



**ascorium**  
I N D U S T R I E S

**Supplier  
Logistics  
Guideline**

# Content

1	Supplier Logistics Guideline .....	4
1.1	Business and objectives .....	4
1.2	Purpose .....	4
1.3	Document update .....	4
1.4	Confidentiality .....	4
2	Organizational premises .....	5
2.1	Contacts and availability .....	5
2.2	Advice of amendment .....	5
2.3	Delivery conditions .....	5
3	Supplier Logistics Agreement .....	6
3.1	Purpose .....	6
3.2	Related documents.....	6
3.2.1	QF-0301l-INT-IS_Packaging Instructions.....	6
3.2.2	QF-0301m-INT-IS_Transportation and Information Data Sheet .....	6
3.2.3	QF-0301n-INT-IS_Contact List.....	6
4	Logistics data and framework.....	9
4.1	Volumes and versions.....	9
4.2	Incoterms.....	9
4.3	Supply system .....	9
5	Logistics information flow .....	10
5.1	Standards for data and document transmission.....	10
5.2	Call-off variations.....	10
5.3	Information .....	10
5.4	Reactions .....	10
6	Production process at the Supplier .....	11
6.1	Capacities .....	11
6.2	Integration and check for plausibility.....	11
6.3	Ramp-up and phase out .....	11
7	Supply process .....	12
7.1	Material flow and safety stocks.....	12
7.2	Announcement of changes.....	12
7.3	Shipping procedure.....	12
7.4	Transportation.....	12
8	Invoicing.....	13
8.1	Europe & North America .....	13
8.2	China.....	13
9	Packaging and labelling.....	14
9.1	Packaging - General rule .....	14
9.2	Packaging concept.....	14
9.3	Packaging development process.....	15
9.3.1	Packaging concept agreement .....	15
9.3.2	Packaging prototype .....	15
9.3.3	Weight restrictions .....	15
9.3.4	Pre-series packaging.....	15
9.3.5	Series packaging.....	15
9.3.6	Investment rules.....	15
9.4	Back-up packaging .....	16
9.4.1	Definition.....	16
9.4.2	Usage .....	16
9.4.3	Anticipation .....	16
9.5	Empties management .....	16
9.6	Part identification and labelling .....	17

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

10	Disruption of the material supply.....	18
10.1	Emergency concept .....	18
10.2	Emergency contact .....	18
10.3	Emergency plan .....	18
10.4	Communication.....	18
10.5	Improvement of delivery performance .....	18
10.6	Disruptions in the logistic process and obligation to inform .....	18
10.7	Expedited transportation .....	19
10.8	Re-ordering and additional deliveries .....	19
10.9	Reactions during production shutdown at Ascorium or final customer.....	19
10.10	Monthly Evaluation of Suppliers .....	19

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

# 1 Supplier Logistics Guideline

## 1.1 Business and objectives

At different locations Ascorium develops, produces, and delivers interior trim parts for various car models. The interior trim parts produced by Ascorium normally cover 100% of the total of customer's requirements. This commits Ascorium to provide the customer with the correct quantity of parts at any time and at the time and of the quality agreed.

Purchased parts take an important impact for Ascorium's product quality, productivity, and delivery performance.

## 1.2 Purpose

The purpose of the guideline is to describe the logistics requirements for Suppliers and the purchased parts as well as the way Ascorium wants to collaborate with his Suppliers in the series supply process and the preparation phase before.

Ascorium provides to Suppliers list of documents to secure smooth flow of parts along the whole supply chain.

## 1.3 Document update

When the guideline is revised, the Suppliers will receive the latest version from Ascorium purchasing department. When Ascorium refers to the Supplier Logistics Guideline, it is always the latest version.

## 1.4 Confidentiality

The Supplier Logistics Guideline is confidential document and forwarding or reproduction without prior agreement is strictly prohibited!

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 2 Organizational premises

### 2.1 Contacts and availability

For the supply process contacts and their deputies have to be fixed. People have to be allowed to take reliable decisions. They have to be reachable all the time during the production hours of Ascorium.

Contact List is a part of Supplier Logistics Agreement (see chapter 3. Supplier Logistics Agreement)

### 2.2 Advice of amendment

Each amendment with effects to logistics caused by the Supplier has to be communicated to Ascorium in time. So Ascorium can check quickly the impact and claim the consequences to the Supplier.

### 2.3 Delivery conditions

Ascorium purchase and the Supplier will negotiate the delivery conditions in a frame contract.

Transportation and Information Data Sheet is part of Supplier Logistics Agreement (see chapter 3. Supplier Logistics Agreement)

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

### 3 Supplier Logistics Agreement

#### 3.1 Purpose

The Supplier Logistics Agreement consists of three logistics documents which has to be signed between Ascorium plant and Supplier.

#### 3.2 Related documents

3.2.1 QF-0301l-INT-IS\_Packaging Instructions

3.2.2 QF-0301m-INT-IS\_Transportation and Information Data Sheet

3.2.3 QF-0301n-INT-IS\_Contact List

#### QF-0301l-INT-IS\_Packaging Instructions

PACKAGING INSTRUCTIONS																																																																														
<b>PART INFO</b>		<b>SUPPLIER INFO</b>			<b>HEADER</b>																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Ascorium PN</td><td></td></tr> <tr><td>PN description</td><td></td></tr> <tr><td>Ascorium plant</td><td></td></tr> <tr><td>Daily volume</td><td>Unit: pcs</td></tr> </table>		Ascorium PN		PN description		Ascorium plant		Daily volume	Unit: pcs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Supplier name</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Supplier code</td><td></td></tr> <tr><td>SOP</td><td></td></tr> </table>			Supplier name		Address		Supplier code		SOP		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Document Nr.</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Region</td><td>EU</td></tr> </table>		Document Nr.		Date		Region	EU																																																		
Ascorium PN																																																																														
PN description																																																																														
Ascorium plant																																																																														
Daily volume	Unit: pcs																																																																													
Supplier name																																																																														
Address																																																																														
Supplier code																																																																														
SOP																																																																														
Document Nr.																																																																														
Date																																																																														
Region	EU																																																																													
<b>PACKAGING DATA</b>		<b>PACKAGING DETAILS</b>																																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Reusable packaging</td><td></td></tr> <tr><td>Label stadard</td><td>VDA 4902</td></tr> <tr><td>MOQ (pcs)</td><td></td></tr> <tr><td>Packaging loop</td><td></td></tr> <tr><td>Total quantity of HU</td><td></td></tr> <tr><td>Delivery frequency</td><td></td></tr> <tr><td>Full (per week)</td><td></td></tr> <tr><td>Empty (per week)</td><td></td></tr> </table>		Reusable packaging		Label stadard	VDA 4902	MOQ (pcs)		Packaging loop		Total quantity of HU		Delivery frequency		Full (per week)		Empty (per week)		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Packaging Unit (PU)</th> <th>Handling Unit (HU)</th> <th>Pallet for HU</th> <th>Cover for HU</th> <th>Dunnage 1</th> <th>Dunnage 2</th> </tr> </thead> <tbody> <tr><td>Description:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Length (mm):</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Width (mm):</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Height (mm):</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>TARA (kgs):</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Gross weight (kgs):</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Density (pcs):</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Packaging Unit (PU)	Handling Unit (HU)	Pallet for HU	Cover for HU	Dunnage 1	Dunnage 2	Description:							Length (mm):							Width (mm):							Height (mm):							TARA (kgs):							Gross weight (kgs):							Density (pcs):						
Reusable packaging																																																																														
Label stadard	VDA 4902																																																																													
MOQ (pcs)																																																																														
Packaging loop																																																																														
Total quantity of HU																																																																														
Delivery frequency																																																																														
Full (per week)																																																																														
Empty (per week)																																																																														
	Packaging Unit (PU)	Handling Unit (HU)	Pallet for HU	Cover for HU	Dunnage 1	Dunnage 2																																																																								
Description:																																																																														
Length (mm):																																																																														
Width (mm):																																																																														
Height (mm):																																																																														
TARA (kgs):																																																																														
Gross weight (kgs):																																																																														
Density (pcs):																																																																														
<b>PACKAGING PICTURES</b>			<b>REMARKS</b>																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 33%;">PU with parts</td><td style="width: 33%;">Complete HU</td><td style="width: 33%;">Dunnage</td></tr> <tr><td style="height: 100px;"></td><td></td><td></td></tr> </table>			PU with parts	Complete HU	Dunnage				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 100px;"></td><td style="width: 50%;"></td></tr> </table>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 100px;"></td><td style="width: 50%;"></td></tr> </table>																																																																	
PU with parts	Complete HU	Dunnage																																																																												
<b>SIGNATURES</b>																																																																														
<b>Supplier Logistics</b>		<b>Ascorium Logistics</b>		<b>Ascorium Quality</b>		<b>Ascorium HSE</b>																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name</td><td></td></tr> <tr><td>Function</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>		Name		Function		Date		Signature		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name</td><td></td></tr> <tr><td>Function</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>		Name		Function		Date		Signature		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name</td><td></td></tr> <tr><td>Function</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>		Name		Function		Date		Signature		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Name</td><td></td></tr> <tr><td>Function</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </table>	Name		Function		Date		Signature																																									
Name																																																																														
Function																																																																														
Date																																																																														
Signature																																																																														
Name																																																																														
Function																																																																														
Date																																																																														
Signature																																																																														
Name																																																																														
Function																																																																														
Date																																																																														
Signature																																																																														
Name																																																																														
Function																																																																														
Date																																																																														
Signature																																																																														

QF-0301m-INT-IS\_Transportation and Information Data Sheet

ASCORIUM PLANT		SUPPLIER PLANT																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Plant name</td><td></td></tr> <tr><td>Street</td><td></td></tr> <tr><td>ZIP code</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>Country</td><td></td></tr> </table>	Plant name		Street		ZIP code		City		Country		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Plant name</td><td></td></tr> <tr><td>Street</td><td></td></tr> <tr><td>ZIP code</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>Country</td><td></td></tr> </table>	Plant name		Street		ZIP code		City		Country	
Plant name																					
Street																					
ZIP code																					
City																					
Country																					
Plant name																					
Street																					
ZIP code																					
City																					
Country																					
INFORMATION FLOW																					
<b>Flow Ascorium - Supplier</b>																					
	Bucket	Horizon	Transmission freq.	Dates indication	Transmission mode	Message standard															
Firm order																					
Forecast																					
Flexibility rule		Specification																			
Other information																					
<b>Flow Supplier - Ascorium</b>																					
	Timing	Transmission mode	Message standard	Comment																	
ASN																					
PHYSICAL FLOW																					
Incoterm (2020)		Incoterm place																			
Delivery frequency		Comment																			
Transit time																					
Dock type																					
Trucking		Comment																			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday														
	Arrival	Depart	Arrival	Depart	Arrival	Depart	Arrival	Depart													
Pick up / Delivery time slot at Supplier																					
Delivery to Ascorium																					
Other information																					
DELIVERY DOCUMENTS																					
Delivery note		CMR		Invoice																	
Order																					
Other		Specify																			
OTHER SPECIFICATIONS (Agreed by Parties)																					
SIGNATURES																					
Ascorium		Supplier																			
Name		Name																			
Function		Function																			
Date		Date																			
Signature		Signature																			

QF-0301n-INT-IS\_Contact List

<b>CONTACT LIST</b>																																																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th colspan="2" style="text-align: left; padding: 2px;">ASCORIUM PLANT</th> </tr> </thead> <tbody> <tr><td style="width: 20%;">Plant name</td><td></td></tr> <tr><td>Street</td><td></td></tr> <tr><td>ZIP code</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>Country</td><td></td></tr> </tbody> </table>	ASCORIUM PLANT		Plant name		Street		ZIP code		City		Country		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th colspan="2" style="text-align: left; padding: 2px;">SUPPLIER PLANT</th> </tr> </thead> <tbody> <tr><td style="width: 20%;">Plant name</td><td></td></tr> <tr><td>Street</td><td></td></tr> <tr><td>ZIP code</td><td></td></tr> <tr><td>City</td><td></td></tr> <tr><td>Country</td><td></td></tr> </tbody> </table>	SUPPLIER PLANT		Plant name		Street		ZIP code		City		Country																																																																																																																									
ASCORIUM PLANT																																																																																																																																																	
Plant name																																																																																																																																																	
Street																																																																																																																																																	
ZIP code																																																																																																																																																	
City																																																																																																																																																	
Country																																																																																																																																																	
SUPPLIER PLANT																																																																																																																																																	
Plant name																																																																																																																																																	
Street																																																																																																																																																	
ZIP code																																																																																																																																																	
City																																																																																																																																																	
Country																																																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th colspan="2" style="text-align: left; padding: 2px;">ASCORIUM CONTACTS</th> </tr> </thead> <tbody> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Logistics - daily contact</b></td></tr> <tr><td style="width: 20%;">Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Supply Chain Manager</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Logistics - emergency contact (24/7)</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Packaging Engineer</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Buyer</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Quality Manager</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Plant Manager</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> </tbody> </table>	ASCORIUM CONTACTS		<b>Logistics - daily contact</b>		Name		Phone		Mobile		E-mail		<b>Supply Chain Manager</b>		Name		Phone		Mobile		E-mail		<b>Logistics - emergency contact (24/7)</b>		Name		Phone		Mobile		E-mail		<b>Packaging Engineer</b>		Name		Phone		Mobile		E-mail		<b>Buyer</b>		Name		Phone		Mobile		E-mail		<b>Quality Manager</b>		Name		Phone		Mobile		E-mail		<b>Plant Manager</b>		Name		Phone		Mobile		E-mail		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th colspan="2" style="text-align: left; padding: 2px;">SUPPLIER CONTACTS</th> </tr> </thead> <tbody> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Logistics - daily contact</b></td></tr> <tr><td style="width: 20%;">Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Supply Chain Manager</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Logistics - emergency contact (24/7)</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Packaging Engineer</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Account manager / Sales</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Quality Manager</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Plant Manager</b></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Phone</td><td></td></tr> <tr><td>Mobile</td><td></td></tr> <tr><td>E-mail</td><td></td></tr> </tbody> </table>	SUPPLIER CONTACTS		<b>Logistics - daily contact</b>		Name		Phone		Mobile		E-mail		<b>Supply Chain Manager</b>		Name		Phone		Mobile		E-mail		<b>Logistics - emergency contact (24/7)</b>		Name		Phone		Mobile		E-mail		<b>Packaging Engineer</b>		Name		Phone		Mobile		E-mail		<b>Account manager / Sales</b>		Name		Phone		Mobile		E-mail		<b>Quality Manager</b>		Name		Phone		Mobile		E-mail		<b>Plant Manager</b>		Name		Phone		Mobile		E-mail	
ASCORIUM CONTACTS																																																																																																																																																	
<b>Logistics - daily contact</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Supply Chain Manager</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Logistics - emergency contact (24/7)</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Packaging Engineer</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Buyer</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Quality Manager</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Plant Manager</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
SUPPLIER CONTACTS																																																																																																																																																	
<b>Logistics - daily contact</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Supply Chain Manager</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Logistics - emergency contact (24/7)</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Packaging Engineer</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Account manager / Sales</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Quality Manager</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<b>Plant Manager</b>																																																																																																																																																	
Name																																																																																																																																																	
Phone																																																																																																																																																	
Mobile																																																																																																																																																	
E-mail																																																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th colspan="2" style="text-align: left; padding: 2px;">SIGNATURES</th> </tr> </thead> <tbody> <tr><td colspan="2" style="text-align: center; background-color: #D3D3D3; padding: 2px;"><b>Ascorium</b></td></tr> <tr><td style="width: 20%;">Name</td><td></td></tr> <tr><td>Function</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </tbody> </table>		SIGNATURES		<b>Ascorium</b>		Name		Function		Date		Signature																																																																																																																																					
SIGNATURES																																																																																																																																																	
<b>Ascorium</b>																																																																																																																																																	
Name																																																																																																																																																	
Function																																																																																																																																																	
Date																																																																																																																																																	
Signature																																																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D3D3D3;"> <th colspan="2" style="text-align: left; padding: 2px;">Supplier</th> </tr> </thead> <tbody> <tr><td style="width: 20%;">Name</td><td></td></tr> <tr><td>Function</td><td></td></tr> <tr><td>Date</td><td></td></tr> <tr><td>Signature</td><td></td></tr> </tbody> </table>		Supplier		Name		Function		Date		Signature																																																																																																																																							
Supplier																																																																																																																																																	
Name																																																																																																																																																	
Function																																																																																																																																																	
Date																																																																																																																																																	
Signature																																																																																																																																																	



## 4 Logistics data and framework

### 4.1 Volumes and versions

The volumes will be communicated by Ascorium purchase. The figures include the number of different versions, the drivers of versions and the distribution of versions.

The Supplier will inform Ascorium with the quotation about the assured capacities and the bottleneck resources. Furthermore, Ascorium gets information to the lot size planned in production and the minimum order quantity (MOQ).

### 4.2 Incoterms

The Supplier quotes DAP. Transportation and packaging cost have to be mentioned separately.

### 4.3 Supply system

The Supplier develops a seminal supply concept under respect of cost reductions and assurance of an undisturbed supply. The concepts have to be developed under respect of all requested supply alternatives in the RFQ. Some alternatives can be requested.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 5 Logistics information flow

Ascorium expects from his partners the capability to use EDI (VDA or Odette standards). Generally, all standardized VDA or Odette message types (delivery schedules, shipping notes, etc.) have to be implemented. Suppliers without any EDI capability are required to implement before start of series shipments. It is the aim of Ascorium also to exchange invoices and credit notes via EDI.

In case of a vendor managed consignment stock the Supplier will get a daily updated information about the consumptions.

With the schedule agreements sent Ascorium releases raw materials for 6 weeks and production for 2 weeks.

### 5.1 Standards for data and document transmission

Ascorium requires automated EDI flows with the Suppliers based on automotive standards.

Case	Standard	Message
Firm orders	EDIFACT	ORDERS D96A
Forecasts	VDA	4905
ASN	EDIFACT	DESADV D96A

### 5.2 Call-off variations

The Supplier is requested to cover call-off variations in the daily requirements within  $\pm 20$  %.

### 5.3 Information

The Supplier is able to answer all questions concerning capacities and coverages immediately, by exception after an agreed time limit.

### 5.4 Reactions

If the Supplier expects a delivery bottleneck, it is requested to inform the Ascorium material planner as soon as possible.

Time regulations:	short term (< 10 days):	immediately
	middle term (> 10 days < 8 weeks):	within 3 days
	long term (> 8 weeks):	within 10 days

## 6 Production process at the Supplier

### 6.1 Capacities

The Supplier has to install a sufficient production capacity and flexibility in volume according to the agreed quantities. The Supplier has to proof that he can meet the agreed maximum capacities per day. Weekend has to be kept free for maintenance and all cases of emergency.

### 6.2 Integration and check for plausibility

The Supplier can give explanations to dates, quantities, and production capacities at any time. The Supplier is responsible to check the completeness and correctness of all call-offs. Deviations have to be communicated to Ascorium immediately.

### 6.3 Ramp-up and phase out

Ramp-up and phase out have to be secured by a detailed capacity planning to be able to ship especially small quantities in time to Ascorium.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 7 Supply process

### 7.1 Material flow and safety stocks

Ascorium requires a safety stock ready for shipment at each Supplier. The safety stock has to cover the replenishment lead time for every version. It has to be agreed with Ascorium during the project phase.

The whole material flow has to follow the First in – First out principle (FIFO).

### 7.2 Announcement of changes

Basically, each part modification or a change of the supply chain requires the identification of a responsible contact person, part no. engineering no., etc. at least for the first three shipments. The identification has to include the packaging unit, each single packaging and the shipping documents. After parts have been changed (new part no. or new index) no old parts may be shipped anymore.

### 7.3 Shipping procedure

The Ascorium call-offs are binding for the supply. The released quantities have to be provided right in time to the trucking company independent of different bank holidays or country-specific restrictions.

Goods have to be shipped with the right trucking equipment always. Loading and unloading from three sides must be possible. The respect of the FIFO principle is mandatory.

Shipping documentation consists of shipping note (in case of EDI: issue slip according VDA standard), bill of lading and as required all documents needed for customs clearance. Documents have to accompany the shipment and must be hand over to the Ascorium goods receipt department. A further installation of electronic ASN (advanced shipping note) is planned.

### 7.4 Transportation

Independent of the negotiated terms and conditions a time window for all frequent shipments will be agreed with the trucking company. Additional cost due to exceeded time windows for more than 2 hours in his accountability will be allocated to the Supplier. Times of waiting have to be acknowledged to the trucking company on the bill of lading. Exception: In case of a warehouse-on-wheels (WOW) concept has been considered as best practice for series supplies special regulations will be agreed.

The point of unloading of empties and the point of loading of full packaging units must be located in the same plant. Else each resulting cost have to be paid by the Supplier.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 8 Invoicing

### 8.1 Europe & North America

All invoices for Ascorium Group have to be sent electronically, in PDF format, to Accounts Payable FSSC to addresses:

Ascorium North America:	accountspayable8800@ascorium.com
Ascorium Mlada Boleslav, Czech Republic:	accountspayableAMB@ascorium.com
Ascorium Most, Czech Republic:	accountspayableAMO@ascorium.com

The Ascorium purchase number or the number of the schedule agreement, the Supplier number, the Ascorium part number, the part price, the shipping note number and the shipped quantity have to be mentioned on each invoice document.

Several invoices can be attached to one e-mail but there should be only one PDF file per invoice, and this PDF should include all supporting documents related to this invoice.

### 8.2 China

All invoices must be sent to purchasing department of respective Ascorium plants via post.

The Ascorium purchase number or the number of the schedule agreement, the Supplier number, the Ascorium part number, the part price, the shipping note number and the shipped quantity have to be mentioned on each invoice document.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 9 Packaging and labelling

### 9.1 Packaging - General rule

The Supplier has to assure the availability of utilizable and storable packaging. The responsibility for maintenance and cleaning is incumbent to the owner. The Supplier is requested to check each packaging item at goods receipt and during dispatch. Damages and needed repairments have to be announced to the owner immediately. The owner will proceed repairments or replacements. In every case the Supplier is liable for quality defects of insufficient, wet, or dirty packaging.

The Supplier is requested to show the investments and to offer a cost allocation for the packaging investment within the logistics cost price per part.

Generally packaging has to be returnable. If one-way packaging will be used per exception the Supplier has to take it back or Ascorium will dispose it on Supplier's account.

### 9.2 Packaging concept

The Supplier is in charge of the packaging development, but he has to collaborate closely with Ascorium. He has to present a packaging sample. After some successful trials Ascorium will give the approval. Together with the quotation the Supplier transmits packaging proposals and documents the proposal with a Packaging Instructions.

The packaging has to be designed to meet the following requirements.

- Part supply and handling without any damaging or quality defects
- Ergonomic deposit and removal (no quality defects)
- Easy handling with industrial trucks from all sides
- Efficient usage of room in the packaging unit
- Easy labelling of each single package and of the packaging unit
- Stackability
- Keep standard dimensions
- Transportation lock
- Use recyclable materials
- Max packaging unit gross weight = 15 kgs
- Life over project duration
- One-way packaging (e.g., cardboard)
  - Limited usage of one-way packaging
  - Cardboard with detachable lid

These requirements can be extended in case of special packaging e.g., if fast access, automatic removal or robot handling is required.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 9.3 Packaging development process

### 9.3.1 Packaging concept agreement

During the Request For Quotation process (RFQ) Ascorium will propose to the Supplier the packaging concept to be considered for the quotation through the Packaging Instructions, including the estimated packaging fleet needed for series production. Supplier is entitled to propose any improvement / alternative to the concept proposed based on its expertise as provider of the components to quote.

### 9.3.2 Packaging prototype

After concept agreement, the Supplier must order a packaging prototype as agreed during the RFQ phase and present it to Ascorium for validation. All the parts and transports needed in order to get the packaging fully validated must be considered by the Supplier in the cost provided at the RFQ phase. No additional order will be placed by Ascorium for packaging validation purposes after Supplier nomination.

### 9.3.3 Weight restrictions

Without specific local regulation, the Ascorium standard maximum weight of small load full packaging is 15 kg. In case of deviations required based on ergonomics guidelines and standards, it will be specified by Ascorium on the Packaging Instructions.

### 9.3.4 Pre-series packaging

Once the packaging prototype is validated, the Packaging Instructions will be updated (if applicable) and released. Supplier will order a packaging for pre-series volume.

### 9.3.5 Series packaging

During pre-series run packaging will be used in series conditions. If no issue is reported, series packaging order will have to be placed by the Supplier in order to have the full packaging fleet in place early enough before SOP to support all shipments with the final agreed packaging.

### 9.3.6 Investment rules

As general rule, the Supplier is responsible to invest in the new packaging required. Packaging cost will be amortized in piece price.

In any case, investment responsibility will be defined in Packaging Instructions during RFQ.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 9.4 Back-up packaging

### 9.4.1 Definition

The back-up packaging must be a copy of returnable packaging in dimensions, density and stackability. Only boxes with detachable lid are allowed for easy handling.

### 9.4.2 Usage

Back-up packaging will be used in the event of non-availability of returnable packaging (pre-series deliveries, stock pilings, emergencies). The usage of back-up packaging must be communicated by the Supplier and authorized by Ascorium receiving plant logistics before the goods are shipped. If necessary, problem-solving methodologies will be applied in order to identify and eliminate the root cause driving to back-up packaging usage.

### 9.4.3 Anticipation

It is the responsibility of the Supplier to alert Ascorium in case of returnable packaging shortage. The Supplier orders back-up packaging after validation of Ascorium.

## 9.5 Empties management

The Supplier has to assure the availability of empty packaging during ramp-up and series reduction phase. In case of disruptions the Supplier has to deliver nevertheless according to the released quantities and dates. Required substitute packaging has to be planned and agreed with Ascorium already in the project phase.

Ascorium will keep an account for all returnable packaging. All receipt and shipping data will be recorded. The account will be balanced frequently. At least once a year an inventory has to be proceed.

Returnable packaging can not have to be used for other purpose that was agreed (e.g., can not be used for safety stock above agreed level, intermediate storage etc.).

The Supplier must ensure packaging cleanliness before shipment.

Both the Supplier and Ascorium report any damaged packaging as soon as detected.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator









## 9.6 Part identification and labelling

Each shipped packaging unit has to be identified with a label (VDA standard 4902). The completed label has to be fixed in a way as it is viewable also in case of multi-stacking and shipment of more than one unit. Labels have to be fixed always at the same position. In every case label must be removable without any residue. The Supplier assures each packaging will be cleaned from all old labels.

The required part identification is related to the supply system and/or special QA issues. In case of automatic identification is installed data description by barcodes can be necessary.

Shipping of goods with limited storability or durability requires terms to be mentioned at the label. Maybe special regulations have to be considered.

(1) Receiver <b>Ascorium Mlada Boleslav s.r.o.</b> <b>Plazy 115</b> <b>Mlada Boleslav, Czech republic</b>		(2) Dock-Gate <b>Ascorium Mlada Boleslav</b>	
(3) Advice Note No. (N) <b>2581752</b> 		(4) Supplier Address <b>City, Country, ZIP</b>	
		(5) Net Weight <b>0,05 kg</b>	(6) Gross Weight <b>8 kg</b>
		(7) No. of Boxes <b>1</b>	
(8) Part No. (P) <b>765-HGD89-123</b>  			
(9) Quantity (Q) <b>140</b> 		(10) Description <b>Substrate</b>	
		(11.1) Supplier Part No. (30S) <b>0-123B10-0</b> 	
(12) Supplier No. (V) <b>4638141</b> 		(11.2) Package Reference No. (B)	
(15) Serial No. (S)		(13) Date <b>D 230212</b>	(14) Engr. Change
		(16) Batch No. (H)	
(17) Supplier		Warenanhänger VDA 4902	
		14.52:32 22.02.2023	

(1) Receiver <b>Ascorium Mlada Boleslav s.r.o.</b> <b>Plazy 115</b> <b>Mlada Boleslav, Czech republic</b>		(2) Dock-Gate <b>Ascorium Mlada Boleslav</b>		(3) Advice Note No. (N) <b>2581752</b> 	
(8) Part No. (P) <b>765-HGD89-123</b>  					
(9) Quantity (Q) <b>140</b> 			(10) Description <b>Substrate</b>		
			(11.1) Supplier Part No. (30S) <b>0-123B10-0</b> 		
(12) Supplier No. (V) <b>4638141</b> 			(13) Date <b>D 230212</b>		
(15) Serial No. (S)			(14) Engr. Change		
			(16) Batch No. (H)		

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

## 10 Disruption of the material supply

(General regulations for expediting and emergency procedures)

### 10.1 Emergency concept

Just-In-Time (JIT) and Just-In-Sequence (JIS) concepts require a close time management. In fact, any delay will lead to a production shutdown at Ascorium. Consequently, all processes have to be assured by an emergency plan to compensate disruptions immediately without any delay.

### 10.2 Emergency contact

The emergency contact must be stated in the Contact List and must be available 24 hours a day.

### 10.3 Emergency plan

For each risk, the Supplier has to define a back-up, with reaction rules, correct triggers and identified responsibilities.

The securitization plan must be a part of Supplier Logistics Agreement.

### 10.4 Communication

In case of emergency, Supplier is obliged to contact Ascorium daily logistic contact or/and Logistic Manager to ensure information flow will be applied.

### 10.5 Improvement of delivery performance

If the delivery performance of a Supplier is not satisfying it will be in the discretionary of Ascorium to negotiate remedial actions with the Supplier.

### 10.6 Disruptions in the logistic process and obligation to inform

- Delivery performance can be disrupted e. g. by
  - Quality defects
  - Unavailability of EDI
  - Non-adherence of shipping date
  - Short shipments
  - Over shipments
  - Wrong shipments
  - Non-adherence of time windows
  - Mislabelling or unreadable labels
  - Shipping documents uncompleted or content incorrect
  - Packaging NOK
  - No empties and no substitute packaging available

Disruptions will be reported in written form. As the Supplier realizes disruptions before shipment normally, he is requested to send an information per fax or email immediately.

Additional cost due to disruptions will be invoiced to the Supplier. NOK parts will be rejected on account of the Supplier.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator

Shipment deviations will be claimed. The number of deviations has an impact to the Supplier evaluation. The Supplier must send Ascorium an 8D report for each claim.

## 10.7 Expedited transportation

All transportation supposed to get faster to the destination avoiding any supply interruption are called expedited. Cost for expediting generally will be allocated to the causer. The Supplier is requested to announce expedited transportation with a form.

The Supplier is in charge to organize expedited transportation.

General rule for continued supply:

Organize and proceed transportation before cost clarification!

## 10.8 Re-ordering and additional deliveries

Especially JIT and JIS require reorders due to process disruptions in the supply chain. Disruptions may be defective or damaged shipments or damages caused by Ascorium. Cost will be allocated to the causer. Basis for further cost discussions are shipment logs recorded by the Supplier and by Ascorium.

## 10.9 Reactions during production shutdown at Ascorium or final customer

To avoid warehouse overflow, shipments have to be retained by the Supplier in case of production shutdown at Ascorium or at the final customer. An individual agreement between the Supplier and the Ascorium material planner is required.

## 10.10 Monthly Evaluation of Suppliers

At the end of each month, Suppliers are evaluated and ranked to three classes (A,B,C) based on quality and logistic criteria.

<b>Title</b>	QF-0301j-INT-IS_Supplier Logistics Guideline
<b>Version</b>	02
<b>Date</b>	January 2024
<b>Owner</b>	Daniel JANDA, Logistics Engineering Coordinator