



**Wacker Neuson**  
Group

# ***Logistics manual***

- Version 4.1 – November 2020



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# 1 Preamble

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This document defines the basic logistics requirements of the Wacker Neuson Group (WNG), which the entire company and its plants expect suppliers to meet. The goal is to strengthen and continuously improve the logistics processes of the production plants — as well as the logistics centers of the Wacker Neuson Group — with its suppliers, in order to form the basis for a longterm partnership.

The following points in particular should be taken into consideration:

- Ensuring process reliability and ensuring the production supply
- Defined data and information exchange
- Adequate protection of components to minimize damage
- Simplifying handling of goods and reusable containers
- Minimizing logistics costs along the supply chain
- Regulated communication to ensure a continuous improvement process

The logistics manual of the WNG is the logistical basis of the supply relationship between the WNG and its suppliers.

The document is divided into a general part, which is applicable to all production and logistics facilities, and site-specific guidelines, which deal with the specific characteristics of the individual plants or logistics centers. The manual and the site-specific guidelines are available for the supplier to download in German and English on the website of the WNG:

<http://wackerneusongroup.com/en/suppliers/forms-policies/>

We reserve the right to make changes to the guideline if necessary. These will be published in German and English. In the event of deviations, the German version alone shall be binding.

## 1.1 Scope

This manual is valid for the following locations of the WNG. It does not replace any existing procedures and work orders, or quality and design documents. If separate agreements are made between the WNG and the supplier with respect to the points named in this manual, the individually agreed provisions shall apply.

### **Wacker Neuson Linz GmbH**

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### **Wacker Neuson Produktion GmbH & Co. KG**

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### **Weidemann GmbH**

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### **Kramer-Werke GmbH**

Wacker Neuson Straße 1, 88630 Pfullendorf, Germany

### **Wacker Neuson Production Americas LLC**

N92 W15000 Anthony Ave, Menomonee Falls, WI 53051, USA



**Wacker Neuson Sales LLC**

W180 N11691 River Lane, Germantown, WI 53022, USA

**Wacker Neuson Machinery (China) Co., Ltd.**

1688 Xinkai Road, 314200 Pinghu, China

**Wacker Neuson Aftermarket & Services GmbH**

Preußenstr. 41, 80809 München, Germany

## 1.2 Site-specific guidelines

Site-specific guidelines and local requirements of the respective recipient plants are listed and described under the following link:

<http://wackerneusongroup.com/en/suppliers/forms-policies/>

## 1.3 Supplementary documents

The following supplementary documents apply, which are also available for download under the following link:

- Quality Assurance Directive for Suppliers
- F03 – Identification of Initial Samples
- F08 – Identification of Deviated Parts
- F10 – Identification of Certified Material after Claim

<http://wackerneusongroup.com/en/suppliers/forms-policies/>

## 1.4 Index of abbreviations

DIN	Deutsches Institut für Normung (German Institute of Standardization)
EDI	Electronic Data Interchange
IPPC	Integrated Pollution Prevention and Control
KLT	Kleinladungsträger (Small load carrier)
VDA	Verband der Automobilindustrie (Association of German Automotive Manufacturers)
WebEDI	Web-based EDI
WNG	Wacker Neuson Group
WN	Wacker Neuson



## 2 Global Standards

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### 2.1 Information logistics

The communication between the supplier and the Wacker Neuson Group (WNG) forms the basis for a functioning co-operation. Crucial for this is timely and unprompted information in the event of changes to any of the matters affecting the supply relationship (agreements, processes, etc.), as well as the compliance and tracking of agreements made.

The supplier's contact persons responsible for the logistical support are to be named by the supplier with the respective contact data. It is assumed that they have the required professional expertise and are competently represented when absent.

It must be ensured that the contact person (or his/her representative) named by the supplier is available during core working hours (9 a.m. – 4 p.m. local time).

#### 2.1.1 Communication

The responsible buyer is always the first contact person of the WNG for you as a supplier on the subject of projects, inquiries, new parts and prices. This person shall assume the internal processing and decide whether and to whom he or she forwards the topics.

You will find the contact persons of the respective plant for questions regarding purchase orders, delivery schedules and deliveries in the site-specific guidelines

For purchase orders, delivery schedules or quality notifications generated from SAP, the corresponding contact partner (planner) is shown in the header data and is therefore to be contacted specifically for related matters.

#### 2.1.2 EDI

Electronic Data Interchange (EDI), generally understood as the electronic exchange of structured business data between information systems, is from the WNG point of view, an indispensable prerequisite for efficient cooperation with suppliers. For this reason, all WNG suppliers are expected to be able to transmit data by means of electronic remote data transmission.

As a rule, this form of transmission is regarded as a prerequisite for the service to be performed when the contract is awarded.

As an alternative to EDI, suppliers can communicate with WNG via the WebEDI Internet application. In the WebEDI system, the data to be transmitted to the business partner (delivery call-off, individual purchase order, etc.) is stored on a Web server.

In exceptional cases (special orders, individual orders or the effort of a data transmission connection is not justified due to the scope of delivery), the WNG orders can be transmitted by fax or e-mail.

All necessary hardware and software equipment of the supplier shall be borne by the supplier himself. Further information can be found at:

<https://wackerneusongroup.com/en/suppliers/esupply> .



### 2.1.3 Material Requirements Planning

The WNG requirements are determined automatically and deterministically by means of SAP requirements calculation on the basis of sales/production planning in the product area or statistical preview in the spare parts area.

Due to

- changes in the primary demand
- deadline or quantity changes
- stock shortfall
- backlogs
- modified material applications

of our customers or suppliers, there may be deviations or changes in the materials called off, which are pronounced after prior examination.

### 2.1.4 Purchase order and call-off documentation

Purchase orders are delivered in the agreed form and occur via

- Individual orders
- Delivery schedules (overview of purchase orders, backlog and outlook)
- Scheduling agreement releases (according to VDA 4905)

Quick and secure communication between the WNG and the supplier is crucial for an on-time delivery with the correct quantity. The following fields of the delivery schedule call-off, the detailed call-off and the individual orders are generally to be specified in all correspondence documents between the supplier and the WNG:

- Supplier number
- WNG MRP planner/purchaser
- WNG material number (ten-digit number)
- WNG designation, quantity unit and quantity
- Number of the scheduling agreement call-off or the individual order
- Correct dangerous goods number in the case of dangerous goods
- Sequential number for delivery in chronological order. The supplier may be responsible for requesting a corresponding sequence list.

### 2.1.5 Information obligations

#### Technical changes

The Supplier commits to deliver the goods ordered in accordance with the technical modification status on which the respective order was based at the time of ordering (marked by material revision, drawing number, modification index, standard, specification or similar). Unless this is discreetly indicated on orders or delivery schedules (e.g. in the case of automated digital processing), he shall ensure that the currently valid modification status with associated documentation is available to him and processed.

#### Supply capability

In the event of deviations in the logistics processes caused by the supplier (e.g. early delivery, missing or short quantities, overdelivery and other deviations from delivery and packaging regulations), the supplier shall fully compensate WNG for the damage incurred. The WNG will reasonably take into account here the typical industry-specific average damage, including internal costs.



WNG is entitled to cancel residual quantities resulting from an insufficient delivery quantity/partial delivery in order to counteract incomplete delivery or packaging units which could lead to a supply risk within the plants. The subsequent order with the total order quantity or full packaging unit is thus placed earlier.

### **Capacities**

At the request of WNG, the supplier shall, among other things, provide information on shift models, capacity utilisation and material stocks. The WNG reserves the right to audit the capacities on site.

### **Relocation**

Any planned modification to the production location or the shipping plant is to be communicated immediately to procurement, logistics and the quality department of the individual subsidiaries of the WNG. WNG has the right to reject the modification. If the WNG agrees with the modification, a joint relocation discussion occurs, which is coordinated by the quality department. To be able to implement the relocation, an extensive process and action plan is to be created and coordinated with the WNG. Corresponding time periods for pre-production, auditing of the new production location, and the initial sampling are to be provided. The WNG shall not incur any additional costs from the relocation.

### **Change notification**

The WNG is to be informed immediately about changes occurring on the side of the supplier and affecting the co-operation with the WNG. These include, among others, changing the contact partner or his/her representative.

### **Modification of enterprise software**

The supplier must notify Wacker Neuson (WN) at an early stage of any pending extensive changes to the company software, in particular to ERP or PPS systems, or changes to the EDI interface. The purchasing, logistics and quality departments at WN must be informed in advance about the details of the changes.

System changes must not result in WN incurring any delays in delivery or additional costs, in particular for the contractual items.



## 2.2 Packaging logistics

### 2.2.1 Principles

The WNG is committed to its corporate responsibility and works intensively with an energy and environment management system.

The following applies:

<b>Avoidance</b>	The packaging is to be limited in terms of volume and weight to the absolute minimum necessary to protect the goods.
<b>Reuse</b>	Reuse is to be ensured through the utilization of reusable packaging. The use of reusable packaging is always preferred in accordance with the aforementioned principle. The share of non-reusable packaging is to be kept as low as possible.
<b>Recycling</b>	Environmentally friendly recycling is to be ensured for reusable and non-reusable packaging. In order to meet the requirements from the packaging regulations and to not burden the environment unnecessarily, only environmentally friendly materials are to be used and the legal provisions are to be met.
<b>Protection</b>	In general, the protection of the goods must be ensured at all times, especially in avoiding transport damage.

### 2.2.2 General packing instructions and handling of load carriers

As part of the product realization process, packaging development generally occurs by the supplier based on the WNG packaging regulations.

The supplier shall pack the products to be delivered in such a way that they are protected against corrosion/UV-radiation/moisture. Packaging proposals and drafts can be sent to the responsible contact for packaging at the WNG if required.

The WNG reserves the right to make necessary changes to the selected packaging. If the packaging and/or protection is/are insufficient, the WNG may demand that the agreement regarding the packaging standard be amended accordingly after clarification of the costs.

In individual cases, the responsible packaging planner of the WNG shall agree with the supplier on specific packaging regulations for the respective product, which shall be binding for all future deliveries. This will be documented and bindingly regulated in a packaging data sheet.

The supplier may only supply the WNG-specific load carriers to the delivery points specified by WNG. It is the responsibility of the supplier to ensure that the goods reach their destination at the WNG in the agreed quality and with the correct identification.

Should the supplier fail to comply with the agreed type of packaging, the supplier shall bear the resulting additional costs (e.g. repackaging costs, administrative expenses). In exceptional cases, any deviation from the agreed type of packaging must be agreed in advance with the WNG and must be approved in writing by WNG. Compliance with the agreed packaging regulation is taken into consideration in the supplier assessment.



### 2.2.3 Packaging requirements

Regardless of the selection of the load carrier, the requirements for deliveries listed in the following are to be met by the supplier:

- Goods are to be delivered without quality impairments and free of dirt. Parts must be protected against damage of any kind, including between the workpieces (stretch film, air cushion, foam, etc.). In addition, insertions can be used to protect sensitive parts, such as separating shims for valves or round shims for cylinders.
- Components may not project beyond the load carrier to prevent damage. Please note the maximum heights of the individual plants.
- The packaging must ensure a secure and simple handling during unloading, during transport with industrial trucks, as well as during removal of the parts from the packing.
- The packing may not be larger and more complex than necessary to protect the goods. The filling material is to be kept to a minimum and the packing material may not affect the cleanliness and quality of the parts.
- It must be ensured in the packaging process at the supplier that painted components are completely hardened before packaging to avoid damage. In addition, no air cushion film may be used as packing material directly on the material for wet painted parts. Plasticizers in the film create imprints and the materials are thus no longer usable (this does not apply to powder coated parts).
- Packaging units that cannot be stacked are to be marked accordingly on the top side. For stackable cardboard boxes, the type of cardboard box is to be chosen so that it does not deform during stacking.
- If necessary, especially for steel elements, proper strapping is to be applied (steel or synthetic material). When strapping is used, corner or edge cushions must be used to prevent damage to the packaged goods. Too much tension may lead to a defect of the packaged item and/or pallet.
- The parts must be efficiently protected against corrosion, with a suitable and approved agent.
- Load carriers as well as packaging material, which are delivered in containers from overseas, must be protected against pest infestation by fumigation of the containers.
- Order number, the WNG material number and quantity per transport unit must be indicated on the transport unit. If the goods tag is not specified by the WNG, then the quality of the goods tag or label is to be chosen so that it is legible at the place of delivery, despite environmental impacts and transport stresses. (see also chapter 2.3.3 Accompanying documents (freight documents))
- Each individual material must be delivered separately or pre-packed, sorted and marked with material number, order number and designation. No mixing containers may be used. Pre-packed components can be delivered in large containers/pallets.
- If the delivered goods have dimensions smaller than 1200 x 800 mm, a europool load carrier measuring 1200 x 800 x 14.4 mm (LxWxH) must be used in europe (in north

america the GMA format 40" x 48" is to be used). This load carrier must be able to be picked up from all sides by the forklift.

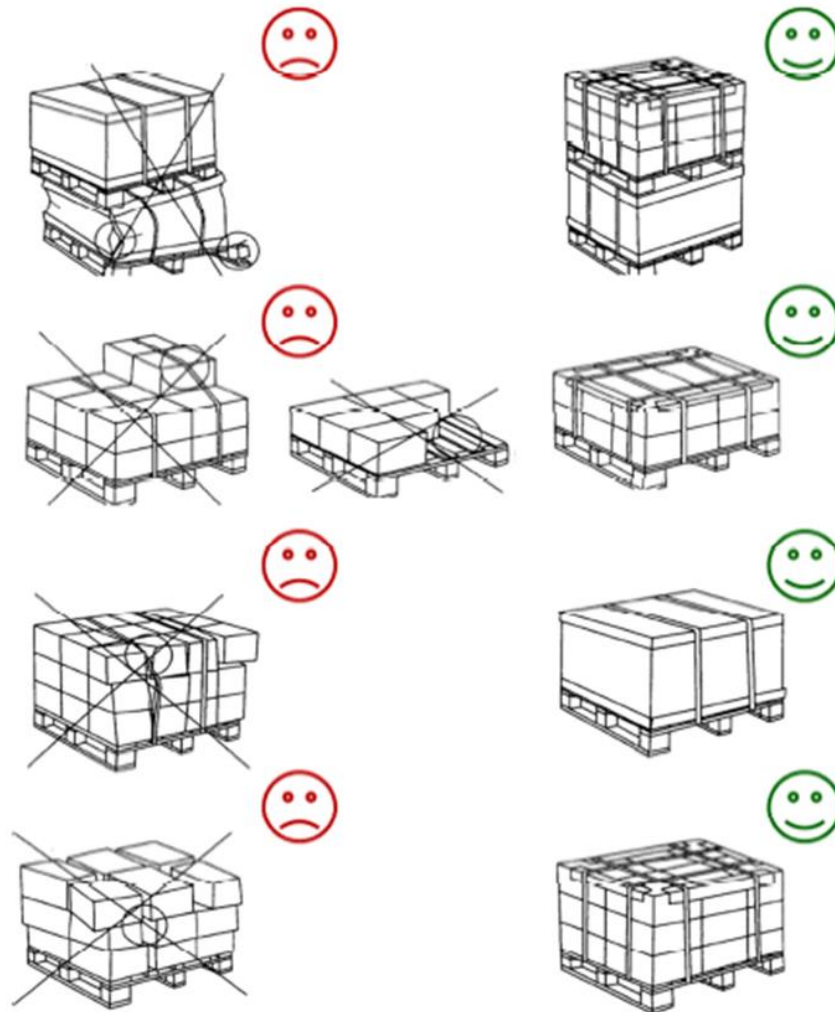


Figure 1: Examples of base requirements for the transport packaging

The standard packaging mentioned in chapters 2.2.4 and 2.2.5 below shall be used as a standard. The special carriers specified in 2.2.6 shall only be used if the standard packaging or load carriers are insufficient or if their use is not possible.

## 2.2.4 Standard packaging

### Plastic bags

- Quality depends on weight and volume of the packaged good.

### Cardboard boxes

- Quality depends on weight and volume of the packaged good.

### Disposable pallet

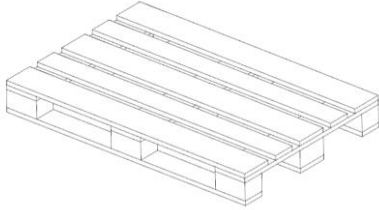
- Quality depends on weight and volume of the packaged good.
- IPPC standard



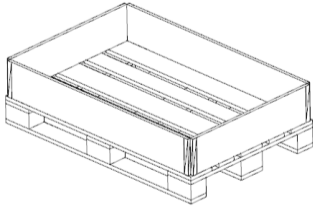
### Wooden crate

- Quality depends on weight and volume of the packaged good.
- IPPC standard

### Europool pallet


	
<b>Dimensions</b>	1200 x 800 x 144 mm
<b>Max. weight</b>	1000 kg/m <sup>2</sup>

### Europool pallet with stacking frame

	
<b>Dimensions</b>	1200 x 800 x 344 mm
<b>Max. weight</b>	1000 kg/m <sup>2</sup>

The height of a stacking frame is 200 mm. Depending on local requirements, the maximum number of stacking frames that may be used per pallet must be clarified.

### Euro lattice box

	
<b>Dimensions</b>	1240 x 835 x 970 mm
<b>Max. weight</b>	1000 kg/m <sup>2</sup>

## GMA pallet

<b>Dimensions</b>	1219 x 1016 mm
<b>Max. weight</b>	980 kg/m <sup>2</sup>

### 2.2.5 Permitted and prohibited packaging materials

In order to minimise logistical costs for the separation and collection of material types and to achieve an optimal recycling process, only certain predefined recyclables are allowed.

All disposable packaging should be made from environmentally friendly materials that are globally recognised as recyclable. The use of active ingredients and loose fillers, such as packaging chips, should be reduced to a minimum.

The basic objective is the use of reusable packaging.

The table below gives an overview of the permitted packaging materials.

Packaging type	Permitted materials	Prohibited materials
<b>Active ingredients</b>	n.a.	Active substances are not permitted
<b>General plastics</b> <ul style="list-style-type: none"> <li>▪ Not to be returned</li> <li>▪ reusable</li> </ul>	PE, PP, PS, PET Marking according to DIN 6120  PE, PP, PET, ABS Marking according to DIN 6120	PVC, PC, polystyrene (exceptions only according to previous agreements)  PVC, PC, polystyrene (...)
<b>Plastic components</b> <ul style="list-style-type: none"> <li>▪ Film</li> <li>▪ Bags and sacks</li> <li>▪ Protective / insulating caps</li> <li>▪ Thermoformed insert</li> <li>▪ Foam</li> </ul>	<ul style="list-style-type: none"> <li>▪ PE</li> <li>▪ PE</li> <li>▪ PE</li> <li>▪ PE, PP, PS, PET, ABS</li> <li>▪ PE (PP also reusable)</li> </ul>	n.a.

<b>Paper and cardboard</b>	Identification and management according to RESY	Paper with water-insoluble layer (e.g. wax, paraffin, bitumen, oil, masking tape)
<b>Strapping</b>	PP, PET	Steel strip (for sharp-edged steel parts), polyamide tape, polyester strap
<b>Anti-corrosion paper</b>	Only VCI paper verified as recyclable with paper/cardboard	Incompatible waterproof or impregnated paper (e.g. bitumen, oil and wax paper)
<b>Wood</b>	High density fiberboards/pallets according to IPPC standard	Waterproof, painted, coated wood; wood chips
<b>Filler materials</b>	Corrugated board, paper, foam material	Chips (vegetable), polystyrene or partially adapted chip blocks

### 2.2.6 Small load carrier

Depending on the WN location and local requirements, different small load carriers are used.

### 2.2.7 Special load carrier

All workpieces that cannot be transported with standard containers must be sent using special load carriers. If the supplier has a shortage of special load carriers for pending deliveries, the WNG is to be informed immediately.

Special load carriers that are needed for internal production processes of the supplier or for a safe transport to the WNG are to be developed and procured by the supplier. Special regulations are to be agreed with the WNG in cases of exception.

### 2.2.8 Container management

The exchange of reusable containers, such as Euro pallets, stacking frames, lattice boxes, small load carriers and special load carriers agreed with the supplier, must be agreed upon depending on the local WN requirements.

In general, however, it applies that the supplier keeps empties and coordinates the account with the direct exchange partner, i.e. with the supplied WN plant or the external service-providing companies commissioned by the WNG. These loading devices are to be exchanged directly with the logistics service provider or, in the case of own delivery, by the supplier.



The supplier must ensure that sufficient reusable containers are in stock at the supplier for delivery in accordance with the agreed packaging regulations. A 1-to-1 exchange of full containers for empties is only possible with Euro pallets and lattice boxes. The prerequisite here is that sufficient inventory is available at the WNG to be able to provide booked empties. If a 1-to-1 exchange is not possible, the differences are shown in the empties account. If the supplier fails to request empties in due time, WNG reserves the right to invoice for the resulting additional costs (e.g. freight costs, repackaging costs).

Empties must correspond to the required degree of cleaning of the product or the specifications of WNG. The container owner is responsible for the cleaning, maintenance and repair of load carriers. It must be ensured that only clean containers are delivered. Empties are to be cleaned of invalid product identifications (e.g. labels or goods tags).

Euro load carriers that do not correspond to the Epal exchange criteria (see: [www.epal-pallets.org](http://www.epal-pallets.org)) will not be exchanged by the WNG. They are recorded as disposable load carriers and handled as such.

### **2.2.9 Supplier- or customer-specific load carriers**

The account management for load carriers is carried out jointly by both parties. The supplier shall prepare a monthly account statement for load carriers at least every calendar quarter and shall make this available to WNG by the fifth day of the month following the end of the respective month or quarter. If the supplier does not send the WNG a load carrier account statement within this period, WNG shall be entitled to send its own load carrier account statement for the previous calendar quarter to the supplier. If the supplier does not object to this WNG account statement in writing within five days of receipt, the account statement sent by WNG shall become binding for both parties.

## **2.3 Shipping logistics**

### **2.3.1 Delivery forms**

The WNG uses the Incoterms (International Commercial Terms) compiled by the ICC (International Chamber of Commerce) for the definition of the delivery conditions for the international goods trade. They facilitate the internationally uniform interpretation of common contractual terms.

The Incoterms are to be contractually agreed and documented (e.g. framework agreement, purchase order, etc.). Unless agreed otherwise, the designation of the delivery conditions refers to the current valid version of the Incoterms.

### **2.3.2 Registration (notification) and loading at the supplier's location**

If the transport is organized and paid for by the WNG, the quantities communicated to the commissioned forwarding agent must be loaded. "Deadfreight" (=ordered loading room that is not needed on the day of loading) can be charged to the supplier directly by the forwarding agent.

The registration of the goods pick-up at the forwarding agent's location is done at the latest by the agreements made with the respective forwarding agent.

For FCL-, LCL-shipments (see freight containers, see freight goods) or air freight shipments, the notification instructions (booking information ocean for shippers/mappings) stipulated by



the WNG and specified by the forwarding agent shall apply. In the event of additional or lacking deliveries caused by the supplier that lead to additional costs, these can be invoiced directly either by the WNG or by the forwarding agent. In the event of noncompliance with the defined transfer/waiting times, the supplier is to organize for a special trip on his/her own initiative and cost, and handle this on time so as not to endanger the deadlines or delivery dates.

### 2.3.3 Accompanying documents (freight documents)

Each consignment of goods will only be accepted with complete freight documents. In general, the following freight documents must be enclosed in a binding manner:

- Delivery note (DIN 4991) on normal paper (no carbon paper)
- Goods tags (VDA 4902)
- Consignment note (VDA 4922)
- Test certificate (if required on request)
- Dangerous goods certificate (if required)
- Commercial invoice (DIN 4991)

The following documents must be imperatively available at the WNG on time (i.e. at the latest upon receipt of the goods):

Documents	EU	USA	Third party country (incl. EFTA)		
	land	land	land	air	sea
Delivery note	X	X	X	X	X
Way bill (CMR)	X	X	X		
AWB (Air Way Bill)				X	
B/L (Bill of Lading)					X
Commercial invoice		X	X	X	X
EUR 1 / UZ Form A / certified declaration of origin on invoice			X	X	X
Supplier's declaration/ longterm supplier's declaration	X	X			
Certificates of origin	X	X	X	X	X
Packing list	X	X	X	X	X

Figure 2: Overview of required accompanying documents

In addition, this includes the proper determination of gross weight and load weight of the shipment (additional costs resulting from incorrect weight specifications are passed on to the supplier). The supplier ensures that both the shipping papers and the data sent by remote data transmission are complete and flawless. All documents are to be issued in German or English. In the case of digital procurement procedures (EDI, WebEDI), order confirmations and shipping notifications (as collective notifications) are provided using the same communication channel.

In addition, the country-specific minimum requirements for the carrying of accompanying papers are to be met.





The compilation of the aforementioned shipping documents and goods tags according to the mentioned valid standards is the responsibility of the supplier.

### **Delivery note**

To identify each shipment, the complete delivery documents must be available for the acceptance of the goods.

Delivery notes are to be attached on the front of the load carrier using delivery note bags.

For deliveries without delivery documents, the Wacker Neuson Group reserves the right to not accept these loads. A new delivery shall be borne by the supplier.

Delivery notes must be in DIN A4 format and 80 g/m<sup>2</sup> standard paper should be used. The following information must be listed on the delivery note:

- Consignor
- Recipient address
- WN Supplier Number
- Delivery address
- WN material number (supplementary supplier material number)
- WN Material text
- Any part modification/revision state
- Delivery note number (if possible with barcode code 128)
- Delivery note date
- WN Purchase order number, number of the scheduling agreement call-off or framework agreement number per delivered ordered item (if possible with barcode code 128)
- Type and quantity of transport packaging for reusable containers
- Quantity and unit (piece, meter, etc.)
- Serial number, batch number (if available)
- Date of manufacture and/or use-by date (if available)
- DOT No. for tyres/chains
- Gross and net weight
- Dangerous goods or substance number for corresponding materials

In the event of the absence or defectiveness of one of the above-mentioned accompanying documents, the WNG shall be entitled to charge the supplier a lump sum of EUR 70.00 for each missing or deficient document or the resulting additional expenses.



### 2.3.4 Import documents

Checklist for import documents	
<b>The following documents are required for import from third countries, depending on the goods, delivery country and transport means:</b>	
1) Commercial invoice, sales contract or other proof of value	
<ul style="list-style-type: none"> <li>▪ Good, quantity, price and Incoterm must be in accordance with the purchase order</li> <li>▪ The WN material number and WN purchase order number or delivery schedule number must be listed</li> <li>▪ Tool and development costs must be paid with the first goods delivery</li> <li>▪ For free deliveries (e.g. sample deliveries, warranty services, etc.), a realistic and market conform value of goods is to be declared by means of a pro forma invoice</li> </ul>	
2) Bill of lading	
<ul style="list-style-type: none"> <li>▪ Truck bill of lading – CMR waybill (CMR)</li> <li>▪ Railroad bill of lading– CIM bill of lading (CIM)</li> <li>▪ Sea freight bill of lading (not negotiable) – Sea waybill (SWB)</li> <li>▪ Sea freight bill of lading (negotiable) – Bill of lading (B/L)</li> <li>▪ Air freight bill of lading – Air waybill (AWB)</li> <li>▪ Bill of lading (shipping order slip) KEP service-providing company (bill of lading number = tracking number)</li> </ul>	
3) Packing list	
<ul style="list-style-type: none"> <li>▪ For extensive goods shipments, the required quantities are to be broken down using packaging lists per colli (= packaging unit) by type, weight and number of units</li> </ul>	
4) Preference certificate	
<ul style="list-style-type: none"> <li>▪ For goods that are covered by a free trade agreement, a preference certificate is required for the duty-free or customs-subsidized import:  <u>Basic rule:</u> <ul style="list-style-type: none"> <li>- Movement certificate EUR.1 for goods value over € 6,000</li> <li>- Declaration of origin on the invoice (UE) for goods value up to € 6,000</li> <li>- Declaration of origin of an approved exporter on invoice (EA)</li> </ul> <u>Special rule:</u> <ul style="list-style-type: none"> <li>- Declaration of origin FORM A for import from APS developing countries, such as India (see attachment)</li> </ul> <b>Note:</b> The preference certificate must be available to the company providing customs service at the time of import customs clearance! </li> </ul>	
5) Open market certificate	
<p>For goods that are covered by a customs union agreement, an open market certificate is required for the duty-free or customs-subsidized import:</p> <ul style="list-style-type: none"> <li>- Movement certificate A.TR (for imports from Turkey)</li> </ul> <b>Note:</b> The open market certificate must be available to the company providing customs service at the time of import customs clearance!	

Figure 3: Checklist for import documents



### 2.3.5 Declaration of origin of goods

If the supplier has his/her business headquarters and/or production facilities within the European Union, the supplier must issue a supplier's declaration for the preferential origin (preferred long-term declaration) according to the respective valid EU provisions.

If the supplier has his/her business headquarters and/or production facilities in a country with which an EU free trade agreement exists, said supplier will issue a preference certificate (movement certificate/declaration of origin on the invoice) for each delivery. The provisions of the free trade agreement are to be met.

If there is no preferential origin, a supplier's declaration for the non-preferential origin or a chamber certificate of origin must be issued as an alternative.

Under the following link, you will find the current overview of [preference regulations of the European Union](#):

[http://ec.europa.eu/taxation\\_customs/business/calculation-customs-duties/rules-origin/general-aspects-preferential-origin](http://ec.europa.eu/taxation_customs/business/calculation-customs-duties/rules-origin/general-aspects-preferential-origin)

### 2.3.6 Goods takeover

The goods must be accepted by an authorized employee. Goods may not be placed on WN grounds without being received by an authorized employee.

### 2.3.7 Goods labeling

#### Urgent goods

If a delivery is urgent according to the scheduler, this is to be provided clearly and largely with the wording "**URGENT**" so that it is immediately recognizable during unloading.

#### Goods tags

The goods are to be marked with standardized and barcode-capable goods tags according to VDA' recommendation 4902 that can still be machine-readable and visually readable at the site of delivery, despite transport stresses and weather. For a container, all individual package pieces are to be provided with a goods tag. Small load carrier (=Kleinladungsträger; KLT) goods have to be marked with a special KLT tag (according to VDA; adapted size)

In the event of missing, illegible or incompletely filled out goods tags, the WNG may charge the additional costs to the supplier. This also applies if old goods tags are not removed or if good tags are improperly attached.

#### Labeling of the shipping units

The goods tag serves as a unique identification of every load carrier. The packaging units (master label) and the individual load carrier (single label) are both to be labelled. The label must be affixed in such a way that it remains legible at all times regardless of environmental influences or transport stresses.

All packages and load carriers (in the case of a container all individual load carriers/KLT and the basic load carrier) must be provided with a goods tag. The goods tags must be attached to the load carrier in a clearly visible and durable manner.

Inhomogeneous shipping units (mixed containers) are permitted in principle, but it must be clearly recognisable that different materials are involved on one container. However, the different parts must always be packed in single containers (e.g. KLT's).

If there are parts with different part numbers on one load carrier, a clear labeling is required to clearly identify the goods. This mixed packaging is only permitted in exceptional cases and after prior agreement.

### 2.3.8 Initial sample /PPAP

Requirements by the WNG for initial samples are compiled in the "Quality Assurance Directive for Suppliers". This also includes the detailed handling of initial samples and can be accessed via the following link:

<http://wackerneusongroup.com/en/suppliers/forms-policies/>

In any case, initial samples must be clearly labelled for delivery according to the form "F03 – Labeling for initial samples". This is also stored on the aforementioned website as a template

 WackerNeuson Group
<b>Kennzeichnung für Erstmuster</b> <i>Identification of Initial Samples</i>
Lieferant / <i>Supplier:</i> .....
<b>ERSTMUSTER</b> <i>INITIAL SAMPLE</i> 
<b>Nicht für die Serie freigegeben</b> <i>Not released for serial production</i>
<b>ACHTUNG</b> Bitte umgehend an die Qualitätssicherung weiterleiten!  <b>ATTENTION</b> <i>Please forward immediately to Department for Quality Assurance!</i>
<small>Achtung: Jede Verpackungseinheit ist mit diesem Formular zu kennzeichnen          Attention: Every packaging unit has to be labeled with this form</small>

Figure 5: Labeling for initial samples

### 2.3.9 Coverage of costs for special freights

Necessary special freights must be agreed between the parties involved. In order to avoid unnecessary costs, agreement must be reached on the minimum quantities to be shipped. Special freights caused by the supplier must be organised and paid by the supplier. Special freights caused by the WNG shall be paid by the WNG. The supplier shall commission a service provider selected by the WNG. If this is not possible, the costs incurred must be agreed and stipulated in writing between the supplier and the WNG location concerned.



## 2.4 Logistical quality

### 2.4.1 Quality objectives

In the context of quality planning, the most important task of the supplier is to develop a "zero defect strategy" and to take all measures necessary to achieve the quality objective of "zero defects".

If these quality objectives cannot be met, suitable corrective action should be taken by the supplier to achieve the logistical quality objectives.

The WNG reserves the right to implement logistical audits at the supplier's location in coordination with the supplier.

### 2.4.2 Supplier assessment

The WNG regularly checks the logistical performance efficiency as part of the supplier assessment. These results are reported to the supplier. In addition, the performance of the WNG suppliers will be systematically recorded and measured group-wide as a basis for strategic decisions.

The following criteria from the field of logistics will be measured and are to be focused on by the supplier.

- **On time delivery:** Agreed delivery date (purchase order or scheduling agreement release) compared to the actual delivery date to the WNG
- **Confirmation behavior:** Confirmation and adherence to confirmed delivery dates (in the order procedure)
- **Notification behavior:** Notification and adherence to delivery dates (purchase orders or scheduling agreement releases)
- **Correct quantity:** Deviation of ordered quantity with delivered quantity (over-delivery, under-delivery, partial deliveries)
- **Shipping documents:** Incorrect/missing delivery note information, incomplete/missing documents
- **Packing:** incorrect packing/transport means, incorrect labeling of the packing unit, incorrect/missing goods tag, damage to products, damage and contamination of the transport container/packing
- Wrong delivery: wrong product delivered, deliveries meant for other customers

### 2.4.3 Logistics malfunction

In addition, the supplier may also be invoiced for additional expenses caused by logistics malfunctions.

These may be, for example, additional expenses that were caused by:

- Sorting and checking work at WNG due to improperly labelled mixed pallets or the (non-authorized) use of containers with mixed contents
- Missing, faulty or illegible delivery notes
- Missing, faulty or illegible goods tags



- Contamination of bins or goods
- Improper packings (additional expenses from unpacking and repacking as well as disposal)
- Waiting times at the collecting forwarding agent due to late deliveries
- Downtimes of production lines caused by under-deliveries or late deliveries



### 3 Revision note

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Version	Release date	Modified on	Brief description of the modification
4.4	November 2020	PAL, COE	Point 2.1.2. update of eSupply link
4.3	August 2020	CRE, COE	Principles extended by energy and environment management system
4.2	December 2019	PGR, COE	Import documents
4.1	September 2019	LGN, COE	Delivery note attachment
4.0	May 2019	CSC, COE	Restructuring and revision