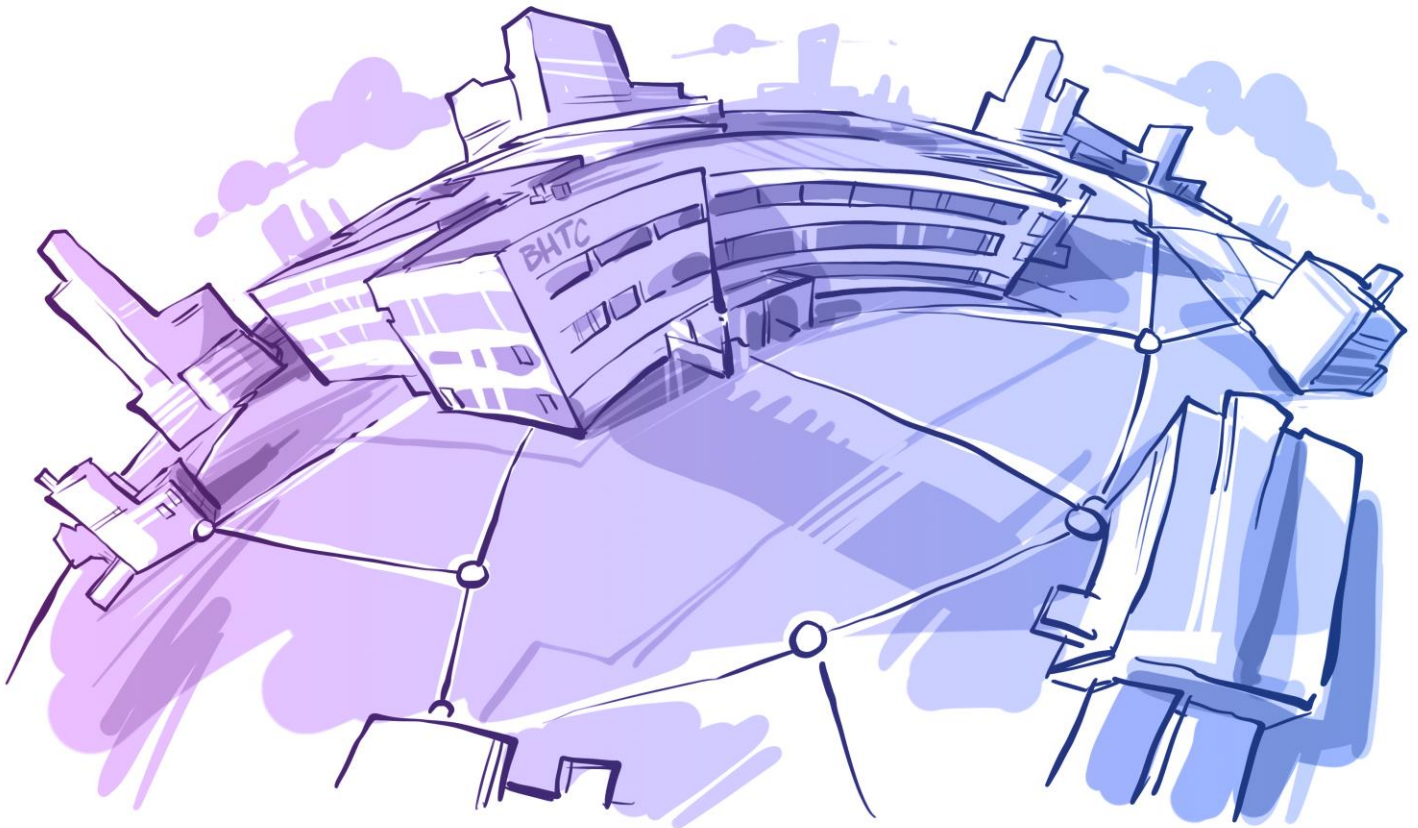


Packaging and Logistics Policy

Doc. No. BHTC525 | Version: 2023



Index

1 PURPOSE AND SCOPE.....	5
2 GENERAL	5
2.1 SERIAL DELIVERY REQUIREMENTS.....	5
2.2 LOGISTICS COSTS.....	6
2.2.1 GENERAL REQUIREMENTS.....	6
2.2.2 DEFINITION OF A PRICE.....	6
2.2.3 DEFINITION OF B PRICE AND "DELTA A/B PRICE"	7
3 PACKAGING.....	8
3.1 GENERAL SPECIFICATIONS ON HOW TO AVOID PACKAGING WASTE	8
3.2 GENERAL STANDARDS AND REGULATIONS	8
3.2.1 MANDATORY MARKING OF ALL PACKAGING MATERIALS.....	9
3.3 ESD PROPERTIES.....	10
3.4 DISPOSABLE PACKAGING.....	11
3.4.1 CORRUGATED CARDBOARD BOXES.....	11
3.4.2 DISPOSABLE AUXILIARY PACKAGING MATERIAL	12
3.4.3 DISPOSABLE SPECIAL PACKAGING MATERIALS.....	12
3.4.4 DISPOSABLE OVERSEAS PACKAGING.....	13
3.4.5 DISPOSABLE PACKAGING SUITABLE FOR ASSEMBLY.....	14
3.5 RETURNABLE PACKAGING.....	15
3.5.1 OVERVIEW OF RETURNABLE BHTC PACKAGES	16
3.6 RETURNABLE SPECIAL PACKAGING TYPES.....	21
3.7 LOADING EQUIPMENT.....	21
3.8 LOADING UNITS.....	23
3.9 DIMENSIONS AND WEIGHTS.....	25
3.10 ALTERNATIVE PACKAGING	25
3.11 SPECIFIC PACKAGING REQUIREMENTS.....	26
3.11.1 ELECTRONIC COMPONENTS.....	26
3.11.2 DISPLAYS.....	27
3.11.3 CIRCUIT BOARDS.....	27
3.11.4 CONNECTORS, SWITCHES, CONTACTS.....	28
3.11.5 GOODS FOR CLEANROOM PRODUCTION.....	28
4 PACKAGING SPECIFICATION	29
4.1 PACKAGING AGREEMENT / PACKAGING DATA SHEET	29
4.2 USAGE FEE.....	30
5 CONTAINER MANAGEMENT.....	31
5.1 BHTC-ECONTAINERMANAGEMENT (INTERNET PORTAL).....	31
5.2 CREATING A RETURNABLE PACKAGING ACCOUNT	31
5.3 MANAGING RETURNABLE PACKAGING ACCOUNTS.....	32
5.4 INVENTORY OF REUSABLE PACKAGING MATERIALS.....	32

5.5 ORDERING / SHIPPING EMPTIES.....	33
5.6 RETURNABLE PACKAGING MATERIALS DAMAGED OR DEFECTIVE OR DIFFERENCES IN QUANTITY UPON DELIVERY	34
5.7 CENTRAL EUROPEAN CONTAINER MANAGEMENT.....	35
6 DELIVERY TO BHTC.....	36
6.1 GENERAL.....	36
6.1.1 OPENING HOURS OF GOODS RECEIVING.....	36
6.1.2 DELIVERY LOT SIZE.....	36
6.1.3 SPECIAL TRIPS.....	36
6.1.4 DELIVERY BOTTLENECKS.....	37
6.1.5 EXCESS AND UNDER / ADVANCE DELIVERIES.....	37
6.1.6 RETURNS.....	37
6.1.7 LOADING OF TRUCKS.....	38
6.1.8 SHIPPING OF DANGEROUS GOODS.....	38
6.1.9 DELIVERY IN OCEAN FREIGHT CONTAINERS.....	38
6.2 SAMPLE AND PILOT SERIES DELIVERIES.....	39
6.2.1 LABELING OF PILOT LOT DELIVERIES.....	40
6.3 CUSTOMS.....	41
6.3.1 CUSTOMS PLANNING / CLEARING.....	41
6.3.2 DECLARING THE COUNTRY OF ORIGIN	42
6.3.3 EXPORT CONTROL.....	42
6.3.4 SECURE SUPPLY CHAIN.....	43
6.4 LABELING OF PACKAGES AND LOADING UNITS [GTL].....	44
6.4.1 INTRODUCTION	44
6.4.2 AFFIXING THE LABEL.....	44
6.4.3 SAMPLE GT-LABEL	45
6.5 LABELING OF ELECTRONIC DEVICES [MAT].....	46
6.6 LABELING OF AUXILIARY PACKAGING MATERIAL.....	46
6.7 DELIVERY DOCUMENTS.....	47
6.7.1 DELIVERY NOTE.....	47
6.7.2 CUSTOMS DOCUMENTS	47
6.7.3 PACKAGING TRANSPORTATION FORM	47
6.8 DISPATCH AND TRANSPORT SUBJECT TO THE TERM "FCA" (FREE CARRIER).....	48
6.8.1 PARCEL SERVICE SHIPMENTS.....	49
6.9 DISPATCH AND TRANSPORT SUBJECT TO THE TERM "DAP" (DELIVERED AT PLACE).....	49
6.9.1 SHIPMENT TRACKING.....	49
6.10 TRANSPORT INSURANCE / TRANSPORT DAMAGE.....	50
6.10.1 BHTC BEARING THE RISK OF SHIPMENTS (RECEIVED BY BHTC).....	50
6.10.2 SUPPLIER BEARING THE RISK OF SHIPMENTS (RECEIVED BY BHTC)	50
6.10.3 BHTC BEARING THE RISK OF SHIPMENTS (EMPTIES SHIPPED TO SUPPLIER).....	50

7 DATA INTERCHANGE	51
7.1 ELECTRONIC DATA INTERCHANGE [EDI].....	51
7.2 WEB-EDI	51
7.3 FAX / EMAIL	51
7.4 DELIVERY SCHEDULE	52
7.5 SHIPPING NOTIFICATIONS.....	52
8 SUPPLY CLASSES	53
8.1 GENERAL.....	53
8.2 REQUIREMENTS.....	53
8.3 MATERIAL REQUIREMENTS PLANNING (MRP).....	54
8.3.1 TRANSFERRING RELEASE ORDERS TO THE SUPPLIER'S OWN SYSTEM	54
8.3.2 PLAUSIBILITY CHECKS.....	54
8.3.3 SHORT-TERM CHANGES IN QUANTITY	55
8.3.4 HANDLING THE CURRENT CALL-OFF	55
8.3.5 SPECIAL DETAILS.....	55
8.3.6 PUBLIC HOLIDAYS & OTHER LIMITATIONS	55
8.4 CONSIGNMENT PROCESSING.....	56
8.5 SUPPLIER KANBAN.....	56
8.6 DECOUPLED DELIVERY (INTERNATIONAL).....	57
8.6.1 TERMS OF DECOUPLED DELIVERY	58
8.7 BONDED WAREHOUSE.....	59
9 QUALITY OF LOGISTICS	60
9.1 GENERAL.....	60
9.2 LOGISTICS AUDIT	60
9.3 ALLOWANCE FOR DEVIATION FROM BHTC525.....	61
9.3.1 ERROR CATALOG.....	61
10 CHANGE HISTORY	64

1 Purpose and Scope

BHTC's Package & Logistics Policy ("BHTC525") explains the requirements of logistics to the suppliers. BHTC525 is the authoritative reference for developing, designing and planning concepts of packaging and logistics.

BHTC inspects incoming deliveries for compliance with BHTC525 and other agreements made in the course of the project.

The provisions of BHTC525 are compulsory for delivery relations with the BHTC Group's entire global supplier database. The BHTC525 shall generally be deemed to be an integral part of the framework supply agreement agreed between the supplier and BHTC for the procurement of production material ("framework supply agreement"). If no framework supply agreement has been concluded, the BHTC525 shall apply in addition to the other agreements with the supplier. Deviations require a corresponding express written agreement between BHTC and the respective supplier in order to be effective.

BHTC525 is published in German and English versions. In case of questions of interpretation, however, only the German version shall be authoritative. Any country-specific special regulations shall be agreed separately between the parties.

2 General

2.1 Serial delivery requirements

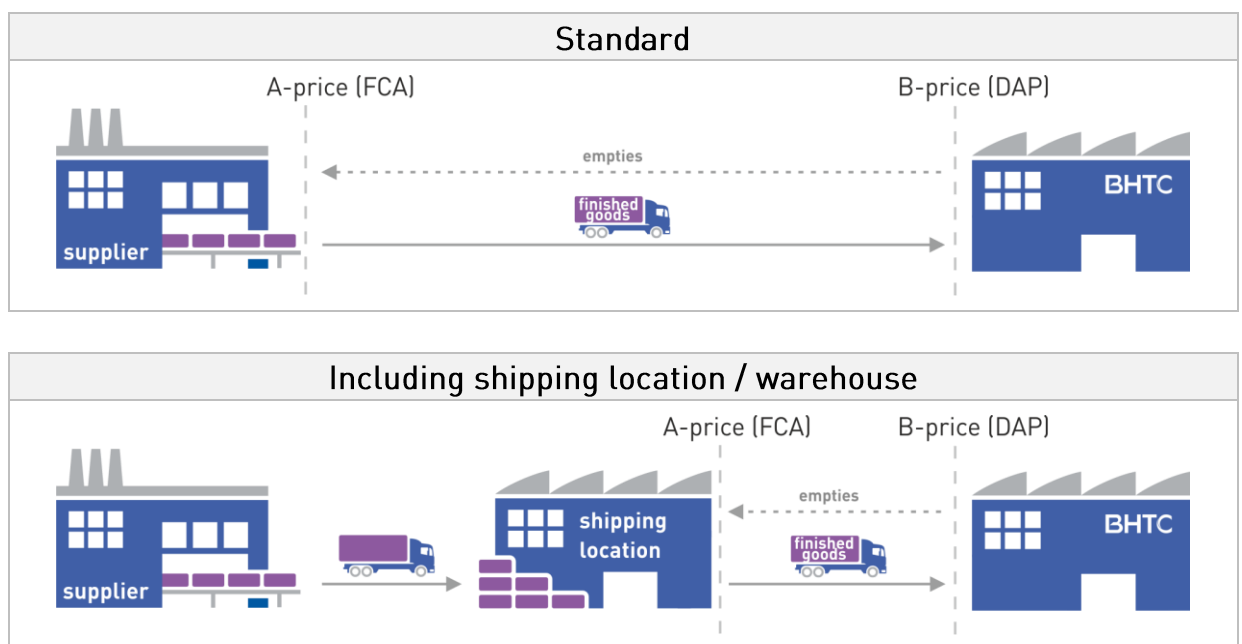
Prior to making the first delivery to BHTC, the points below should be discussed and finalized with the responsible buyer and logistics planner:

- specify the contact persons
- conclude supplemental agreements, if any
- agree the terms of delivery compliant to INCOTERMS 2020
- define the supply class
- define the packaging
- agree how to integrate the data (EDI link)
- supplier to present contingency concepts

2.2 Logistics costs

2.2.1 General requirements

Supplier proposals to BHTC shall itemize the logistics costs by part number. Proposal documents must therefore show both the A price and the B price for every part number. BHTC will check the proposed logistics costs and agree on changes with the Supplier as appropriate.



2.2.2 Definition of A price

The A price (=component price) meets the "Free Carrier" term (FCA to INCOTERMS 2020) and covers all of the supplier's in-house logistics costs. As a rule, the A price covers all of the following costs:

- Costs of upstream logistics (e.g. logistics costs of raw and input materials)
- Component protection (any kind of disposable packaging materials and aids)
- Placing in the cargo carrier
- Usage fee for the cargo carrier
- Disposable materials and packaging
- Labeling of parts or cargo carriers
- Loading on the freight carrier and costs of securing the load

2.2.3 Definition of B price and "delta A/B price"

The B price meets the "Delivered at Place" term (DAP to INCOTERMS 2020) and covers the costs of shipment from the supplier to BHTC's factory concerned. Unless otherwise requested, the cost of returning the empties is charged to BHTC.

The difference between the A price and the B price results in the "delta A/B price" which covers the following logistics costs:

- Transport costs (transport of full product and empties including all incidental costs if incurred)
- Costs of reusable packaging (investment)
- Costs of external warehousing and handling (unloading, repacking, consignment and sequencing, storage, transport and provisioning up to the point of transfer specified in the terms of delivery)

3 Packaging

3.1 General specifications on how to avoid packaging waste

The planning of packaging containers must consider economic, ecological and logistical aspects in the following order of priority:



Avoid

Limit the packaging volume and weight to the absolute minimum needed to protect the goods.



Minimize

Consider reusable packaging wherever possible in order to increase the rate of reutilization. Reusable packaging should be given preference in due consideration of the above principle. Minimize the share of disposable packaging containers.



Recycling

Ensure the ecological processing of reusable and disposable packages. Only use eco-compatible materials and abide by the statutory regulations in order to meet the requirements of the Packaging Ordinance and to minimize the ecological impact.

3.2 General standards and regulations

Standards and regulations

Packaging materials delivered to BHTC must comply with the applicable safety codes and ensure easy and ergonomic handling. Their dimensions and materials must meet BHTC's requirements.

Consider the following standards and regulations if the receiving BHTC factory is located in Europe:

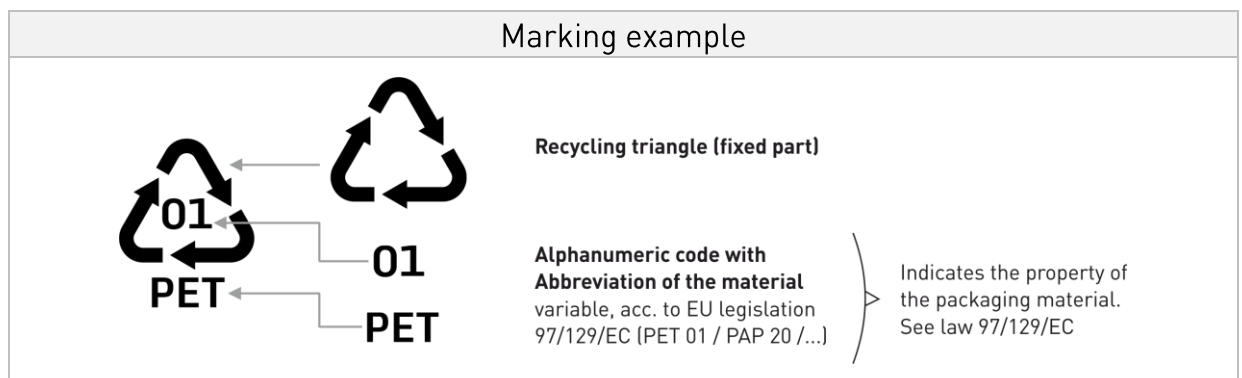
DIN EN 13698-1	Pallet production specification (1200 mm x 800 mm flat wooden pallets)
VerpackG	German packaging law
94/62/EC	European Packaging Directive
97/129/EC	Marking of packaging materials
LasthandhabV	Manual Handling of Loads Ordinance

3.2.1 Mandatory marking of all packaging materials

The packaging legislation 97/129/EC imposes documentation requirements on the type and properties of all packaging materials placed on the market.

Accordingly, on each type of packaging and packaging aids (e.g. cardboard packaging, bags, trays, display protection films, ...), which are placed on the market in the EU and also imported into the EU from third countries, it is mandatory to apply the code of the material in compliance with the law according to the legislation 97/129/EC.

The marking can be printed, pinned or embossed and should be legible without auxiliary means.



Sample-Codes					
Material	Short	Code	Material	Short	Code
Polyethylenterephtalat	PET	1	Polystyrol	PS	6
High density polyethylene	HDPE	2	Cardboard	PAP	20
Polyvinylchloride	PVC	3	Other cardboard	PAP	21
Low density polyethylene	LDPE	4	Paper	PAP	22
Polypropylen	PP	5	Wood	FOR	50

Sources of EU Directives & Laws:

(EU) 2018/851: <https://eur-lex.europa.eu/legal-content/ALL/?uri=CELEX%3A32018L0851>

(EU) 2018/852: <https://eur-lex.europa.eu/legal-content/ALL/?uri=CELEX%3A32018L0852>

97/129/EC: <https://eur-lex.europa.eu/legal-content/ALL/?uri=CELEX:31997D0129>

3.3 ESD properties

ESD stands for "electrostatic discharge". In order to minimize ESD damage to components, assemblies and devices at an electrostatic risk ("ESDS = Electrostatic Discharge Sensitive Devices") extensive safety precautions must be taken at all places concerned with making, transporting, processing, testing or storing such ESDS.

All regular and auxiliary packaging materials (such as PE bags) must meet the ESD requirements with reference to the applicable standards.

In brief, the following ESD properties must be provided:

Reusable packaging materials:

Dissipative / surface resistance $\geq 1 \times 10^3 \text{ Ohm}$ und $< 1 \times 10^9 \text{ Ohm}$

The volume conductivity and reliability of reusable packaging materials shall be warranted for a period of at least 8 years.

Disposable packaging materials:

Dissipative / surface resistance $\geq 1 \times 10^3 \text{ Ohm}$ und $< 1 \times 10^9 \text{ Ohm}$

(if the point-to-point surface resistance is $1 \times 10^9 < 1 \times 10^{11} \text{ Ohm}$ ohms then the chargeability should be $< 100\text{V}$)

In the case of disposable packaging materials, the above surface resistance shall be warranted for a period of at least 6 month.

3.4 Disposable packaging

Requirements

Before using disposable packaging, you should always check whether you could reusable packaging instead. You may use disposable packaging only if has been approved by BHTC and if reusable packaging is not a feasible option. Discuss the packaging material with BHTC's Logistics Planning department in all cases.

Adapt the size to 1200 mm x 800 mm loading units. Deviating dimensions have to be agreed by the BHTC Logistics Planning. Boxes must not protrude over the edge of the loading unit! Package and pallet together must not be higher than 1100 mm!

3.4.1 Corrugated cardboard boxes

The design and quality of the corrugated cardboard depend on the material and weight to be transported. Its design size should produce a package requiring very little or no padding material. In any case, the chosen cardboard must withstand the loads occurring during transport and storage even if packages are stacked.



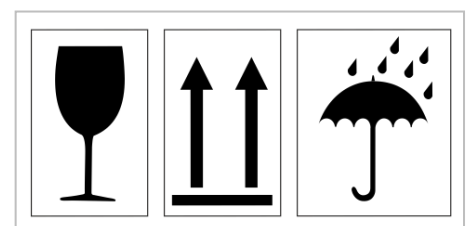
Never use extra material such as polystyrene chips or foam padding. Use corrugated cardboard or Kraft paper to fill empty spaces.

The size of the chosen box must allow the materials to be transferred as they are in a reusable BHTC container on site at BHTC. When choosing the type of container, refer to the component-specific logistics specifications and/or packaging data sheet or contact Logistics Planning.

Use reinforced tape to close the box (NO metal clamps).

Handling indicator

The internationally known and generally understood handling marks are to be printed on the shipping carton or, alternatively, at least the top side is to be identified by means of the "up sign" by means of a sticker.



3.4.2 Disposable auxiliary packaging material

Auxiliary packaging materials such as PE bags protect individual components and are carried into BHTC's production area. Packaging materials must be ESD-ready (e.g. PinkPoly bags, corrugated ESD board, PET-dissipative).



3.4.3 Disposable special packaging materials

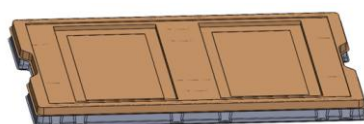
Special packaging materials are used to accurately transport components, keep them safe in transit and assure their quality (component-specific packaging).

Before using disposable special packaging (e.g. disposable thermoforming-trays), these must be inspected and approved by BHTC. Disposable special packaging must also meet ESD requirements (see 3.3 ESD properties). Since disposable special packaging materials (such as disposable trays) are repacked from the disposable transport packaging into the BHTC reusable containers, the disposable special packaging materials must also be adapted to the internal dimensions of the BHTC reusable containers. The outer dimensions of the trays and the maximum stacking height must be taken into account here. Which BHTC returnable container type is used depends on the product and can be found in the component logistics specifications or requested from Logistics Planning.

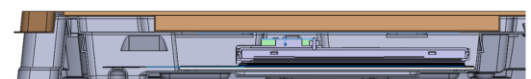
For proper stacking of the trays, flaps / sliders must be inserted into the thermoforming tool. Details on this can be obtained from BHTC logistics planning. Furthermore, rotary stacking is not permitted. Trays as well as components must always lie in the same direction in the tray stack.



For optimum capacity utilization of the shipping cartons, a corresponding thermoformed lid with the contour of the underside of the tray should be placed instead of an empty tray as a hold-down for the last component layer.



Thermoforming tray cover



Tray cover is used as a hold-down layer for the components

Material to be used for disposable trays

ESD-compatible PET (polyethylene terephthalate) is to be used as the raw material. Materials deviating from this must be checked and approved by BHTC Logistics Planning.

Required engravings / markings on the disposable trays

Disposable special packaging must be marked with the following information (e.g. via a tool engraving):

 <p>material sign</p>	 <p>ESD-sign</p>	<div data-bbox="1123 857 1505 965"> <p>Einweg / Expendable</p> </div> <p>expendable-sign</p>
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3.4.4 Disposable overseas packaging

Loading aids for international transport can be wooden pallets or cardboard pallets and must meet the requirements for stackability, transport stress, import restrictions (e.g. import of wooden packaging / IPPC-ISPM), etc.

The inner packaging is to be determined by the supplier in coordination with BHTC. Both inner and outer packaging must ensure the quality-compliant delivery of the parts.

When planning packaging, the entire transport process must be taken into account (e.g. exposure to moisture and heat from containers on deck).



For packaged goods at risk of corrosion (such as screws, etc.), it may be necessary to use a VCI corrosion protection bag.

In order to optimize the loading of sea freight containers, the pallet dimensions listed below shall preferably be used in coordination with BHTC logistics planning, in deviation from point 3.9:

Pallet Dimension (L x W x H)	qty. of pallets per 40' container
1140 x 740 x 850 mm	96
1190 x 760 x 850 mm	90

If stacking of the pallets is not possible for comprehensible reasons, the pallets can be packed up to approx. 1980 mm high after approval of the BHTC logistics planning.

3.4.5 Disposable packaging suitable for assembly

BHTC defines disposable packaging suitable for assembly as packaging that has all the necessary properties so that the materials packed in it can be taken directly to the assembly line without any repackaging effort.

This primarily includes, for example, the ESD suitability of the corrugated board or, in general, the ESD suitability of the packaging. Likewise, the size of the ESD cartons is decisive. The dimensions are to be adapted to the BHTC reusable containers.

Example illustration - ESD box with the dimensions of the ELK container.



Cardboard box with slip cover

Gripping openings & stacking aid
(closed from the inside)

3.5 Returnable Packaging

General

Returnable packages shall solely consist of packaging materials from the BHTC pool. BHTC will not accept the suppliers's own returnable packages.

Definition

Reusable packaging is packaging that can be used several times without impairing its protective, transport, storage and handling functions.

General provisions

BHTC load carriers / packaging materials are only used for transport between the supplier and BHTC and are provided free of charge exclusively for this defined circulation. If packaging materials are available for a longer period of circulation, use beyond the defined transport period is possible, but subject to a charge and will be invoiced on the basis of the usage fee (see 4.2 Usage fee).

The supplier shall ensure that the BHTC load carriers are maintained in a usable condition. All BHTC load carriers must be stored dry by the supplier. The supplier is liable for damages and lost load carriers!

In case of delivery of defective load carriers on the part of BHTC, these are to be complained about immediately.

General state of returnable packaging

Before using any reusable packages, check that they are in a good general state. Apart from a generally good "optical appearance", this shall include the following properties:

- No moisture
- No adherent substances
- No foreign ingredients

No excessive corrosion of steel elements used (e.g. pallet cages,...)

3.5.1 Overview of returnable BHTC packages

Small cargo carriers

BHTC makes sole use of ESD-ready containers.

EL1-container



BHTC-no.: 49011200

Overall size [mm]: 297x197x120
Usable interior size [mm]: 255x155x95
Tare [kg]: 0.66
Max. carrying cap. [kg]: 10
Max. no. to be stacked[strapped]: 5

EL2-container



BHTC- no.: 49011100

Overall size [mm]: 396x297x167.5
Usable interior size [mm]: 366x267x130
Tare [kg]: 1.4
Max. carrying cap. [kg]: 15
Max. no. to be stacked[strapped]: 6

ELK-container



BHTC- no.: 49011300

Overall size [mm]: 594x396x147.5
Usable interior size [mm]: 544x359x129
Tare [kg]: 2.04
Max. carrying cap. [kg]: 15
Max. no. to be stacked[strapped]: 6

EL-container



BHTC- no.: 47711300

Overall size [mm]: 594x396x320
Usable interior size [mm]: 564x366x285
Tare [kg]: 2.8
Max. carrying cap. [kg]: 15
Max. no. to be stacked[strapped]: 3

Do not label or mark BHTC containers!

Auxiliary packaging materials

BHTC makes sole use of ESD-ready auxiliary packaging materials.

Interlayer 113



BHTC-no.: 47711304

Overall size [mm]: 560x360x3.5

Tare [kg]: 0.13

Suitable for EL containers

Interlayer 111



BHTC- no.: 49011104

Overall size [mm]: 360x265x3

Tare [kg]: 0.05

Suitable for EL2 containers

Interlayer 112



BHTC- no.: 49011204

Overall size [mm]: 255x155x3

Tare [kg]: 0.03

Suitable for EL1 containers

Do not label or mark auxiliary BHTC packaging material!

Container covers

BHTC makes sole use of ESD-ready container covers.

Cover D07



BHTC-no.: 49011209

Overall size [mm]: 300x200x30

Tare [kg]: 0.13

Suitable for EL1 containers

Cover D02



BHTC- no.: 49011109

Overall size [mm]: 400x300x30

Tare [kg]: 0.4

Suitable for EL2 containers

Cover D01



BHTC- no.: 49011309

Overall size [mm]: 600x400x30

Tare [kg]: 0.9

Suitable for EL and ELK
containers

Do not label or mark BHTC container covers!

Loading equipment

BHTC makes sole use of ESD-ready pallets.

Plastic pallet HPA



BHTC-no.: 49004000

Overall size [mm]: 800x600x160

Tare [kg]: 9.4

Max. carrying cap. [kg]: 500

Plastic pallet KUP



BHTC-no.: 49005000

Overall size [mm]: 1200x800x160

Tare [kg]: 15.8

Max. carrying cap. [kg]: 900

The BHTC half-pallet can in principle be used for the delivery of short quantities with which a plastic pallet could not be completely packed. No separate agreement is required for this. The basically prescribed use of the half pallet can be found in the packaging data sheet.

Do not label or mark BHTC loading equipment!

Loading unit covers

Loading unit
cover
LA3



BHTC-no.: 49001770

Overall size [mm]: 800x600x30
Tare [kg]: 4

Loading unit
cover
LA2



BHTC-no.: 48001765

Overall size [mm]: 1200x800
Tare [kg]: 6.5

Load units must always be covered with the BHTC load end plate. A mixture of different covers (e.g. D01 + LA2) is not approved. The type of cover prescribed can be found in the packaging data sheet. - When individual containers are delivered (e.g. by parcel service), they must be covered with a container lid and strapped with plastic strapping! For the application of parcel service labels, the individual container may have to be wrapped with stretch film or a corrugated cardboard layer placed on the container lid!

Do not label or mark BHTC loading unit covers!

3.6 Returnable special packaging types

Definition

Special packaging is used for the precise, transport-safe and quality-conform reception of individual parts (part-specific packaging).

Development / Application

BHTC's Logistics Planning decides on the use of special packaging materials as detailed in the component-specific logistics specifications. BHTC will plan, design, procure and approve the special packaging material.

If the supplier requires additional returnable special packaging for its own internal circulation and warehousing, this can be procured through BHTC.

Packaging Units

If the returnable special packaging is, for example, trays as an insert in one of the BHTC pool containers, a packaging unit will be created.

The packaging unit is managed systemically via its own packaging material number. PU's must always be delivered as one complete unit.



3.7 Loading equipment

Definition

Loading equipment is used to make up the loading units in cases where the cargo carriers cannot be transported by themselves.

Returnable flat pallets

Always use BHTC plastic pallets as reusable packaging, if at all. Wooden flat Euro pallets (DIN EN 13698) may be used in justified exceptional cases and with BHTC's consent only.



Disposable flat pallets

Disposable flat pallets will be accepted only for deliveries from overseas and approved only if BHTC plastic pallets cannot be used and if there is no link to the EUR pool system. Check that there is enough headroom (see DIN EN 13698) and that a manually or electrically operated pallet truck can underride the pallet.

Wood

Only use solid and untreated wood, if at all. Check that the wood is free from plywood, fiber board, chipboard, plastic sockets or feet and iron elements thicker than 10 mm. Wooden packaging material imported from or exported to non-European countries is also subject to the "Regulation of Wood Packaging Material in International Trade" pursuant to IPPC standard ISPM no. 15.

Consider the prerequisites of using four-way entry pallets:

Four-way entry pallet (underridable short side)	Four-way entry pallet (non-underridable)
 <p>Ok example: A manually or electrically operated pallet truck can underride the pallet.</p>	 <p>Not ok example: A manually or electrically operated pallet truck cannot underride the pallet. (This type of pallet must not be used)</p>

Pallet skids



The pallet skids must always be fitted over the long side of the pallets due to internal transport via conveyor systems. The short side always remains open for driving underneath.

3.8 Loading units

Definition

Loading units combine transport packages and loading equipment into transport and warehouse units.

Making and securing loading units

General requirements

- Stability of quality, shape and volume
- Stackability of loading units
- Maximum height including pallet and cover: 1100 mm

In case the quantities released leave incomplete layers, fill the last layer with empty containers and label each of them as "empty container".

Prevent straps from cutting into cardboard boxes or other containers.

Reinforce the edges to enhance the safety of loading units as necessary.

Packaged product or straps and other securing elements must not protrude over the footprint of the loading units.

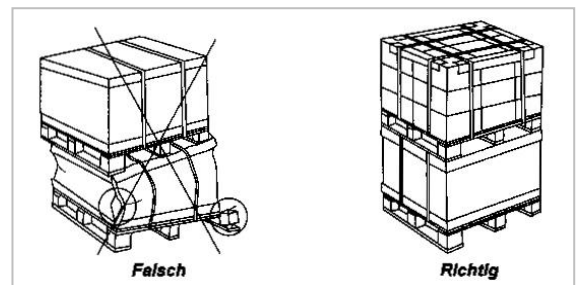
Provide enough space for handling by floor conveyors.

Limit the elements securing the loading unit to the minimum use of packaging material.

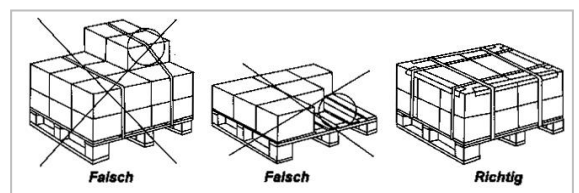
Put a plastic strap around every loading unit

- Stretch films are also allowed
- Metal straps are not allowed

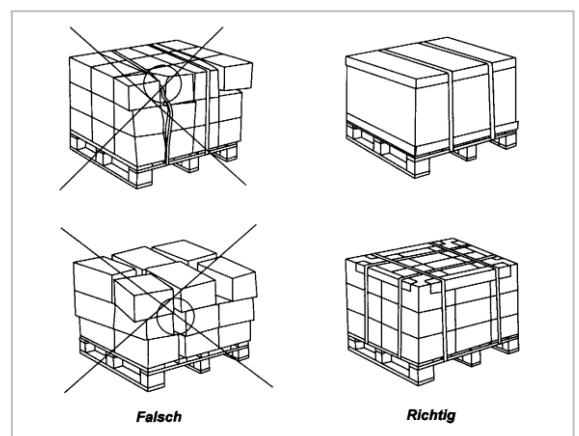
Stackability of pallet units



Incomplete layers are inadmissible



Securing of loading units



Protecting non-stackable loading units

Place pallet cones on non-stackable loading units in order to protect fragile goods and to prevent transport damage by added loads (double stacking). The cones efficiently protect non-stackable loading units by a very obvious No Stacking sign.



Mixed loading units (mixed pallets)

Avoid mixed loading units (mixed pallets) wherever possible. Use BHTC's half-pallets (When using returnable packaging materials) for shipping small released quantities.

If it still proves impossible to make up mono-material loading units, you may ask BHTC Logistics for explicit approval to use physically mixed loading units made up of materials of different part numbers. To do so, build separate loading sub-units of each of the part numbers concerned and stick a single label on each of them. Make sure not to place identical part numbers on several pallets. Finally label mixed pallets as "mixed pallet" in a very visible place.



Mixing series-produced parts and samples and/or single-orders on the same pallet is not allowed.

Incomplete Load Unit

If it is not possible to deliver a complete loading unit, max. only one partial pallet / incomplete load unit is of the same part number is allowed.

3.9 Dimensions and weights

Use metric units (mm, kg) to identify weights and dimensions.

Dimensions

The standard footprint size of loading units is as follows:

- L x W [mm] 1,200 x 800 (standard)
- Loading units must not be higher than 1,100 mm.
- The dimensions of the loading units when using disposable loading aids may deviate, but must be approved by BHTC logistics planning
- For deviating pallet dimensions for sea freight deliveries, see point 3.4.4.

Weights

Owing to ergonomics and occupational safety requirements, a single package item must not exceed a total gross weight of 15 kg.

The maximum weight of the entire loading unit should be max. 600 kg gross.

3.10 Alternative packaging

In case the supplier is short of reusable packaging materials, it may be wise to consider the use of alternative packaging in order to keep deliveries going. As a general rule, BHTC has to check and approve of the alternative packaging before every delivery.

The first step is to contact Central Container Management so that the decision for or against approving the use of alternative packaging material can be made.

For release, the central container management must first be contacted, where the availability of the reusable packaging is checked. A decision is then made on any release for alternative packaging that may be required.

Alternative packaging may only be used for shipment if checked and approved by the BHTC containermanagement. Shipments using alternative packaging not approved by BHTC will be returned to the supplier or collected by special handling (see Error Catalog).

3.11 Specific packaging requirements

3.11.1 Electronic components

Only appropriate packaging is allowed for these components. Please meet all packaging, storage and transport requirements of every single component. Avoid massively changing climates and exposure to humidity, sunlight or dust. The component packaging must protect both the packaging and the component against electrostatic charge.

Print the shelf life date on the packaging of components with a limited shelf life.

Sort electronic components such as SMD reels by type and put the specified number of identical materials per package item into an ESD bag. Seal the bags, state the quantity and BHTC part number on the bag and pack the bags in a box.



The size of the box must ensure that the maximum weight of 15 kg per box is not exceeded and that the components will not be damaged.

Avoid pallet boxes if at all possible. If a pallet box has to be used after all, first of all put the ESD bags in a matching folding box. Separately putting packed reels in a box is not allowed.

Pack moisture-sensitive devices in accordance with standard "Joint IPC/JEDEC Standard J-STD-033".

In general, the components must be marked with a MAT label (see item 6.5).

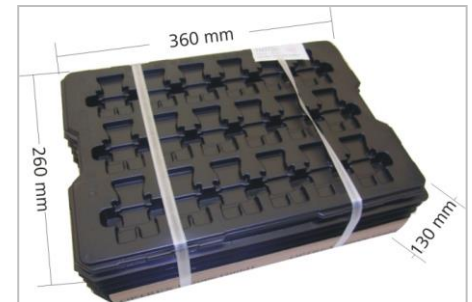
Die Lieferscheine sind außen am Karton anzubringen.

3.11.2 Displays

Ship displays in a tray that assures their quality. Overseas deliveries shall be shipped in disposable trays developed as agreed with BHTC Logistics Planning and used as approved by BHTC.

- General layout of the trays see chapter 3.4.3

Label every stack of trays as described in section 6.6 Labeling of Auxiliary Packaging Materials.



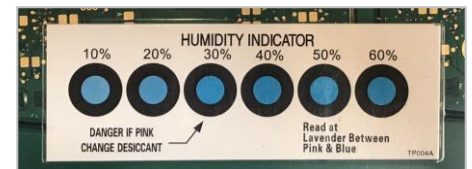
3.11.3 Circuit boards

Sort circuit boards (PCBs) by type and seal them in a bag / film that prevents them from slipping. Put a bag with desiccant (e.g. silica gel) and a humidity indicator card or equivalent humidity indicator in every sealed PCB packet, making sure to place the desiccant bags on the side.

Do not pack extremely moisture-sensitive PCBs in a standard ESD bag but in a moisture barrier bag instead

If a reusable package has not been agreed on for shipment and if the delivery is shipped in a box, check again that none of the package items exceeds the maximum weight of 15 kg. Protect the entire loading unit with stretch film.

Label every sealed package item as described in section 6.6 Labeling of Auxiliary Packaging Materials.



3.11.4 Connectors, switches, contacts

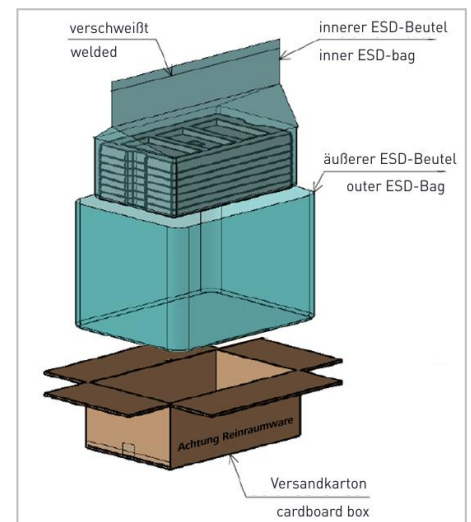
Seal all connectors, switches and contacts with silver-plated surfaces in a moisture barrier bag. Remember to place a desiccant bag in every bag. Use a plastic reel if single contacts are shipped on large reels.

3.11.5 Goods for cleanroom production

Products to be shipped for cleanroom processing at BHTC shall be packaged and shipped pursuant to BHTC's cleanroom packaging instructions.

To be able to provide the materials in the cleanroom without dust or dirt particles on them, the products shall be placed in a three-stage package by first of all sealing every stack of trays in an airtight ESD bag and placing that bag in a second ESD bag for transport protection.

The prerequisite here is three-stage packaging, so that the materials that are brought into the cleanroom can be made available in the cleanroom without dust or dirt particles. For this purpose, the materials must be sealed airtight in a first ESD bag (inner ESD bag) and this must be packed in a second ESD bag (outer ESD bag) as transport protection.



The second bag must be labeled accordingly as in point 6.6 (Labeling of packaging aids).

The tray stack packed 2-fold in the bag is to be unpacked in a suitable shipping carton (see example illustration).

The shipping carton must also be marked with "Reinraumware / cleanroom material" (by imprint or label) so that the special handling instructions are apparent at the BHTC incoming goods department.

4 Packaging specification

4.1 Packaging agreement / packaging data sheet

The supplier and BHTC will separately agree the packaging of every distinct product. The agreement will specify whether disposable or reusable packaging is to be used. BHTC Logistics Planning will base the specification on a packaging data sheet stored in eCon. The packaging data sheet is submitted to the supplier who is then obliged to verify and confirm online that all requirements are met, e.g. by performing a packaging trial*.

**Suppliers shall aim to ship all packages filled to the maximum and within the admissible limits such as maximum weight, stacking height, packing height, etc.*

BHTC's "eCon" Internet portal is used for concluding the packaging agreement. You will find the portal at <https://public.bhtc.com/econ>

Contact BHTC online to request the access details for at least one user who will discuss the packaging data sheets. - Ask for the separate documentation of web portal "eContainermanagement".

After processing, the packaging details are automatically transferred from the packaging data sheet to the BHTC system. Systematic Returnable Package Scheduling will access these details to determine a supplier's need for returnable packaging material.

Therefore, the packaging data sheets should be processed quickly to ensure an uninterrupted supply of returnable packaging material.

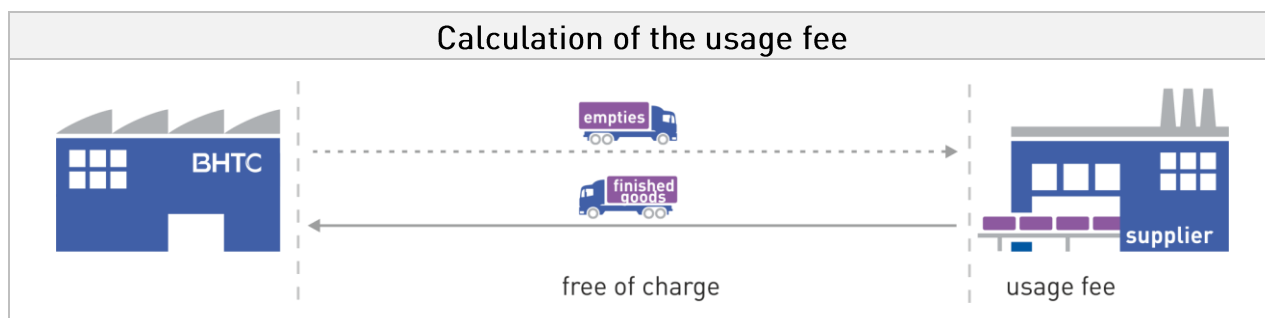
	<h1 style="margin: 0;">Verpackungsdatenblatt (nach BHTC 525)</h1>		
Lieferant:			
Firma: Testfirma			
Strasse: Teststrasse			
PLZ / Ort: 59557 Teutort			
Land: Deutschland			
Lieferantennummer: 1201			
Artikeldaten:			
Projektzuordnung: Testprojekt			
BHTC-Sach-Nr.: 74452368			
Benennung: Testartikel			
Empfänger: (Anlieferadresse)			
Firma: Behr-Hella Thermocontrol GmbH			
Strasse: Hansastrasse 40			
PLZ / Ort: 59557 Lippstadt			
Land: Deutschland			
Abmaße [LxBxH]: 0 x 0 x 0 mm			
Gewicht: 0			
Ladungsträger: BHTC Kunststoffpalette ESD			
BHTC-Sach-Nr.: 49005000			
LM: KUP			
Außenmaße [mm]: 1200 x 800 x 160 mm			
Transportverpackung			
BHTC-Sach-Nr.	LM	Außenmaße [mm]	Fullmenge [Stück]
EL-Behälter, schwarz elektr. leitf.	47711300	EL	594 x 396 x 320
		10	
Innenverpackung			
Zwischenlage für EL-Behälter	BHTC-Sach-Nr.	LM	Außenmaße [mm]
	47711304	113	560 x 360 x 3,5 mm
		Anzahl je Behälter	
		1	
		Bearbeiten	
		Bearbeiten	
Verpackung des Einzeils:			
(Bemerkung): Bauteil per Schüttgut in den Behälter packen, jeden Behälter mit der Zwischenlage abdecken und 4 Behälter je Lage mit max. 3 Lagen auf der Palette abpacken. LE mit der Abdeckhaube abdecken und umreifen.			
Transportabdeckung			
BHTC Abdeckhaube orange	BHTC-Sach-Nr.	LM	Außenmaße [mm]
	48001765	LAC	1204 x 804 x 95 mm
		Anzahl je LE [Stück]	
		1	
Kontakt BHTC Logistikplanung		Verpackungs-Freigabe BHTC	
Name:		Datum, User	
Org.-Einh.:			
Tel.: +49 (0) 29 41 - 66			
Fax.: +49 (0) 29 41 - 66			
Datum:		Datum / User-Signatur	
Verpackungs-Bestätigung Lieferant		Datum / User-Signatur	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Forsachen Drucken Abbrechen </div>			

4.2 Usage fee

If returnable packaging is used, it will be made available to the supplier free of charge for the duration of transport (see table below).

If packaging materials are available for a longer circulation and the supplier requires them for e.g. prefabrication, batch sizing, etc., use beyond the defined transport duration is possible, but subject to a charge and will be invoiced on the basis of the usage fee.

Costs will be allocated with reference to a usage fee calculated for every piece of packaging material requested for every day and based on the monthly adjusted returnable packaging accounts. A machine process will calculate the total usage fee of all items, invoice that total fee every monthly and set it off against existing receivables. Visit eCon to find the up-to-date cost summary.



BHTC Location	Supplier Location	Non-payable Days of Use
DE, Lippstadt	DE	5
DE, Lippstadt	Immediate European neighbors	10
BG, Sofia	BG	5
BG, Sofia	Immediate European neighbors	10

5 Container management

5.1 BHTC-eContainermanagement (Internet portal)

Use the BHTC internet portal to communication with BHTC's Container Management. You will find the portal at <https://public.bhtc.com/econ>

This portal is used to handle all empties orders the supplier has to submit every calendar week. Previous orders appear on a list of orders and previous deliveries are added to a list of shipments. - Every month, the previous month's returnable packaging account statements and all their transaction records are available for online verification. - Counts of returnable packaging stocks are to be communicated online. - In order to ship materials packed to ensure their perfect quality, menu item Packaging Planning is used to coordinate the packaging data sheets with the planners at the locations.

All you need to run BHTC's eContainermanagement system is a PC with Internet access. Other than that, using this online tool requires no further investments. - Provided that no eCon user has been registered, suppliers shall contact BHTC online for the access data of at least one user.

5.2 Creating a returnable packaging account

If reusable packaging material is used, suppliers shall run their own system and create separate accounts for every BHTC returnable packaging account, every packaging material and every BHTC factory. Suppliers undertake to post all incoming and outgoing returnable packaging materials to this account in their system to enable an easy monthly reconciliation of accounts.

Buchungen beinhalten mindestens folgende Informationen:

- Date of shipment (receipt / dispatch at the supplier's premises)
- Type (number) of cargo carrier
- Quantity
- Number of delivery ticket and / or packaging transportation form

BHTC handles returnable packaging accounts for suppliers only. Such accounts are neither created nor kept for freight forwarders. Returnable packaging agreements between a supplier and freight forwarders are not binding for BHTC. - BHTC provides suppliers with empty packages and the required pallets. All of these returnable items are debited to the supplier's account and credited upon return delivery.

5.3 Managing returnable packaging accounts

Suppliers undertake to compare the accounts every month. At the beginning of every month, the previous month's returnable packaging account statements and all their transaction records required for reconciliation are made available to the suppliers via the online portal.

After activating the monthly reconciliation of accounts, a registered user is sent an email requesting the user to check the returnable packaging accounts which the user shall do within the set time. Differences (false or wrong entries) should be disputed online within the set period by submitting a copy of the packaging transportation form / delivery ticket.

Provided that the objection is comprehensible and justified, BHTC's Container Management will enter the differences in the BHTC system at short notice. Adjustment postings will be shown on the account statement provided in the next month under the posting date of the objection concerned. If undocumented missing amounts are found, BHTC will debit the costs of replacing the reusable packaging materials to the supplier's account.

Even if no posting differences are found, the month-end balances have to be confirmed in the online account reconciliation within the processing period reasonably specified by BHTC. Documented stock counts shall be considered accepted if the postings are neither confirmed nor objected within the set period. - BHTC will not accept any later objections.

5.4 Inventory of reusable packaging materials

Suppliers undertake to count the BHTC-owned material items in their possession. If so requested by BHTC's Container Management, this involves a physical annual inventory count of the supplier's cargo carrier stocks. BHTC will set the stocktaking date. BHTC reserves the right to request further inventory counts at any time.

Upon activating stocktaking process in eCon, the registered user is automatically sent an email making the user aware of the requested stocktaking. On the stocktaking date, eCon will automatically display the relevant input screen.

Stocktaking consists of the user counting all BHTC cargo carriers in the supplier's possession on the stocktaking date, and within the time period appropriately specified in the inventory notification from BHTC, the determined stocks are to be entered in eCon and transmitted to BHTC. BHTC's Container Management shall be separately informed of all counts of cargo carriers in the supplier's possession but not covered by a returnable packaging account yet.

In order to support adequate property documentation, the supplier shall submit documents (delivery tickets and invoices of the packaging materials manufacturer) of returnable BHTC packaging materials the supplier has procured from BHTC's packaging materials supplier which will lead to a negative count of the supplier stock. Missing ownership documents shall be construed as false postings which will reset the returnable packaging account to zero.

Once the stock counts have been entered in eCon in due time, BHTC will provide the previous month's returnable packaging account statement so that the previous month's postings can be compared. Since previous returnable packaging account statements were closed beforehand, differences may only relate the month preceding the stocktaking month.

After expiry of the above-mentioned deadlines and completion of the inventory, the final inventory differences (shortfalls) shall be invoiced to the supplier and offset against existing receivables. The resulting debits are processed separately for each inventory, which is why they cannot be offset against debits from previous or subsequent years. The same applies to positive and negative differences from different load carriers, which are also not offset against each other.

5.5 Ordering / shipping empties

It is the supplier's job to find out how much returnable packaging material is required for shipments to BHTC and to order the material using BHTC's eContainermanagement system. Orders of the required types of cargo carriers shall be placed per calendar week not more than 4 weeks in advance.

A list of orders provides an editable overview of previous orders. Keep in mind that orders can only be changed until the Tuesday of the week before delivery.

Prior to shipping the ordered types of cargo carrier, BHTC will check its system for the actual demand and compare it to the quantities ordered by the suppliers. To ensure an uninterrupted supply of materials, all returnable packaging account shall be kept properly and the packaging data sheets shall be processed in a timely manner.

Once the ordered quantities have been compared with the BHTC system and found to be correct and available, shipment will be made within the calendar week that the order was made out for. Shipments made appear on a list of shipments.

In case ordered quantities are not or not fully available, the order will not or only partly be completed and then closed within the week of the order. There will be no additional deliveries of non-shipped items.

Suppliers shall add open order items again to later supplier orders.

Unless otherwise agreed with the supplier, returnable packaging material shipments are made subject to the "DAP" condition.

5.6 Returnable packaging materials damaged or defective or differences in quantity upon delivery

BHTC generally supplies reusable packages in a usable state. The procedure below applies if a supplier receives damaged packages after all or if there are differences in the quantities shipped and received:

Complaint of defective returnable packaging

Leave a note on the forwarding order and have the driver sign it if defects or a wrong delivery are found upon receipt (see section 6.10.3).

The supplier undertakes to immediately inform BHTC's Container Management of defective or wrongly delivered reusable packages or differences in quantity.

The complaint should contain the following details:

- Date of delivery
- Number of delivery ticket or packaging transportation form
- Name of carrier
- Truck's license number
- BHTC's part numbers of the defective packages
- Number of defective packages

When receiving these details, BHTC's Container Management will order the BHTC transport partner to pick up the defective / wrongly delivered reusable packages or check the differences in quantity, as appropriate. In support of correctly handling the process, the supplier shall provide the defective reusable packages to be picked up.

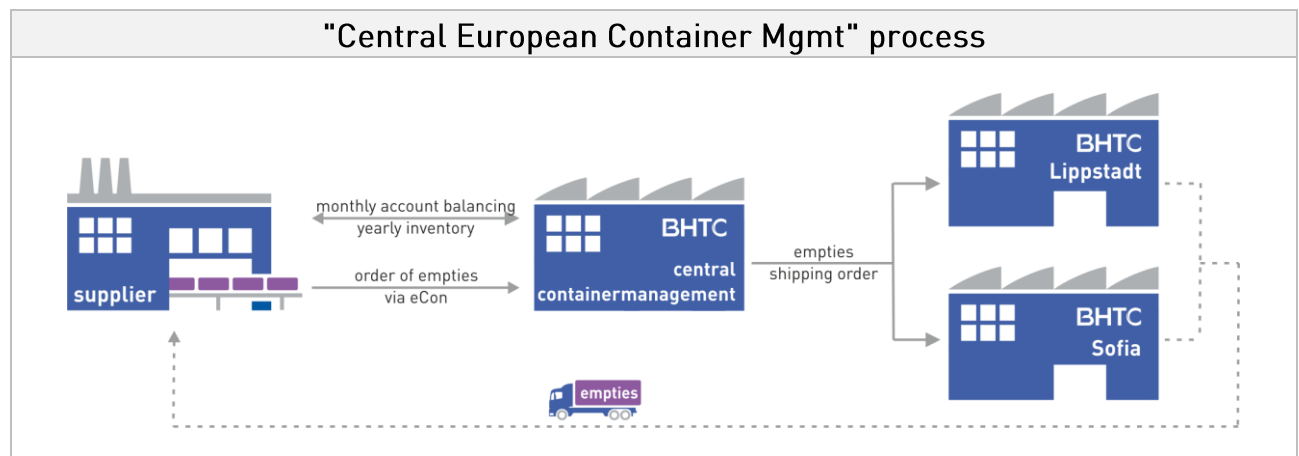
The supplier shall stick an "A4" sheet to every loading unit with defective / wrong reusable packages and enter the following details on it: supplier's sender address, receiving address, date of complaint and the text "defective / wrong reusable packages returned to BHTC".

The supplier will be told the pick-up date. Upon receipt, BHTC will credit the cost of the defective / wrong packaging equipment to the supplier's returnable packaging account.

(Non-compliance with the above procedure for handling complaints about defective reusable packages or differences in quantity received will cause later complaints not to be accepted and the costs of repair or replacement to be invoiced to the supplier!)

5.7 Central European container management

Cargo carriers are an integral part of global value-added chains and networks. Central European Container Management is responsible for organizing the exchange of cargo carriers between the European suppliers and BHTC's European factories.



Central container management handles all communication processes. Empties order, the monthly reconciliation of accounts and annual stocktaking are handled using eCon as described in detail earlier.

Empties ship from the BHTC locations concerned. The dispatching location depends on the current stock of empties and also on the distance between the supplier and the BHTC location. Group container management decides which location does the actual shipping.

Central e-mail address: containermanagement@bhtc.com

6 Delivery to BHTC

6.1 General

6.1.1 Opening hours of goods receiving

Deliveries shall generally arrive within the opening hours of the goods receiving department concerned. Deliveries outside of these opening hours shall be agreed with BHTC in advance and marked as special deliveries (see error catalogue according to clause 9.3.1).

After delivery, it may take about one hour until the goods are unloaded.

Opening hours:

BHTC Location	Days of Week	Time
Germany	Monday to Fridays	6 a.m. to 4 p.m.
Bulgaria	Monday to Fridays	6 a.m. to 4 p.m.
China	Mondays to Saturdays	6 a.m. to 4 p.m.
Mexico	Monday to Fridays Saturdays	07 a.m. to 11 p.m. 07 a.m. to 8 p.m.
India	Mondays to Saturdays	8:30 a.m. to 4:30 p.m.

6.1.2 Delivery lot size

The delivery lot size corresponds to the smallest matched packaging unit or a multiple thereof in order to avoid opened load carriers.

6.1.3 Special trips

Necessary special journeys will be organized by the supplier at his expense, unless the reasons for this were not within the supplier's sphere of responsibility.

6.1.4 Delivery bottlenecks

Any supply bottleneck of which the supplier becomes aware and which has an impact on deadlines or quantities must be reported immediately to the responsible contact person at BHTC Logistics.

The scheduling agreement may be deviated from (partial deliveries, delivery before the date, or different quantities and additional deliveries) after prior discussion and agreement with BHTC only. Otherwise there will be a return delivery that the supplier will be charged for. This also applies to obvious defects of transport carriers and transport packages.

If the supplier causes any supply bottlenecks, it undertakes to sustain BHTC's production by making partial deliveries and extra trips and by taking backup actions in their own production and at their own expense. Again, this procedure needs to be agreed on with BHTC first. In all other respects, the provisions of the framework supply agreement shall apply. The handling of consignment warehouses is subject to the provisions of the applicable consignment warehouse contract.

6.1.5 Excess and under / advance deliveries

Suppliers shall be allowed to make partial deliveries, deliveries prior to call-off and over- or under-deliveries only with the prior written consent of BHTC. In case of non-compliance with this provision, the supplier hands over the goods in the case of over- or advance deliveries to a forwarder, carrier or similar commissioned by BHTC, the supplier shall bear the risk until acceptance at BHTC's receiving plant even if this risk would be borne by BHTC in accordance with the agreed INCOTERM. Additional costs such as for storage or return of unauthorized deliveries shall be reimbursed by the supplier in addition to the catalogue of defects in accordance with clause 9.3.1.

6.1.6 Returns

The supplier shall bear the costs of return deliveries unless the reasons for this were not within the supplier's sphere of responsibility. Return deliveries are generally coordinated with the supplier in advance. Shipments by parcel service shall solely be borne by BHTC's CEP partner service providers (currently UPS and FedEx). The supplier shall submit the correct CEP service provider account number for proper cost transfer.

6.1.7 Loading of trucks

Pallets shall normally be placed on trucks lengthwise to help unloading across the ramp by manual pallet truck or electrical elevating truck.

6.1.8 Shipping of dangerous goods

The supplier undertakes to hand over shipments to the carrier in conformity with the applicable dangerous goods ordinances. For the supplier's obligations and responsibilities as the sender, packer/filler and consignor, refer to s9 of the GGVS or to ADR section 1.4. The supplier shall be liable for all damages caused by non-compliance with the statutory regulations.

Initial shipments of dangerous substances shall include the up-to-date Material Safety Data Sheet. Such substances shall be labeled and documented pursuant to ADR.

6.1.9 Delivery in ocean freight containers

Ocean freight containers shall be degassed prior to delivery to BHTC. BHTC shall be sent a prior written confirmation of container release in lieu of a hazard assessment.



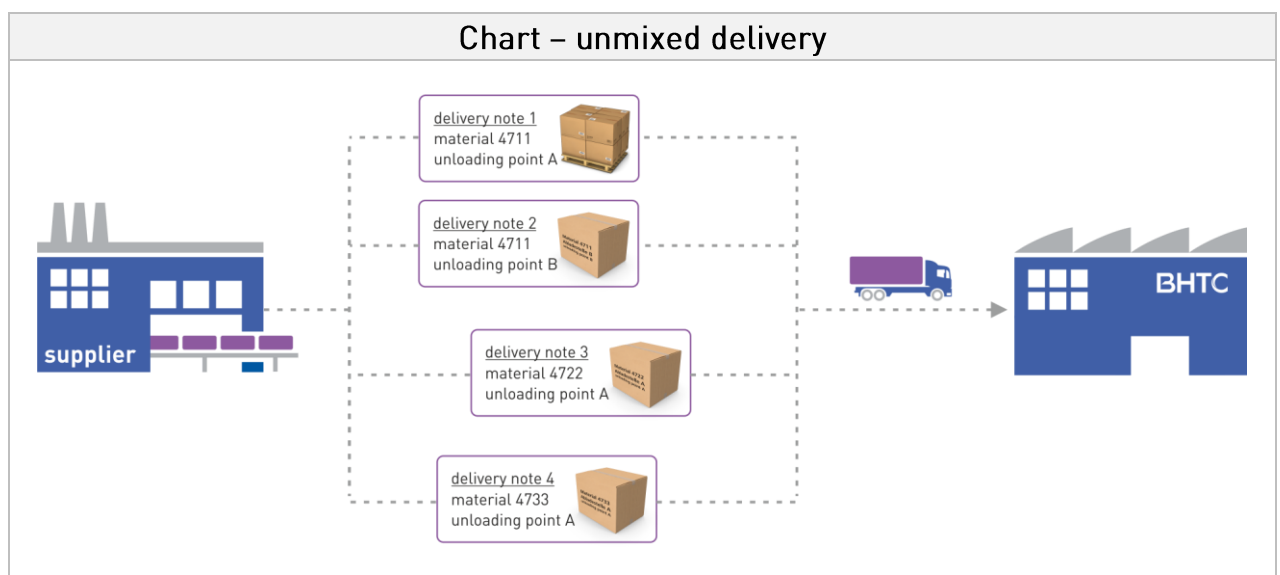
6.2 Sample and pilot series deliveries

When delivering sample or pre-series material, please note that mixing with series material is not permitted. The following points must be taken into account:

- A separate carton or container must be used for each material number (sorted by type).
- Each package (carton, container, pallet) must be clearly marked (e.g. with the BHTC part number and filling quantity). Preferably also for sample and pre-series material with the GT label.
- One delivery note have to be used per order number.
- Different unloading points must each be packed separately and clearly marked with the unloading point.
- Free sample deliveries shall be clearly marked as free of charge on the delivery bill.

Sample material is to be delivered in disposable packaging, unless otherwise agreed.

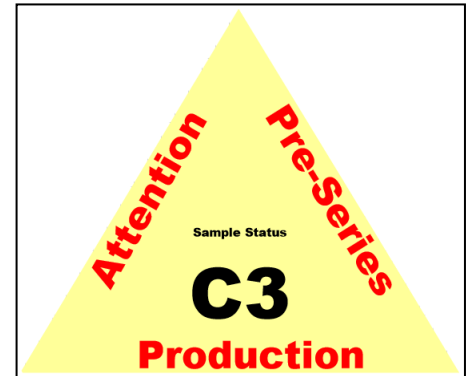
Pre-series deliveries (e.g. B and C sample stand) are preferably to be packed and delivered already in the series packaging (e.g. reusable containers) so that this material can also be used in production if necessary. In addition, in this case the series packaging can already be tested for suitability.



6.2.1 Labeling of pilot lot deliveries

Pilot lot deliveries must have the current sample status on them.

This is done by labeling every loading unit with the sample triangle shown here in an obvious place. The sample triangle shall state the current sample status.



6.3 Customs

6.3.1 Customs planning / clearing

The customs clearance of shipment not subject to Incoterm “DAP” shall be closely coordinated with BHTC. Such shipments shall be directly agreed with BHTC's Customs department, as appropriate.

In order to meet customs requirements, the seller shall add a commercial invoice in English to the delivery documents. Free deliveries shall bear the notice "For Customs Purposes Only" and state a value that reflects a standard market price.

Unless otherwise agreed, customs clearance in the country of origin is done by the seller and by the buyer in the country of designation. The seller shall pay the customs clearance fees if customs are cleared in the country of destination without the buyer's prior written consent.

The supplier shall pay for the costs and consequential damages caused by missing or non-conforming customs documents or customs plans (e.g. customs duty because of non-conforming preference certificates) attributable to the supplier.

Customs documents and certificates shall conform to the applicable statutory regulations.

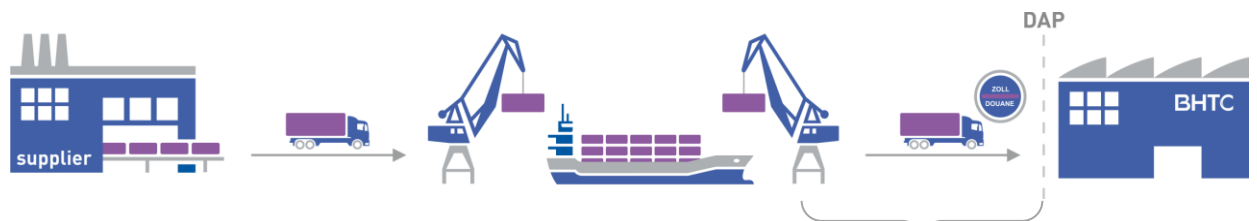
The supplier shall add a document to all goods delivered to BHTC, containing details about the country of origin and the customs tariff number with reference to BHTC's part number. In the case of goods originating in the EU, the supplier shall provide BHTC with a long-term or single supplier declaration containing these details. In the case of goods originating from outside the EU, the invoice shall specify the country of origin and the customs tariff number. BHTC shall be immediately informed of all changes.

The supplier shall inform the customer in due time in advance of existing impediments to international trade regarding the goods concerned.

Central e-mail address for BHTC-Lippstadt: zollabteilung@bhtc.com

Customs requirements for the transport service provider

If the supplier is responsible for organizing the transport (e.g. INCOTERM DAP), the supplier must ensure that an authorized transport service provider carries out the onward transport from the port of destination.



The forwarder who is transporting the goods from the port to BHTC must act as the person responsible for the change of custodian / multistop in the customs system (Atlas).

6.3.2 Declaring the country of origin

Suppliers whose place of business or production is located within the European Union shall issue a supplier declaration pursuant to the applicable EU regulations. A signed repeat declaration shall be sent to BHTC every year.

suppliers whose place of business or production is located in a partner country to an EU free trade agreement shall issue a preference notice (movement certificate / declaration of origin on the invoice) for every shipment. Free trade agreement provisions are authoritative.

6.3.3 Export control

The supplier shall

- make BHTC aware of potential export restrictions regarding the goods and technologies in question (e.g. entries pursuant to the Dual Use Ordinance of equivalent regulations),
- inform BHTC of all goods and technologies subject to an export / re-export approval pursuant to US law / US regulations,
- tell BHTC the applicable classification number (e.g. the ECCN Export Control Classification Number for US products, the "AL number" of goods and technologies on the German export list or the "dual use number" of goods and technologies subject to the Dual Use Ordinance, etc.), and
- inform BHTC of potential exemption permits applicable to goods and technologies.

The seller shall send the above notices and details to BHTC's Customs department.

6.3.4 Secure supply chain

The supplier shall ensure supply chain security and observe the applicable legal requirements. Upon the buyer's request, the seller undertakes to provide the buyer with appropriate documents such as certificates or declarations (e.g. AEO security declarations, declarations under the C-TPAT or equivalent programs), to support the buyer in official audits and to subject its business partners to an equivalent level of diligence.

6.4 Labeling of packages and loading units [GTL]




6.4.1 Introduction

BHTC uses the Global Transport Label (GTL) affixed by the supplier for the automatic registration of goods received as well as the identification and traceability of goods. Affixing a GTL to every shipment is mandatory. Refer to the implementation guideline for details regarding the introduction of the GTL.

In addition to the GTL and in order to ensure the automatic registration and traceability of goods received, a delivery EDI document (ASN) is another must (see section EDI Guideline for details).

6.4.2 Affixing the label

Every loading unit shall be labeled with a master GTL and every cargo carrier with a single GTL. Single GTLs shall be placed in the pouch on the container and protected against loss by a removable transparent glue dot. Be careful not to stick anything over or cover the 2D bar code by a strap so that the code can be easily read by a scanner.

EL- / ELF-Container	ELK-Container	EL2-Container	EL1-Container
Single label on front face	Single label on front face	Single label on long side of EL2 containers (front face of pallet)	Single label on long side of EL1 containers (long side of pallet)
			
Always affix the master label to the pallet's front face.			

Do not label or mark BHTC packages! Labels (supplier labels, carrier labels,...) are not allowed in any shape or form. Such labels affixed nevertheless incur major costs of sorting out, cleaning / removing the labels or, in the worst case, of disposing the packages. These costs will be debited to the supplier's account. To avoid extra work and ensuing costs, place the product tag in the pouch and secure it with a removable transparency glue dot as described above.

6.4.3 Sample GT-Label

Single GT label on single packages

Stick a single GT label on every single package item.
SLC version (210 mm x 74 mm).

VON SPEDITION MUSTER MUSTERSTR. 1 12345 MUSTERSTADT MADE IN GERMANY		AN Behr-Hella Thermocontrol GmbH Hansastraße 40 59557 Lippstadt ANLIEFERUNGS- / ABHOLSTELLE B02				GEWICHT 180 KG VERSANDDATUM 2010-08-17 ANLIEFERUNGSSTAND AA CHARGE 123-78	
LIEFERANTEN-NR. 261324 LIEFERSCHEIN-NR. 79342863		HL2 MATERIALBESCHREIBUNG SENSOR		RICHTIGKEITSTYP 49011300 MEINDE 120 STK			
MATERIAL-NR. 00883000							
LIEFERANTENFELD  6J UN 324406669 518648697				Lieferantenfeld			

Master GT label on loading units

Stick a master GT label on every loading unit.

VON SPEDITION MUSTER MUSTERSTR. 1 12345 MUSTERSTADT KONTAKT: +49-1234-12-3456 MADE IN GERMANY		AN Behr-Hella Thermocontrol GmbH Hansastraße 40 59557 Lippstadt ANLIEFERUNGS- / ABHOLSTELLE B02			
LIEFERANTEN-NR. 261324 LIEFERSCHEIN-NR. 79342862		HL3 MATERIALBESCHREIBUNG SENSOR		RICHTIGKEITSTYP 49005000 MEINDE 270 STK	
MATERIAL-NR. 00883000					
LIEFERANTENFELD  6J UN 324406669 518648697				GEWICHT 195 KG VERSANDDATUM 2010-08-17 ANLIEFERUNGSSTAND AA CHARGE 123-78	
Lieferantenfeld				MASTER LABEL	

6.5 Labeling of electronic devices [MAT]

Use a 2D MAT label to help standardizing the traceability of electronic devices. The content requirements can be found in the "MAT-Label Implementation Guide".

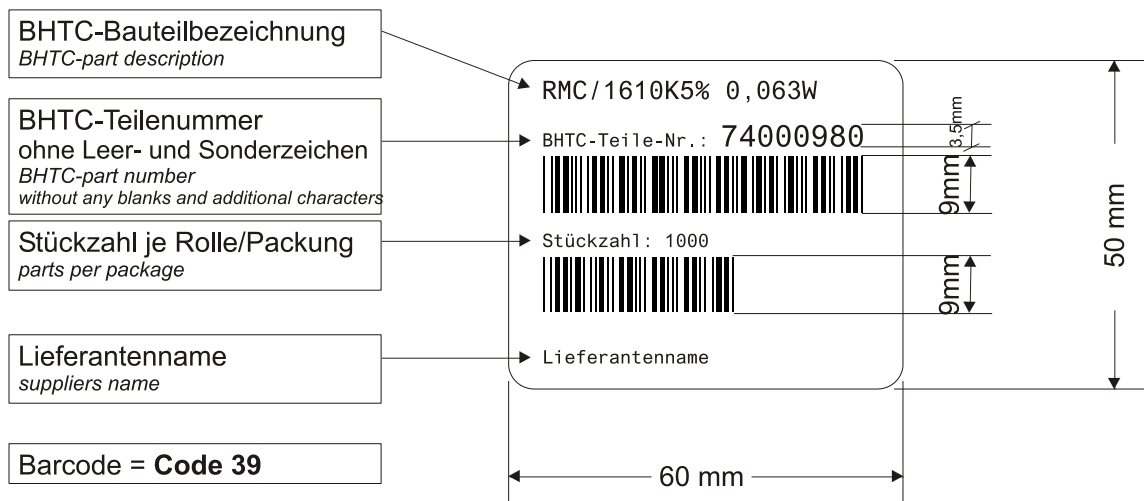


Affixing of the MAT label

In principle, the MAT labels are to be applied directly to the reel. If the reels are delivered in DryPacks, the MAT labels must be applied directly to the reels packed in DryPacks and to the DryPack itself. If reels are packed in DryPacks without a BHTC-specific MAT label, a removable label or sandwich label that can be attached to the spool after opening the DryPack must be used.

6.6 Labeling of auxiliary packaging material

Label all auxiliary packaging materials (PE bags, tray stacks etc.) with BHTC's material number and the filled-in quantity. Use the label shown below if possible.



6.7 Delivery documents

6.7.1 Delivery note

One delivery note have to be used per order number. This means that only the material number item from an order including the packaging used for delivery have to be printed on the delivery note.

In case of direct deliveries, the delivery bill shall not be attached to the goods. The delivery bills are to be handed over together with the goods at the BHTC receiving plant.

If disposable packaging is used, the delivery bill must always be attached to the outside of the carton so that it is clearly visible.

The image shows a 'Musterlieferung' (Delivery Note) form. It includes fields for 'Absender' (Sender) and 'Empfänger' (Recipient), both with company names and addresses. The 'Waren' (Goods) section lists items with their material numbers and quantities. The form is titled 'Musterlieferung' and 'Musterstraße, 12345 Musterort'.

6.7.2 Customs documents

The carrier shall be provided with the documents and details needed for customs clearing. These include, but are not limited to, preference documents (EUR1, UZ Forma A and 3 copies of the commercial invoice in English).

6.7.3 Packaging transportation form

The transport document [TMBS] must always be enclosed with the goods if it is not possible to transmit the packaging by EDI. - This may be the case, for example, if the supplier is not yet connected via EDI or WEB-EDI, the GTL process has not yet been implemented or in the case of delivery of individual orders without transmission of an ASN.

So If a remote goods receipt posting of the packaging materials is not possible, BHTC treats the PTF as the relevant document needed for tracking the transport materials, posting to returnable packaging accounts and for checking the forwarding invoices.

Explanation of how to fill in the TMBS for delivery to BHTC.

To be completely and legibly filled in by the partner:

- (1) Dispatch date
- (2) Partner's address
- (3) Delivery ticket number
- (4) Tick partner shipment to BHTC
- (5) Quantity shipped per BHTC packaging material
- (6) Quantity shipped per special packaging material
- (7) Partner's legible signature
- (8) Carrier's signature for picked-up materials

To be filled in by BHTC:

- (9) Carrier & truck license number
- (10) Goods receipt date
- (11) Checked quantity
- (12) Partner's legible signature
- (13) Carrier's signature for delivered materials

BHTC		Transportmittelbegleitschein packaging transportation form		No.:	
Blatt 1 (pink) = BHTC		Blatt 2 (green) = BHTC		Versand-Datum (dispatch date)	
BHTC-Standard: Firma: Behr-Hella Thermocontrol GmbH Straße: Hansastrasse 40 PLZ / Ort: D - 59557 Lippstadt		Partner: Firma: Musterlieferant Straße: Musterstraße 12 PLZ / Ort: 99999 Musterort Lieferantenummer: 10754		(1) 10.07.2004	
Spezifikation: LKW-Kennzeichen: Nord-Süd SOxy-27		Eingangs-Datum: 11.07.2004 Lieferanten-Nr.: 0458764		(10) (3)	
Lieferung BHTC an Partner: <input type="checkbox"/> were confirmed into address and the signature date		Lieferung Partner an BHTC: <input checked="" type="checkbox"/> were confirmed into address and the signature date		(4)	
Ladungsträger: BHTC-Sach-Nr.: 477 200-00 ELUP 8 7		Ladungsträger: BHTC-Sach-Nr.: 490 017-65 LA2 5 4		(5)	
Ladungsträger: BHTC-Sach-Nr.: 490 112-00 EL1 72 ✓		Ladungsträger: BHTC-Sach-Nr.: 490 112-09 D07 6 ✓		(6)	
Ladungsträger: BHTC-Sach-Nr.: 490 111-00 EL2 60 48 ✓		Ladungsträger: BHTC-Sach-Nr.: 490 111-09 D02 6 ✓		(7)	
Ladungsträger: BHTC-Sach-Nr.: 490 113-00 ELK 60 48 ✓		Ladungsträger: BHTC-Sach-Nr.: 490 113-09 D01 6 ✓		(8)	
Ladungsträger: BHTC-Sach-Nr.: 477 113-00 EL 60 48 ✓		Ladungsträger: BHTC-Sach-Nr.: 490 017-70 LA3 6 ✓		(9)	
Ladungsträger: BHTC-Sach-Nr.: 490 100-20 191		Ladungsträger: BHTC-Sach-Nr.: 490 113-08 D04		(10)	
Sonstige Transportmittel: Spezialbehälter 490 100-76 = 24x ✓					
Unterschrift BHTC: (12) <i>Muskeina</i>		Unterschrift Partner: (7) <i>Muskeina</i>		Unterschrift Spezialeur bei Abholung: (8) <i>Muskeina</i>	
Unterschrift Spezialeur bei Auslieferung: (13) <i>Muskeina</i>		Unterschrift Spezialeur bei Auslieferung: (13) <i>Muskeina</i>		Unterschrift Spezialeur bei Auslieferung: (13) <i>Muskeina</i>	

6.8 Dispatch and transport subject to the term "FCA" (Free Carrier)

If the agreed term of delivery is "FCA", BHTC specifies both the carrier and transport concept. The supplier shall bear the costs of taking the goods to the agreed transfer point. In case the supplier moves its place of production, it shall also bear the additional costs. Goods must not be handed over to any other than the carrier appointed by BHTC.

Detailed rules for handling and the responsibilities will be settled and agreed with the supplier in separate shipping instructions.

The pick-up notification have to be done via the BHTC-eCon web portal:

<https://public.bhtc.com/eCon>

6.8.1 Parcel service shipments

Parcel shipments with the Incoterm FCA have to be sent in general via the BHTC parcel service provider. Please note that the BHTC account numbers for the parcel service providers are not disclosed and may not be used by the sender. Any costs arising from this will be rejected by BHTC.

The following processing currently only for the Lippstadt plant: A TAN number have to be requested from the BHTC contact person for each shipment. Each TAN number can be used once for the creation of a parcel shipment. The corresponding parcel labels have to be created and printed in conjunction with the TAN number in an online tool of the parcel service provider.

6.9 Dispatch and transport subject to the term "DAP" (Delivered at Place)

If the agreed term of delivery is "DAP", the supplier shall be responsible for its shipment up to the unloading point specified by BHTC. Goods shall be transported to the specified place such that the goods are received in perfect condition, i.e. without the goods themselves or their packaging being damaged. Damaged goods will be returned to the supplier at the supplier's expense. Associated consequential damages will also be claimed from the supplier. All means of transport used by everybody involved (including the service provider) shall support loading and unloading via the tail end.

6.9.1 Shipment tracking

The supplier shall ensure for its part of the supply process chain that tracking and tracing is easily possible during business hours.

In bottleneck situations (e.g. in the case of special trips), accessibility including the responsible carrier must be possible at all times for shipment tracking.

6.10 Transport insurance / Transport damage

6.10.1 BHTC bearing the risk of shipments (received by BHTC)

Shipments are covered by BHTC's transport insurance if they are subject to terms of delivery that make BHTC bear the risk of transporting the goods from the agreed handover point (e.g. "FCA").

If damages or shipment discrepancies are discovered by BHTC upon receipt, the supplier shall support BHTC by sending BHTC the requested written declaration within 2 working days, saying that the undamaged shipment has been fully handed over to the carrier ordered by BHTC.

6.10.2 Supplier bearing the risk of shipments (received by BHTC)

The supplier shall take out sufficient insurance cover for shipments subject to terms of delivery that make the supplier bear the risk of transporting the goods up to the agreed handover point (e.g. "DAP"). If damages or shipment discrepancies are discovered by BHTC upon receipt, BHTC will make a note on the bill of lading, have the driver sign it and refuse to accept the goods. In order to prevent a break in BHTC's production workflows, the supplier shall afterwards supply non-defective goods in a timely manner. If acceptance of the consignment is not refused and is nevertheless accepted in agreement with the supplier, the supplier's bearing of the costs for any sorting/inspection costs shall remain unaffected.

6.10.3 BHTC bearing the risk of shipments (empties shipped to supplier)

Empties shipped by BHTC to the supplier subject to the DAP term of delivery are covered by BHTC's transport insurance.

At the time of delivery of empties, the supplier is required to check them immediately upon receipt in the presence of the driver for completeness and possible damage. Each damage and missing quantity shall immediately be reported to the driver and noted down (written down in value) on the bill of lading. In order to have evidence of the transport damage, the driver should also confirm the write-off. Insofar as no write-off was made on the consignment note, although there was obvious damage or shortage, the supplier shall be responsible for BHTC not being able to provide proof of the occurrence of damage during transport, i.e. the period insured under the transport insurance. In this case, the supplier shall bear the costs of any damage and missing empties.

7 Data interchange

7.1 Electronic data interchange [EDI]

BHTC consider the ability to sustain electronic data interchange (EDI) a mandatory prerequisite of efficient cooperation with its suppliers. For this reason, the capability of transmission by way of electronic data interchange (EDI) or the use of BHTC's WEB-EDI is already assumed from pre-series deliveries for all BHTC suppliers.

BHTC use the standard global EDIFACT format. The EDI Guideline describes all the relevant details.

Suppliers are responsible for providing the required EDI hardware and software equipment and for adapting their IT systems accordingly. suppliers shall bear the costs they incur by such equipment and adaptation.

This includes suitable maintenance and safeguarding means which help to avoid disturbances of electronic data interchange. Moreover, each EDI solution must be backed up by a contingency solution which needs to be agreed with BHTC and will be one of the supplier audit items.

7.2 WEB-EDI

BHTC provides a web portal that suppliers may use if they are not ready to operate a direct EDI link yet. The web portal provides the suppliers concerned with all details normally exchanged via EDI.

If the WEB-EDI solution is used, it is the mandatory means of creating and printing all documents included in the shipment (GT label, delivery ticket,...). The shipment notification is another item to be handled via the web portal.

Refer to BHTC's WEB-EDI documentation for details of how to link in the WEB-EDI. The documentation is available upon request.

7.3 Fax / email

Using fax or email for information interchange is considered a mere contingency solution in situation where EDI or web portal communication fails.

7.4 Delivery schedule

Definition

Delivery call-offs are generated for all pre-series and series orders

Usage

The delivery call-offs of BHTC are made by remote data transmission (RDT) via EDIFACT / GLOBAL-DELFOR.

7.5 Shipping notifications

The GT label and the shipping notification are the basis of automatically registering all goods received and packaging materials used as well as of handling the entire tracking process. Shipping notifications are therefore of utmost importance.

BHTC shall be notified of every shipment via EDI or WEB-EDI. To ensure that all data have been received and are available when the goods are received, the supplier shall send the EDI message when handling the transport at the latest.

Apart from the material details, the shipping notification shall also contain the packaging material details. They will be used to post the registered goods received to the returnable packaging accounts.

Global DESADV is the message format of choice.

The material and packaging numbers have to be transmitted without spaces or special characters in the message.

8 Supply classes

8.1 General

Owing to differences in the processes, requirements and supplier obligations involved in the logistical processes, BHTC has standardized various supply classes for different components and shipment situations in order to optimize the control of the flow of supplies.

BHTC specifies which supply class a component belongs to with reference to the following criteria:

- Volume of flow of goods
- Component significance
- Component dimensions
- Distance between supplier's shipment location and receiving BHTC factory
- Freight concepts
- Performance of delivery
- supplier's logistical process performance

Chapter	Name	Agreement
8.3	MRP	Not required (see requirements of 8.3)
8.4	Consignment handling process	Supplemental agreement
8.5	Dupliker kanban	Supplemental agreement
8.6	Decoupled delivery	Supplemental agreement
8.7	Bonded warehouse	Supplemental agreement

8.2 Requirements

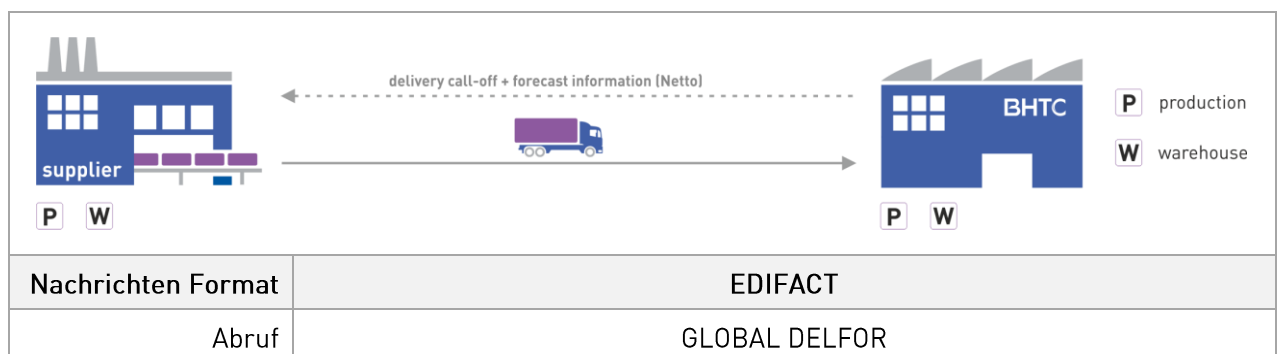
To be able to take part in the standardized supply class procedure, suppliers shall meet the requirements below:

- ensure permanent data reception (EDI, Web-EDI),
- ensure a timely acquisition and processing of notifications and orders on the day of receipt (including locations connected to a central point of receipt, as appropriate),
- all data fields transferred are actually taken over,
- automatic detection of missing and incomplete data transmissions (e.g. by comparing the last and current release order number).

The delivery dates displayed are dates of arrival at BHTC's relevant receiving location or consolidation point. Suppliers are told the forecast data and horizons BHTC receives from its customers. Suppliers undertake to only make on-time deliveries of the currently finalized and requested quantities, irrespective of any statutory, religious or country-specific limitations (e.g. public holidays). This obligation shall not be affected by the supplier's entrepreneurial responsibility for defining in-house production lot sizes or any production approvals separately agreed with BHTC.

8.3 Material requirements planning (MRP)

If no contractual agreement has been concluded with the supplier for replenishment control, the supply class disposition (MRP) is generally used. It involves delivery dates and quantities BHTC tells the supplier by means of release orders based on BHTC's in-house requirements planning. Supplier shipments shall accurately match the order data.



8.3.1 Transferring release orders to the supplier's own system

To ensure smooth production and delivery processes, BHTC provides suppliers with release orders and demands forecasts that reflect the customers' forecast times. The delivery date shown is always the goods receiving date at BHTC. This applies to all terms of delivery.

8.3.2 Plausibility checks

Suppliers shall immediately inform BHTC if they fail to receive release orders within the specified or otherwise customary period. In the event of incorrect delivery schedules or delivery schedules that are not plausible for the supplier, the supplier shall immediately clarify the matter with BHTC.

8.3.3 Short-term changes in quantity

Short-term necessary quantity reductions or quantity increases, e.g. as a result of unforeseen events such as cancellations by a BHTC customer or its additional orders, shall be taken into account by the supplier to a reasonable extent until the next delivery date. In order to realize these requirements, a detailed agreement must be reached with the BHTC scheduler without delay.

8.3.4 Handling the current call-off

Call-offs state both delivery quantities and delivery dates. The specified quantities and dates are considered accepted within the agreed fixing horizon if a release order is not objected to within one working day after transmission. Rolling demands forecasts are updated at least once a week. Release orders apply until they are replaced by the next release order. Release orders show the cumulative quantity (CQ) of goods received. The CQ reflects all shipments posted between a specific point in time and the effective date of the current release order. Release orders also show the settled CQ which is the updated count of all quantities ordered by a specific delivery date. Other details shown are the current and the replaced release order number. This immediately illustrates the changes that occurred since the last program.

8.3.5 Special details

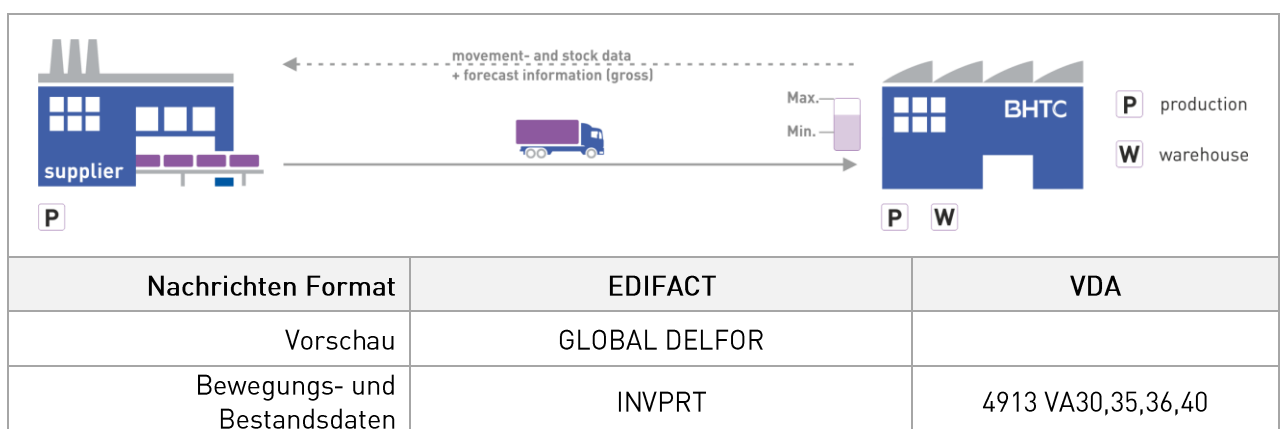
Release orders may show the order backlog. A backlog is the positive difference between the cumulative quantity ordered and received on the date of the current release order. Special actions shall be taken in response to a delivery backlog building up in order to remove the backlog (e.g. longer shifts, working at weekends etc.). BHTC shall be informed of the cause, the actions taken, the quantity and the date. These details shall be provided over the phone and in writing (fax, email).

8.3.6 Public holidays & other limitations

In case a delivery date is on a public or church holiday, suppliers may ship the delivery on the first feasible day before the scheduled delivery date.

8.4 Consignment processing

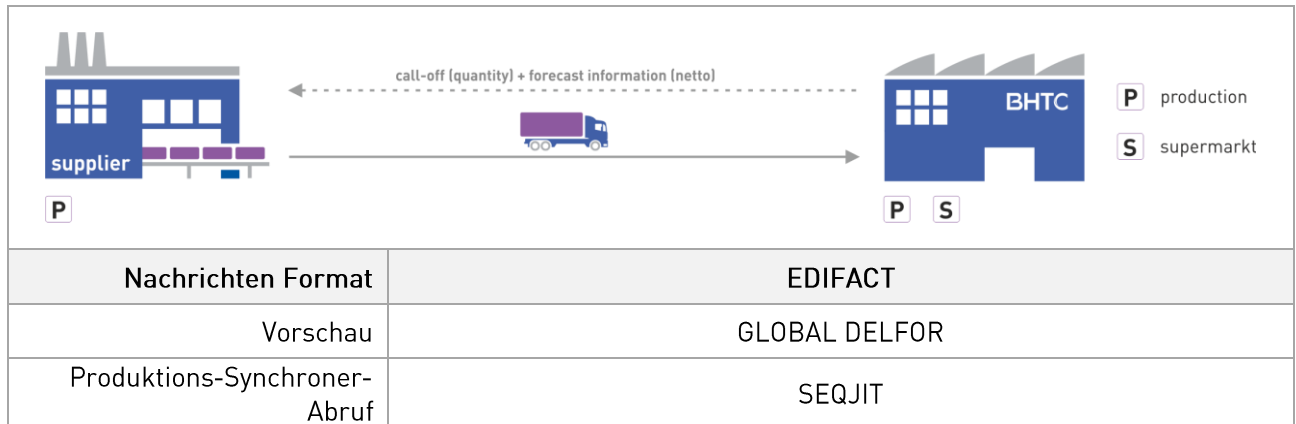
BHTC provides a consignment warehouse on its premises for supplier shipments reserved for the handling of consignment stock. The goods on that stock are intended for BHTC. Deliveries made to this consignment warehouse will first of all remain the supplier's property but are kept for the supplier by BHTC. Suppliers do not incur any handling costs by BHTC's consignment warehouse management.



BHTC will send release orders. BHTC and the suppliers also agree minimum and maximum stock levels based on part numbers. Suppliers will control the consignment warehouse stock with reference to the minimum and maximum stock levels and to the information about release order quantities, aiming to stay above the minimum but below the maximum stock limit. Once per day, BHTC makes the current inventory data available to the supplier via EDI.

8.5 Supplier kanban

The kanban method is used for consumption-based control of supplies with reference to actual consumption by BHTC. BHTC uses quantity release orders to transfer the quantity and date details to the suppliers. Apart from the quantity release orders, suppliers are sent release orders containing the forecast data based on the net demand (aiming to help suppliers plan their capacity and resources in the medium and long term). Forecast data is not authoritative for BHTC. BHTC and the supplier will enter into a specific supplemental agreement for this supply class.



8.6 Decoupled delivery (international)

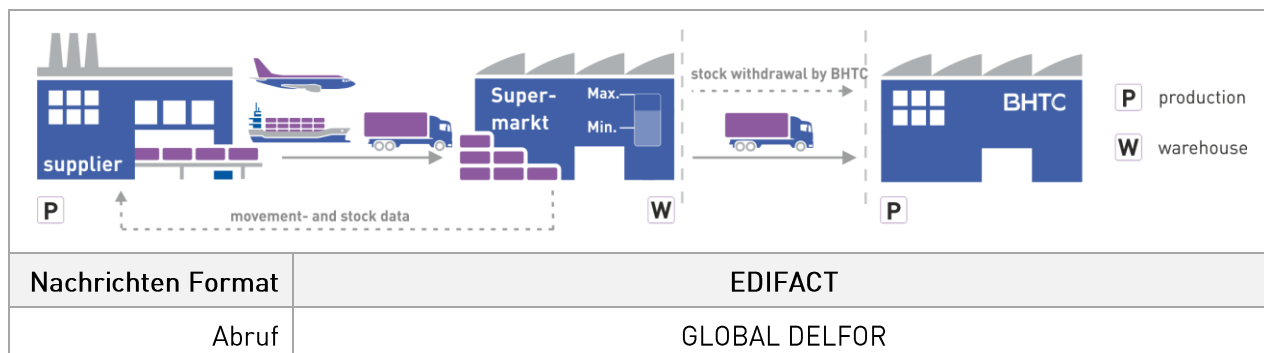
Decoupled deliveries into an external consignment warehouse are a preferred means of handling international / intercontinental shipments or shipments preferably of large lot sizes.

It involves a warehouse close by the BHTC factory whose stock of goods remains in the supplier's possession until BHTC withdraws the stock. BHTC will withdraw the goods as needed.

The supplier's task is to ensure that actual stock levels stay above a previously agreed minimum level but below the maximum level also agreed beforehand. Suppliers are therefore responsible for consignment stock placements and the ensuing reliability of supplies. Consignment stock levels are controlled by release orders. Every time BHTC withdraws material from stock, the action also initiates a consumption notification to the supplier. Both business partners thus know the reach of the warehouse stock which may help to avoid building up two independent inventory buffers mainly if larger distances are concerned.

This benefits the supplier in that it can define its own delivery quantities and dates which will lead to optimized production and transport logistics.

In this case, supplier bids shall separately show the costs of external service providers needed to run the consignment warehouse.



8.6.1 Terms of decoupled delivery

BHTC will choose one of the following terms for decoupled deliveries:

1. Consignment warehouse concept:

A previously agreed consignment warehouse concept may be used for certain finished materials. It involves a warehouse the supplier operates at the appointed service provider's. The supplier is solely responsible for delivering goods into that warehouse in response to the requesting factories' requirements. The supplier is responsible for both the stock level and all stock movements. The supplier is also responsible for how the appointed service provider stores and handles the goods. BHTC is responsible for transportation. The goods become BHTC's property when they leave the service provider's warehouse. The logistics service provider creates a daily report on all movements which it makes available to BHTC and the supplier. Posting of stock output movements is based on a daily collective delivery note. This note is also the basis of crediting the goods to the supplier. - In some cases, BHTC may operate a consignment warehouse on its premises.

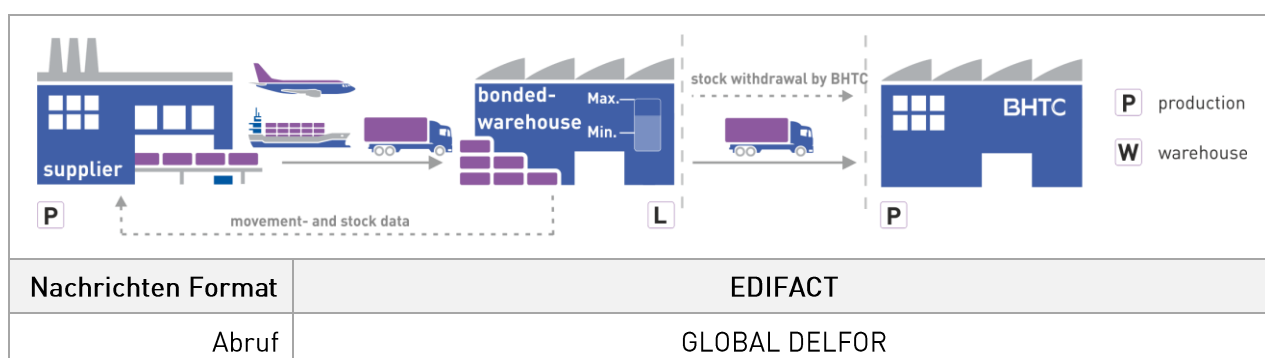
2. ESP-warehouse

An ESP warehouse set up nearby the BHTC factory is used by the supplier to secure the supply to BHTC in case of long supply chains or large lot sizes, to organize the repackaging from disposable into reusable BHTC packaging materials and ensures demand-based deliveries to BHTC subject to Incoterm "Delivery Duty Paid" (DDP). The supplier sets up and bears all costs involved in running the warehouse which BHTC is be informed of; the parts on stock are normally not available to BHTC's planning processes. The goods become BHTC's property when they arrive at BHTC's.

8.7 Bonded warehouse

Delivery from a bonded warehouse may be agreed for intercontinental shipments. Options are to use an external bonded warehouse (see section 8.6 Decoupled Delivery) or a bonded warehouse on BHTC's factory premises.

A bonded warehouse is a warehouse for intermediately storing untaxed goods whose customs duty is unpaid as yet. The goods stored remain the supplier's property until BHTC withdraws them from stock. At that point, BHTC will pay taxes and duty and take possession of the goods.



9 Quality of logistics

9.1 General

Suppliers shall strive to make zero mistakes. Apart from meeting the technical zero-mistakes requirement set for the supplier's products, BHTC525 also strives to achieve the zero-mistakes aim for logistics. The quality of the logistics process to VDA 5008 is the basis of a smooth and undisturbed flow of materials in support of the following logistical needs:

- correct article
- at the correct quantity
- available at the correct time
- of the correct quality
- at the correct place
- in the correct packaging and labeled correctly
- plus the correct information
- and at marketable costs of logistics

9.2 Logistics audit

BHTC reserves the right to regularly audit the supplier's logistics system with the aim of checking and assessing the system and all requirements of logistics specified in this guideline. This involves authorizing BHTC or a third party acting on behalf of BHTC to audit the supplier with regard to its system, process and product. Suppliers must ensure that BHTC, a third party acting on behalf of BHTC or one of BHTC's clients can actually audit the supplier's sub-suppliers. Logistics audit results including any corrective actions scheduled and taken successfully shall be documented and made available to BHTC upon request at any time. Any deviations from this procedure require a written agreement.

9.3 Allowance for deviation from BHTC525

Errors that occur due to non-compliance with this policy will result in additional work for BHTC and may trigger further costs.

Costs BHTC incurs due to logistical faults are debited to the supplier as set forth in the Defects Catalog. BHTC charges the services needed to remove the fault to the supplier in accordance with actual efforts and costs. After sending the supplier a document showing the costs actually incurred, the supplier has 10 days to object in writing to the planned debit posting by submitting an 8D report containing detailed documentary proof. The costs incurred are debited automatically unless the supplier fails to object within the specified period or the objection is unjustified.

9.3.1 Error catalog

9.3.1.1 Data deviations

Type of fault	Incorrect, incomplete or missing delivery notification (ASN) contrary to section 7.5
Actions / expenses	Manual EDI correction (if possible), manual good receiving posting, manual stock placement, manual returnable packaging account posting, communication with originator
Costs	EUR 44.20 / hr.
Type of fault	Non-conforming / incomplete delivery tickets, bills of lading, issue slips contrary to section 6.7
Actions / expenses	Block goods (as appropriate), communication with supplier
Costs	EUR 44.20 / hr.

9.3.1.2 Delivery deviations

Type of fault	Handling by special vehicle (caused by supplier) contrary to section 6.1.3
Actions / expenses	Communication with supplier, specific actions, special unloading
Costs	EUR 44.20 / hr.

Type of fault	Delivery outside the defined arrival times (e.g. arrival time frame not met, outside opening hours of goods receiving dept.,...) contrary to section 6.1.1
Actions / expenses	Communication with supplier, specific actions, special unloading
Costs	EUR 35.80 / hr.

Type of fault	Unordered delivery or deliveries that do not meet the deadline or more / fewer goods supplied than stated on the bill of lading contrary to section 6.1.5
Actions / expenses	Communication with supplier, block goods, return to supplier (as appropriate)
Costs	EUR 44.20 / hr. + freight charges for return delivery (if so)

Type of fault	Quantities differ from notification in case of FCA-term deliveries contrary to section 6.8
Actions / expenses	Communication with supplier, communication with carrier, modify cargo compartment, greater effort in invoice verification
Costs	EUR 44.20 / hr. plus extra costs of carrier

9.3.1.3 Packaging / labelling deviations

Type of fault	Non-observance of packaging agreement (wrong container / wrong inner packaging / non-approved cardboard box) contrary to section 4.1 and 3.10
Actions / expenses	Repackage, put on label, dispose of disposable packaging materials, communication with supplier
Costs	EUR 35.80 / hr.

Type of fault	Label missing, wrong, incomplete (GT master label / GT single label) (physically affixed to wrong place, wrong label, label illegible, etc.) contrary to section 6.4
Actions / expenses	Impossible to post goods received. Block goods. Communication with supplier. Relabel.
Costs	EUR 35.80 / hr.

Type of fault	Label / text on cargo carrier contrary to section 6.4.2
Actions / expenses	Clean or scrap the labeled cargo carriers, as necessary
Costs	EUR 35.80 / hr. plus possibly costs of scrapping / replacement

10 Change history

Issue	Type of Change	Chapter	Author
21/09/2000	First issue		Ch. Fischer, LOG4
25/01/2001	Circuit board frame added (for transporting populated PCBs)	3.21	
November 2001	Completely revised		
November 2002	Section of submitting proposals added (chosen packaging)	3	
	Standard BHTC loading equipment completely revised and adapted to new containers.	4	
August 2003	Management of loading equipment account (contact person changed)	9.2	
September 2004	Completely revised		
June 2006	Submitting proposals / packaging data sheet – online portal added	3	
	Plastic pallet added	4.2	
	Labeling of disposable packaging material added	7.3	
	Container management revised	8	
	Online portal added	11	
December 2009	Handling / labeling of complaints returns added	2.3	
	General requirements of how to avoid packaging waste added	2.4	
	IPPC standard added for wooden packaging materials	2.5	
	Cost allocation modified	7.1	
	Loading unit formation revised	7.3	
	Labeling of disposable packaging material changed	8	
	Specific packaging requirements added	9	
May 2014	Completely revised		
	ED1 guidelines modified	10	
November 2014	Numbering updated	3	
	Maximum residual moisture in wood added	3.5	
May 2018	Completely revised		
February 2021	Disposable packaging (detailed)	3.4	
	Disposable packaging suitable for assembly (added)	3.4.5	
	Returnable special packaging (detailed)	3.6	
	Loading equipment (revised)	3.7	
	Circulation quantity determination (removed)	4.2	
	User charge (detailed) (new chapter number 4.2)	4.3	
	Sample and pre-series deliveries (added)	6.2	
	Forwarding order / waybill (removed)	6.7.1	
	Parcel service shipments (added)	6.8.1	
	various corrections	all	
January 2022	Added pallet dimensions for overseas deliveries	3.4.4	
	Chart Customs requirements added	6.3.1	
January 2023	Reformulations of various sections	misc.	
	Added Mandatory marking of all packaging materials	3.2.1	