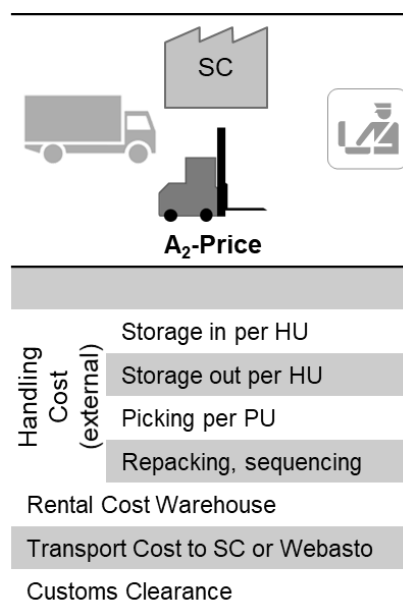


*Figure 1 - A<sub>1</sub> Price*

### 5.3.2 A<sub>2</sub> Price

**All other logistics costs** between FCA Supplier’s production facility and FCA Supply Center / Supplier’s warehouse, contained in the **material price**, such as:

- Transport to a specific location agreed between Supplier and Webasto (e.g., Supply Center / Supplier’s warehouse)
- All warehousing costs such as storing, handling, picking in the Supply Center / Supplier’s warehouse
- Repacking, sequencing in the Supply Center / Supplier’s warehouse, according to Webasto’s specifications
- Rental cost and regular inventory checks in the Supply Center / Supplier’s warehouse
- Customs clearance cost, in accordance with the agreed Incoterms (if applicable)
- Cleaning and maintenance cost for the returnable packaging
- Loading and transport of returnable packaging from Supply Center / Supplier’s warehouse back to Supplier’s facility
- Represents the “FCA Supply Center / Supplier’s warehouse” price, material available inside the truck, packed and labeled according to Webasto’s requirements



*Figure 2 - A<sub>2</sub> Price*

### 5.3.3 B Price

**Other logistic costs borne by Webasto** until parts are available at the point of use, like own transportation or warehousing.

## 6 PACKAGING

Packaging shall be designed in accordance with the requirements from Webasto Production System (WPS), requirements from QW1, the environmental principles of Webasto, economical and quality criteria, and shall also meet the Webasto brand image (to be confirmed by the ordering Webasto plant or the Supply Chain Planner on their behalf).

### 6.1 Packaging definition process

The Supplier shall participate actively in the development of special packaging (e.g., racks, returnable inlays), even if the development and procurement of such packaging is responsibility of Webasto. The aim is to commonly work towards the best possible solution in terms of safety, quality, and cost of the products to be delivered from the Supplier to Webasto.

Disposable part protections are responsibility of the Supplier, and its costs need to be included in the material price, as described in the chapter 5.3.

The Supplier shall confirm that the approved packaging meets the requirements of parts protection by signing the Packaging Data Sheet. Only the packaging approved by both parties is to be used for the delivery to Webasto. The approved packaging shall also be used for the initial samples, pre-series deliveries, and is required for PPAP approval.

Depending on the agreement set on the sourcing event, the Supplier may be required to take responsibility on the development and procurement of packaging.



### Webasto responsible for packaging definition

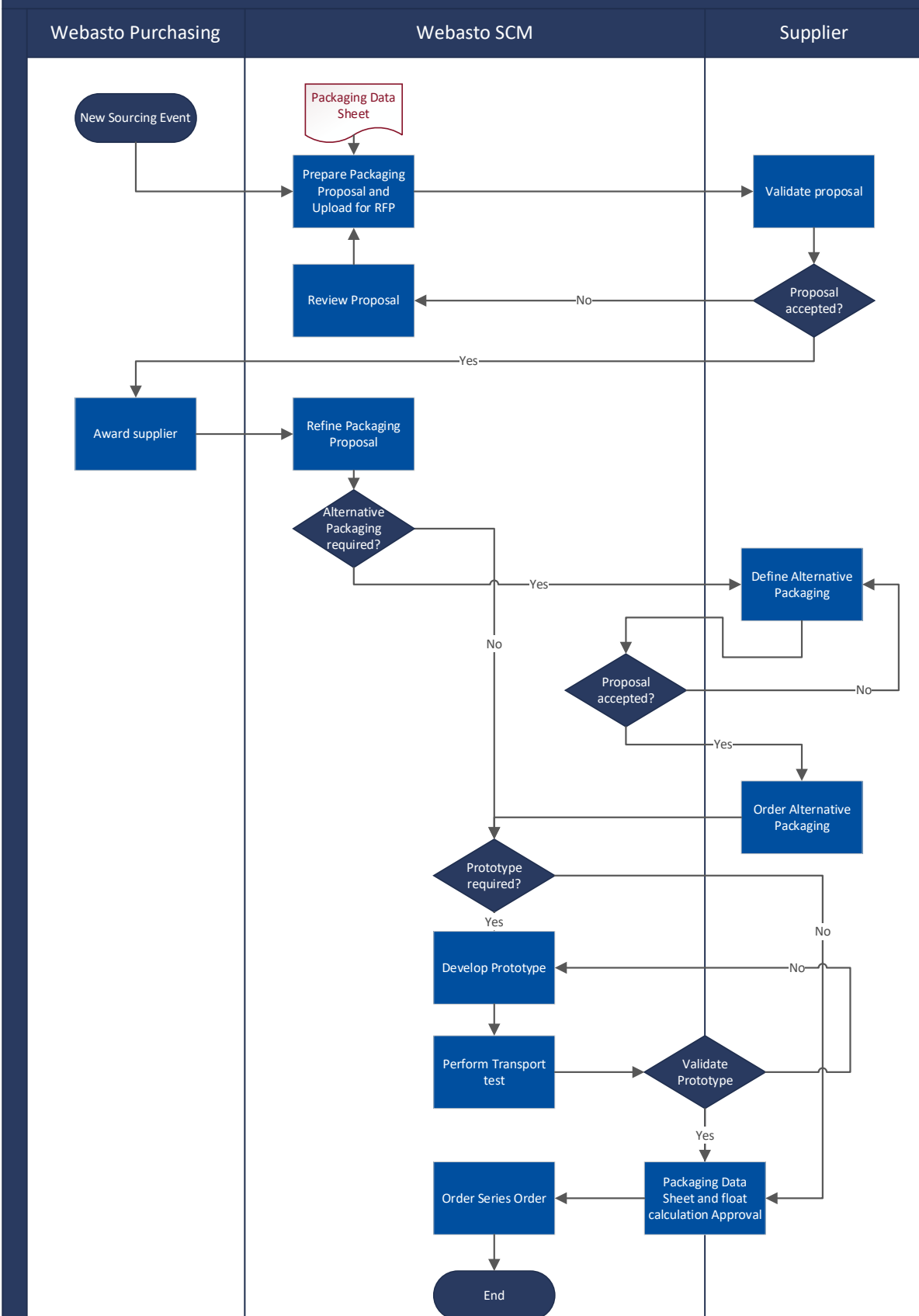


Figure 3 - Flowchart: Webasto responsible for packaging definition

### Supplier responsible for packaging definition

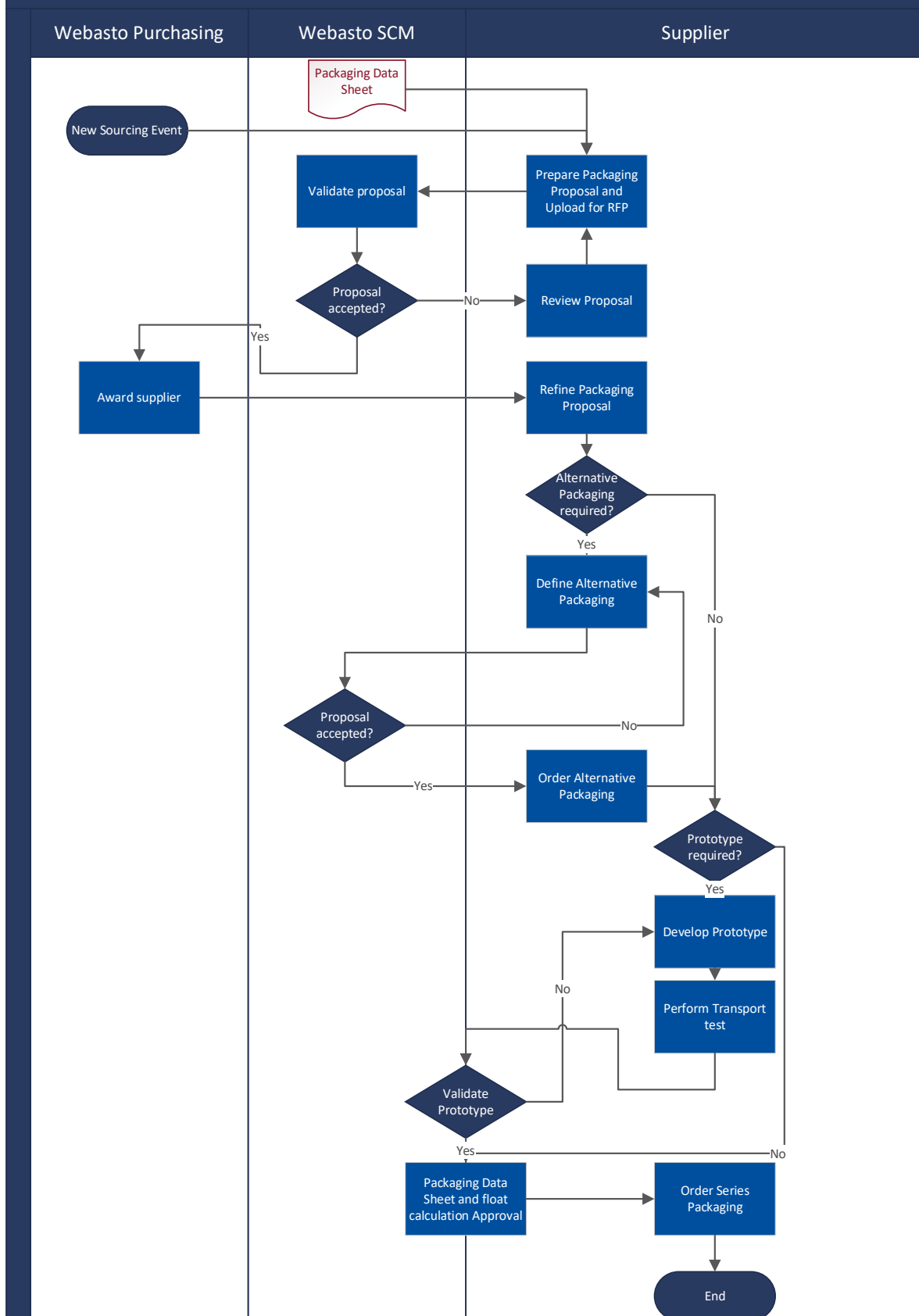


Figure 4 - Flowchart: Supplier responsible for packaging definition

## 6.2 Packaging Data Sheet (PDS)

The PDS will be provided to the Supplier either as a blank template during the sourcing process to request an initial packaging proposal or will be handed already pre-filled in order to confirm the concept as an indication for the quotation. The PDS will be refined until final approval by both parties for series packaging and if needed for alternative packaging as well. Approved documents need to be available for PPAP completion.

Table 2 - Responsibilities for completion of packaging concept documents

Type	Document	Disposable Packaging	Returnable Packaging			
			AM	APAC	CN	EU
Series Packaging	PDS	Supplier	Webasto	Supplier	Supplier	Webasto
Alternative Packaging	PDS	n/a	Supplier	Supplier	Supplier	Supplier
Float calculation	Float calculation	n/a	Webasto	n/a	n/a	Webasto

## 6.3 Float calculation

For returnable packaging, a float calculation shall be performed and aligned between the Supplier and Webasto. This document defines the quantities of packaging units and handling units in the cycle between the Supplier and Webasto, based on agreed volumes, delivery frequencies, safety stocks and eventually 3rd party processes. The float calculation is part of the packaging data sheet approval process and needs to be reviewed and aligned by both parties in the case of changing parameters.

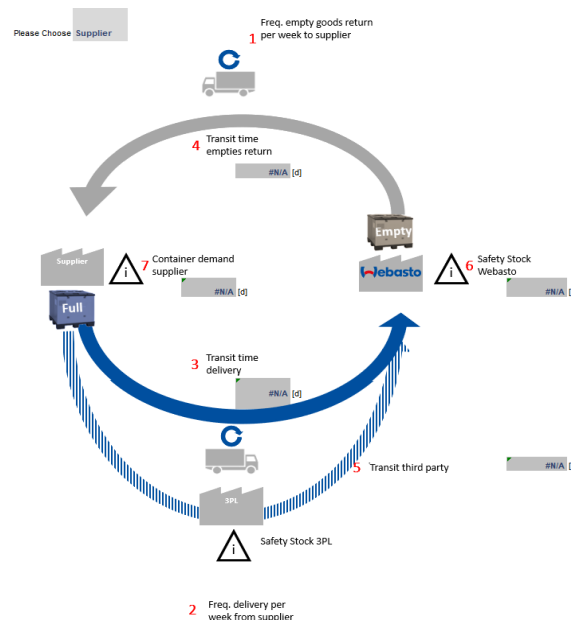


Figure 5 - Overview of float calculation

## 6.4 Packaging requirements

### 6.4.1 General

The following requirements shall be considered when defining the packaging:

- General approach for usage of packaging material



- Usage of recycled and/or recyclable materials if preferred
- Easy parts accessibility and easy handling
- Usage of small packaging units, depending on part dimension
- Optimized filling levels to reduce transportation cost
- Gross weight of PU packaging units / Small Load Carriers should not exceed 15 kg / 33 lbs., if not otherwise stated in the specific "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant)
- Gross weight limit of HU handling units (bulk packaging / Large Load Carriers or pallets loaded with multiple PUs) shall not exceed 1000 kg / 2200 lbs., if not otherwise stated in the specific "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant)
- Preferred sizes of pallets / containers (external dimensions) for road transportation:
  - 1200 x 800 x 800 / 1000 mm (L x W x H) – lower height for sea freight
  - 1200 x 1000 x 800 / 1000 mm (L x W x H) – lower height for sea freight
- If a handling unit is composed of several containers, these shall be packed on standard pallets and covered with the appropriate loading unit cover. The outer dimensions of the pallets shall not be exceeded, and last layer should be an unbroken surface
- Stackability of the handling units up to three meters height is preferable
- Quality of packaging is to be verified by standardized testing methods
- Mixed pallets are allowed only with alignment of the SCM department of the ordering Webasto plant and need to be clearly labelled as mixed pallets
- Usage of international symbols for special handling
- Transportation security must be always ensured
- When loading and positioning the handling units in the vehicle, the legal regulations, and norms applicable to load securing and road safety are to be considered
- Parts protection shall always be ensured during storage, transportation, and handling. Specific requirements need to be defined in the packaging data sheet and approved by all parties. If required, a transport test shall be performed

- Filling quantity to be aligned with Webasto's Supply Chain Planner, to follow on WPS Principle for Lean Material Flow and Supplier Integration

Sea Freight specific:

- Sea freight packaging shall comply with VDA recommendation 4525
- Preferred pallet sizes (external dimensions) to be used for shipping in sea containers:
  - L1175 x W750 x H460 / 750 / 1045 mm
  - L1140 x W790 x H460 / 750 / 1045 mm
  - L1140 x W980 x H 460 / 750 / 1045 mm
- Cartons shall be moisture-proof / waterproof adhesive

Table 3 - Permitted and non-permitted packaging materials

Packaging type	Permitted	On special approval by Webasto	Prohibited
Composite		Only on approval for specific cases	
Plastics	PE, PP, PS, ABS, EPE, EPP, to be marked according to DIN 6120	PVC, PU and PC	PUR, EPS chips
Wood	According to IPPC standard heat treatment		IPPC standard chemical treatment, press wood pallets, wood shavings, painted wood
Paper and Cardboard	Marking according RESY	VCI papers with recycling capability, marked with RESY	With water-insoluble coatings or adhesives
Films, bags	PE, to be marked according to DIN 6120		

Deviations from these rules may be made only if previously agreed with the relevant Webasto plant and shall be described in the Packaging Data Sheet.

Please observe the “*Regional / Plant Logistics Supplier Manual*” (if existing for the specific plant) for specific deviations to the global standard.

## 6.4.2 Disposable packaging

In certain cases, under economic or ecologic aspects, selection of disposable packaging might be suitable.

Prices for disposable packaging need to be made transparent in the parts cost break down and are part of the A<sub>1</sub> price during quotation, as described in chapter 5.3.

In case disposable packaging is applied, exclusively recyclable materials shall be used including country specific markings compliant with effective laws for receiving countries.

For marking disposable packaging, please consult the “*Regional / Plant Logistics Supplier Manual*” (if existing for the specific plant) – e.g., EU – According to DIN 6120, EU Commission Decision (97/129/EC).

The Supplier must always ensure that the disposable packaging is being used according to the legal requirements (origin and destination) before delivery shipments.

### 6.4.3 Returnable standard packaging

Usage of returnable packaging is key to improve sustainability footprint and support efficient processes. Therefore, the usage of standard returnable packaging shall be preferred to returnable special load carriers and disposable packaging as long as it is achieving economical and efficiency requirements as well as fulfilling criteria for parts protection.

Standard packaging types and definition within the Standard Packaging Catalogue in the “*Regional / Plant Logistics Supplier Manual*” (if existing for the specific plant).

### 6.4.4 Returnable special load carriers

If required, specific returnable packaging (special containers) needs to be developed. This implies prototype developments and testing of the packaging prior to ordering of pre-series and series packaging. The number of containers to be procured shall be calculated based on peak volume including flexibility. It shall be validated with the receiving Webasto plant or Supply Chain Planner on their behalf and documented with the float calculation document.

Further alternative packaging must be defined for affected parts.

## 6.5 Alternative packaging

If an alternative packaging is not provided in the Packaging Data Sheet, it shall be proposed by the Supplier during the initial sampling process, before the delivery is being made, and shall be documented with an own Packaging Data Sheet. The alternative packaging shall reproduce series packaging in number of parts, dimensions and stackability to ensure process stability and efficiency.

In case of shortage of returnable packaging, it is the Supplier’s responsibility to inform Webasto and request clearance for provision and usage of alternative packaging.

Usage of alternative packaging shall be communicated to the receiving plant before shipment.

It is the responsibility of the Supplier to maintain a minimum stock of expendable alternative packaging to cover a minimum of three (3) days of deliveries.

Please observe the “*Regional / Plant Logistics Supplier Manual*” (if existing for the specific plant) for specific deviations to the global standard.

## 6.6 Prototypes / Pre-series

Deliveries shall clearly be identified as “Prototype” or “Pre-series” parts with the respective labelling and relevant documentation. During initial sampling process alternative packaging shall be used and series packaging needs to be developed, tested and aligned until PPAP.

## 6.7 Cleaning / Maintenance / Repairs

Depending on the quality requirements that are valid for the specific procured material, the cleaning of the containers shall be performed, if required, by the Supplier, considering the following:

- The Supplier must ensure that apart from the currently requested labelling, no other label and / or label residue is on the container
- The Supplier must check the returnable empties on receipt and report any deficiencies or defects identified instantly to Webasto contact, by providing delivery note information and evidence pictures
- The Supplier is responsible for the proper storage of the empties. This includes the protection against weather conditions or other contamination
- In case of proved loss or damage of containers, the Supplier must bear the costs of replacement or repairs

## 6.8 Provision of returnable containers

Generally, in Regions Europe (EU) and Americas (AM), Webasto provides the returnable containers, if not otherwise agreed in written form between Webasto and the Supplier.

There will be no containers provided for shipments that are not directly sent to a Webasto plant or its nominated warehouse.

Webasto will only provide containers for the shipment and transport purposes between the last delivery plant of the Supplier and the receiving facility of Webasto, based on the agreed float calculation. In case of new or replacement packaging is required, Webasto reserves the right to allocate costs based on the responsible party (Webasto or Supplier).

The empty containers are not allowed to be used for other purposes, such as:

- The internal production at the Supplier
- The interim storage of semi-finished products
- Storing a quantity of goods higher than the one requested by Webasto's scheduling agreement at the Supplier, taking the float calculation in consideration
- Deliveries to the Supplier's subcontractors

As described in the chapter 6.3, the necessary container requirement will be calculated by the Webasto's SCM department for each supplying facility using the Webasto standard Float Calculation form.

In case that the returnable packaging is provided by the Supplier, the following should be considered:

- A proof of purchase and physical presence shall be provided to Webasto
- Webasto may decide to take ownership of the packaging, if agreed by the Supplier, by paying the unamortized value to the Supplier before the amortization quantity is reached
- Deviations from these rules shall be agreed in written format between Supplier and Webasto

Please observe the "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant) for specific deviations to the global standard.

## 6.9 Empties management

The Supplier is responsible for ensuring that there are enough empty containers available for the deliveries to Webasto. If necessary, it shall request Webasto's SCM department or its service providers an adequate quantity of empties, and / or, with prior approval by Webasto, it is allowed to deliver the goods in the appropriate alternative packaging.

The balance reconciliation of the inventory accounts of the empties will be made regularly, per Webasto receiving plant. The balance sheet provided by Webasto is considered to be accepted by the Supplier if they do not contradict it in writing, within one week from receiving it.

If requested by Webasto in appropriate frequency, the Supplier shall perform a stock counting of the available containers on its facilities or warehouses.

The Supplier shall monitor and reconcile the stock balance account using the Webasto's Packaging number, which in most cases starts with "CT" following 6-digit code.

## 6.10 Technical cleanliness

Some product groups have specific requirements regarding technical cleanliness.

The term technical cleanliness means the sufficiently low contamination of cleanliness-sensitive technical components with harmful particles. If unavoidable particle contamination (residual dirt) in a technical system is so low that it causes no short-term or long-term functional restrictions or damage to the system, the system shall be regarded as sufficiently clean within the meaning of technical cleanliness. Due to the different electrical conductivity, metallic, non-metallic particles and fibers are being distinguished. Thresholds for maximum particle size are defined according to particle size and related surface on the product. Often, a maximum residual dirt quantity (e.g., in mg / 1000 cm<sup>3</sup>) is also specified.

The target of clean logistics is to store and move parts and components to their destination in the specified cleanliness quality.

Requirements and classification of parts are marked on the respective drawing.

Appropriate packaging shall ensure that goods are well protected during storage, transportation, and handling. Protection against contamination is one of the elements. Packaging components in direct contact with the parts need to fulfill the same cleanliness requirements as the part itself. Therefore, returnable packaging or respective packaging components needs to be cleaned by the supplier with an appropriate method in every cycle before being loaded with components in this case. The cleanliness of the components and the packaging needs to be validated regularly based on methods described in VDA 19.2.

When designing packaging concepts, the following general requirements shall be fulfilled to ensure technical cleanliness:

- Clear separation between inner and outer packaging
- Enclosed packaging concepts
- No part movement among each other or within the packaging
- Only suitable packaging components



Due to its small abrasion resistance, cardboard and wooden packaging for cleanliness sensitive products is not suitable for direct part contact and need to be avoided. If cardboard or wood is being used as alternative packaging, the respective products need to be protected additionally by an appropriate inner packaging (e.g., closed bag).

Instead of wooden pallets, plastic pallets are recommended, specifically without mesh structure, as contamination has more room to deposit.

For selecting packaging, the cleanliness grade of the assembly process needs to be considered following VDA19.2.

## 6.11 ESD protection

### **ESD Package Labeling**

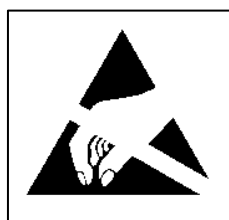
"ESD protection symbol" - Packaging components that are approved for use in the EPA area or respectively for the protection of electrostatically sensitive components must be marked in accordance with standard IEC 61340-5-1.



*Figure 6 - ESD protection symbol*

### **ESD marking**

"Warning symbol" ESD - endangered component" - Electrostatically sensitive components must be marked in accordance with the IEC 61340-5-1 standard. Additional information shall not distract in any way from the warning.



*Figure 7 - Warning symbol ESD endangered component*

### **Non-ESD packaging with risk of confusion**

Packaging components made of black recyclable-materials (e.g., black but non-conductive pallets), which due to the color can be misinterpreted as ESD-compliant packaging components, shall be specially marked to prevent entry into the EPA area.



Figure 8 - Marking of non-ESD Packaging

The packaging shall be released by the ESD coordinator of the receiving factory. For this purpose, samples of the packaging shall be provided for an ESD measurement as part of the packaging evaluation.

See: Webasto global standard – request it to your counterpart at Webasto: “**ME-TS 000008260 Regulations for protection against Electrostatic Discharge (ESD)**”.

Obligation of the Webasto Supplier is the creation of a correct definition and labeling of an ESD packaging, on a case-to-case basis in alignment with Webasto’s Purchasing department and the Webasto plant. Furthermore, Webasto Suppliers need to ensure a sufficient ESD protection for all internal processes. In concrete terms the Supplier commits to handle and pack all concerned parts in line with IEC 61340-5-3 in order to guarantee within its scope of responsibility, that our parts remain closed in ESD protected packaging.

The given packaging categories, property labels and sample packaging are shown in the chart below.

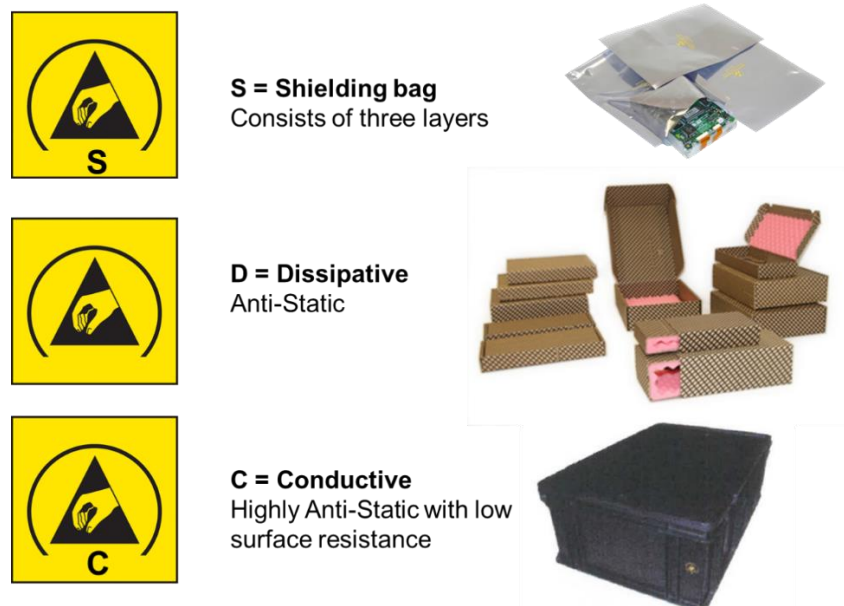


Figure 9 - ESD Packaging categories

According to IEC 61340-5-1/2:

- Electrostatically conductive = "C" for "conductive", packaging component with a volume conductivity of  $R < 1 \times 10^4 \Omega$
- Electrostatic dissipative = "D" for "dissipative", packaging component with a volume conductivity of  $1 \times 10^4 \Omega \leq R < 1 \times 10^{11} \Omega$

- Shielding = "S" for "shielding", packaging component with a shielding effect against electrostatic fields (<50nJ)

For all handling processes it needs to be ensured that ESD protecting packaging is neither opened nor damaged. Relevant job instructions and training of employees need to take place. In case of necessary repacking, the process shall take place within an EPA and with grounded personnel. In general, the Webasto's SCM department requires not to interrupt the ESD protection within the Supply Chain (similar to an uninterrupted cool chain in the food industry). The transportation of sensitive products outside of an EPA requires packaging that provides both, dissipative or conductive materials for intimate contact and a structure that provides electrostatic discharge shielding. It is strictly prohibited to pack or combine ESDs with isolative materials inside the shielded packaging. ESD protective packaging should be labeled with the official ESD classification symbols in accordance with Customer contracts, purchase orders, drawings or other documentation. Please see requirement for Webasto ESD packaging in the graphs below with required packaging components, property labels and warning labels.

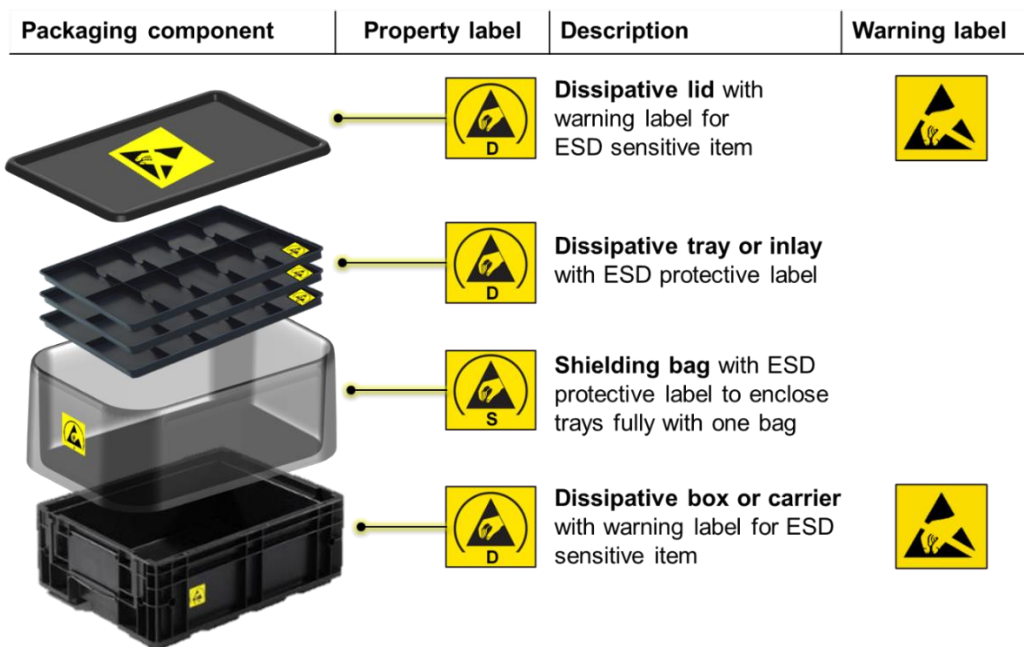


Figure 10 - Structure of ESD Packaging

Packaging used inside the EPA need to consist of conductive or dissipative material for intimate contact.

## 7 IDENTIFICATION / LABELING

### 7.1 Standard label

Each handling unit, each container and each individual package shall be identified by attaching a valid label.

Webasto standard is to receive the Global Transport Label according to **VDA 4994 / AIAG** norms, if not elsewhere specified or required by the ordering Webasto plant. Please check "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant).

Only the labels defined by Webasto are to be applied on the packaging and if needed secured with two adhesive stickers. Supplier shall ensure that these can easily be removed from returnable packaging after usage.

All specific fields should be correctly printed, as per standard VDA norms, as for example Expiration Date (when applicable).

Please consult the “*GTL Webasto guideline*” in the Information & Documents section in our Webasto Supplier Management webpage – <https://www.webasto-group.com/en-int/the-group/supplier-management.html>

## 7.2 Special label / Deviation approval

Prototypes, pre-series materials and initial samples shall be identified according to the QW1 requirements, both on the goods and in the shipping documents.

Deviation / Special approvals shall be noted by the Supplier on the delivery note and a copy to be attached to the goods, respectively to each container. This requirement also applies to the use of emergency and alternative packaging. In this case, also Regional / Plant specific requirements shall be taken into consideration, where applicable.

# 8 TRANSPORT

## 8.1 Pick up / Delivery concepts

Webasto is working with different delivery concepts, each one having its corresponding requirements especially concerning the time frame for preparation and delivery of goods. The Supplier shall ensure compliance with these requirements, for the purpose of efficient logistics operations and on-time delivery to Webasto plants.

All agreements concerning transport and other delivery related aspects, as pick up location, pick up times, and delivery times shall be determined together with the SCM department of the ordering Webasto plant. Any changes to be made by the Supplier require prior approval from Webasto. Regardless of holiday related closures or similar, the agreed pick up and delivery times shall be respected.

### **Milkrun**

Milkruns are organized by Webasto, with deliveries and collections on several suppliers based on a fixed schedule. The defined time frame for the preparation of goods for delivery as well as for the loading and unloading of trucks shall be respected. The truck driver is obliged to respect the timetable and depart after expiration of the corresponding time slot.

The Supplier shall respect the quantities / handling units to be loaded based on Webasto's demand. If for example the Supplier loads more than it was ordered, and the planned to truck capacity is somehow affected, the Supplier will be responsible for the costs caused by arranging the necessary means to collect all affected materials planned in that Milkrun route.

### **Direct transport**

Direct transport is occurring between the Supplier and the Webasto plant (no multiple suppliers), or vice versa, usually FTL (Full-Truck-Load) organized by Webasto. The arrival and departure times are to be agreed and respected between Webasto and the Supplier.

### **Groupage / Parcel service**

Each Webasto region / plant defines the specific Logistics Service Providers (LSP / 3PL) that collects the goods at the Supplier, depending on the agreed Incoterm. The Supplier shall ensure that the goods are reaching the destination at the agreed time, by making a timely notification / delivery.

### **Delivery by Supplier**

When the delivery is organized by the Supplier, the time slots for delivery at the Webasto plant shall be agreed prior to the deliveries and shall be respected.

The driver shall comply with the plant specific rules (e.g., safety compliance, driving and waiting zones, etc.).

The driver shall have sufficient language knowledge to be able to communicate with the corresponding contact persons in the Webasto plant.

## **8.2 Premium freight**

Premium freight (or special transport) is considered as deviation from the standard procedure and shall always be agreed in advance between the Supplier and the respective Webasto receiving plant.

As the nature of this transport presumes urgency in the delivery, Webasto requires the Supplier to have celerity in the processing of documentation and loading of the goods.

The costs for special transports (including customs documents and clearance) are to be borne by the respective causer of the deviation.

The transport details shall be given from the Supplier to the responsible Webasto contact.

## **8.3 Transport Management System (TMS)**

Webasto is using a TMS (Transport Management System) which optimizes road transportation for some of our plants.

For the Plants where Webasto uses TMS, the Supplier is required to inform about pick up shipment (Transport Orders) on time on the designated web-platform.

Please consult the specific "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant) for details about using the TMS platform.

## **8.4 Shipping documents**

The Supplier is responsible that all legally required documents are accompanying the shipment, as for example: CMR, Bill of Lading, Delivery Note, Pro Forma Invoice, etc.

## **Delivery Note**

Each shipment shall be accompanied with a delivery note.

The Supplier shall issue the delivery note according to **VDA 4994 / 4991** norms, if not elsewhere specified or required by the ordering Webasto plant.

The delivery note must, at least, contain the following information:

- Delivery note number and Date of issue
- Consignor – Supplier's shipping location, name and vendor number assigned by Webasto
- Consignee – Webasto's location, name, unloading point or nominated warehouse
- Webasto material number and description
- Quantity (being delivered) with respective unit of measure
- Packaging numbers (of Webasto) with description for container, pallet, cover, inner packaging, per delivered item, and how many of each
- Net and Gross weight
- Order number (Purchase Order or Scheduling Agreement number and respective item number)
- Supplier's Batch number
- Shelf Life Expiration Date (SLED), if applicable
- Kanban number, if applicable
- Reference to the agreed Incoterms

## **Transport documents**

Use of standard freight order e.g., VDA 4922, CMR, Bill-of-lading, Waybill, signed by Supplier and Freight Forwarder.

For shipments processed through Webasto TMS, the Transport Order (TO) number shall be included as a reference in the transport document

## **ASN**

The ASN delivery data shall be transmitted immediately on dispatch via EDI / WebEDI by the supplier (no later than 30 min. after dispatch).

The delivery date input in the ASN shall be the estimated date of arrival at the Webasto plant.

The ASN shall contain information regarding the transport (BOL / CMR), delivery (Delivery note), and packaging (Label), including specific values like expiration dates, supplier batch number, etc.

Cross-check information on chapter 2.3.

## 9 CUSTOMS

The Supplier shall provide, on time, all necessary customs documentation, according to the legal requirements of the importing destination country.

In case of an import into the EU, the delivery documents shall be valid for EU customs clearance.

When importing the goods into a non-EU country the delivery shall be accompanied by the legal required documents (according to the state law).

The deliveries shall always be accompanied by the following:

- Commercial invoice or pro forma invoice, requiring:
  - customs value and commercial value is mandatory to be the same.
  - customs tariff number is mandatory to be indicated on the invoice.
- In case of preferential origin of the delivered goods, a valid proof of preferential origin – EUR 1, Declaration of origin (or similar valid documents)

## 10 CONTINGENCY PLANS

In case the timely delivery to a Webasto plant is at risk, this must be immediately highlighted to the respective Webasto Supply Chain contact person accompanied by a corresponding emergency plan, including corrective action, manufacturing schedules, transportation schedules, frequent telephone updates (if requested by the respective SCM contact at Webasto). This plan shall be managed 24/7 by the Supplier until full recovery is achieved and is not changing the obligation of the Supplier to deliver on time.

The Supplier commits to create a contingency plan which considers at least the situations mentioned below:

- Outages in the procurement of raw material
- Breakdown of power supply and breakdown of IT systems
- Exceeding of capacity or capacity constraints
- Disruption of the production process
- Outages in deliveries to Webasto

The contingency plan as well as the derived emergency checklist shall be presented to Webasto upon request.

The Supplier shall ensure that each supplied Webasto plant is being provided with a constantly updated list of contact persons. See also chapter 2.

The requirements of the international quality management system standards IATF 16949:2016 shall be followed and respected.

## 11 LOGISTICS QUALITY

### 11.1 Logistics complaint

To ensure the efficiency across the Supply Chain, and in particular the On-Time In-Full (OTIF) delivery towards Webasto and its Customers, it shall be considered, amongst others, the delivery performance of our Suppliers, and:

- The compliance with the ordered quantities and delivery dates (Delivery reliability).
- The compliance with the packaging and labelling.
- The compliance with the documentation (product and delivery documentation) and the correct electronic transmission of delivery data (ASN).

Deviations from these requirements lead to disturbances in the Supply Chain business process of Webasto, as Goods Receiving and Production, and may also have an impact on the Webasto's ability to supply finished goods On-Time In-Full to its Customers.

**Whenever non-conformities / deviations are encountered, Webasto issues a Logistics Complaint (also named Logistics Notification or L-Notification or L2 Notification) and internal or external resulting costs (just and reasonable) will be charged to the Supplier, if it is proven to be the causer. The Webasto General Purchasing Terms and Conditions remain unaffected.**

#### **Problem Solving Analysis**

The Supplier shall have in place a systematic approach and conduct a problem solving analysis (e.g., 8D) in case of repetitive issues or when required by Webasto due to severity of the occurrence.

The findings, results, and measures shall be notified in written to Webasto within 24 hours for D3 (Preliminary Containment) and 14 days for D5 (Corrective Actions).

#### **Regional / Plant Specifics**

Please consult the "*Regional / Plant Logistics Supplier Manual*" (if existing for the specific plant) for specific information, as for example the detailed efforts in case of process disturbance, or chargeback costs per notification / type of disturbance.

### 11.2 Evaluation of supplier performance and escalation model

Please consult the Quality Policy for Supplier (QW1) for detailed information.

#### **Evaluation**

Webasto shall continuously evaluate the performance of its suppliers in accordance with the following criteria:

- a) Overall performance (inter alia contract status, quality certificates)



- b) Development phase (inter alia APQP status, initial sampling date and quality, pre-series production quality)
- c) Series performance (inter alia parts per million (“**ppm**”), number of notices of lack of conformity, number of repeat errors, reworking, field quality, processing of the 8 disciplines report (“**8-D report**”))
- d) Logistics performance (inter alia logistics complaints depending on level of disruption)

### **Escalation**

An escalation due to non-compliant supplier performance shall be carried out in accordance with the provisions of the Webasto escalation model (which can be viewed and accessed on the supplier portal) as follows:

- a) Unsatisfactory performance leads to escalation in line with the escalation model
- b) The supplier shall be informed in writing of the change in the escalation level in each case

Further details on the escalation model and the individual escalation levels can be viewed and accessed on the supplier portal.

## 12 APPENDIX

### A Reference documents

Table 4 - Reference documents

Reference documents	
Document number	Document name
SCM-PS 0000022175	Product Safety Rules in SCM Area
ME-TS 0000008260	Regulations for protection against Electrostatic Discharge (ESD)
IATF 16949:2016	International standard for automotive quality management systems
IEC 61340-5-1	Electrostatics - Part 5-1: Protection of electronic devices from electrostatic phenomena - General requirements
IEC 61340-5-2	Electrostatics - Part 5-2: Protection of electronic devices from electrostatic phenomena - User guide
IEC 61340-5-3	Electrostatics - Part 5-3: Protection of electronic devices from electrostatic phenomena - Properties and requirements classification for packaging intended for electrostatic discharge sensitive devices
VDA 19.1	Volume 19 Part 1, Inspection of Technical Cleanliness
VDA 19.2	Volume 19 Part 2, Technical cleanliness in assembly
DIN6120	Marking of packaging and packaging materials
VDA 4525	Standardized expendable packaging for sea container applications
VDA 4994	Global Transport Label

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