

Policy

General Shipping Regulation

Status: approved

Version Date: 08.07.2026

Information Classification:public

Scope: Applicable to the Lockweiler site of thyssenkrupp Automotive Body Solutions GmbH



thyssenkrupp

Change Information:

The following table lists previous versions and the current version of the document, as well as any additional amendments or revisions.

Date	Name/Department	Location	Description
22.08.2024	Lars Eifler Head of Logistics Lockweiler	Lockweiler	Initial issue
20.03.2025	Lars Eifler Head of Logistics Lockweiler	Lockweiler	Email updates (Ch. 2 & 4.4); processing times (Ch. 5.1.3)

Content

1	General Information on Shipping Regulations	5
1.1	Scope of Validity	5
1.2	Applicable Documents	5
1.3	General Section	5
1.3.1	General Principles	5
1.3.2	Delivery Dates and Receipt	6
1.3.3	Packaging	6
1.3.4	Customs documents	6
1.3.5	Loading	7
1.3.6	Special transports	7
1.3.7	Dangerous Goods	7
1.4	Freight Payer: thyssenkrupp Automotive Body Solutions GmbH	8
1.4.1	Transport Assignment	8
1.4.2	Transit Times	8
1.4.3	Shipment Notification (Pre-Advice)	8
1.4.4	Provision of Goods	9
1.4.5	Loading	9
1.4.6	Miscellaneous	9
1.5	Deviations	9
2	Logistics Contacts – Lockweiler Site	10
3	Handling of Small Parcel Shipments (<30kg)	11
3.1	Service Provider – TNT Express	11
3.2	Service Provider – UPS	12
3.3	CEP Service Provider per Location	12
4	Responsible Service Providers	13
4.1	Small Parcel Shipment < 30 kg	13
4.2	Road freight	13
4.3	Ocean and Air freight	13
4.4	Approved Carriers	14
5	Site-specific Regulations	15

5.1	Site Lockweiler	15
5.1.1	Documentation Requirements	15
5.1.2	Equipment Requirements	15
5.1.3	Carrier Conduct Requirements	15

1 General Information on Shipping Regulations

1.1 Scope of Validity

The rules set forth below apply to deliveries to the Lockweiler site and to inter-plant transports commissioned from there by thyssenkrupp Automotive Body Solutions GmbH.

Part 1 applies to all shipments.

Part 2 applies when thyssenkrupp is the freight payer.

Deviations require written approval by thyssenkrupp Automotive Body Solutions GmbH.

Any additional costs incurred due to non-compliance will be charged to the supplier, including an administrative fee. These are listed in the third section.

1.2 Applicable Documents

thyssenkrupp Automotive Body Solutions "Packaging Policy" (Doc. No. 892)

1.3 General Section

These rules are binding for all deliveries to thyssenkrupp Automotive Body Solutions GmbH.

1.3.1 General Principles

All applicable national and international laws, regulations, provisions, and guidelines governing transportation, as well as the resulting obligations, must always be observed and complied with by the supplier in their role as shipper and by the service providers engaged. This includes, in particular, obligations relating to transport safety and the handling of hazardous goods shipments.

Deliveries to thyssenkrupp Automotive Body Solutions GmbH must be carried out in accordance with the agreed and currently valid International Commercial Terms (INCOTERMS).

In addition, all applicable and currently valid thyssenkrupp Automotive Body Solutions GmbH policies, as well as division-specific, site-specific, and individually contracted agreements, must be taken into account.

Any demurrage or waiting time charges incurred at thyssenkrupp Automotive Body Solutions GmbH sites during loading or unloading will not be accepted by thyssenkrupp Automotive Body Solutions GmbH.

1.3.2 Delivery Dates and Receipt

Timely delivery (in the case of a scheduled delivery date in the ordering process) or provision for pickup (in the case of a scheduled pickup date in the ordering process) is the responsibility of the supplier. The transit times of the service providers used must be taken into account accordingly.

Goods may only be received at the designated receiving points specified by thyssenkrupp Automotive Body Solutions GmbH in the order. Agreed delivery time windows must be adhered to.

The INCOTERMS agreed with thyssenkrupp Automotive Body Solutions GmbH must always be clearly and completely stated on all documents throughout the entire transport process. This means that, in addition to the agreed INCOTERMS, the agreed named place must also always be specified correctly.

1.3.3 Packaging

The thyssenkrupp Automotive Body Solutions GmbH Packaging Policy, as well as the agreed packaging specifications with thyssenkrupp Automotive Body Solutions GmbH, must be complied with accordingly.

For all types of shipment, adequate, product-appropriate, and transport-safe packaging must be ensured. In particular, for ocean and air freight, increased transport stresses, potential security requirements, and country-specific import regulations (e.g., the International Plant Protection Convention, IPPC) must be taken into account when packaging.

The supplier shall ensure that goods are provided and delivered using defect-free and fully functional load carriers. thyssenkrupp Automotive Body Solutions GmbH reserves the right, in the case of defective shipments, to refuse acceptance, exchange, or crediting of the load carriers, or to accept the goods and charge any resulting costs.

1.3.4 Customs documents

The supplier, acting as the shipper, is responsible for the proper and complete preparation of all required transport documents in accordance with the currently applicable regional industry standards. These include, for example, delivery notes in accordance with DIN 4991/DIN 4994 and forwarding orders/waybills in accordance with VDA 4922 or CMR waybills.

The documents must be prepared separately for each supplier and each goods receipt location and in duplicate. The exact unloading point, as specified by thyssenkrupp Automotive Body Solutions GmbH (e.g., plant, gate, hall, etc.), must always be indicated on the documents.

In addition to the general freight data, the number, exact type, and designation of the means of transport must also be specified in the documents. Incorrect or incomplete information may result in errors in the empty packaging credit process.

The supplier must ensure consistency between the physical scope of delivery, including load carriers/packaging, and all delivery data and documentation.

All shipping documents (e.g., waybill, delivery note, and, if applicable, customs documents) must be complete and handed over together with the goods. The documents must be stored and transported separately from the material.

If thyssenkrupp Automotive Body Solutions GmbH is the freight payer, the carrier specified by thyssenkrupp Automotive Body Solutions GmbH must be explicitly stated on the shipping documents.

The supplier shall provide all documents required for customs clearance for export and import, including preference documents and, where applicable, national certificates of origin. In addition, country-specific documentation and security requirements must be observed.

Documents	Country European Union (EU)	Non-EU incl. EFTA		
		Land	Air	Ocean
Delivery note	X	X	X	X
CMR waybill	X	X		
AWB (Air Way Bill) *			X	
B/L (Bill of Lading) *				X
Commercial/Proforma Invoice		X	X	X
EUR1/ZU Form A/Certificate of origin on invoice		X	X	X
Supplier declaration/ Long Term supplier declaration (LE) **	X			

* prepared by the service provider

** This document must be available to thyssenkrupp Automotive Body Solutions GmbH and does not need to be attached to every shipment.

1.3.5 Loading

All goods must be handed over in optimized logistics condition. Load units must meet standard dimensions. Shipments should be stackable wherever possible.

1.3.6 Special transports

If special transports are required, the supplier shall coordinate the organization, as well as the selection of the transport mode and the service provider, with thyssenkrupp Automotive Body Solutions GmbH. The costs arising from such special transports shall be borne by the party responsible. If thyssenkrupp Automotive Body Solutions GmbH assumes these costs, prior documented approval from thyssenkrupp Automotive Body Solutions GmbH is required. Continuous shipment tracking and availability of the means of transport must be ensured.

Waybills for special transports must be clearly marked with the note "Special Transport."

1.3.7 Dangerous Goods

The specific regulations applicable to the respective modes of transport for the carriage of dangerous goods must be strictly observed. Dangerous goods shipments must be coordinated with the designated service provider and handled in accordance with the currently applicable legal requirements.

1.4 Freight Payer: thyssenkrupp Automotive Body Solutions GmbH

1.4.1 Transport Assignment

Only the service providers specified by thyssenkrupp Automotive Body Solutions GmbH and designated for the respective transport lane may be commissioned (see Chapter 4 “Responsible Service Providers”). Third-party invoices are generally not accepted and will be rejected by thyssenkrupp Automotive Body Solutions GmbH. Any costs incurred shall be borne by the supplier.

1.4.2 Transit Times

The transit times agreed between thyssenkrupp Automotive Body Solutions GmbH and the service providers used must always be taken into account when planning shipments (see Chapter 4 “Responsible Service Providers”). For intercontinental shipments, transit times must be coordinated on a case-by-case basis with the responsible thyssenkrupp Automotive Body Solutions GmbH site and the service provider.

1.4.3 Shipment Notification (Pre-Advice)

Shipments must be booked with the service provider in a timely manner. If delivery dates in the schedules are defined as receipt dates at the customer, shipment notification must be carried out taking the respective transit time into account. Deviations from the following requirements may result in transit delays and/or additional costs, which shall be borne by the supplier.

Small parcel shipments:

- Shipments < 30 kg: the current CEP process must be followed (see Chapter 3 “Handling of Small Parcel Shipments”).

Road transport:

- Shipments > 30 kg must be booked with the respective designated freight forwarder by 11:00 a.m. on the day prior to pickup.

Ocean freight:

- LCL shipments must be booked by 12:00 p.m. on the day prior to pickup, and
- FCL shipments must be booked in good time prior to pickup, taking into account container availability, with the locally responsible branch of the designated service provider. Container availability depends on local conditions and must be coordinated individually with the service provider.

Air freight:

- Shipments up to 2.5 metric tons must be booked by 11:00 a.m. on the day prior to pickup with the designated air freight service provider at the locally responsible branch.
- Shipments of 2.5 metric tons and above must always be handled in coordination with the responsible thyssenkrupp Automotive Body Solutions GmbH site.

The supplier is responsible for correctly determining the net and gross weight of the shipment. Only the actual shipment volume ready for loading must be declared. Weight deviations are generally not tolerated and any additional costs will be recharged.

The supplier must ensure that all shipment-relevant data is provided in full to the service provider and the respective thyssenkrupp Automotive Body Solutions GmbH site prior to transport.

1.4.4 Provision of Goods

Shipments must generally be made available to the service provider Monday through Friday within a core time window of 08:00 a.m. to 6:00 p.m. Any other time windows, deviations, or special cases must be agreed upon in writing with the service provider, and thyssenkrupp Automotive Body Solutions GmbH must be informed accordingly.

If the goods are not made available on time or if the core time window is not observed, delays in transit and/or additional costs may occur, which shall be borne by the supplier.

1.4.5 Loading

Loading (including administrative handling and, if applicable, unloading of empty packaging) must be carried out promptly at the agreed time, but no later than within one hour. Delays in processing as well as unreasonable loading and waiting times will result in additional costs, which shall be borne by the supplier.

At the request of the service provider, the supplier is obliged to confirm the start and end of vehicle availability on the waybill or loading sheet.

1.4.6 Miscellaneous

Any change to the shipping plant must be communicated to the responsible thyssenkrupp Automotive Body Solutions GmbH site.

The actual shipping location must always be stated on the documents. Neutral shipments are not accepted.

Shipments sent cash on delivery (COD) are generally not accepted.

1.5 Deviations

In the event of deviations from the shipping regulations, thyssenkrupp Automotive Body Solutions GmbH shall charge the supplier for any additional costs incurred due to each culpable breach of the agreed conditions, plus the process costs associated with issuing the charge.

The parties agree on an hourly rate of EUR 90.00 for the administrative processing of such charges.

Examples of potential deviations include:

- Incorrect transport planning (e.g., selection of the wrong transport mode, service provider, or means of transport)
- Improper shipment notification (e.g., incorrect time, weight, loading meters, volume)
- Failure to provide the goods on time
- Missing or insufficient shipping documents (e.g., delivery note, forwarding order/waybill, customs documents)

thyssenkrupp Automotive Body Solutions GmbH expressly reserves the right to assert further claims for damages. Furthermore, thyssenkrupp Automotive Body Solutions GmbH is entitled to offset such charges through the credit note process.

2 Logistics Contacts – Lockweiler Site

Address

thyssenkrupp Automotive Body Solutions GmbH
Schloßstraße 22
66687 Wadern-Lockweiler
GERMANY

Pickup/Delivery Address

thyssenkrupp Automotive Body Solutions GmbH
Walther-Nothelfer-Straße 10
66687 Wadern-Lockweiler
GERMANY

Contacts

Melanie Lang	Tel.: +49 (0)6871/60-21076	E-Mail: melanie.lang@thyssenkrupp-automotive.com
Verena Walter	Tel.: +49 (0)6871/60-21075	E-Mail: verena.walter@thyssenkrupp-automotive.com
Tobias Klein	Tel.: +49 (0)6871/60-21014	E-Mail: tobias.klein2@thyssenkrupp-automotive.com
Pool	Tel.:	E-Mail: tkab.dispo.Lockweiler@thyssenkrupp-automotive.com

3 Handling of Small Parcel Shipments (<30kg)

This procedural instruction applies to shipments up to a maximum weight of 30 kg. Shipments exceeding this limit must not be processed via CEP service providers (courier, express, and parcel services).

If thyssenkrupp Automotive Body Solutions GmbH is the freight payer, the CEP customer number of the respective thyssenkrupp Automotive Body Solutions GmbH site must always be specified for all parcel shipments. The customer number must be requested from the responsible site.

As a reference number on parcel labels, the thyssenkrupp Automotive Body Solutions GmbH purchase order number and/or order number must always be stated.

Shipping must be carried out using only the standard service level specified by thyssenkrupp Automotive Body Solutions GmbH and without any additional options. An alternative service level may only be used with the approval of the respective thyssenkrupp Automotive Body Solutions GmbH site.

The CEP service provider to be used and the weight limits for handling equipment are defined in Chapter 3.3. If multiple service providers are listed or the site is not included in the overview, the responsible service provider must be agreed upon with the relevant site.

3.1 Service Provider – TNT Express

	Domestic	International
Advice	– By phone via country-specific shipping hotline – TNT E-solutions (Internet or PC based)	
Palletized shipments	yes	yes
thyssenkrupp Automotive Body Solutions GmbH Standard service level	Express 12:00 hs	Economy
Transit time	Delivery on the next working day	International transit times can be found at www.tnt.de .
Max. dimensions (L/W/H) cm	If any single dimension exceeds 500 cm × 240 cm × 180 cm, this is only permitted in coordination with the responsible TNT branch.	Within Europe: 240 cm × 120 cm × 150 cm Outside Europe: 100 cm × 60 cm × 40 cm
Dangerous goods	Only after prior coordination with the service provider.	

3.2 Service Provider – UPS

	Domestic	International
Advice	– Shipment notification using your customer number and the receiving site's customer number – By phone via the country-specific shipping hotline – Via the UPS online portal	
Palletized shipments	No	No
thyssenkrupp Automotive Body Solutions GmbH Standard service level	Standard	Express Saver
Transit time	Delivery on the next working day	International transit times can be found at www.ups.com .
Max. dimensions (L/W/H) cm	If one length dimension exceeds 270 cm or one dimension (length + circumference) of 330 cm, this is only permitted in coordination with the responsible UPS branch	
Dangerous goods	Only after prior coordination with the service provider.	

3.3 CEP Service Provider per Location

Location	Non palletized Shipments	Palletized Shipments	Weight limit for handling equipment
Lockweiler	UPS	TNT	

4 Responsible Service Providers

4.1 Small Parcel Shipment < 30 kg

Small parcel shipments (packages up to 30 kg) must be handled for both domestic and international shipments via the designated CEP service provider (courier, express, and parcel services) (see Chapter 3 “Handling of Small Parcel Shipments”).

4.2 Road freight

- Shipments over 30 kg with a sufficient standard transit time that are not handled via a scheduled transport route must be processed through the responsible regional freight forwarder.
- If delivery is carried out as part of a scheduled route, the individual contractual agreements must be observed.
- If the standard transit time is not sufficient, the responsible thyssenkrupp Automotive Body Solutions GmbH site must be consulted; a special transport may be approved if necessary. If such approval is not granted, delivery shall be made via the standard designated shipping process.

4.3 Ocean and Air freight

- The handling of ocean freight as less-than-container load (LCL) or full container load (FCL) must be evaluated on a case-by-case basis and carried out using the most cost-efficient and transit-time-optimized option. This must be coordinated individually with the responsible contact at thyssenkrupp Automotive Body Solutions GmbH.
- If the shipment is time-critical, consultation with the responsible contact at thyssenkrupp Automotive Body Solutions GmbH is required.
- If air freight is approved, shipments up to 2.5 metric tons must be handled through the designated thyssenkrupp Automotive Body Solutions GmbH air freight service provider. For shipments exceeding 2.5 metric tons, the responsible thyssenkrupp Automotive Body Solutions GmbH site will assign the service provider for the respective shipment.
- Air freight at the expense of thyssenkrupp Automotive Body Solutions GmbH is only permitted with prior approval. Air freight invoices without prior approval will be rejected.

4.4 Approved Carriers

Country	Location	Carrier
Germany	Lockweiler	Schenker DB de.sm.scn.erfassung@dbschenker.com Tel: 0681 8703-444 Fax: 0681 8703-527 (General cargo up to a maximum of 3,000 kg)
Germany	Lockweiler	EP-Logistik GmbH & Co. KG epl.dispo.voelklingen@ep-trans.com Christian Treib, Tel. 06898/690227-20

5 Site-specific Regulations

5.1 Site Lockweiler

5.1.1 Documentation Requirements

- Upon delivery, delivery notes stating the corresponding order details must be enclosed with the shipment.
- Load carriers must be specified in the shipping documents.

5.1.2 Equipment Requirements

- Crane or forklift loading and unloading must be possible
- Trucks must carry sufficient load-securing equipment appropriate to the load structure
- Semi-trailers should not have side rails
- Box trucks are not loaded or unloaded

5.1.3 Carrier Conduct Requirements

Deliveries and loading outside the stated business hours are only permitted with prior agreement.

Place	Opening hours Mo. – Fr.	Contact	E-Mail	Phone
Tor 21	07:00 – 15:00 Processing trucks 07:00 – 14:00 Receiving dutiable goods 08:00 – 14:00	Mr. Lars Eifler	we.lockweiler.tkab@thyssenkrupp-automotive.com or- tkab.dispo.Lockweiler@thyssenkrupp-automotive.com	06871/60-21798