



SGF

Logistics Manual

for

SGF Supplier

Regulations for packaging, labeling and
delivery of purchased parts

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1 Purpose and Scope

The logistics manual describes the parameters of the logistical processing between the supplier and SGF GmbH & Co.KG. This manual is an appendix to the delivery contract. Failure to comply with these requirements can have a negative impact on the supplier rating.

The following provisions apply to deliveries of

- Purchased parts for production (including subcontracting)
- Merchandise
- Raw Material
- semi-finished products
- Auxiliary and operating materials
- Hazardous materials

The following regulations are intended to help achieve a smooth material flow between the supplier and SGF and to avoid unnecessary repacking work by:

- optimal container and type of packing
- coordinated capacity of packing
- correct and complete marking of packaging

The logistics manual applies to all SGF locations worldwide.

To grant a quick and smooth handling of deliveries, fixed time slots for delivery will be arranged with the supplier.

Lower or higher delivery of the quoted amount must be clarified with the scheduling department before delivery of the goods. If there is no scheduling line the supplier is not allowed to send any goods.

2 Scope and Contract Structure

These provisions are valid for the entire privity of contract between the supplier and SGF. They supplement the General Purchasing Conditions of SGF in the currently valid version. In the event of a conflict these provisions shall take precedence over the Conditions of Purchase.

By sending the offer the supplier commits to compliance with the described logistics requirements in this document.

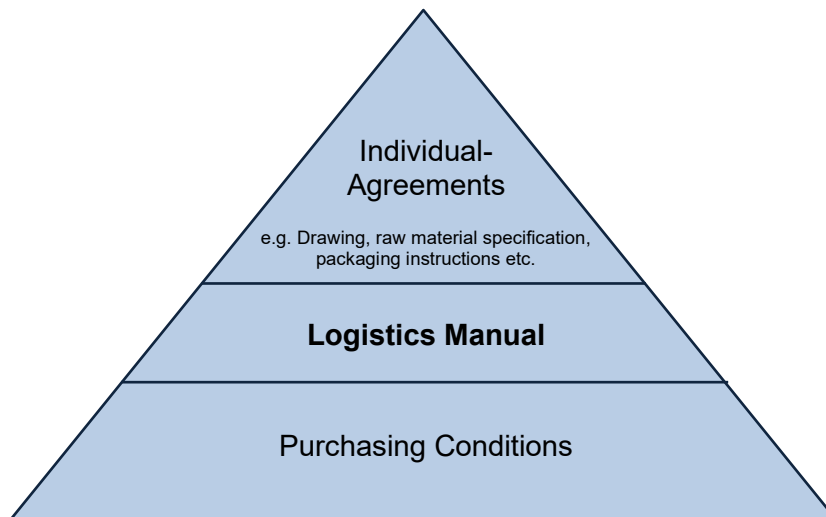


figure 1: SGF Contract Structure

3 Information and Communication

Information and Communication

The communication between the supplier and SGF is the basis for a well working cooperation. Timely and unsolicited information in the event of deviation from agreements made is essential for this, e.g. delivery quantity, dates and packaging.

Contact and availability of supplier:

SGF expects the supplier to name a defined and competent partner for logistic matters as well as a suitable representative. Furthermore, an emergency contact is to be named who can be reached out of the business hours.

Electronic Data Exchange

To ensure a reliable and efficient processing between SGF and the supplier, data can be exchanged either via:

- EDI
- FAX
- E-Mail

For instance, the following business processes are handled through electronic data transmission:

- Delivery Schedule
- Consignment data
- ASN

SGF Standard EDI (preferred)

At SGF electronic data are exchanged by data telecommunications (DFÜ). The electronic data exchange is of great importance for SGF and an essential criterion in the selection of suppliers. For this reason, all suppliers are required to be able to transmit data remotely. The systemic requirements are to be created by the supplier. The EDIFACT – Standard must be selected for transmission.

For sending and receiving information (delivery schedule, delivery receipt, order notification etc.) SGF uses DFÜ. Partners are enabled to integrate order information into their ERP system without manual processing.

Mr. Sylvio Black is the contact person for EDI, for contact details see page 12.

4 Packaging Requirements

General Packaging Requirements

On selecting the packaging economical, ecological and quality requirements have to be met, these are amongst others:

General:

- Compliance to the law requirements of the destination
- Protection of the product from damage, corrosion and pollution during the entire transit route in consideration of possible multiple reloading to the destination, weather conditions and its further use.
- Compliance to the required standard dimensions – see point 4.2
- Use of marked and recyclable packaging materials
- Optimum utilization of the charge carrier (weight and filling level) as well as compliance with the maximum permissible gross weight of 1000 kg each unless otherwise agreed by packing data sheet (PDS).
- Efforts should be made to use packaging material in a way that conserves resources.

Preferred packaging material to be used:

- PE (polyethylene), PP (polypropylene) or PET (polyethylene terephthalate)
- Paper and cardboard must be free from contamination that occurs during paper manufacture.
- Plywood, chipboard, fiberboard
- Corrugated cardboard, air-filled cushions and paper
- Strapping made of PP (polypropylene) and PET (polyethylene terephthalate)

Packaging material to avoid:

- Polystyrene, in exceptional cases only for molded parts
- When importing solid wood from a third country into the European Union, it is subject to the ISPM15 guideline
- Cardboard pallets
- Metal staples
- PVC (Polyvinylchlorid)
- Polystyrene chips
- Strapping made of metal

Bulk goods

- Bulk goods (loose numbers of parts such as screws or similar products) that are delivered in lattice boxes or similar containers, each of the units must be provided with a clearly legible weighing slip containing the necessary information on the number of parts and the gross and net weight included.
- The filling level of the transport container should be at least 1/3 of its capacity.

Dangerous goods

The packing of dangerous goods must at least comply with legal regulations of the recipient country. All packaging and intermediate bulk containers (IBC) must comply with the applicable version of the regulations for dangerous goods (ADR, RID, IMDG, IATA). The control reports for the respective packaging and IBC must be made available to SGF in advance.

Regress

- All reusable load carriers that are used for shipping to SGF must be in an exchangeable condition in accordance with the EPAL specifications.
- If load carriers are damaged, the resulting (handling) effort can be calculated by SGF.

Liability:

If the selected packaging does not offer sufficient protection, the sender is liable for claims for damages and expenses incurred as a result of the selection of inferior packaging.

Basic requirements for the containers

The EURO lattice box pallets and the EURO wooden pallets must basically meet the exchange criteria in the European pallet pool. In addition, the following further criteria are added at SGF due to the fully automatic conveyor and high-rack technology:

The fork space (grooves) under the pallets must be in perfect condition and free from damage.

The height of 1500 mm is possible in exceptional cases, but not standard for this higher dimension due to the limited storage space.

We reserve the right to refuse to accept shipments if these criteria are not met. If other types of pallets are intended for delivery, this must be agreed with SGF in advance.

Anforderungen Ladungsträger/ requirements charge carrier	Waldkraiburg - D Werk 1	Kraiburg - D Werk 2	Waltershausen - D Werk 3	Prachtitz - CZ	Thailand
max. Gesamthöhe Max. total height	1060	1060	1060	1250	1060
max. Gesamthöhe (in Ausnahmefällen) max. total height (in exceptional cases)	1500	1500	1500	1300	1500
max. Bruttogewicht max.gross weight	1000	1000	1000	2000	900
Europalette 1200 x 800 x 150 Euro pallet 1200 x 800 x 150	✓	✓	✓	✓	✗
Euro Gitterbox 1200 x 800 x 970 Euro lattice box 1200 x 800 x 970	✓	✓	✓	✓	✗
Euro Industriepalette 1000 x 1200 x 150 Euro industrial pallet 1000 x 1200 x 150	✓	✓	✗	✓	✗
Einwegpalette 1120 x 800 x 140 Disposable pallet 1120 x 800 x 140	✓	✓	✓	✓	✓
Einwegpalette 1200 x 800 x 140 Disposable pallet 1200 x 800 x 140	✓	✓	✓	✓	✓
Einwegpalette 600 x 800 x 140 Disposable pallet 600 x 800 x 140	✗	✓	✗	✓	✗
Einwegpalette 1120 x 800 x 120 Disposable pallet 1120 x 800 x 120	✗	✓	✓	✗	✓

Packaging Regulation – PDS (Packing Data Sheet)

The creation of packaging instructions is mandatory and is the responsibility of the supplier in coordination with the SGF delivery point.

In principle, these packaging regulations must be met and updated if necessary. Deviations from the packaging instructions are possible in justified exceptional cases after prior consultation and written confirmation by SGF.

The supplier is responsible for checking the suitability of the packaging for safe transport. The approval of packaging by SGF does not release the supplier from his responsibility with regard to the suitability of the packaging recommended by him and its proper use.

5 Marking of Shipment

Basic information on labeling the shipment

The labeling must be clear:

- Old goods tags are to be removed or made unrecognizable.
- Labels must be visibly attached.
- Labels must be attached so that they cannot be lost.
- Markings must comply with legal regulations
- Labels must show the expiration date, where applicable
- If there are no corresponding goods tag devices, the label can also be attached to the 4 corners with removable adhesive dots or to an accompanying paper bag.



figure 3

Identification of the shipping unit

Each shipping unit must be marked with a goods tag according to VDA 4902 Version 4. (see figure 4 below)

In principle, only one article number per load carrier is permitted. However, if it is necessary to pack several products on the same load carrier, we ask you to place the heaviest product on the bottom of the load carrier. If there are different items on the load carrier, they must be visually separated from each other.



Goods Tag

Sample: Goods tag according to VDA4902

Süddeutsche Gelenkscheibenfabrik GmbH & Co. KG DE-84478 Waldkraiburg		Max Mustermann GmbH	
80179922 		SGF GmbH & Co. KG, 84478 Waldkraiburg	
99999999 		207	237
3000 ST 		flexible steering coupling	
10176 		GA000-0001	
M000057209 		EWP 1100 	
		D 161221	AD06

(1) WARENEMPFÄNGER Süddeutsche Gelenkscheibenfabrik GmbH & Co. KG DE-84478 Waldkraiburg		(2) ABLADESTELLE - LAGERORT - VERWENDUNGSSCHLÜSSEL Friedrich-Schmidt-Str. 1	
(3) LIEFERSCHEIN-NR. (N) 87800 		(4) LIEFERANTENANSCHRIFT (KURZNAME, WERK, PLZ, ORT) SGF, 84478 Waldkraiburg	
(8) SACH-NR. KUNDE / AI (P) 1-5011-002 		(5) GEWICHT NETTO (6) GEWICHT BRUTTO (7) ANZ. PACKSTÜCKE 1	
(9) FÜLLMENGE (G) 7 KG 		(10) BEZEICHNUNG LIEFERUNG, LEISTUNG BB7 AEZ 1,4 X 130	
(12) LIEFERANTEN-Nr. (V) 71089 		(11.1) SACH-NR. LIEFERANT BB7AEZEFP1,4130	
(15) PACKSTÜCKNR. (S/M/G)		(13) MHD (L) 31.12.2020 	
		(16) CHARGEN-NR. (H) 20081118 	

VDA 4902 Version 1.00 - SGF GmbH & Co. KG

Figure 5

Marking of sample and pre-series parts

Parts from the initial sample, sample and pre-series production must be marked separately with a note. The goods must be packed separately and a further delivery note must be enclosed with these parts.

6 Shipping documents – transport, accompanying documents, delivery notes

General

The order number (PO) of the SGF must be mentioned on all documents.

Copies of the relevant documents must accompany the shipment (attached to the shipment in a way that is clearly visible to the recipient, e.g. contained in a delivery note pocket), such as:

- Delivery note/packing list
- Test certificates
- Waybill
- All other documents required for national and, if necessary, international transport.

The deliveries are to be handed over to the carrier with properly prepared and complete accompanying documents and test certificates.

We reserve the right to refuse the acceptance of shipments without correct accompanying documents.

Delivery Note

The delivery note must contain:

- Return address
- Delivery receipt number
- SGF order number / current delivery schedule number
- Supplier number
- Lot number and best-before/expiry date, if applicable
- SGF material number (e.g., 1-XXXX-XXX)
- Material abbreviation
- Information on drawing status
- Total delivery quantity
- Number, type and quantity per package
- Gross and net weights
- Unloading point
- in the case of wage work: material provided and its batch

Test Certificates

All quality-related documents that were defined in the "raw material specification" or are required in the order / the delivery schedule must be enclosed with the goods.

Empties / exchange of load carriers

SGF keeps accounts with the supplier for all returnable packaging.

Processing via forwarding agents is not possible.

Returned packaging account statements with movement and balances are sent to the supplier if required. Complaints must be reported within 10 calendar days by submitting appropriate evidence to the responsible loaned goods administration.

7 Supplier batches & Traceability

Supplier batches

Multiple deliveries of the same material with one and the same production batch over a longer period of time are not permitted.

Traceability

The supplier must ensure the traceability (at least for each production batch) of its products. He is obliged to maintain a system that ensures the traceability of his products from the outgoing goods to the raw materials.

Products are to be labeled in such a way that in the case of occurring faults, it can be determined which products are affected by such a fault.

Raw materials and purchased individual parts are to be stored separately according to batches and processed according to the "first in, first out" principle.

Risk Management

The supplier must carry out a risk assessment across its entire process and supply chain as part of a suitable risk assessment. Derived from this, the supplier must define appropriate emergency strategies. The results of the risk assessment and the contingency plans must be submitted on request.

If it becomes likely that agreements or promises cannot be met despite the measures taken, the supplier must immediately inform his contact person in material planning in writing and state the reasons and the expected duration of the disruption. This does not release the supplier from his obligation to deliver.

If disruptions occur that affect the delivery date and the quantity of SGF, the supplier must take all necessary measures to minimize the effects and to be able to deliver again as planned as soon as possible.

If it becomes likely that agreements and promises cannot be kept despite the measures taken, the supplier must inform the SGF contact person immediately without being asked and schedule a new delivery date or a new delivery quantity. If no amicable solution can be found, higher hierarchical levels up to supplier management must be involved. The liability of the supplier in the event of a delay in delivery is regulated in the corresponding framework/supplier contract or in our General Terms and Conditions of Purchase.

8 Supplier Rating

SGF regularly carries out a comprehensive supplier evaluation.

With every delivery, the logistics performance is also monitored, in particular the compliance with EDI, packaging and labeling regulations as well as adherence to deadlines and quantities. Deviations are documented and included in the annual supplier assessment.

Upon request, the supplier will receive information about the current evaluation and, if performance problems are identified over a longer period of time, will be requested by SGF to take measures to improve the delivery performance. These measures are to be presented to SGF and implemented promptly by the supplier.

9 Goods Inwards Inspection

The SGF carries out the following goods inwards inspections:

- Identification check based on the delivery papers
- Check for visible transport damage
- Plausibility check of the delivered quantity
- Checking for the existence of the agreed test certificates, transport/accompanying documents, and delivery notes
- If necessary, carrying out spot checks

Defects discovered in this way are immediately notified to the supplier. The goods can be refused by SGF and sent back to the supplier.

Any additional work that occurs on the part of SGF can be charged to the supplier.



10 Contact Persons at SGF

Plants Waldkraiburg & Czeck Rebuplic

Mrs. Astrid Wedra
astrid.wedra@sgf.com

Mrs. Bettina Rannetsberger
bettina.rannetsberger@sgf.com

Plant Waltershausen

Mrs. Alexandra Steiglechner
alexandra.steiglechner@sgf.com

Plant Thailand

Mr. Robert Blattner
robert.blattner@sgf.com

Shipping / Customs clearance / EDI

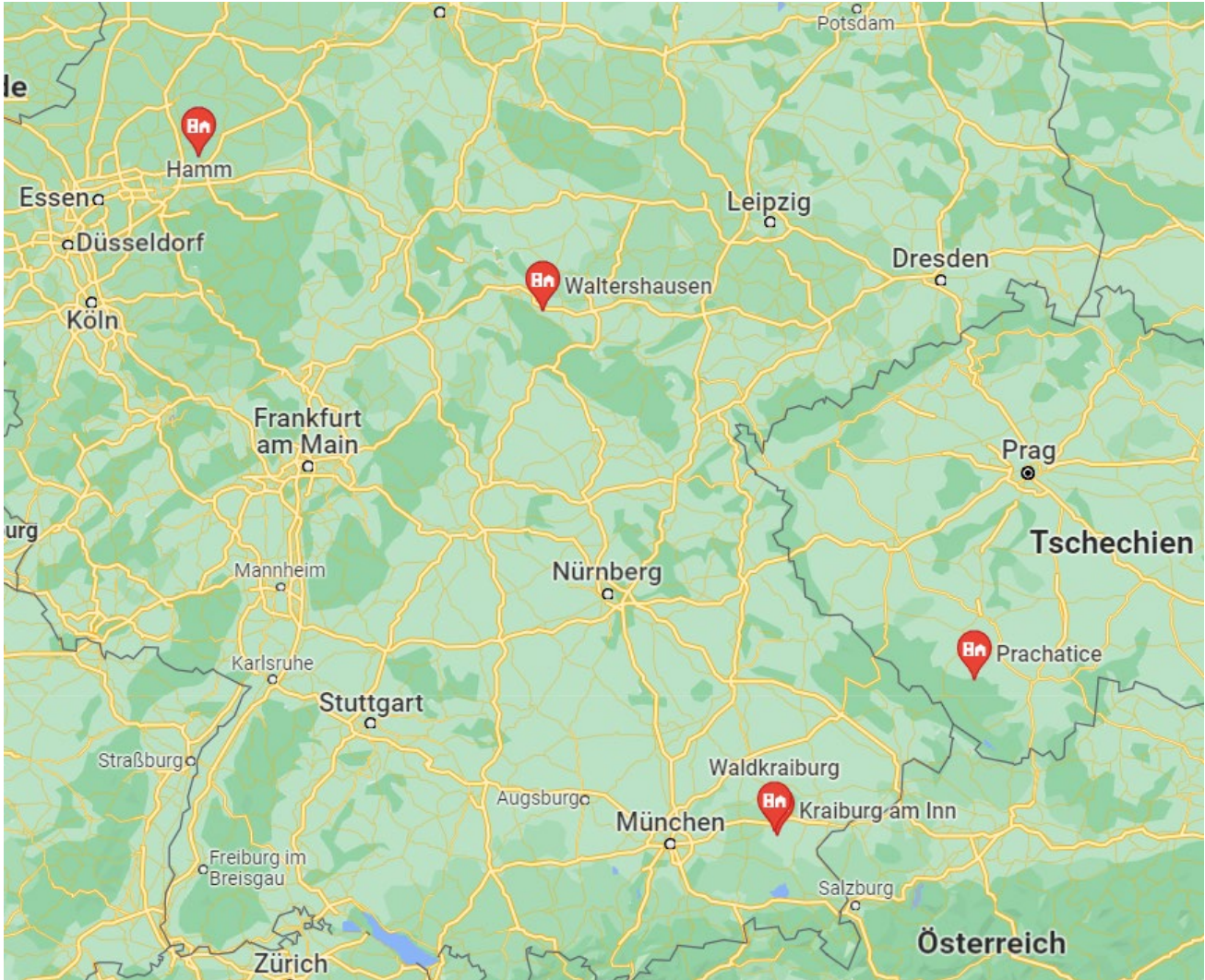
Mr. Sylvio Balck
sylvio.balck@sgf.com

Head of Logistics and Supply Chain

Mr. Roland Brandl
roland.brandl@sgf.com

11 SGF Logistics Locations

The logistics manual is valid for deliveries to the following SGF logistics locations:



Source: Google Maps

SGF Waldkraiburg (Plant 1)

Gerhard-Zeidler-Str. 6 (Access road: Friedrich-Schmidt-Str. 1)
84478 Waldkraiburg (Germany)

SGF Waldkraiburg (Plant 1a)

Graslitzer Str. 14
84478 Waldkraiburg (Germany)

SGF Kraiburg (Plant 2)

Watzmannstraße 14
84559 Kraiburg (Germany)

SGF Waltershausen (Plant 3)

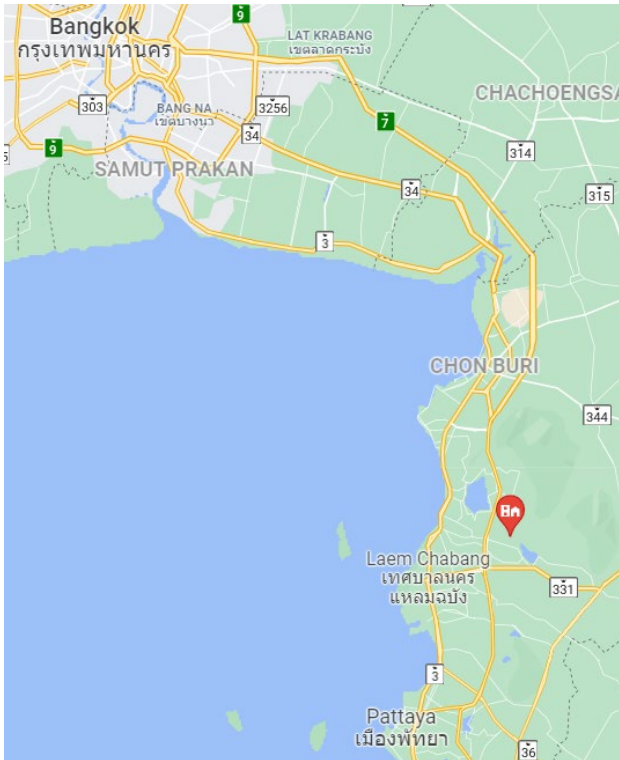
Lauchaer Hoehe 10a
99880 Waltershausen (Germany)

SGF Service s.r.o.

Ustadionu 270
383 01 Prachatice (Czech Republic)

SGF Plant Hamm

Frielicker Weg 50
59073 Hamm



Source: Google Maps

SGF (Thailand) Co., Ltd.
890/3 Moo 3 Khao Kan Song,
Sriracha, Chonburi 20110
Thailand

12 List of Abbreviation

ASN	Advanced Shipping Notice
DFÜ	Datenfernübertragung - remote data transmission
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport
ERP	Enterprise Resource Planning
FIFO	First In First Out
GTL	Global Transport Label
KLT	Kleinladungsträger - small load carrier
MHD	Mindesthaltbarkeitsdatum - best before date
VDA	Verband der Automobilindustrie - Automobile Industry Association



13 Appendix

- 13.1 Sample packing instructions
- 13.2 Information on drawing status



13.1 Sample packing instructions

Packing Data Sheet		PDS_0-OLAB01-002				Status: Revision: Date:															
Project						Removal of the parts from the packaging by the receiver:															
SAP: O-OLAB01-002		Part name: AI / ZI		<input type="checkbox"/> manual		<input checked="" type="checkbox"/> automatic / machine															
Drawing-no.:		AI / ZI																			
Contact:																					
Length Unit: [mm]		Weight Unit: [kg]																			
Part		Length		Weight																	
		Width		Note																	
		Height																			
Receiver		Customer material no.:																			
Company:		Country:																			
City:		Postal code:																			
Contact:																					
Supplier		Supplier material no.:		20301																	
Company:		Country:																			
City:		Postal code:																			
Contact:																					
Container		Type:		No.:		Packing unit 1540 Piece															
Material:		Cardboard																			
Length:		External 1120		Internal 1100																	
Width:		Dimension 800		Dimension 770																	
Height:		ns 880		ons 850																	
Result						<table border="1"> <thead> <tr> <th rowspan="2">stackable</th> <th rowspan="2">Length</th> <th rowspan="2">Width</th> <th rowspan="2">Height</th> <th colspan="2">Weight</th> </tr> <tr> <th>Net</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1200</td> <td>800</td> <td>1030</td> <td>333</td> <td>378</td> </tr> </tbody> </table>		stackable	Length	Width	Height	Weight		Net	Gross	1	1200	800	1030	333	378
stackable	Length	Width	Height	Weight																	
				Net	Gross																
1	1200	800	1030	333	378																
Type of Packing:		stacked, with protruding rubber fold facing downwards, insert into the punched holes of the planar intermediate layer																			
Planar Intermediate Layer:		70 punched holes with Ø 63																			
Thickness of Intermediate Layer:		12																			
Filling Weight:		333																			
Layer-/Stacking Type:		1																			
Number of Layers / Stacks:		22																			
Components for Layer / Stacking Type:		1540																			
Components per Layer / Stack:		70																			



13.2 Information on drawing status

Besondere Merkmale Key Characteristics		Anzahl Total							
		05 06	1x	AeA-5196: Kantenbruchsymbol hinzugefügt	25.02.2015	TÖtzerstein	HKabak	23.03.2015	HKabak
Kritische Merkmale Critical Characteristics		0		AeA-3678: Beschichtungszeichnung angelegt	27.03.2008	Wörthofer	Joew	20.05.2008	Joew
Bedeutende Merkmale Significant Characteristics		0	AI, ZI, Pl., DI, No.	Anderungsbeschreibung Description of Change	Datum Date	Name	Geprüft/ Checked	Datum Date	Genehmigt/ Approved
		Werkstoff / Material S235J2G3 ww. S355J2G3							
		Werkstoff-Nr. / Material-No. 1.0116 ww. 1.0570							
		Halbzeug / Semi-finished part DIN EN 10250-2							
		Behandlung / Treatment							
		Methode 1 - ISO 128							
		Allgemeintoleranzen nach General Tolerances according to			DIN ISO 2768-mH Size ISO 14405 Ⓢ				
		Für diese Zeichnung behalten wir uns alle Rechte vor. Sie darf ohne unsere Genehmigung weder vervielfältigt noch Dritten zugänglich gemacht werden.							
		Passmass Fit dimension			Maßstab Scale 1:1				
		Abmass Allowance							
Oberflächenangaben nach Surface Roughness to DIN EN ISO 1302		Property of SGF (Copyright). This drawing must not be reproduced or disclosed to third parties without prior consent of SGF. All rights reserved.			Datum/Date 27.03.2008 Name/Name Wörthofer Geprüft/Checked 08.05.2008 Joew N-gepr./Checked 20.05.2008 Moessi Genehm./Approved 20.05.2008 Joew Ersetzt durch Replaced by				
		Gewicht/weight (kg) 1,24			Zeichnungs-Nr. Drawing-No. MT-00038				
					Ersetzt durch Replaced by				

Clear indication of drawing status on the delivery bill shall be documented as follows:

MT-00038_Z02_AI05/ZI06

- MT-00038 = drawing no.
- Z02 = Reference to production status/process step
- AI = Article index
- ZI = Drawing index