

LOGISTICS GUIDE



Introduction & Objective

Welcome to the bilsteingroup logistic guide

As a supply partner, we trust that you will take the time to read and respect the applicable guidelines, regulations, and local laws and will deliver goods to all of the bilstein group logistic operations accordingly.

The term bilstein group is used in the following document as a meaningful name for all logistic operations.

This manual is designed to familiarise all supply partners with our requirements and their own responsibilities.

It is meant to serve as an easy, comprehensive, and practical guideline to facilitate the smooth flow of materials between you, the supplier, and the bilstein group.

The contents of this document are here to detail the expected transit packaging/labels and delivery

standards. Non-compliance could negatively impact your supplier performance rating and may possibly lead to sanctions.

Some bilstein group operations have specific requirements, which will be referenced within this document.

This document does not cover the requirements of product marking, product packaging, or product labels. Any any graphics displayed within this document are for illustration purposes only.

For product packaging and labeling, please refer to the appropriate guides. If you require these documents, please approach your bilstein group contact.



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Transit Packaging

Transit Packaging Specifications

The following specifications are intended to ensure an efficient and problem-free delivery between the supplier and the bilstein group.

The following general requirements must be fulfilled in all instances:

- Protection of product
- Compliance with the specified standard dimensions as detailed later on
- Recyclable materials
- Optimisation of load and space



Material Composition



Optimisation



Outer Carton Labelling



Carton Weight

Material Composition

All packaging materials used must comply with the relevant EU statutory regulations. Should the bilstein group specify, by contract, that the goods to be packaged are to be shipped to non-EU countries, the relevant statutory regulations in those countries must also be adhered to.

Packaging materials must be recyclable. All packaging should be marked with the relevant symbol.

When using plastics, only PE (polyethylene), PP (polypropylene), or PET (polyethylene-terephthalate) may be used and the quantity must be kept to a minimum.

The use of PVC (polyvinylchloride) is strictly prohibited.

Paper and cardboard must be free from any pollutants used in paper production.

Adhesive tape & glue are the only methods to be used to secure carton flaps.

If solid wood is imported from a third country into the European Union, it is subject to a plant health inspection as per Directive 2000/29/EC of the European Union. Plywood is therefore preferred. (Chipboard boards, wood fibre boards). If you are using solid wood today, please

approach your bilstein group contact.

Any wooden transport units that are delivered must not have been treated with methyl bromide (CH₃Br), formaldehyde (CH₂O), or hydrogen phosphide (PH₃).

The use of plywood is basically permissible provided that the requirements given in this manual are met.

The use of polystyrene should always be avoided and is only permitted for moulded parts. Polystyrene chips are prohibited.

The preferred materials are corrugated cardboard, air-filled cushions, and paper.

Only plastic straps made of PP (polypropylene) and PET (polyethylene-terephthalate) may be used. The use of metal straps is strictly forbidden.

All loading units that are used for dispatch to the bilstein group must be in impeccable and undamaged (i.e. exchangeable) condition. If loading units are damaged, bilstein group charges may be incurred for the repacking costs plus the resulting handling costs.



Optimisation

The supplier must ensure that the [transit] carton is optimally sized and of a quality to suit the contents.

Internal dividers should be considered and used as needed to support the product in transit.

This means that both the route and the transport mode, as well as any possible impacts such as weather conditions and the handling during transit, have to be taken into account.

- Type and condition of the planned transport route
- Anticipated impacts on the goods during transport
- Weather conditions
- Strain from possible contamination
- Adequate protection of the goods
- The sender will be liable for any damages and expenses caused if the packaging is not in compliance with the above requirements.

There must be sufficient protection during multiple movements across the supply chain.



Outer Carton Labelling

Cartons must be marked with readable printed information (as shown) on two sides with the following required details:

- bilstein group or relevant brand
- Part number/article
- Carton quantity
- Gross weight
- Supplier code
- Production date code
- Warning notice if necessary



Carton Weight

If the gross weight is to exceed 25kg, prior approval from the bilstein group is required.

If approval is given and the gross weight exceeds 25kg, the carton requires the following marking:
'GROSS WEIGHT 25kg, HEAVY LOAD'

Label Sample

bilsteingroup	
Part number:	40482
Product barcode:	
Product description:	Cabin Filter
Batch code:	0210
Supplier no:	9999
Carton qty:	22
Gross weight:	9.5 kgs
Carton no:	1 / 40

Heavy Load Label





Transport Unit

Transport Unit

Deliveries must be made exclusively with the following transport units (loading units):

	Acceptable loading unit	EPAL Euro pallet			Disposable pallet						EPAL Euro Loading unit Cages	Wooden crates	Stillage's	loading unit Collars (wood)
					(one way-only wood)			(only for container deliveries)						
	Max Dimensions L*W*H (mm)	1200*800*144			1200*800*144			1150*800*144			1240*835*970	1200*800*450 or 900	1085*1100*790 (they vary in sizes)	1200*800
	Additional inf.	class - New, A & B only www.epal-pallets.org			Only to be used with prior agreement. Load bearing capacity = 1000 kg and constructed as per Euro pallet design			Only to be used with prior agreement. Load bearing capacity = 1000 kg					All stillages that are used for dispatch to the bilstein group must be in an impeccable state and undamaged condition. If stillages are damaged charges may be incurred for the repacking costs plus the resultant handling costs (bilstein always reworks the stillage's and returns back on the next delivery)	Collars are being used in return process
Ennepetal DE	Total height (incl. loading unit)	600	1050	1950	450	900	1800	450	900	1800	970	450 or 900	X	1000
	Max gross weight (kg)	950	950	950	900	900	900	900	900	900	900	900	X	950
Gelsenkirchen DE	Total height (incl. loading unit)	450	900	1800	450	900	1800	450	900	1800	970	450 or 900	X	1000
	Max gross weight (kg)	900	900	900	900	900	900	900	900	900	900	900	X	900
Markham Vale UK	Total height (incl. loading unit)	X	1050	X	X	900	X	X	900	X	970	450 or 900	1500	1000
	Max gross weight (kg)	X	950	X	X	900	X	X	900	X	900	900	1600	950
bilstein group Engineering DE	Total height (incl. loading unit)	600	1050	X	450	900	X	450	900	X	970	450 or 900	X	1000
	Max gross weight (kg)	950	950	X	900	900	X	900	900	X	900	900	X	950
Wuppertal DE	Total height (incl. loading unit)	600	1050	1950	450	900	1800	450	900	1800	970	450 or 900	X	1000
	Max gross weight (kg)	950	950	950	900	900	900	900	900	900	900	900	X	950
Dummersheim DE	Total height (incl. loading unit)	600		950	600		950	600		950	X	X	X	X
	Max gross weight (kg)	500		800	500		800	500		800	X	X	X	X



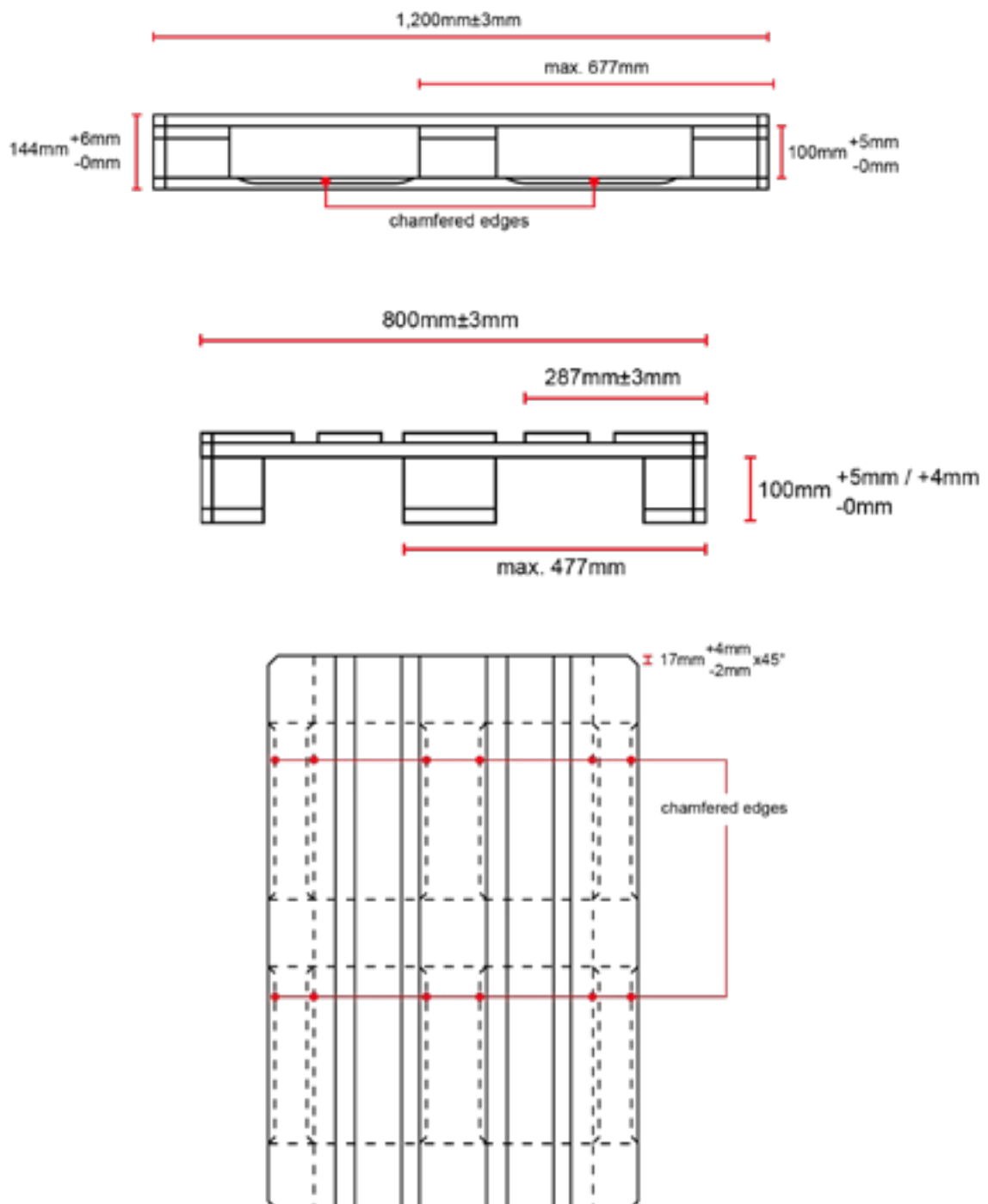
Individual agreements must be made for articles with special dimensions. Please contact your contact person at the bilstein group.

Transport Unit

In the case of bulk goods (loose part numbers such as screws or similar products) that are delivered in wire bulk containers, each of the ULDs must be provided with a clearly legible weighing slip containing the necessary information about the number of pieces and gross and net weights.

The use of plastic or cardboard pallets is not permitted.

The load carriers used should be used to full capacity. (EPAL Euro Loading unit Cages with 1/3 filling should be avoided)





Loading Unit Guidelines

Loading Unit Guidelines / Layout

It is preferable to pack one part number per loading unit, but it is acknowledged that there may be a need to mix products on the loading unit. In this case, we ask for the heaviest product to be placed at the bottom of the loading unit. If there is mixed product on the loading unit, there should be a separation defined either by outer cartons and/or cardboard layers.

- All product on the loading unit must be protected by suitable means to prevent damage. Namely: with lid, strapping, edge protectors, shrink-wrap, corner protection, and anti-skid paper.
- All load carriers must be suitably robust (stackability) to be handled by industrial trucks, i.e. forklifts.



Please note that heavy packages should not be packed on top of light packages.



Loading Unit Labelling

The pallet labels must contain the following information as shown in the example:

bilsteingroup			Pallet no: 1 / 4	
Part number	Product description	Cartons per pallet	Units per carton	Units per pallet
48282	Cabin Filter	5	22	110
103802	Air Filter	14	8	112
01510	Air Filter	6	12	72
38462	Oil Filter	18	20	360

Batch code: 0210 **Order reference:** 40012345678 Please stack largest quantities first on the pallet
Supplier no: 9999 **Gross weight:** 470kgs

Information on the label:

- bilstein group or relevant brand
 - Part number/article
 - Total loading unit quantity
 - Supplier code
 - Date code
 - Number of loading units/total loading units (This must match the packing list)
 - If necessary, warning notice
- Templates are available upon request.

bilsteingroup	
Part number:	48282
Product barcode:	
Product description:	Cabin Filter
Batch code:	0210
Supplier no:	9999
Order reference:	40012345678
Cartons per pallet:	40
Units per carton:	22
Units per pallet:	880
Gross weight:	380 kgs
Pallet no:	1 / 2

Hazardous Goods

The packaging of hazardous goods must comply at least with the statutory regulations of the recipient country. All packaging and Intermediate Bulk Containers (IBC) must comply with the relevant valid version of the regulations for hazardous goods (ADR, RID, IMDG, IATA). The inspection reports for the respective packaging and IBC have to be provided to the bilstein group.



Loading

Loading: FCL + LCL

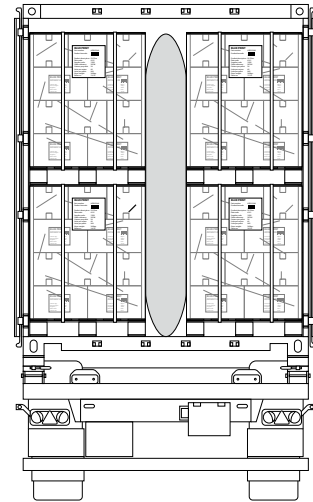
The bilstein group accepts palletised deliveries without exception. CEP service providers are an exception to this rule. We have the facility to receive 20ft, 40ft, and 40ft HC containers.

Consolidated & Direct Shipments (FCL)

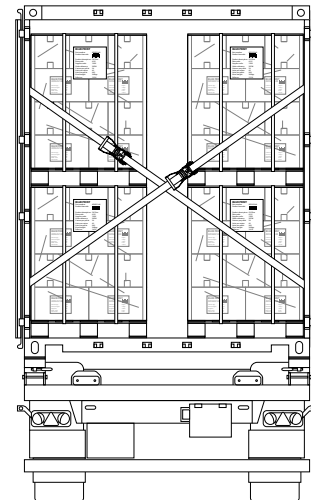
The trucks are usually unloaded at the rear, via docking ramps, i.e. the vehicles must be capable of ramps. Please note this when loading the truck/container. When loading a container/trailer with goods for shipment, we require that these guidelines be followed:

- All loading unit labelling must face the back of the container/side of the trailer (outwards).
- Loading unit restraints are to be used where necessary.
- Dunnage bags, or other suitable packaging material, are used where required to secure loading units in containers during shipment to stop any movement of the goods.
- Observe maximum weights and measures outlined in chapter 4.
- Heavy packages/loading units should not be packed on top of light packages/loading units.

Container using dunnage



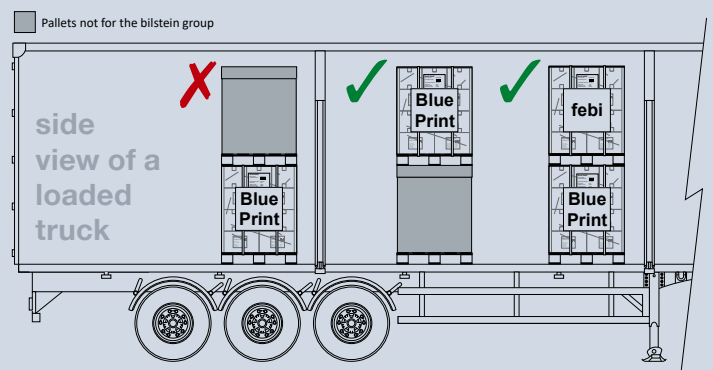
Container using strapping

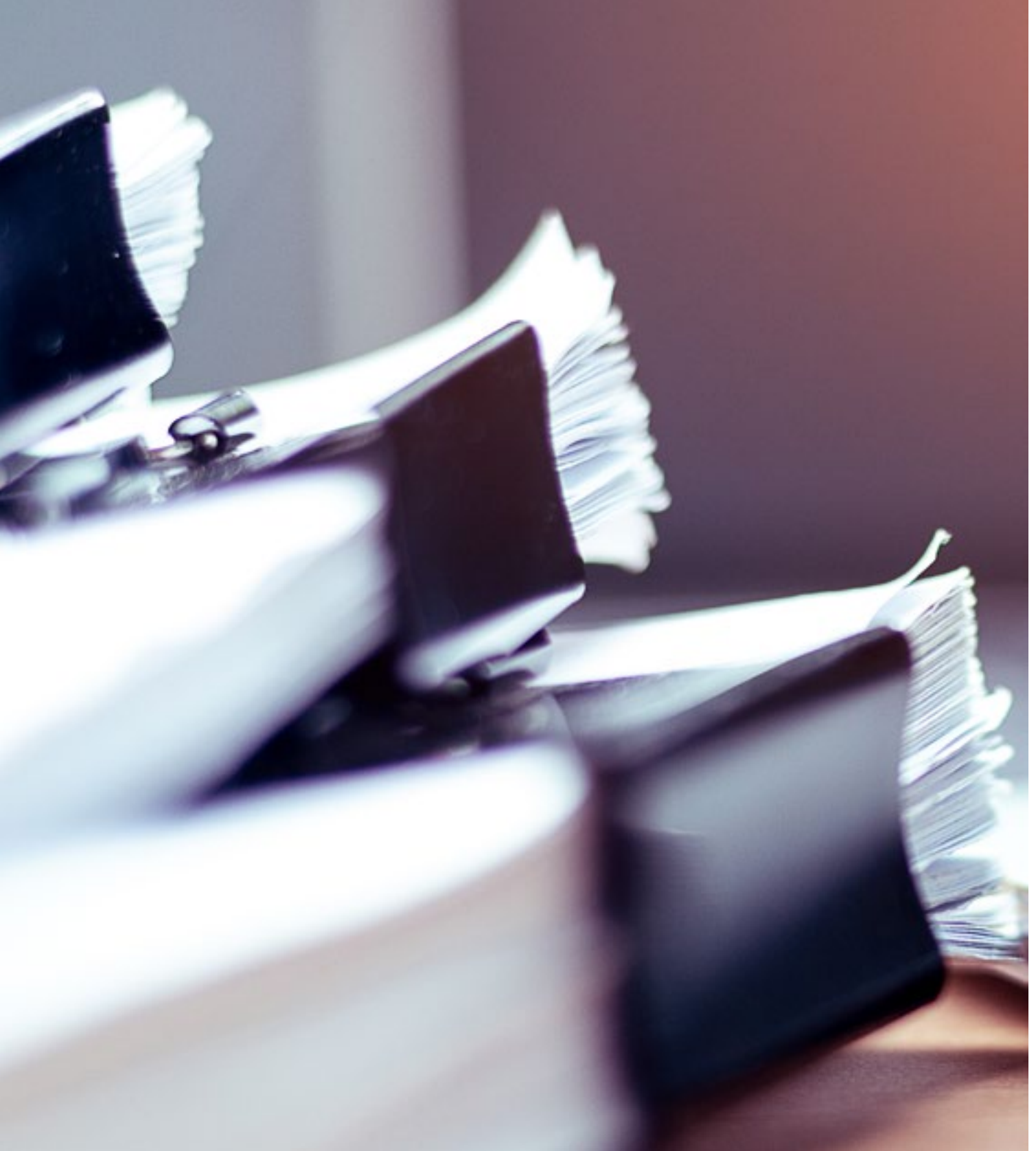


Non-Dedicated (LCL) Deliveries

The guidelines from the previous point still apply regarding goods loaded for transport. We also require the following points to be observed:

- When delivering to the bilstein group, the goods should be accessible. Due to insurance reasons, we will not unload other trading companies goods before unloading our delivery.
- Ensure that all goods for the bilstein group are consolidated in the vehicle for ease of unloading.





Shipping Documentation

Shipping Documentation

At the point of shipment, the supplier must forward all relevant documents via e-mail to the appropriate logistics operation contacts as detailed in section.

The bilstein group Purchase Order (PO) number must be referenced on all paperwork.

Copies of the relevant documentation must also accompany the shipment (attached to the delivery; clearly visible to the recipient / delivery note pocket), such as:

- Delivery note/packing slip
- Bill of lading
- Any other documents that might be required for national and, if applicable, international transport.

We also require an excel version of the invoice to be sent at the point of shipping:

- Each piece of data must be in its own cell.
- All cells that contain a currency value must clearly display the invoice currency. This can be displayed in a separate cell if necessary.

Header Information	Invoice (Only by e-mail)	Delivery Note 2 copies must accompany every delivery	Packing List
bilstein group supplier number (9XXXXXX) and name	✓	✓	✓
Supplier dispatch address	✓	✓	✓
bilstein group delivery address	✓	✓	✓
Document number and date	✓	✓	✓
Dispatch/sailing date	✓	✓	✓
Dispatch port	✓	✓	✓
Port of receipt	✓		

Shipping Documentation

Information per line (Excel version - all data must be in its own cell)	Invoice (Only by e-mail)	Delivery Note	Packing List	Additional information
Container number (if applicable)	✓	✓	✓	
Supplier part number	✓	✓	✓	
bilstein gorup part number	✓	✓	✓	
Part number description	✓	✓	✓	Samples and loose items must be clearly marked
bilstein group Purchase Order (PO) number	✓	✓		
bilstein group PO line reference/position	✓	✓		It is essential that the position number is replicated exactly as printed the PO.
Production date	✓	✓	✓	
Import commodity code	✓			
Country of origin	✓			
Quantity	✓	✓	✓	If goods are "free of charge" the value must still be displayed, but the line marked "free - value for customs purposes only"
Unit price	✓			
Currency	✓			
Order value per line	✓			
Subtotal value per container	✓			
Invoice total (numerical and alphabetical)	✓			
Bank details and letter of credit no. (if applicable)	✓			
Any goods and/or services free of charge	✓			
Quantity per carton/ loading unit		✓	✓	
Carton and/or loading unit number		✓	✓	
Total of carton and/ or loading unit		✓	✓	
Gross weight per line and per container (kg)		✓	✓	Where the invoice covers multiple containers, each should be clearly separated on the invoice and with its own sub value.
Cubic measurements per line and per container		✓	✓	

Bill of Lading

Our preference is that bill of lading are telex / express release. Otherwise, all shipments subject to processing by a forwarder must be accompanied by three copies of the bill of lading (CMR).

The bill of lading must contain the following information:

- Vendor name, address, and contact details
- Delivery address
- Number of packing and loading units belonging to the delivery
- Details regarding type and number of loading units
- Total weight of delivery
- Date of handing over and/or dispatch of delivery
- Warning notice if necessary

The driver or the freight forwarding agent's signature confirms the delivery is in good order and condition.



Customs Documentation

Where previously agreed, accompanying documentation for import shipments must also be supplied, such as proof of preferential origin (EUR 1, EUR-MED, A.TR, UZ form A, declaration of origin in invoice).

Delivery Terms

The terms of delivery, as agreed between the bilstein group and the supplier, apply. The bilstein group takes out the appropriate insurance to cover its own risks in connection with transport.

The supplier or the forwarder does not need to not take out transport insurance for the benefit of the bilstein group.

However, the supplier will be responsible for insuring its own transport risks in line with contractual agreements regarding the passage of risk; for instance, if the passage of risk is agreed to take place at the bilstein group premises, then the supplier will bear the risks of accidental destruction and deterioration throughout the entire duration of transport and must insure this risk at its own cost and responsibility.

With regard to Incoterms, the ICC guidelines shall apply.



Environment Factors

Climate change, population growth, and scarcity of resources are among the major challenges facing us today.

The globalisation of the world of work and business also has a massive impact on people, nature, and society. In this context, the bilstein group is aware of its responsibility as an internationally active company.

Therefore, as little secondary packaging as possible should be used to ship your products to us. Likewise, bulk goods should not be individually packed, but delivered in bulk packs. This saves important raw materials and avoids environmentally harmful waste. In addition, environmentally friendly vehicles should be used for delivery to the bilstein group and meet at least the EURO 5 emissions standard.

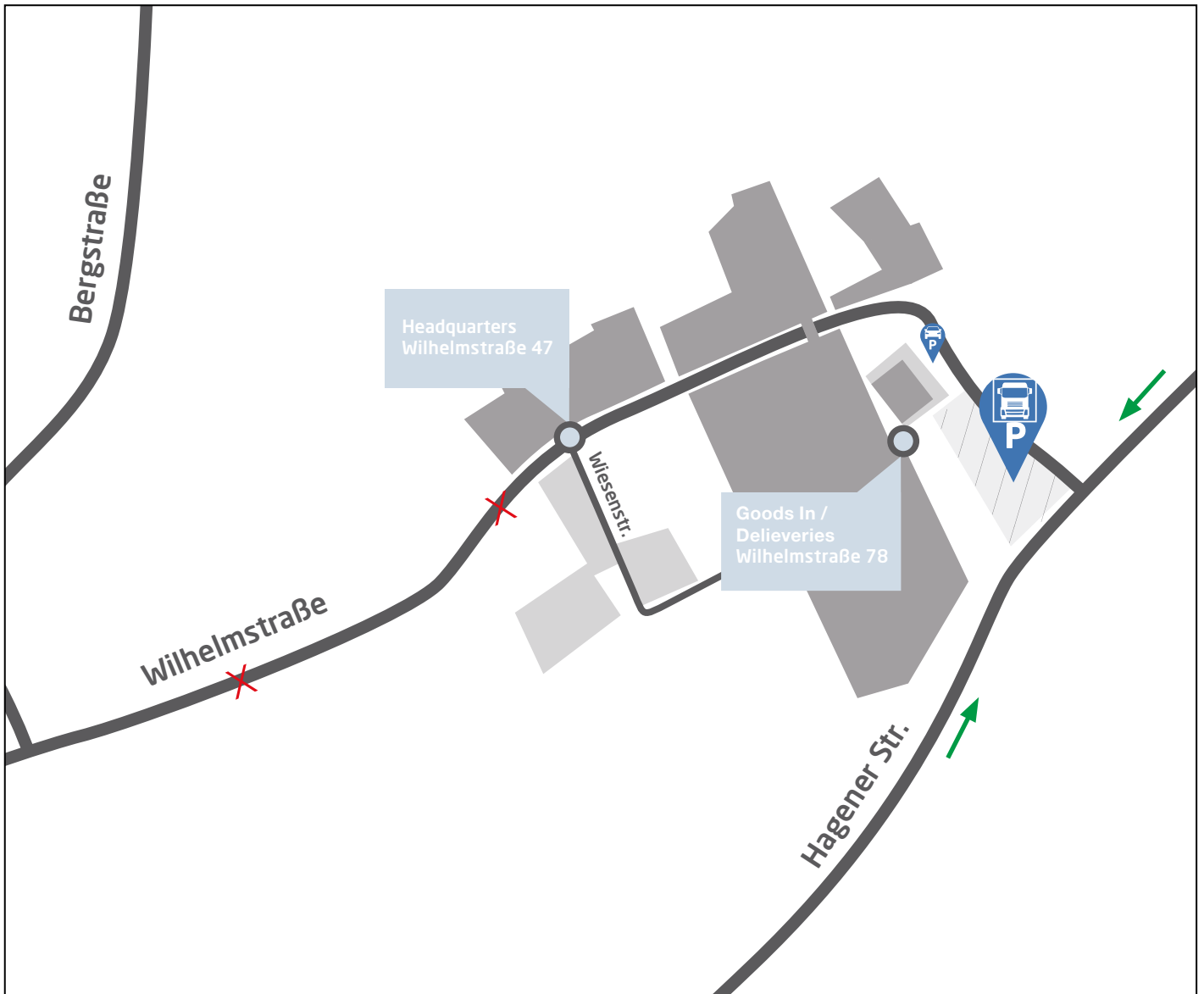


Logistic Operations

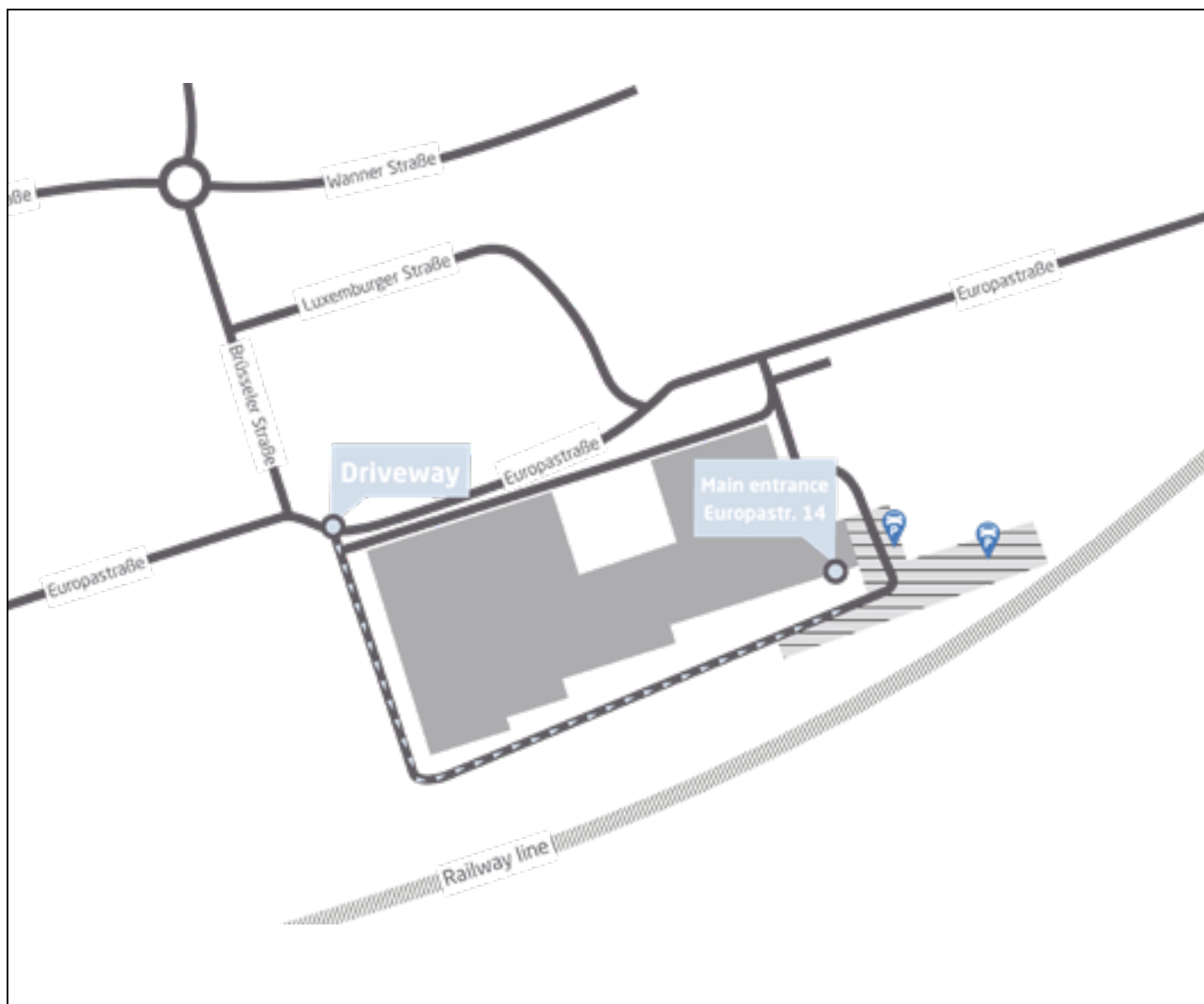
Logistic Operations

Site	Delivery address (unless otherwise stipulated)	Telephone	E-mail	Booking In	Opening Hours	Additional Information
Ennepetal DE	Ferdinand Bilstein GmbH + Co. KG Logistikzentrum Ennepetal Wilhelmstraße 78 58256 Ennepetal Germany	+49 (0) 2333 911 1218 +49 (0) 2333 911 7735	we-avise@bilsteingroup.com	All deliveries, except for small courier deliveries (i.e. DHL, DPD, TNT, UPS, etc.), must be notified within at least 24 hrs. in our booking system CARGOCLIX (www.cargoclix.com/bilsteingroup)	Monday – Thursday: 08:00 to 16:00 Friday: 08:00 to 15:00	We reserve the right to reject deliveries that arrive without a timeslot and without accurate and complete documentation. If a delivery is rejected, the supplier must again notify the Incoming Goods Department of the Logistics Centre regarding shipment, transmitting the required information in our booking system CARGOCLIX at least 24 hours in advance . Deliveries from countries outside the EU are subject to pre-declaration obligations, as per the requirements of EC Directive No. 273/2009 of 2 April 2009.
Gelsenkirchen DE	Ferdinand Bilstein GmbH & Co. KG Logistikzentrum Gelsenkirchen Europastraße 14 45888 Gelsenkirchen Germany	+49 (0) 209 605116130 +49 (0) 209 605116104	ge-warenein-gang-buero@bilsteingroup.com		Monday – Friday: 06:30 to 17:00	
Markham Vale UK	Ferdinand Bilstein UK Ltd. Unit 1, Seymour Link Road (off Erin Road) Markham Vale Chesterfield S43 3FG United Kingdom	To make a booking: +44 (0) 1622 833009 For directions to the site: +44 (0)01246 284550	FEN-Inbound.Management@bilsteingroup.com		Monday – Friday: 05:30 to 17:00	

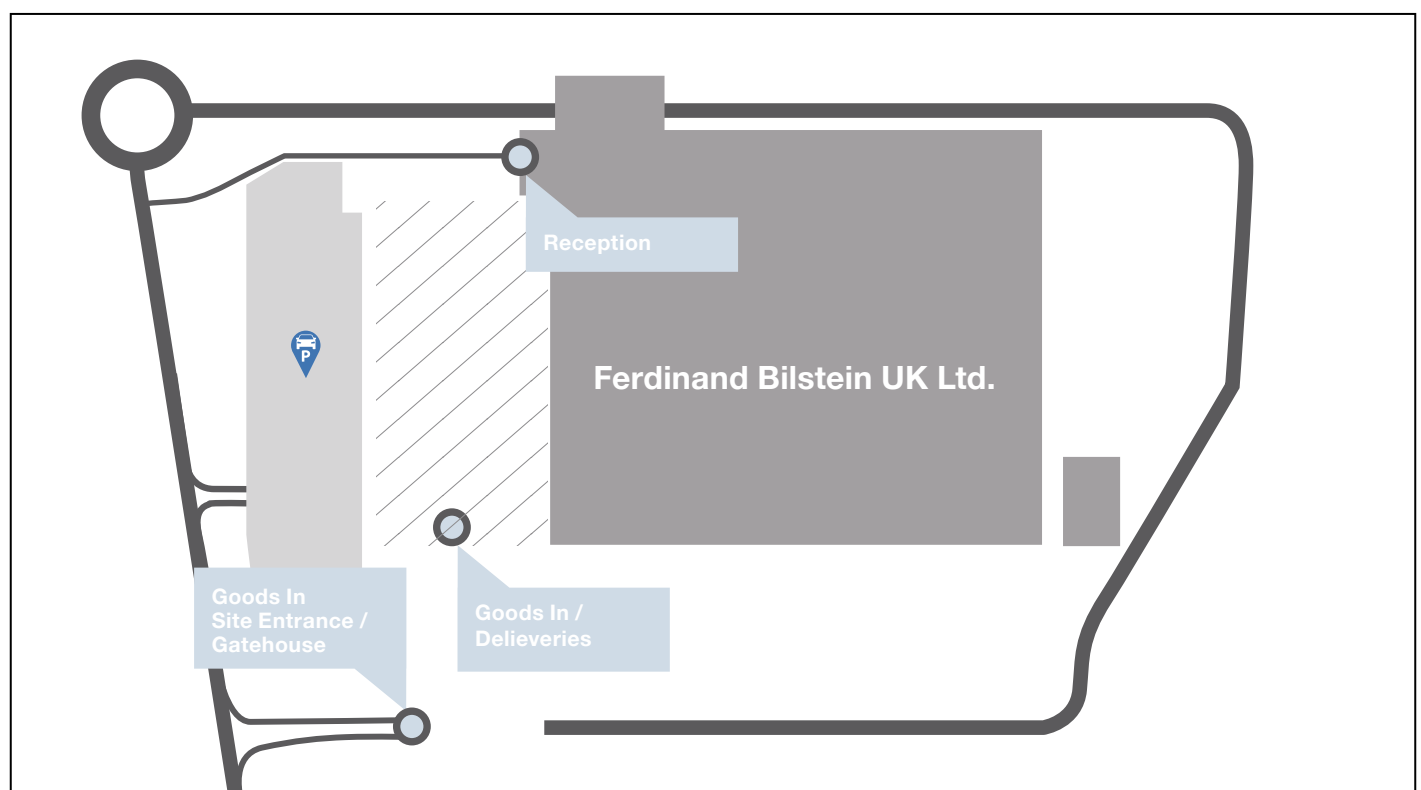
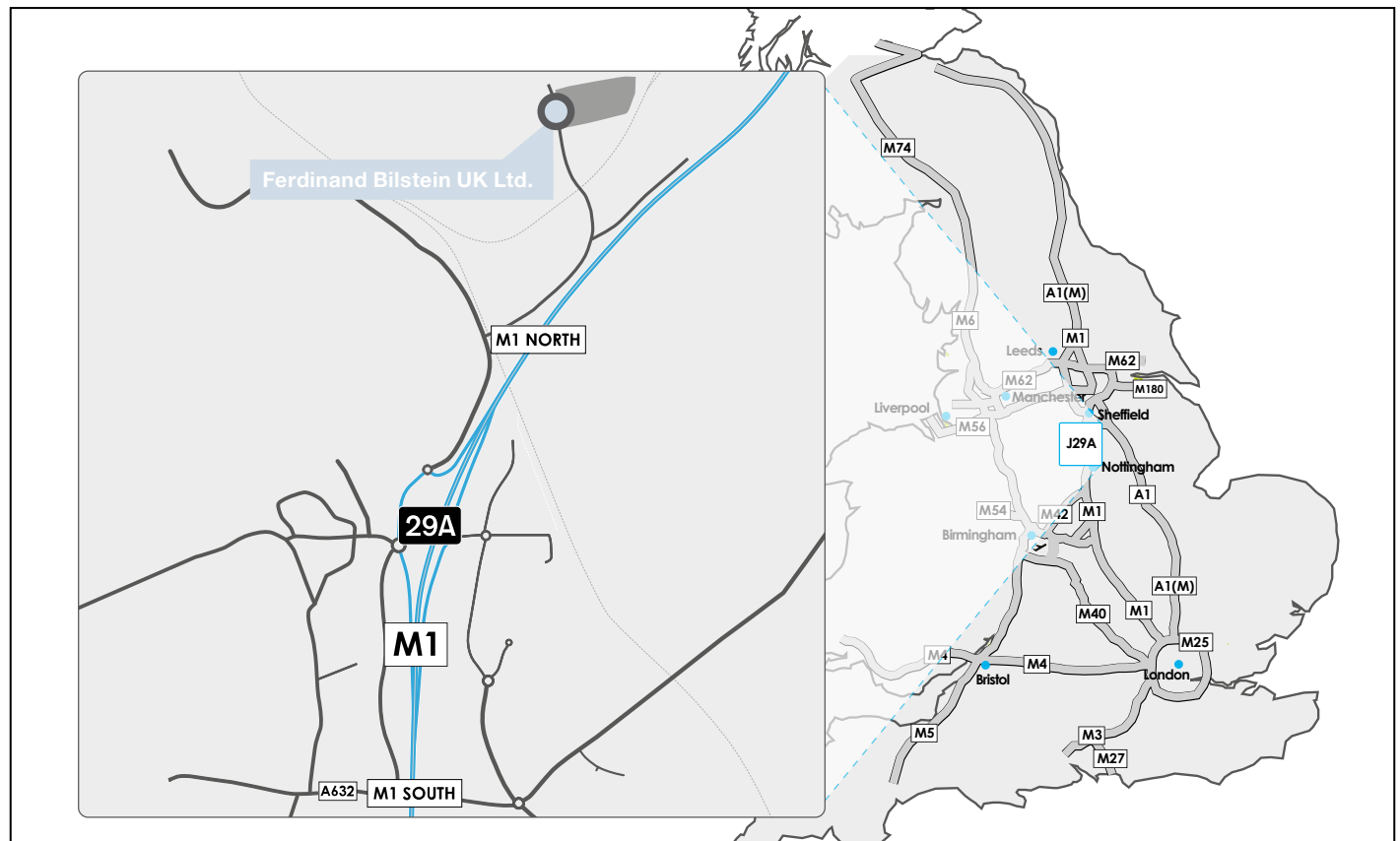
Ennepetal



Gelsenkirchen



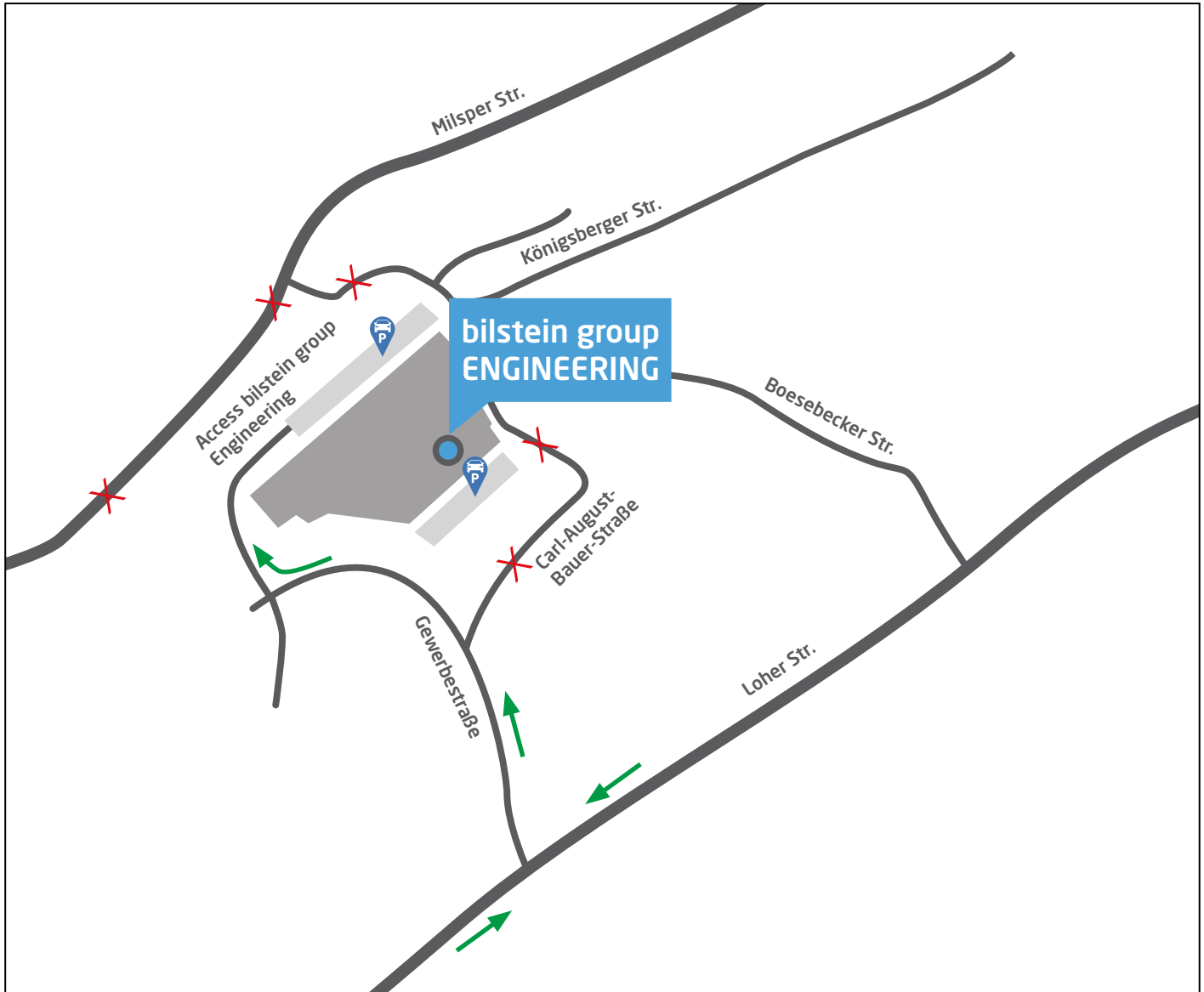
Markham Vale



Logistic Operations

Site	Delivery address (unless otherwise stipulated)	Telephone	E-mail	Booking In	Opening Hours	Additional Information
Ennepetal DE bilstein group Engineering	bilstein group Engineering Gewerbestraße 20 58256 Ennepetal Germany	+49 (0) 2333 911 -254	n/a	All deliveries, except for small courier deliveries (i.e. DHL, DPD, TNT, UPS, etc.), must be notified within at least 24 hrs. in our booking system CARGOCLIX (www. cargoclix.com/ bilsteingroup)	Monday – Friday: 08:00 to 14:00	We reserve the right to reject deliveries that arrive without a timeslot and without accurate and complete documentation. If a delivery is rejected, the supplier must again notify the Incoming Goods Department of Logistics Centre bilstein group Engineering regarding shipment, transmitting the required information in our booking system CARGOGLIX at least 72 hours in advance . Deliveries from countries outside the EU are subject to pre-declaration obligations, as per the requirements of EC Directive No. 273/2009 of 2 April 2009.
Wuppertal DE	SWAG Autoteile GmbH Logistikzentrum Wuppertal Am Kiesberg 4-6 42117 Wuppertal Germany	+ 49 (0) 2022 6454-5544	anlieferung- swag@ bilsteingroup. com	All deliveries, except for small courier deliveries (i.e. DHL, DPD, TNT, UPS, etc.), must be notified within at least 24 hrs. in our booking system CARGOCLIX (www. cargoclix.com/ bilsteingroup)	Monday – Friday: 08:00 to 14:00	We reserve the right to reject deliveries that arrive without a timeslot and without accurate and complete documentation. If a delivery is rejected, the supplier must again notify the Incoming Goods Department of Logistics Centre Wuppertal regarding shipment, transmitting the required information in our booking system CARGOGLIX at least 24 hours in advance . Deliveries from countries outside the EU are subject to pre-declaration obligations, as per the requirements of EC Directive No. 273/2009 of 2 April 2009.
Durmersheim DE	Ferdinand Bilstein GmbH + Co. KG bilstein group – CLUTCH COMPETENCE CENTRE Wagnerstraße 22 76448 Durmersheim Germany	+49 (0) 7245 91920	shipping- documents@ bilsteingroup. com	All deliveries, except for small courier deliveries (i.e. DHL, DPD, TNT, UPS, etc.), must be notified within at least 72 hrs. in our booking system CARGOCLIX (www. cargoclix.com/ bilsteingroup)	Monday – Thursday: 08:00 to 16:00 Friday: 08:00 to 12:30	We reserve the right to reject deliveries that arrive without a timeslot and without accurate and complete documentation. If a delivery is rejected, the supplier must again notify the Incoming Goods Department of Logistics Centre Durmersheim regarding shipment, transmitting the required information in our booking system CARGOGLIX at least 24 hours in advance . Deliveries from countries outside the EU are subject to pre-declaration obligations, as per the requirements of EC Directive No. 273/2009 of 2 April 2009.

Ennepetal (bilstein group Engineering)



Deviations

In the event of a deviation from the regulations specified in these guidelines, we reserve the right to charge the costs incurred, such as handling and repacking costs and/or disposal costs after the inspection.

Item	Deficiency	Impact to the Business	The Fine
1	Delivery documentation illegible / missing	Cannot process through Goods-In, causing space shortage and affecting availability. In addition, the goods are not insured. Any storage costs incurred due to missing documents will be charged separately.	50€ per document
2	Non-compliant product (any damage) brand packaging	Reworking required (quality check, labour, reboxing, relabelling, label costs, packaging costs, restack, disposal, etc.)	5€ per unit
3	Non-compliant product (any damage)	Restack, quality check, reboxing, disposal	30€ per loading unit
4	Non-compliant loading unit (e.g. pallet damage / stacked too high / overhang / excessive weight / gassed pallets [MB], steel strips/bands, plastic pallets, non suitable for forklift, etc.)	Reworking required (labour, restack, disposal, etc.)	75€ per loading unit
5	Load carrier not loaded with single-type goods, small quantities below	Search, restack, new loading unit	75€ per loading unit
6	Shipped quantities missing / wrong / deviation	We control in 4 eyes principle and document this. Administrative effort of several persons	25€ per reference number
7	Carton and / or palett label is missing / wrong	For identification	15€ per label
8	Deviant packaging	Reboxing	5€ per packaging unit
9	Packaging unit deviant	Restack, reboxing	10€ per packaging unit
10	Batch numbers / production code missing	Traceability	25€ for each item
11	Non-notified delivery	Administrative effort of several persons	50€

Health & Safety

bilstein group logistics

THINK SAFETY



Caution - Fork trucks operate in this building



Warning - CCTV in operation



High visibility vest must be worn



Safety footwear must be worn



Smoking or naked lights are forbidden in this building



No admittance for unauthorised person

References

- DIN 6120-1
- ISO 14001
- HGB - §407
- bilstein group "Terms and conditions of contract"
- Legal Document / General Terms and Conditions Page 2-10 (General Purchase Terms)
<https://legal.bilsteingroup.com/download/bilstein-group-General-Terms.pdf>

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