

SUPPLIER GUIDELINE



Table of contents

1	Preamble	3
2	Scope	4
3	Ordering types	5
4	Basics.....	7
4.1	Labeling.....	7
4.1.1	Best-before date and batch	7
4.1.2	Barcode.....	8
4.1.3	Shipment label	8
4.2	Shipment documents	9
4.2.1	Way bill	9
4.2.2	Delivery note and packing list.....	9
4.2.3	Other accompanying documents	11
4.3	Communication	11
5	Packaging and dispatch	12
5.1	Product packaging	12
5.2	Outer packaging	12
5.3	Means of transport	12
5.4	Packing and transport means.....	13
5.5	Pallet exchange.....	13
5.6	Types of shipment	13
6	Transport	15
6.1	Handling of transports	15
6.1.1	Handling of national transports	15
6.1.2	Handling of European transports	15
6.1.3	Handling of international transports	16
6.2	Booking process.....	16
6.2.1	Würth Logistics	16
6.2.2	Schmalz + Schön.....	16
6.2.3	Glop-SpedLogistics	16
6.2.4	Content of a booking	16
6.3	Transport costs	17
6.4	Online time-slot registration.....	17
7	Origin of goods, preferential status	18
8	Error indication	19
9	Final remarks	20

1 Preamble

The purpose of this Supplier Guideline is to ensure that ordered materials and items are available in the right quantities, the right quality and at the right time as well as in the right place and to ship them in the right order and the most cost-efficient way possible.

The following basic principles aim at ensuring the proper handling of these processes:

- Zero-error tolerance in logistics and quality
- High delivery readiness (service degree)
- Low stocks
- Avoiding special shipments
- Avoiding stock-outs
- Flexibility to react to changes in demand
- Correct delivery handling
- Standardized booking and transport processes and documents, information and communication processes while avoiding the use of different types of media.

Without prejudice to the agreed terms of delivery, the following sections shall be deemed an integral part of our contractual agreements and must be observed.

2 Scope

The Supplier Guideline shall apply to all deliveries to our central German warehouse in Künzelsau-Gaisbach, to the Würth Logistics Center and all external Würth warehouses. Drop-shipments and the corresponding details shall be subject to a separate drop-shipment agreement and thus constitute an exception.

Responsibility

The supplier shall be responsible for complying with and implementing this Supplier Guideline throughout the entire supply chain.

This Supplier Guideline shall be partially valid only if additional, written agreements were made or approved. Oral agreements are generally deemed invalid.

Deviations

Deviations in the process workflow have to be reported immediately (within two working days after order reception). Corrective action has to be taken and communicated accordingly without delay.

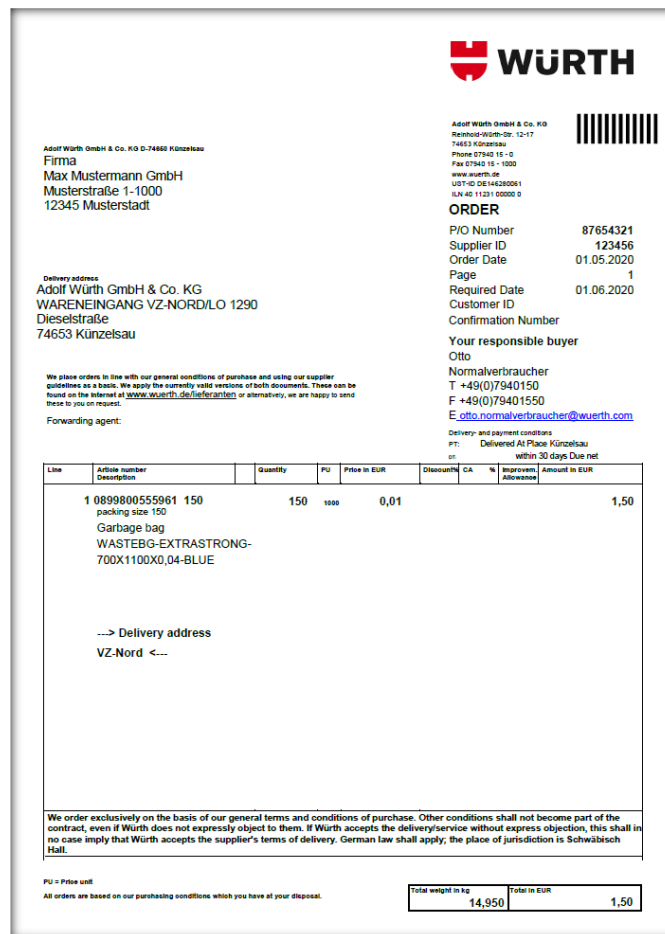
In the event of any deviations caused by or within the reasonable control of the supplier, any additional costs incurred shall be borne by the supplier responsible.

3 Ordering types

Generally, the different orders are divided into regular orders and consignment requests and passed on to the supplier. This is the basis of the further workflow. The corresponding details have to be entered completely in the system of the supplier to ensure the delivery can be tracked.

Stock differences, changes of quantities and delivery dates by our customers and other unplanned influencing factors must be taken into account. Deviations in the details have to be reported in writing and immediately (within no more than two working days) upon the problem being noticed.

Order



WÜRTH

Adolf Würth GmbH & Co. KG
Firma
Max Mustermann GmbH
Musterstraße 1-1000
12345 Musterstadt

Delivery address
Adolf Würth GmbH & Co. KG
WARENINGANG VZ-NORD/LO 1290
Dieselstraße
74653 Künzelsau

We place orders in line with our general conditions of purchase and using our supplier guidelines as a basis. We apply the currently valid versions of both documents. These can be found on the internet at www.wuerth.de/lieferanten or alternatively, we are happy to send these to you on request.

Forwarding agent:

Adolf Würth GmbH & Co. KG
Reinhold-Wagen-Straße 12-17
74653 Künzelsau
Phone 07940 15-10
Fax 07940 15-1000
www.wuerth.de
USt-ID No. H4230061
VAT ID: DE 253 623 000

ORDER

P/O Number 87654321
Supplier ID 123456
Order Date 01.05.2020
Page 1
Required Date 01.06.2020
Customer ID
Confirmation Number

Your responsible buyer
Otto
Normalverbraucher
T +49(0)7940150
F +49(0)79401550
E otto.normalverbraucher@wuerth.com

Delivery and payment conditions
PT: Delivered At Place Künzelsau
or: within 30 days Due net

Line	Article number Description	Quantity	PU	Price in EUR	Discount	CA	%	Improvem. Allowance	Amount in EUR
1	0899800555961 150 packing size 150 Garbage bag WASTEBG-EXTRASTRONG- 700X1100X0,04-BLUE	150	1000	0,01					1,50
<p>---> Delivery address VZ-Nord <---</p>									

We order exclusively on the basis of our general terms and conditions of purchase. Other conditions shall not become part of the contract, even if Würth does not expressly object to them. If Würth accepts the delivery/service without express objection, this shall in no case imply that Würth accepts the supplier's terms of delivery. German law shall apply; the place of jurisdiction is Schwäbisch Hall.

PU = Price unit
All orders are based on our purchasing conditions which you have at your disposal.

Total weight in kg	Total in EUR
14,950	1,50

Explanation:

- Address field: postal address of the supplier as specified in vendor data
- Delivery address: delivery address as specified in order
- Provisions and instructions: www.wuerth.de/lieferanten
- EAN: contains the order number
- Imprint: Adolf Würth GmbH & Co. KG
- Order: corresponding data as specified in vendor data
- Your contact in Purchasing
- Delivery and payment terms as specified in agreement (Incoterms)
- Order line data as specified in order (Würth article number, description, quantity, price)
- Binding date of delivery to Incoming Goods

Consignation request

Line	Article number Description	Quantity	PU	Price in EUR	Discount	CA	% Improvement Allowance	Amount in EUR				
1	089980055961 150 packing size 150 Garbage bag WASTEBG-EXTRASTRONG- 700X1100X0,04-BLUE	150	1000	0,01				1,50				
---> Delivery address VZ-Süd <---												
Please send invoice to address mentioned top right.												
PU = Price unit All orders are based on our purchasing conditions which you have at your disposal.								<table border="1"> <tr> <td>Total weight in kg</td> <td>Total in EUR</td> </tr> <tr> <td>14,950</td> <td>1,50</td> </tr> </table>	Total weight in kg	Total in EUR	14,950	1,50
Total weight in kg	Total in EUR											
14,950	1,50											

Explanation:

- Address field: postal address of the supplier as specified in vendor data
- Delivery address: delivery address as specified in consignation request
- Provisions and instructions: www.wuerth.de/lieferanten
- EAN: contains the order number
- Imprint: Adolf Würth GmbH & Co. KG
- Consignation request: corresponding data as specified in vendor data
- Your contact in Purchasing
- Delivery and payment terms as specified in agreement (Incoterms)
- Order line data as specified in consignation request (Würth article number, description, quantity, price)
- Binding date of delivery to Incoming Goods

4 Basics

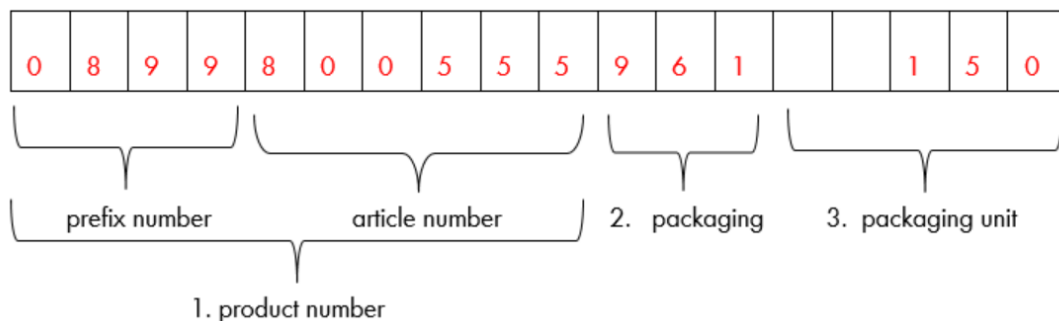
The following basics constitute the foundation of reliable process handling.

Würth order number

The eight-digit Würth order number (e.g., 87654321) is generated in a consecutive manner and has to be indicated on every package/document pertaining to a delivery. The order number is sent to the supplier along with the type of order and its indication is mandatory to allow for clear identification of any order. Adding the order line number to the order number is not permitted (e.g., 87654321/10). A separate indication of the order line number, however, makes sense to provide for an easier allocation of delivery and type of order.

Würth article number

The 18-digit Würth article number (including blank spaces) consists of several components and must be indicated on all documents pertaining to a delivery. The article number is composed of the following information (example):



1. Product number: 10-digit; designation of the product named in the article description.
2. Packaging version: 3-digit; 961 stands for Würth product with Würth label, no reference to supplier.
3. Packaging unit: 5-digit; (_ _ 150) items / packaging unit of the indicated product.

Do not hesitate to contact the product manager if you have any questions with regard to the Würth article number.

4.1 Labeling

The content of every packaging has to be clearly labeled on the packaging. Please also refer to the applicable specifications. As specified, the product must be labeled with a barcode (EAN code/data matrix code). Exceptions are only admitted if the product characteristics do not allow for such a labeling. The outer package must be filled with unmixed items/items from the same batch and labeled in a way that allow to clearly recognize the content and delivery (order number, Würth article number/Würth product number, quantity and batch/BBD). Attach outer labels to packages on the upper long side so they are clearly identifiable.

4.1.1 Best-before date and batch

As soon as an instruction or applicable regulation requires this, the best-before date (BBD) and the batch must be indicated on the product, the individual packaging, the outer packaging and the delivery note/packing list. This applies, for instance, to all chemical products.

The supplier shall ensure that the delivered goods can be clearly identified and assigned at any point of their handling process. The supplier has to indicate the BBD and the batch in a clearly visible way, this is the only way to ensure complete traceability. If several batches of an order line are delivered, they have to be listed individually on the delivery note with the corresponding quantity. Würth aims at receiving a (single) delivery batch that is as large as possible. Manufacturers shall ensure they are able to trace back any batch requested by Würth from production to

the raw material used. Pallets must be filled with items from a single batch, as Würth is applying the FIFO principle when removing items. If this is not possible due to the order quantity, the pallet has to be labeled as "mixed batch" including all batch numbers and a visual separation of the different batch units has to be ensured taking suitable measures (e.g., separation by cardboard layers). Different batches on the same pallet may only be separated in vertical direction.

4.1.2 Barcode

The following two barcodes are used to identify and save information:

The European Article Number Code (EAN code) is an internationally recognized and applied method to label products. The GS1 data matrix code is another standard. The data matrix code is a two-dimensional code consisting of code words for data and error correction. No positioning of the code under the reading device is required thanks to its unambiguous structure. Data matrix codes can be read 360°. The content can be read using a 2D scanner or a camera (smartphone). GS1 data matrix codes consist of predefined elements. These are globally standardized and can be clearly identified. Like an EAN, this code should have a direct relation to the product, i.e. attach the code directly on the product if possible.

The following sequence and structure applies for our data matrix code:

- (01) EAN/GTIN (13-digit, alphanumeric)
- (21) Serial number (18-digit, alphanumeric)
- (10) Batch number (30-digit, alphanumeric) (batch of supplier)
- (423) Country of origin (4-digit, alphanumeric, f.ex. E-MY)
- (17) Expiration date (6-digit, numeric DDMMYY, w/o separators)
- (11) Production date (6-digit, numeric DDMMYY, w/o separators)
- (15) Storage period/due date (6-digit, numeric DDMMYY, w/o separators)
- (94) Duration of use (2-digit, numeric MM)

The data matrix code in accordance with GS1 does not only comply with a vast majority of customer requirements but is also a globally defined standard used in many industries (e.g., automotive, medical and construction industries). Its implementation allows for a solution that fits as many applications as possible and ensures identification and traceability of products within the supply chain in the long run.

If you have any questions with regard to product labeling using barcodes, do not hesitate to get in touch with your responsible contact in Product Management.

4.1.3 Shipment label

Attach the shipment label to at least one of the shipping unit's front ends and the long side on the front end's right and make sure it contains all goods-related information. The individual fields of the shipment label are not described here. Please refer to the EAN 128 standard. Please add data missing on the shipment label on a separate shipment label.

Mandatory fields:

1. Recipient of goods (see order/consignation request)
2. Delivery note number (barcode, text)
3. Supplier address (consignor, forwarder)
4. Weight, number of pallets and parcels
5. Package number (barcode, text)
6. Date (date of shipment)

7. Contents
8. Supplier number/supplier name
9. Würth article number
10. Batch number (barcode, text)

4.2 Shipment documents

Make sure the required documents are available for all shipments to allow for a smooth handling. The forwarding agent must be supplied with proper shipment documents for every shipment to our sites. It is essential that the accompanying documents be always enclosed to the corresponding shipment.

4.2.1 Way bill

The forwarding agent must be supplied with a proper way bill for every shipment to our sites. The way bill has to be filled in accordance with Para. 408 of the German Commercial Code and handed over to Incoming Goods.

The following fields of the way bill are mandatory:

- Sender
- Receiving address of Würth
- Supplier number
- Supply conditions (Incoterms)
- Number of packages belonging to the shipment
- Total weight of the shipment
- Day of handing-over or dispatch day of the shipment
- Delivery note number/order number

4.2.2 Delivery note and packing list

The delivery note serves as the basis for registration of the delivery in our system. Hence, it is imperative that all required parameters according to the type of order are entered in this document. If one or more of these requirements are not met, a corresponding list of defects is created. The supplier is informed of this list of defects and, if necessary, requested to take further action.

Delivery note

Line	Würth-Article number Description	Charge expiry	country of origin	Quantity
1	0899800555961 150 Garbage bag WASTEBG-EXTRASTRONG 700X1100X0,07-BLUE	M-AX01	DE	150
Delivery date: 01.06.2020				

The delivery note must contain the following information (the information for items 1 to 4 can be found in the order/consignation request).

- (1) Würth order number
- (2) Delivery address as indicated in order
- (3) Supplier number
- (4) Würth article number/description and delivery quantity
- (5) Delivery note number
- (6) Batch number
- (7) Expiration date
- (8) Country of origin (data in accordance with Purchasing instructions)

As specified, delivery notes always have to be attached to the front of the package with a shipping document pouch. In the event a delivery consists of several packages or pallets, the delivery note always has to be attached to the first package (e.g., 1 of 3). In addition, the delivery note may be transferred to the client in any electronic form. The different package items must be numbered and contain information as to the total number of package items delivered.

In addition to the delivery note, a packing list has to be included in deliveries containing different articles or batches and/or more than one shipment unit. This packing list shall be considered an additional document and does not replace the required delivery note.

The packing list must contain the following information:

- (1) Würth order number
- (2) Würth article number/description
- (3) Package or pallet number
- (4) Number of packages per article number and pallet
- (5) Total quantity (per pallet)
- (6) Batch number (per pallet)

4.2.3 Other accompanying documents

Any documents that must be included in a shipment shall be regarded as accompanying documents. As any required accompanying documents are generally sent by separate mail, copies of such documents must be added to the corresponding shipment. Copies must always be clearly marked as such. All documents required for cross-border shipments have to be attached to the shipment by the supplier at its own expense. All export freight charges have to be borne by the supplier.

4.3 Communication

Communication is distinguished by several types of communication. The aim is to pursue the transmission of a high percentage of all types of communication (e.g., order type, delivery notice) in electronic form, thus avoiding any media discontinuity. In this case, the transmission shall be facilitated via EDI remote data transmission. Until the supplier has fully set up this interface, conventional means of communication transmission shall be used. The remote data transmission connection (EDI) is based on the EDIFACT Subset EANCOM message standard (D96A).

For the implementation of an electronic transmission/data exchange system, the supplier can contact the Purchasing Department's IT specialist.

5 Packaging and dispatch

Our packaging strategy includes a consistent quality claim for both our products and our packaging, allowing us to deliver our customers the quality promised.

Packagings have to be able to resist a number of static, dynamic and climatic stresses along the entire transport chain. In addition, they have to match internal conditions when being delivered, stored, transported and transferred at all times. The packaging chosen for any type of shipment must ensure sufficient and appropriate protection during transport. Transport damage which is not covered by the insurance due to insufficient packaging shall be borne by the supplier.

5.1 Product packaging

For product packaging, legal regulations, including the German Packaging Act (VerpackG), must be taken into account. It obliges manufacturers to participate in a dual system for the packaging of their products, which typically ends up as waste with private end consumers or equivalent sources of waste, and to register with the public manufacturer register LUCID of the German Stiftung Zentrale Stelle Verpackungsregister (Central Office). Otherwise, the products will be subject to a distribution ban. The supplier must confirm compliance with the manufacturer's obligations under the Packaging Act, if applicable to the company. For this purpose, the "[Confirmation of legal compliance with §§ 7 and 9 of the German Packaging Law](#)" form must be completed and signed once a year for the following year. Economic and environmental aspects must be taken into account when selecting the packaging. If one or more of these requirements are not met, a corresponding list of defects is created and sent to the supplier. In addition, our packaging engineer is authorized to check the packaging at any time. In the event of inadequate packaging or non-compliance with the regulations, the supplier will be informed immediately and instructed to optimize the packaging.

5.2 Outer packaging

The outer packaging is considered an additional packaging and must be selected according to the product properties. The outer packaging must be clearly labeled in relation to its content. Loose or bulk goods must be delivered in reusable packages or robust cardboard containers and must be clearly labeled. If goods are shipped in their finished product packaging, the goods must be protected by an additional cardboard pallet box that met the dimension specifications for standard EUR-pallets.

5.3 Means of transport

All shipments have to be loaded onto undamaged EUR-flat pallets (basic dimensions 800 x 1,200 mm) with DB quality marking RAL RG 993 in accordance with EPAL guidelines (quality class A).

The pallet height must not exceed a certain basic handling height based on the requirements of the Incoming Goods area.

For hazardous material/hazardous substance products

- Maximum load height incl. EUR-flat pallet: 1,400 mm
- Maximum weight incl. EUR-flat pallet: 800 kg

For all other products

- Maximum load height incl. EUR-flat pallet: 750 mm, in exceptions (X /XL items) no more than 1,400 mm
- Maximum weight incl. EUR-flat pallet: 1,000 kg

Separate, individual agreements are negotiated between the Purchasing Department (in coordination with Würth Procurement Logistics) and the supplier and must always be agreed in writing.

Should you deliver goods through a forwarder other than our preferred forwarder in individual cases, the goods to be delivered to us always have to be located at the end of the line of goods still stored on the vehicle, so the goods can be retrieved with industrial trucks via access ramps. Pallets may only be stacked if it can be ensured to 100 % that the goods to be delivered including their packaging remain undamaged.

If one or more of these requirements are not met, a corresponding list of defects is created. The supplier is informed of this list of defects and, if necessary, requested to take further action.

5.4 Packing and transport means

Packing and transport means must be stowed safely and securely. You may make use of the following: Film, plastic or steel straps and stowage resources allowing for positive or form-fitting loading. The forwarding agent shall ensure the freight is properly secured. Pallet units must not exceed the maximum individual weight of 1,000 kg.

Additional efforts required due to poor loading or improper securing of the goods during transport shall be at the supplier's cost. The same applies to improperly stacked pallets. The parameters for the different stowage resources used shall be coordinated and agreed by both parties.

Packages and pallets have to be consolidated on a packing or transport means on an order or item basis. Orders and items must not be distributed in partial quantities across several means of packing and transport. Unmixed deliveries are required in order to avoid additional deconsolidation work.

If, in exceptional cases, it is only possible to deliver a mixed pallet (different items on one loading unit), this must be clearly marked and packed in such a way that the goods on the loading unit are picked next to each other and not on top of each other.

When combining pallets, the requirements of Section 4.1.1 and applicable regulations must be observed.

5.5 Pallet exchange

In Germany, the exchange or shipment of pallets is generally handled by the service provider and the consignor or customer (Würth). To that end, Würth has a pallet account with the forwarding agents. However, Würth prefers if the forwarding agent returns the same amount of pallets as delivered. If you have any questions regarding pallet accounts or pallet exchanges, do not hesitate to contact Palettenkonto@wuerth.com.

5.6 Types of shipment

The most attractively priced type of shipment has to be selected. Here, a difference has to be made between parcel shipment and freight shipment. Any handling errors and/or additional charges must be borne by the supplier. Orders must be consolidated as one shipment whenever several orders with identical place and date of delivery are dispatched.

Parcel shipment

When sending parcels, the sender undertakes to consolidate the parcels in the best possible way. A maximum weight of 31.5 kg per individual parcel is permitted. A parcel shipment may consist of a maximum of four individual parcels, otherwise a freight forwarder must be selected. Moreover, the dimensions of a maximum girth of 3 m and a maximum length of 2 m per individual parcel apply for parcel shipments.

When delivering parcels, the recipient and sender/supplier must be clearly marked on the outside. If several parcels are destined for different places of delivery (according to the order), these are to be shipped and marked individually. If Würth had to deconsolidate any such parcels, this would represent an additional expenditure, which will be charged to the party responsible.

Freight shipment

All shipments that do not meet the conditions of parcel shipment are considered freight shipments.

When delivering pallets, the recipient and sender/supplier must be clearly marked on the outside. If several pallets are destined for different places of delivery (according to the order), these are to be shipped individually. If Würth had to deconsolidate any such pallets, this would represent an additional expenditure, which will be charged to the party responsible.

Handling of shipments

The rules on the handling of shipments only refer to the shipping and/or collection points agreed and defined by both parties at the time this Supplier Guideline was issued. The supplier has to notify Würth of any additional shipping points, which are subject to Würth's prior approval. In the event the supplier fails to deliver only from the agreed shipping points, resulting in higher transport costs, Würth reserves the right to charge these costs to the supplier.

6 Transport

All deliveries to our companies have to be made in accordance with the agreed terms of delivery. Any return transports of rejected goods shall be handled in accordance with the terms of delivery within two working days after report of the complaint.

Regulations governing the transport of hazardous goods must absolutely be observed. The supplier will be held liable for all damage arising out of the supplier's failure to observe these statutory requirements. Any changes require a written approval of the company officer for hazardous goods.

Transport Organization shall be in charge of monitoring and organizing the following items:

- Electronic booking of transports at a Europe-wide, central customer office
- Secure booking process
- Preparation of electronic shipping documents and barcode labels (SSCC) where necessary
- Booking processes based on standardized booking times (depending on the type of shipment) with a guaranteed pick-up
- Possibilities for express pick-up
- Possibilities for extra trips in the event of urgent shipments
- Permanent monitoring of processes from the booking to the delivery at the site
- High percentage of direct traffic from the point of collection to the receiving site while at the same time reducing handling steps and agreeing on fixed transport times
- Consolidated delivery at the sites at fixed delivery hours

Transport times

Fixed transport times have been agreed with the service providers. These transport times apply to all deliveries and must be observed by all suppliers. Transport times of no more than 2 days from pick-up to delivery at the Würth Incoming Goods department have been agreed for all shipments within Germany. Goods must be handed over to the forwarding agent at the right time to ensure Würth receives the goods at the agreed delivery date.

Delivery address

Make absolutely sure you use the delivery address that was transmitted to you in the order/consignation request (bear in mind correct spelling and storage location).

6.1 Handling of transports

The handling of transports is divided into three areas: These must absolutely be complied with whenever Würth is responsible for the transport. We recommend adhering to these handling provisions also if another party is responsible for the transport.

6.1.1 Handling of national transports

Since 3 February 2020, Würth Logistics (Wülo) AG has been in charge of organizing the transport of any shipments (parcels and pallets) within the framework of handling national transports (dispatch in GER). Based on various factors, Wülo decides whether a parcel courier or freight forwarder will be commissioned to carry out a shipment.

6.1.2 Handling of European transports

As for the handling of European transports, depending on the type of shipment and region, different service providers will be commissioned to perform the transport. Individual parcel shipments have to be registered with transportleitstand@wuerth.com and are handled and organized accordingly. Pallet shipments are subdivided in three regions and allocated to one of several service providers depending on the country of dispatch.

Allocation by country of dispatch/service provider

Packing and transport means	Region	Handling
Pallet	Spain and Italy	Schmalz + Schön
	Austria	Würth Logistics
	Rest of Europe	Glob-SpedLogistics

6.1.3 Handling of international transports

The task of handling international transports includes handling transports that cannot be assigned to any other types of transport handling. These transports are handled separately as import shipments. If you have any questions regarding the allocation, do not hesitate to get in touch with your Purchasing contact.

6.2 Booking process

Standardized booking processes were agreed with all main service providers and must be observed by all suppliers. Three types of transport are supported by these booking processes.

- Regular pick-ups (guaranteed transports) up to/exceeding 2,500kg
- Express pick-ups
- Special deliveries

Upon booking, all booked shipments/deliveries have to be ready for collection. Würth will charge the supplier for unsuccessful pick-ups, e.g., if shipments are not ready for pick-up or have accidentally been collected by another forwarding company. During the booking process, the supplier must pay close attention to and enter the delivery address transmitted in the purchase order. As the delivery address may vary from order to order, you have to always make use of the delivery address specified in the corresponding order. Delivery addresses deviating from the order cause considerable additional efforts and process disruptions in our plants. In such cases, these additional efforts are charged to the party responsible (supplier/service provider).

6.2.1 Würth Logistics

Booking of all shipments (parcels and pallets) is done in the TMIS online portal as is explained [here](#) (access data will be made available to suppliers. In case of questions, please contact: lieferanten@wurth-logistics.com).

6.2.2 Schmalz + Schön

In order to be able to guarantee smooth order processing, it is of fundamental importance that all data and information relevant to the transport are always available. Please use the Schmalz Schön forwarding order to that end and hand the driver a copy upon collection. If you need a corresponding template, you can request it from customer service (service@schmalz-schoen.de). Please send the shipment bookings exclusively to this address. Please apply for your personal access data to the SCHMALZ SCHÖN webpoint as soon as possible and follow the [registration instructions](#).

6.2.3 Glob-SpedLogistics

After transmission of the supplier number and the contact data to Glob-SpedLogistics (Glob-Sped), which is done by Würth or directly by the supplier, the release for the shipment booking is created. The shipment booking is done via a web portal to which all parties involved have access. Moreover, suppliers/service providers will receive a link to Glob-Sped's website and their personal access data for the use of the program including [instructions](#).

6.2.4 Content of a booking

Shipment bookings must always include all transport and order information (delivery note number and Würth order number).

Please bear in mind that a separate booking is required for each incoming shipment and day. This also applies if a transport consists of deliveries to several incoming goods areas.

After entering all required information in the corresponding booking portal, you can generate a forwarding order/way bill for the transfer of goods to the pick-up driver of the service provider directly in the system. This document shall also be used to confirm the transfer of goods. In addition, the service providers supply every supplier with labels to mark each package or pallet. These labels must be applied to the corresponding package or pallet.

6.3 Transport costs

Transport costs are part of the logistics costs generated during the transport of goods. Costs arising from return shipments shall be passed on to the supplier. It is up to the seller to take out a transport insurance at the seller's own expense. We do not accept any insurance charges.

The following special conditions have to be considered:

- Higher transport costs resulting from the use of a forwarder other than our preferred forwarders must be borne by the supplier.
- All shipments have to be handed over to our preferred forwarders without any preliminary expenses. This includes, without limitation, direct shipments to our pick-up shops.
- Insurance- and packing expenses, storage- and transfer costs or potential preliminary freight costs are not accepted.
- Any services paid in advance and added to the commercial invoice are refused and the amount deducted accordingly.
- Any shipments delivered postage paid with the freight charges added to the commercial invoice are also refused and the amount charged deducted accordingly.

6.4 Online time-slot registration

All deliveries to Würth and our external warehouses have to be registered in Cargoclix, an online time-slot management system. The scheduler has to make sure that a time slot for unloading the goods at their destination is booked in advance. When doing so, please bear in mind that the length of the time slot depends on the number of pallets to be unloaded. In addition, make sure that double bookings of time slots are avoided.

Schedulers register with www.cargoclix.com/wuerth. Registration is done on www.cargoclix.com/timeslot using the provided access data and following the [instructions](#). If you have any questions or issues, do not hesitate to contact Zeifenster@wuerth.com.

Swift and straightforward unloading cannot be guaranteed for any delivery attempts without a previously booked time slot. Würth reserves the right to charge any costs/expenses incurred by the failure to book a time slot to the party responsible.

The goods delivery time slots are coordinated with the service providers and saved in the system. Break times in Incoming Goods have to be borne in mind.

7 Origin of goods, preferential status

Goods from the EU always require a long-term or individual supplier declaration to prove the goods' (preferential) origin. For goods from within the EU, the indicated origin has to be EU plus the actual country of origin (e.g. country of origin Germany: E-DE).

For goods from non-EU countries with which the EU has a preferential agreement, a valid and correct certificate of preferential origin (EUR.1 or invoice declaration) must always be supplied. All data required for the Intrastat statistics must be included on the shipping documents.

If the origin of the goods is in a third country without a preferential agreement with the EU, a certificate of origin must always be enclosed as proof of origin for these goods (this must be marked on the delivery note and can be transmitted digitally or physically attached to the delivery documents).

Should the supplier fail to comply with this rule, the supplier company shall be liable for any resulting damage incurred by Würth, including subsequent claims for foreign import duties.

If you have any questions, please contact the responsible Würth origin representative, who can be named by your purchasing agent.

8 Error indication

If a defect should occur in the course of delivery, Würth reserves the right to document this on a long-term basis. These qualitative defects can include, among other things, inadequate labeling, missing/incomplete delivery notes, missing load securing or defective/incorrect packaging. Hence, defects may occur in any of the process steps from delivery to storage. Würth will record the issues in a list of defects for the supplier in order to avoid they be repeated in future deliveries. The supplier undertakes to implement required counter-measures. Any costs and damage resulting from a supplier's failure to observe our Supplier Guideline must be borne by the supplier. Faults are charged directly to the responsible party on the basis of a detailed overview every month.

If the actual delivery of goods deviates from the agreed date of delivery, this shall be considered a deviation in the supplier evaluation. Orders delivered more than 15 days before the delivery date indicated in our order are automatically assigned a value date, i.e. the agreed terms of payment will take effect from the delivery date indicated in the order. Over-/Under-deliveries of 10 % of the quantities ordered are also considered a deviation. Würth reserves the right to reject acceptance of excess material and/or return it to the supplier at the supplier's expense in the event of deliveries exceeding the tolerance limit. Würth reserves the right to order special deliveries at the supplier's expense in case of under-deliveries which do not correspond to the call off order and to charge any costs resulting from out-of-stock situations at Würth or Würth's customers to the supplier. Under-deliveries (>10%) have to be balanced with a separate delivery. Otherwise, this negative stock balance would simply continue into the future.

Further logistic discrepancies other than delivery dates and quantities are not included in the supplier evaluation, but an action plan needs to be submitted detailing how such discrepancies can be avoided in the future.

Any identified errors shall be recorded and documented by a person in charge of this to ensure improvement of all processes along the supply chain.

9 Final remarks

Should you have any questions in connection with this Supplier Guideline, please refer to the corresponding contacts.

Delivery must be carried out in line with the applicable Supplier Guideline by Würth. The current version of the Supplier Guideline is an integral part of our terms of purchase. The latter are available for you under www.wuerth.de/lieferanten.

SUPPLIER GUIDELINE

Adolf Würth GmbH & Co. KG
74650 Künzelsau
+49 7940 15-3206
suppliersguideline@wuerth.com
www.wuerth.de/Lieferanten

© by Adolf Würth GmbH & Co. KG
LLB Bestandsmanagement
Nachdruck nur mit Genehmigung.
MCVP – SF – 06/20