



REHAU AUTOMOTIVE SE & CO. KG LOGISTICS GUIDELINES FOR PURCHASED PARTS

Issue 4

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Contents

1	General information	8
1.1	Aim and validity of the guidelines.....	8
1.2	Contact.....	8
1.3	General requirements for suppliers in the project development phase	8
1.3.1	Reporting requirements	8
1.3.2	Organisation	9
2	Packaging management.....	9
2.1	Packaging development and approval process	9
2.1.1	General requirements	9
2.1.2	Sample container presentations and approval process	10
2.1.3	Definition of permitted materials, packaging heights and maximum weight.....	11
2.1.4	Disposable and reusable packaging	12
2.1.4.1	First machine-produced parts and pre-series packaging	13
2.1.4.2	Series packaging and filling quantity test.....	13
2.1.4.3	Alternative packaging.....	13
2.1.4.4	Special load carriers	14
2.1.5	Protective and transport function	14
2.1.6	Permissibility of mixed load carriers	15
2.1.7	Overseas packaging	16
2.2	Load carrier management.....	16
2.2.1	General specifications	16
2.2.2	Container account/stock management	17
3	Accompanying documents and marking/labelling.....	18
3.1	Consignment note.....	18
3.2	Delivery note/RDT accompanying document.....	19
3.3	Invoice.....	19
3.4	Marking/labelling	19
3.4.1	Master and single labels	20
3.4.2	Container specification labels	21
3.4.3	Labelling of products with MHD or batch tracking.....	21
4	RDT/ EDI	22
4.1	General requirements	22
4.2	Communication channels.....	22
4.3	REHAU AU EDI parameters	22

5	Transport	23
5.1	General	23
5.2	Load securing	23
5.3	Time slot management	24
5.4	Transport handling for overseas suppliers	26
6	Customs clearance	27
6.1	Processing in line with Incoterm – FCA	27
6.2	Processing in line with Incoterm – DAP	28
7	Quotation phase	29
8	Rolling requirement and call-off planning.....	29
8.1	Basic approach	29
8.2	Delivery call-off confirmation	31
8.3	Delivery quantity of the individual call-offs/delivery rhythm	31
8.4	Frozen Zone.....	31
9	VMI/consignment warehouse.....	32
9.1	VMI.....	32
9.2	Consignment stock	32
10	Emergency concept.....	33
11	Phase-out management	34
11.1	General requirements	34
11.1.1	Container management following EOP	34
11.1.2	ETD packaging development and approval process following EOP	35
12	Avoidance of incorrect deliveries	35
13	Consequences of process deviations	36
14	REHAU sustainability.....	36
15	REHAU logistics and process audit	36
16	Severability clause.....	37
17	Enclosures	37
18	Acceptance.....	37
	History of changes.....	38

List of abbreviations

AE	Work unit
AIAG	Automotive Industry Action Group
ASN	Advance shipping notice
DESADV	Despatch advice
DIN	German Institute for Standardization
EDI	Electronic data interchange
EDIFACT	Electronic data interchange for administration, commerce and transport
EOP	End of production
EPP	Expanded polypropylene
ESD	Electrostatic discharge
ETD	Spare parts service
EU	European Union
FCA	Free carrier
FIFO	First In First Out
FOB	Free on board
GALIA	Groupeement pour l'Amélioration des Liaisons dans l'Industrie Automobile (Group for Improving Connections within the Automotive Industry)
IATF	International Automotive Task Force
ISO	International Organization for Standardization
ISPM 15	International Standard Phytosanitary Measures, No. 15, as recommended by the International Plant Protection Convention (IPPC)
IT	Information technology
KFZ	Motor vehicle
KLT	Small load carrier
HGV	Heavy goods vehicle
LT	Load carrier
MHD	Best before date
MRN	Movement reference number

MOQ	Minimum order quantity
NAFTA	North American Free Trade Agreement
PDS	Packaging data sheet
PO	Purchase order
QSV	Quality assurance agreement
R-No.	Raw material number
RDT	Remote data transmission
RFID	Radio-frequency identification
RQC	Code-based encryption procedure
SCM	Supply chain management
SLB	Shipment identification number
SOLAS	Safety of life at sea
TLE	Technical delivery specifications, purchasing
V-No.	Packaging number
VDA	Verband der Automobilindustrie e.V. (German Automotive Industry Association)
VE	Packaging unit
VMI	Vendor managed inventory

Definitions

Quotation	The quotation shall be based on the enquiry sent previously by MERAXIS AG.
Container	A standardized, permanent transport container which is easy to load and unload, can be securely closed and can be moved between means of transport as a loading unit.
Container inlays	Inlays allow more products to be transported/stored in the same space.
Batch number	Used to identify products from the same production order.
Disposable packaging	Packaging that is only used once.
Individual packaging	Direct enclosure of the packaged goods
Small load carrier (KLT)	Small load carriers that can only form a loading unit and be transported with the help of loading aids (e.g. pallets) = packaging unit.
Loading unit	A loading unit is the unit that is transported and stored. A loading unit may consist of one load carrier or a combination of small load carriers and loading aids.
Loading aids	Loading aids are used to form loading units if the load carriers individually are not suitable for transport (e.g. pallets, end covers, etc.).
Load carrier	A load bearing means for combining goods into a loading unit in accordance with DIN 30781. Load carriers include, in particular, load-bearing transport aids such as pallets, wire mesh boxes and transport racks.
Reusable packaging	Packaging that can be used several times.
Mixed load carrier	Different items on one loading unit.
Pallet end cover	Cover for loading unit.
Routing order	Shipping instructions issued by the freight payer to the consignor/forwarder.
Special load carriers	Item-specific load carriers that are only used for the application of a special product/material.
Strapping	Aids for tying, bundling, lashing and securing packages.
Packaging	Generic term for all packaging elements.

Packaging data sheet	Agreement on packaging between REHAU AU and the supplier. The form contains material number-specific data to define the packaging.
Packaging unit (VE)	The smallest packaging used, e.g. KLT, cardboard box, EPP, etc.
20' and 40'-HC ISO container	Container types and their dimensions in line with ISO regulations.

1 General information

1.1 Aim and validity of the guidelines

The supplier shall be informed in detail about the logistics requirements of MERAXIS AG, Switzerland and REHAU Automotive SE & Co. KG, hereinafter referred to as REHAU AU. The aim is to organize smooth procedures, strengthen the relationship between partners and minimize costs and risks. This guideline applies worldwide for all suppliers and deliveries. Where possible, country-specific requirements have been taken into account when creating this guideline.

By sending the quotation, the supplier undertakes to comply with the current REHAU AU logistics requirements across all projects. Furthermore, compliance with legal rules as well as automotive standards (such as VDA) remain unaffected. Should the supplier not comply with the requirements of these guidelines, REHAU AU and MERAXIS AG reserve the right to charge the supplier for the resulting expenses. Further details are regulated in chapter 13 Consequences of process deviations.

The amendment of Enclosure 4 'Contacts' does not require the Supplier's consent.

1.2 Contact

If you have any questions about the logistics policy or need support, please contact:

Head of SCM Inbound in Rehau, Germany, see Enclosure 4 'Contacts'.

Please refer to the respective enquiry document for the project-specific REHAU AU SCM Inbound specialist.

1.3 General requirements for suppliers in the project development phase

As a competitive factor, logistics is an important key to economic success. Accordingly, it is in the interest of REHAU AU to set up and optimise reliable and efficient logistics processes with its suppliers. REHAU AU aims to ensure that goods reach the right place and recipient at the right time with the right quantity, the right costs, the right type and the right quality. For this reason, it is important for REHAU AU that partners' logistics processes and their supply chain are designed according to standardized basic principles. Communication between the supplier and REHAU AU is the basis of a functioning cooperation.

1.3.1 Reporting requirements

If the supplier wants to carry out changes on the points mentioned hereinafter, this fact has to be indicated promptly to the contacts mentioned in chapter 1.2 as well as the Project Purchasing or Strategic Purchasing and the REHAU quality employee.

- Change of production location or shipping plant.
- Change of IT system of EDI parameters.
- Changes in operational logistics structures.

- Changes to the product and/or packaging incl. labelling.

This leads to a renewed approval process on the part of REHAU AU.

If changes are not reported, the additional costs incurred shall be borne by the supplier.

Requests for changes regarding fixed delivery times, dates, deadlines or sequences must be submitted to and approved by MERAXIS AG.

1.3.2 Organisation

The supplier must ensure that:

- independently and without additional reminders, a detailed time schedule is set up for all milestones for the implementation of the requested deadline relating to the project handling. The supplier is responsible for updating and the flow of information.
- at least one contact is nominated for technical matters and quality questions as well as a competent representative who is authorised to make decisions and who is available at any time during the office hours. Upon request of REHAU AU, a project team with project members is nominated for all relevant fields.
- a competent contact is available for special actions outside office hours. This contact's availability must be ensured.
- regular, written reports can be exchanged between the supplier and the responsible REHAU AU contact person, and that this reporting is maintained at least until series release by REHAU AU.
- all communication with REHAU AU is carried out in German or English.
- the data exchange between the two parties can be carried out electronically (see also chapter RDT/ EDI).
- the planned requirements of REHAU AU are secured and these are delivered/provided on time in the agreed quantity and quality and in line with the agreed specifications.

2 Packaging management

2.1 Packaging development and approval process

2.1.1 General requirements

The packaging used to supply REHAU AU plants must meet certain requirements. These are defined in more detail in the next chapters.

When selecting the packaging, the following criteria should be taken into account:

- Protection of the parts
- Costs for packaging and handling

- Avoidance of outer packaging
- Occupational safety and environmental protection/ergonomics
- Suitability for storage
- Suitability for loading and transport, 4-way pallets
- High packaging density
- Stackability (min. 1+1)
- Avoidance of combi-packaging materials with regard to waste separation & recycling (e.g. cardboard interlayer with bonded/laminated foam fleece)

The supplier shall carry out the packaging development independently based on this document, its enclosures and the project-specific requirements in the enquiry documents. The packaging data must be coordinated with the project-specific REHAU AU SCM Inbound specialist. The packaging must be developed in consideration of ecological aspects in such a way that ensures the items can be processed in a qualitatively perfect condition throughout the entire process. All country-specific regulations in the country of departure, transit and destination must be complied with and the means of transport used (HGV, overseas containers) must be optimally utilised. The responsibility for the qualitative suitability of the packaging remains with the supplier even after its release by REHAU AU.

2.1.2 Sample container presentations and approval process

The supplier shall ensure that sample container presentations, including parts, are included in its quoted costs for each REHAU AU location named in the enquiry until packaging approval. It must be taken into account that sufficient parts for the required filling quantity tests must be provided free of charge and independently of requirements and orders and that the sample packaging must be presented and approved separately at each REHAU AU location. Sample container presentations must be provided for series, alternative and, if applicable, ETD packaging and are to be delivered separately to the plants with appropriate labelling.

If a product is delivered to different REHAU AU plants such as identical parts, REHAU AU reserves the right to request the supplier to use different packaging concepts for delivery to the respective REHAU AU plants.

Approval of the packaging is specific to the corresponding plant and project and is documented in the packaging data sheet. In the event of a change of plant within the series process, the supplier must obtain new approval from the REHAU AU SCM Inbound specialist and REHAU AU plant.

REHAU AU reserves the right, in coordination with the supplier or for justified reasons, to change the container concept, which will result in a new approval process. Changes to the packaging agreement with regard to type, size, contents, storage, delivery in pairs, etc. must be possible at any time in a cost-neutral manner due to changes in the production process of REHAU AU. Changes must be implemented within 4 weeks.

REHAU AU differentiates between a concept approval, which can take place on the basis of a presentation, and a packaging approval, which takes place exclusively on the basis of a presentation of the sample packaging. The sample packaging (in each case series, alternative and, if applicable, ETD packaging) must be presented in coordination with the REHAU AU SCM Inbound specialist (including parts) at the REHAU AU plant concerned in order to obtain packaging approval. For this purpose, the shipment with the supplier's sample packaging must be clearly marked as "packaging trial" and addressed to the corresponding packaging developer at the respective REHAU AU plant. Packaging approval is issued exclusively in the form of a packaging data sheet signed by the supplier and the REHAU AU SCM Inbound specialist (for completed sample PDS, see Enclosure 1). A separate packaging data sheet must be created for each article and packaging concept (series, alternative and ETD packaging) and submitted to the REHAU AU SCM Inbound specialist for signature.

The supplier is responsible for obtaining packaging approval from the REHAU AU SCM Inbound specialist without being requested to do so. Only the packaging approval gives the supplier the right to procure the packaging. Series packaging is to be procured immediately after packaging approval and used in the pre-series. For this purpose, the supplier is obliged to prepare a schedule for the procurement of the containers in compliance with the project milestones and send this to the REHAU AU SCM Inbound specialist, stating the respective container quantities to be procured. The supplier must provide proof of the containers paid for by REHAU AU by sending the delivery notes without being requested to do so. Upon request, the supplier shall also submit photo documentation (several loading units/packaging per container type). Any deviation from the schedule and the procured number must be reported. For milestone M57 (REHAU AU series readiness), all packaging must be completely available and in use, except for product change requests (type, form of components). Should the supplier not comply with the requirements of these guidelines, REHAU AU reserves the right to charge the supplier for the resulting expenses. Further details are regulated in chapter Consequences of process deviations.

2.1.3 Definition of permitted materials, packaging heights and maximum weight

The document Enclosure 1 'Packaging Requirements Catalogue' is authoritative. The legal provisions of the country of destination always take precedence.

The maximum permissible total height of a loading unit for all European REHAU AU locations is 1,000 mm, for overseas 1,250 mm or 48 inches (USA).

Strict compliance with health and safety regulations means that the following maximum permissible gross weights must be observed, irrespective of the type of packaging (disposable or reusable):

- Individual packaging/KLT max. 15 kg (USA 30 pounds)
- Loading unit/pallet max. 1,000 kg

Deviations must be approved in writing and coordinated with the responsible REHAU AU SCM Inbound specialist before use.

For wooden packaging, it is mandatory to comply with the current IPPC standard according to ISPM 15.

2.1.4 Disposable and reusable packaging

Suitable packaging must be specified for each new component to be delivered in consultation with the REHAU AU SCM Inbound specialist. The use of disposable or reusable containers is based on economic and ecological considerations and depends, for example, on the location of the actual production plant and the distance between the sites.

To protect the environment and resources, disposable packaging must be 100% recyclable. If packaging is made up of different materials, it must be possible to separate them from each other. Plug-in connections are preferable to adhesive connections, as far as technically possible. The number of components used in disposable packaging is to be kept to a minimum. Where technically possible, single-material solutions are to be implemented. Disposable packaging must be labelled with the environmental labels valid for the specific country. General legal requirements, e.g. the EU Decree of 3 September 2020 No. 116 or certain national requirements derived from it, are to be observed independently in compliance with any due dates and in a cost-neutral manner for REHAU AU.

In the case of reusable containers, it must be ensured that:

- they can be completely emptied and are easy to clean. They must be cleaned by the supplier before they are filled.
- they can be pooled, see Enclosure 1 'Packaging Requirements Catalogue'.
- Repairs, replacements and related expenses shall generally be borne by the party responsible for such. In this case, the supplier is obliged to provide evidence.
- replacement containers and their inlays, if and when applicable, shall be charged at 100 % of the replacement value. This regulation applies to reusable containers, incl. inlays, which are the property of REHAU AU and to empties from third parties, which can no longer be returned by the supplier.

The structure and dimensions of the packaging and loading units can be found in the current Enclosure 1 'Packaging Requirements Catalogue' which lists the permitted standard packaging for the REHAU AU plants. Deviations from these specifications must be approved in writing by the responsible REHAU AU SCM Inbound specialist.

The responsibility for the qualitative suitability of the packaging remains with the supplier even after its release by REHAU AU. Damage to the goods resulting from inadequate design of the packaging shall be borne by the supplier. The top priority is the smooth supply of the REHAU AU plants and thus the timely supply of products to REHAU AU customers.

When designing the packaging, care must be taken to ensure that further repackaging of individual parts is avoided as a matter of principle, i.e. direct removal from the packaging without further unpacking must be guaranteed

(individual access). Deviations from these specifications must be approved in writing by the responsible REHAU AU SCM Inbound specialist.

Furthermore, it must be noted that an ESD-compatible load carrier must be used for the delivery of ESD-hazardous components.

The supplier shall ensure that the packaging is stored under cover at a minimum and consequently not exposed to the weather.

The packaging costs commissioned in the event of a contract being awarded include costs for cleaning, maintenance and servicing of the packaging. The corresponding costs are to be plausibilized separately in the offer.

2.1.4.1 First machine-produced parts and pre-series packaging

Until the agreed series packaging is used, the supplier is responsible for providing REHAU AU with appropriate, safe and proper pre-series packaging at its own expense. Proposals for pre-series packaging must be approved by the REHAU AU SCM Inbound specialist at least four weeks before first use. The packaging dimensions shall be based on the listed dimension grid according to enclosure 1. This pre-series packaging can, in coordination with the responsible REHAU AU SCM Inbound specialist, also be used as an emergency concept/alternative packaging for series processing and/or as ETD packaging after EOP, if necessary.

2.1.4.2 Series packaging and filling quantity test

The filling quantity test must be carried out immediately after the first sampling at the supplier's production plant. The completed and signed packaging data sheet (including pictures) must then be sent to the REHAU AU SCM Inbound specialist in Excel or PDF format. In addition, the packaging data sheet approved and signed by the REHAU AU SCM Inbound specialist must be presented at the initial sampling.

For each component, delivery must take place in the coordinated series packaging concept from the corresponding milestone M57 (REHAU AU series readiness).

The amount of series packaging is based on the planned ranges agreed with the REHAU AU SCM Inbound specialist in the quotation phase (circulation days at the supplier and at REHAU AU incl. safety stock, transit), taking empties handling into account. Further details can be found in chapter Load carrier management.

In the event of product changes (type, shape of components), the supplier is obliged to review the approved series containers and, if necessary, adapt or replace them in consultation with the responsible REHAU AU SCM Inbound specialist.

2.1.4.3 Alternative packaging

If reusable series packaging agreed with REHAU AU is not available in the series process, the supplier must use alternative packaging. For this purpose, an alternative packaging concept must be developed by the supplier before

start of production up to grade 3, presented and approved by the REHAU AU SCM Inbound specialist by way of a packaging data sheet. It is emphasised that this bottleneck situation is an individual case and that the use of alternative packaging is a temporary measure. It must be ensured that the alternative packaging meets the requirements of the product and that the goods are also optimally protected in the alternative packaging so that no damage or impairment occurs. This preventive measure helps to avoid quality degradation. Furthermore, it must be ensured that the dimensions and content quantity of the alternative packaging correspond to the dimensions and content quantity of the series packaging. The supplier shall keep sufficient quantities of the agreed alternative packaging in stock. The use of alternative packaging must be agreed with the respective plant contact (see Enclosure 4), announced in good time and approved in writing by the latter before the goods are dispatched from the supplier. Should the supplier not comply with these provisions, REHAU AU reserves the right to charge the supplier for the resulting expenses.

2.1.4.4 Special load carriers

Special load carriers may be required, for example, due to component dimensions or for overseas, special cases (e.g. liquids or rolls), temperature-sensitive products or for hazardous goods, in accordance with the latest valid legal regulations and/or if the component requires special component protection. The use of special load carriers must be coordinated with the responsible REHAU AU SCM Inbound specialist. The planning, development and construction of the special load carrier, incl. alternative and ETD packaging, is carried out by the respective supplier. The latter also bears the planning, development, construction and sampling costs. Tooling costs for special containers must be listed separately in the quotation.

2.1.5 Protective and transport function

All loading units and packaging must be able to withstand the stresses that occur during shipping. The protective function must be implemented throughout the entire supply chain.

Loading units that are open at the top must be closed off with a pallet end cap and must be strapped with plastic strapping (at least 2-fold).

Make sure that loading units can be stacked neatly with a stacking factor of at least 1+1 and that the loading space can be optimally utilised.

Examples of unacceptable packaging:

Defective packaging

Missing pallet end cap



Edge



Diagonal arrangement, cardboard overhanging



The additional costs and rework costs incurred due to non-compliance with the regulations described here or resulting repackaging work shall be borne by the supplier.

2.1.6 Permissibility of mixed load carriers

Deliveries to REHAU AU must be sorted by type as a matter of priority. In justifiable cases, mixed pallets can be formed for selected items. However, this must be approved in advance by the REHAU AU SCM Inbound specialist and noted on the packaging data sheet. In the event of changes in the ongoing series process (e.g. fluctuations in the number of pieces), it is possible to switch to mixed pallets. However, this must be approved in advance by the responsible MERAXIS AG dispatcher and the WE plant contact person.

In the case of mixed pallets, the loading unit is not homogeneous, i.e. it contains parts with different material numbers. It should be noted that the different material numbers must be physically and visually separated from each other by separate VEs. The individual VEs must be identified by their own labels (single label). One material number may not be used for several mixed pallets in one delivery. In addition, it should be noted that items of one type are loaded on one pallet.

Furthermore, in addition to the correct labelling (single and master label according to Enclosure 2), the mixed pallet must be clearly marked as such (information sign with the inscription "Mixed pallet" and item list min. DIN A4 on two adjacent sides of the loading unit). Should the supplier not comply with this provision, REHAU AU reserves the right to charge the supplier for the resulting expenses.



2.1.7 Overseas packaging

Overseas packaging must be designed as disposable packaging. It should be noted that the disposable packaging must be able to withstand the usual stresses of overseas transport. The base area and height of the pallets must have the same dimensions as and be optimised for 20' and 40' HC-ISO containers. Exceptions may only be made in consultation with the responsible REHAU AU SCM Inbound specialist. For wooden packaging, a residual moisture of 18% must not be exceeded. All country-specific regulations must be complied with.

The new SOLAS regulation for determining the gross mass of sea containers has been in force since 1 July 2016. From this point on, only containers with a verified gross mass may be loaded. For this reason, it is essential that the supplier provides REHAU AU with exact details of the gross weight of the components and packaging (incl. stowage and lashing material). If the supplier fails to do so, or if the information proves to be incomplete or incorrect, the supplier shall be liable, irrespective of who is at fault, for all direct costs and also consequential costs resulting from the supplier's breach of contract.

2.2 Load carrier management

2.2.1 General specifications

The supplier shall calculate the number of containers required for a smooth process, taking into account, among other things, batch size, safety stock, transport circulation, exchange of empties/full containers according to actual consumption and the initial filling at REHAU AU. Deliveries must be made at least once a week, or more frequently in the case of correspondingly higher requirements or transport volumes. For weekly deliveries, a total container stock of at least eight working days must be planned in advance at REHAU AU. With higher delivery frequencies, the container stock at REHAU AU is reduced according to the following table. The corresponding details must be agreed in coordination with the project-specific REHAU AU SCM Inbound specialist in the quotation phase.

Deliveries per week	1x	2x	3x	4x	5x
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Full/empty stock REHAU AU in AT	5	4	3	2	1
Safety stock REHAU AU in AT	3	3	3	2	2
Total container stock REHAU AU in AT	8	7	6	4	3

If more than one month's requirements are covered by a complete loading unit, a sensible delivery lot must be defined with the REHAU AU SCM Inbound specialist.

Additional demand for containers for deliveries between the supplier and its suppliers and/or finishers are not paid by REHAU AU. The supplier must ensure that the coordinated container quantities are available at all times in the entire supply chain and explicitly for processing between the supplier and REHAU AU. The supplier is obliged to provide the container quantities for circulation between itself and its (sub)suppliers on request.

Furthermore, the supplier must comply with the exchange and quality criteria for containers specified by REHAU AU in accordance with Enclosure 3 'Exchange Criteria for Returnables'. As a general rule, the containers must not be deformed, damaged or dirty. If deviations from this requirement are found, REHAU AU reserves the right to charge the additional expenses to the supplier.

2.2.2 Container account/stock management

When reusable packaging is used, the supplier must keep a container account on the basis of delivery notes (for accounting purposes). Each part of the returnable packaging, e.g. covers, inlays and layer pads, must appear next to the load carriers, EPP/trays, KLTs, etc. in the container account. The opening stock is taken from the ordered and procured quantity by the supplier. At the beginning of the project, the supplier must inform the REHAU plant and the REHAU AU SCM Inbound specialist in writing for each container number. The transport stock shall be taken into account in the account management. The supplier is obliged to provide the REHAU AU employee responsible for empties management (for contact person see Enclosure 4) with the account movement data on a monthly basis and without being requested to do so. Differences must be clarified between suppliers and REHAU AU and settled according to the polluter-pays principle. In this case, the supplier is obliged to provide evidence. The burden of proof for the correctness of the data lies with the supplier. Upon request, the data shall be substantiated by way of proof of delivery. The account must be maintained in electronic form. Handwritten papers will not be accepted. In order to maintain its ability to deliver, the supplier is obliged to monitor the stocks and to organize the return of empties in good time. In the event of over-delivery by the supplier or short-term fluctuations in demand on the part of the OEM, the return of empties must be ensured by the supplier. In individual cases, additional collections for the return of empties must be carried out by the supplier. If deviations from this requirement are found, REHAU AU reserves the right to charge the additional expenses to the supplier.

Should, going forward, REHAU AU use a software solution for the handling of container management and the associated processes, such as account management and account reconciliation, the supplier undertakes to actively participate in this solution at no cost to REHAU AU and to convert its account management to this solution.

Furthermore, REHAU AU requires an annual inventory. This is initiated by REHAU AU. Additional inventories are only accepted with prior consent from REHAU AU. This measure is necessary to ensure an orderly process. The aim is to process and balance any stock differences that arise in a timely manner. Security of supply is a top priority for REHAU AU. If discrepancies occur within the scope of the obligatory monthly account reconciliation, the origin of which cannot be determined as part of movement check, the supplier undertakes to carry out a joint inventory during the year in order to clear the account discrepancy as quickly as possible.

The head of SCM Inbound is available as a further arbitration body. If necessary, the latter decides on the further course of action.

3 Accompanying documents and marking/labelling

When goods are delivered, the receipt and presentation of a physical consignment note and delivery note or, when using data transmission VDA 4913 /EDIFACT DESADV, a physical EDI consignment note in accordance with VDA 4912 is mandatory. If necessary, the documents must be attached to the goods in an envelope.



Examples of fastening:

A conversion to the VDA standards 4987 Global DESADV and 4939 is in preparation and must therefore be provided for by the supplier. Suppliers will be informed about the go-live date separately. The obligation to physically carry these delivery documents does not apply if the documents are uploaded online in advance via the time slot management system TRANSPOREON (see chapter Time Time slot management).

3.1 Consignment note

The following information must be included on the consignment note for REHAU AU:

- Delivery note number and date
- SLB No. of the EDI consignment note (in line with VDA4912) if a transmission in line with VDA4913/EDIFACT DESADV has been set up
- Dispatch quantity
- Delivery address (incl. indication of unloading point)
- Information on the loading equipment: disposable/reusable incl. their number from the delivery note, with indication of the REHAU AU V-No. / SAP-No.
- Gross weight

3.2 Delivery note/RDT accompanying document

The following information must be included on the consignment note and/or RDT

accompanying document for REHAU AU:

- Delivery note number and date
- SLB No. of the EDI consignment note (in line with VDA4912) if a transmission in line with VDA4913/EDIFACT DESADV has been set up
- REHAU AU order/order number
- REHAU AU material number and designation (SAP no. and R no.)
- Revision status/index (see VDA label field 14)
- Software version, if applicable
- Dispatch quantity
- Supply condition
- Delivery date, inbound
- Delivery address (incl. indication of unloading point)
- Number of reusable and/or disposable packaging units used with indication of REHAU AU packaging number (SAP no. and V no.)
- Best-before date (for components subject to MHD according to TLE)
- Batch number (for components subject to batch management according to TLE)

Deviations must be noted accordingly on the delivery note or RDT accompanying document (e.g. emergency packaging, alternative container).

3.3 Invoice

The following information must be included on invoices for MERAXIS AG:

- MERAXIS AG order/order number
- MERAXIS AG SAP material number
- Quantity
- Delivery date
- Delivery note number(s)

3.4 Marking/labelling

The supplier is obliged to provide the packaging used and the required markings in accordance with the regulations from the first pre-series delivery (including prototypes). The container markings must comply with automotive standards, regional industry standards and the specifications of these guidelines and must be coordinated with the REHAU AU SCM Inbound specialist if necessary. Details can be found in Enclosure 2 'VDA Labels and Label

Samples' and must be observed. Before filling, the reusable containers must be cleared of any labels, markings, barcodes, inspection slips, etc. Only the container specification label (chapter 3.4.2) may remain attached. Should the supplier not comply with these requirements, REHAU AU reserves the right to charge the supplier for the resulting expenses.

3.4.1 Master and single labels

All REHAU AU plants worldwide currently define VDA 4902 version 4 as standard, a changeover to VDA standard 4994 is in preparation and therefore mandatory for the supplier. Suppliers will be informed about the go-live date separately.

In principle, up to the smallest packaging units, labelling must be carried out with standardized, barcoded and thus scannable labels in accordance with the VDA 4902 version 4 guidelines. The labelling of the packages has to be done at both a master and single level. If the supplier has deliveries to a REHAU AU plant in France, GALIA goods tags can also be used. In America, the specifications of the AIAG also apply in exceptional cases. Further details/specifications for our plants in America are defined in Enclosure 1 and 2. In any case, the use of any standard deviating from VDA must be agreed in advance with the REHAU AU SCM Inbound specialist. Should the supplier not comply with the requirements of these guidelines, REHAU AU reserves the right to charge the supplier for the resulting expenses.

The REHAU AU template for master and single labels is listed in Enclosure 2 'VDA Labels and Label Samples'.

Unless otherwise specified by the REHAU AU SCM Inbound specialist, the following labelling guidelines apply.

- Each loading unit must have the corresponding master label on one long side and one narrow side (i.e. on two adjacent sides)
- Each packaging unit must have the corresponding single label on one long side and one narrow side (i.e. on two adjacent sides)

The labelling of large load carriers or complete pallets (master label) must be applied horizontally in the upper area of the loading unit on the broadside at the top right and on the front side using a pocket or document surface.



The labelling of small load carriers (single label) is to be attached horizontally to the slots provided for this purpose and fastened by means of completely removable adhesive dots. If there are no inserts, then the residue-free removable marking must be attached to the document surface provided for this purpose.



The small load carriers must be arranged on a pallet in such a way that the attached labels of all small load carriers can be read from the side, preferably from the front side. In the event of ambiguities or missing document areas, please consult the responsible REHAU AU SCM Inbound specialist. For containers in NAFTA sizes, the label must be affixed to the space provided (Kennedy label).

In principle, the markings must be clearly visible and legible without barriers and must be able to be reached with the barcode reader without the loading unit having to be shifted. Elements for the securing of loading units such as strapping, pallet end covers, adhesive dots, glossy stickers, reflective materials or slide-in compartments must not obstruct the legibility of the container marking. The container markings must be clearly visible on the containers, must not exceed the packaging and must not cover each other. Furthermore, they must be protected from dirt, environmental influences and any transport-related strains. Laminating the container marking is not permissible here, as this impairs legibility and scannability. In the event of missing, illegible/non-scannable or incompletely completed markings, REHAU AU reserves the right to charge the additional expenses to the supplier.

3.4.2 Container specification labels

Reusable series and, where applicable, reusable ETD packaging (covers and pallets exempt) must be provided with a container identification label. For the empties handling of folding boxes, the returnable cover and/or the returnable pallet must have a separate container specification label. As part of the development, it is mandatory that the supplier coordinates with the REHAU AU SCM Inbound specialist on the container identification label with regard to content, attachment, designations and, if necessary, other topics. The container identification label must be approved in writing by the REHAU AU SCM Inbound specialist before it is permanently attached to the load carrier. In the event of damage and/or loss of the container identification label, the supplier is obliged to replace it in accordance with the agreed specifications. The layout of the container identification label to be used and further information or regulations can be found in Enclosure 2.

3.4.3 Labelling of products with MHD or batch tracking

The TLE specifies which parts are subject to MHD or always batched on a component-specific basis and what storage life is expected. Products with a limited storage life must already be clearly identified as such in the quotation (quotation must contain details on storage life). Where a product is subject to a limited storage life, the single label of the smallest packaging unit shall indicate the date of minimum durability in accordance with Enclosure

2. The best-before date must also be indicated on the smallest product unit, e.g. roll/reel/sheet or drum/bottle. Only products with identical best-before dates are allowed in a loading unit and the best-before date must also be visible on the master label and single labels in accordance with the VDA. Deliveries with identical components but different best-before dates/batches must therefore be packed and handled on separate loading units. Where a product is subject to batch tracing, the single label of the smallest packaging unit shall indicate the batch number in accordance with Enclosure 2. In addition to the labels, this information must also be noted accordingly on the delivery notes. In the event of missing, illegible or incomplete markings, or markings not in line with specifications, REHAU AU reserves the right to charge the additional expenses to the supplier.

4 RDT/ EDI

4.1 General requirements

For the allocation of the deliveries and for the verification of the delivered items and quantities, an EDI transmission with the accompanying goods documents in paper form or online via TRANSPOREON (see chapter 3 and chapter 6) is mandatory. In order to avoid additional work due to manual bookings or subsequent entries, REHAU AU expects complete and error-free transmission of the delivery note data in accordance with the REHAU AU EDI_Guideline by means of RDT in accordance with VDA4913/EDIFACT DESADV from the first delivery, including pre-series deliveries. All outgoing and incoming EDI VDA/EDIFACT messages are processed via REHAU AU's EDI converter. A conversion to the VDA standard 4987 Global DESADV is in preparation and must therefore be provided for by the supplier. Suppliers will be informed about the go-live date separately. The EDI data dispatch must take place immediately after the physical dispatch of the goods and must be available at the REHAU plant concerned before the physical receipt of the goods. In the event of missing, incorrect or incomplete RDT, REHAU AU reserves the right to charge the additional expenses to the supplier.

4.2 Communication channels

Coordination between the REHAU AU plant locations, MERAXIS AG, IT/IS and our suppliers is carried out centrally by MERAXIS AG. The contact person is the System Integration Engineer, see Enclosure 4, with whom the mapping for the transmission of electronic delivery note data must be coordinated.

The technical (IT/IS) responsibility and execution of corresponding work lies with the IT/IS Centre Rehau in Germany. The contact person is the 2nd Level Support EDI Automotive, see Enclosure 4.

4.3 REHAU AU EDI parameters

The content required for setting up the corresponding message types is provided to suppliers separately and/or can be requested from the System Integration Engineer, see Enclosure 4. The technical structure and content of an electronic delivery note must comply with the current standard which has been established. Individual coordination of the technology and content between the EDI partners is required. Should REHAU AU make

adjustments, these will be communicated to the supplier and must be implemented by the supplier. The supplier is responsible for the correct and complete transmission of the data.

5 Transport

5.1 General

Transport, including the transfer of costs and risks, shall be carried out exclusively on the basis of the provisions stated by the current version of Incoterms. The prices in the quotation must be based on the Incoterms (as of 2020) mentioned in the enquiry. REHAU AU reserves the right to change the delivery agreements according to Incoterms during the course of the project.

If the supplier is independently responsible for the transport, it is obliged to submit the delivery concept in writing and to implement it after clarification of the modalities and approval by REHAU AU and MERAXIS AG. If transport is by HGV, the latest generation of vehicles that do not exceed the maximum permissible pollutant limits (Euro 6 or better) should be used in order to minimise the toll costs.

The supplier shall ensure that the transport conditions meet the storage conditions described in the TLE (e.g. with regard to storage/outside temperatures) and can provide evidence of compliance (e.g. temperature sticker/logger). If the supplier is commissioned with the delivery condition FCA, it is obliged to commission the corresponding forwarder in due time and to supervise the collection and delivery in accordance with the MERAXIS routing order. In the event of delayed collection by the forwarder, the supplier is obliged to inform the dispatcher for MERAXIS AG immediately in writing and to obtain new instructions.

The goods are to be delivered as needed according to the FIFO principle. In justified individual cases, the supplier can request the bundling of requirements, with requirement times deviating according to the delivery schedule, for better transport utilisation at the REHAU AU receiving plant and MERAXIS AG scheduling. Only the written release of both parties and system adjustment of the order on the part of MERAXIS AG shall entitle the supplier to bundling. In justified individual cases, the supplier may divide goods into several, separate deliveries where they are needed at the same time. This requires prior written approval from the REHAU AU receiving plant. Any special journeys arising in the event of demonstrable fault on the part of the supplier (e.g. delay in delivery or returned deliveries due to early or excess delivery) and all additional costs as a direct result of this shall be borne by the supplier on the basis of the polluter-pays principle.

5.2 Load securing

The supplier or its appointed forwarder are responsible for securing the load. In order to protect employees from accidents at work and the material from damage, it is absolutely necessary to pay attention to the correct load securing. Materials should not protrude over the load carrier. The load centre of gravity of load carriers must be observed and marked if necessary. Furthermore, the transport stackability of the load carriers must also be taken

into account when securing the load. Damaged load carriers must not be used and must be discharged from the process. The materials must not be able to move within the packaging and on the load carrier. It must be ensured that the materials and the packaging are connected to the load carrier in a slip-proof manner in every direction by means of an end cap and strapping (at least two times), if necessary. Applicable legal and official requirements for securing the load must be complied with. The employees responsible must be trained with regard to country-specific requirements.

5.3 Time slot management

It is essential today to ensure an efficient process in incoming goods for both REHAU AU as the unloader for incoming goods and for the transport service providers. For this purpose, the time slot management system TRANSPOREON, subject to charges, is in use in some REHAU AU plants. The SyncroSupply system is only in use in Brake. The advantages for the suppliers and the delivering forwarders are:

- Increased planning reliability is achieved and the coordination effort between the plant, MERAXIS AG or REHAU AU Purchasing, the supplier and the freight forwarder can be significantly reduced as all parties involved have the same level of information via the time slot platform.
- The status of the delivery vehicles including time stamps can be viewed directly online (e.g. registration, start of unloading, end of unloading).
- Downtimes and the resulting additional costs for the parties involved are reduced.

Users must register, create an account, set up accesses and complete the necessary training in advance before the first delivery. Detailed information on the system, the guidelines, etc. can be found in Enclosure 5 'Time Slot Management via TRANSPOREON' and Enclosure 6 'REHAU Automotive_Carrier Guideline'.

The supplier/forwarder is obliged to book a time slot for every transaction within a REHAU AU plant where a time slot management system is in use. The time slots must be booked as separate slots for each unloading/loading point with corresponding details for deliveries and collections (e.g. return of empties). It is recommended to book the desired or anticipated time slot promptly as soon as the transport is known. If capacities are available, the time slot can also be reserved or rebooked at short notice in individual REHAU AU plants. Site specifications must be observed and can be found in Enclosure 5 'Time Slot Management via TRANSPOREON'. If time slots have to be reserved or rebooked after expiry of the site-specific deadlines, this can only be checked after consultation with the REHAU AU plant and implemented by the REHAU AU plant; the supplier has no claim to this voluntary service from REHAU. When booking, please ensure that the correct recipient/location is selected, as rebookings across addresses/locations are not possible (example REHAU AU Feuchtwangen and service provider GEIS). If the supplier deviates from these requirements, REHAU AU reserves the right to charge the additional expenses to the supplier (see chapter 13).

Due to limited parking space for HGVs at the REHAU AU plants, the registration of the driver at the gatekeeper/registration terminal and the pulling up of the truck is currently only possible and/or permissible as follows before the booked time slot:

	Brake	Feuchtwangen	Viechtach	Ingolstadt	Ujhartyan
Registration gatekeeper/registration terminal	Max. 60 min	Max. 30 min	Max. 60 min	On arrival	Max. 60 min
Pulling up of HGV	Max. 60 min	Max. 15 min	Max. 60 min	Will be checked on site	Max. 60 min

The supplier is obliged to agree to at least up to two hours free waiting time with its carrier. If extended standing times occur due to a time slot that has not been booked, has been booked incorrectly or has not been adhered to by the supplier or its commissioned forwarding service provider, REHAU AU will not accept any demurrage claims for this.

If the transport service provider has not fulfilled its time slot booking obligation or is late and cannot meet the booked time slot, the REHAU AU plant contact must be informed as soon as the former becomes aware of such circumstances. If no free capacities are available at short notice, the vehicle must join a queue and will be considered as soon as possible when free capacities become available. Deliveries with a booked time slot and on-time arrival are prioritised and processed first. Deviations from this procedure are only permitted in urgent cases. Only REHAU AU decides on the urgency of a delivery. Should a late, urgent delivery have to be brought forward, REHAU AU reserves the right to pass on any downtime claims that may have arisen with the service providers booked in this time slot to the late supplier/the late forwarder or the supplier/forwarder without time slot booking. In the event of significant schedule deviations and/or urgent special trips and/or arrival outside the goods receipt opening hours of the target delivery date, the REHAU AU plant contact person must be informed with regard to the truck (vehicle licence plate number, driver name incl. mobile phone number), load (material numbers, number of packages, etc.), emergency number of the freight forwarder/supplier and anticipated arrival time. In urgent cases, the REHAU AU plant contact person will review loading/unloading outside the goods receipt opening hours. In the case of special or time-critical transports, the supplier must also send a live tracking link to the REHAU AU plant contact. If the supplier or its transport service provider does not comply with this communication obligation, REHAU AU reserves the right to invoice the supplier for all additional expenses.

The following information must be provided by the supplier or commissioned transport service provider when booking a time slot:

- Freight forwarder name
- Vehicle and trailer licence plate number

- Driver name incl. mobile phone number
- Supplier
- SAP order number/SLB no./delivery notes of the relevant delivery note number
- Number of transport units/pallets
- Loading metre/number of parking spaces
- Loading/unloading point
- Date/time (time slot)
- Loading method

Changes to individual contents (e.g. vehicle licence plate number, driver name incl. mobile phone number) are possible up to the time of registration on site at the REHAU AU plant. In the event of incorrect or missing information, REHAU AU reserves the right to invoice the supplier for all additional expenses.

According to Enclosure 5 'Time Slot Management via TRANSPOREON' it is possible to upload delivery documents in TRANSPOREON. If this option is used by the supplier or the freight forwarder, the obligation to physically present them upon delivery does not apply.

5.4 Transport handling for overseas suppliers

To ensure a stable supply chain, the supplier's distribution location must be on the same continent as the REHAU AU receiving plant. The EU state applies in the case of Europe. To meet this requirement, it may be necessary for the supplier to independently operate a local warehouse. Transport from the supplier's production site to the delivery warehouse shall be organized by the supplier. In addition to the generally applicable requirements described in this guideline, the following requirements apply at the local warehouse:

- Safety stocks must be kept in the warehouse for efficient delivery. The amount of safety stock is based on the replenishment time and transport frequency, taking into account the material approvals. The safety stock is part of the production/material approval.
- Processing in the warehouse and delivery must be carried out according to the FIFO principle.
- When handling components and/or raw materials that are batched, batch traceability must be guaranteed.
- The warehouse must be operated with an integrated warehouse management and inventory management system.
- The general requirements from the TLE (e.g. IATF 16949 and ISO 9001) apply to the material supplier and the operator of the warehouse.
- Emergency concepts and escalation or intervention limits are to be defined.

The entire warehouse concept must be prepared by the supplier taking into account the aforementioned requirements and presented to the responsible REHAU AU SCM Inbound specialist, who must approve it before

placing the order. REHAU AU/MERAXIS have the right to audit the warehouse. If the requirements are not met or if an audit fails, REHAU AU reserves the right to invoice the supplier for all resulting additional expenses.

6 Customs clearance

6.1 Processing in line with Incoterm – FCA

Responsibility matrix:

	MERAXIS AG	Supplier	Freight forwarder
Purchase order	x		
Order confirmation reminder	x		
Order confirmation		x	
Shipment notification		x	
Delivery note		x	
Invoice		x	
Export declaration / MRN		x	
Preference text		x	
EUR 1		x	
Shipping/air freight data			x

The order is placed with suppliers taking into account the specified delivery time.

The order confirmation must be received within 2 working days. The collection date must always be confirmed on the order confirmation.

In the shipment notification (3 days before the collection date for sea and air freight, 1 day for domestic transport), the complete data (dimensions, weight and number of pallets) must be communicated to the respective material manager at MERAXIS AG. At the time of collection, the shipping documents incl. export documents must already have been prepared. Documents required for export:

- Registration with freight forwarder: number of pallets or packages, their dimensions, net + gross weights, stackability, pick-up location, pick-up time, pick-up reference and contact person on supplier's side for pick-up
- Delivery note incl. preference text
- Original invoice, no pro forma invoice
- Export declaration/MRN
- EUR 1/ATR/invoice declaration according to international regulations

The delivery note must be created with the preference text, as customs clearance is carried out with the MERAXIS AG commercial invoice and the delivery note from the supplier. The delivery note must therefore also contain this information:

- Order number and internal PO number
- Customs tariff number and country of origin

In the event of incorrect or missing information, MERAXIS AG reserves the right to invoice the supplier with all additional expenses (e.g. additional customs costs).

The invoice must contain the following additional information:

- Delivery note number and date
- PO number/order number/internal PO number
- Customs tariff number
- Country of origin
- Price
- Supply condition
- Delivery address

The invoice recipient is always MERAXIS AG. The original invoice should preferably be sent by e-mail or EDI Invoice to BSC Poznan, Poland.

The export declaration + MRN is always issued by the supplier as soon as the goods exceed the value of EUR 1,000. If this is not possible for the supplier, the responsible purchasing group must be informed immediately. The aim is then to hand over to an external service provider for a fee.

6.2 Processing in line with Incoterm – DAP

Responsibility matrix:

	MERAXIS AG	Supplier
Purchase order	x	
Order confirmation reminder	x	
Order confirmation		x
Shipment notification		x
Delivery note		x
Invoice		x
Export declaration / MRN		x
MRN		x
Preference text		x
EUR 1		x
Freight rates		x
Shipping/air freight data		x

The order is placed with suppliers taking into account the specified delivery time.

The order confirmation must be received within 2 working days. In the case of DAP deliveries, it is mandatory to confirm the departure and arrival date with the order confirmation.

Shipment notifications, delivery notes, invoice and export declarations + MRN are processed in the same way as "Processing in line with Incoterm - FCA".

It is imperative that the freight rates and shipping and air freight data are provided for the purpose of drawing up the commercial invoice by MERAXIS AG. These must be sent with the shipment notification. The freight rates for South Africa and the USA are currently as follows:

A) FCA – FOB B) FOB – CPT C) CPT – DAP

Future expansion to other overseas countries is possible. In this case, the supplier will be informed separately regarding the freight rates.

7 Quotation phase

The quotation includes delivery according to Incoterms of the currently valid version. Quotations with Incoterm EXW will not be accepted. The quotation shall be separated according to part prices, packaging costs and logistics costs. Suppliers are required to return fully completed enquiry documents. Particular attention is paid to the logistics processes.

The country of origin of the goods under commercial law must always be stated separately from the first pre-series delivery onwards. In the event of an order, the supplier is obliged to provide evidence in the form of a supplier's declaration, a declaration of origin on the delivery note or a customs-certified EUR 1, insofar as this is legally permissible. Further information can be taken from the conditions of purchase. If the supplier does not comply with this requirement, REHAU AU reserves the right to invoice the supplier for all additional expenses.

With the submission of the quotation, the supplier declares that

- it has access to and accepts the specific specifications and requirements contained in the request,
- it fully accepts the requirements of the logistics guidelines,
- the packaging data sheets are completed in full by REHAU and submitted on time,
- there is a general willingness to set up a consignment warehouse or VMI. Further coordination for implementation shall take place with the supplier in the case of an order.

8 Rolling requirement and call-off planning

8.1 Basic approach

MERAXIS AG shall render available to the supplier a permanently updated rolling requirement and call-off plan for the products agreed upon.

The required quantities are calculated automatically, specifying the arrival dates at the REHAU AU plant (incl. consideration of corresponding goods receipt opening times) and outlined on the MERAXIS AG delivery schedule or transmitted as an EDI data record (Delfor/VDA4905). This is done automatically. The interval of the delivery schedule dispatch is at least twice a week, see chapter 8.4. The aim is to have an automatic processing of call-offs at the supplier. As the requirement quantities are calculated on the basis of the goods inward, it is important for the avoidance of missing quantities or overstocks that the supplier carries out a plausibility check and informs the responsible MERAXIS production planner at the purchasing centre in Muri if there are any differences.

The delivery plan indicates the requirement quantities in the short, medium and long term for up to max. 18 months (longer in line with OEM guidelines if necessary).

The short-term period (1-2 weeks¹) includes the current call-off(s). The delivery call-offs are assigned to exact calendar days. The delivery dates are only binding in the agreed frozen zone and are to be strictly adhered to as the date of receipt without a grace period; prior to this, they are to be understood as target figures. The required quantities must only be delivered in accordance with the latest delivery plan. There are no additional or separate orders.

The medium-term period (from the third week) allocates the required quantities in calendar weeks and the long-term period (from the ninth week) allocates in months. The required quantities reported in the medium and long-term period are projected figures.

There may be fluctuations in demand quantities due to influences beyond the control of REHAU AU. In order to ensure it is ready to deliver at any time, safety stocks at the supplier may be agreed between MERAXIS AG and the supplier in individual cases. In the event of short-term, unforeseen stoppages specified by the OEM, MERAXIS AG shall notify the supplier and the latter shall undertake to clarify the next delivery date and the quantity with the MERAXIS dispatchers and to store the goods until possible delivery (except for goods in transit).

REHAU AU grants the supplier production/material approval according to a separate agreement. In the event of a full cancellation of order quantities, REHAU AU assumes the obligation to accept the ordered material or the necessary raw material under reservation of conformity with the contract and the specifications. In this case, the delivery must be agreed with the responsible production planner. The acceptance takes place no later than 12 months after the cancellation.

The "production/material approval" period begins on the date the delivery plan is drawn up and – as long as an updated delivery plan schedule has not been submitted – shall apply on a progressive day-to-day basis for the stated period. Accordingly, the obligation to take delivery applies to the maximum requirement quantity stated for this period.

¹ The short-term period also depends on the planning time fence ("frozen zone"). The planning time fence is specified by MERAXIS (differing based on supplier, item and plant location) and is to be mirrored in the corresponding supplier system.

8.2 Delivery call-off confirmation

A delivery call-off confirmation is not necessary because REHAU AU/MERAXIS AG assumes that the requested quantities and delivery dates will be adhered to. In exceptional cases, change requests must be agreed with the responsible production planner in writing immediately and no later than within 48 hours for daily deliveries within 24 hours. Otherwise, the delivery call-off shall be deemed confirmed.

8.3 Delivery quantity of the individual call-offs/delivery rhythm

The quantity to be delivered per delivery is indicated on the delivery plan call-off of MERAXIS AG. The delivery quantities in the series should, in principle, correspond to one packaging unit or a multiple of the agreed packaging unit. The minimum purchase quantity is the smallest packaging unit. The delivery lot size is to be understood independently of the production lot size at the supplier.

Deliveries must be made at least once a week. In the pre-series, orders are placed according to demand.

Deviating from this, the delivery frequency may be agreed between MERAXIS AG and the supplier as required and may change over the project term. The following factors, among others, are decisive for determining the delivery frequency:

- Component size and component value
- Total volume that a supplier delivers to the REHAU AU site across projects
- Increase in flexibility
- Inventory minimisation
- Cost effectiveness

REHAU AU is not obliged to accept under- or over-deliveries. Even in the case of multi-tools, the individual components are called up individually. For each item number, only the corresponding delivery call-off is binding. In any case, under- or over-deliveries must be reported in advance to the responsible dispatcher at MERAXIS AG and REHAU AU plant and confirmed by them in writing before dispatch. In case of non-agreed deliveries or advance deliveries, REHAU AU reserves the right to return the goods carriage collect. All additional expenses shall be invoiced to the supplier.

8.4 Frozen Zone

The Frozen Zone for delivery schedules in series is defined as follows (taking into account order volume, geographical distance of the delivery location, delivery frequency and means of transport).

Deliveries per week	1x	2x	3x	4x	5x
Frozen Zone max. (in calendar days)	Transport duration + 2 days				
Transmission per week	2	2	3	4	5

Example of Frozen Zone for truck transport:

Supplier plant	REHAU production plant	Frozen Zone
Germany	Germany	1+2=3
Spain	Germany	4+2=6
Germany bordering EU country	Germany	2+2=4
Germany	Czech Republic	2+2=4

The delivery period for initial orders or single orders per product and delivery location is coordinated between suppliers and the MERAXIS AG and REHAU AU plant according to these specifications.

MERAXIS AG will endeavour to ensure that no planning changes are made within these delivery periods. The supplier nevertheless undertakes to do everything possible and to coordinate immediate measures to implement and deliver changes in due time. This may also include a delivery stop. In this case, the supplier is obliged to store the goods until the next approved date by MERAXIS AG.

9 VMI/consignment warehouse

The consignment warehouse/VMI is coordinated by REHAU AU in individual cases and commissioned separately.

9.1 VMI

VMI is a consumption-driven process in which the supplier is responsible for scheduling and delivery control. The supplier shall ensure at all times through prompt delivery of products that stock does not fall short of the agreed minimum quantity or exceed the agreed maximum stock. Here, it is assumed that the supplier will inform REHAU AU/MERAXIS AG at least once a week of the current stock level by means of an integrated inventory management system. Rolling requirement and call-off planning takes place in line with chapter 9. The VMI procedure is always carried out in conjunction with consignment.

9.2 Consignment stock

In the consignment procedure, the products delivered by the supplier remain the property of the supplier until they are removed by REHAU AU from the consignment warehouse named by REHAU AU. The products are deemed to have been sold upon their withdrawal from the consignment warehouses.

Logistic and commercial details are regulated in the REHAU AU consignment warehouse contract. The REHAU AU process provides for consignment in conjunction with VMI and the delivery schedule. REHAU AU reserves the right to combine other disposition procedures with consignment in consultation with the supplier.

10 Emergency concept

When placing the order, the supplier must provide MERAXIS AG and the REHAU AU SCM Inbound specialist with an emergency concept for the supply of the corresponding REHAU AU site (taking into account site-specific restrictions). After the order has been placed, the supplier must provide a contact matrix and an emergency contact who can be reached at any time.

The aim is to jointly define measures that serve to ensure the continued supply of REHAU AU in the event of disruptions in the supply chain or in an emergency. Supply chain disruptions can be caused by the following:

- Machine or system defect
- Tool breakage
- Capacity problems
- Quality problems
- Damage or delays in shipment
- Disruptions in the supplier's supply chain
- IT problems
- Staff absence
- Disruptions in the transport chain
- Other events (strikes, accidents, etc.)

The supplier is obliged to immediately provide a standardized notification to the responsible dispatcher of MERAXIS AG and the REHAU AU in the event of any disruptions in the supply chain that affect the supply of REHAU AU.

The supplier shall include the following information in its notification:

- Information on the currently known maximum delivery shortfall (quantities)
- Causes of the disturbance and estimation of its duration
- Indication of measures taken/planned to eliminate the disruption
- Identification of parallel and alternative solutions to ensure supply (may require approval from REHAU AU before use/changeover)
- Quantities and times of emergency deliveries

If, in the view of REHAU AU, the approach in solving the disruption in the supply chain is insufficient, REHAU AU/MERAXIS AG is entitled to demand measures to remedy the disruption. The supplier is obliged to implement these measures.

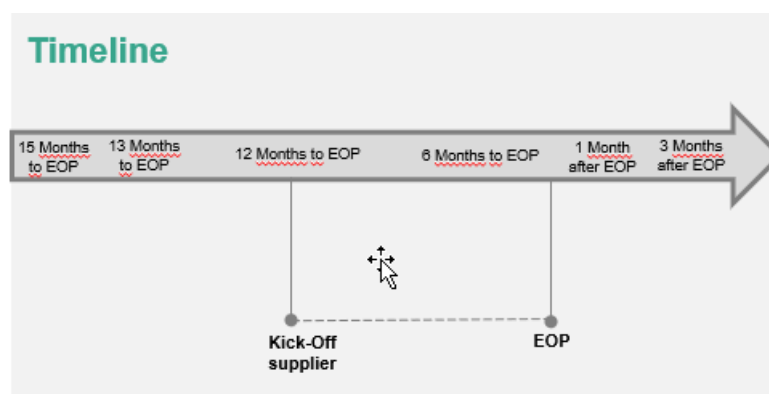
All additional expenses resulting from an emergency concept are charged according to the polluter-pays principle.

11 Phase-out management

11.1 General requirements

Phase-out management is an automotive business process of equal value to the start-up and series production processes. It ensures that production programs can be completed cleanly and that the necessary resources are available for new projects. This includes a targeted adjustment of the material stocks of discontinued products in line with the declining production figures and, if necessary, a changeover from reusable to disposable packaging.

The EOP date for the series and, if applicable, the subsequent change to ETD after EOP determines the start of phase-out management. The phase-out process starts at the earliest 15 months before EOP and ends approx. 6 months after EOP. REHAU AU and MERAXIS AG endeavour to inform the supplier 12 months prior to EOP about the planned end of series production.



Subsequently, the following points, among others, are adjusted in coordination between MERAXIS AG, plant(s), REHAU AU and the supplier:

- Packaging concept (if possible adapted to the post-series ETD or to small cardboard boxes)
- Order parameters (period, lead time, MOQs, etc.)
- Material approvals/production releases/frozen zone
- Delivery quantities and delivery frequencies in line with demand

Deviations in the delivery conditions from the series process are to be expected as part of phase-out management.

11.1.1 Container management following EOP

The supplier is obliged to notify REHAU AU SCM Phase-out Management in writing in good time before EOP of the number of returnable containers still available belonging to an expiring purchase contract, project, special scope of delivery or similar and which are not its property, as well as empties from third parties which can no longer be returned by the supplier (see Enclosure 4). For post-series and ETD requirements, the supplier agrees the quantity of reusable packaging still required for processing with the responsible REHAU AU SCM Phase-Out Management team. The remaining amount of reusable packaging is to be provided to the REHAU AU owner free of charge.

Otherwise, packaging that is no longer needed should be scrapped. For the scrapping of containers that are not the property of the supplier, the supplier requires written approval from the responsible REHAU AU SCM Phase-Out Management team. Scrapping costs must be borne by the supplier and are to be included in the supplier's original quotation. Losses of containers are assessed at 100% of the replacement value. This amount may be invoiced to the supplier.

11.1.2 ETD packaging development and approval process following EOP

Components that are used exclusively in the spare parts service must be agreed separately to the series request process and also require a packaging data sheet signed by both parties (see from chapter 2.1).

12 Avoidance of incorrect deliveries

The aim of avoiding incorrect deliveries is to ensure the security of supply of REHAU AU through suitable processes and measures. This means the supplier must ensure the provision of:

- the right parts
- in the right quantity
- at the right place
- at the right time
- in the right quality

safe.

The following safeguards are recommended:

- FMEA on all relevant logistics processes along the entire value stream
- Parts label/container label printed directly on the production line. These are generated in synchronisation with the production order.
- To avoid incorrect labelling, the labelling of the component and packaging is carried out either automatically or by way of a secured process.
- For left/right parts, it is recommended to use two printers or to spatially separate the parts, e.g. by using separate, counter-rotating conveyor belts or separating grids.
- Stock labelling is not permitted. A secure process ensures that the system automatically prints labels immediately after the target number of units per packaging unit has been reached with OK parts.
- Only one material number should be packed/repacked per workstation. Separate packing stations are equipped with their own label printer.
- Automatic counting and automated label printing (compliant with production order) by means of scanner, scale, camera or light barrier.
- Definition of a process for residual quantity management and non-OK parts.

- Shipping labels (VDA labels) must always correspond to the contents and quantity of the packaging unit and be correctly attached.
- Scan comparison of the internal label and the VDA label and storage of each container as a handling unit in the ERP system.
- Establishment of necessary test instructions, including the testing of the defined quality characteristics as well as the logistical characteristics.
- Process descriptions and work instructions should be made available at the respective workplace.

13 Consequences of process deviations

The supplier is obliged to provide an error-free service (zero fault target). Defective deliveries/services will not be accepted and will be charged to the supplier. If a supplier violates the provisions in these guidelines, REHAU AU is entitled to invoice its expenses for correction by registering a complaint. Enclosure 7 'Defect Catalogue' lists the charges and their amounts.

The charges are divided into:

- a) Basic expenditure
- b) Additional expenditure
- c) Other expenditure/sorting and/or repacking expenditure

The debit note is made on the basis of the REHAU AU/ MERAXIS AG complaint notification to the supplier.

14 REHAU sustainability

REHAU AU is committed the Due Diligence Act, which ensures better protection for the environment, human rights and children's rights along a supply chain. The supplier is obliged to comply with the regulations of the Supplier Code of Conduct ([DAL00445 EN REHAU Supplier Code of Conduct](#)). In addition, the Supplier Code of Conduct specifies a guarantee of environmental protection in all phases of the manufacturing & supplier process.

The supplier is also responsible for the entire process, including any sub-suppliers/service providers used. Communication takes place between MERAXIS AG and the supplier for this purpose.

15 REHAU logistics and process audit

REHAU AU is entitled to carry out a logistics and process audit at any time, the aim of which is to show the supplier measures for sustainable compliance with the REHAU AU logistics specifications and to maintain the delivery performance at a constantly positive level. The REHAU AU Automotive Quality Assurance Agreement (QAA) and the REHAU AU Quality Cooperation (RQC) provide further details.

16 Severability clause

Should any provision in these logistics guidelines be or become invalid, the validity of the other provisions shall not be affected. Another appropriate provision that most closely reflects the original economic purpose that the parties would have intended had they been aware of the invalid provision shall apply in the place of the invalid provision by way of amendment. The German language version shall be decisive in case of discrepancies.

17 Enclosures

1. Packaging Requirements Catalogue, version from 2023
2. VDA Labels and Label Samples, version from 2023
3. Exchange Criteria for Returnables, version from 2023
4. Contacts, version from 2023
5. Time Slot Management via TRANSPOREON, version from 2023
6. REHAU Automotive Carrier Guideline V1.1
7. Process Deviations Defect Catalogue

18 Acceptance

The REHAU AU logistics guidelines apply as the basis for the preparation of quotations. With the submission of the quotation to the purchasing entity, the REHAU AU Logistics Guidelines are deemed to be accepted in full by the supplier. Failure to sign the REHAU AU Logistics Guidelines will result in automatic disqualification of the supplier.

History of changes

Issue	Date	Type of chang	Author
4.0	24.10.2023	Publication	REHAU SCM Inbound
V1	29.02.2024	Enclosure 2: Translation field name of the VDA sample label Enclosure 4: change contact person Management Goods inwards for Moravská Trebová Enclosure 5: Link to registration updated, Adjustment of time slot booking fee	REHAU SCM Inbound

Enclosure 1

Packaging Requirements Catalogue:

Europe, Overseas and America

Version from 2023

Consisting of:

<i>Page</i>	<i>Content</i>
02	1 Permitted/non-permitted packaging materials
03–04	2 Permitted packaging concepts (Europe)
05	3 Permitted packaging concepts (Europe) – adhesive stamps
06–07	4 Permitted packaging concepts overseas (except America)
08	5 Permitted packaging concepts overseas (except America) – adhesive stamps
09 – 10	6 Permitted packaging concepts (America)
11	7 Completed sample packing data sheet

All packaging concepts for Europe, overseas and America must always be coordinated with REHAU SCM Inbound Logistics. Project-specific deviations from the standard catalogue are only possible after review and approval.

The max. range of a delivery quantity (one month) are taken into account.

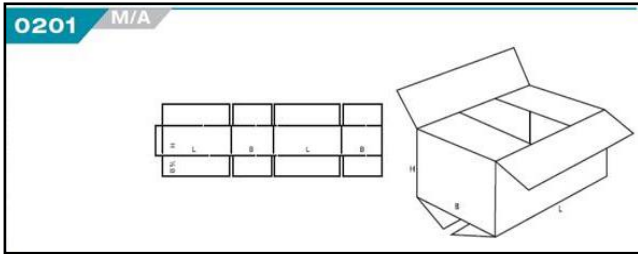
1 Permitted/non-permitted packaging materials:

Packaging materials		
Material	Accepted materials	Non-permitted materials
Composites		Not accepted
Plastics in general	PE, PP to DIN 6120, PE foam	Polyurethane
Selected packagings		
Packaging	PE (DIN 6120 marking, adhesive strips and stickers of the same material) PE, PP, PS PE, PP, PS, PET, ABS	LDPE (depending on country)
Films		Proportion of other printing max. 3% of film surface
Bags		Marking, adhesive strips and stickers not of the same material
Protection and insulation caps		
Pipes		
Trays		
Cardboard and paper	Marked with the RESY symbol	Water-insoluble: e.g. wax, paraffin or oil papers
Strapping	PP strapping, PET strapping, steel strapping	PA and polyester strapping
Anti-corrosion papers	Recyclable material, with RESY symbol	
Wood	IPPC standard and EPAL, UIC/EUR	Chipboard, waterproofed, coated or painted wood; DB/WORLD/CD/BB
Padding material	Corrugated cardboard, paper	Vegetable fibre chips, Styrofoam chips

2 Permitted packing recommendations (Europe)

Group	Item description (selection+examples)	Surface	Target packaging unit (dimensions in mm)				Comments
			Concept	Length	Width	Height	
Chrome parts "simple"	Chrome trim Chrome clasp Chrome trim NSW	Visible surface Chrome	EPP trays, textile trays, thermoforming trays Con-pearl	Max. 1200	Max. 800	Max. 1000	Minimum part quantity 5 pcs, Removal from narrow side, Lay out tray on basic size KLT/EUR pallet = at least two trays per layer => Deviations must be agreed in advance with SCM Inbound specialists
Visible and chrome parts "complex"	Underride protection for chrome frame, A-wing, radiator grille	Visible surface Chrome/ painted	EPP trays, bag pallets, deep-drawing trays, Con-pearl				Coordination with SCM Inbound specialists Dimensions of >1,000 mm height due to component geometry must be coordinated with the responsible SCM Inbound specialist before submitting a quotation
Cable harnesses		Not visible	Cardboard box VDA-KLT 6280/6428	600	400	280	Cable harnesses <u>individually</u> bundled (target "O"-shape & easy-to-untie binding thread)
Large parts	All parts with length 540 mm < x < 740 mm	Grained Painted	Cardboard box/ VDA-KLT VDA-KLT/EPP tray	800	600	210	With tray inserts – disposable/reusable in coordination with SCM Inbound specialists, no wrapping with fleece/foil, etc.!
	All parts with length x > 740 mm (shock absorber)	Grained	Cardboard box/ EU mesh box Bag pallets, Foldable mesh box Plastic box	1200 Max. 2200	800 Max. 1200	970 Max. 1000	Note pool capability, length x depending on component length
		Painted	Special LT or EPP	Max. 2400	Max. 1400	Max. 1000	
Small parts	Lateral bracket frame cover Visual protection left/right Cover left/right Grille left/right Licence plate bracket, o.s.r	Visible surface (grained)	Cardboard box VDA-KLT 6280/6428	600	400	280	
Small parts	Lamelle, flics li/re Side spoiler li/re, or similar	Visible surface painted	Cardboard box VDA-KLT 6280/6428	600	400	280	With tray inserts – disposable/reusable in coordination with SCM Inbound specialists, no wrapping with fleece/foil, etc.!
	Exhaust pipe mounting Bracket Rear centre inlay/ MMS	Not visible	Cardboard box VDA-KLT 6280/6428	600	400	280	
Very small	PTS/PLA holder adapter	Not visible	Cardboard box	400	300	280	

parts	FGS holder Tow hook/SRA cover Tear strip Retaining plate/bracket Recording camera Wheel arch liner adapter		VDA-KLT 4280/4328 VDA-KLT 3174/3418 VDA-KLT 3215	300	200	147/150	
Fastening elements	(Expanding) rivet Screws Clips, Clip nuts Brackets (EasyBoss) nuts Hole reinforcers mounting bracket MMS (Sealing) discs "Plate with bolts"	Not visible	Cardboard box VDA-KLT 3174/3418 VDA-KLT 3215	300	200	147/150	Bulk material capability!

When selecting the container sizes, the REHAU standard must be adhered to:				Specification of the cardboard boxes FEFCO – Type 0201 – Quality 2.50BC Maximum dimensions of a loading unit: 1200x800x1000 mm 		Pool capability EU mesh boxes must be poolable and exchangeable at least in accordance with UIC 435-3. EU pallets must comply with EN13698-1 as a minimum.		
Container type: KLT/cardboard box 147/150	(Data in mm)	Length	Width	Height	Use the following pallets in the following cases: Disposable packaging units → Delivery on EU pallets and disposable wooden pallets is to be avoided where possible Reusable loading units → Plastic pallet/EU pallet + KLT + matching cover (e.g. VDA cover 1210/1208) Reusable containers must not be delivered on disposable wooden pallets!		When planning the packaging, avoid outer packaging/disposable packaging (films, bags, fleeces, etc.) wherever possible to avoid inefficient handling steps and to take ecological aspects into account.	
		400	300	280				
		600	400	280				
		800	600	210				
	Bag pallets	1200	800	1000				
1200		1200	1000/1500					
1600		1200	1000					
Special LT	1200	800	1000					
	1600	1200	1000					
	1800	1200	1000					
	2200	1200	1000					
	2400	1400	1000					

Project-specific deviations from the above catalogue are only possible following consultation with the responsible REHAU SCM Inbound specialist after review and approval.

3 Permitted packaging concepts (Europe) – adhesive stamps

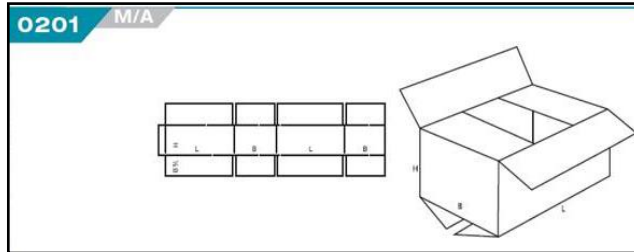
The loading unit must not exceed the dimensions 1200x800x1000 mm. The best-before date must be shown on each of the smallest packaging units (roll/reel, if applicable). VDA labelling must be applied in accordance with Enclosure 2.

Group	Item description (selection+examples)	Surface	Target packaging unit (dimensions in mm)				Comments
			Concept	Length	Width	Height	
Very small parts (diameter <100mm or no dimension >100mm)	Cut goods Small punched parts Foam cuttings Peel-off aids Acoustic fleece	Not visible	Cardboard box	400	300	280	Sections: Dimensions must not exceed 400x300 mm [LxW]. Filling and delivery quantity must not exceed 3 months' stock.
Small parts (individual dimensions <600mm or diameter <400mm)	Cut goods Small punched parts Foam cuttings Peel-off aids Acoustic fleece	Not visible	Cardboard box	600	400	280	Sections: Dimensions must not exceed 600x400 mm [LxW]. Filling and delivery quantity must not exceed 3 months' stock.
Large parts (individual dimensions >600mm or diameter >400 mm)	Cut goods Large stamps Foam cuttings Peel-off aids Acoustic fleece	Not visible	Cardboard box	800 Max. 1200	600 400	280 400	Dimensions of the box must be based on the dimension of the sections. Filling and delivery quantity must not exceed 3 months' stock.
Rolled goods	Rolled goods Large stamps on a roll Foam cuttings on a roll Peel-off aids on a roll	Not visible	Cardboard box	Orientation on the outer diameter of the coil	Orientation on the outer diameter of the coil	Max. 425 mm	Core diameter must be 3" or 6". The respective specification in the enquiry presentation must be observed. Filling and delivery quantity must not exceed 3 months' stock. Maximum spool/roll weight 15 kg.

4 Permitted packaging concepts overseas (except America)

Group	Item description (selection+examples)	Surface	Target packaging unit (dimensions in mm)				Comments
			Concept	Length	Width	Height	
Chrome parts "simple"	Chrome trim Chrome clasp Chrome trim NSW	Visible surface Chrome	Overseas-suitable cardboard/EPS tray	Max. 1140	Max. 1140/ 760	Max. 1250	Minimum part quantity 5 pcs, Removal from narrow side, Lay out tray on basic size KLT/EUR pallet = at least 2 trays per layer => Deviations must be agreed in advance with SCM Inbound specialists
Visible and chrome parts "complex"	Underride protection for chrome frame, A-wing, radiator grille	Visible surface Chrome/ painted	Overseas-suitable cardboard/EPS tray	Max. 1140	Max. 1140/ 760	Max. 1250	Coordination with SCM Inbound specialists Dimensions >1,140 mm length due to component geometry must be coordinated with the responsible SCM Inbound specialist before submitting a quotation
Cable harnesses		Not visible	Overseas-suitable cardboard	560/ 480	480/ 280	240/ 120	Cable harnesses <u>individually</u> bundled (target "O"-shape & easy to untie binding thread)
Large parts	All parts with length 540 mm < x < 740 mm	Grained Painted	Overseas-suitable cardboard/EPS tray	960	560	240/ 120	With tray inserts – disposable/reusable in coordination with SCM Inbound specialists, no wrapping with fleece/foil, etc.!
	All parts with length x > 740 mm (shock absorber)	Grained Painted	Special LT or EPS Overseas-suitable cardboard	Max. 1140	Max. 1140/ 760	Max. 1250	length x depending on component length
Small parts	Lateral bracket frame cover Visual protection left/right Cover left/right Grille left/right Licence plate bracket, or similar	Visible surface (grained)	Overseas-suitable cardboard	560	480	240	
Small parts	Slats, flics li/re Side spoiler li/re, or similar	Visible surface painted	Overseas-suitable cardboard	560	480	240/120	With tray inserts – disposable/reusable in coordination with SCM Inbound specialists, no wrapping with fleece/foil, etc.!
	Exhaust pipe mounting bracket Rear centre inlay bracket BSM bracket	Not visible	Overseas-suitable cardboard	560	480	240	

Very small parts	PTS/PLA holder adapter FGS holder Tow hook/SRA cover Tear strip Retaining plate/bracket Recording camera Wheel arch liner adapter	Not visible	Overseas-suitable cardboard	480	280	240	
Fastening elements	(Expanding) rivet Screws Clips Clip nuts Brackets (EasyBoss) nuts Hole reinforcers BSM mounting bracket (Sealing) discs "Plate with bolts"	Not visible	Overseas-suitable cardboard	480	280	120	

Maximum dimensions of a loading unit: 1140x960x1250mm or 1140x1140x1250 1200x1000 pallets are not allowed! Packaging is to be designed to fit the dimensions of a 20' or 40' High cube container Loading units must be stackable at least 1+1 in the HC container.	Specification of the cardboard boxes FEFCO – Type 0201 – Quality 2.50BC 	When planning the packaging, avoid outer packaging/disposable packaging (films, bags, fleeces, etc.) wherever possible to avoid inefficient handling steps and to take ecological aspects into account.
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Project-specific deviations from the above catalogue are only possible following consultation with the responsible REHAU SCM Inbound specialist after review and approval.

5 Permitted packaging concepts overseas (except America) – adhesive stamps

The loading unit must not exceed the dimensions 1140x1140x1250 mm. Packaging must be suitable for overseas use. The best-before date must be shown on each of the smallest packaging units (roll/reel, if applicable). VDA labelling must be applied in accordance with Enclosure 2.

Group	Item description (selection+examples)	Surface	Target packaging unit (dimensions in mm)				Comments
			Concept	Length	Width	Height	
Very small parts (No dimension >100mm or diameter <100mm)	Cut goods Small punched parts Foam cuttings Peel-off aids Acoustic fleece	Not visible	Cardboard IMC 060	480	280	240	Sections: Dimensions must not exceed 480x280 mm [LxW] Filling and delivery quantity must not exceed 3 months' stock
Small parts (Individual dimensions <600mm or diameter <400mm)	Cut goods Small punched parts Foam cuttings Peel-off aids Acoustic fleece	Not visible	Cardboard IMC 100	560	480	240	Sections: Dimensions must not exceed 560x480 mm [LxW] Filling and delivery quantity must not exceed 3 months' stock
Large Cut goods (Individual dimensions >600mm or diameter >400 mm)	Cut goods Large stamps Foam cuttings Peel-off aids Acoustic fleece	Not visible	Matching IMC cardboard box	Max. 1120	Max. 960	240	Dimensions of the box must be based on the dimension of the sections. Filling and delivery quantity must not exceed 3 months' stock
Rolled goods	Rolled goods Large stamps on a roll Foam cuttings on a roll Peel-off aids on a roll	Not visible	Cardboard box	Orientation on the outer diameter of the coil	Orientation on the outer diameter of the coil	Max. 425 mm	Core diameter must be 3" or 6". The respective specification in the enquiry presentation must be observed. Filling and delivery quantity must not exceed 3 months' stock Maximum spool/roll weight 15 kg

6 Permitted packaging concepts (America)

Group	Part name (examples)	Surface	Loading unit (dimensions in inches)				Comment
			Concept	Length	Width	Height	
Chrome parts "simple geometry"	Chrome trim left/right/centre Chrome wing Chrome tip FHL	Class-A Chromed or painted	EPP trays Totes with foam inlays			Max 48 (7" for the tray)	Suggested min. part density = 5 Handling from short side. One row per tray. Outside dimensions based on common 48"x45" pallets max. allowed tray size 45 "x24" => Alterations have to be agreed with SCM Inbound specialist upfront
Parts with "Class-A" surface and "complex geometry"	Skid plate Chrome frame A wing Radiator grille	Class-A Chromed	Bag rack	x	48	52	Handling from short side. Per agreement/approval with SCM Inbound specialist
		Painted	Bulk bin with foam inlays	x	48	Max. 34	Length x per part requirements and agreement with SCM Inbound specialist
Wiring harness		Not visible	Cardboard box/Handheld tote	24	15	7	Wiring harness individually wrapped, secured with a string, no bundles Height of 9" or 14" as approved by SCM Inbound specialist Boxes must fit the common pallets 48"x45"x48" (max. height 48")
Energy absorber		Not visible	Bulk bin	48	45	34	
			Bulk bin	x	max. 48	34	Length x per part requirements.
Large parts	Parts with length between 21" < x < 29" Parts with length		Cardboard box/Handheld tote	48	22 15	7 10	Boxes must fit the common pallets 48"x45"x48" (max. height 48")
	x > 29"		Cardboard box/ Bulk bin	48	45	34	Boxes must fit the common pallets 48"x45"x48" (max. height 48")
Small parts	Cover Lamella Tow hook/SRA cover Visual protection left/right Cover left/right Grid left/right Licence plate bracket	Class-A Grained	Cardboard box/ Handheld tote	24	15	7	Height of 9", 11" or 14" as approved by SCM Inbound specialist Boxes must fit the common pallets 48"x45"x48" (max. height 48")

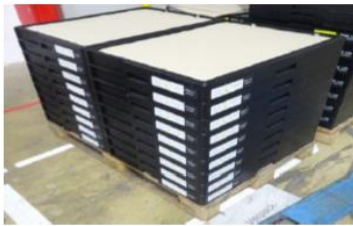
Small parts	Lamella	Class-A In-house painting	Handheld tote/Cardboard box	24	15	7	With tray inlays – disposable/reusable in coordination with SCM Inbound specialist No wrapping with foil, etc. Height of 9" or 14" as approved by SCM Inbound specialist
	Exhaust pipe mounting bracket, rear centre inlay, BSM bracket	Not visible	Handheld tote/Cardboard box	24	15	7	Check of set packaging necessary Height of 9" or 14" as approved by SCM Inbound specialist
Very small parts	PTS/PLA adapter FGS adapter Tear strip Plate/camera bracket Wheel arch liner adapter	Not visible	Handheld tote/Cardboard box	15	12	7 5	
Fastening elements	(expanding) rivets Screws, clips Plug-in/clip nut Brackets, (EasyBoss) nuts, hole reinforcers BSM mounting bracket (sealing) discs "Plate with bolts"	Not visible	Handheld tote/Cardboard box	15	12	7 5	Provided in production in BOSCH grab containers => pourability!

When selecting the container sizes, the REHAU standard must be adhered to (values in inches):

Container type	Length	Width	Height	Container type	Length	Width	Height	Container type	Length	Width	Height	Container type	Length	Width	Height
KLT/cardboard box	12	15	7	Bag pallets/ Special LT	48	45	52	Mesh boxes	32	30	25	Mesh boxes	63	48	25
	24	15	7		57	48	52		32	30	34		63	48	34
	24	22	7		63	48	52		48	45	25		70	48	25
	48	15	7		70	48	52		48	45	34		70	48	34
	48	22	7		78	48	52		48	45	50		78	48	25
					90	48	52		57	48	25		78	48	34
					96	48	52		57	48	34				

Any returnable packaging transported to REHAU America must be equipped with a Kennedy Label so shipping labels can be placed on it.

7 completed sample packing data sheet

Sprache / Language		PACKAGING DATA SHEET		REHAU Automotive	
englisch		BMW i20 LCI STF hi - sample article left / right			
SUPPLIER DETAILS Supplier: sample supplier Phone: +49 (0)3388 22 7xxx Email: max.muster@supplier.de Contact Person: Max Muster REHAU Supplier No.: xxxxxx Location Producing Facility: Eisenach Str.+House No. Delivering Facility: Straße 1 Postal Code+City Delivering Facility: 99817 Eisenach Country Delivering Facility: Germany		PART DETAILS PART Name: sample article left / right R-Part-No. REHAU: R12345, R12346 SAP-Part-No. REHAU: 21103451001, 21103461001 TC-Part-No. REHAU: Part-No. OEM: xxxxxx / xxxxxx Part-No. Supplier: xxxxxx / xxxxxx Length [mm]: 164 Width [mm]: 34 Height [mm]: 36 Part Weight [kg]: 0,086		PICTURE PART: 	
LOADING UNIT Returnable / Expendable: Returnable Description: EU palett V-No. REHAU: V89000 SAP-No. REHAU: V-No. OEM: V-No. Supplier: xxx Length [mm]: 1200 Width [mm]: 800 Height [mm]: 980 Overall Gross Weight [kg]: 112,95 Materialtype: Wooden Stackability (1+x): 2 Outdoor Storage: yes/ no Number of pack. units per loading u: 18 Parts per loading unit: 648		PACKAGING UNIT Returnable / Expendable: Returnable Description: EPP V-No. REHAU: V12345 SAP-No. REHAU: V-No. OEM: V-No. Supplier: xxx Length [mm]: 790 Width [mm]: 590 Height [mm]: 100 Gross Weight [kg]: 4,6 Materialtype: EPP Stackability (1+x): 8 Outdoor Storage: no Parts per packaging unit: 36		LID Description: VDA lid 1208 V-No. REHAU: V78726 SAP-No. REHAU: V-No. OEM: V-No. Supplier: xxx Gross Weight [kg]: 5,15 Materialtype: Plastic Returnable / Expendable: Returnable	
PICTURE LOADING UNIT: 		PICTURE PACKAGING UNIT: 		OTHER MEANS Cardboard Interlays: V-No. REHAU: Dimensions: 780 x 580 x 0,05 Material: cardboard Quantity per PU: Comment: only 2 on last layer LE V-No. REHAU: Dimensions: Material: Quantity per PU: Comment:	
PROPERTY: REHAU		PROPERTY: REHAU			
PICTURE VDA SINGLE LABEL: 		PICTURE VDA MASTER LABEL: 			
☐ Corrosion ☐ ESD Suppression ☐ Humidity ☐ Shock Sensitive ☐ Chemical Protection ☐ Dangerous Goods ☐ Others: _____					
SIGNATURES Date: _____ Supplier: _____ Notes: _____ Date: _____ REHAU SCM AU: _____					

Enclosure 2

VDA Labels and Label Samples

Version from 2023

Consisting of:

<i>Page</i>	<i>Contents</i>
<i>02-03</i>	<i>Master label (single-variety loading unit)</i>
<i>03-04</i>	<i>Master label (mixed load)</i>
<i>05</i>	<i>Single label (packaging unit)</i>
<i>06</i>	<i>Mini label (packaging unit)</i>
<i>07-08</i>	<i>Container identification label</i>

Master label (single-variety loading unit)

Each single-variety loading unit shall be provided with a master label. The label shall be produced in accordance with VDA4902 V4 specification. Further or additional specifications are described below. Each field is considered mandatory by REHAU AU and must be filled in completely and correctly accordingly. The format is 210 x 148 mm. Example of a master label (single-variety loading unit):

(1) Receiver REHAU Automotive SE & Co. KG Industriestraße 2 DE-91555 Feuchtwangen		(2) Dock / Gate 1	
(3) Advice Note No. (N) 1234567 		(4) Supplier Address Sample supplier, factory, postal code, city	
		(5) Net Weight (KG) 305	(6) Gross Weight (KG) 472
		(7) No. of Boxes 6	
(8) Part No. (P) 20123451001  R12345			
(9) Quantity (Q) 60 		(10) Description <u>sample article</u>	
		(11.2) Package Reference no (B) V69000 	
(12) Supplier No. (V) 123456789 		(13) Date D 22.04.01	
		(14) Engineering Change	
(15) Serial No. (S,M,G) 100012345 		(16) Batch No. (H) CH00123456 	
Supplier address.		Warenanhänger VDA4902, Version 4.	

Field	Description	Contents
1	Recipient of the goods	Address of the recipient plant in the form typical for the country, e.g. for Germany: company name, street, house number, postcode, town.
2	Unloading point – storage location-consumption point	Unloading point/storage location/consumption point of recipient plant.
3	Delivery note number	Delivery note number assigned by the supplier incl. barcode.
4	Supplier's address	Address of the supplier in short form, e.g. short name, plant, postcode, town.
5	Net weight	Weight of the loading unit without load carrier in kg.
6	Gross weight	Weight of the loading unit with load carrier in kg.
7	Number of packages	Number of packages per material number and delivery note
8	Customer part number	Left-aligned 11-digit REHAU AU component number incl. barcode. Right-aligned 6-digit REHAU AU raw material number onl as text. Note: The raw material number is transferred with the call-offs in accordance with VDA 4905 with record type 515 in field 09 "Supplementary part number". This supplementary part number is expected on the VDA label according to VDA4902 standard in field 8 in addition to the REHAU AU component number, right-aligned as "Part number customer short form". The two numbers must not overlap.
9	Filling quantity	Actual filling quantity of the loading unit (= sum of the individual quantities in the contained loading units) incl. barcode.
10	Delivery designation, service	Designation of the goods agreed between MERAXIS AG and the supplier.

11.2	Customer part number for packaging material	REHAU AU packaging number (11-digit SAP or 6-digit V number) incl. barcode. Is assigned via the packaging data sheet or must be requested from REHAU AU SCM Inbound. Each package is given a separate package number based on material, frequency of use, external dimensions.
12	Supplier number	The supplier identification number incl. barcode issued by MERAXIS AG to the supplier.
13	Date	For items with a limited shelf life, the expiry date must be indicated with the prefix U. The TLE specifies which parts are subject to MHD on a component-specific basis. Otherwise, the dispatch/delivery note date must be shown with prefix D. The date shall be given in the form YY.MM.DD.
14	Change status construction	Change status of the delivered items.
15	Package number	Individual, consecutive package number of the shipped package incl. barcode. (numeric)
16	Batch number	Batch/production number at the supplier for the shipped items incl. barcode. KANN field -> The TLE specifies which parts are always batched on a component-specific basis.

Master label (mixed load)

Each mixed load (where the loading unit is not homogeneous) must be provided with a master label. The label shall be produced in accordance with VDA4902 V4 specification. Further or additional specifications are described below. Each field is considered mandatory by REHAU AU and must be filled in completely and correctly accordingly. The format is 210 x 148 mm. Example for a master label (mixed load):

(1) Receiver REHAU Automotive SE & Co. KG Industriestraße 2 DE-91555 Feuchtwangen		(2) Dock / Gate 1	
(3) Advice Note No. (N) 1234567 		(4) Supplier Address Sample supplier, factory, postal code, city	
		(5) Net Weight (KG) 305	(6) Gross Weight (KG) 472
		(7) No. of Boxes 6	
(8) Part No. (P) MIXED LOAD			
(9) Quantity (Q)		(10) Description	
		(11.2) Package Reference no (B) V69000 	
(12) Supplier No. (V) 123456789 		(13) Date D 22.04.01	
		(14) Engineering Change	
(15) Serial No. (S,M,G) 100012345  Supplier address.		(16) Batch No. (H) Warenanhänger VDA4902, Version 4.	

Field	Description	Contents
1	Recipient of the goods	Address of the recipient plant in the form typical for the country, e.g. for Germany: company name, street, house number, postcode, town.
2	Unloading point – storage location-consumption point	Unloading point/storage location/consumption point of recipient plant.
3	Delivery note number	Delivery note number assigned by the supplier incl. barcode. <u>Only</u> to be shown if all items in the container belong to the same delivery note and have the identical delivery note number. Otherwise, leave the field blank.
4	Supplier's address	Address of the supplier in short form, e.g. short name, plant, postcode, town.
5	Net weight	Weight of the loading unit without load carrier in kg.
6	Gross weight	Weight of the loading unit with load carrier in kg.
7	Number of packages	a) per shipment without indication of delivery note no. and item no. b) per delivery note without indication of a part number
8	Customer part number	"Mixed load".
9	Filling quantity	–
10	Delivery designation, service	–
11.2	Customer part number for packaging material	REHAU AU packaging number (11-digit SAP or 6-digit V number) incl. barcode. Is assigned via the packaging data sheet or must be requested from REHAU AU SCM Inbound. Each package is given a separate package number based on material, frequency of use, external dimensions.
12	Supplier number	The supplier identification number incl. barcode issued by MERAXIS AG to the supplier.
13	Date	The dispatch/delivery note date must be shown with prefix D. The date shall be given in the form YY.MM.DD.
14	Change status construction	–
15	Package number	Individual, consecutive package number of the shipped package incl. barcode. (numeric)
16	Batch number	–

Single label (packaging unit)

Each packaging unit shall be provided with a single label. The label shall be produced in accordance with VDA4902 V4 specification. Further or additional specifications are described below. Each field is considered mandatory by REHAU AU and must be filled in completely and correctly accordingly. The format is 210 x 74 mm. Example for a single label (packaging unit):

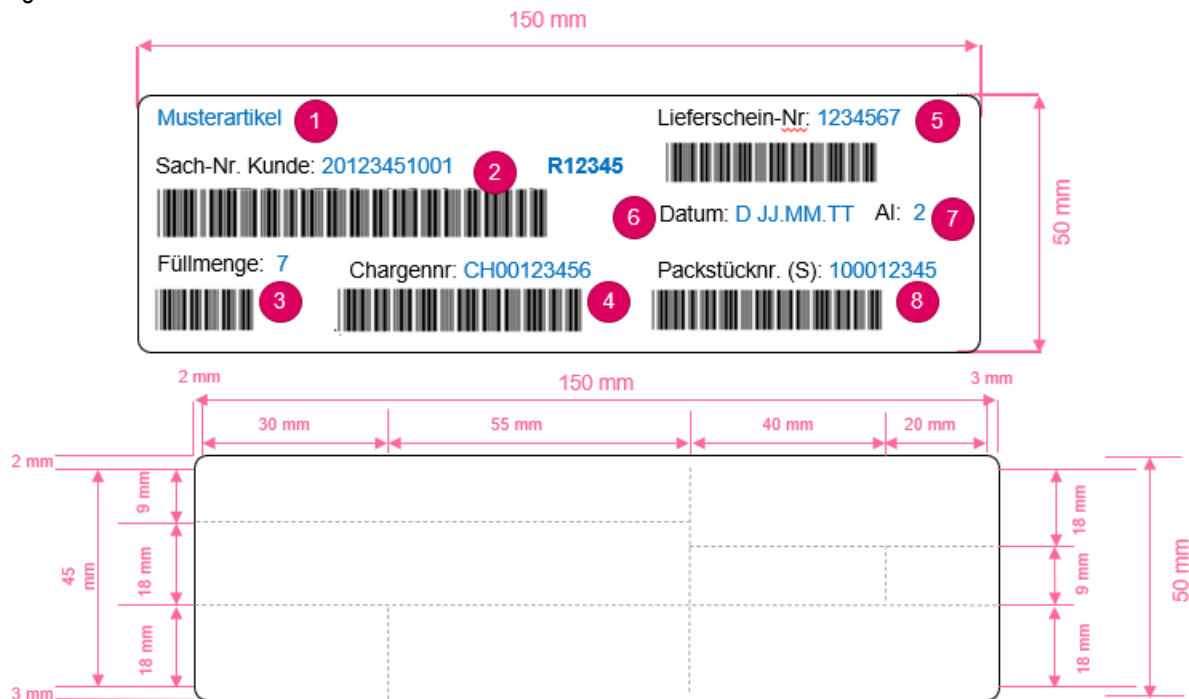
(1) Receiver REHAU Automotive DE-91555 Feuchtwangen	(2) Dock / Gate 1	(3) Advice Note No. (N) 1234567 
(8) Part No. (P) 20123451001 		R12345
(9) Quantity (Q) 10 	(10) Description sample article	
(12) Supplier No. (V) 123456789 	(11.2) Package Reference no (B) V12345 	
(15) Serial No. (S) 100012345 	(13) Date D 22.04.01	(14) Engineering Change S01
	(16) Batch No. (H) CH00123456 	

Field	Description	Contents
1	Recipient of the goods	Address of the recipient plant in short form, e.g. short name, postcode, town.
2	Unloading point – storage location-consumption point	Unloading point/storage location/consumption point of recipient plant.
3	Delivery note number	Delivery note number assigned by the supplier incl. barcode.
8	Customer part number	Left-aligned 11-digit REHAU AU component number incl. barcode. Right-aligned 6-digit REHAU AU raw material number as text. Note: The raw material number is transferred with the call-offs in accordance with VDA 4905 with record type 515 in field 09 "Supplementary part number". This supplementary part number is expected on the VDA label according to VDA4902 standard in field 8 in addition to the REHAU AU component number, right-aligned as "Part number customer short form". The two numbers must not overlap.
9	Filling quantity	Actual filling quantity of the packaging unit incl. barcode.
10	Delivery designation, service	Designation of the goods agreed between MERAXIS AG and the supplier.
11.2	Customer part number for packaging material	REHAU AU packaging number (11-digit SAP or 6-digit V number) incl. barcode. Is assigned via the packaging data sheet or must be requested from REHAU AU SCM Inbound. Each package is given a separate package number based on material, frequency of use, external dimensions.
12	Supplier number	The supplier identification number incl. barcode issued by MERAXIS AG to the supplier.
13	Date	For items with a limited shelf life, the expiry date must be indicated with the prefix U . The TLE specifies which parts are subject to MHD on a component-specific basis. Otherwise, the dispatch/delivery note date must be shown with prefix D . The date shall be given in the form YY.MM.DD.
14	Change status construction	Change status of the delivered items.
15	Package number	Individual, consecutive package number of the shipped package incl. barcode. (numeric)
16	Batch number	Batch/production number at the supplier for the shipped items incl. barcode. The TLE specifies which parts are always batched on a component-specific basis.

Mini label (barcoded) – Packaging unit (e.g. EPP tray, KLT)

Format should be 150 x 50 mm, see below. However, it may also vary depending on the container dimensions. The use of a mini label must be reported to and approved by the REHAU SCM Inbound specialist as part of the packaging coordination process.

E.g.:



Number	Description	Contents
1	Delivery designation, service	Designation project + agreed designation of the goods.
2	Customer part number	Left-aligned 11-digit REHAU AU component number incl. barcode. Right-aligned 6-digit REHAU AU raw material number as text. Note: The raw material number is transferred with the call-offs in accordance with VDA 4905 with record type 515 in field 09 "Supplementary part number". This supplementary part number is expected on the VDA label according to VDA4902 standard in field 8 in addition to the REHAU AU component number, right-aligned as "Part number customer short form". The two numbers must not overlap.
3	Filling quantity	Actual filling quantity of the packaging unit incl. barcode
4	Batch number	Batch/production number at the supplier for the shipped items incl. barcode. The TLE specifies which parts are always batched on a component-specific basis.
5	Delivery note number	Delivery note number assigned by the supplier incl. barcode.
6	Date	For items with a limited shelf life, the expiry date must be indicated with the prefix U . The TLE specifies which parts are subject to MHD on a component-specific basis. Otherwise, the dispatch/delivery note date must be shown with prefix D . The date shall be given in the form YY.MM.DD.
7	Issue	Change status of the delivered items.
8	Package number	Individual, consecutive package number of the shipped package incl. barcode. (numeric)

Container identification label/marking of reusable packaging:

In the case of returnable packaging, it is mandatory that each item-specific KLT/container/rack is equipped with a container identification label to ensure smooth return of empties. The REHAU container identification labels may not be removed.

The container identification label must be coordinated with the REHAU SCM Inbound specialist. They will assign a REHAU V-number/SAP V-number which is to be inserted into the container identification labels. The packaging number is assigned when the packaging is approved and is documented in the packaging data sheet.

- **KLT (with item-specific interior)**

2 stickers per KLT. One on each long side with the 6-digit V-number. The V-No. is unique per item-specific KLT.

- **Container (without item-specific interior)**

4 stickers per container. One sticker on each side with the 6-digit V-number. The number is unique per container. If the container is foldable, then the number must be affixed in such a way that it can also be identified when folded.

- **Container (with item-specific interior)**

4 stickers per container. The 6-digit V-number must be attached to each side. The V-No. is unique to each container. If the container is foldable, then the number must be affixed in such a way that it can also be identified when folded.

- **Special load carrier (steel frame)**

The 6-digit V-number must be affixed to the frame. Visible from all 4 sides (for example, from all 4 corners). Placement is by arrangement with the REHAU SCM Inbound specialist. The V-No. is unique to each LT.

If there is a cover, this must also be marked with at least 1 additional sticker.

Example of a container identification label – packaging unit

"Container label", format depending on container dimensions

E.g.:



Full		Vxxxxxx	property  REHAU
supplier name			
OEM	type	supplier name	
component		Vxxxxxx	Empties
Raw material number			

Example for container identification – load carrier

Each item-specific (special) load carrier must be equipped with a container identification number (V-number). The V-numbers must be affixed to at least 4 sides of the load carrier. The font size should be at least 30mm. In the case of special load carriers, the TARE weight and the consecutive load carrier number per LT must always be added. Stackability must be marked on the rack (1+x).

E.g.: Bag pallet



E.g. Plastic box



Enclosure 3

Exchange Criteria for Returnables

Version from 2023

Consisting of:

<i>Page</i>	<i>Contents</i>
<i>02</i>	<i>Containers</i>
<i>03</i>	<i>Pallets</i>
<i>04</i>	<i>Mesh boxes</i>
<i>05</i>	<i>Covers</i>

1. Containers

REHAU-KLT exchange criteria



This KLT complies with the REHAU exchange criteria

REHAU-KLT quality criteria



This KLT complies with the REHAU quality criteria

These KLTs do not comply with the REHAU exchange criteria



KLT is damaged. Occupational safety can no longer be guaranteed. KLT can no longer be exchanged.



KLT is too deformed. The original form can no longer be produced. KLT can no longer be exchanged.

These KLTs do not comply with the REHAU quality criteria



Container has old markings stuck to it. **These must be removed by the supplier prior to filling.**

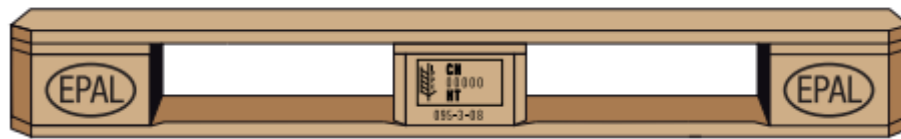


KLT is dirty. The supplier is responsible for filling clean¹ KLTs.

¹ Clean = When scrubbing the container with a cloth, no dirt comes off, therefore it is free of oil, dust, chips or similar. In the event of deviations from this, REHAU will have the containers cleaned at the supplier's expense.

2. Pallets

The valid EPAL exchange criteria apply.



Left corner block EPAL

Centre block IPPC

Right corner block EPAL or EUR

Non-exchangeable Euro pallets are²:

A bottom or deck edge board is splintered to the extent that more than one nail or screw shaft is visible.



The EUR mark on the right and the signs of a track on the left are missing.



A board is missing.



A block is missing or split to the extent that more than one nail is visible.



A board is broken crosswise or at an angle.



More than two bottom or deck edge boards are chipped to the extent that more than one nail or screw shaft is visible.



Other characteristics (poor general condition):

- The load-bearing capacity is no longer guaranteed (rotten and decayed, severe splintering).
- The dirt build-up is so severe that the loads are contaminated.
- Severe chipping is present on several blocks.
- Non-permitted components have clearly been used (e.g. boards that are too thin, blocks that are too narrow).

² Source: www.epal-pallets.de/de/produkte/tauschkriterien.php

3. Mesh boxes

The valid EPAL exchange criteria apply. Non-exchangeable Euro pallets are³:

The pitched angle attachment or corner columns are deformed.



The front wall flaps can no longer be opened or closed.



The base frame or the feet are so bent that the Euro crate no longer stands evenly on the four feet or can no longer be stacked safely.



The round steel grids are cracked to the extent that the wire ends are protruding inwards or outwards (one mesh per wall may be missing).



A board is missing or broken.



The sign of the railway/pallet organisation and/or the EUR marking (in the oval) are missing or illegible.



The general condition is so severe due to rust or dirt that cargo may be contaminated.



³ Source: www.epal-pallets.de/de/produkte/gb_tauschkriterien.php

4. Cover

Examples of non-replaceable or NIO cover.

Several corners are broken off.



Several corners and a fixing side are broken off.



The cover has holes.



The cover is broken out on the short fixing side.



The cover has one or more fractures.



The cover is broken, but not yet broken off.



There are several breakages on the cover.



Enclosure 4

Contacts

Version from 2023

REHAU Automotive/MERAXIS AG:

Location	Role	Name	Contact
Rehau	Director SCM Inbound	Mr. Christian Wolfrum	christian.wolfrum@rehau.com Tel.: +49 9283 77 1685
Rehau	SCM Phase-Out Management	Ms Franziska Limmer	franziska.limmer@rehau.com Tel.: +49 9283 77 1685
MERAXIS AG, Switzerland	System Integration Engineer (Mapping electronic data transfer)	Ms Helen Schönholzer	Helen.schoenholzer@meraxis-group.com Tel.: +41 31 950 31 40
Rehau	IT/IS Centre Rehau or	Mr. Lukas Necas	lukas.necas@rehau.com Tel.: +49 9283 77 2967
Rehau	2nd Level Support EDI Automotive	2nd Level Support EDI Automotive	2ndLevelSupportEDIAutomotive@rehau.com

REHAU Automotive locations, Germany:

Location	Contact – Management Goods inwards	Empties management – Purchasing	Goods receiving times	Information on loading/unloading
Brake	Mr. Renke Braun +49 4401 7091 179 renke.braun@rehau.com	Mr. Norbert Hablowetz +49 4401 7091 180 norbert.hablowetz@rehau.com	Monday to Friday 07:00 – 15:30	Loading/unloading only possible from the side; no ramp or similar available
MLC Deggendorf	Mr. Patrick Staebner +49 991 2503 1515 patrick.staebner@rehau.com	Ms Christine Schindler +49 9942 9426 6612 christine.schindler@rehau.com	Monday to Thursday 07:30 – 15:30 Friday 07:30 – 12:30	Unloading left + right possible; loading only possible from right; rear loading/unloading and ramp loading/unloading not possible; no lift truck available; no manual unloading of individual packages by REHAU possible
MLC Eisenach	Ms Tanja Litzenbauer +49 176 199 06 204 +49 36920 84810 tanja.litzenbauer@lit.de	Ms Franziska Jungk +49 176 199 06 626 +49 36920 84810 franziska.jungk@lit.de	Monday to Friday 06:00 – 21:00	Rear loading/unloading via ramp
Feuchtwangen	Mr. Andreas Wessely +49 9852 905 3890 andreas.wessely@rehau.com	Mr. Tim Ganzer +49 9852 905 5350 tim.ganzer@rehau.com	Monday to Thursday 07:30 – 16:15 Friday 07:30 – 15:00 For silo vehicles only daily 07:30 – 13:00	Side loading/unloading only possible from left; no ramp or similar available; only trucks with tarpaulins; no lorries with box bodies (towing vehicles + trailers)
Feuchtwangen LDL Geis company	Mr. Andreas Wessely +49 9852 905 3890 andreas.wessely@rehau.com Mr. Markus Muser +49 9852 905 6036 markus.muser@geis-group.de	Mr. Tim Ganzer +49 9852 905 5350 tim.ganzer@rehau.com	Monday to Thursday 07:30 – 16:15 Friday 07:30 – 15:00	Rear loading/unloading only possible with ramp; no side loading/unloading
MLC Ingolstadt	Mr. John Heinz +49 8419 8122 225 john.heinz@rehau.com	Mr. John Heinz +49 8419 8122 225 john.heinz@rehau.com	Monday to Friday 08:00 – 16:00	Side and rear loading/unloading possible; no ramp or similar available
MLC Moselle	Mr. Sven König +49 375 44029 220 sven.koenig@rehau.com	Mr. Sven König +49 375 44029 220 sven.koenig@rehau.com Ms Anja Pohl +49 375 44029 230 anja.pohl@rehau.com	Monday to Friday 07:00 – 20:00	Unloading only possible from the side, loading possible from the side or via ramp
Schwarzenbach	Mr. Marco Peetz +49 9289 9643 150 marco.peetz@rehau.com	Mr. Matthias Strobel +49 9289 9643 153 matthias.strobel@rehau.com	Monday to Thursday 07:00 – 15:30 Friday 07:00 – 14:30	Only ramp loading/unloading possible; no side loading/unloading
Viechtach	Mr. Daniel Previtali +49 9942 9426 6800 daniel.previtali@rehau.com	Ms Melanie Krampfl +49 9942 9426 6209 Melanie.krampfl@rehau.com Ms Susanne Wolf +49 9942 9426 6202 Susanne.wolf@rehau.com	Monday to Thursday 07:00 – 12:00 & 13:00 – 16:00 Friday 07:30 – 13:00	Side loading/unloading only possible on driver's side; no ramp or similar available

REHAU Automotive locations, rest of Europe:

Location	Contact – Management Goods inwards	Empties management – Purchasing	Goods receiving times	Information on loading/unloading
MLC Bratislava (SK)	Mr. Michal Sloboda +421 917 751 045 michal.sloboda@rehau.com	Mr. Michal Sloboda +421 917 751 045 michal.sloboda@rehau.com	Monday till Saturday 06:00 – 06:00	Side loading/unloading only possible from the right
MLC Graz (AT)	Mr. Dejan Weingartner +43 316 403049130 dejan.weingartner@rehau.com	Mr. Dejan Weingartner +43 316 403049130 dejan.weingartner@rehau.com	Monday to Friday 06:00 - 14:00	Side loading/unloading only possible on driver's side
Győr (HU)	Ms Krisztina Balazs +36 96 996 255 krisztina.balazs@rehau.com	Mr. Istvan Baranyai +36 9699 6240 istvan.baranyai@rehau.com	Monday till Saturday 06:00 – 06:00	Side loading/unloading possible on the left; ramp loading not possible; rear loading only possible to a limited extent
Jevičko (CZ)	Mrs. Simona Vrbova +420 465 357 327 simona.vrbova@rehau.com	Ms Petra Muzikova +420 465 357 356 petra.muzikova@rehau.com	Monday to Friday 06:00 - 18:00	Side loading/unloading and rear loading/unloading possible; no ramp or similar available
MLC Mladá Boleslav (CZ)	Mr. Pavel Fabry +42 02721 90 350 Pavel.fabry@rehau.com	Ms Pavla Stastna +42027 2190 354 Pavla.stastna@rehau.com Ms Karolina Benerova +42 02721 90352 Karolina.benesova@rehau.com	Sunday to Friday 22:00 – 22:00	Side loading/unloading and rear loading/unloading possible; no ramp or similar available
MLC Mulhouse (FR)	Ms Brigitte Piechotta +33 3 87 05 57 69 brigitte.piechotta@rehau.com	Ms Brigitte Piechotta +33 3 87 05 57 69 brigitte.piechotta@rehau.com	Monday to Friday 05:00 – 20:00	Side loading/unloading and rear loading/unloading possible; no ramp or similar available
Moravská Trebová (CZ)	Fr. Denisa Krsnakova +420 461 355 496 denisa.krsnakova@rehau.com	Ms Zuzana Kafkova +420 461 355 379 zuzana.kafkova@rehau.com Ms Michala Strajtova +420 461 355 205 michala.strajtova@rehau.com Ms Petra Vrbicka Sovadinova +420 461 355 445 petra.vrbickasovadinova@rehau.com	Monday to Friday 06:00 - 22:00	Side loading/unloading and rear loading/unloading possible; no ramp or similar available
Poix de Picardie (FR)	Mr. Cedric Lejeune +33 3 22 90 38 77 cedric.lejeune@rehau.com	Mr. Fabrice Renoux +33 6 85 07 44 11 fabrice.renoux@rehau.com	Monday to Thursday 08:00 – 12:00 & 13:00 – 17:00 Friday 08:00 – 15:00	Side loading/unloading and rear loading/unloading possible; no ramp or similar available
Újhartyán (HU)	Mr. Tamás Félix +36 2927 1449 tamas.felix@rehau.com	Mr. David Korsos +36 9699 6109 David.korsos@rehau.com	Monday to Thursday 08:00 – 16:00 Friday 08:00 - 14:00	Side loading/unloading and rear loading/unloading possible; no ramp or similar available

REHAU Automotive locations, South Africa:

Location	Contact – Management Goods inwards	Empties management – Purchasing	Goods receiving times	Information on loading/unloading
Port Elizabeth	Mr. Rodney Kleingeld +27 41 978-7001 rodney.kleingeld@rehau.com	Br. Lungelwa Tshaka Sotashe +27 4197 87087 lungelwa.tshakasotashe@rehau.com	Monday to Thursday 07:30 – 16:00 Friday 07:30 – 13:30	Side loading/unloading for JIS and ETD circumstances; rear loading/unloading possible; ramp loading/unloading only possible for export containers
Fort Jackson	Mr Ansley Meintjies +27 43 708 4420 ansley.meintjies@rehau.com	Ms Charnelle Draghoender +27 43 708 4478 charnelle.draghoender@rehau.com	Monday to Thursday 07:30 - 15:30 Friday 07:30 – 12:30	Only side loading/unloading possible; for export containers only rear loading/unloading possible

REHAU Automotive locations, North America:

Location	Contact – Management Goods inwards	Empties management – Purchasing	Goods receiving times	Information on loading/unloading
Cullman	Mr. Jody Collinsworth +1 2565909258 jody.collinsworth@rehau.com	Mr Dan Brunetti +1 2567 3730 2639 06 dan.brunetti@rehau.com	Monday to Friday 08:00 – 16:00	Only rear loading/unloading with ramp possible; no side loading/unloading; trucks must not have roll-up doors; high-cube US trailers cannot be loaded/unloaded; max. usable internal height 104"

Enclosure 5

Time Slot Management via TRANSPOREON

Version from 2023

Consisting of:

<i>Page</i>	<i>Contents</i>
<i>02-03</i>	<i>Additional, general information</i>
<i>03</i>	<i>Registration</i>
<i>04-05</i>	<i>Time slot booking</i>
<i>06</i>	<i>Mandatory fields for time slot booking, costs</i>

Additional, general information

The REHAU Automotive SE & Co. KG customer number is 415014.

As of 02/2023, TRANSPOREON is already in use for the REHAU AU plants in Feuchtwangen, Ingolstadt, Ujhartyan and Viechtach. Further rollouts are in preparation and therefore to be considered by the supplier. Suppliers will be informed about the go-live date separately.

The following plant-specific time frames regarding creating, re-booking, editing, deleting must be considered:

	Shipper	Haulier
Create	- Bookings can only be made for transports from "Open bookings". - Up to a maximum of 168 h after booking.	- Bookings can only be made for transports from "Open bookings". - Bookings can only be made for the period specified in "Open bookings". - Up to 0.5 h for Feuchtwangen, Viechtach, Up to 12 h for Ujhartyan Up to 7 h on the day of booking for Ingolstadt ... before the time that is to be booked or reserved.
Re-bookings	- Bookings can only be made for transports from "Open bookings". - Up to a maximum of 168 h after booking.	- Bookings can only be made for transports from "Open bookings". - Bookings can only be made for the period specified in "Open bookings". - Up to 4 h for Feuchtwangen, Viechtach, Ujhartyan Up to 7 h on the day of booking for Ingolstadt ... before the time that is to be booked or reserved.
Edit	Up to a maximum of 168 h after booking.	Until the time that is booked or reserved.
Delete	Up to a maximum of 168 h after booking.	- Up to 4 h for Feuchtwangen, Viechtach, Ujhartyan - Up to 7 h on the day of booking for Ingolstadt ... before the time that is to be booked or reserved.

First, you need a Transporeon account or to update your already existing account. Under "**Registration**" you will find detailed information on how to create an account.

Afterwards, Transporeon will provide you:

- access to the platform via your browser
- a simple and easy-to-use online communication tool

We use the following modules of the Transporeon platform:

- **Time Slot Management [Outbound and Inbound]**

We coordinate the delivery and collection of goods via Transporeon Time Slot Management. This module allows you to book suitable time slots for goods delivery/collection. You can also upload transport-related documents for a transport order/booked time slot as a file.

Use of the platform brings with it various benefits:

- Smoothing of the truck handling volume for inbound and outbound deliveries across days and weeks
- Reduction of waiting times of the forwarders
- Increase in transparency of deliveries
- Increase in data quality
- Improved capacity planning in inbound deliveries

Registration

We would like to continue our business relationship with your company and integrate you into our digitalised system. To implement this system, you will need a Transporeon account.

We ask you to follow the steps below (you can either register a new account or use an existing one):

- register as a new user. To create a new account, click on the following link:
<https://support.transporeon.com/plugins/servlet/samlSso?redirectTo=%2Fservicedesk%2Fcustomer%2Fportal%2F4>

OR

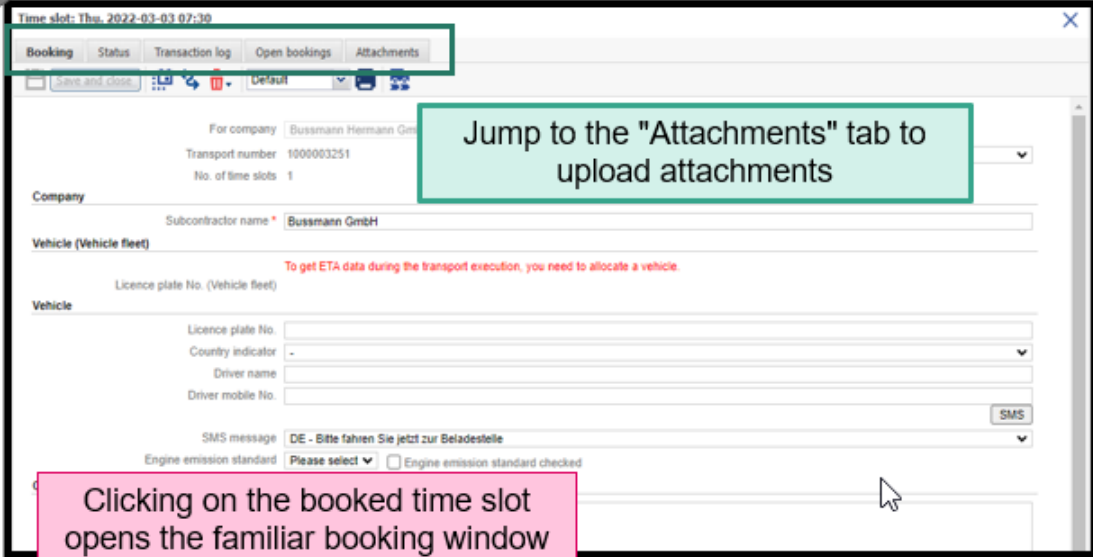
- You can use your existing account and perform an account update:
<https://register.transporeon.com/update/QmAWLe>

If your Transporeon contract is not up to date, you will be asked to read and accept the new contract.

This account must be activated for REHAU Automotive (415014). To do this, contact Transporeon with the Transporeon customer number and have it activated. The activation takes place without additional steps.

Process for time slot booking and uploading attachments via Transporeon

1



Time slot: Thu, 2022-03-03 07:30

Booking Status Transaction log Open bookings Attachments

Save and close

For company: Bussmann Hermann GmbH
Transport number: 1000003251
No. of time slots: 1

Company: Subcontractor name: Bussmann GmbH

Vehicle (Vehicle fleet): Licence plate No. (Vehicle fleet):

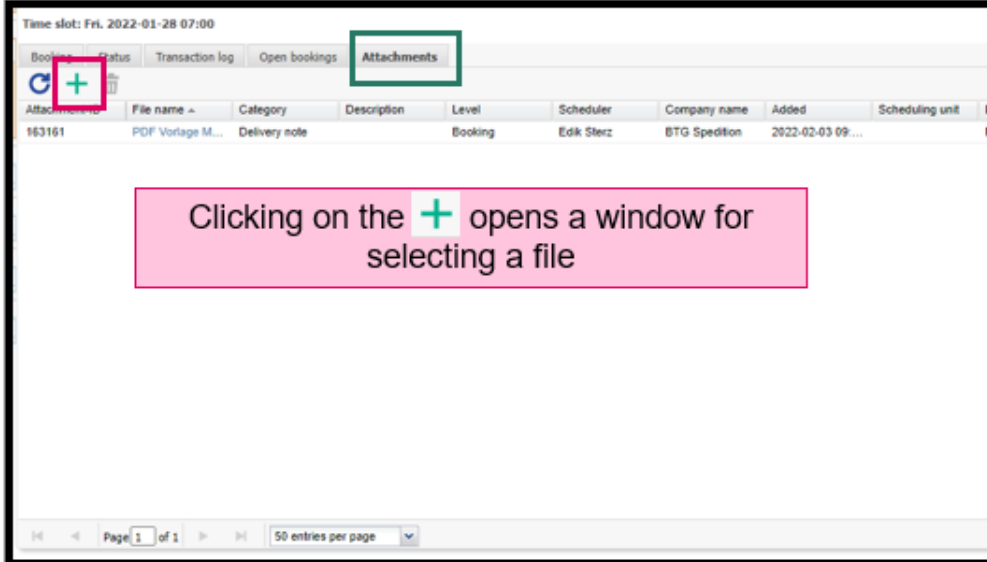
Vehicle: Licence plate No.: Country indicator: Driver name: Driver mobile No.: SMS: DE - Bitte fahren Sie jetzt zur Beladestelle

Engine emission standard: Please select Engine emission standard checked

Jump to the "Attachments" tab to upload attachments

Clicking on the booked time slot opens the familiar booking window

2



Time slot: Fri, 2022-01-28 07:00

Booking Status Transaction log Open bookings Attachments

Attachments

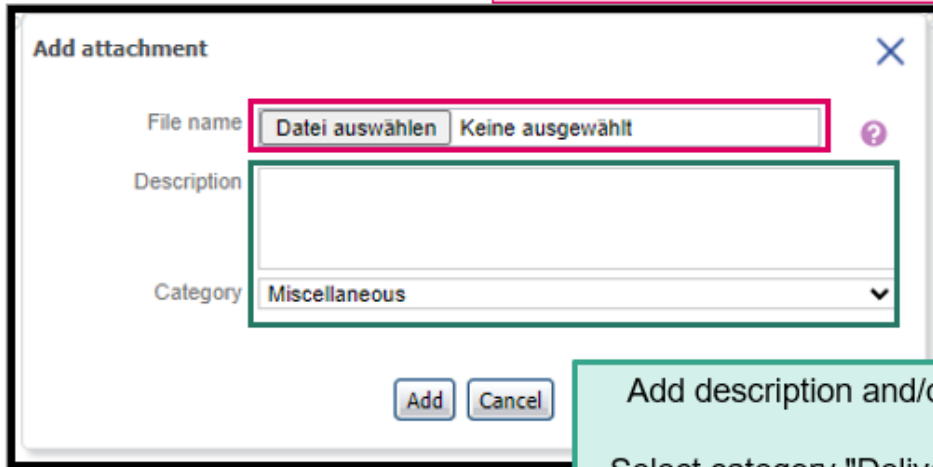
File name	Category	Description	Level	Scheduler	Company name	Added	Scheduling unit
PDF Vorlage M...	Delivery note	Booking	Edik Sterz	BTG Spedition	2022-02-03 09:...		

Clicking on the + opens a window for selecting a file

Page 1 of 1 50 entries per page

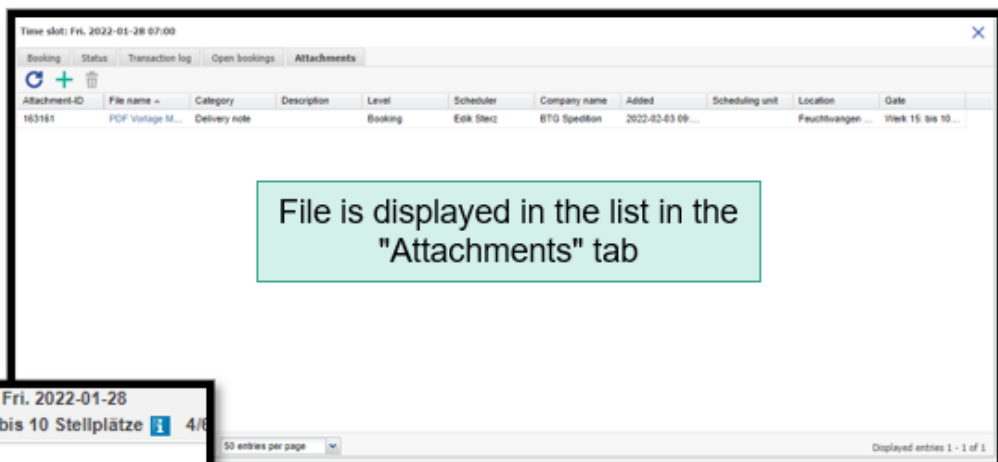
3

Select file from own memory
and add



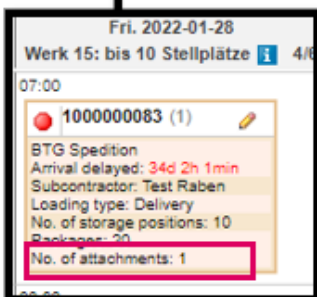
Add description and/or category
Select category "Delivery note" for
delivery bill

4



Attachment-ID	File name	Category	Description	Level	Scheduler	Company name	Added	Scheduling unit	Location	Gate
163161	PDF Vorlage M...	Delivery note		Booking	Erik Stetz	BTG Spedition	2022-02-03 09...		Feuchtwangen...	Werk 15 bis 10...

File is displayed in the list in the
"Attachments" tab



Fri. 2022-01-28
Werk 15: bis 10 Stellplätze 4/8

07:00

1000000083 (1)

BTG Spedition
Arrival delayed: 34d 2h 1min
Subcontractor: Test Raben
Loading type: Delivery
No. of storage positions: 10
Packages: 20
No. of attachments: 1

The number of attachments is
displayed in the time window
overview

Mandatory fields for time slot booking

- Haulier
- Loading method
- Supplier/receiver
- Car licence plate number
- Number of parking spaces
- Number of transport units/pallets
- Delivery note number
- SLB number

Costs

The use of the Transporeon platform is based on the platform usage agreement of Transporeon GmbH. Registration is free of charge. The following transaction fees apply for cooperation with REHAU Automotive:

MODULE	FEE	NOTE
Time slot management including real-time visibility a) Time slot booking	see price list Transporeon GmbH	For each booked time slot, changes to bookings will not be charged again
Attachment service	see price list Transporeon GmbH	For each uploaded file

Invoicing is carried out directly by Transporeon GmbH on a monthly basis. No further costs are incurred for cooperation with REHAU Automotive via the Transporeon platform, as long as a user account had already existed. If a new account is created for the first time, monthly usage fees apply per user.

For more information about Transporeon, please visit <https://www.transporeon.com/de/>.

For questions regarding registration or use of Transporeon, please contact the Transporeon Customer Services Team directly via the customer portal: <https://support.transporeon.com/customerservices>

For logistics questions, please contact: REHAU Werk



Carrier guideline for REHAU Automotive: Inbound bookings with manual open booking creation or via x-tours

Transporeon GmbH | Version: 1.1 | Date: 2022-05-10

Responsible: Elina Fagerström

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TRANSPOREON
Delivering connections

Version management

DATE	VERSION	PREVIOUS	AMENDMENTS	AUTHOR
2021-11-15	1.0	-	Document created	EF
2022-05-10	1.1	1.0	TP address updated	EF

Table of contents

Version management	2
Table of contents	3
1. Purpose	4
2. Inbound bookings	4
2.1. Manual open booking creation.....	4
2.2. X-tour bookings.....	6
3. Contact details TRANSPOREON:.....	8

1. Purpose

This document describes the optimized way of inbound bookings for deliveries via manual creation of open bookings or via x-tour bookings at **REHAU Automotive**.

2. Inbound bookings

2.1. Manual open booking creation

Please login to your TRANSPOREON Web and choose Time Slot Management to book a delivery as usual:



Go to the tab **Open bookings** and select in the shipper dropdown list **REHAU Automotive**.

Click on  to add one or more open booking for your delivery manually. The following window opens:

A screenshot of the 'Add open bookings' dialog box. The dialog has a title bar with a close button (X). Inside, there are several input fields: 'Location' (a dropdown menu), 'Gate' (a dropdown menu), 'For company' (a dropdown menu), 'No. of open bookings' (a numeric input field with up/down arrows, currently set to 1), 'From' (a date picker showing 2021-11-05), 'To' (a date picker showing 2021-11-05), and 'Valid until' (a text field showing 2021-11-06 23:59:59). At the bottom, there are 'Save' and 'Cancel' buttons.

Select the location to which you deliver goods.

Note: The window to add open bookings might change depending on the location and its requirements for the inbound deliveries.

Please choose your delivery details from the available dropdown lists, e.g., for **Feuchtwangen**:

Choose the **time span for your open booking from – to** and if necessary, the amount of the open bookings you would like to add simultaneously. Then save your entries. The new open booking(s) will appear under the respective location with an auto-generated transport number.

 1000000064 Feuchtwangen ... Werk 15: bis 10 Stellplätze . 2021-11-10 00:00 2021-11-10 23:59

Click on the TSM icon  to book the time slot according to your open booking time span. You will be forwarded directly to the loading schedule where you can choose a free slot within the defined time span:

Please enter all relevant information into the booking dialogue and save your booking.

Note: Mandatory fields depend on the respective location and are always marked with *. The booking cannot be saved before these fields are filled out.

2.2. X-tour bookings

For REHAU Automotive time slots can also be booked directly in the loading schedule as so-called x-tour bookings.

To do this, please log into your TRANSPOREON Web as usual, select Time Slot Management and select **REHAU Automotive** in the shipper dropdown list.

Then go to **Loading schedule**. Please now select the **Location**, the **Gate**, and the **date**.

Feuchtwangen Werk 15 (415014000) > Gates (6) 2021-11-10

Location: Feuchtwangen Werk 15

Gate group:

☐	Name
☐	REHAU Werk 15 Daimlerstraße Zufahrt Tor 1 (415014804)
☐	GEIS Industrie Esbacher Weg 17 (415014805)

Gate:

☒	Name
☒	Werk 15: bis 10 Stellplätze (415014100)
☒	Werk 15: mehr als 10 Stellplätze (415014101)
☒	Werk 15: Silo (415014102)
☒	Werk 15: Lacke (415014103)
☒	Geis Industrie: bis 10 Stellplätze (415014104)
☒	Geis Industrie: mehr als 10 Stellplätze (415014105)

Apply Cancel

Then click on a **free** time slot at the desired time.

A new window opens, where you can enter the required data into the time slot. Save the booking by clicking on **"Save and close"**:

Booking

Save and close

Default

For company

BTG Spedition

Transport number

No. of time slots

1

Status

Unbooked

Loading type

Delivery

Company

Subcontractor name *

Vehicle (Vehicle fleet)

Licence plate No. (Vehicle fleet)

To get ETA data during the transport execution, you need to allocate a vehicle.

Vehicle

Licence plate No.

Country indicator

Driver name

Driver mobile No.

Note: Mandatory fields in the booking dialogue differ from site to site and are marked with *.

3. Contact details TRANSPOREON:

TRANSPOREON Carrier Services

We are available for an individual training upon your request.
Please do not hesitate to contact our **Carrier Services team**.

E-Mail: <https://support.transporeon.com/customerservices>

Phone: +44 (0) 2036 089 096

TRANSPOREON Customer Care

If you are familiar with the platform and need technical support, please contact our **Customer Care team**:

Support portal: <https://support.transporeon.com/customercare>

Phone: +44 (0) 20 38850104

Enclosure 7

Process Deviations Defect Catalogue

Version from 2023

Consisting of:

<i>Page</i>	<i>Contents</i>
<i>02</i>	<i>a) Basic expenditure</i>
<i>02-03</i>	<i>b) Additional expenditure</i>
<i>04</i>	<i>c) Other expenditure/sorting and/or repacking expenditure</i>

The charges listed below cover the costs incurred at REHAU AU (administrative expenses) that are necessary to correct the corresponding errors for damage minimisation before they lead to further disruptions in the supply chain.

Expenditure units (AE) serve as the basis for calculating the charges. One AE = EUR 65.18.

a) Basic expenditure

A value of 3 AE is claimed as basic expenditure incurred per complaint. This includes the following services:

- Creation and follow-up of the complaint in the affected REHAU AU production plant
- Processing of the complaint within the REHAU AU production plant (fault analysis, blocking parts, separating and, if necessary, instructing return shipment/reworking)
- Initiation of necessary steps to minimise damage in the further supply chain
- Administration of complaints within REHAU AU
- Complaint information for suppliers
- Monitoring and internal control of the supplier's remedial measures, completion of the complaint, creation, dispatch, posting of debits, archiving of the complaint

b) Additional expenditure

The following is an allocation of the expenditure units that are charged for the individual defect patterns in addition to the basic expenditure of the complaint (1.0 AE). Depending on the type of defect, the defects apply per packaging unit/loading unit or label or per delivery or per item. Several defects can be claimed.

Defect type 120 "Item deviation":

This includes, for example, the following defects:

- Content not in accordance with labelling/RFID
- Different components in packaging
- Incorrect generation status

Defect type 130 "Quantity deviation":

This includes, for example, the following defects:

- Over-delivery without prior approval
- Under-delivery without prior approval
- Non-declared partial delivery

Defect type 150 "Delivery date deviation":

This includes, for example, the following defects:

- (Material) delivery too early
- (Material) delivery too late

Defect type 160 "Dispatch note/order processing":

This includes, for example, the following defects:

- RDT/ASN missing or incorrect
- Delivery papers missing or incorrect
- Quality papers missing or incorrect
- Delivery without order
- Delivery in pairs without approval
- Time slot booking missing or incorrect
- Multiple, separate deliveries
- Original declaration missing or incorrect
- Automatic error message for incoming defective RDTs

Defect type 170 "Packaging defect":

This includes, for example, the following defects:

- Packaging not as agreed (VDB, also delivery in incomplete packaging, e.g. without end cap)
- Packaging damaged/contaminated
- Packaging concept not approved
- Extraneous/old documents or other misleading elements
- Mixed pallets not in line with specifications
- Partial damage to packaging
- Delivery in alternative packaging without approval
- Empties not recorded or incorrectly recorded

Defect type 180 "Labelling defect":

This includes, for example, the following defects:

- Label is missing
- Label content missing or incorrect
- Label incorrectly positioned
- Label layout not according to requirements
- Barcodes/QR codes not readable

Defect type 190 "Transport defect":

This includes, for example, the following defects:

- Partial loss/total loss
- Transit time deviation
- Transport damage
- Delivery papers missing or incorrect
- Time slot booking missing or incorrect
- Delivery not in line with specifications

c) **Other expenditure/sorting and/or repacking expenditure**

- Sorting or repacking of parts at a REHAU AU production site by the supplier: 0.5 AE per hour.
- Sorting or repacking of parts at a REHAU AU production site by REHAU AU: 1.0 AE per hour
- Sorting or repacking of parts at a REHAU AU production site by external third-party company: 1.0 AE per hour + expenditure calculation of external service provider