



Note Logistics documents at MAN Truck & Bus AG (MTB)

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1. Overview of Logistics documents

The following graph shows the logistics documents of MTB in the product development phase.

At any time (i.e. before the request) the supplier can get relevant information about MTB's logistics documents and processes on our website (supplier information) with the following link:
http://www.mantruckandbus.com/com/de/unternehmen/einkauf_logistik/lieferanten-informationen/Lieferanten-Informationen.html

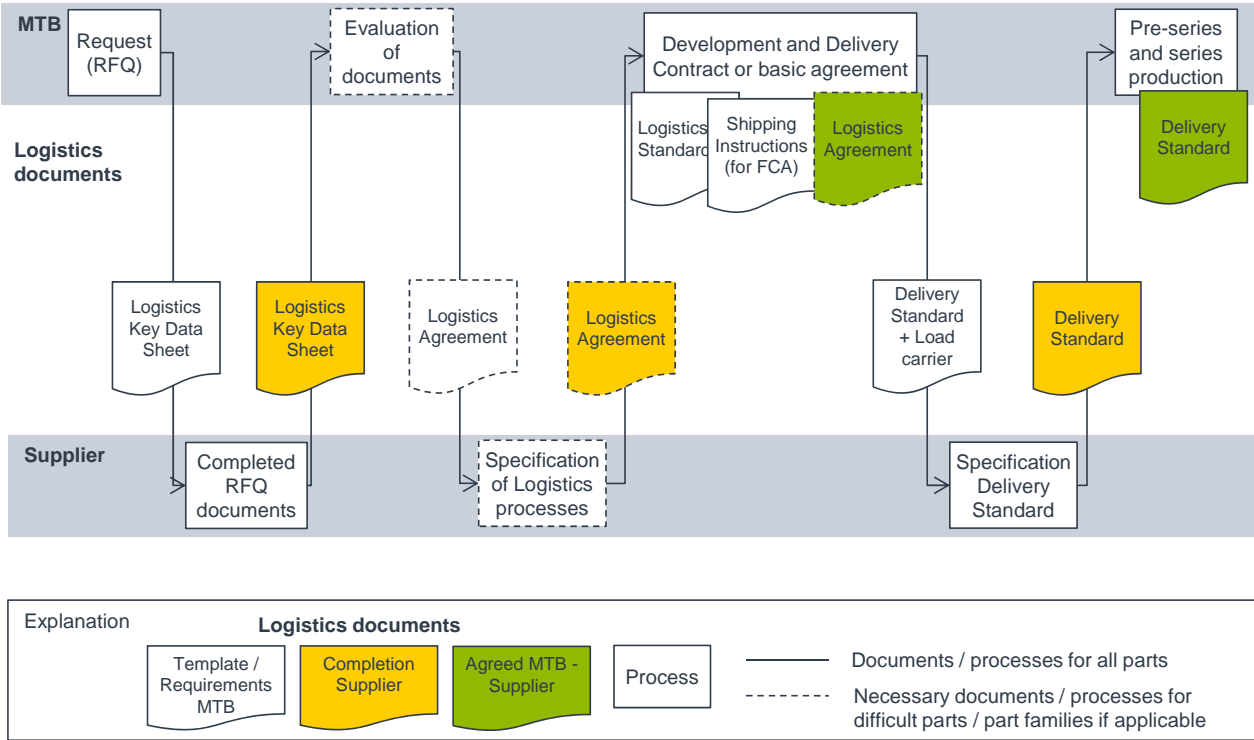


Figure 1: Logistics documents of MTB in the product development phase



2. Logistics Key Data Sheet

The Logistics Key Data Sheet (Logistikeckdatenblatt LE) serves the information retrieval of logistics minimum requirements and skills of one supplier related to one specific delivery range / component within the **request process** of MTB.

In the Logistics Key Data Sheet the logistics base requirements are given by MTB. We ask you as a future MTB supplier to add your specific data.

MTB completes the Logistics Key Data Sheet with the following data:

- Quantities – Chap. 1
- Delivery Process (JIT/JIS/Warehousing) – Chap. 3
- Delivery Standard (Load Carrier, Packing Batch,...) – Chap. 5
- MTB contact person – Chap. 5
- Attachments if applicable

Information to be added by the supplier is marked by a red box

The following information has to be completed by the supplier:

- Address and Allocation of shipping sites – Chap. 2
- **Supplier skills** (JIS / JIT, EDI, DFÜ,...) – Chap. 2
- Business location within the EU (if no port for overseas deliveries) – Chap. 3
- Address and Characteristics (# shifts, weekly capacity, ...) production sites – Chap. 4
- Attachments if applicable



3. Logistics Standard

The Logistics Standard M3399 manages and controls the general logistics requirements. It is valid for all suppliers, all MTB plants and all part numbers.

The following topics are described in the Logistics Standard:

- Chap. 1: Scope and Purpose
- Chap. 2 Communication with suppliers:
Availability, consultation discussions, confidentiality
- Chap. 3 Delivery standards:
Direct delivery (e.g JIS/ JIT Standard Procedure) or Warehousing (e.g. Vendor Managed Inventory (VMI))
- Chap. 4 Planning and forecasting process
Requirement forecast, Freezing, model mix, pearl chain, capacity flexibility suppliers, safety stocks
- Chap. 5 Call-off and ordering process
Call-off content, formats and transmission times, Call-off recipient, Checking of delivery forecast and call-off, Technical fault in the case of JIS/JIT call-offs
- Chap. 6 Load carrier definition and Supplier shipping process
Load carrier definition, delivery standard, labeling, Transport commissioning and responsibility, Customs handling and Incoterms for delivery of goods from non-EU countries, EDI communication in the shipment process, Quality of the delivery
- Chap. 7 Financing of load carriers and Process for empties:
Load carrier financing and development (ULT, SLT), Load carrier use and quality, Call-off of empties from MAN Truck & Bus, Empty container call-off quantity, Supply security (under- and oversupply), Container account statement/load carrier inventory
- Chap. 8 Supplier evaluation
Supplier evaluation
- Chap. 9 Breach of contractual obligations
Missing parts process, Default, Returning/ sending back parts/over-delivery, Logistical supply quality, Repair/ replacement of damaged load carriers, Clarification of responsibility
- Chap. 10 Deviations from the agreed process
Changes (new parts and index changes, Changes of load carriers, Changes at the supplier, Interruptions



4. Logistics Agreement

The Logistics Agreement (Logistikvereinbarung LV) serves the definition and commitment of specific logistics parameters for one defined delivery range with one supplier. The Logistics Agreement has to be signed from MTB and the supplier in the contracting phase.

Logistics base data are given from MTB. We ask you as a future MTB supplier to add your specific data.

MTB completes the following information:

- Quantities
- Details Delivery Process (JIT/JIS/Warehousing)
- Details Planning, Forecasting and Call-off process (Call-off format, time,...)
- Details Shipping process (Delivery frequency,...)
- Delivery Standard (Load carrier, packing batch,...)
- Details Empties (range, empties,...)
- If applicable details of variants

Information to be added by the supplier is marked by a red box.

The following information has to be completed by the supplier:

- Coverage safety stocks per plants
- Address and allocation of delivery sites
- Address and characteristics (# shifts, weekly capacity, ...) production sites
- If applicable attachment



5. Delivery Standard and Packaging Direction

Delivery Standard

The Delivery Standard between MTB and the suppliers describes the load carrier, packing batch, packaging aids the for one part number.

The delivery standard contains the following data:

- Part no.
- Relevant MTB plants
- Load Carrier (KLT, GLT, SLT)
- Packing batch
- Packaging Material / Packaging Aids
- Sample photograph

Packaging Direction

Several delivery standards can be included in one Packing Direction.



6. Shipping Instructions

The shipping instructions are part of the framework contract for suppliers with the Incoterm FCA. It consists of 2 parts:

Der **general part** of the shipping instruction describes:

- Regional division by post codes and MAN service provider manager
- Definition of terms (package, consignment, etc.)
- Processes and the
- Processing of special deliveries

The **specific part** of the shipping instruction contains

- Contact persons for the relevant MAN service provider (Attachment A)
- Shipping note (Attachment B) and
- Shipping process for the packet consignments (Attachment C)