

RÖCHLING SUPPLIER LOGISTICS MANUAL

劳士领供应商物流手册

Supply Chain Management

供应链管理指南

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1 Objective: Supplier Logistics Manual

- 1.01 This supplier logistics manual in its respective most recent version governs the logistical requirements of material suppliers to Röchling Automotive SE (hereinafter referred to as "Röchling").
- 1.02 It is an integral part of the General Terms and Conditions of Purchase of the Röchling Automotive SE (GTC) and thus defines the required logistical scope of performance for material supplies. The supplier must strictly comply with it.
- 1.03 The requirements contained therein are oriented toward the currently necessary prerequisites for the mapping of stable logistical processes between supplier and the plants of the Röchling for the purpose of a lasting cooperative partnership.
- 1.04 Röchling reserves the right to amend this specification as required without prior notice.
- 1.05 This supplier logistics manual should result in the improvement of information exchange, reduction in disruptions, optimization of material flow, realization of normalized information and material flow interfaces, and mutual cost reductions.
- 1.06 Röchling is entitled to raise and enforce complaints or claims resulting from deviations from this supplier logistics manual, unless the deviations have been previously agreed in writing between the supplier and Röchling (Appendix F).

2 Obligation of the Supplier to Exchange Information

- 2.01 The exchange of information is crucial for mutual success! Suppliers must

1 目的：供应商物流手册

- 1.01 最新版供应商物流手册对劳士领汽车公司（以下简称“劳士领”）材料供应商提出了物流管理要求。
- 1.02 本手册是劳士领汽车公司（GTC）采购通用条款的不可分割部分，其中定义了原料供应所要求的物流范围。在此，供应商必须严格遵守。
- 1.03 本手册的要求是当前供应商与劳士领汽车集团公司各工厂之间形成稳定物流流程的必要前提条件，目的是达成持久的合作关系。
- 1.04 劳士领有权对本手册进行修改，而恕不另行通知。
- 1.05 本供应商物流手册应有助于改进信息交流、减少突发事件、优化物料流程、实现规范化的信息与物料流程接口，并降低双方的成本。
- 1.06 如偏离本供应商物流手册，劳士领有权提出投诉或索赔并执行处理结果，但供应商与劳士领事先以书面形式同意的偏离除外（附录 F）。

2 供应商的信息交流义务

- 2.01 信息交流对于双赢至关重要！因此，供应商必须指定一名物流支持集中联系人

therefore designate a central contact person for logistics support (name of contact person, deputy and superior, with e-mail address, telephone and cell phone number). The contact person is obliged to respond immediately, i.e. within 24 hours, to all questions. For emergencies, the supplier must provide an emergency hotline that is staffed 24/7 and can respond within the next two hours (Appendix D).

（联系人姓名、副手和上级姓名、电子邮件地址、电话和手机号码）。联系人有义务立即（即在 24 小时内）回复所有问题。对于紧急情况，供应商必须提供 24/7 值守紧急热线，且可以在随后两小时内做出回应（附录 D）。

- | | |
|--|---|
| <p>2.02 The supplier is obligated to notify Röchling particularly in case of:</p> <ul style="list-style-type: none"> (i) Supply bottlenecks (ii) Change in manufacturing capacities (iii) Relocation to other production sites (iv) Change in the shipping specification (v) Change in organizational processing (vi) Change in the acquisition and transmission of information (vii) All types of complaints | <p>2.02 尤其是在下列情况下，供应商有义务通知劳士领：</p> <ul style="list-style-type: none"> (i) 遭遇供应瓶颈 (ii) 生产能力发生变化 (iii) 搬迁至其它的生产场地 (iv) 装运规格发生变化 (v) 组织机构流程发生变化 (vi) 信息获取及传输发生变化 (vii) 各类投诉 |
| <p>2.03 If Röchling is not notified immediately (or in a timely manner) and this results in a disruption in production or logistical processing, the supplier will be held responsible for the costs incurred.</p> | <p>2.03 如劳士领未立即（或及时）得到通知，并造成生产或物流流程的突发事件，供应商应承担所引起的成本费用。</p> |
| <p>2.04 Changes in the contact person must be communicated immediately, along with the telephone number and email address where the contact can be reached.</p> | <p>2.04 联系人变更必须立即告知，并附上联系人的有效电话号码和电子邮件地址。</p> |
| <p>2.05 Communication is conducted in English, German, or the respective language of the country in which the plant is located.</p> | <p>2.05 以英语、德语或工厂所在国家的相应语言进行联系。</p> |
| <p>2.06 Reference is made to the rule in the GTC.</p> | <p>2.06 参阅 GTC 相关条例。</p> |

2.1 Engineering Change Management

2.1.01 In case of changes in serial production and the resulting conversion to new materials/components, the supplier must report backlogs at the purchaser immediately.

2.1 工程变更管理

2.1.01 如批量生产发生变化，并导致更换新材料/零件，供应商必须立即向买方报告未交付的订单。

3 Electronic Data Interchange

3.01 The supplier is obligated to ensure the prerequisites for electronic data interchange (EDI standards and Internet installation) at its company prior to initiating supplies of contractual products to Röchling. The EDI standards to be used are VDA, Odette, and Edifact. Prior to the supply start, procedural tests are carried out between Röchling and the supplier in order to coordinate their systems.

3.02 To support vendors which do not have the ability of direct exchange data from system to system Röchling facilitates an internet based web portal hosted by Pool4Tool.

3.03 All vendors are obligated to use either EDI or the Pool4Tool portal to exchange logistical information' with Röchling. Please report to your Röchling buyer or logistic contact to get detailed information how to establish the electronic link.

Please get in touch with your Röchling buyer or logistic contact to get detailed information how to establish the electronic link.

3 电子数据交换

3.01 供应商应保证在向劳士领供应合同产品前，其公司内部已具备电子数据交换（EDI 标准及互联网安装）的必要条件。所采用的 EDI 标准有 VDA、Odette 以及 Edifact。在开始供应产品前，劳士领与供应商应共同开展过程测试，以便配置各自的系统。

3.02 为了向无法在系统间实现直接数据交换的供应商提供支持，劳士领发布了基于互联网的，由 Pool4Tool 托管的网络平台。

3.03 所有供应商有义务使用 EDI 或者 Pool4Tool 平台，与劳士领进行物流信息交换。

如需了解如何建立电子链接的详细信息，请联系你的劳士领买方或者物流联系人。

4 Start-up Protection

4.01 Already prior to the start of serial production, the supplier plans the capacities required by Röchling based on demand forecasts. Until these capacities are exhausted, Röchling can place scheduling agreement releases at any time if the start-up

4 启动保护

4.01 在开始批量生产之前，供应商根据需求预测，计划达到劳士领要求的生产能力。劳士领可根据客户的启动需要，随时发布计划协议，直至达到满负荷生产。劳士领无义务接收在计划的生产力水平外的交货。

requirements of the Röchling customers make this necessary. Röchling is not obligated to make mandatory delivery call-offs at the level of the prepared capacities.

5 Scheduling Agreement Releases Process and Delivery

5.01 The respective most recent version of the scheduling agreement releases is mandatory for the supplier in terms of quantity and deadline. All delivery deadlines are for the receipt of goods at Röchling or another delivery address indicated in the scheduling agreement releases.

5.02 Subject to other written agreements, the supplier applies the FIFO principle along the logistical chain up to the shipment of contractual products.

5.03 The supplier is required to oversee the receipt and orderly processing of scheduling agreement releases and to ensure smooth functioning. The scheduling agreement release is regarded as having been received at the supplier upon:

- (i) Receipt of a data transmission
- (ii) Receipt of an email (according to the transmission protocol)

The supplier is obligated to notify Röchling within two working days after receipt of the scheduling agreement release if the quantities requested by Röchling cannot be delivered or the delivery deadline cannot be met. **For suppliers delivering to a Röchling JIT/JIS plant, notification must be made within 24 hours.** If there is no objection within the period, the scheduling agreement release will be considered as accepted and the quantity contained in the scheduling agreement release must be delivered according to the scheduling agreement release. Deviations from

5 计划协议发布单与交付流程

5.01 最新的计划协议发布文件中规定的数量以及最后期限，对于供应商是强制性的。所有交付的最后期限是指计划协议发布单上，货物到达劳士领地址或其它收货地址的期限。

5.02 根据其它的书面协议，供应商应针对合同产品的整个物流链装运采取 FIFO 原则。

5.03 要求供应商对计划协议分订单的接收以及按顺序处理进行监管，并保证平稳运行。满足以下情况时，我们认为供应商已收到计划协议发布单：

- (i) 收到数据传输
- (ii) 收到电子邮件（根据传输协议）

如果劳士领所要求的交货数量不能完成或不能在最后期限前交付，供应商应在收到计划协议发布单后两个工作日内通知劳士领。**对于向劳士领 JIT/JIS 工厂发货的供应商，必须在 24 小时内发出通知。**对于规定的期限无任何异议的，视为接受计划协议发布单，并应根据计划协议发布单的规定按计划协议发布单所列明的数量进行交付。通常不允许偏离计划协议发布单（例如少交货和多交货），但事先与劳士领负责的物料计划员达成一致的除外。劳士领有权拒收未经事先同意的情况下交付的货物，或就

the scheduling agreement release, e.g. under- and over-deliveries, are generally not permitted unless they have been agreed in advance with the responsible Röchling material planner. Röchling reserves the right not to accept the delivery without prior agreement or to invoice the supplier for the additional costs and expenses actually incurred.

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|------|--|------|--|
| 5.04 | Suppliers with which data interchange is done via EDI are obligated to transmit shipping notifications to Röchling according to Standard VDA 4913, EDIFACT, or ANSI in order to enable report of delivery and a more efficient collection of deliveries. The advanced shipping notification (ASN) must be sent to Röchling no later than 30 minutes after the time of supplier dispatch. | 5.04 | 通过 EDI 完成数据交换的供应商应根据标准 VDA 4913、EDIFACT 或者 ANSI 向劳士领发送装运通知单，以便保证发送交付报告并更有效率地接收货物。将提前装运通知单（ASN）发送至劳士领，不能晚于供应商发货后 30 分钟。 |
| 5.05 | The total number of packaging units in the agreed upon package is regarded as loading unit. A container should always be filled according to product type. Scheduling agreement release quantities should be logistically rounded up. If the total quantity ordered is less than the filling quantity of a packing unit, rounding up by the supplier is not permitted (small parts regulation). In this case, exact scheduling agreement release quantities should be delivered. | 5.05 | 按约定包装的包装数量被视为一个装载单位。始终根据产品类型装入容器，计划协议发布单数量应按数学逻辑取整数。如果订单总数少于一个包装单位的数量，不允许按数学逻辑进行取整（按小零件调整）。在此情况下，应按精确的计划协议发布单数量进行交付。 |
| 5.06 | Deliveries may be made only during business hours for incoming goods at Röchling or an assigned logistics service provider. The supplier should inquire at the receiving plant about business hours for incoming goods. Special deliveries outside this time frame should be arranged in writing with the Röchling dispatcher indicated in the scheduled delivery request. | 5.06 | 交货仅允许在劳士领或指定的物流服务商处理收货的工作时间内进行。供应商应向接收工厂了解处理收货的工作时间。如需在该时段外接收特殊货物，应以书面的形式与劳士领调度员协调安排，并在计划交付申请中列明。 |
| 5.07 | If the supplier does not meet its delivery obligations so that production comes to a line stop at Röchling or its customers due to a shortage of materials, the total costs incurred will | 5.07 | 如果供应商未履行其交付义务，导致劳士领或其客户因材料短缺而中断生产线生产，所造成的总成本费用将计入供应商的账目。 |

be invoiced to the supplier.

5.08 In case of a just-in-time (JIT) or a just-in-sequence (JIS) delivery, the corresponding agreement applies.

5.09 The supplier is obligated to observe the legal guidelines for cargo safety in order to avoid increased transport risk and supply interruptions.

6 Delivery Address

6.01 See Section 5.1

7 Shipping Documents

7.01 Corresponding shipping documents (delivery note and bill of lading) must accompany each delivery. Even when an EDI delivery note is used, complete shipping documents must accompany each delivery. Missing or false information on the delivery note that leads to additional expense can be billed to the supplier. In addition, this has a negative effect on the evaluation of the supplier. Delivery notes to Röchling must comply with the applicable provisions in the country of the supplier.

7.02 Each delivery note must indicate at least the supplier, the supplier's address, the order number, the order date, the part number of the recipient, a description of the delivery, the quantity, the weight, the number of packed units, the method of shipping, and the method and type of packaging.

7.1 Europe:

7.1.01 The bill of lading must comply with CMR provisions.

7.2 North America:

7.2.01 Suppliers from Europe VDA 4922

7.2.02 Suppliers from USA BOL

5.08 对于即时（JIT）或准时化顺序（JIS）交付，应以相应的协议为准。

5.09 供应商应了解货物安全的法律指南，以避免增加运输风险以及供应中断。

6 交付地址

6.01 参见 5.1 节。

7 货运单据

7.01 每次交付必须附相应的货运单据（交货单以及提货单）。即使采用 EDI 交货单，每次交付必须附完整的货运单据。交货单上有遗漏或错误信息，并引起附加费用时，相关费用应记在供应商的账上。另外，这会对供应商评估造成负面的影响。给予劳士领的交货单必须符合供应商所在国的适用法律要求。

7.02 每份交货单必须至少注明供应商、供应商地址、订单编号、订单日期、接收方的零件编号、交付描述、数量、重量、包装单位、装运方法，以及包装方法与类型。

7.1 欧洲:

7.1.01 提货单必须符合 CMR 规定。

7.2 北美洲:

7.2.01 来自欧洲 VDA 4922 的供应商

7.2.02 来自美国 BOL 的供应商

7.2.03 Shipping documents (delivery notes, barcode labels) can also be created by using the Röchling web portal hosted by Pool4Tool.

7.2.03 货运单据（交货单及条形码标签）还可以通过 Pool4Tool 托管的劳士领网络平台进行创建。

7.3 Asia & South America:

7.3 亚洲和南美洲:

Bill of Lading		Your Company Inc.	
Address		City, State, ZIP	
No.:		0	
FROM		TO	
Name		Name	
		Company	
		Street	
Date	03.26.14	City, State	
Dept	Acct	Zip Code	
Number of Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Subject to Change)	Serial Numbers
Shipping Instructions		For Shipping Use Only	
Check One	Payment	Method	Date
<input type="checkbox"/> Next Day	<input type="checkbox"/> Shipper	Bill No.	Shipped By
<input type="checkbox"/> Second Day	<input type="checkbox"/> Recipient	Ship. Cost	Dept. Chgd
<input type="checkbox"/> Routine	<input type="checkbox"/> Third Party		
	<input type="checkbox"/> COD Amt. Due		
Delivered by		Date	
Received by		Date	# Boxes
COMMENTS			

8 Goods Label

8 货物标签

8.01 The supplier is obliged to provide the container with a goods tag and the shipping unit/ pallet with a master label in accordance with the Odette standard or VDA 4902 version 4. Each shipping unit/pallet may only contain one part number. Mixed shipping units/pallets must be agreed with Röchling in advance. If alternative goods labels are used, they must specify the information provided on an Odette goods label (Appendix A). Exempt from this regulation are those suppliers which obtain the goods label to be used from Röchling. These suppliers must attach to the package only the goods label obtained from the Company and not one consistent with Odette or the VDA standard. For deliveries to plants in North America

8.01 供应商应在容器上粘贴货物标签，在运输装置/托盘上粘贴主标签，所粘贴标签应符合 Odette 标准或者 VDA 4902 版本 4。每个运输装置/托盘只能包含一个部件号。混合运输装置/托盘必须事先与劳士领达成一致。如果使用其它货物标签，必须列明 Odette 货物标签上所提供的信息（附录 A）。使用劳士领货物标签的供应商不受此规定的限制，其仅需将从公司获得的货物标签贴在包装上，而无须采用符合 Odette 或者 VDA 标准的标签。对于运至北美洲工厂的货物（NAFTA），接受符合 AIAG B10 标准的货物标签。

(NAFTA), goods labels are accepted that comply with the AIAG B10 standard.

- 8.02 Suppliers who obtain the goods labels to be used from Röchling must observe the packing instructions when attaching the labels.

All other suppliers must attach the goods labels in such a way that all information is very visible and not partially or completely covered. If a certain area on the package is designated for attaching the goods labels, then they should be attached there.

Only current goods labels may be attached to the package. All old goods labels must be removed.

- 8.03 Röchling reserves the right to impose possible follow-up costs on the supplier if it does not abide by the guidelines for the design and attachment of goods labels. In addition, any deviation from the guidelines has a negative effect on the evaluation of the supplier.

- 8.02 供应商使用从劳士领获得的货物标签，贴标签时必须遵守包装须知。

所有其他供应商在贴货物标签时，应确保所有信息清晰可见，不存在局部或完全遮盖。如果在包装上有指定贴货物标签的位置，那么应将标签贴在该位置上。

仅限将最新的货物标签粘贴在包装上。同时，必须去除所有旧的货物标签。

- 8.03 如果供应商不遵守货物标签设计与粘贴指南，劳士领保留向供应商追加合理后续成本的权利。另外，不遵守该指南将对供应商评估造成负面影响。

9 Packages, and Container Management

- 9.01 All goods must be properly packaged, labeled, and transported consistently with the care customary in commerce while ensuring the lowest shipping costs. All goods must be properly packaged and labeled in accordance with the Röchling packaging guidelines (Appendix B) from an economic and ecological point of view and in accordance with the legal/import regulations of the country of delivery. The packaging concept must be defined early in the development phase in coordination between Röchling and the supplier. The supplier is obligated to document his packaging proposal in the packaging data sheet (Appendix C)

9 包装以及容器管理

- 9.01 在确保最低运输费用的前提下，所有的货物必须按照商业习惯法，进行合理包装、贴标签并小心运输。所有货物都必须从经济和生态的角度出发，按照劳士领包装指南（附录 B）正确包装并贴上标签，并符合交货国的法律/进口法规的规定。包装理念必须在开发阶段的初期由劳士领与供应商协调确定。供应商有义务在包装数据表（附录 C）中记录其包装方案，并提交劳士领采购部门验证批准，包装方案构成劳士领与供应商达成的包装理念协议的一部分。供应商不符合包装规格的，劳士领有权要求供应商承担所产生的额外费用。此外，违反包装规范还会对供应商的评价产生负面影响。

and to submit it to the Röchling purchasing department for verification and approval, which constitutes the agreement on the packaging concept between Röchling and the supplier. If the supplier does not comply with the packaging specifications, Röchling reserves the right to invoice the supplier for the additional costs incurred. In addition, a violation of the packaging specifications shall have a negative effect on the supplier's evaluation.

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| 9.02 | A change in the packaging requires Röchling's prior approval. | 9.02 | 包装变更需经劳士领事先批准。 |
| 9.03 | Each shipment must contain a delivery note with order number, supplier scheduling agreement number, and part numbers. The supplier must label goods, packing materials, and packaging as directed by the purchaser and otherwise in accordance with applicable laws and standards of the automotive industry. Labels should, unless otherwise agreed upon in the supply contract, be written in English or in the relevant language for the receiving country. | 9.03 | 每次装运的货物必须附交货回单，含订单编号、供应商计划协议编号以及零件编号。供应商必须根据汽车行业的适用法律以及标准，按买方或其他指示，在货物、包装材料及包装上粘贴标签。除供应合同中另有约定外，所有标签应采用英语或接收国的相关语言书写。 |
| 9.04 | The use of reusable containers is preferred to disposable packaging. As a rule, the supplier is obligated to procure the requisite number of reusable containers necessary for delivering the goods at its own expense. In calculating the requisite number of load carriers, the supplier must take into account as turnaround time the storage periods, transport times, and manufacturing throughput times at its facility, at Röchling, and at the participating logistical service providers. These should be agreed upon in writing with Röchling. After the end of the serial delivery, the load carriers are placed at Röchling's disposal, provided that the investment costs for reusable packaging were a component of the parts price. The supplier is responsible for the return | 9.04 | 相比一次性包装，推荐可重复使用容器/包装。按照惯例，购买发运货物所必需的可重复使用容器的费用，应由供应商承担。计算运载装置需要的数量时，供应商必须将在其工厂、劳士领以及特定物流服务提供方所在地的放置时间、运输次数、制造生产次数考虑在内，作为周转时间，并且应以书面的形式与劳士领达成一致意见。如果可重复使用包装的投资费用是作为零部件价格的组成部分，那么在连续交付终止后，运载装置应交由劳士领处置。供应商应承担空包装运回的费用。 |

shipment of the empty packaging.

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| <p>9.05 Under special circumstances, Röchling may provide the supplier with its own containers. Röchling is the owner and has the right to demand their return at any time. The supplier may use the containers only for deliveries to Röchling. If Röchling makes reusable containers available, the rotating stock of reusable containers should be identified by part number and this should be stipulated in writing with the supplier. Deviations from expected demand require an additional written agreement. Leasing costs may be billed for making available reusable containers / packaging.</p> | <p>9.05 在特殊情况下，劳士领会向供应商提供其自己的容器。在此，作为容器的所有者，劳士领有权随时收回此类容器。供应商仅限将此类容器用于为劳士领发运货物。如劳士领提供可重复使用容器，其储存轮次，应根据零件编号进行识别，并与供应商以书面的形式予以规定。任何与预期要求不符的情况，要求签署其它书面协议。可重复使用容器/包装的租赁成本会被计入到供应商账单内。</p> |
| <p>9.06 At Röchling accounting records are maintained of the reusable containers / packages. At the end of the month, the supplier receives an account statement by email from the load carrier inventory that shows the movements of the various load carriers. Within ten working days following receipt, the supplier reviews the account statements and objects to any possible discrepancies in writing to the employee at Röchling responsible for keeping records of the empty containers. If no discrepancies have been reported within ten working days, the data is considered to be accepted. The cause of any discrepancies must be sought and the accounts of both sides reconciled. If objections are not legitimate, the supplier may be billed a processing fee, the amount of which depends on the respective control costs.</p> | <p>9.06 劳士领的会计账册包含了可重复使用容器/包装的科目。在月底，供应商会收到电子邮件账单，其是一份运载装置清单，列示了各运载装置的行程。在收到账单后十个工作日内，供应商应审核账单以及任何有出入的科目，并以书面的形式告知劳士领负责空容器记录的员工。如果在十个工作日内未收到有出入的回复，表明供应商接受相关数据。如有出入，应调查出现出入的原因，并对双方的账目进行对帐。如提出的异议不受法律支持，将向供应商收取手续费，其金额根据双方的管理费用而定。</p> |
| <p>9.07 If the reusable containers / packages belong to the supplier, Röchling carries out an inventory once a year and relays the information about the number of containers located at Röchling to the supplier.</p> <p>Röchling reserves the right to have an inventory taken of the reusable</p> | <p>9.07 如可重复使用容器/包装属于供应商，劳士领会每年进行一次盘点，并向供应商转发在劳士领工厂的容器数量信息。</p> <p>劳士领有权对在供应商工厂的所有劳士领可重复使用容器进行盘点。劳士领也</p> |

containers provided by Röchling at the supplier. Röchling may also undertake additional inventories over the course of the year, if necessary. The negative inventory discrepancies are valued at the list price on the date of the inventory and invoiced to the supplier. Positive inventory discrepancies are posted by Röchling without a credit note.

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| 9.08 | If the reusable containers provided by Röchling are exchanged directly between Röchling suppliers, they are obligated to relay any documentation about container movements (shipping papers, possible adjustments, or letters of complaint) for the information of the incoming goods department. | 9.08 | 如 由劳士领提供的可重复使用容器在其供应商之间直接交换，相关供应商应将容器调动（货运单据、合理调整或者投诉信）的文件信息转发给进货部门。 |
| 9.09 | The provider of reusable containers / packages is responsible for their maintenance, repair, and disposal. If the supplier loses or damages the reusable containers / packages provided by Röchling, Röchling reserves the right to invoice for acquisition or repair costs. | 9.09 | 可重复使用容器/包装的提供方应负责其维护、维修以及处理。如果供应商丢失或损坏由劳士领提供的可重复使用容器/包装，劳士领保留向其收取购买或修理费用的权利。 |
| 9.10 | The supplier must list each loading unit of the shipment, indicating the Röchling container number in the shipping documents (e.g. on the delivery papers, in the EDI delivery note, on all goods labels). If this regulation is not observed, goods acceptance may be denied. | 9.10 | 供应商必须列出货物的每个运载装置，在货运单据上列明劳士领所有的容器编号（例如，在货运单据、EDI 交货单及所有货物标签上）。如不遵守此项规定，劳士领可拒收货物。 |
| 9.11 | By using disposable packages, the supplier assumes responsibility for acquiring the requisite number of packages at its own expense and Röchling handles disposal of the packages, assuming the expense. | 9.11 | 使用一次性包装时，供应商应承担购买必要包装数量的费用，而劳士领应承担处理包装材料的费用。 |
| 9.12 | If the supplier delivers parts on behalf of Röchling directly to a customer of Röchling and uses customer boxes, so the supplier will be obligate to do a monthly stock adjustment with the customer. The supplier is obligate to compensate any losses and damages of the customer boxes directly with the customer, based on the customers | 9.12 | 如果供应商直接代表劳士领向其客户交付零配件，并采用客户的容器，那么供应商应每月与客户进行库存调整，并根据客户条款与条件，对客户所有容器的丢失及损坏进行直接赔偿。 |

terms and conditions.

10 Transport Logistics

- 10.01 All deliveries from the territory of the European Union are made DAP (Delivered At Place) in the order. Deliveries from territory outside the European Union are made DDP (Delivered Duty Paid) in the order,. If the deliveries of the supplier are agreed to be FCA (Free Carrier) Röchling selects the carrier and decides on the type of transportation. Transport is to be organized by the supplier.
- 10.02 On a case-by-case basis – depending on the geographic circumstances – it is recommended that contracts be made outside of CMR regulations.
- 10.03 The respective carriers are encouraged in writing to use low-emission and low-noise transport methods.

11 Goods Receipt

- 11.01 During goods receipt, the accuracy of the delivery is reviewed with respect to place of destination, delivery deadline, and quantity according to the delivery call-off. If there are discrepancies, Röchling can accept the delivery with reservations after discussions with the dispatcher or refuse to accept it. Acceptance with reservations will be noted on the delivery note. If there are discrepancies in the quantity, Röchling can take the following steps:
 - (i) Good receipt of the delivery and change of the quantity in subsequent deliveries
 - (ii) Return of the surplus quantity whereby the supplier bears the risk and expense
 - (iii) Röchling receives an immediate additional delivery from the

10 运输物流

- 10.01 所有来自欧盟国家的货物采用 DAP（目的地交货），来自欧盟国家以外的货物采用 DDP（完税后交货）。如供应商货物经协商采用 FCA（货交承运人），劳士领会选择承运人并决定具体的运输方式。具体运输由供应商组织。
- 10.02 视具体情况，根据地理环境 - 建议对 CMR 规定以外的情况以合约方式予以确定。
- 10.03 将以书面形式，鼓励各承运人采用低排放、低噪音的运输方式。

11 收货

- 11.01 在收货期间，根据交付订单中的目的地、交付截止期限和数量，对交付准确性进行评审。如存在不一致，劳士领可与发运方讨论后，有保留的接受交付货物，或拒收。将在交货单上标注保留性接受。如数量存在不一致，劳士领可采取下列步骤：
 - (i) 收货，并对后续交付数量进行修改。
 - (ii) 返还多余数量，在此由供应商承担相关风险和费用。
 - (iii) 劳士领直接从供应商处接收追加交付货物。相关追加费用应由供应商

supplier, which bears the additional expense.

承担。

12 Incoming Goods Inspection

12 进货检验

12.01 In addition to the incoming goods specified in Röchling's quality handbook, a check of the delivery documents and the goods labels is also carried out. The completeness of the number specified in the delivery document and the integrity of the packaging are checked.

12.01 除了劳士领质量手册中指定的进货外，还将对货运单据和标签进行检查。同时，对货运单据中规定的数量与包装完整性进行检查。

12.02 The incoming goods control includes a quantitative check of the delivery at the palette and load carrier levels.

12.02 进货控制包括对栈板和运载装置上的交付货物数量进行检查。

12.03 During unloading, the goods are visually inspected for transport damage. Visible transport damage and deviations from the declarations on the delivery note are documented upon receipt of the goods on the delivery papers, countersigned by the forwarder, and objected to in writing with the supplier. The damaged object is blocked by the system and placed in a special keepout area. The employee responsible for quality promptly clarifies any further action.

12.03 在卸货期间，目视检查货物是否出现运输损坏。当收到交货单据中的货物时，对交货单中的目视检查运输损坏和偏差进行记录，并由货运代理方附署签名，并以书面方式，交付至供应商。系统将拒绝损坏物品，并将其置于特定的隔离区域内。同时，负责质量的员工应立即采取任何进一步措施。

12.04 Röchling will invoice the supplier for any deviations identified on receipt of goods in accordance with the causation principle. Röchling additionally charges the processing costs for the complaint on the basis of the complaint catalog.

12.04 对于收货时发现的任何偏差，劳士领将根据因果关系原则，向供应商开具发票。劳士领根据投诉目录另行收取投诉处理费用。

13 KANBAN Processing

13 KANBAN（看板）处理

13.01 A separate agreement is made for KANBAN processing.

13.01 有关 KANBAN（看板）处理，将另行签署协议

14 Contingency Plan

14 应急计划

14.01 The supplier must have an contingency plan in place to ensure delivery capability.

14.01 为确保按时交货，供应商应制定应急计划。

14.02 The supplier must hold ready at its own expense a safety stock of finished goods and materials corresponding to the latest state of development for one week.

14.02 供应商应自费对成品和材料进行安全备货，从而满足一周的最新要求。

15 Supplier Evaluation

15 供应商评估

15.01 The rules of the quality assurance agreement apply to the supplier evaluation.

15.01 质量担保协议规则适用于供应商评估。

16 Consignment Warehouse Processing

16 寄售仓库处理

16.01 Consignment warehouse administered by Röchling

16.01 劳士领管理的寄售仓库

16.02 Röchling ensures the orderly placing in storage, storage, and removal from storage, reflecting the characteristics of the materials. Röchling supports the accounting system, in which materials are removed according to the FIFO principle. Billing is done monthly after the end of the consumption month and is sent to the supplier in the form of consumption / removal quantities in writing or electronically. Payment is made according to the payment conditions stipulated in the framework agreement.

16.02 根据材料特点，劳士领应保证材料的有序入库和出库。同时，在出库时，劳士领采用 FIFO 原则的会计系统。在每个消耗月份结束后，开具账单，并以书面或电子方式，将消耗/移除数量发送至供应商。在此，根据框架协议中规定的支付条件，支付费用。

16.03 At the end of the year, Röchling carries out an annual inventory. The supplier takes additional local inventories if a special need arises after consultations with a corresponding prior notice so that Röchling can make the necessary staff available. Inventory differences should be clarified and settled locally during the inventory. In addition, they should be documented and the documentation signed by both contractual partners. Differences are settled at prices that were valid as of the date of the inventory.

16.03 在年末，劳士领将进行年度清单盘存。如有特殊需要，供应商可在当地进行追加盘点，但须通过事先通知和协商，从而劳士领能够配备必要的工作人员。在盘存期间，如发现不一致，应在现场予以确认和解决。此外，应予以记录并由合同各方予以签署。在此，应依照盘存截止日期前有效的价格，结算差值。

16.04 The supplier and the Röchling disposition services are to process

16.04 供应商和劳士领应依照劳士领的变更管

parts changes according to Röchling's change management procedure in such a way that surplus inventory is avoided. However, if surplus inventory arises, the logistics organizations of Röchling and the supplier agree on the use and financing of the surplus inventory.

理程序，处理部件变更情况，从而避免出现多余库存。然而，如出现多余库存，劳士领的物流部门将与供应商就多余库存的使用和融资达成一致。

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| <p>16.05 A separate consignment storage contract governs the delivery and storage conditions of materials in consignment.</p> <p>16.06 Consignment warehouse administered by the logistics service provider.</p> <p>16.07 If a logistics service provider sets up a consignment warehouse, the delivery call-offs are transmitted to the supplier and the daily requirements are sent to the logistics service provider.</p> <p>16.08 The minimum storage inventory for each material number is stipulated in writing. Röchling reserves the right to oversee the inventory of contractual products stored in the consignment warehouse in order to ensure that it does not fall short of the agreed upon minimum inventory. Therefore, the logistics service provider must send a current inventory report daily to Röchling.</p> <p>16.09 The logistics service provider must ensure the orderly storage of the goods and the maintenance of the FIFO principle.</p> <p>16.10 A separate consignment contract governs the delivery of materials in consignment.</p> | <p>16.05 可采用单独的寄售合同，对寄售材料交付和储存条件进行管理。</p> <p>16.06 由物流服务管理方对寄售仓库进行管理。</p> <p>16.07 如物流服务提供方设立了寄售仓库，应将交付订单发送至供应商，并将日常需求发送至物流服务提供方。</p> <p>16.08 应对各材料号的最低库存做出书面规定。劳士领有权对保存在寄售仓库内的合同产品库存进行监督，以确保其不会低于规定的最低库存。因此，物流服务提供方应每天向劳士领提交当前库存报告。</p> <p>16.09 物流服务提供方应保证对货物进行有序存放，并符合 FIFO 原则。</p> <p>16.10 应采用单独寄售合同对寄售材料的交付进行管理。</p> |
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17 Returned Goods Processing

17 运回货物的处理

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| <p>17.01 The processing of the return shipment of substandard goods is addressed in Appendix E.</p> | <p>17.01 有关对运回的不合格货物处理，见附录 E。</p> |
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18 Applicable Documents

18 适用文件

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| <p>18.01 All attachments and the</p> | <p>18.01 有关供应商应急组织的所有附件和文</p> |
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documentation of the supplier's emergency organization are integral parts of the logistics requirements. For each division / country, the attachments are updated, exchanged, and adapted to regulations.

件，应为物流要求的必要组成部分。在各区域/国家，应依照相关条例规定，对附件进行更新、交换和改编。

Signature Page

签字页

Supplier 供应商
Company 公司
Signature & Stamp 签名及盖章

APPENDIX A SAMPLE GOODS LABEL VDA 4902 AND AIAG STANDARD

附录 A 符合 VDA 4902 和 AIAG 标志的货物标签示例

A1 Goods label according to VDA 4902

A1 符合 VDA 4902 的货物标签

Dr. Ing. h. c. F. Porsche AG 74343 Sachsenheim		BAU20/WE02	
(2) Lieferschein-Nr. (R) 81295077 		(4) Lieferanten-Adresse (Kurzname, Wozf., PLZ, Ort) Röchling Automotive KG, 67547 Worms	
(10) Sach-Nr. / Kund-Nr. 970.504.133.02 		(5) Gewicht netto 8,20 KG	(6) Gewicht brutto 30,20 KG
(9) Menge (Z) 10 		(13) Bezeichnung Radhausschale hi. li. Textil 970	(7) Anzahl Packstücke 00001
(12) Lieferanten-Nr. (S) 29263 		(11) Sach- u. Material-Nr. 107701710 	
(15) Packstück-Nr. (S) 46013890 		(14) Datum 03.09.2010	(16) Anfertigungszeit
(17) Röchling Automotive KG, 67547 Worms		(18) Gängen-Nr. (R)	

A2 B10 goods label according to the AIAG standard

A2 符合 AIAG 标准的 B10 货物标签

PART NO. (P) BARCODE SOFTWARE 	
QUANTITY (Q) 600000 	P. O. NUMBER (K) AQ123455
SUPPLIER (V) K98-0999 	SUPPLIER PART NO. (1P) 2223U765432988
SERIAL (4S) 000000001 	LOT NUMBER 12345678900987
NICE COMPANY, WORLD WIDE	

APPENDIX B PACKAGING GUIDELINES

附录 B 包装指南

B1 Packaging guidelines

B1.01 This packaging guideline establishes the contractual basis for delivery to Röchling. It represents an amendment of Röchling's General Terms and Conditions of Purchase and informs the supplier about Röchling's packaging instructions so that the supplier is in a position to develop and install an optimal packaging system.

B1.02 As a rule, reusable packaging is to be used. In cases when this is not economically feasible, resort can be made to disposable packaging in consultation with Röchling. It must be recyclable and disposable without difficulty. The basis for any packaging plan and its implementation is the VDA recommendation 5000, part 3, "Proposals for the design of logistical processes – packaging"

B1.1 Permitted materials for disposable packaging

B1.1.01 All disposable packages are to be labeled clearly and visibly with standardized symbols or those recognized by the waste disposal industry.

B1.1.02 The labeling may not affect the packaging's ability to be recycled.

In order to limit the costs for the separation and collection of material types necessary for logistical recycling, only a few selected materials are permitted (see table).

B1.1.03 As a matter of principle, the use of packaging material from food (e.g. popcorn), packaging chips, and labels that affect the support

B1 包装指南

B1.01 该包装指南制定了向劳士领交付产品的合同基础。其是对劳士领一般采购条款的修正，并通知供应商有关劳士领的包装指示说明，从而供应商能够形成和设定最佳的包装体系。

B1.02 通常来讲，应采用可重复使用包装。如经济上不可行，可与劳士领协商，采用一次性包装。原则上，应保证能够顺利实现再回收和可处置。任何包装计划及其实施应基于 VDA 建议 5000,第 3 部分“物流程序设计方案 - 包装”

B1.1 允许使用的一次性包装材料

B1.1.01 应采用标准化的符号或废物处理行业公认的符号，对所有一次性包装进行清晰标记。

B1.1.02 标签粘贴不得影响包装的回收利用。

为了控制物流回收利用所需的材料类型分离和收集成本，仅允许选用少数上乘材料（见表格）。

B1.1.03 作为一项原则，应禁止使用对材料回收利用产生影响的食品（例如：爆米花）包装材料、包装碎片和标签。

material's ability to be recycled is prohibited.

Metal bands for strapping the pallets are also prohibited.

同时，禁止使用金属带捆扎货板。

Type	Permitted material	Examples of prohibited material
Cardboard packaging	of paper and paperboard free of hazardous substances from paper production	Paper and paperboard with water-insoluble coatings or adhesives
Corrosion-protected paper	VCI papers verified as recyclable with paper/paperboard	Paper with incompatible admixtures, incompatibly impregnated or soaked paper (e.g. bitumen, oil and wax paper)
Plastics	Shaped parts PE, PP Protective caps PE Films PE (also bubble wrap) VCI plastic films Foams PE, PP, PS Strapping bands: PP VCI foams	Plastic composites, rubber compounds, metal-plastic composite films, incompatibly impregnated films
Metals	Steel, including galvanized or coated, Aluminum	Tin-plated metals (e.g. tin plate)
Wood	Unsoaked, heat-treated solid wood and plywood with ISPM 15 certification stamp in case of oversea shipments	Chipboards, coated or painted wood, pallets without ISPM stamp
Textiles	Cellulose fibers (incl. cotton, sisal, hemp)	Wax cords
Glass	Only if absolutely necessary for reasons of chemical compatibility with filler	Fiberglass
Minerals	Activated alumina, perlite, silicone gel, vermiculite	Minerals in the form of fibers

类型	允许材料	禁止材料示例
纸板包装	来自纸张生产的无危害纸张和纸板	具有不溶于水涂料或粘合剂的纸张与纸板
防腐纸张	经验证，可与纸张/纸板一起回收利用的 VCI 纸张	具有不兼容掺合料、不兼容浸渍或浸没物质的纸张（例如：沥青、油和蜡纸）
塑料	PE, PP 塑形部件 PE 防护盖 PE 膜（气泡膜包裹材料） VCI 塑料膜 PE, PP, PS 泡沫 PP 捆扎带 VCI 泡沫	塑性复合材料、橡胶混合物、金属-塑性复合薄膜和不兼容浸渍薄膜

类型	允许材料	禁止材料示例
金属	钢铁，包括电镀或涂覆铝	镀锡金属（例如：马口铁）
木制材料	未浸透热处理实木和胶合板，海外运输时，需加盖 ISPM 15 认证印章	未加盖 ISPM 15 印章的刨花板、涂料或油漆木制材料
织品	纤维素纤维（包括棉花、剑麻和麻类）	蜡绳
玻璃	仅限与填充物实现化学相容性的情况下使用	玻璃纤维
矿物	活性氧化铝、珍珠岩、硅凝胶和蛭石	纤维形式的矿物质

B1.1.04 Deliveries from outside the country must comply with the respectively valid regulations of the importing country. The costs caused by violating the import regulations are borne by the party causing them.

B1.1.04 来自国外的交付产品应符合各进口国的有效条例规定。因违反进口条例引起的费用，应由违反该类条例的一方承担。

B1.2 Instructions for the definition of disposable and reusable packaging

B1.2 一次性和可重复使用包装材料定义指导说明

B1.2.01 In order to ensure that both disposable and reusable packaging in a filled state are consistent with Röchling's guidelines, the following points should be observed:

B1.2.01 为保证一次性和可重复使用包装的装填状态符合劳士领的指导准则要求，应遵守下列各点：

- (i) The proposed packaging may not exceed the maximum filling quantity and maximum size specified by Röchling.
- (ii) All packing units subject to manual handling due to their outside measurements may not have a gross weight over 10 kg. All other containers may weigh up to 500 kg.
- (iii) The discovered packaging solution should guarantee a filling capacity of 95%.
- (iv) Palettes intended for the transport of packaging must have following dimensions and must not exceed them:

- (i) 建议包装不超过劳士领指定的最大装货数量和最大尺寸要求。
- (ii) 对于因外形尺寸，而需要进行人工处理的所有包装装置，其毛重不得超出 10 千克。所有其它容器的重量可达到 500 千克。
- (iii) 现有包装方案应保证 95%的装填容量。
- (iv) 用于包装运输的栈板应具有且不得超过下列尺寸：

Europe/Asia

- a. 1200 x 1000 x 1100 mm (L x W x H)
- b. 1200 x 800 x 1100 mm (L x W x H)

Americas

- 48 x 45 x 50 inches (L x W x H)

欧洲/亚洲

- a. 1200 x 1000 x 1100 毫米 (长 x 宽 x 高)
- b. 1200 x 800 x 1100 毫米 (长 x 宽 x 高)

美洲

- 48 x 45 x 50 英寸 (长 x 宽 x 高)

- | | |
|---|---|
| <ul style="list-style-type: none"> (v) In no circumstances may the packaging exceed the dimensions of the palette. (vi) The minimum stackability of shipping units (carton + palette) must comply with the following guideline: Stackable up to 3 units high. (vii) The cardboard packaging must be sealed and transported strapped (plastic strips) on palettes. (viii) The packaging materials used must conform to the import regulations of the respective importing country. (ix) In case of oversea transport, the packaging must be seaworthy. (x) The sea container's dimensions should be taken into account in designing the packaging so that optimal space usage is ensured. (xi) Packaging sorted by type -> only one per shipping unit. (xii) In the case of heterogeneous shipping units (mixed shipping unit), the supplier must ensure that the shipping unit is labeled as a "mixed shipment". All Röchling components in the shipping unit are labeled with their respective total quantity and clearly separated from each other within the shipping unit. (xiii) If necessary, components with braces, support cores, or other | <ul style="list-style-type: none"> (v) 在任何情况下包装均不得超过栈板的尺寸 (vi) 装运设备（纸板和栈板）的最小码垛量应符合下列指导要求：最多可堆叠 3 台运输装置 (vii) 应对纸板包装进行密封和捆扎后，通过栈板运输。 (viii) 采用的包装材料应符合各进口国的进口条例规定。 (ix) 对于海外运输，包装应适合航运。 (x) 在设计包装时，应考虑到海运容器的尺寸，从而保证对空间的最佳利用。 (xi) 按类型，进行包装分类->一种部件一次出货包装仅有 1 种类型。 (xii) 对于多种类别部件装运托盘（混合装运），供应商必须确保该装运托盘标有“混装”字样。装运托盘中的所有劳士领组件均需标出相应的总量，在装运托盘内分开，易于区分。 (xiii) 如必要，包装内与零件一起装运的吊带、支撑基础或其它嵌入物（不 |
|---|---|

insets in the packaging must be supported (unstable components) in order to avoid a shifting of the components.

- (xiv) Damage to the components by various add-on parts is to be avoided.
- (xv) Visible surfaces must have special protection so that there is no surface damage.
- (xvi) For export packaging, the height of a pallet unit may not exceed 1100 mm (carton, including pallet).
- (xvii) Stackable reusable packages are mandatory.

稳定零件) 应被固定好, 从而避免零件出现移动。

- (xiv) 应避免各类附加部件对零件造成损坏。
- (xv) 应对可见表面提供特别保护, 从而避免表面损坏。
- (xvi) 对于出口包装, 货板装置的高度不得超过 1100 毫米 (纸板, 含栈板)。
- (xvii) 必需使用可堆垛的回收型包装。

B1.3 Röchling standard reusable packaging

1.	SLC	Dimensions (mm):	300	X	200	X	147
2.	SLC	Dimensions (mm):	400	X	300	X	147
3.	SLC	Dimensions (mm):	600	X	400	X	147
4.	SLC	Dimensions (mm):	600	X	400	X	280
1.	SLC	尺寸 (毫米):	300	X	200	X	147
2.	SLC	尺寸 (毫米):	400	X	300	X	147
3.	SLC	尺寸 (毫米):	600	X	400	X	147
4.	SLC	尺寸 (毫米):	600	X	400	X	280

B1.3 劳士领可重复使用包装标准

B1.4 Standard disposable packaging dimensions

Europe/Asia

Carton 1 (L x W x H): 1200 x 800 x 810 mm (max. height of the carton)

Carton 1a (L x W x H): 1200 x 1000 x 810 mm (max. height of the carton)

Carton 2 (L x W x H): 800 x 600 x 400 mm (max. height of the carton)

Carton 3 (L x W x H): 600 x 400 x 300 mm (max. height of the carton)

Carton 4 (L x W x H): 400 x 300 x 150 mm (max. height of the carton)

Carton 5 (L x W x H): 300 x 200 x 200 mm (max. height of the carton)

B1.4 次性包装尺寸标准

欧洲/亚洲

纸板箱 1 (长 x 宽 x 高) : 1200 x 800 x 810 毫米 (纸板箱最大高度)

纸板箱 1a (长 x 宽 x 高) : 1200 x 1000 x 810 毫米 (纸板箱最大高度)

纸板箱 2 (长 x 宽 x 高) : 800 x 600 x 400 毫米 (纸板箱最大高度)

纸板箱 3 (长 x 宽 x 高) : 600 x 400 x 300 毫米 (纸板箱最大高度)

纸板箱 4 (长 x 宽 x 高) : 400 x 300 x 150 毫米 (纸板箱最大高度)

纸板箱 5 (长 x 宽 x 高) : 300 x 200 x 200 毫米 (纸板箱最大高度)

USA

V1 (L x W x H): 12 x 10 x 8 inches

V2 (L x W x H): 14 x 12 x 12 inches

V3 (L x W x H): 24 x 14 x 12 inches

V4 (L x W x H): 20 x 16 x 12 inches

V5 (L x W x H): 16 x 14 x 8 inches

V6 (L x W x H): 8 x 8 x 8 inches

美国

V1 (长 x 宽 x 高) : 12 x 10 x 8 英寸

V2 (长 x 宽 x 高) : 14 x 12 x 12 英寸

V3 (长 x 宽 x 高) : 24 x 14 x 12 英寸

V4 (长 x 宽 x 高) : 20 x 16 x 12 英寸

V5 (长 x 宽 x 高) : 16 x 14 x 8 英寸

V6 (长 x 宽 x 高) : 8 x 8 x 8 英寸

APPENDIX C PACKAGING DATA SHEET OF PURCHASE PART

附录 C 采购部件的包装数据表

C1.1 Sample packing data sheet C1.1 采购部件包装数据表示例

Röchling		Packaging Data Sheet		Automotive	
General Data					
Project:		partname:			
RA-part-number:		partweight [kg]:			
qty variante:		qty working day/year:			
qty parts/year:		qty parts/day:			
Supplier					
supplier:					
street:		postal code:			
city:		country:			
Production location (Supplier)					
street:		postal code:			
city:		country:			
Contact Person Logistics(Supplier)					
name:		department:			
telephone number:		Faxnumber:			
e-mail:					
Picture Packaging Concept					
Packaging					
non-returnable packaging	<input type="checkbox"/>	reusable packaging	<input type="checkbox"/>	owner:	
	bin / cardboard		container / Loading Unit		
kind:		kind:			
	dims[mm]:		dims[mm]:		
height		height			
width		width			
length		length			
qty parts/ bin or cardboard		qty bin or cardboard/layer			
qty bin total:		qty layer			
tare weight [kg]		qty bin or cardboard/loading unit			
gross weight [kg]		qty parts/loading unit			
		stacking factor loading unit			
		tare weight loading unit [kg]			
		gross weight loading unit[kg]			
		cycle time (reusable pack.) [day]			
		qty loading unit per day			
Freight					
delivery point		qty/delivery			
kind of transporter		qty loading unit/delivery			
roundtrip or single trip		qty delivery/week			
= input field					
creating date		RA OS/QIA	date	signature	
created by		RA Production			
		RA Logistic			
		Supplier			

Date: packaging data sheet_English blanko.xls
Register: basic data

Datum: 7/16/2019

Röchling
Packaging Data Sheet
Automotive

Cost

Packaging Cost

non-returnable packaging	
cost cardboard [€]	
cost palett [€]	
cost per loading unit [€]	
cost per part [€]	

reusable packaing		
cost bin [€]		
cost palett [€]		
cost palettcover [€]		
cost per loading unit or container [€]		
total investment [€]		
amortization	#DIV/0!	[year]
interest	0.00 €	[%]
maintenance and repair	0.00 €	[%]
development	0.00 €	[%]
cost per part		

Freight cost

freight cost	
freight cost/delivery (total)	
freight cost/part	

 = input field

Datei: packaging data sheet_English blank o.xls
Register: cost
Datum: 7/16/2019



Packaging_Data_Sheet_English.xls

C1.2 Instructions for correctly completing the packing data sheet

C1.2 包装数据表正确填写指导说明

C1.2.01 Below are instructions to assist with filling out the data sheet:

C1.2.01 以下是帮助填写数据表的指导说明:

C1.2.02 Page: Basic data

C1.2.02 页码: 基本数据

General Data

一般数据

1	Project: Indication of the project name 项目: 项目名称说明
2	Part designation: Indication of the part name 部件名称: 部件名称说明
3	RA part no.: Indication of the Röchling part number RA 部件号 劳士领部件编号说明
4	Part weight [kg]: Indication of the part weight in kg 部件重量[千克]: 部件重量说明, 千克
5	Number of variants: Indication of the number of part variants 异型数量: 部件异型数量说明
6	Number of working days/year: Indication of the number of working days per year 工作日数量/年: 每年工作日数量说明
7	Number of parts/year: Indication of the number of parts per year 部件数年: 每年部件数说明
8	Number of parts/day: Indication of the number of parts per day 部件数量/天: 每日部件数量说明

Supplier

供应商

9	Supplier: Name of the supplier 供应商: 供应商名称
10	Street: Street name of the location of the supplier 街道: 供应商所在街道名称
11	Postal code: Postal code of the location of the supplier 邮政编码: 供应商邮政编码
12	City: City name of the location of the supplier 城市: 供应商所在城市名称
13	Country: Country of the location of the supplier 国家: 供应商所在国家

Production site (supplier)

生产地址（供应商）

14	Street: Street name of the production location of the supplier 街道: 供应商生产地址的街道名称
15	Postal code: Postal code of the production location of the supplier 邮政编码: 供应商生产地址的邮政编码
16	City: City name of the production location of the supplier 城市: 供应商生产地址的城市名称
17	Country: Country of the production location of the supplier 国家: 供应商生产地址所在国家

Contact person (supplier)

联系人（供应商）

18	<p>Name: The name of the logistics contact person 姓名： 物流联系人姓名</p>
19	<p>Department: The name of the department of the logistics contact person 部门： 物流联系人的部门名称</p>
20	<p>Telephone number: The telephone number of the logistics contact person (incl. cellphone no.) 电话号码： 物流联系人的电话号码（包括手机号码）</p>
21	<p>Fax number: The fax number of the logistics contact person 传真号码： 物流联系人的传真号码</p>
22	<p>Email: The email address of the logistics contact person 电子邮件： 物流联系人的电子邮件地址</p>

Packaging design

包装设计

23	<p>Photo of the packaging design: Photography, if available, or a drawing of the packaging design 包装设计照片： 包装设计的照片或图纸</p>
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Packaging

包装

24	<p>Disposable packaging / reusable packaging / owner: Check whether the package is disposable or reusable. In the owner field (fill out only for reusable packages), indicate who the owner was at the time the packaging was purchased. 一次性包装 / 可重复使用包装 / 所有者： 检查包装是否为一次性或可重复使用。在所有者字段（仅填写可重复使用包装），指明购买包装示的所有者身份。</p>
----	---

SLC (small load carrier) / carton

SLC（小型运载装置） / 栈板箱

25	<p>Type: Indication of the type of packaging 类型： 包装类型说明</p>
----	--

SLC (small load carrier) / carton

SLC (小型运载装置) / 栈板箱

26	Height: The height of the SLCs or cartons in mm 重量: SLCs 或纸板箱高度, 毫米
27	Width: The width of the SLCs or cartons in mm 宽度: SLCs 或纸板箱宽度, 毫米
28	Length: The length of the SLCs or cartons in mm 长度: SLCs 或纸板箱长度, 毫米
29	Number of parts/package: Indication of the number of parts per SLC or per carton 部件/包装数量: 每个 SLC 或纸板箱的部件数量说明
30	Tare weight [kg]: Indication of the weight of the SLCs or cartons (without parts) 包装重量[千克]: SLCs 或纸板箱的重量说明 (不含部件)
31	Gross weight [kg]: Indication of the weight of the SLCs or cartons (with parts) 毛重 [千克]: SLCs 或纸板箱 (含部件) 的重量说明

LLC (large load carrier) / loading unit (LU)

LLC (大型运载装置) / 运载单元 (LU)

32	Type: Indication of the type of packaging 类型: 包装类型说明
33	Height: The height of the LLCs or LU in mm 高度: LLCs 或 LU 高度, 毫米
34	Width: The width of the LLCs or LU in mm 宽度: LLCs 或 LU 宽度, 毫米
35	Length: The length of the LLCs or LU in mm 长度: LLCs 或 LU 长度, 毫米

LLC (large load carrier) / loading unit (LU) LLC（大型运载装置）/运载单元（LU）

36	<p>Number of SLC/LLC Indication of how many SLCs or cartons fit on the load carrier (e.g. palette) per layer SLC/LLC 数量 每层运载装置（例如：货板）上的 SLCs 或纸板箱数量说明</p>
37	<p>Number of levels: Indication of how many layers of SLCs or cartons fit on the load carrier 层数： 运载装置上的 SLCs 或纸板箱层数说明</p>
38	<p>Number of SLC/LLC Indication of how many SLCs or cartons fit on the load carrier SLC/LLC 数量 运载装置上的 SLCs 或纸板箱数量说明</p>
39	<p>Number of parts/LLC: Indication of how many parts per LLC or LU are packed 部件/LLC 数量： 每个 LLC 或 LU 的部件包装数量说明</p>
40	<p>Stacking factor (LLC / LU) Indication of the stacking factor of LLC or LU (full containers) 堆垛系数（LLC / LU） LLC 或 LU（完整容器）堆垛系数说明</p>
41	<p>Tare weight of the LLC or LU[kg]: Indication of the weight of the LLCs or LU (without parts) LLC 或 LU 包装重量[千克]: LLCs 或 LU（不含部件）的重量说明</p>
42	<p>Gross weight of the LLC or LU[kg]: Indication of the weight of the LLCs or LU (with parts) LLC 或 LU 的毛重[千克]: LLCs 或 LU（含部件）的重量说明</p>
43	<p>Circulation days: Indication of the number of calculated circulation days (only for reusable packaging) 循环天数： 计算出的循环天数说明（仅限可重复使用包装）</p>
44	<p>No. total LLC or LU: Indication of the number of LLCs or SLCs with load carrier to be acquired (only reusable) LLC 或 LU 总数： LLCs 或 SLCs 数量说明，含待获取的运载装置（仅限可重复使用）</p>

Cargo

货物

45	<p>Delivery location: Indication of the delivery location of Röchling 交付地点： 劳士领交付地点说明</p>
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Cargo

货物

46	Quantity delivered/delivery: Indication of the number of parts per delivery 交付数量/交付: 每次交付的部件数量说明
47	Type of cargo carrier: Train, truck, ship, etc. 货物运载方式: 货车、卡车和轮船等
48	Number of LU/delivery Indication of the number of LLCs or LU per delivery LU 数量/交付 每次交付的 LLCs 或 LU 数量说明
49	Type (round trip or one-way trip) Indication of whether the shipment is a round trip or a one-way trip 类型（往返或单程） 往返或单程运输说明
50	Number of deliveries/week Indication of the number of deliveries per week 交付数量/周 每周交付数量说明

C1.2.03 Page: Costs

C1.2.03 页码：成本

C1.2.04 Packaging costs

C1.2.04 包装成本

Reusable packaging

可重复使用包装

1	Cost per carton [€]: Indication of the cost of a carton 纸板箱成本 [€]: 纸板箱成本说明
2	Cost of a palette [€]: Indication of the cost of a palette 货板成本 [€]: 货板成本说明
3	Cost per bundle [€]: Indication of the cost of an LU (only packaging) 每捆成本 [€]: LU 成本说明（仅限包装）
4	Cost per part [€]: Indication of packaging cost per part 各部件成本 [€]: 各部件包装成本说明

Reusable packaging

可重复使用包装

5	<p>Cost per SLC [€]: Indication of the cost of an SLC SLC 成本 [€]: SLC 成本说明</p>
6	<p>Cost of a palette [€]: Indication of the cost of a palette 货板成本 [€]: 货板成本说明</p>
7	<p>Cost of a palette cover [€]: Indication of the cost of a palette cover 货板盖成本 [€]: 货板盖成本说明</p>
8	<p>Costs per loading unit or LLC [€] Indication of the cost of a loading unit or LLC 运载装置或 LLC 成本 [€] 运载装置或 LLC 成本说明</p>
9	<p>Total investment [€]: Indication of the total investment in packaging (total number of LLC or LU multiplied by the number of LLC or LU) 总投资 [€]: 包装总投资说明 (LLC 或 LU 总数乘以 LLC 或 LU 数量)</p>
10	<p>Depreciation: Indication of the length (number of years) of depreciation 折旧: 折旧时间 (年数) 说明</p>
11	<p>Interest: Indication of interest in % 利息: 利息 %说明</p>
12	<p>Maintenance/cleaning: Indication of the percentage for cleaning and maintenance of the reusable packaging 维护/清洁: 可重复使用包装清洁与维护百分比说明</p>
13	<p>Development: Indication of the percentage for development 开发: 开发百分比说明</p>
14	<p>Cost per part [€]: Indication of packaging cost per part 部件成本 [€]: 部件包装成本说明</p>

Cargo costs

货物成本

15	<p>Cargo costs/delivery (total): Indication of total cargo costs per delivery in € 货物成本/交付（总计）： 每次交付的货物总成本说明， €</p>
16	<p>Cargo costs/part: Indication of cargo costs per part in € 货物成本/部件： 各部件的货物成本说明， €</p>

- | | | | |
|---------|--|---------|-------------------------------|
| C1.2.05 | <p>Questions regarding the packaging data sheet should be directed to the packaging planning department.</p> | C1.2.05 | <p>应将有关包装数据表的问题提交至包装规划部门。</p> |
| C1.2.06 | <p>The completed packaging data sheet will be submitted to the purchasing department.</p> | C1.2.06 | <p>同时，应将完成的包装数据表提交至采购部门。</p> |

APPENDIX D CONTACT

附录 D 联系方式

Supplier

Mr./Ms.:

Phone:

Cellphone:

Email:

供应商

先生/女士:

电话:

手机:

电子邮件:

Representative:

Mr./Ms.:

Phone:

Cellphone:

Email:

代表:

先生/女士:

电话:

手机:

电子邮件:

Supervisor:

Mr./Ms.:

Phone:

Cellphone:

Email:

监管人员:

先生/女士:

电话:

手机:

电子邮件:

24 h Emergency Phone:

24 小时紧急电话:

APPENDIX E RETURN SHIPMENT

附录 E 运回

E1 Return shipment

E1 运回

E1.01 The supplier is responsible for the return shipment of substandard goods. The return shipment must occur within two weeks following a written complaint. If the supplier does not comply with this deadline, Röchling will organize the return shipment and bill the supplier for the costs.

E1.01 供应商负责运回不合格品。应在收到书面投诉后的两周内，予以运回。如供应商不遵守该期限规定，劳士领将组织运回，并要求供应商承担相关费用。

APPENDIX F CLAIM CATALOG

附录 F 索赔目录

F1 Claim Category and Description

F1.01 Additional costs incurred due to non-compliance with the standards set out in this supplier manual may be charged to the supplier. Röchling reserves the right to charge the costs to existing accounts of the supplier or to issue a separate invoice to the supplier.

F1.02 The following catalog is a general catalog of complaints. Suppliers are expected to have procedures in place to avoid these situations.

F1 索赔类别和说明

F1.01 因违反本供应商手册中规定的标准而产生额外费用的，可向供应商收取。劳士领有权在供应商当前的账户中扣划费用或向供应商开具单独发票。

F1.02 以下目录为投诉总目录。供应商应建立适当的流程来避免下面情况的发生。

Category	Claim	Claim description
Delivery performance	> 1 day to late	Delivery not in time and more than 1 day late w/o any confirmation from Röchling Automotive
	> 3 days to early	Delivery not in time and more than 3 day early w/o any confirmation from Röchling Automotive
	Wrong quantity	Quantity does not match the order or pack density
Communication	Delivery shortage message too late	Information of any kind of delivery shortage not communicated in adequate timeline
	No answer to requests	Requests from RA Team to the supplier contacts are not answered at all
Paperwork	Missing or wrong container labels	Label does not match the requirements (e.g. mix of left and right parts, not scannable labels)
	Missing or wrong delivery note	Delivery note does not match the requirements or other paper work is missing or incorrect
Packaging	Damage packaging	Any kind of damage to container, cardboard, pallets
	Old labels on box	Any old and other labels than needed on the box
	Wrong packaging	Packaging not matching the defined packaging instructions (dimensions, weight,...)
EDI	Missing EDI or WebEDI	Not send ASN in time
	Wrong EDI message	EDI message does not match the requirements

类别	索赔	索赔说明
交货	延迟 1 天以上	交货不及时，延迟超过 1 天，而未经劳士领汽车公司事先确认
	提前 3 天以上	交货不及时，提早交货 3 天，而未经劳士领汽车公司事先确认
	数量错误	数量与订单或包装量不符
沟通	缺货通知发出得太晚	未及时传达任何类型的交货短缺信息
	未回复请求	RA 团队向供应商联系人提出的请求无回复
文件资料	包装标签缺失或错误	标签不符合要求（例如左右部件混料、标签无法扫描）
	交货回单缺失或错误	交货回单与要求不符，或其他文件缺失或不正确
包装	包装破损	包装容器、纸箱、托盘出现任何形式的损坏
	包装箱上残留旧标签	包装箱上残留不需要的任何旧标签和其他标签
	包装错误	包装与规定的包装说明不符（尺寸、重量……）
电子数据交换（EDI）	EDI 或 WebEDI 错误	未及时发送 ASN
	EDI 消息错误	EDI 报文不符合要求

F2 Cost Break Down

F2 成本明细表

Category	Amount	Currency
Logistics claim	150	€ per case
Labor costs	50	€ per hour
Production stop	300	€ per hour
Special freight	According to invoice	€
Customer related costs	According to invoice	€

类别	金额	货币
物流索赔	150	欧元/次
人工成本	50	欧元/小时
停产	300	欧元/小时
特殊运费	以发票金额为准	欧元
客户相关费用	以发票金额为准	欧元

APPENDIX G DELAY OF DELIVERY FORM

附录 G 延迟交货通知单

Delayed Delivery Form	
Date:	11/05/18
Supplier Information	
Supplier Name	sample name
Supplier Nr. (8xxxxx)	8xxxxx
Parts Description	sample material
Röchling Part-#	123456789
Supplier Contact Name	sample name
Supplier E-Mail	example mail address
Supplier Phone-#	Mobile: 123456789
Röchling Information	
RA-Plant	Ostrava
Material Controller	sample controller
Problem Description / Reason for delay	
	sample text
Order #	55xxxxxxxxx
call-off #	xx
Ordered quantity	123,456
ETA	11/05/18
New ETA	
Have to be confirmed by Röchling via Mail	18/05/18
planned shipping quantity	
Have to be confirmed by Röchling via Mail	500