

Webasto Logistics Requirements

(WLR)

1 Communication

1.1 Supplier contacts

The Supplier and Webasto shall assign Supply Chain Management (SCM) / Logistics responsible persons for the exchange of information on a regular basis.

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**.

1.2 Obligation to inform

Suppliers shall not perform independent changes to the procedures agreed during upon the development phases. 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.

1.3 Information exchange / EDI

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

Supplier must send **ASN** (Advance Shipping Notification) immediately upon dispatching shipments to Webasto (no later than 30 min. after dispatch), as this is important for goods receipt, tracking and inventory management processes.

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

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 (via SupplyOn).

2 Logistics delivery concept

Suppliers must adeptly align with Webasto's logistics delivery concept, 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.

3 Labeling

Each handling unit, each container and each individual package shall be identified by attaching a valid label, which is the **GTL – Global Transport Label** according to **VDA 4994 / AIAG** norms, if not explicitly specified otherwise by Webasto.

4 Packaging

Empties management

The Supplier is responsible for ensuring that there are enough empty containers available for the deliveries to Webasto.

The Supplier shall monitor and reconcile the stock balance account using the Webasto's packaging number per each Webasto receiving plant and, if requested by Webasto, the Supplier shall perform any time a stock counting of the available containers on its facilities or warehouses.

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 to confirm the concept as an indication for the quotation. The final PDS version shall then be signed by Supplier and Webasto.

In case of safety relevant parts (e.g., glass panels), the Supplier shall align the specific packaging needs with the responsible SCM person at Webasto (further information can be found in the GLSM).

Packaging - Cleaning / Maintenance / Repairs

The Supplier, or a third party appointed by the Supplier, shall clean the empty containers, considering the following factors:

- 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
- The Supplier is responsible for cleaning the empties or instruct a 3rd party to do so in accordance with the technical cleanliness required by the project, valid for the specific procured material.
- The Supplier is responsible to choose the appropriate cleaning method to assure the conformity of the containers regarding the technical cleanliness required by the project

Provision of returnable containers

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

5 Transport Management System (TMS)

Webasto is using a **TMS** (Transport Management System) – 4Flow / Alpega – which optimizes road transportation for various plants in Europe and Americas.

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.

6 Logistics Quality

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 (as per agreed Packaging Data Sheet) 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 Supplier causes a non-conformity / deviation from the items described above, Webasto issues a logistics complaint. If the Supplier is responsible for the non-conformity / deviation, it is obliged to compensate Webasto for its internal and external costs, resulting out of the non-conformities.

7 Global Logistics Supplier Manual (GLSM)

The Global Logistics Supplier Manual shall serve as a guideline and for further information. Supplier may find it in the download section of Webasto homepage (www.webasto.com).