



Supplemental Supplier Agreement Schweinfurt and Eltmann Plants

Regulations for Labels, Delivery and Management of Packaging Materials

Status: September 2017

Version 2

SCHAEFFLER

Table of Contents

1 Area of Application 1

2 Logistics 4

2.1 Labels for logistics packages..... 4

2.2 Shipping Documents 4

2.2.1 Packing slip..... 5

2.2.2 Waybill 5

2.2.3 Registration form for deliveries to Gate 4, Schaeffler Schweinfurt..... 6

2.2.4 Carrying along of shipping documents 6

2.3 Notification and Shipping..... 6

2.4 Delivery 7

2.5 Failure to Adhere to Logistics Processes..... 8

3 Packaging Materials 9

3.1 Disposable Packaging Materials..... 9

3.2 Reusable Packaging Materials 10

3.2.1 General circulation of packaging materials 10

3.2.2 Procurement 10

3.2.3 Cleaning..... 12

3.2.4 Storage, procurement of replacements 12

3.2.5 Request for packaging materials 12

3.2.6 Freight cost for empties 13

3.2.7 Complaints..... 13

3.3 Packaging Data Sheets..... 13

4 Management of Reusable Packaging Material Empties..... 14

4.1 Account Management 14

4.2 Complaints 15

4.3 Inventory 15

Appendices II

1 Area of Application

The Schaeffler Logistics Guideline, which applies to suppliers of Schaeffler Technologies GmbH AG & Co. KG, defines the basic logistics purchasing and procurement processes of Schaeffler. With this supplemental supplier agreement, the logistics requirements for supplying Schaeffler defined in the logistics guideline are fine-tuned to the particular requirements on supplier shipments to the individual Schaeffler sites and the requirements on handling packaging materials are added. This supplemental supplier agreement applies to the supplier's shipments to the plants

- Schweinfurt, Georg-Schäfer-Str. 30, 97421,
- Eltmann, Industriestr. 2, 97483,
- ~~Elfershausen, August-Ullrich-Str. 36-38, 97725~~

- collectively referred to as "Schaeffler Schweinfurt" hereinafter. If any provisions set out in this Supplemental Supplier Agreement do not apply to Schaeffler Schweinfurt overall, but only to individual plants, a reference to "Schweinfurt plant" or "Eltmann plant", ~~or "Elfershausen plant"~~ will be shown.

The Supplemental Supplier Agreement shall apply in addition to Schaeffler's Logistics Guideline. If there are any discrepancies or contradictions, this Supplemental Supplier Agreement shall have precedence over Schaeffler's Logistics Guideline.

The provisions below apply to all logistics processes of Schaeffler Schweinfurt and will assist in achieving a smooth exchange of information and material between the supplier and Schaeffler Schweinfurt.

Contacts

In order to exchange information directly and in an efficient manner, the supplier is obligated to appoint suitable contacts for Schaeffler, who are responsible for handling logistics and other processes carried out between the supplier and Schaeffler.

If there are any questions or problems regarding the agreements below, the relevant contacts have to be contacted directly according to the responsibilities at Schaeffler mentioned below. The contacts for the Purchasing and Production departments may vary and will be announced outside of this agreement.

Contacts at the Schweinfurt site:

	Gate 4 Logistics Department
Responsibilities	Registration delivery/pick-up, personal identification of driver, recording of vehicles, processing of hazardous goods, quick customs entry
Phone	+49 (9721) 91-4545
Fax	+49 (9721) 91-4544
Email	Logistik-Tor4-SW@schaeffler.com

	Container management	Operational site logistics
Responsibilities	Packaging material circulation (reusable packaging material, special packaging material, empties management)	Control of goods receiving shipments, processing of special trips, freight and shipping company management, information relevant for freight
Phone	+49 (9721) 91-2828	+49 (9721) 91-2888
Fax	+49 (9721) 91-3155	+49 (9721) 91-6955
Email	Behaeltermanagement-SW@schaeffler.com	Standortlogistik-SW@schaeffler.com

	Packaging Specialist Automotive	Packaging Specialist Industrial
Responsibilities	Technical packaging design packaging material: reusable, special, disposable, alternative)	Technical packaging design (packaging material: reusable, special, disposable, alternative)
Contact	Fabian Beil	Simon Keller
Phone	+49 (9721) 91-5305	+49 (9721) 91-1352
Fax	+49 (9721) 91-3635	+49 (9721) 91-3635
Email	beilfbi@schaeffler.com	Simon.Keller@schaeffler.com

Contacts at the Eltmann site:

	Plant Gate - Main Entrance	Container Management
Responsibilities	Registration delivery/pick-up, personal identification of driver, recording of vehicles, processing of hazardous goods, quick customs entry	Packaging material circulation (reusable packaging material, special packaging material, empties management)
Contact	-	Helmut Reuss
Phone	+49 (9522) 71-216	+49 (9522) 71-349
Fax	+49 (9522) 71-272	+49 (9522) 71-270
Email	VL_Wache_ELТ@schaeffler.com	reusshlm@schaeffler.com

	Operational Site Logistics	Operational Site Logistics
Responsibilities	Control of goods receiving shipments	Control of goods receiving shipments, processing of special trips, freight and shipping company management, information relevant for freight
Contact	Berthold Reitz	Roland Stolper
Phone	+49 (9522) 71-324	+49 (9522) 71-339
Fax	+49 (9721) 71-270	+49 (9721) 71-430
Email	reitzbrt@schaeffler.com	stolprla@schaeffler.com

	Packaging Specialist Industrial
Responsibilities	Technical packaging design (reusable packaging material, special packaging material, disposable packaging material, alternative packaging material)
Contact	Simon Keller
Phone	+49 (9721) 91-1352
Fax	+49 (9721) 91-3635
Email	Simon.Keller@schaeffler.com

2 Logistics

The provisions set out in item 12 of the Schaeffler Logistics Guidelines shall apply.

2.1 Labels for logistics packages

Rules for labels for logistics packages or handling units are described in the implementation guideline for suppliers of Schaeffler Global Transport Label.

http://www.schaeffler.de/remotemedien/media/shared_media/12_suppliers/logistics_1/gtl_implementation_guideline_en.pdf

2.2 Shipping Documents

The shipments shall be handed over to the carrier with properly prepared and complete shipping documents.

For the Schweinfurt plant the following shipping documents are required in addition to those specified in items 12.1 and 12.2 of the Schaeffler Logistics Guideline.

- Packing slips for each unloading terminal / unloading site
- Waybill including unloading terminal / unloading site
- Filled-out registration form "Truck Registration - Schweinfurt Plant" (see Appendix A1, block A)
- If applicable, customs documents including customs bill
- If applicable, inspection sheet for hazardous goods subject to labelling (see Appendix C)
- Other documents required by the order, delivery schedule, etc.

All information required is explicitly stated in our orders, delivery schedules, etc. In the event our information is incomplete, the supplier shall clarify the missing information with the relevant contact shown in the order, the delivery schedule, etc.

For the Eltmann plant the registration form in Appendix A2 including the filled-in block A has to be submitted.

2.2.1 Packing slip

The packing slip has to include the following information instead of the content shown in item 12.2 of the Schaeffler Logistics Guideline:

- Supplier contact (creator of packing slip)
- Supplier number
- Packing slip number
- Packing slip date
- Schaeffler customer number
- Total shipping quantity
- Gross and net weights, total weight
- Package number
- **Unloading terminal / unloading site**
- **Recipient**
- **Order number / delivery plan number**
- Clear labelling of master samples
- **Quantity, type and volume of each item packaged:**
 - 13-/15-digit material number (product)
 - Material short designation (product)
 - 13-digit packaging material number
 - Packaging material short designation

The relevant information should be taken from the packaging data sheet.

- **Supplier batch for material handled in batches**
- Return number if available
- ~~Change index according to drawing~~ **ECV Document with change index according to purchase order or delivery schedule**

Please note that a separate packing slip has to be created for each unloading terminal / unloading site.

2.2.2 Waybill

The waybill has to include the following information in addition to the information shown in item 12.2 of the Schaeffler Logistics Guideline:

The waybill has to show the relevant unloading terminal / unloading site.

2.2.3 Registration form for deliveries to Gate 4, Schaeffler Schweinfurt

For the Schweinfurt plant, the Supplier has to fill out the entire block A of the registration form shown in Appendix A. This form shall be **handed over to the freight carrier and be** submitted to Schaeffler Schweinfurt with the additional shipping documents during registration (Gate 4, Fritz-Drescher-Strasse 30, 97421 Schweinfurt).

The form shown in Appendix A2 shall be used for the Eltmann plant.

~~The registration forms shown in the Appendix do not apply to the Elfershausen plant.~~

2.2.4 Carrying along of shipping documents

If the goods are shipped by a shipping company, the copies of the packing slip shall be handed over together with the waybill **to the freight carrier**. The original packing slips shall be affixed to the products.

The supplier shall ensure that the carrier will forward the copies of the packing slip together with the waybill and will hand them over at Schaeffler Schweinfurt.

2.3 Notification and Shipping

For shipments "EXW" / **"FCA"** the supplier is obligated to ready the goods for pickup on the agreed date and notify Schaeffler that the goods are ready for pickup.

For general cargo, partial and full loads the shipments have to be ordered according to the following country-specific regulations:

http://www.fag.de/content.fag.de/en/supplier/logistics/shipping_and_transport_instructions_1/shipping-types_1/individuallypacked/individually_packaged_goods.jsp

Shipments that require special handling such as shipments involving steel, machinery and heavy items, courier and special services and rush services of any type shall be coordinated with the responsible Schaeffler procurement department and may only be carried out with written confirmation by the respective dispatcher or purchaser and upon coordination with the responsible operational site logistics department at Schaeffler. Other individual notification and transportation agreements shall also be excluded from the afore-mentioned agreements.

2.4 Delivery

When registering at Gate 4 of the Schweinfurt plant, Logistics department, Fritz-Drescher-Str. 30, 97421 Schweinfurt, the complete shipping documentation has to be shown. The registration form (Appendix A1) has to be filled out by the driver in advance.

The Schweinfurt plant uses a yard control system and the driver will obtain a pager during registration, which will allow access to the plant. The exact process is described in Appendix B.

The Supplier will be notified as soon as a time window management system has been introduced at the Schweinfurt plant. Once the time window management system has been introduced at Schaeffler Schweinfurt, the supplier has to book a time window for the terminal listed on the packing slip before registering at the gate.

The Eltmann ~~and Elfershausen sites are site~~ is currently not using a yard control system and a time window does not have to be booked.

Site-specific regulations for Schweinfurt:

Unless otherwise agreed, suppliers may only deliver shipments during regular goods receiving hours from 7:00am to 3:30pm. Shipments may only be delivered outside of regular hours upon coordination with the Schaeffler procurement department or the goods receiving station. The process agreed with Schaeffler's procurement department applies to special trips.

Statutory provisions shall be observed for hazardous goods subject to labelling requirements. The inspection sheet for the Schweinfurt plant (Appendix C) shall be filled out.

Site-specific regulations for Eltmann:

Unless otherwise agreed, suppliers may only deliver shipments during regular goods receiving hours from 6:00am to 1:00pm. Any shipments delivered outside of regular hours may only be made upon coordination with the site's operational logistics department. The process agreed with Schaeffler's procurement department applies to special trips.

The statutory provisions shall be observed for hazardous goods subject to labelling requirements.

Site-specific regulations for Elfershausen:

~~Unless otherwise agreed, suppliers may only deliver shipments during regular goods receiving hours from 7:00am to 4:00pm Monday through Thursday, and 7:00am to 3:00pm on Friday. Any shipments delivered outside of regular hours may only be made upon coordination with the site's operational logistics department. The process agreed with Schaeffler's procurement department applies to special trips.~~

~~Statutory provisions shall be observed for hazardous goods subject to labelling requirements.~~

2.5 Failure to Adhere to Logistics Processes

Failure to adhere to the instructions described in Schaeffler's Logistics Guideline or this Supplemental Supplier Agreement may lead to problems in the logistics process, and may result in waiting times or rejection of the shipment.

In the event the Supplier does not adhere to the obligations shown in this Supplemental Supplier Agreement, Schaeffler shall have the right to take the necessary remedial actions on its own accord, also without giving a period to comply, and to take measures to remedy the supplier's breach of duty on its own accord. Schaeffler shall have the right to request reimbursement of any expenses or for any damages caused by the remedial actions or by self-performance. The expenses for the remedial actions or self-performance will be charged to the supplier based on an hourly rate in the amount of Euro 55.00 per hour. The Supplier shall be obligated to make payment of any expenses billed in the above manner within 14 days of the date when the receipt was issued.

The agreement of a contractual penalty or assertion thereof shall not affect Schaeffler's right to assert claims it is entitled to under statutory provisions. However, the supplier shall have the right to furnish proof that the damages were less than asserted. Any contractual penalties paid shall be offset with claims for reimbursement of damages. The contractual penalty may be asserted until the services billed have been paid.

3 Packaging Materials

3.1 Disposable Packaging Materials

The regulation concerning the procurement of disposable packaging materials shall be agreed with the purchasing department of the Schaeffler Schweinfurt plant. The supplier will only be provided with disposable packaging material based on an individual agreement with Schaeffler Schweinfurt. In this case the packaging specialists at Schaeffler Schweinfurt and the supplier will jointly define the disposable packaging material in a packaging data sheet (Appendix ~~D~~-D1 und D2).

If it was agreed that disposable packaging materials are procured through Schaeffler Schweinfurt, the materials have to be called off for delivery through the responsible container management department at Schaeffler (Appendix G). The supplier is responsible for calling off the required disposable packaging materials, **at latest ten working days before they are needed.**

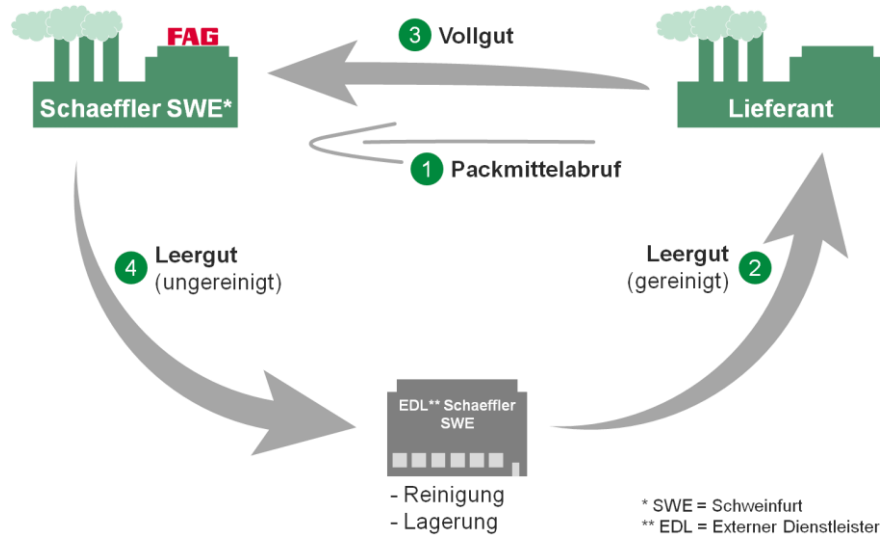
The disposable packaging material empties are shipped to the supplier by an external service provider on behalf of Schaeffler Schweinfurt unless otherwise agreed.

Any complaints regarding disposable packaging materials shall be reported to Schaeffler's container management department by email; please see the same approach used as for reusable packaging materials shown in chapter 3.2.7.

The freight cost for delivering the empties of reusable packaging materials **shall be agreed with the purchasing department of the Schaeffler Schweinfurt plant or** is shown in the logistics agreement of the Schaeffler Group.

3.2 Reusable Packaging Materials

3.2.1 General circulation of packaging materials



3.2.2 Procurement

Unless otherwise agreed with Schaeffler's plant purchasing department (see logistics agreement) the supplier will receive reusable packaging materials from Schaeffler Schweinfurt for a pre-defined circulating stock of products. Here, the supplier will receive circulating stock based on future calls for delivery, which is coordinated with the packaging specialist at Schaeffler Schweinfurt based on an illustration of circulating quantities (Appendix F). The procurer is Schaeffler Schweinfurt.

The supplier shall clarify any requirements for reusable packaging materials for the supplier's batch size production with the plant purchasing department of Schaeffler Schweinfurt and shall immediately report the increased circulating quantity to the container management department at Schaeffler Schweinfurt in order to ensure smooth circulation of packaging materials. ~~The supplier is the procurer. The costs can be charged to the supplier, depending on agreements.~~

The procurer shall retain ownership of the reusable packaging materials. The reusable packaging materials have to be returned according to the details of ownership when the contract ends.

The supplier shall be obligated to request disposable packaging material in due time according to item 3.2.5 (at least 10 working days before it is needed) and shall keep any reusable packaging material provided free of dirt or damages according to item 3.2.4. If the supplier fails to request packaging materials in due time, or any reusable packaging material is contaminated or damaged and there is a risk that it may affect production processes, alternative packaging may only be used after coordination with responsible contacts in the production and packaging technology departments of Schaeffler Schweinfurt.

Alternative packaging is procured according to the agreement entered into with the plant's purchasing department at Schaeffler Schweinfurt, either by the supplier or by Schaeffler Schweinfurt. In this case the packaging specialists at Schaeffler Schweinfurt and the supplier will jointly define the alternative packaging material in a packaging data sheet (Appendix [D1 and D2](#)).

Carriers suitable for pooling (EPAL)

In the event Euro pallets are used, they will be immediately exchanged with the shipping company when delivered / picked up. The regulations of the European Pallet Association (<http://www.epal-pallets.org>) apply to Euro pallets and Euro mesh box pallets. Any carriers that do not conform to the standard will not be credited and will be scrapped.

If the supplier is at fault that the pallets no longer meet the standard, it shall be responsible for any costs incurred, especially for scrapping and procurement of replacements.

3.2.3 Cleaning

Reusable packaging materials will be cleaned and provided to the supplier according to cleanliness requirements. In the event the reusable packaging materials are contaminated by single events within the logistics cycle or the production processes, the supplier may return the packaging materials to the external service provider of Schaeffler Schweinfurt for cleaning purposes.

If the supplier is responsible for contaminating the packaging materials, it shall bear the costs incurred, especially for cleaning and freight.

The supplier may not affix any additional writing or stickers on the packaging materials, may not use them for other purposes and may not soil them more than what is inevitable. Any reusable packaging materials that can no longer be cleaned sufficiently may not be put back into circulation. These materials have to be returned to the external service provider of Schaeffler Schweinfurt for inspection.

3.2.4 Storage, procurement of replacements

After taking over the empties from the carrier, the supplier shall be responsible for proper handling and storage that is protected from the weather.

If capacities change, Schaeffler Schweinfurt or the supplier shall procure additional packaging materials based on the ratio of the quantity called off for delivery with the plant's purchasing department of Schaeffler Schweinfurt as agreed in order to guarantee that there is a sufficient quantity in circulation.

3.2.5 Request for packaging materials

The supplier is responsible for calling off the delivery of any required reusable packaging materials. The supplier shall request the packaging materials in due time (at latest ten working days before they are needed) from the relevant container management department at Schaeffler with a form (see Appendix G). The supplier will receive the form as an Excel file after coordination with the relevant container management department at Schaeffler.

Failure to adhere to the ten working days may lead to premium freight requests, which costs are charged to the supplier. Schaeffler shall have the right to request reimbursement for prioritized handling or higher effort caused by the supplier.

The reusable packaging material empties are shipped to the supplier by an external service provider on behalf of Schaeffler Schweinfurt unless otherwise agreed.

3.2.6 Freight cost for empties

The freight cost for delivering the empties of reusable packaging materials to the supplier shall be agreed with the purchasing department of the Schaeffler Schweinfurt plant or is shown in the logistics agreement of the Schaeffler Group.

3.2.7 Complaints

The supplier shall immediately report defective shipments of empties when it is determined that there is a difference in quantity or a defect (for example if there are damages, contaminations, quality defects with the addition of photos for proof) after delivery and include a brief description. Complaints about reusable packaging materials shall be filed with the relevant container management department at Schaeffler by email. The further approach shall be coordinated with the responsible container management department of Schaeffler or the external service provider of Schaeffler Schweinfurt on a case-by-case basis.

3.3 Packaging Data Sheets

All packaging materials have to be labelled and signed as coordinated between the packaging specialist at Schaeffler Schweinfurt and the supplier.

The description of the packaging material is shown in the packaging data sheet (Appendix [D D1 and D2](#)). For reusable packaging materials the packaging material logistics sheet (Appendix E) and an illustration of the quantities in circulation (Appendix F) will be added to the above, if applicable.

4 Management of Reusable Packaging Material Empties

4.1 Account Management

For a smooth circulation of reusables, inventory management and management of the reusable packaging materials is required. Schaeffler electronically manages reusable packaging materials irrespective whether the supplier may maintain its own inventory management system. Schaeffler Schweinfurt manages returnable packaging accounts for all reusable packaging materials directly with the supplier. Schaeffler will mail monthly statements for the returnable packaging accounts including transactions and balances to the supplier through the responsible container management department. The statements will be emailed on a set date agreed between Schaeffler's container management department and the supplier (1st or 15th day of each month).

The following information will be shown on the account statements:

- Supplier name
- Month / year
- Schaeffler packaging material number
- Schaeffler packaging material name
- Balance of previous month
- Credits and debits
- Ending balance
- For each transaction:
 - Date and number of receipts / waybills / packing slips
 - Number of transactions
 - If available: Adjusting entries / returns from the previous months
 - Maximum inventory level

4.2 Complaints

The supplier will receive the form as an Excel file after coordination with the relevant container management department at Schaeffler Schweinfurt. If the account is not reconciled within this period the account balance is considered approved. The account balance is used as a basis for managing empties of reusable packaging materials. For a subsequent reconciliation of accounts based on the complaints received, the container management department of Schaeffler Schweinfurt will send feedback or a confirmation to the supplier. Furthermore, the return will be shown prominently in the subsequent account statement (subsequent month).

4.3 Inventory

In order to compare inventories on record with actually available inventories Schaeffler will request the supplier to take a container inventory of the packaging material that can be clearly allocated once a year or if required for good cause. The supplier shall be obligated to count the empties and has to report the results by the due date. In the event the supplier fails to submit an inventory report, the supplier shall be responsible for the supply and if applicable subsequent procurement based on any unclarified inventories on record.

Appendices

Appendix A1: Truck Registration – Schweinfurt Plant (two pages)

Truck Registration – Schweinfurt Plant

SCHAEFFLER

Please submit all freight documents, delivery notes, customs documents and your driver's license when registering.



General: (fill in entire form) in PRINTED LETTERS

			Pager no.:
Date/time:			Truck/vehicle license plate no.
Driver's name:	Last name	First name	Trailer license plate no.
Company/shipping company:			Co-driver's name:
On behalf of:			Driver's license no.:

NOTIFICATION No.:

A

<input type="checkbox"/> Delivery	<input type="checkbox"/> Pick-up
Supplier:	Customer/recipient: <small>(Goods recipient)</small>
Goods/pallet/ldm./weight:	Goods/pallet/ldm./weight:
Recipient:	Client:
Unloading terminal:	Loading terminal:
Reference: <small>(Schaeffler order no., packing slip no., tour)</small>	Reference: <small>(Schaeffler SPA no.)</small>

- Load secured** (We expressly remind you of your duty to secure loads properly according to StVO, HGB, VDI 2700 and BGV D29. Load securing must also be ensured on the plant premises. After loading, the necessary measures for load securing are to be carried out. The vehicle may only be closed after a visual inspection by the shipper. I am in agreement with the method of load securing. The vehicle is in a safe condition for operation and driving in traffic.)
- Personal protective equipment is worn.** (Safety shoes and reflective vest are mandatory.)
- Rules for driving on plant premises and layout of plant received.**
- Scale** (lane 3)
- Container no.:** _____
- Hazardous goods subject to labelling requirements** (Please also fill out separate form!)
- Dutiable goods** (please submit T1 document.) (Please also fill out separate form!)

Driver signature
 With my signature I affirm that all information is correct:

Truck Registration – Schweinfurt Plant



MRN number (18-digits)																	Valid until	GTS record no.
To be entered by the driver																		

I declare that I am liable for damages that result from any breach of customs and tax law regulations in the case of delivery within the framework of shipping dutiable goods.

Driver's signature

With my signature I affirm that all information is correct.

Appendix A2: Truck Registration - Eltmann Plant

Truck Registration – Eltmann Plant

SCHAEFFLER



Please submit all freight documents, delivery notes, customs documents and your driver's license when registering. Thank you.

General: (fill in entire form) in **PRINTED LETTERS**

Date/time:		Truck/vehicle license plate no.	
Driver's name:	Last name	First name	Trailer license plate no.
Company/shipping company:			Co-driver's name:
On behalf of:			Driver's license no.:

Delivery

Pick-up

A

Supplier:		Customer/recipient:	<small>(Goods recipient)</small>
Goods/pallet/ldm/weight:		Goods/pallet/ldm/weight:	
Recipient:		Client:	
Unloading terminal:		Loading terminal:	
Reference:	<small>(Schaeffler order no., packing slip no., tour)</small>	Reference:	<small>(Schaeffler SPA no.)</small>

- Load secured** (We expressly remind you of your duty to secure loads properly according to StVO, HGB, VDI 2700 and BGV D29. Load securing must also be ensured on the plant premises. After loading, the necessary measures for load securing are to be carried out. The vehicle may only be closed after a visual inspection by the shipper. I am in agreement with the method of load securing. The vehicle is in a safe condition for operation and driving in traffic.)
- Personal protective equipment is worn.** (Safety shoes and reflective vest are mandatory.)
- Rules for driving on plant premises and layout of plant received.**
- Scale** (You will receive a weighing receipt when exiting.)
- Hazardous goods subject to labelling requirements** (Please also fill out separate form!)
- Dutiable goods** (Please submit T1 document.)



I declare that I am liable for damages that result from any breach of customs and tax law regulations in the case of delivery within the framework of shipping dutiable goods. With my signature I affirm that all information is correct.

Driver signature

Appendix B: New Procedure for Commercial Road Haulage

New Procedure for Commercial Road Haulage
Schaeffler Group – Schweinfurt Plant, Gate 4
from December 2012



1. On the loading day, the truck driver parks his vehicle in the parking lot (18 truck waiting spaces). In the immediate vicinity is the check-in (= truck registration). Service hours are from Monday through Friday, 6:00 am to 8:00 pm.
2. Safety information and regulations are to be followed by the driver without exception. (In case of violation, disciplinary measures and prohibition against entry are possible.)
 - Road traffic regulations apply here.
 - The max. speed in all areas within the plant is 20 km/h.
 - Caution: Industrial vehicles crossing.
 - Park exclusively in designated areas = truck waiting zone.
 - Reflective vests / safety shoes are specified for truck drivers and couriers.
 - The truck parking lot may not be used for rest periods or non-working time (max. holding time = 1 hour).
 - Presence at the location for commercial road haulage is allowed only for loading and unloading.
3. The truck driver is to go on foot with safety vest and shoes to the check-in. The check-in forms are available here. They are to be filled out by the driver. The following information is needed for check-in:

General information:

- Check-in date
- Region or contract carrier
- Subcontractor
- Driver's name
- License number
- Driver's license – for presentation and entry

Pick-up information:

- Principal
- Goods recipient
- Schaeffler reference number (order, tour, packing slip number)
- Terminal (= loading point in the plant)

Delivery information:

- Supplier
- Goods recipient
- Schaeffler reference number (order, tour, packing slip number)
- Terminal (= unloading point in the plant)

Other information:

- Dutable goods
- Hazardous material
- Container – container number
- Weighing procedure

4. After a logistics employee has established the procedure in the system, a pager is given to the driver. Identification at the individual operating stations is done with the pager (barriers / entry and exit scale). The pager notifies the driver when he should drive into the plant for loading or unloading.
5. General safety checks can be carried out in front of the plant entrance by plant security. With hazardous goods, an operational check sheet (= routing slip) is additionally to be filled out.

6. The driver goes back to the vehicle and waits until clearance for entry (= pager call). Entry lane 1 or 3 and

the terminal are indicated in the notification. The truck driver drives forward to the entry barrier.

- a) Entry barrier without weighing = lane 1
To open the entry barrier, the driver identifies himself by means of the pager at the barrier terminal. The barrier opens.
- b) Entry barrier with weighing = lane 3 (please pay attention to the scale signal light!)
The scale barrier opens only when the signal light shines green. After the driver drives onto the scale, he identifies himself by means of the pager at the scale IN terminal. The weight that is weighed is indicated to the driver on a display. Weighing is done automatically. If the truck is positioned wrongly, the weigh-in cannot take place. The driver is told by means of the display that he has to reposition the truck.
After a successful weigh-in the scale barrier opens.
7. The driver drives to the terminal and reports to the person responsible at the loading point. This person loads or unloads the truck.
 - a) The person responsible at the loading point sets the status to "Exit free".
 - b) The person responsible at the loading point informs the next loading point if goods are to be picked up at another terminal or if another terminal is to be supplied.



8. The driver must absolutely obey loading instructions given by Schaeffler employees.

9. Loading directions for the truck driver:

- a) In the case of loading and unloading by the forklift driver, the truck driver is to remain exclusively in the driver's cab.
- b) The driver is to check the goods after loading and properly secure them. (Load securing)
10. The driver drives back to Gate 4 – Exit.
 - a) Exit barrier without weighing = lane 2
 - The driver inserts the cleared pager in a return shaft. With the return, the exit barrier automatically opens and the loading process is concluded as far as the system is concerned.
 - a) Exit barrier with weighing = lane 3
 - Wait in front of the stop line (scale exit) until the signal light turns green.
 - The scale barrier opens automatically and the driver drives onto the scale.
 - The driver puts the pager in the return compartment at the scale OUT terminal and the weight that is weighed is indicated to the driver on a display (= second weighing); weighing is done automatically.
 - The weight data are checked against the permissible total weight.
 - In case of an excess load, the truck is sent back to the loading point – the exit barrier does not open automatically.
 - If the weigh-in is successful, the data are stored in the system.
 - The driver receives a weighing receipt and the exit barrier opens automatically.
 - With that the loading process is concluded.
11. Have a nice journey! 😊

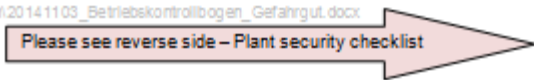
Logistika, Gate 4 – Tel.: +49 5721/51-4545 – Fax: +49 5721/51-4544 – Email: Logistik-Tor4-SW@schaeffler.com

Appendix C: Inspection Sheet (two pages)

Inspection Sheet Hazardous Goods (BKB-G) <small>to be carried along as a routing slip</small>		Schaeffler Technologies GmbH & Co. KG at the Schweinfurt Plant Fritz-Drescher-Str. / Gate 4 97421 Schweinfurt		SCHAEFFLER   FAG	
This document has to be completely filled out when delivering and picking up hazardous goods. (Note: Truck registration = <input checked="" type="checkbox"/> for dangerous goods)					
A Inspection when entering/exiting					
General information - (to be filled out by the driver) - Logistics countercheck/signature before forwarding					
Company:		Official vehicle license plate no.:		Official trailer license plate no.:	
Nationality:		Driver:		ADR certificate no.: <small>to be submitted with picture ID - check if valid.</small>	
Type of vehicle: <input type="checkbox"/> Truck <input type="checkbox"/> Tractor truck <input type="checkbox"/> Tractor-trailer with platform					
Transported in: <input type="checkbox"/> Tank truck <input type="checkbox"/> Demountable tank <input type="checkbox"/> Tank container <input type="checkbox"/> Battery vehicle <input type="checkbox"/> Loose bulk cargo <input type="checkbox"/> Container <input type="checkbox"/> Packages (gas cylinder transport)					
Name of the hazardous product (techn./ADR): _____					
Hazard designation no. (top no. on the warning sign) _____				UN no.: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Contact in the plant *multiple loading sites? Forward to _____ first loading site _____					
Department/company:		Name:		Building/terminal:	
Date/signature (driver)		<input type="checkbox"/> Driver's license no.: <input type="checkbox"/>		Date/signature (Logistics):	
B To be filled out by ADR-trained Schaeffler personnel					
Loading and labelling (to be filled out by Schaeffler loading site employee –trained in hazardous goods/load securing)					
Transported as/in:		<input type="checkbox"/> bulk cargo		<input type="checkbox"/> loose bulk cargo <input type="checkbox"/> tanks	
Condition of packages / transportation unit (visual inspection to extent possible):		<input type="checkbox"/> OK		<input type="checkbox"/> violation found <input type="checkbox"/> inapplicable	
Securing of load checked acc. to checklist ¹				<input type="checkbox"/> violation found <input type="checkbox"/> inapplicable	
Leaking of hazardous goods or damage of packaged items:		<input type="checkbox"/> no		<input type="checkbox"/> yes (including comment)	
Package designation (UN no./ labeling according to hazardous material class – random check if possible)		<input type="checkbox"/> inspected		<input type="checkbox"/> violation found <input type="checkbox"/> inapplicable	
Vehicle identification		<input type="checkbox"/> inspected		<input type="checkbox"/> violation found <input type="checkbox"/> inapplicable	
Other:		<input type="checkbox"/> inspected		<input type="checkbox"/> violation found <input type="checkbox"/> inapplicable	
Comments (in case of violations - indication of how the fault was eliminated): <input type="checkbox"/> - Notifying the supervisor					
Transportation document:		<input type="checkbox"/> handed over		<input type="checkbox"/> inapplicable	
Transport arrival in area		Date:		Time:	
Transport departure from area		Date:		Time:	
Comments:		<input type="checkbox"/> Exit approved			
Date/signature (responsible person or representative): _____					

¹ Load securing form at the loading site (storage period ½ year)

Amended on 03.11.2014 (Hazardous Goods Workshop) – Fella, Astrid, USFSW-PLL1 Approved on 06.24.2014 Sperber Erwin
Version 03/2014 Page 1
Yemea.tag.com/schweinfurt/DATA/IE-FIB-PID L102_Organisation/01_Vorlagen/20141103_Betriebskontrollbogen_Gefahrgut.docx


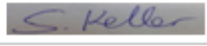


C Hazardous goods checklist – Plant security – INSPECTION OF HAZARDOUS GOODS			
Date: _____		Time: _____	
Condition and equipment of vehicle inspected by plant security officer as follows:			
General vehicle condition? (visual inspection)	<input type="checkbox"/> OK	<input type="checkbox"/> violation found	<input type="checkbox"/> inap- plicable
<ul style="list-style-type: none"> • Tire profile sufficient?(at least 2 mm) • German inspection agency [TÜV] sticker current? • Installed lights working? 			
Loading/unloading equipment condition? (visual inspection)	<input type="checkbox"/> OK	<input type="checkbox"/> violation found	<input type="checkbox"/> inap- plicable
<ul style="list-style-type: none"> • Vehicle body (board walls, planes, etc.) damaged? • Doors sealable and lockable? 			
Wheel chock present?	<input type="checkbox"/> OK	<input type="checkbox"/> violation found	<input type="checkbox"/> inap- plicable
Fire extinguisher present?	<input type="checkbox"/> OK	<input type="checkbox"/> violation found	<input type="checkbox"/> inap- plicable
<ul style="list-style-type: none"> • Up to 3.5 t perm. Total weight: 4kg=2x2 kg • 3.5t - 7.5 t perm. Total weight: 8kg, thereof 1x6kg and 1x 2kg • More than 7.5 t perm. Total weight: 2x6 kg <p>Fire extinguishers have to be checked every 2 years!</p>			
Required protective equipment for unloading present and used? (see written instruction)	<input type="checkbox"/> OK	<input type="checkbox"/> violation found	<input type="checkbox"/> inap- plicable
<p>Personal protective equipment for each member of the driving team:</p> <ul style="list-style-type: none"> • Protective gloves • Eye protection (protective goggles) • Hand lamp • Reflective vest • Breathing protection mask for materials, items hazard label 6.1 or 2.3 of the types A1B1E1K1-P1 or A2B2E2K2-P2 according to the norm EN 141 (note expiration date) <p>Equipment for each transportation unit:</p> <ul style="list-style-type: none"> • Eye wash bottle (not required for hazard label no. 1/1.4/1.5/1.6/2.1/2.2 and 2.3) • 2 self-standing warning signs <p>Equipment to protect the environment:</p> <ul style="list-style-type: none"> • Storm drain cover (90 cm x 90 cm), • Shovel or spade and collecting bucket (at least 5 L) only for hazard labels no. 3/4.1/4.3/8 and 9 			
Comments (in case of violations - indication of how the fault was eliminated or, if inapplicable, why):			
<p>Signature (+PRINTED LETTERS)</p> <p>Part C created SH/SWE-HEA13_Saal_01.29.2013</p>			

Amended on 03.11.2014 (Hazardous Goods Workshop) – Fella, Astrid, USFSW-PLL1 Approved on 06.24.2014 Sperber Erwin
 Version 03/2014 Page 2
 Yemea.fag.com/schweinfurt/DATA/IE-FIB-PID/L02_Organisation/01_Vorlagen/20141103_Betriebskontrollbogen_Gefahrgut.docx

Appendix D1: Packaging Data Sheet Version 1

Sample:

SCHAEFFLER GRUPPE		Packaging Data Sheet		LUK	INA	FAG
		Standard reusable packaging				
Version date:	11.03.2014					
Version	2					
Appendix	-					
1. Product data						
Product	Circular blank	Image of the product				
Material short text	ROND 5X505-S130131-DD12					
Material number	084580097-0000					
Supplier part number	4568746465					
Part weight (kg)	7,86					
Product geometry [mm]	5,000X505,000					
Annual requirement (maximum)	500					
SOP	01.05.2014					
2. Packaging contact						
	Schaeffler			Supplier		
Company, plant	Schaeffler Technologies GmbH & Co. KG			Max Mustermann		
Postal code / city	97421 Schweinfurt			Postal code / city		
Street	Georg-Schaefer-Strasse 30			Address		
Organization	Packaging	Purchase				
Contacts	Simon Keller		Schaeffler	Max Mustermann		
Telephone	+49-9721-91-1352		+49 9721 91 8888	Telephone		
Fax:	+49-9721-91-3635		+49 9721 91 8888	Fax:		
Email	simon.keller@schaeffler.com		max.mustermann@schaeffler.com	Email:		
3. Packaging data sheets						
	Shipping packaging	Multi-item packaging (SP)		Basic packaging (GP)		
Packaging material load capacity	Euro pallet	/		/		
Measurements [mm]	1200x800x144					
Filling quantity/unit [per unit]	63					
Packaging scheme	horizontal, stacked					
Final conservation	oily, spray-conserved					
Gross weight / unit [kg]	max.					
Tare weight / unit [kg]	25,0					
Labelling	VDA label					
Packaging Aids	PE- plastic band A3-collar VDA cover 1208					
(Load securing)	PE plastic band					
Stacking factor	max. 4					
Other matters	1 frame per pallet					
Image / sketch						
4. Supplier approval						
	Yes		No			
	<input checked="" type="checkbox"/>		<input type="checkbox"/>			
Comments						
5.						
	Date	Signature (electronic)		Signature		
Schaeffler packaging	29.04.2014	Simon Keller				
Schaeffler purchasing:	29.04.2014	Max Mustermann				
Supplier:	01.05.2014	Max Mustermann				

Appendix D2: Packaging Data Sheet Version 2 (two pages)

Sample:

SCHAEFFLER GRUPPE		Packaging Datasheet		LUK	INA	FAG	
1. Document data		2. Product data					
Number	5267	Material number	087834570-0000				
Index	00	Material short description	F-610912-2600.RG.EARS>A				
Date	11.07.2017	Weight/part [kg]	0,100				
Page	1 / 2	Receiving plant	0200 / Schaeffler Tech. P Schweinfurt				
Appendices	No	Supplier name					
		Supplier number					
3. Packaging type		Returnable packaging	Serial packaging	-			
4. Contact		Packaging Supplier	Packaging Schaeffler	Purchasing Schaeffler			
Contact person		Fabian Beil					
Telephone number		+49 (9721) 91-5305					
E-Mail		BEILFBI@SCHAEFFLER.COM					
5. Final preservation							
...							
6. Packaging data							
Packaging level		Despatch packaging (VP)	Collective packaging (SP)	Basic packaging (GP)			
Filling quantity/packaging		240	30	15			
Packages/packaging level		8	2				
Dimension L x W x H [mm]		800,000X600,000X460,000	400,000X300,000X147,000	340,000X259,000X45,000			
Load carrier	Description	Plastic Pallet 800x600	R-KLT 4115-EL	blister rubber bearings			
	Material number	058952616-0000	084711841-0000	092707068-0000			
	Tare weight [kg]	8,500	1,400	0,100			
Packaging	Description	Pallet Cover 800x600	one way cover				
	Material number	000984477-0000	092777112-0000				
	Tare weight [kg]	1,800	0,048				
	Quantity/package	1	1				
Packaging aid 1	Description						
	Material number						
	Tare weight [kg]						
	Quantity/package						
Packaging aid 2	Description						
	Material number						
	Tare weight [kg]						
	Quantity/package						
Gross weight [kg]		47,484	4,648	1,600			
Load securing		2 times strapped					
Packaging pattern		2 layers a 4 KLT	laying	standing			
Stacking factor/load [kg]		1+1					
Picture / sketch							

Please see also page 2.

Page 2/2

7. Remarks			
<ul style="list-style-type: none"> - The Data-Matrix-Code in Master- and Single-Label must include the date of producton and date of minimum durability - Labelling regarding the Schaeffler GTLGuideline. - The supplier must request returnable packagings at Container Management Schweinfurt. Behaeltermanagement-SW@schaeffler.com 			
8. Signatures (automatically generated form, valid without original signatures)			
Date	Packaging planner	Date	Supplier
12.06.2017	BEILFBI		

Appendix E: Packaging Material Logistics

Sample:

SCHAEFFLER GRUPPE		Packaging Material Logistic			
1. Logistics contact at the supplier					
	Container Management	Logistics			
Company, plant	Max Mustermann	Max Mustermann			
Postal code / city	Postal code / city	Postal code / city			
Street	Address	Address			
Contacts	Max Mustermann	Max Mustermann			
Telephone	Telephone	Telephone			
Fax:	Fax:	Fax:			
Email	Email:	Email:			
2. Logistics contact at Schaeffler					
	Container Management	External service provider			
Company, plant	Schaeffler Technologies GmbH & Co. KG	Spedition Wormser			
Postal code / city	97421 Schweinfurt	D-97520 Rötthlein			
Street	Georg-Schaefer-Strasse 30	Am Eitzberg 18			
Contacts	Container management Schweinfurt	Spedition Wormser			
Telephone	+49-9721-91-2828	+49-9723-93714-11			
Fax:	+49-9721-91-3155	+49-9723-93714-13			
Email	Behaeltermanagement-SW@schaeffler.com	mwp-schwebheim@wormser.de			
3					
[AT] Working days					
Supplier circulating stock [AT]	13				
Schaeffler circulating stock [AT]	14				
Total circulating stock [AT]	27	(incl.			
Total packaging material circulating quantity (number of sh					
Division of packaging material investment					
	Schaeffler				
	2014	2015	2016	2017	
Planning numbers (annual requirements in units)*					
Packaging material procurement (number of shipping units)					
(*) If planning numbers are different, requirements have to be adjusted.					
Procurement of the supplier portion.					
Packaging material replacement in case of package materi	Supplier	Purchasing sends invoice to supplier			
Tool investment	Supplier 50% / Schaeffler 50%	Purchasing sends invoice to supplier			
Empties managed by supplier					
Generation of account statements	Yes				
Shipment of empties	Schaeffler				
Cost assumption for shipping empties	gemäß Abruf				
Independent returns by the supplier	Schaeffler				
Quantity call-off for empties	yes				
Shipping location for empties to supplier	Container management Schweinfurt				
Cleaning of empties required	EDLSpedition Wormser Rötthlein				
Cleaning of empties required					
Empties cleaned by	No				
Cost assumption for empties	...				
			
4					
	Schaeffler				
002439140-0000	Euro pallet 1200x800				
003535690-0000	Circular blank				

Appendix F: Illustration of Circulating Quantities

Sample:

