

# WITTE Logistics Guideline

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## **1. Introduction**

This Logistics Guideline contains all logistical requirements of the WITTE sites with regard to the performance responsibility, handling of packaging and communication with suppliers.

There is a particular focus on the automated process for goods receipt and all measures resulting from this.

These requirements are valid for all partners delivering to any of the WITTE plants.

The logistical requirements defined in this guideline form an integral part of WITTE's Purchasing Conditions and suppliers have to comply with. All deviations require a written side letter that needs to be confirmed by WITTE.

All documents enclosed in the appendix are part of this logistics guideline in their respective valid version.

The documents mentioned in the guideline are binding and can be downloaded in their respective valid version at [www.witte-automotive.com/Einkauf/Downloads](http://www.witte-automotive.com/Einkauf/Downloads). Some of them need to be filled out.

## **2. Principles of the delivery process**

### **2.1 Contacts and Responsibilities**

The contact data sheet (see attachment) is transmitted to suppliers. The supplier nominates key contact people for logistics issues. The contact person (or their substitute) must be available during locally regular business times (07:30 – 17:00 h). Furthermore, the supplier provides a 24h emergency phone number (see topic 6.5 Emergency Plan). The supplier sends the completed sheet to the responsible buyer.

### **2.2 Terms of delivery**

In case of an accordingly agreed term of delivery (e.g. DDP) the supplier bears the transport costs and any applicable costs for customs clearance, duty and other fees. This applies also for the transport costs of empty returnable packaging. Shipments must arrive at WITTE within the time slot agreed with the supplier. Costs that result from deliveries outside the agreed time slot are covered by the supplier.

Following applies if WITTE is bearing the freight costs and forwarder is chosen or ordered by WITTE: The supplier makes sure that material is staged on time at their location (considering the transport time WITTE has communicated in the Routing Order). In general suppliers agree to order transports in the name of WITTE if required.

### **2.3 Ordering Process**

The scope of supply and service and the respective destination plant are defined by the agreement with WITTE purchasing. The respective valid delivery address is provided to the supplier by the order.

There are currently these different order types:

### **2.3.1 Scheduling Agreement – Delivery Based on Call-offs**

Scheduling agreements are primarily set up for serial items. Deliveries are to be made as required based on the transmitted call-offs and with reference to the constant scheduling agreement number. Suppliers receive the call-offs on the agreed weekdays.

The required delivery quantity per delivery date is given in the call-off. Delivery lot sizes and packaging units had been defined and agreed in writing by the transmitted packaging sheet in advance.

Unless otherwise agreed between WITTE and the supplier, the delivery date and time given in the call-off is the time the delivery must **arrive** at WITTE

If the supplier determines that they cannot meet the delivery date they must inform WITTE immediately upon becoming aware of this situation. Unless otherwise agreed, the supplier must inform the logistics department of the WITTE plant that sent the call-off in writing.

In case of early deliveries without prior agreement, WITTE reserves the right to return the delivery to the supplier at their cost.

### **2.3.2 Kanban Scheduling Agreements and Kanban Call-offs**

For adequate materials the fine-tuning of deliveries can be done by a Kanban system. Deliveries according to the Kanban system are agreed separately with the suppliers.

In this case the basis for the delivery is the binding Kanban call-off that based on consumption. Kanban delivery schedules only serve as a forecast for material and production planning of the suppliers.

The suppliers receive the forecast once per week, Kanban call-offs are transmitted according to the requirements. Supplier must check all incoming call-offs for completeness and correctness.

### **2.3.3 Single Orders**

Single orders are primarily used for new parts and spare parts. Single orders are also used for initial samples. Each order has its own order number.

### **2.3.4 Supplier Consignment Process**

To reduce transport and warehousing costs for the supplier and WITTE and to secure the supply to our plants WITTE reserves the right to implement a supplier consignment process. Basic characteristics of this concept are:

- WITTE provides the necessary storage space free of charge
- The establishment of the consignment stock is executed according to WITTE own choice at a WITTE location or at a third party location named by WITTE
- The supplier remains the owner of the goods until stock withdrawal by WITTE
- The suppliers receives information about stock levels and stock movements

Detailed agreements for handling and data transmission will be made before implementing this process.

## **2.4 Material- and Production Release**

The call-off quantities for the next four weeks represent the production approval for this period. The call-off quantities for the following four weeks correspond with the material approval unless otherwise fixed in writing with purchasing.

## **3. Labeling and Delivery Documents**

The labels and documents accompanying the goods allow identification of the loading units along the supply chain and are necessary for process safe receipt and internal transfer at the WITTE site. Deviations to the following requirements must always be agreed with the receiving plant in writing.

Deviations that are not agreed in writing will lead to logistical complaints, are ppm-relevant and resulting damage will be charged to the suppliers.

All documents accompanying the goods are written in the national language of the receiving plant or in English.

### **3.1 Labeling of Packaging Units**

The label must be adequate robust. To avoid any incorrect posting in the process, the supplier is responsible for removing the old labels from the packaging before delivery to WITTE.

Each single packaging unit must be labelled with a label according to the actual versions of VDA 4902 (alternative ODETTE). Packing aids (such as the pallet cover and empty balance containers) are not effected (refer to: <http://www.vda.de> for more information on the standard). Each small load container (KLT) and cardboard box must be labelled separately, in addition the entire pallet must be labelled with one label containing the information for the entire pallet.

For small load containers with less than 280 mm construction height KLT labels according to VDA 4500 have to be used.

For returnable containers with label holders, these are to be used and fixed at the top with glue dots. If this holder is not available on returnable containers, the label has to be fixed on all four corners with glue dots. Fully gluing labels on returnable packaging is not permitted.







Pallet labels are attached to the top right of the front side.

The label must be attached to the outside of the bin and must be readable by human and scanner. Parts of the tie-down must not cover the label. The barcode (code 39) on the label must contain a prefix for identification of the field (e.g. quantity = Q prefixed). Type fond Arial family should be used.

The prefixes to be used per label can be found in the following information overview. All listed label fields and prefixes are mandatory data and fields for the WITTE group.

Field	Description	Prefix	Example of use of the prefix
1	Recipient		
2	WITTE unloading point		
3	Delivery note number	N	N12345678
4	Supplier address (short form)		
7	Number of packaging items		
8	WITTE part number	P	P01011222001
9	Filling quantity	Q	Q1000
10	Part discription		
11.2	WITTE packaging	B	BBHKarton
12	Supplier number	V	V3001234
13	Shipping date		
14	Revision level		
15	Packing item number (unique)	S, M nebo G	

**Example of DIN A5 label according to VDA 4902\_4:**




(1) Warenempfänger <b>Witte Nejdek</b> Rooseveltova 1299 CZ – 362 21 NEJDEK		(2) Abladestelle - Lagerort <b>0009</b>		20mm	33mm	46mm	148mm
(3) Lieferschein Nr. (N) <b>12345678</b> 		(4) Lieferantenanschrift <b>Name, PLZ, Ort</b>					
(8) Sach Nr. Kunde (P) <b>01011119001</b> 		(5) Gewicht netto <b>1</b>	(6) Gewicht brutto <b>2</b>	(7) Anzahl Packstücke <b>3</b>			
		36mm	72mm				
(9) Füllmenge (Q) <b>10</b> 		28mm	(10) Bezeichnung Lieferung <b>Bezeichnung</b>		30mm	40mm	102mm
(12) Lieferanten Nr. (V) <b>1234567</b> 			(11.2) Packmittel Nr. kunde (B) <b>BHKARTON</b> 				
(15) Packstück Nr. (S,M,G) <b>123456789</b> 		(13) Datum <b>TTMMJJJJ</b>		(14) Änderungsstand Konstruktion		12mm	
		(16) Charge Nr. (H)					
104mm		41mm					
		210mm					

**Font size DIN A 5 label:**

Barcode	Code39 (Height 10mm +/- 0,5 mm)
Field 1, 4, 10, 13	12 ppt
Other fields	5 ppt
„K“-Signal in field 2	8

**Special case Kanban items:**

If the supplied material is a Kanban item, the goods label must have an additional 'K' in field 2. This additional mark is to be set up by the suppliers and is not being transmitted in the WITTE call-off.

(1) Warenempfänger <b>Witte Nejdek</b> Rooseveltova 1299 CZ – 362 21 NEJDEK		(2) Abladestelle - Lagerort <b>APH1</b>  <b>K</b>		20mm	33mm	46mm	148mm
(3) Lieferschein Nr. (N) <b>12345678</b> 		(4) Lieferantenanschrift <b>Name, PLZ, Ort</b>					
(8) Sach Nr. Kunde (P) <b>01011119001</b> 		(5) Gewicht netto <b>1</b>	(6) Gewicht brutto <b>2</b>	(7) Anzahl Packstücke <b>3</b>			
		36mm	72mm				
(9) Füllmenge (Q)		(10) Bezeichnung Lieferung		30mm	40mm		



***Font size label for Small load container (single label):***

Barcode	Code39 (Height 7mm +/- 0,5 mm)
Field description	5 ppt
Field 1	12 ppt
Field 2	20 ppt
Other fields	16 ppt
„K“-Signal in field 2	48 ppt

### **3.2 Delivery Documents**

#### **3.2.1 Delivery Note and Shipping Order**

WITTE expects with each delivery a goods issue slip corresponding with VDA 4912 (EDI delivery note) and a shipping order with at least the following data:

General data:	Delivery note number Actual date
Supplier related details:	Address of delivery plant Supplier number
Details related to parts numbers:	WITTE part number WITTE part description Order number according to call-off Delivery quantity Number of containers Container ident number, container type

## 4. Electronical Data Transfer

WITTE expects data exchange via EDI (Electronic Data Interchange).

An EDI contract (see attached) is concluded with the supplier. As a prerequisite for the set-up of the technical connection the supplier completes the OFTP partner master data sheet (see attachment).

Suppliers that are not EDI capable at the time of execution of the contract must commit to use WITTE's internet based B2B-portal for data transmissions. This platform allows receipt of call-offs, creation of Advanced Shipping Notifications (ASN) and print of VDA labels.

### 4.1 Call-offs

The supplier receives call-offs by EDI (VDA 4905) from WITTE. This type of call-off is required standard for series suppliers.

### 4.2 Advanced Shipping Notification (ASN) according to VDA 4913

WITTE requires an electronical notification of the delivery before delivery of goods (VDA 4913). This Advanced Shipping Notification (ASN) must be sent for all deliveries. If suppliers do not have the technical environment to send VDA messages they must use the WITTE B2B-portal for creation and transmission of the ASN.

The contents described in VDA 4913 generally applies with the following exceptions:

Packaging data must always be in record type 715 together with the corresponding data according to WITTE specifications irrespective of whether it is disposable or returnable packaging.

The following data is always required, deviating from the VDA norm (please consider the restrictive condition in the comment line):

Record type	Pos.	Data element	K/M-field (for WITTE)	Character from - to	Comment
713	08	Order number	Mandatory field	31 - 42	Exception: mixed pallets, see batch number record 714
713	5	Customer storage location	Mandatory field	70 - 76	if incl. in WITTE (4905) call-off
713	17	Consumption point	Mandatory field	86 - 99	if incl. in WITTE (4905) call-off
714	14	Batch number	Mandatory field	91 - 105	The obligation is only for mixed pallets - the order number for each item must be transmitted. The order number in record 713 remains empty in these cases.

The necessary parameters and the exact data specification can be taken from the OFTP partner data sheet attached in the appendix, which was exchanged between the partners at the beginning of business.

#### 4.2.1 Examples of Layout of 715 Records (4913)

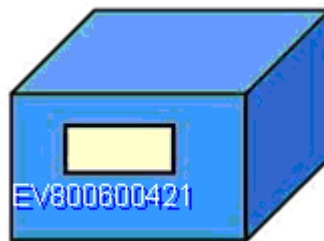
This record type contains the data on packing item level. The packing item number corresponds with the goods label according to the VDA recommendation 4902. The VDA recommendation 4902 including the WITTE specifics (chapter 3 of the logistic guideline) must be considered in EDI set-up.

WITTE has an automated goods receipt process that refers to the transmitted Advanced Shipping Notification (ASN) contents by scanning the packaging item number. A comparison with the EDI data in record type 715 is associated with this.

The most important common data elements on the label and in the EDI transmission are:

- Supplier number
- Label identifier: Barcode prefix of packing item number
- Packing item number
- Packing item filling quantity

#### ***Single Packaging Unit (small load container):***



#### Packaging:

2x EV800600421

#### Filling quantity:

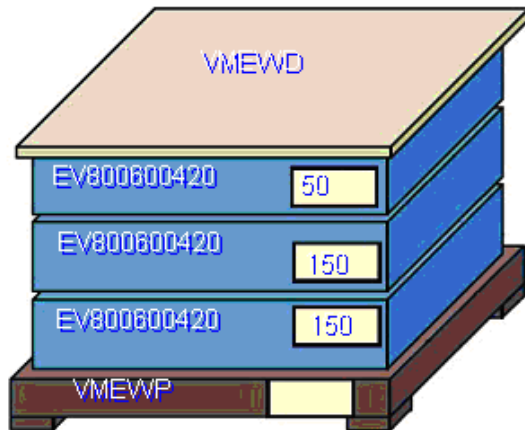
1x 150

1x 50

Structure in EDI:

Packaging type	Packaging type name	Packaging quantity	Filling quantity per container	Label ID
KLT	EV800600421	1	150	S
KLT	EV800600421	1	50	S

**Packaging unit with pallet, cover and small load containers:**



Packaging:

2x VMEWP

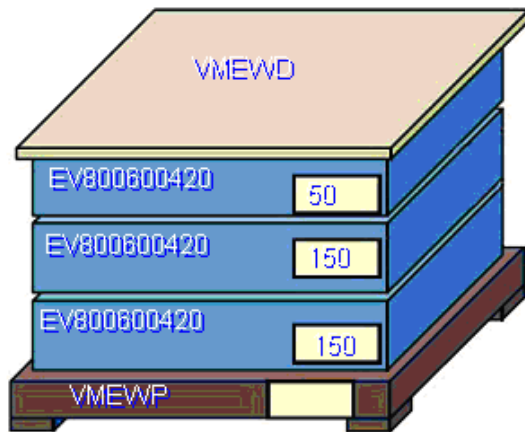
6x EV800600420

2x VMEWD

Filling quantity:

4x 150

2x 50



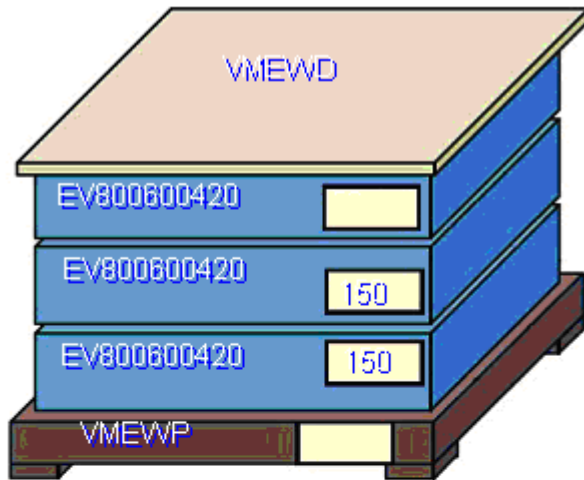
**Structure in EDI:**

Packaging type	Packaging type name	Packaging quantity	Filling quantity per container	Label ID
Pallet	VMEWP	1	-	M
Cover	VMEWD	1	-	
KLT	EV800600420	2	150	S
KLT	EV800600420	1	50	S
Pallet	VMEWP	1	-	M
Cover	VMEWD	1	-	

*Note:*

Packing aids such as the cover must be listed directly after the packaging to which it belongs. The cover belongs to the pallet in our example and is therefore listed directly afterwards.

**Packaging unit with pallet, cover and small load containers and empty balance containers:**



Packaging:

2x VMEWP

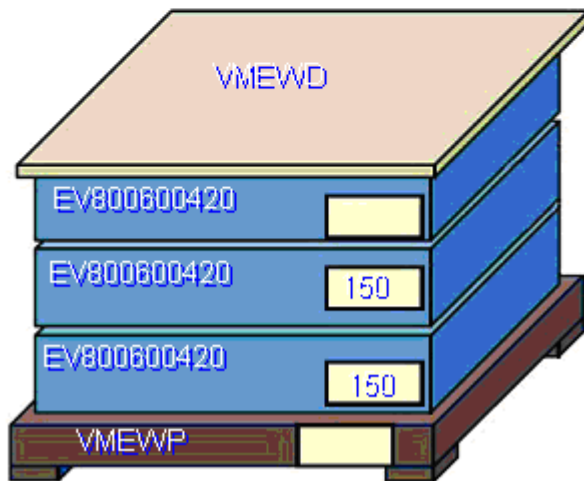
6x EV800600420

2x VMEWD

Filling quantity:

4x 150

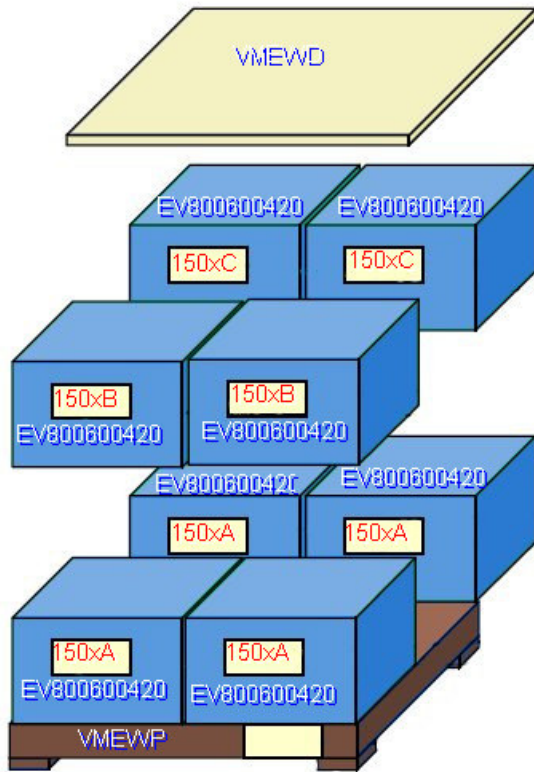
2x 0



Structure in EDI:

Packaging type	Packaging type name	Packaging quantity	Filling quantity per container	Label ID
Pallet	VMEWP	1	-	M
Cover	VMEWD	1	-	
KLT	EV800600420	1	-	
KLT	EV800600420	2	150	S
Pallet	VMEWP	1	-	M
Cover	VMEWD	1	-	
KLT	EV800600420	1	-	
KLT	EV800600420	2	150	S

**Packaging unit with a mixed pallet, three different materials, same packaging type, three delivery notes:**



Packaging:

1x VMEWP  
8x EV800600420  
1x VMEWD

Filling quantity:

4x 150 material A  
2x 150 material B  
2x 150 material C

Structure in EDI:

Record type	Packaging type	Packaging type name	Packaging quantity	Filling quantity per container	Label ID
713	Delivery note 1				
714	600x Material A				
715	Pallet	VMEWP	1	-	G
715	Cover	VMEWD	1	-	
715	KLT	EV800600420	4	150	S
713	Delivery note 2				
714	300x Material B				
715	Pallet	VMEWP	0	-	G
715	KLT	EV800600420	2	150	S
713	Delivery note 3				
714	300x Material C				
715	Pallet	VMEWP	0	-	G
715	KLT	EV800600420	2	150	S

### **4.3 WITTE Supplier B2B-Portal**

WITTE exchanges data and information via an internet based portal. The supplier is obligated to retrieve the provided information and to make required entries. Suppliers are informed by email about changes or new events. The supplier is obligated to react according to the contractual agreement to this email communication, in case of a missing contractual agreement without inadequate delay. Furthermore the suppliers make sure, that the contact data in the database are always up-to-date.

## **5. Packaging**

### **5.1 Principles**

WITTE prefers the use of exchangeable returnable containers with a maximum container filling quantity. The use of disposable packaging should be avoided where possible due to ecological and economical reasons. Cardboard packaging is agreed when returnable containers are not economical because of long distance transportation (e.g. for oversea shipments).

The maximum weight of a single packaging unit is 15 kg and the maximum weight of a loading unit is 1000 kg. The maximum height of a loading unit is 1000 mm. Deliveries not matching these agreed packaging instructions will cause additional costs for handling which will be passed on to the supplier.

### **5.2 Specification and Use of Packaging**

The supplier must agree the packaging with WITTE logistics. The supplier completes the packaging data sheet provided for each part and sends it back to WITTE. Similar parts can be grouped together on one packaging data sheet. The packaging must be approved by WITTE logistics before it is used for the first time. Approval is done by returning the confirmed packaging data sheet (packaging specification) to the supplier. This is valid as well for alternative packaging that needs to be defined for each material. If cardboard packaging is defined as alternative to the agreed returnable packaging, the cardboard packaging must have same dimensions as the returnable one. Furthermore it must allow the same filling degree and must be stackable. Approval of packaging by WITTE does not release the suppliers from their responsibility for damage-free delivery of parts.

Packaging units will be procured by the supplier in sufficient quantities for internal requirements (e.g. for batch production) and are exchanged at WITTE. Initial provision of packaging units to suppliers by WITTE is only possible if a written agreement with purchasing is available on a binding number of units.

The supplier must ensure that the containers are kept in good condition. Used labels must be removed, attaching labels over used labels is not permitted. For containers without a card pocket/clip board only textile glue dots/tapes according to VDA may be used to fix the label. It is not allowed to glue labels on returnable packaging. Writing on returnable containers is not permitted as otherwise the possibility for exchange is no longer guaranteed. WITTE checks the condition of containers at dispatch and receipt. Damaged, soiled containers or ones deviating from the packing instructions or which are loaded incorrectly will be claimed and charged to the Supplier.

Only ready for dispatch products for WITTE are permitted to be packed in packaging which is property of WITTE. Storage of supplier's prefabrication, semi-finished parts or material of pre-suppliers in this packaging as well as scrapping or selling the packaging is not permitted.

### **5.3 Special Packaging**

In case that special packaging will be used the responsibility for procurement and cost allocation will be agreed between the supplier and WITTE purchasing for the particular case.

Based on this agreement the quantity and costs for packaging are agreed and fixed between the supplier and WITTE logistics planning.

### **5.4 Management of Empty Containers**

Container management requires exact and part number related packaging details. All returnable packaging is administrated by WITTE and the supplier on packaging accounts.

#### **5.4.1 Goods Receipt at WITTE**

The quantity and type of containers are posted at goods receipt. All receipts and issues or returnable packaging are posted on packaging accounts. WITTE takes the packaging details from the supplier's shipping documents and transmitted Advanced Shipping Notifications. Only valid WITTE packaging type names may be used, WITTE informs suppliers about these.

#### **5.4.2 Ordering Packaging from WITTE**

The supplier orders necessary packaging at least three working days before the loading date at WITTE from WITTE Container Management. The supplier must give immediate notification if on-time delivery is at risk due to shortage of returnable packaging. Furthermore the supplier must ensure the delivery by the use of an adequate alternative packaging. The usage of alternative packaging needs to be announced to WITTE Container Management before delivery.

#### **5.4.3 Acceptance of Empty Containers by the Supplier**

A delivery note is enclosed to all deliveries of packaging from WITTE. Upon acceptance of packaging, the supplier must immediately check that the delivery note details with respect to the quantity and type of packaging match the delivery and that the packaging is not soiled or damaged. Any discrepancies must be immediately notified to WITTE Container Management in writing. WITTE will only cover the costs for cleaning or repairing containers after previous written agreement with WITTE. The supplier confirms receipt of the listed packaging in proper condition by signing the delivery note.

#### **5.4.4 Packaging Accounts**

The supplier is obliged to manage a packaging account for each destination plant and packaging type. The packaging account must contain information about the single movements of packaging (receipts and issues) and the current balance.

WITTE will place a monthly statement of accounts at supplier's disposal, in general the statement is placed on WITTE's B2B-portal. The supplier is obliged to check the balance and movements on the packaging accounts and compare them with their own container accounts. Any discrepancy must be immediately notified to WITTE Container Management (via the B2B-portal). In the event that the supplier does not inform WITTE about discrepancies latest by the end of the month the statement of account was sent, the WITTE statement of account is said to be accepted. Reported deviations are checked by WITTE. The identified causer must promptly correct the respective packaging account.



#### **5.4.5 Packaging Inventory Count**

The supplier is obliged to conduct a physical inventory at least once per year for returnable packagings on the date defined by WITTE. In case of missing transmission of the inventory results, the stock levels on the WITTE packaging accounts count as valid. The packaging accounts must be reconciled before the beginning of the physical stock taking. Identified inventory losses will be invoiced to the supplier. WITTE reserves the right to attend the supplier inventory count on the record date.

### **6. Security of Supply**

#### **6.1 Delivery Capacity and Compliance with Call-offs**

The quantities and delivery days in the call-offs must be met irrespective of legal and religious holidays and specific national restrictions in the originating and transit countries. The supplier also guarantees the ability to supply in the event of call-off fluctuations in the short-term range. Demand fluctuations within a range of +/- 20% must be covered by the supplier within the reaction time (reaction time = time period between receipt of call-off and receiving date at WITTE).

Any expected delivery bottleneck resulting in impacts on the time schedule or quantities must be immediately notified to the responsible material scheduler. The following time limits for filing objections must be met:

For call-off changes in the long-term range (>10 working days):	within 3 days
For call-off changes in the short-term range (< 10 working days):	within 24 hours
For changes to daily packages (immediate requirements):	immediate

The call-off counts as accepted if no objections are raised against the call-off in writing within the above mentioned periods.

Suppliers who do not produce in Europe must maintain a buffer stock in a German distribution warehouse at their own cost to ensure delivery capacity. The range of the buffer stock depends on the distance from the production site and the risk assessment of the production country and will be agreed for the individual case between the supplier and WITTE purchasing. For this warehouse a process must be in place that guarantees compliance with FIFO (first in, first out).

#### **6.2 Delivery Quality**

The supplier ensures the following for all deliveries:

- Correct labelling with respect to quantity and identity
- Use of the right packaging according to the packaging instruction
- Use of the right WITTE container number
- Compliance with accurate delivery quantities and times
- Delivery of the goods according to the FIFO principle (the delivered material does not come from an earlier production batch than a previously delivered material)

### **6.3 Incident Reporting and Claims**

WITTE has a continuous incident reporting system for logistics errors. An incident report is created if defined processes, specified packaging, delivery quantities and schedules etc. are not met.

All incident reports due to supplier errors are generally complaint relevant. The complaint will lead to charging of costs resulting from the incident to the supplier and complaints have an influence on the overall rating in the supplier evaluation.

In case of wrong packaging, missing or faulty identification marking, missing or faulty delivery documents and overdeliveries, WITTE reserves the right to return faulty/overdelivered material to the supplier at the expense of the supplier.

WITTE reserves the right to request an 8D-report from the supplier.

### **6.4 Change Management**

The supplier must ensure that an index or construction status change is carried out on time with exact quantities and that the following delivery takes place exclusively with the new status. The production approval and any agreed delivery batch sizes are not binding in the event of a technical change and must be coordinated by the supplier with the WITTE material scheduler for the individual case.

The first three deliveries or agreed number of deliveries must be marked with a blue card containing the WITTE part number, change index, WÄD number and supplier stamp with date. The blue cards can be ordered from WITTE Purchasing.

### **6.5 Emergency Plan**

The supplier must establish an emergency concept for production, transport and packaging. This concept must be presented to WITTE purchasing in writing. WITTE requires information about production lead times, transport times and stock ranges of finished parts within the entire supply chain (including precursor material). The form sheet 'capacity request' enclosed in appendix must be completed and returned to WITTE purchasing and Supply Chain Management.

The supplier provides a 24h emergency telephone number. The contact person needs to have good language skills in German and/or English and must be able to deliver material at an accelerated tempo.

In case of an emergency situation, the supplier is obliged to

- provide details about the root cause and planning for backlog reduction
- be proactive and suggest solutions to solve the critical situation
- respect due dates and required quantities given by WITTE
- provide mobile phone number of the driver in case of an expedited freight

## 7. Appendix

- Appendix 1    Contact data sheet
- Appendix 2    EDI contract
- Appendix 3    OFTP partner master data sheet
- Appendix 4    Capacity request

The Supplier confirms the receipt of the Logistics Guideline Version 2 of 01.07.2018 and declares agreement with all points.

Date:	
Place:	
Signature/ Company stamp:	_____
Full name:	
Position:	
Company name:	