

24. Appendix to the Supplier Manual Wb&m China

All deliveries to our company have to be carried out according to the shipping terms agreed.

a. Transportation

1. Delivery Address:

Wuerth Baier & Michels (Shanghai) Automotive Fastener Co., Ltd

No. 1969 Xizha Road, Fengxian District, Shanghai 201401

Higher transport costs due to a change of the following regulation regarding the way of transport, e.g. airfreight, railway-express, express parcels, courier services are only accepted if explicitly approved by b&m. Higher transport costs due to the selection of non b&m partner carriers have to be covered by the supplier if not explicitly approved by b&m. The seller is free to insure the consignment at its own cost. Insurance costs charged to b&m will not be accepted.

2. Ex works consignments:

Ex works consignments are subject to the following forwarding instructions:

Chinese suppliers

Consignments which can be sent by own contract partner.

Overseas suppliers

Consignments which can be sent by a parcel service are to be sent via our contract partner Fedex (Fedex Intl. Priority Service). Consignments have to fulfill the following standard:

- maximum of total weight per delivery: 60.0 kg
- maximum 3 meters combined length and girth/parcel
(double width + double height + single length)
- up to a length of 0.8 meters/parcel

The supplier has to assure optimal capacity utilization of the parcels in the interests of b&m.

Suppliers abroad shall contact the responsible b&m contact.

b. Dispatch

Insurance and packing charges, storage charges and additional costs in connection with the transport as well as possible prior carriage charges won't be accepted by b&m and subtracted from the invoice. Stamped delivery of our consignments in which the freight charges are included in the invoice will be refused and the freight charges stated will be subtracted. As far as deliveries are carried out by the supplier himself, delivery fees are accepted up to the value of charges b&m agreed with its contract carriers.

Several deliveries on the same day have to be combined into one consignment.

Dispatch of Hazardous Materials

- The terms of transport for hazardous materials are to be followed precisely. The supplier is responsible for all damages resulting from the noncompliance of the statutory provisions.
- For the packaging of limited amounts (LQ) according to chapter 3.4 of ADR, the requirements for compound packaging and their labeling have to be fulfilled.
- Regarding the packaging of hazardous materials only type-approved packaging (e.g. cartons, canisters) are accepted according to the individual classes in ADR and regarding sea freight according to the specifications of the IMDG-Code.
- The bill of lading or packing slip has to include the relevant information on hazardous materials (amongst others reference number, hazardous material class, packaging class) according to ADR.

c. Documents

The contract carrier has to receive proper consignment documents and accompanying documents:

1. Bill of Lading

- Every consignment is to be handed out to the carrier together with a transport order.
- The transport order has to include following information:
 - Consignor (supplier) address
 - baier & michels consignee address
 - baier & michels order no. (which is also the primary identification of the consignment)
 - Terms of delivery according to our order
 - Number of parcels belonging to the consignment
 - Total weight of the consignment
 - Delivery date, respectively the date of shipment of the consignment

2. Packing Slip

- Every consignment has to include an original packing slip. The packing slip has to be fixed clearly in a pouch at the front side of the parcel.
- If a consignment consists of several parcels, the parcel which includes the packing slip must be signed clearly.
- The packing slip has to include following order regulations:
 - Order number
 - Vendor number
 - baier & michels item number

3. Packing list

If a consignment consists of more than one packing piece or pallet, the packing slip has to include the packing list for each transport lot with following order information:

- Shipping unit number or number of the pallet
- baier & michels item number
- Batchnumber
- Amount of the item
- Amount and content of the single packaging
- Made in XXX

This information has to be noted clearly on the marking of the single packaging.
The content of the single packaging has to be equivalent to the markings.

- All packaging including hazardous materials are to be indicated clearly with the prescribed documents for hazardous material according to chapter 5.2 ADR.
- Specifications about the danger to water are obligatory.
- Packing slips of perishable articles have to contain the date of production.
- Only qualified companies are to be appointed for the transport.
- A closed truck is a absolutely must
- Goods are not allowed to be stored outside

d. Packaging

1. Pallet

- Euro-flat-pallets (basic measurements: 800 mm x 1,200 mm) marked with German Railway quality label RAL RG 993. For small quantities a variation of the length to an overall length of 600 mm is accepted.
- Wooden pallet must to have the stamp of "IPPC", for overseas supplier only.
- Loading height included Euro flat pallet is 850 mm.
- Total weight of the pallet may not exceed 850 kg.
- Only one batch numbers per pallet is permitted
- Overseas suppliers have to use wooden protection at every corner and the top of the pallets in order to avoid damages of goods and cartons.
- The pallet units have to be shrink-wrapped or fastened with non-metallic strap or steel tape.

3. Packing unit

- Maximum weight 12 kg per unit
- Small plastic boxes according to VDA-references 4500 are preferable, alternative strong and neutral cardboard boxes usable
- Full packing units per item, subsets are not allowed.
- Goods have to be delivered with an affixed label and marked with b&m item number, preferable provided with material tags (label) according VDA-reference 4902 or similar.
- The country of origin need to be mentioned "by Made in XXX"

4. General

- Packing pieces have to be arranged on the pallet (excl. express delivery) ensuring a compact and secured shipping unit without overlap.
- The goods have to be packed properly in order to avoid being damaged and in an adequate, suitable way for all modes of dispatch.
- The compilation of packing pieces and pallets has to be carried out in relation to the orders and articles. Orders and articles must not be spread across several pallets and packing pieces.
- The supplier has to bear transport resulting from poor packaging which are not accepted by the insurer.
- Every change of packing direction of goods have to be confirmed in advance by b&m CN. That includes also dimension and quality of cartons, pallets or packaging units. Disregard may cause repacking effort which b&m CN will charge to the supplier. If no specific packaging is agreed, a neutral design of the packaging, without Logo or other signs of the supplier, is requested.
- All above mentioned conditions are invalid if specified different handling for single shipments has been agreed.

e. EDI

If EDI handling is agreed, the supplier receives call-off information from b&m according to VDA 4905 / VDA 4913 / VDA 4915. The supplier likewise sends an electronically transmitted DFÜ delivery note according to VDA at the request of b&m. The delivery call-off is deemed to have been accepted if the supplier does not object to it within 48 hours. The objection is to be transmitted in writing to the scheduling logistics department of the affected b&m location. Supplier prefer EDI handling shall contact b&m CN purchasing contact.

In any case of questions to the b&m CN appendix please contact your local b&m CN purchasing contact person.

f. Declaration of Origin of Goods

- A Certificate of Origin is always requested for overseas suppliers.
- The Country of Origin has to be declared in accordance with ISO 3166 Alpha-Code and must not contain undefined declaration like EG, EU, EWR etc.
- As a general principle, with the order or – in the case of an ongoing business relationship – annually, the supplier shall receive a request for the submission of a supplier declaration by letter or E-Mail from b&m.
- The supplier shall submit a signed supplier declaration to b&m within a period of four weeks following the receipt of the request, but not later than at the time of delivery.
- As a general rule, each (long-term) supplier declaration must be signed by hand. The responsible individuals must be identified by name and their position in the company must be disclosed. The declaration of commitment must be sent to: Wuerth Baier & Michels (Shanghai) Automotive Fastener Co., Ltd, and Address: No. 1969 Xizha Road, Fengxian District, Shanghai 201401

- The supplier prints the supplier declaration on its own business stationary and is under obligation to ensure that the wording of the submitted supplier declaration corresponds exactly to the legal stipulations of Regulations in the respectively valid version.
- The supplier declaration must contain an exact description of the delivered goods as well b&m article number in order to ensure that the goods can be clearly identified. The supplier must notify b&m without delay (to: Wuerth Baier & Michels (Shanghai) Automotive Fastener Co., Ltd and address: No. 1969 Xizha Road, Fengxian District, Shanghai 201401) if the disclosures provided in connection with a long-term supplier declaration no longer apply. In addition, the supplier must also notify b&m in written (to: Wuerth Baier & Michels (Shanghai) Automotive Fastener Co., Ltd and address: No. 1969 Xizha Road, Fengxian District, Shanghai 201401) and without delay if turns out that declarations issued in the past concerning the preferential and non-preferential origin of were issued wrongly.

If the supplier's place of business and/or production plant is located in a country with which an P.R. China free trade agreement is in existence, the supplier shall issue documentary proof of preference (movement certificate / declaration of origin on the invoice) for each delivery. The provisions of the free trade agreements must be observed.



Hansjörg Koroschetz
COO b&m Group

Date and authorized signature

Name and function

Supplier company name / company stamp

b&m internal notation:

Date/signature:

Name/function:

b&m location:

Supplier manual including appendices to be sent to: einkauf@baier-michels.com

24. 伍尔特拜尔米中国 (Wb&m China) 供应商手册附录

对我司的交货事宜均应按照约定的运输条款进行。

a. 运输

1. 交货地址:

伍尔特拜尔米（上海）汽车紧固件有限公司

上海市奉贤区西闸路 1969 号，邮编：201401

因下列有关运输方式的规定有所改变，例如空运、铁路快运、快递包裹、快递服务等导致运输成本升高，只有经拜尔米 (b&m) 明确批准后方可接受。若未经拜尔米明确批准，因选择非拜尔米合作伙伴承运人而导致的运输成本升高由供应商自行承担。卖方可自费为货物投保。不得向拜尔米收取任何保险费用。

2. 工厂交货货物:

工厂交货货物应符合下列货运说明:

中国供应商

可交由其自己合作方发送货物。

海外供应商

可通过包裹发送的货物使用我司合作方 — 联邦快递（联邦快递优先服务）发送。货物必须符合以下标准:

- 每次交货的最大总重量: 60.0 kg
- 组合长度和周长/包裹最长 3 米
(双宽 + 双高 + 单长)
- 每个包裹的长度应小于 0.8m

供应商必须确保包裹的最佳容积利用率，以保证拜尔米的利益。

国外供应商请联系拜尔米相关负责人。

b. 发货

拜尔米不负责支付保险和包装费、仓储费和与运输相关的额外费用以及可能发送的先前运费，并从发票中扣除。邮资已付的交货如果发票中包含运费将被拒收，并将扣除所述运费。若供应商自行交货，则拜尔米可接受的交付费用与其合约承运人约定的费用相同。同一天交付的货物（数次）须合并至一批。

危险物品的运送

- 须严格遵守危险物品的运输条款。供应商应对因不遵守法定规定而造成的所有损害负责。
- **ADR 第 3.4 章**规定的限量 (LQ) 包装必须满足复合包装及其标签的要求。
- 关于危险材料的包装，根据 **ADR** 中的各个类，只接受批准类型的包装（如箱、罐），如果是海运应符合国际海运危险货物准则的规格。
- 提单或装箱单必须包括 **ADR** 规定的有害物质的相关信息（包括参考编号、危险材料等级、包装类别）。

c. 文档

应向合同承运人须提交适当的货物文件和随附文件：

1. 提单

- 每批货物发给承运人均应附带运输单。
- 运输单必须包括以下信息：
 - 发货人（供应商）地址
 - 拜尔米 (baier & michels) 收货人地址
 - 拜尔米订单号（也是货物的主标识）
 - 我司订单要求的交货条款
 - 货物的包裹数量
 - 货物总重量
 - 交货日期，货物分别装运日期

2. 送货单

- 每批货物均应附带送货单原件。送货单须清楚地固定于包裹正面的小袋中。
- 如果托运货物包括多个包裹，则附带送货单的包裹必须清楚地签署。
- 送货单必须包括以下订单规定：
 - 订单号
 - 供应商编号
 - 拜尔米产品编号

3. 装箱单

如果托运货物包括多个包装件或托盘，则送货单必须包括每个运输批次的包装表，并附有以下订单信息：

- 装运单位号或托盘编号
- 拜尔米产品编号
- 批次号
- 产品的数量
- 单包装的数量和内容物
- 产地 XXX

单个包装的标记上必须清楚地注明这些信息。单个包装的内容必须与标记相同。

- 包括危险材料的所有包装应根据 ADR 第 5.2 章明确标明危险材料的规定文件。
- 有关水的危险性的规定是强制性的。
- 易腐物品的装箱单必须包含生产日期。
- 仅能指定符合条件的公司进行运输。
- 必须使用封闭式卡车
- 货物不得存放在室外

d. 包装

1. 托盘

- 欧式平托盘（基本尺寸：800 mm x 1200 mm）标有德国铁路质量标签 RAL RG 993。如果数量较少，允许总长 600 mm 的长度变化。
- 对于海外供应商，木托盘必须标有“IPPC”标记。
- 包括欧式平托盘在内的装载高度是 850 mm。
- 托盘总重量不得超过 850 kg。
- 每个托盘只允许一个批号。
- 海外供应商必须在托盘各角和顶部使用木质保护装置，避免损坏货物和箱子。
- 托盘单元必须采用收缩包装或用非金属带或钢带固定。

3. 包装单元

- 每单元最大重量 12 kg
- 优先选择符合 VDA-参考 4500 规定的小塑料盒，亦可用结实而中性的纸板箱代替。
- 每件货物应采用完整包装单元，不得使用零散包装。
- 若货物必须贴有标签并标有拜尔米物品编号，最好提供符合 VDA-参考 4902 或类似标准的材料标签。
- 通过标示“XXX 制造”注明原产国。

4. 一般规定

- 包装件必须放在托盘上（快递除外），确保装运单元紧凑紧固无重叠。
- 货物必须以适当的方式妥善包装，以避免损坏并适应所有发货方式。
- 必须根据订单和物品，采取包装件和托盘。订单和物品不得分散在数个托盘和包装件上。
- 因包装不良造成的保险公司不承保的运输后果由供货商自行承担。
- 商品包装说明的每次变更都必须事先由拜尔米中国确认，包括纸箱、托盘或包装单元的尺寸和质量。如因忽略上述要求导致重新包装，拜尔米中国将向供应商收取相关费用。如果未约定特定的包装，则要求采用中性设计的包装，无标识或供应商的其他标志。
- 如果已约定了单独装运的特定的不同处理方式，则上述所有条件均无效。

e. EDI

如果约定了 EDI 处理，供应商将根据 VDA 4905/VDA 4913/VDA 4915 收到拜尔米的分订单信息。供应商同样根据 VDA 的规定并按拜尔米的要求发送电子版的 DFÜ 交货单。如果供应商未在 48 小时内提出异议，则认为已经接受了交货订单。如有异议，应以书面形式传送到受影响的拜尔米地点的调度后勤部门。

供应商如选择 EDI 处理应联系拜尔米中国采购联系人。

如有任何关于拜尔米中国附录的问题，请联系您所在地的拜尔米中国采购联系人。

f. 货物原产地声明

- 海外供应商必须提供原产地证书。
- 货物原产国必须按照 ISO 3166 字母码进行声明，并且不得包含 EG、EU、EWR 等未定义的声明。
- 一般情况下，供应商每年都会收到拜尔米通过订单或 — 正在进行的业务关系 — 发来的信件或电子邮件，要求供应商提交相关声明。
- 供应商应在收到请求后的四周内向拜尔米提交签署的供应商声明，但不得晚于交付时。
- 一般情况下，每份（长期）供应商声明必须手动签署。负责人须清楚的签署其姓名，并注明在公司职位。该声明须发送至：伍尔特拜尔米（上海）汽车紧固件有限公司；地址：上海市奉贤区西闸路 1969 号，邮编：201401

- 供应商应使用己方的商务信笺打印供应商声明，并有义务确保提交的供应商声明的措辞完全符合相应有效法规版本的规定。
- 供应商声明必须包含所交付货物的准确描述以及拜尔米物品编号，以确保能够清楚地识别货物。下列情况下，供应商应立即通知拜尔米（收件人：伍尔特拜尔米（上海）汽车紧固件有限公司；地址：上海市奉贤区西闸路 1969 号，邮编：201401）：
如果与长期供应商声明有关的披露不再适用。另外，下列情况下，供应商亦应以书面形式通知（收件人：伍尔特拜尔米（上海）汽车紧固件有限公司；地址：上海市奉贤区西闸路 1969 号，邮编：201401）且不得延误：
如果证明过去发出的关于优惠和非优惠原产地的声明是错误的。

如果供应商的营业地点和/或生产工厂位于与中华人民共和国存在自由 贸易协定的国家，则供应商应在每次交付时均签发相关优惠证明文件（发票中的流通证明/原产地声明）。且必须遵守自由贸易协定的规定。



Hansjörg Koroschetz
拜尔米集团首席运营
官

日期及授权人签字

姓名和职务

供应商公司名/公司印鉴

拜尔米内部注：

日期/签字：

姓名/职务：

拜尔米地址：

供应商手册（含附录）发送至：einkauf@baier-michels.com