Packaging and Logistics Policy

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1 Purpose and Scope

BHTC’s Package & Logistics Policy ["BHTC525"] explains the requirements of logistics to the vendors. 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 vendor database. BHTC525 supplements the "Master Delivery Agreement". Requirements resulting from a specific contract relationship shall be agreed in a separate contract if they are in conflict with BHTC525.

All BHTC525 versions are published in German and English. The parties shall separately agree on any country-specific special arrangements.

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)
- vendor to present contingency concepts
2.2 Logistics costs

2.2.1 General requirements

Vendor 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 vendor as appropriate.

<table>
<thead>
<tr>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-price [FCA]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Including shipping location / warehouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-price [FCA]</td>
</tr>
</tbody>
</table>

2.2.2 Definition A-Preis

The A price (=component price) meets the “Free Carrier” term [FCA to INCOTERMS 2020] and covers all of the vendor’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
- 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 vendor to BHTC’s factory concerned. Unless otherwise requested, the cost of returning the empty containers 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)
VerpackV Packaging Ordinance
KrwG Recycling and Waste Management Act
LasthandhabV Manual Handling of Loads Ordinance
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 \( \geq 1 \times 10^5 \) ohms and \( < 1 \times 10^9 \) ohms
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 \( \geq 1 \times 10^5 \) ohms and \( < 1 \times 10^9 \) ohms
(if the point-to-point surface resistance is \( 1 \times 10^9 < 1 \times 10^{11} \) ohms then the chargeability should be \(< 100V\))

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.

 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.
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):

<table>
<thead>
<tr>
<th>Material sign</th>
<th>ESD-sign</th>
<th>Einweg / Expendable</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET</td>
<td></td>
<td>expendable-sign</td>
</tr>
</tbody>
</table>

### 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.
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 vendor’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.

<table>
<thead>
<tr>
<th>Container</th>
<th>BHTC-no.</th>
<th>Overall size [mm]</th>
<th>Usable interior size [mm]</th>
<th>Tare [kg]</th>
<th>Max. carrying cap. [kg]</th>
<th>Max. no. to be stacked [strapped]</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL1-container</td>
<td>49011200</td>
<td>297x197x120</td>
<td>255x155x95</td>
<td>0.66</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>EL2-container</td>
<td>49011100</td>
<td>396x297x167.5</td>
<td>366x267x130</td>
<td>1.4</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>ELK-container</td>
<td>49011300</td>
<td>594x396x147.5</td>
<td>544x359x129</td>
<td>2.04</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>EL-container</td>
<td>47711300</td>
<td>594x396x320</td>
<td>564x366x285</td>
<td>2.8</td>
<td>15</td>
<td>3</td>
</tr>
</tbody>
</table>

Do not label or mark BHTC containers!
## Auxiliary packaging materials

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

<table>
<thead>
<tr>
<th>Interlayer 113</th>
<th>BHTC-no.: 47711304</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Image of Interlayer 113" /></td>
<td>Overall size [mm]: 560x360x3.5</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 0.13</td>
</tr>
<tr>
<td></td>
<td>Suitable for EL containers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interlayer 111</th>
<th>BHTC- no.: 49011104</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2" alt="Image of Interlayer 111" /></td>
<td>Overall size [mm]: 360x265x3</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 0.05</td>
</tr>
<tr>
<td></td>
<td>Suitable for EL2 containers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interlayer 112</th>
<th>BHTC- no.: 49011204</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Image of Interlayer 112" /></td>
<td>Overall size [mm]: 255x155x3</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 0.03</td>
</tr>
<tr>
<td></td>
<td>Suitable for EL1 containers</td>
</tr>
</tbody>
</table>

**Do not label or mark auxiliary BHTC packaging material!**
## Container covers

BHTC makes sole use of ESD-ready container covers.

<table>
<thead>
<tr>
<th>Cover</th>
<th>BHTC-no.</th>
<th>Overall size [mm]</th>
<th>Tare [kg]</th>
<th>Suitable for</th>
</tr>
</thead>
<tbody>
<tr>
<td>D07</td>
<td>49011209</td>
<td>300x200x30</td>
<td>0.13</td>
<td>EL1 containers</td>
</tr>
<tr>
<td>D02</td>
<td>49011109</td>
<td>400x300x30</td>
<td>0.4</td>
<td>EL2 containers</td>
</tr>
<tr>
<td>D01</td>
<td>49011309</td>
<td>600x400x30</td>
<td>0.9</td>
<td>EL and ELK containers</td>
</tr>
</tbody>
</table>

Do not label or mark BHTC container covers!
Loading equipment

BHTC makes sole use of ESD-ready pallets.

<table>
<thead>
<tr>
<th>Plastic pallet</th>
<th>BHTC-no.: 49004000</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPA</td>
<td>Overall size [mm]: 800x600x160</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 9.4</td>
</tr>
<tr>
<td></td>
<td>Max. carrying cap. [kg]: 500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plastic pallet</th>
<th>BHTC-no.: 49005000</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUP</td>
<td>Overall size [mm]: 1200x800x160</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 15.8</td>
</tr>
<tr>
<td></td>
<td>Max. carrying cap. [kg]: 900</td>
</tr>
</tbody>
</table>

The BHTC half-pallet can basically be used for the delivery of short quantities. No separate agreement is required for this. Refer to the packaging data sheet for the generally specified use of half-pallets.

Do not label or mark BHTC loading equipment!
### Loading unit covers

<table>
<thead>
<tr>
<th>Loading unit cover</th>
<th>BHTC-no.: 49001770</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA3</td>
<td>Overall size [mm]: 800x600x30</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loading unit cover</th>
<th>BHTC-no.: 48001765</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA2</td>
<td>Overall size [mm]: 1200x800</td>
</tr>
<tr>
<td></td>
<td>Tare [kg]: 6.5</td>
</tr>
</tbody>
</table>

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 material 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 oversea 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:

<table>
<thead>
<tr>
<th>Four-way entry pallet (underridable short side)</th>
<th>Four-way entry pallet (non-underridable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Four-way entry pallet" /></td>
<td><img src="image" alt="Four-way entry pallet" /></td>
</tr>
</tbody>
</table>

**Ok example:** A manually or electrically operated pallet truck can underride the pallet.

**Not ok example:** A manually or electrically operated pallet truck cannot underride the pallet. [This type of pallet must not be used]

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
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.
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

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 vendor 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 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 vendor or collected by special handling (see Defects 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 vendor 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 vendor who is then obliged to verify and confirm online that all requirements are met, e.g. by performing a packaging trial*.

*Vendors 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 vendor’s need for returnable packaging material. Therefore, the packaging data sheets should be processed quickly to ensure an uninterrupted supply of returnable packaging material.
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 calculated 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.

<table>
<thead>
<tr>
<th>BHTC Location</th>
<th>Vendor Location</th>
<th>Non-payable Days of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE, Lippstadt</td>
<td>DE</td>
<td>5</td>
</tr>
<tr>
<td>DE, Lippstadt</td>
<td>Immediate European neighbors</td>
<td>10</td>
</tr>
<tr>
<td>BG, Sofia</td>
<td>BG</td>
<td>5</td>
</tr>
<tr>
<td>BG, Sofia</td>
<td>Immediate European neighbors</td>
<td>10</td>
</tr>
</tbody>
</table>
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 vendor 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, vendors 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, vendors shall run their own system and create separate accounts for every BHTC returnable packaging account, every packaging material and every BHTC factory. Vendors 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 vendor’s premises)
- Type (number) of cargo carrier
- Quantity
- Number of delivery ticket and / or packaging transportation form

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

Vendors 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 vendors 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 vendor’s account.

Even if no posting differences are found, the end-of-month stock counts of the month concerned shall be confirmed online by the reconciliation of accounts. 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

Vendors 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 vendors’ 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 vendor’s possession on the stocktaking date, entering the counted stocks in eCon and informing BHTC of the results within the set period. BHTC’s Container Management shall be separately informed of all counts of cargo carriers in the vendor’s possession but not covered by a returnable packaging account yet.
In order to support adequate property documentation, the vendor shall submit documents (delivery tickets and invoices of the packaging materials manufacturer) of returnable BHTC packaging materials the vendor has procured from BHTC’s packaging materials supplier which will lead to a negative count of the vendor 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 the set periods and after closing the inventory, the vendor will be sent an invoice for the final inventory differences (shortfall quantities) which will be set off against existing receivables. Stated debits may not be set off against previous or later years’ debits and neither shall positive and negative differences be balanced.

### 5.5 Ordering / shipping empties

It is the vendor’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 vendors. 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.

Vendors shall add open order items again to later vendor orders.

Unless otherwise agreed with the vendor, 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 vendor 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 vendor 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 vendor shall provide the defective reusable packages to be picked up.

The vendor shall stick an “A4” sheet to every loading unit with defective / wrong reusable packages and enter the following details on it: vendor’s sender address, receiving address, date of complaint and the text “defective / wrong reusable packages returned to BHTC”.
The vendor will be told the pick-up date. Upon receipt, BHTC will credit the cost of the defective / wrong packaging equipment to the vendor’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 vendor!)*

### 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 vendors and BHTC’s European factories.

![Central European Container Mgmt process](image)

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](mailto: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 Defects Catalog).

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

Opening hours:

<table>
<thead>
<tr>
<th>BHTC Location</th>
<th>Days of Week</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>Monday to Fridays</td>
<td>6 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Monday to Fridays</td>
<td>6 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>China</td>
<td>Mondays to Saturdays</td>
<td>6 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>Mexico</td>
<td>Monday to Fridays</td>
<td>07 a.m. to 11 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturdays</td>
<td>07 a.m. to 8 p.m.</td>
</tr>
<tr>
<td>India</td>
<td>Mondays to Saturdays</td>
<td>8:30 a.m. to 4:30 p.m.</td>
</tr>
</tbody>
</table>

6.1.2 Delivery lot size

The delivery lot size is equivalent to the smallest packaging unit agreed or a multiple of this unit.

6.1.3 Special trips

The vendor shall organize and bear the costs of special trips caused by the vendor.
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 vendor 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. Where everything else is concerned, the conditions defined in the master delivery agreement for the procurement of production material shall apply. The handling of consignment warehouses is subject to the provisions of the applicable consignment warehouse contract.

6.1.5 Excess / advance deliveries

Vendors shall be allowed to make partial deliveries, deliveries before receiving a release order or additional deliveries upon BHTC’s prior written consent only. In case of non-compliance with this provision, the vendor shall bear the risk for the goods handed over to a carrier, freight forwarder or similar provider acting upon BHTC’s behalf until the goods have been accepted at the receiving BHTC location. The vendor shall bear the logistics costs incurred for storing or returning unauthorized excess or advance deliveries.

6.1.6 Returns

The vendor shall bear the costs of return deliveries caused by the vendor. Return deliveries are normally agreed with the vendor in advance. Shipments by parcel service shall solely be borne by BHTC’s CEP partner service providers (currently UPS and FedEx). The vendor 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 vendor undertakes to hand over shipments to the carrier in conformity with the applicable dangerous goods ordinances. For the vendor’s obligations and responsibilities as the sender, packer/filler and consignor, refer to s9 of the GGVS or to ADR section 1.4. The vendor 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 vendor 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 vendor. Customs documents and certificates shall conform to the applicable statutory regulations.

The vendor 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 vendor shall provide BHTC with a long-term or single vendor 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 vendor 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
6.3.2 Declaring the country of origin

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

Vendors 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 seller 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 seller 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 vendor 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.

<table>
<thead>
<tr>
<th>EL- / ELF-Container</th>
<th>ELK-Container</th>
<th>EL2-Container</th>
<th>EL1-Container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single label on front face</td>
<td>Single label on front face</td>
<td>Single label on long side of EL2 containers (front face of pallet)</td>
<td>Single label on long side of EL1 containers (long side of pallet)</td>
</tr>
</tbody>
</table>

Always affix the master label to the pallet’s front face.
Do not label or mark BHTC packages! Labels (vendor 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 vendor’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].

Master GT label on loading units
Stick a master GT label on every loading unit.
6.5 Labeling of electronic devices [MAT]

Use a 2D MAT label to help standardizing the traceability of electronic devices. Refer to the “Requirements BHTC 2D-MAT-Label” and the “MAT-Label Specification BHTC” to learn about the text on the label.

Affixing labels to Dry Packs

Affix the specified labels to both the reels in the Dry Packs and to the Dry Packs as such. If reels are put into Dry Packs without a BHTC-specific label on them, use a removable label or a sandwich label that can be affixed to the reel after opening the Dry Pack.

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.

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.
Explaination 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

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 vendor shall bear the costs of taking the goods to the agreed transfer point. In case the vendor 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 vendor 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 Incoterms 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 vendor 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 vendor at the vendor’s expense. Associated consequential damages will also be claimed from the vendor. 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 vendor 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 Vendor bearing the risk of shipments (received by BHTC)

The vendor shall take out sufficient insurance cover for shipments subject to terms of delivery that make the vendor 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 vendor shall afterwards supply non-defective goods in a timely manner.

Goods with minor damages may still be accepted and sorted / checked at the vendor’s expense if this has been discussed with the vendor.
Hidden transport damages shall be reported within 7 days pursuant to §438 of the HGB (German Commercial Code).

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

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

The recipient of a shipment shall immediately check the goods for completeness and potential damages in the driver’s presence. 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. If such write-off is not made on the bill of lading although damage or a missing quantity was obvious, there is no evidence for the damage having occurred in transit, i.e. within the period covered by the transport insurance. In this case, the recipient will be liable and will have to bear the costs incurred by the damage or missing goods für die Beschädigung oder die fehlenden Güter.
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 vendors. BHTC therefore assumes that all of its vendors are able to transfer data by means of electronic data interchange (EDI) or use BHTC’s WEB-EDI technology.

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

Vendors are responsible for providing the required EDI hardware and software equipment and for adapting their IT systems accordingly. Vendors 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 vendor audit items.

7.2 WEB-EDI

BHTC provides a web portal that vendors may use if they are not ready to operate a direct EDI link yet. The web portal provides the vendors 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 created for all purchase orders subject to a master agreement

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 vendor 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 vendor 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 vendor’s shipment location and receiving BHTC factory
- Freight concepts
- Performance of delivery
- Vendor’s logistical process performance

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Name</th>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3</td>
<td>MRP</td>
<td>Not required [see requirements of 8.3]</td>
</tr>
<tr>
<td>8.4</td>
<td>Consignment handling process</td>
<td>Supplemental agreement</td>
</tr>
<tr>
<td>8.5</td>
<td>Vendor kanban</td>
<td>Supplemental agreement</td>
</tr>
<tr>
<td>8.6</td>
<td>Decoupled delivery</td>
<td>Supplemental agreement</td>
</tr>
<tr>
<td>8.7</td>
<td>Bonded warehouse</td>
<td>Supplemental agreement</td>
</tr>
</tbody>
</table>

8.2 Requirements

To be able to take part in the standardized supply class procedure, vendors 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. Vendors are told the forecast data and horizons BHTC receives from its customers. Vendors undertake to only make on-time deliveries of the currently finalized and requested quantities, irrespective of any statutory, religious or country-specific limitations. This obligation shall not be affected by the vendor’s entrepreneurial responsibility for defining in-house production lot sizes or any production approvals separately agreed with BHTC.

### 8.3 Material requirements planning (MRP)

Unless the control of supplies has been separately agreed with the vendor, the default supply class of all shipments is MRP. It involves delivery dates and quantities BHTC tells the vendor by means of release orders based on BHTC’s in-house requirements planning. Vendor shipments shall accurately match the order data.

<table>
<thead>
<tr>
<th>Nachrichten Format</th>
<th>EDIFACT</th>
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<tbody>
<tr>
<td>Abruf</td>
<td>GLOBAL Delfor</td>
</tr>
</tbody>
</table>

### 8.3.1 Transferring release orders to the vendors’ own system

To ensure smooth production and delivery processes, BHTC provides vendors 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

Vendors shall immediately inform BHTC if they fail to receive release orders within the specified or otherwise customary period. Vendors will contact BHTC if they receive wrong release orders or orders that are implausible to the vendors.
8.3.3 **Short-term changes in quantity**

Quantities changed at short notice apply until the next delivery date. Short-term increases in volume are to be realized in coordination with the BHTC dispatcher, if necessary.

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, vendors 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 vendor 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 vendor’s property but are kept for the vendor by BHTC. Vendors do not incur any handling costs by BHTC’s consignment warehouse management.

<table>
<thead>
<tr>
<th>Nachrichten Format</th>
<th>EDIFACT</th>
<th>VDA</th>
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</thead>
<tbody>
<tr>
<td>Vorschau</td>
<td>GLOBAL DELFOR</td>
<td></td>
</tr>
<tr>
<td>Bewegungs- und</td>
<td>INVPRT</td>
<td>4913 VA30,35,36,40</td>
</tr>
<tr>
<td>Bestandsdaten</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BHTC will send release orders. BHTC and the vendors also agree minimum and maximum stock levels based on part numbers. Vendors 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 vendor via EDI.

8.5 Vendor 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 vendors. Apart from the quantity release orders, vendors are sent release orders containing the forecast data based on the net demand (aiming to help vendors plan their capacity and resources in the medium and long term). Forecast data is not authoritative for BHTC. BHTC and the vendor 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 vendor’s possession until BHTC withdraws the stock. BHTC will withdraw the goods as needed.

The vendor’s task is to ensure that actual stock levels stay above a previously agreed minimum level but below the maximum level also agreed beforehand. Vendors 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 vendor. 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 vendor in that it can define its own delivery quantities and dates which will lead to optimized production and transport logistics.

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

<table>
<thead>
<tr>
<th>Nachrichten Format</th>
<th>EDIFACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vorschau</td>
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</tr>
<tr>
<td>Produktions-Synchroner-Abruf</td>
<td>SEQJIT</td>
</tr>
</tbody>
</table>
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 vendor operates at the appointed service provider’s. The vendor is solely responsible for delivering goods into that warehouse in response to the requesting factories’ requirements. The vendor is responsible for both the stock level and all stock movements. The vendor 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 vendor. 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 vendor. - In some cases, BHTC may operate a consignment warehouse on its premises.
1. **ESP-warehouse**

An ESP warehouse set up nearby the BHTC factory is used by the vendor 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 Incoterms “Delivery Duty Paid” (DDP). The vendor 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.

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### 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 vendor’s property until BHTC withdraws them from stock. At that point, BHTC will pay taxes and duty and take possession of the goods.

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<table>
<thead>
<tr>
<th>Nachrichten Format</th>
<th>EDIFACT</th>
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</thead>
<tbody>
<tr>
<td>Abruf</td>
<td>GLOBAL DELFOR</td>
</tr>
</tbody>
</table>
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 vendor’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 vendor’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 vendor with regard to its system, process and product. Vendors must ensure that BHTC, a third party acting on behalf of BHTC or one of BHTC's clients can actually audit the vendor’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. The parties to this contract shall agree in writing on any deviations from this procedure when they are making out the contract.
9.3 Claims for defects

Faults caused by non-observance of this guideline cause BHTC additional costs.

Costs BHTC incurs due to logistical faults are debited to the vendor as set forth in the Defects Catalog. BHTC charges the services needed to remove the fault to the vendor in accordance with actual efforts and costs. After sending the vendor a document showing the costs actually incurred, the vendor 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 vendor fails to object within the specified period or the objection is unjustified.

9.3.1 Deficiency catalog

9.3.1.1 Data quality

<table>
<thead>
<tr>
<th>Type of fault</th>
<th>Incorrect, incomplete or missing delivery notification (ASN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions / expenses</td>
<td>Manual EDI correction (if possible), manual good receiving posting, manual stock placement, manual returnable packaging account posting, communication with originator</td>
</tr>
<tr>
<td>Costs</td>
<td>EUR 40.10 / hr.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of fault</th>
<th>Non-conforming / incomplete delivery tickets, bills of lading, issue slips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions / expenses</td>
<td>Block goods (as appropriate), communication with vendor</td>
</tr>
<tr>
<td>Costs</td>
<td>EUR 40.10 / hr.</td>
</tr>
</tbody>
</table>
## 9.3.1.2 Quality of goods received

<table>
<thead>
<tr>
<th>Type of fault</th>
<th>Actions / expenses</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling by special vehicle [caused by vendor]</td>
<td>Communication with vendor, specific actions, special unloading</td>
<td>EUR 40.10 / hr.</td>
</tr>
<tr>
<td>Delivery outside the defined arrival times [e.g. arrival time frame not met, outside opening hours of goods receiving dept,...]</td>
<td>Communication with vendor, specific actions, special unloading</td>
<td>EUR 32.10 / hr.</td>
</tr>
<tr>
<td>Unordered delivery or more / fewer goods supplied than stated on the bill of lading</td>
<td>Communication with vendor, block goods, return to vendor [as appropriate]</td>
<td>EUR 40.10 / hr. + freight charges for return delivery (if so)</td>
</tr>
<tr>
<td>Delivery not on the specified date (\geq 2 \text{ days} / \pm 0 \text{ days})</td>
<td>Communication with vendor, block goods, return to vendor [as appropriate]</td>
<td>EUR 40.10 / hr.</td>
</tr>
<tr>
<td>Quantities differ from notification in case of FCA-term deliveries</td>
<td>Communication with vendor, communication with carrier, modify cargo compartment, greater effort in invoice verification</td>
<td>EUR 40.10 / hr. plus extra costs of carrier</td>
</tr>
</tbody>
</table>
### 9.3.1.3 Quality / labeling of package

<table>
<thead>
<tr>
<th>Type of fault</th>
<th>Actions / expenses</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-observance of packaging agreement (wrong container / wrong inner packaging / non-approved cardboard box)</td>
<td>Repackaqe, put on label, dispose of disposable packaging materials, communication with vendor</td>
<td>EUR 32.10 / hr.</td>
</tr>
<tr>
<td>Label missing, wrong, incomplete [GT master label / GT single label] [physically affixed to wrong place, wrong label, label illegible, etc.]</td>
<td>Impossible to post goods received. Block goods. Communication with vendor. Relabel.</td>
<td>EUR 32.10 / hr.</td>
</tr>
<tr>
<td>Label / text on cargo carrier</td>
<td>Clean or scrap the labeled cargo carriers, as necessary</td>
<td>EUR 32.10 / hr. plus possibly costs of scrapping / replacement</td>
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</tbody>
</table>
## 10 Change history

<table>
<thead>
<tr>
<th>Issue</th>
<th>Type of Change</th>
<th>Chapter</th>
<th>Author</th>
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<tr>
<td>21/09/2000</td>
<td>First issue</td>
<td></td>
<td>Ch. Fischer</td>
</tr>
<tr>
<td>25/01/2001</td>
<td>Circuit board frame added (for transporting populated PCBs)</td>
<td>3.21</td>
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<tr>
<td>November 2001</td>
<td>Completely revised</td>
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<tr>
<td>November 2002</td>
<td>Section of submitting proposals added [chosen packaging]</td>
<td>3</td>
<td>Ch. Fischer</td>
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<tr>
<td></td>
<td>Standard BHTC loading equipment completely revised and adapted to new containers.</td>
<td>4</td>
<td></td>
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<tr>
<td>August 2003</td>
<td>Management of loading equipment account (contact person changed)</td>
<td>9.2</td>
<td>Ch. Fischer</td>
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<tr>
<td>September 2004</td>
<td>Completely revised</td>
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<td>Ch. Fischer</td>
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<tr>
<td>June 2006</td>
<td>Submitting proposals / packaging data sheet – online portal added</td>
<td>3</td>
<td>Ch. Fischer</td>
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<tr>
<td></td>
<td>Plastic pallet added</td>
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<td></td>
<td>Labeling of disposable packaging material added</td>
<td>7.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Container management revised</td>
<td>8</td>
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<tr>
<td></td>
<td>Online portal added</td>
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<td></td>
<td>Handling / labeling of complaints returns added</td>
<td>11</td>
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<tr>
<td>December 2009</td>
<td>General requirements of how to avoid packaging waste added</td>
<td>2.3</td>
<td>Ch. Fischer</td>
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<tr>
<td></td>
<td>IPPC standard added for wooden packaging materials</td>
<td>2.4</td>
<td></td>
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<tr>
<td></td>
<td>Cost allocation modified</td>
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<tr>
<td></td>
<td>Loading unit formation revised</td>
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<tr>
<td></td>
<td>Labeling of disposable packaging material changed</td>
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<td>Specific packaging requirements added</td>
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<td>EDI guidelines modified</td>
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<td>Maximum residual moisture in wood added</td>
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<td>February 2021</td>
<td>Disposable packaging [detailed]</td>
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<td>Disposable packaging suitable for assembly [added]</td>
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<td>Returnable special packaging [detailed]</td>
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<td>Loading equipment [revised]</td>
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<td>Circulation quantity determination [removed]</td>
<td>4.2</td>
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<td></td>
<td>User charge [detailed] (new chapter number 4.2)</td>
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<td>Sample and pre-series deliveries [added]</td>
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<td>Forwarding order / waybill [removed]</td>
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<td>Parcel service shipments [added]</td>
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