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„LLL“

LOGISTICS-GUIDE

FOR SUPPLIERS

Logistics, Packaging and Control of production

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EDITION APRIL 2023

Version	Date	Amendment	Creator
1.0	20.07.15	First edition	EK – Kuehner
2.0	21.02.17	Edition 2	L – Herrmann
3.0	14.08.18	Edition 3	L – Herrmann
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6.0	23.03.2021	Edition 6	L – Herrmann
7.0	28.06.2021	Edition 7	L – Herrmann
8.0	01.03.2024	Edition 8	L – Schirmer

Changes are highlighted in yellow

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2. Packaging
3. Control of production

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I. Process operation

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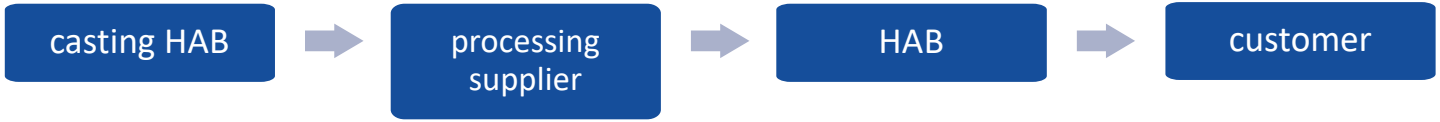
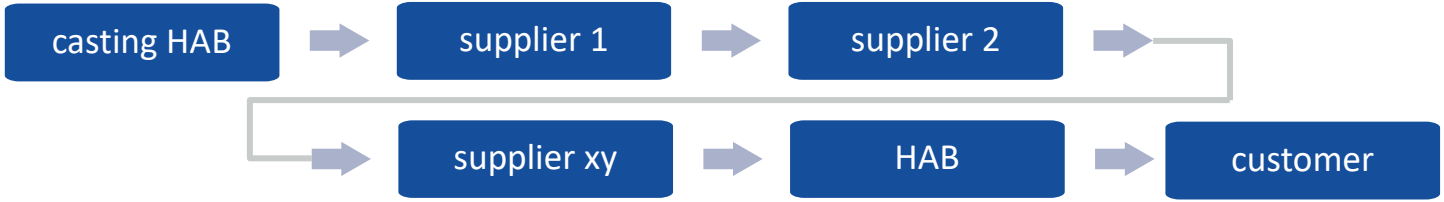
Target-process:

1. Supplier delivers to Handtmann

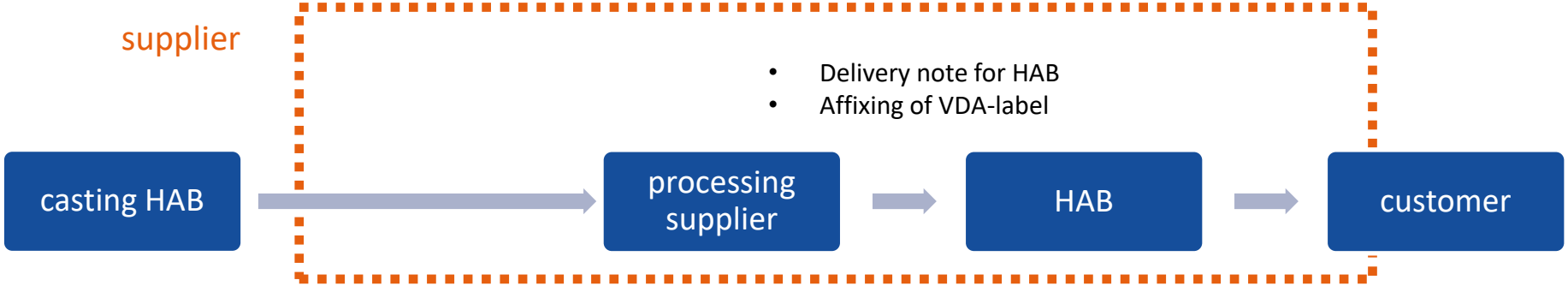


2. Supplier delivers to the final customer (direct shipping)

3. Supplier delivers to further suppliers of the process chain



II. IT-Process



- MDE-booking

- Creation of delivery note for supplier
- Attachment of VDA-label

- Booking „goods receipt“ entry of supplier
- Confirmation „F“-parts (Dept. goods receipt)
- Issuing delivery note, accompanying document, consignment note or CMR and VDA-label (Attachment for customer)

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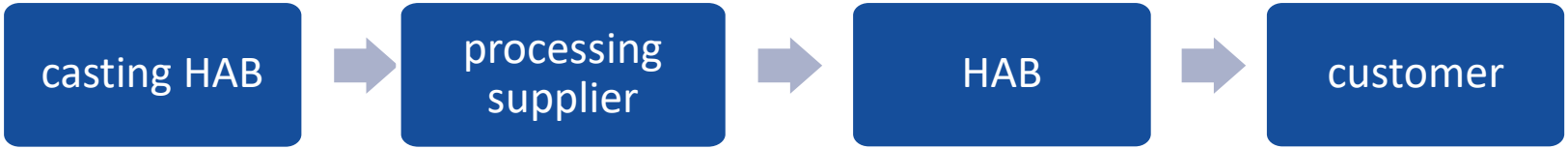
Target-process:



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The following data must be written on every delivery notes:

- Delivery call number (LAB-Nr.) from Handtmann
- Consecutive delivery note number from the supplier
- Part designation
- Quantity of parts delivered
- Designation of the packaging and the packaging components (intermediate pad, cover, …)
- Number of packaging and packaging components

III. Delivery documentation

1. Supplier delivers to Handtmann

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Example = delivery note

Albert Handtmann Metallgusswerk
GmbH & Co. KG
Arthur-Handtmann-Str. 25-31
88400 Biberach

Versandinformationen Seite 1 von 1

Lieferscheinnr./-datum	80017493	06.02.2013
Bestnr.Kunde/-datum	4128854	
Auftragsnr./-datum	40002540	10.10.2012
Kundennummer	1000079	
Sachbearbeiter	Alois Landgraf	
Lieferantennummer	5433	
Fremdbeleg		

Bedingungen
Versand standard
Lieferung EXW

Abladestelle: 000
Lagerort:

Versanddetails

Position	Material Bezeichnung	Änderungsstand	Menge	Gewicht
000010	GD01611Q10.2 Dichtflansch 06E 103 173 BP	300511	540 ST	1.499,580 KG
900001	LY Standardbehaelter (Stahl) 111820		15 ST	1.680 KG
900002	DFG Gefache Dichtflansch GD01611 GF		30 ST	30 KG

Example = VDA-label

(1) Warenempfänger
Albert Handtmann Metallgusswerk
Arthur-Handtmann-Str. 25-31
D-88400 BIBERACH

(2) Abladestelle / Lagerort / Verwendung
000 / S

(3) Lieferschein-Nr. (N)
80017543

(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort)
Schabmüller Automobiltechnik GmbH
D-85098 GROßMEHRING

(5) Gewicht netto 99,972
(6) Gewicht brutto 213,972
(7) Anzahl Packstück 7

(8) Sach-Nr. Kunde (P)
GD01611Q10.2

(9) Füllmenge (Q)
36

(10) Bezeichnung der Lieferung, Leistung
Dichtflansch

(11.1) Sach-Nr. Lieferant (30S)
06E 103 173 BP

(11.2) PM-Ident Nr.
LY

(12) Lieferanten-Nr. (V)
5433

(13) Produktionsdatum
08.02.2013

(14) Änderungsstand Konstruktion
300511

(15) Packstück-Nr. (S)
101313407

(16) Chargen-Nr. (H)

III. Delivery documentation

2. Supplier delivers to the final customer (direct shipping)

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Target process:

III. Delivery documentation

2. Supplier delivers to the final customer (direct shipping)

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- The supplier issues the delivery note to HAB on his paper. It is necessary to mention the order number of HAB, the arrival date at customer and the customer-unloading-point on the delivery note.
- **At least 2 hours** before delivery the supplier sends the delivery note to: mgb.lieferscheinanforderung@handtmann.de. All data has to be sent via EDI
- Afterwards the required dispatch documents (delivery note, freight papers, VDA-label) will be sent per mail
- For this purpose, a general e-mail address must be provided by the supplier. Changes must be reported immediately
- The supplier will receive the VDA-labels to mark the boxes according the customer specifications
- VDA regulation must be adhered: paper weight = 120g/m² (as of June 2021). The current VDA regulation always applies
- Once the call-off has been received, the supplier must register the goods for collection independently and in a timely manner. Customer specifications must be observed here (registration via customer or shipping portals, deadlines, etc.)
- The supplier gives the handed over HAB documents with the goods. He archives the completely and signed freight documents according to statutory time limits, sorted according to Handtmann delivery note number.
- **Special case VW:** Only the signed TSB shipment receipt must be used.
- It is mandatory to note the order number from HAB on the invoice

- Procedure for notifying the customer's forwarding agent of the goods to be collected:
  - The supplier notifies the goods to be collected independently from the end customer's forwarding agent or via the procedure specified by the end customer (web page of customer) . The collection and notification times of the end customer always apply. If these are not known, the supplier must obtain them independently from HAB.
  - If the supplier does not receive any information from the client's freight forwarder about a collection date, the supplier must enquire about this at the known address of the client's freight forwarder, with HAB being copied.
  - If the notified goods are still at the supplier's premises **by 9:00 a.m.** on the collection day without information about a delayed collection from the forwarder, the supplier shall obtain the information from the end customer's forwarder independently and in writing. HAB shall be copied in the process.
  - If no response has been received **by 11:00 a.m.**, a further written request for information about the collection date / collection journey time must be made to the forwarder, with a copy to HAB, by this time at the latest.
  - If the goods to be collected are still at the supplier's **after 2 p.m.**, a non-collection must be reported to the forwarding agent, HAB in copy. (Precondition: NO later collection time is known).
  - HAB must also be informed in writing if the notified goods **are loaded late on the collection day** (e.g. due to weather conditions, unforeseen road traffic incidents, etc.).

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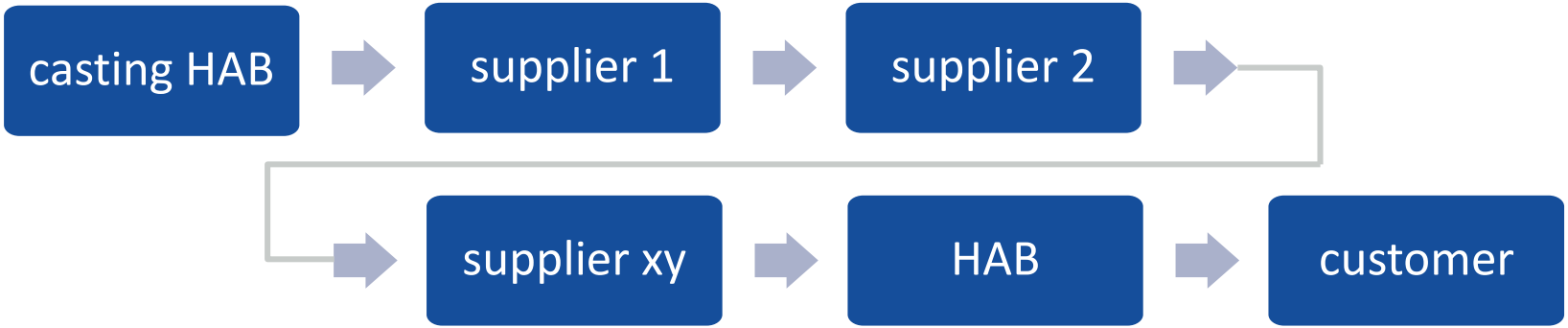
Target process



III. Delivery documentation

3. Supplier delivers to further suppliers of the process chain

- Supplier 1 issues the delivery note (on his company notepaper)
  - Part and order number from HAB have to be mentioned on the delivery note
  - Supplier 1 have to send his delivery note with the goods
    (no transmission of the delivery note via email, EDI or fax.)
- Supplier 1 issues VDA-labels and mark the boxes.
- The consignee carries out the incoming goods control and sends the confirmed delivery note (with date and signature) via Email to HAB: mgb.lieferscheinanforderung@handtmann.de
- The delivery note 1 calculate the shipment to HAB
- It is mandatory to note the order number from HAB on the invoice

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Delivery of goods for rework

- Every box with goods for rework must be labeled with rework tape all the way around, VDA-label and corrective activities sheet (KMB)
- Our purchase order number and the term „NACHARBEIT“ (rework) must be indicated on delivery note
- Questionable parts must be affixed with „corrective activites sheet“ (KMB) too
- KMB (corrective activites sheet) must be requested from the customer (in case of missing and error)

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Identification of boxes for goods to rework:

rework tape

VDA-label

KMB (corrective activities sheet)

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a) Supplier delivers reworked parts to HAB:

- The supplier issues the delivery note on his paper
- Following details must be indicated on the delivery note:
  - HAB rework-purchase number
  - N-part number
  - Part index

  (all details can be taken from KMB (corrective activities sheet), delivery note and rework order)
- Rework purchase order number from HAB must be indicated on the invoice
- The KMB and the VDA-Label (with HAB part number **not** N-part number) have to be attached on each box. A missing KMB, is to be requested from HAB

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- **b) The supplier delivers reworked parts to further suppliers / final consignee:**
- the supplier writes the delivery note on his company paper
- The following must be stated on the delivery note:
  - HAB rework-purchase number
  - N part number
  - parts index

(all data can be found in the KMB, the delivery note and the rework order)

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b) The supplier delivers reworked parts to further suppliers / final consignee:

- The supplier calculates the rework bades on the rework order from HAB
- HAB rework order number must be stated on the invoice
- The supplier sends his delivery note to mgb.lieferscheinanforderung@handtmann.de
- Then the supplier receives the necessary shipping documents and VDA labels from HAB
- All load carriers are marked with the provided VDA labels
- The shipping documents are given with the goods

V. Labeling

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- The VDA-Label must be attached in such a way that a scanner or an automatic storage system can process the printed barcodes
- The label, especially the barcodes, should not be covered by package protection (lashing)
- Labels have to be attached **on the top right** with **three adhesive points** (two points on the top corner, one in the middle below the label) per box. Deviating customer specifications must be observed.
- All old markings and supplier-owned documents must be removed or obscured before shipping.
  Any instructions to the contrary will be agreed with the supplier in writing and on a case-by-case basis.
- Additional information must be fixed in accordance with the specifications using completely removable textile adhesive points/strips **in the lower area** of the load carriers. If information about the number is missing, **two adhesive points** must be used.
- **Special case VW:** In principle, two VDA labels must be attached to each container (1x long side, 1x narrow side of the container). Other agreements are possible but require written instructions. ATTENTION: the VDA labels are numbered, the same number must be present for each container
- **Special case KLT:** KLTs' master and single labels always match. The single labels are numbered in ascending order, as is the master label. There is a clear assignment.

V. Labeling

1. Affixing on boxes

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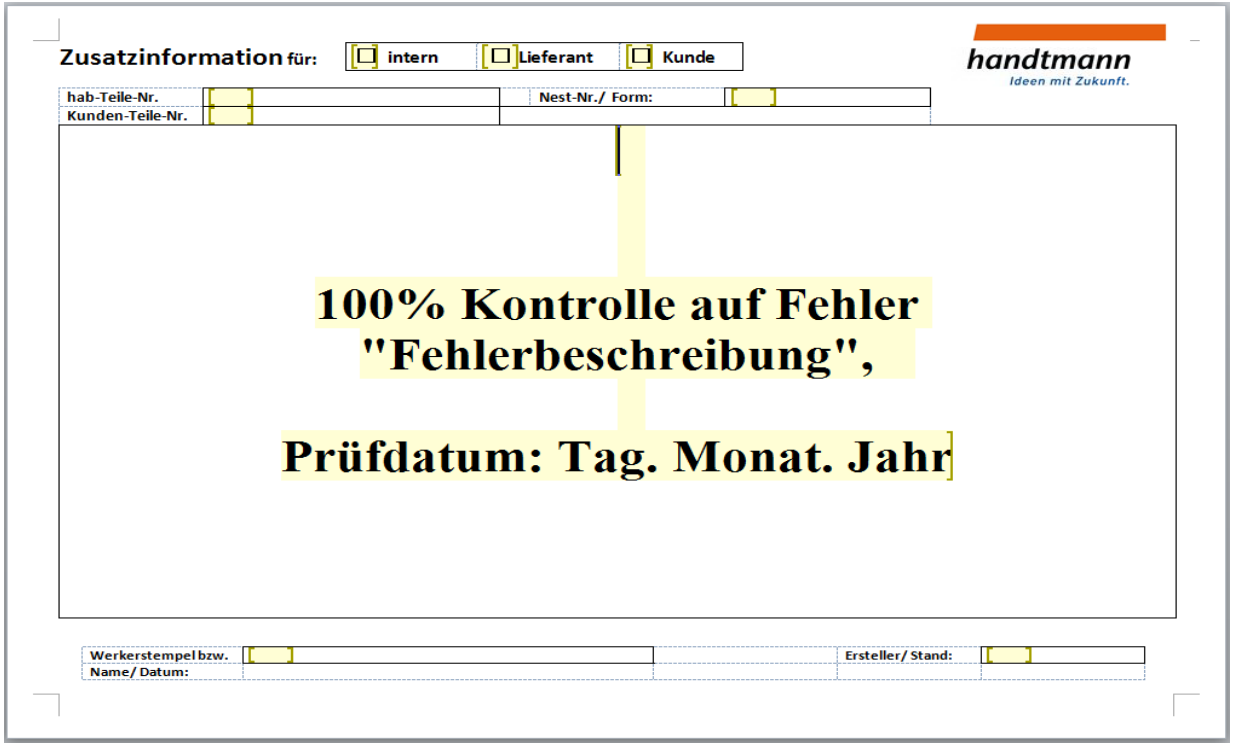
Additional sheet with information for internal, supplier and customer



Zusatzinformation für: ☐ intern ☐ Lieferant ☐ Kunde

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hab-Teile-Nr.		Nest-Nr./ Form:	
Kunden-Teile-Nr.			

100% Kontrolle auf Fehler
"Fehlerbeschreibung",

Prüfdatum: Tag. Monat. Jahr

Werkerstempel bzw.		Ersteller/ Stand:	
Name/ Datum:			

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Labeling supplier

→information is only important for supplier

→Additional sheet must be removed

Zusatzinformation für:

☐ intern	☒ Lieferant	☐ Kunde
hab-Teile-Nr.		Nest-Nr./ F
Kunden-Teile-Nr.		

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Labeling customer

→information is important for customer

→Additional sheet must **stay on** the box

Zusatzinformation für:

☐ intern	☐ Lieferant	☒ Kunde
hab-Teile-Nr.		Nest-Nr./ F
Kunden-Teile-Nr.		

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- When delivered to the final customer, the customer-specific specifications must be observed. Each customer has his own rules on how to attach the VDA-labels to the package. During the preparations for the direct shipping, this information is provided from Handtmann. If these customer-specific regulations are not known or have not been transmitted, the supplier is obliged to collect them.
- The labels must be attached using completely removable textile adhesive points or strips. Mailing bags or full-surface attachment of self-adhesive labels is prohibited. If this is deviated from, a written confirmation is available from Handtmann or must be obtained from Handtmann.
- When shipping to the final customer, no VDA label may be left. Each package is to be marked, pallets with more packages (KLTs) receive in addition to the package-labels (single label) still a large label (master label).

VI. Complaint raw parts

Handtmann needs following information for complaints of raw parts:

- inspection report number with date
- Description of parts and part number
- Delivery note number and amount of the delivered parts from HAB
- complained quantity
- Reason of complaint
- Description of error with picture documentation
- Possibly comments of the complaint

→Information at: Q-Info.MG@handtmann.de

→Departments: GD-PQ (AL: Mr. T. Kurzhals) and QL (AL: Mr. G. Prusko)

VII. Accumulated scraps

1. Returns of processed parts

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- Casting- and processed scrap have to be delivered in separated boxes and sorted by type
- boxes with casting scrap **(german abbreviation: GA)** are to be provided with a „blocked-tape“ all the way around
- boxes with processed **scrap (german abbreviation: BA)** are to be provided with a „scrap tape“ all the way around
- A copy of „delivery note“ and „return shipment sheet“ must be affixed on the box
- The supplier have to issue separate delivery notes for GA and BA parts
- The purchase order number from HAB for GA or BA parts must be indicated on the delivery note. In case of missing order number please contact HAB.
- The german word „**Gussausschuss**“ for GA or „**Bearbeitungsausschuss**“ for BA must be indicated on delivery note
- The condition of parts must be indicated on VDA-labels, delivery notes and invoices

VII. Accumulated scraps

2. Return of unprocessed-parts

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- Casting scrap „raw“ must be delivered always in separate boxes. It´s **not allowed** to mix them with casting scraps of machining parts.
- boxes with GA (casting scraps) are to be provided with a „blocked-tape“ all the way around
- No purchase order number is to be indicated on the delivery note
- The raw part number must be indicated on the delivery note
- VDA-label of raw parts is sufficient
- A copy of delivery note and return shipment sheet must be affixed on the box
- The parts won`t be charged
- Leaking parts (GA) must be delivered separately

VII. Accumulated scraps

Identification of boxes for goods with casting scraps:

Blocked-tape

Copy of delivery note

Return shipment sheet

VII. Accumulated scraps

Identification of boxes for goods with processed scrap-parts:

scrap-tape

Copy of delivery note

Return shipment sheet

VII. Accumulated scraps

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Requirement via: logistic.foundry@handtmann.de (Return shipment sheet)

Rücklieferungsbeleg

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Lieferant:			
Teilenummer:			
Lademittel:			
Lieferscheinnummer:			
Rückliefergrund:	BA ☐	GA ☐	Fraglich ☐
Fertigungsstufe:	Bearbeitet ☐	Rohteil ☐	
Bemerkung:			

VIII. Customer complaints

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Be aware of following details

- Complaint parts will be deliverd with a N-order
- A cause analysis and the introduction of corrective actions are generated by the department QL
- Parts of customer complaint must be deliverd within 2 weeks back to HAB via N-order

→ Contact HAB: Quality management department

IX. Transport organization

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- Raw parts will be delivered from HAB to suppliers
- Pick up from supplier must be organized by himself at Stoehr Logistik
  - Registration for pick up must be done latest 2 pm on previous day
  - Contact Stoehr Logistik
    ☎ 07393 9510 – 14 or – 29

    ✉ dispo_handtmann@stoehr-logistik.de
  - Stoehr Logistik will contact the supplier about pick up details

- Working hours Handtmann:

Monday – Thursday:	07:00-15:30 Uhr
Friday	07:00-12:00 Uhr

X. Contact details

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Logistics

Delivery note requirement ✉ mgb.lieferscheinanforderung@handtmann.de

Packaging ✉ verpackung.metallgusswerk@handtmann.de

general ✉ logistic.foundry@handtmann.de

Management – operative logistics
Carolin Miller

☎ 07351 342 – 6141
🖷 07351 342 – 8141

Goods receipt (Issuing and transmission of shipping papers)
Ralf Hess

☎ 07351 342 – 6298
🖷 07351 342 – 6214

Shipping (Issuing and transmission of shipping papers)
Bünyamin Kalkisim

☎ 07351 342 – 6297
🖷 07351 342 – 6214

Container management (Processing empty containers, packaging matters)
Mete Arslantekin

☎ 07351 342 – 6371
🖷 07351 342 – 6214

Production control

Management production control
Anton Roth

☎ 07351 342 – 6151
🖷 07351 342 – 8151

Purchasing

Management - Purchasing
Daniel Grimm

☎ 07351 342 – 6110
🖷 07351 342 – 8110

Supplier development
Sascha Milosevic

☎ 07351 342 – 6559
🖷 07351 342 – 8559

Quality control

Management quality control
Gregor Prusko

☎ 07351 342 – 6178
🖷 07351 342 – 8178

✉ firstname.lastname@handtmann.de

X. Contact details – Emergency plan

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Availability outside business hours

In case of problems with parts or shipments, please contact us outside business hours by the following numbers:

24h service „production control“	☎ +49 171 476 89 88
24h service „shipping“	☎ + 49 151 161 278 54
Handtmann head office / factory security	☎ + 49 7351 342 - 2211

XI. Any other business

- Load type of supplier:
  - prefer of loading and unloading by side
  - For rear loading without ramp, an electronic low lift cart must be provided to the driver
- The supplier has to send a sample of his delivery note to HAB
- Please provide a list with all contact persons, functions and contact details of suppliers to HAB
- When using the supplied included puchase parts, the supplier applies:
  - Purchase parts can also be delivered directly
  - This must be a Container account management this can also be done with directly with the purchasing parts supplier
  - Repatriation of empty goods can be done directly to the supplier of purchase parts (Avisation, etc. must be carried out by the supplier)

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2. PACKAGING

I. Empties processing
II. Packaging cycle
III. General regulations of packaging
IV. Alternative packaging
V. Account balances
VI. damaged or wrong delievered packaging

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I. Empties processing

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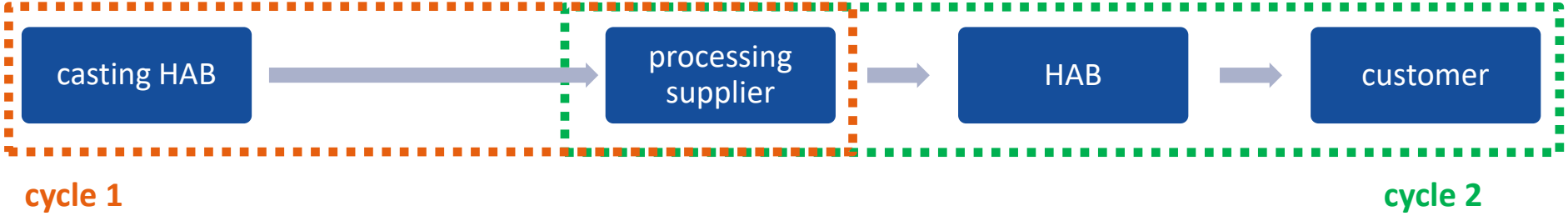
- All old labels have to be removed from the packaging
- The delivery note have to show the quantity kind and abbreviation of empties
- There is a consecutive delivery note number
- A contact person for processing the monthly empty goods account balance is needed
- HAB will send the empty goods balance via mail. Within 4 weeks the balances should be checked otherwise all mentioned stocks are valid
- As soon as an agreed quantity of containers has accumulated, the supplier (on our behalf) must advice a pickup of the empty containers at Stoehr Logistik (dispo_handtmann@stoehr-logistik.de)

II. Packaging cycle



- The packaging cycle is divided into separate cycles
- Supplier receives the parts in HAB packaging and delivers with customer packaging
- Usage of customer packaging in additional cycles (for example rework) must be confirmed by HAB
- Customer packaging is only provided for the next request

III. General regulations of packaging

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- For all packagings the legal regulations for safety and environmental are valid
- the packaging must be sufficiently stable for static and dynamic loads in order to be able to guarantee the protection of the material
- the packaging must be accessible from 4 sides and be suitable for handling with an industrial truck
- The packaging must be „sweapt clean“.
  In case of unsufficient qualtiy of the packaging, the supplier must clean it at his own expenses
- The supplier is obliged to order the requiered load carriers as well as its own loard carriers, which have been included in HAB loard carrier cycle, in **writing** via the e-mail address: verpackung.metallgusswerk@handtmann.de. The order must be received by HAB **ten days prior** to production
- When ordering in a customer portal, the respective specifications regarding order deadlines and quantities must be observed

III. General regulations of packaging

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- the supplier is obliged to pack sample and pre-series parts at its own expense until the start of series production or until the series packaging is used in such a way that the parts are shipped in accordance with the requirements
- from SOP i. O. Parts can only be delivered in the standard packaging
- if the contract does not include any packaging instructions, the supplier is obliged to request the series packaging instructions from container management at the latest before the start of series production
- Packing instructions are mandatory
- the supplier can only object to the packaging instructions within a period of 2 weeks after receipt for an important reason. Thereafter, the packing instructions are deemed to have been accepted

III. General regulations of packaging

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- Only due to invasive facts a packaging instruction can be refused within a period of 2 weeks time. Afterwards the packaging instruction is considered as accepted.

- In case of deviaton to the packaging instruction or delivery of damaged packagings, which were caused by the supplier, extra costs for repackaging, labeling, administration and disposal will occur. The cost for additional handling:
  KLT 15,- €
  GLT 26,- €

- The delivery note and transport data have to run parallel to the material flow according to „EDI Guidelines“. Packaging details have to send correctly via EDI-messages. When using layered packaging all components must be recorded according to the packaging instructions with the correct description, sequence and quantity

- The provided packaging is to be used for transport. It´s not allowed to use it for pre-production or storage. In case of deviations the supplier needs a confirmation from container management.

III. General packaging regulations

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- Damaged packaging must be marked and shipped separately to HAB
- It´s not allowed to push the packagings (especially plastic boxes) with a forklift fork
- A change of the packaging during the series has to be implemented by the supplier (cost-neutral)
- Basically all boxes are customer pallets, they can not be changed
- In the complete VW corporation is corrugated board prohibited and will be charged a fine.
  Therefore: For lining or as an intermediate layer in VW containers, only cardboard / carton blanks may be used
- Only purple grid boxes can be sent to BMW

IV. Alternative Packaging

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- In the event of a lack of packaging, the supplier must ensure suitable alternative packaging which complies with recognized rules and the quality of components
- the alternative packaging must be agreed with the packaging management of Handtmann at an early stage and offered separately
- alternative packaging may only be used when the container has been released
- Packaging that does not meet the usual standard - must be approved by Handtmann packaging management or by the end customer. If it is foreseeable that alternative packaging will have to be used, the supplier shall verpackung.metallgusswerk@handtmann.de. to report

IV. Alternative Packaging

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- in the case of direct shipping: The delivery of alternative packaging must be reported in writing to verpackung.metallgusswerk@handtmann.de at the latest on the day of dispatch, indicating the delivery note number, the part number, the number of parts and the date of delivery.

- only by reporting to verpackung.metallgusswerk@handtmann.de, the alternative packaging is registered with the customer. If nothing has been reported, Handtmann reserves the right to continue to charge the complaints

- if costs for the alternative packaging are incurred, it may not be used until a separate order exists for the additional costs of Handtmann – costs for alternative packaging are not recognised retrospectively

V. Account balance

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- Traceable records for in- and outputs of packaging are inevitable. The supplier must regularly coordinate the container/packaging accounts with the container management. To check the records the supplier has four weeks time. If no discrepancies are reported the balances are accepted.
- If the number of load carriers owed exceeds a normal circulating stock (calculated from the average stock of (raw) parts provided), the supplier shall be recalled in an acceptable period of time. Prompted If the supplier does not comply with the request, Handtmann reserves the right to rent the additional quantity at current market prices. This rental price can be adjusted to current market prices during a longer period (also several times)
- The inventory of all VW-boxes is at the end of october. For all other boxes at the end of december.
- In case of an incorrect account accord the supplier has to do a cost-neutral second inventory

VI. Damaged / wrong delivered packaging from costumer

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damaged packaging:

- Recognizing defective empty packages based on defect images (border sample catalogs from the customer)
- Sort out the defective empty packages (DO NOT put into circulation!)
- Labeling defective empty packages (for example: Additional note "Defective")
- Message Type & quantity of defective empty packages + delivery note with which the defective packages were delivered to send verpackung.metallgusswerk@handtmann.de
- Handtmann makes contact with customers and complains about delivery note related
- Confirmation Return of customers and transmission of return-papers to the suppliers
- Application "defect-goods” at the customers shipping carrier and delivery at the next pickup
- Transmission of signed freight documents from the defective empty packages to: verpackung.metallgusswerk@handtmann.de

VI. Damaged / wrong delivered packaging from costumer

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wrong delivered packaging:

- Deviation from the TARGET (as per delivery note) and the ACTUAL state of the delivery
- wrong package type or wrong contents (example: liners)
- Procedure as for defective empty packages + additional information for transmission
  - What should have been delivered?
  - What was delivered?
  - Pictures with an unknown inner workings (relief for the customer, to understanding the process and if necessary to initiate delivery to the right supplier)
- Empties that are obviously dirty must also be documented on the delievery note; photo evidence makes it easier for customers to complain
- In principle, delivered empties must be unloaded. A refusal to accept requires approval from Handtmann or the end customer. No refusal without prior agreement!

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3. CONTROL OF PRODUCTION

I. Data exchange for production planning
II. Raw parts supply
III. Blocked parts at the supplier

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I. Data exchange for production planning

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Information from Handtmann to supplier:

- Daily transmission of requirements via EDI or fax
  (Preview depends on customer, about four to six month)

- List of stock (weekly on Sunday)
  - Feedback until the first working day of the week
  - without a feedback the stock is accepted

- In case of changes in requirements, the supplier must enter an objection within one working day
  (Monday till Friday; apart on Saturdays, Sundays & bank holidays)

II. Raw parts supply

- The control of production provides the supplier parallel to the request of delivery with raw parts
- The supplier check the delivery and inform immediately if parts are missing
- If for a smooth manufacturing raw material is needed earlier, please contact with control of production
- In case of delivery problems, please contact control of production at least two days before despatch
- Reliability of quantity and time will be checked. The results will be given to the suppliers

III. Blocked parts at the supplier

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- the production control supplies the supplier with unmachined parts parallel to the call-offs
- the supplier is obliged to check the raw parts and, if necessary, to inform HAB in good time if raw parts are missing
- If the supplier needs raw parts ahead of time for smooth production, he must clarify this with production control
- If the supplier cannot meet the quantities and deadlines stated on the call-offs, this must be reported to production control at least two days in advance
- the quantity and delivery reliability are made available through a supplier performance by HAB at agreed intervals

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In case of any question, do not hesitate to contact the person in charge

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