

Guideline

General shipping directions

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thyssenkrupp Automation Engineering



thyssenkrupp

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The following table lists the previous versions and the current of the document as well as other supplements and changes.

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2015-11-18	K. Baumgart	All	Update of locational data in chapter 2 and 5
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1 General informations shipping directions

1.1 Validity

The rules listed in the following are valid for shipping to all thyssenkrupp Automation Engineering locations listed in chapter 2.

The first part is mandatory for all deliveries to thyssenkrupp Automation Engineering. The second part must be taken into account if thyssenkrupp Automation Engineering pays for the shipping.

Deviations from the shipping directions must generally be approved in writing by thyssenkrupp Automation Engineering .

Additional costs arising from non-compliance with or deviation from these directions that are caused by the supplier are invoiced to the supplier plus a handling fee. These are listed in the third part.

1.2 Further applicable documents

- Packaging according to **HPE packaging guidelines**

1.3 General

These rules are mandatory for all deliveries to thyssenkrupp Automation Engineering.

1.3.1 Basic rules

All internationally and nationally valid laws, ordinances, regulations and directives concerning transport and the obligations resulting from them must at all times be heeded and fulfilled by the supplier as shipping company as well as the service providers employed. In particular this refers to the obligations concerning transport safety and shipment of hazardous materials.

The shipment to thyssenkrupp Automation Engineering must comply with the agreed International Commercial Terms (INCOTERMS) valid at the time.

In addition, the respective valid thyssenkrupp Automation Engineering guidelines as well as division- and location-specific and individually contracted agreements must also be heeded.

Stall fee claims for waiting times at thyssenkrupp Automation Engineering locations during loading and unloading are not accepted by thyssenkrupp Automation Engineering.

1.3.2 Deadlines and delivery

The on-schedule delivery (in case of a delivery deadline in the order) or provision (in case of a pickup deadline in the order) is the responsibility of the supplier. The times needed by the service providers must be taken into account accordingly.

The goods can only be received at the reception centers named in the order. Stipulated delivery time slots must be kept.

The INCOTERMS concluded with thyssenkrupp Automation Engineering are as a matter of course to be listed unambiguously and completely in all documents throughout the entire transport process. This means that in addition to the agreed INCOTERMS, the agreed location must always also be correctly stated.

1.3.3 Packaging

The thyssenkrupp Automation Engineering Packaging guideline as well as additional thyssenkrupp Automation Engineering packaging instructions agreed with thyssenkrupp Automation Engineering must be heeded.

In general, a sufficient and adequate as well as transport-proof packaging must be ensured. In particular for sea and air freight, increased transport stress, possible safety criteria as well as local provisions for import (e.g. International Plant Protection Convention, IPPC) must be taken into account for packaging.

The supplier ensures provision of the goods and delivery with flawless and functioning charge carriers respectively. In case of faulty deliveries, thyssenkrupp Automation Engineering reserves the right to refuse the acceptance, exchange or a credit voucher for the charge carrier and to refuse acceptance of the goods as well as to invoice the resulting costs.

1.3.4 Customs Documents

As the shipping party, the supplier is responsible for the proper and complete preparation of all required transport documents according to the respective currently valid regional industry standards. These are e.g. delivery notes according to DIN 4991/DIN 4994 and contracts of carriage/waybills according to VDA 4922 or waybills according to CMR.

The documents are to be prepared separately and in duplicate for each supplier and goods receiving point. The precise unloading point according to thyssenkrupp Automation Engineering specifications (e.g. factory, gate, hall) must always be specified in the documents.

In addition to the general freight data, the number, the precise type and the designation of the transport devices must also be listed in the documents. Improper specifications may lead to errors in empties crediting.

The supplier must ensure the match between the physical scope of delivery including charge carrier/packaging and all delivery data and documents.

All shipping documents (e.g. waybill, delivery note and if applicable customs documents) are to be delivered complete and together with the goods. Custody and transport of the documents respectively is to be carried out independent of the materials.

If thyssenkrupp Automation Engineering pays for the shipment, then the service provider specified by thyssenkrupp Automation Engineering must be named in the shipping documents.

The supplier provides all documents required for import/export customs clearance including preference documents as well as national certificates of origin if applicable. In addition, country-specific documents and safety regulations must be heeded.

Documents	European Union	Third-party country including EFTA		
	Country	Country	Air	Sea
Delivery note	X	X	X	X
Waybill (CMR)	X	X		

Documents	European Union	Third-party country including EFTA		
	Country	Country	Air	Sea
AWB (Air Way Bill) *			X	
B/L (Bill of Lading) *				X
Commercial invoice / pro forma invoice		X	X	X
EUR1 / ZU Form A / Declaration of origin (UE) on invoice		X	X	X
Supplier's declaration (LE) / Long-term supplier's declaration (LE) **	X			

* provided by service provider

** document must be present at thyssenkrupp Automation Engineering and does not have to be added to each shipment

1.3.5 Loading

All charge carriers are to be handed over to the transport company in a logistically optimized form. This means for instance that the basic dimensions of the charge carrier must be kept and that the deliveries should always be stackable.

1.3.6 Special transport

If special transports are necessary, then the supplier makes an agreement with thyssenkrupp Automation Engineering concerning the organization, the kind of transport to be chosen and the service provider. The costs of the special transport are borne by the causer. If thyssenkrupp Automation Engineering accepts the costs, then a prior documented release by thyssenkrupp Automation Engineering is required. Permanent tracking of the shipment and accessibility of the transport device respectively must be ensured.

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

1.3.7 Dangerous goods

The specific regulations for the means of transport of dangerous goods must be stringently observed. The transport of hazardous materials must be agreed upon with the service provider employed and must be carried out according to the currently valid legal provisions.

1.4 Shipment paid by thyssenkrupp Automation Engineering

1.4.1 Transport planing

Only the service providers stipulated by thyssenkrupp Automation Engineering and named for the matching relation may be commissioned (see chapter 4 „Service providers in charge“). External invoices are generally not accepted and refused by thyssenkrupp Automation Engineering. The costs are to be borne by the supplier

1.4.2 Transport times

The respective transport times agreed by thyssenkrupp Automation Engineering and the employed service providers must always be taken into account when planning a shipment (see chapter 4 „Service providers in charge“). For intercontinental traffic, the transport times must in each case be coordinated with the thyssenkrupp Automation Engineering location and the service provider in charge.

1.4.3 Notification

The service provider must be notified about shipments in due time. If delivery dates are defined in the call-off orders of the customer as dates of receipt, then the notification must take the respective transport time into account. Deviations from the following specifications can result in delays and/or additional costs, which must be borne by the supplier.

Delivery of small items:

- For shipments < 30 kg the respective valid KEP process (see chapter see chapter 3 „Shipping of small items“) must be taken into account.

Land transport:

- For shipments > 30 kg, the named carrier must be notified one day before pick up until 11:00 a.m.

Sea freight:

- LCL shipments must be announced until 12 p.m. one day before pickup and
 - FCL in time for pickup, taking into account the time required for providing a container at the respective locally responsible subsidiary of the specified service provider. The time required for providing a container depends on local conditions and must individually be agreed upon with the service provider employed.

Air cargo:

- Pickups of shipments of up to 2.5 t are to be announced until 11 a.m. of the preceding day at the local subsidiary of the employed air cargo service provider.
 - For shipments upward of 2.5 t, the thyssenkrupp Automation Engineering location in charge must always be consulted for handling.

It is the supplier's responsibility to properly determine the net and gross weight of the shipment. Make sure that only the shipment volume actually ready to be loaded is announced. Weight deviations are in principle not tolerated, and resulting additional costs are charged.

The supplier is responsible for making sure that all data relevant for the shipment is made available in full to the service provider and the respective thyssenkrupp Automation Engineering location before transport.

1.4.4 Provision

As a matter of course, the shipments are to be made available to the service provider Monday through Friday from 8 to 6 p.m. Other time slots, deviations or special cases must be agreed upon with the service provider in writing, and thyssenkrupp Automation Engineering must be informed about this.

If the goods are not provided in time or if the core time is not kept, then the transit time may be exceeded and/or additional costs may arise, which are to be borne by the supplier.

1.4.5 Loading

Loading (including administration and possibly unloading of the empties) must take place immediately at the agreed time, at most within one hour, however. Delayed clearance and inappropriate loading and waiting times result in additional costs and are to be taken on by the supplier.

On request of the service provider, the supplier is obliged to confirm the beginning and the end of the vehicle provision on the waybill or the route card.

1.4.6 Others

Any change of the shipment must be signaled to the thyssenkrupp Automation Engineering location in charge.

The documents must always indicate the actual place of dispatch. Neutral shipments are not accepted.

COD deliveries are generally not accepted.

1.5 Deviations from shipping directions

In cases of deviations from the shipping directions, thyssenkrupp Automation Engineering charges the supplier the resulting additional costs plus the expenses for making the claims for each culpable breach of the agreed conditions.

The parties agree upon an hourly rate of 75.00 Euros for creating the claim.

Possible examples of deviations are:

- Wrong transport planning (e.g. selection of an inappropriate transport module, service provider, means of transport)
- Inappropriate announcement of the shipment (e.g. wrong time, weight, loading meter, volume)
- Provision of the goods not on time
- Missing or insufficient shipping documents (e.g. delivery note, contract of carriage/waybill, customs documents)

thyssenkrupp Automation Engineering expressly reserves the right to claim on fulfillment of further damage compensation claims. thyssenkrupp Automation Engineering is entitled to balance claims via credit note.

2 Locations and contact persons for shipping logistics

2.1 Location Hohenstein-Ernstthal

Address:

thyssenkrupp Automation Engineering GmbH
Röhrsdorfer Allee 57
09247 Chemnitz/Röhrsdorf
GERMANY

Contact person:

Ms. Manja Georgi Tel.: +49(0)3723/62-13140 E-mail: manja.georgi@thyssenkrupp.com

2.2 Location Langenhagen – shipping via Bremen Location

Address:

thyssenkrupp Automation Engineering GmbH
Bayernstraße 17
30855 Langenhagen
GERMANY

Contact persons:

Frau Kirsten Baumgart Tel.: +49 (0)421/6888-43350 E-Mail: kirsten.baumgart@thyssenkrupp.com

2.3 Location Bremen

Address:

thyssenkrupp Automation Engineering GmbH
Richard-Taylor-Straße 89
28777 Bremen
GERMANY

Contact persons:

Ms. Kirsten Baumgart Tel.: +49 (0)421/6888-43350 E-mail: kirsten.baumgart@thyssenkrupp.com

3 Shipping of small items

This handling instruction is valid for shipments of up to 30 kg. Shipments exceeding this restriction must not be handled via CEP service providers (courier, express or parcel services).

If thyssenkrupp Automation Engineering pays for the shipment, then the CEP customer ID of the thyssenkrupp Automation Engineering location must always be specified for all parcels. Request the thyssenkrupp Automation Engineering customer ID from the location in charge.

The thyssenkrupp Automation Engineering order number and/or the thyssenkrupp Automation Engineering job number must always be specified as reference on the parcel sheet.

The mode of shipment is to be given only with the standard service level specified by thyssenkrupp Automation Engineering and is to be handled without further options. An alternative service type is possible only with the approval of the respective thyssenkrupp Automation Engineering location.

The CEP service provider and the weight limit for override aids are given on page 7. If several service providers are listed or the location is not present in the overview, then the service provider to be employed must be coordinated with the location in charge.

3.1 Service provider – TNT Express

	National shipments	International shipments
Notification	– By telephone via shipment hotline – TNT E solutions (Internet- or PC-based)	
Shipments on pallets	Yes	Yes
thyssenkrupp Automation Engineering Standard service level	Express 12:00	Economy
Time required	Delivery on the next workday	International delivery times can be queried via www.tnt.de
Max. dimensions (L/B/H) cm	If a single dimension exceeds 500 cm x 240 cm x 180 cm only after consultation with the TNT subsidiary in charge	In Europa: 240 cm x 120 cm x 150 cm Outside Europa: 100 cm x 60 cm x 40 cm
Dangerous goods	Only after agreement with the service provider	

3.2 Service provider – UPS

	National shipments	International shipments
Notification	– Notification with your customer ID and the customer ID of the receiving factory – By telephone via shipment hotline	

	National shipments	International shipments
	– UPS Online Portal	
Shipments on pallets	No	No
thyssenkrupp Automation Engineering Standard service level	Standard	Express Saver
Time required	Delivery on the next workday	International delivery times can be queried via www.ups.com
Max. dimensions (L/B/H) cm	If the length exceeds 270 cm or the dimension (length + circumference) 330 cm Only after consultation with the UPS subsidiary in charge	
Dangerous goods	Only after agreement with the service provider	

3.3 CEP service providers per location

Location	Shipments without pallets	Shipments on pallets	Weight limit override aids
Hohenstein-Ernstthal	UPS	TNT	
Langenhagen	UPS	TNT	By arrangement only
Bremen	UPS	TNT	

4 Service providers in charge

4.1 Delivery of small items < 30 kg

- The delivery of small items (parcels up to a weight of 30 kg) must for national and international shipments be handled by the service provider employed (courier, express and parcel services) (see chapter 3 „Shipping of small items“).

4.2 Land freight

- Shipments above 30 kg with a sufficient standard delivery time that are not handled via an agreed tour are to be handled by the regional carrier in charge.
- If the delivery is made within a tour, then the individually contracted regulations must be heeded.
- If the standard delivery time is insufficient, then the thyssenkrupp Automation Engineering location in charge must be consulted, if applicable a special delivery may be approved. If this is not approved, then the standard delivery is carried out.

4.3 Sea and air freight

- The handling of the sea freight as Less Container Load (LCL) or Full Container Load (FCL) is to be calculated for the individual case and is to be carried out according to the cost and delivery time optimum. This is to be coordinated with the thyssenkrupp Automation Engineering contact person for each individual case.
- If the delivery time for the shipment is critical, then the thyssenkrupp Automation Engineering contact person in charge must be consulted.
- If air freight is approved, then shipments of up to 2.5 tons must be handled via the specified thyssenkrupp Automation Engineering air freight provider. Upward of a shipment weight of 2.5 tons, the service provider for the respective shipment is selected by the thyssenkrupp Automation Engineering location in charge.
- Air freight for account of thyssenkrupp Automation Engineering is only possible after approval by thyssenkrupp Automation Engineering. Air cargo invoices without prior approval are refused.

4.4 Service providers employed

Country	Location	Carrier
Germany	Hohenstein-Ernstthal	Schenker DB chemnitz.kundenservice@dbsschenker.com
Germany	Bremen	Schenker DB kundencenter.bremen@dbsschenker.com

5 Location specific shipping directions

5.1 Location Hohenstein-Ernstthal/Chemnitz

5.1.1 Documentation required for delivery of goods

- The waybill must by all means mention the goods receiving point with factory and hall
- Charge carrier sheet: 1 copy per supplier and goods receiving point
- Delivery sheets are not accepted

5.1.2 Requirements for the equipment of the service provider

- Only side loading and unloading of tarpaulin trucks; box trucks are not loaded and unloaded.
- Unloading of goods for thyssenkrupp Automation Engineering HOT only, i.e., third-party goods are not unloaded or reloaded - there must be free access to the goods
- Truck must carry sufficient load securing material in accordance with the load structure.

5.1.3 Requirements for the comportment of the service provider

Deliveries and loading respectively outside the specified opening hours are as a matter of principle only possible following prior agreement.

Hall / location	Opening hours Mo. – Fr.	Contact	E-mail	Telephone
Goods receipt	Mo. – Do. 06:00 – 14:30	Herr Schmidt	Jens.schmidt3@thyssenkrupp.com	+49(0)3723/62-13581
Goods receipt	Fr. 06:00 – 13:45			
Pausenzeiten	8:30 – 8:45 11:30 – 12:00			

5.2 Location Langenhagen

There are no regular goods receipts - deliveries in Bremen

5.3 Location Bremen

5.3.1 Documentation required for delivery of goods

- The waybill must mention the goods receiving point with factory and hall
- The delivery must be accompanied by a delivery note with reference to the order

5.3.2 Requirements for the equipment of the service provider

- Only lateral loading/unloading of curtainsider trucks; box trucks are not loaded and unloaded
- Unloading of goods for thyssenkrupp Automation Engineering only, e.g.: external goods are not unloaded or reloaded – the goods must be freely accessible
- The truck must carry sufficient cargo securing material according to the load structure.

5.3.3 Requirements for the comportment of the service provider

Deliveries and loading respectively outside the specified opening hours are as a matter of principle only possible following prior agreement.

Hall / location	Opening hours Mo. – Fr.	Contact	E-mail	Telephone
Receiving	08:00 – 14:30	Mr. Schmidt	Bernd.schmidt@thyssenkrupp.com	0421/6888-42044

Hall / location	Opening hours Mo. – Fr.	Contact	E-mail	Telephone
Receiving	08:00 – 14:30	Mr. Brinkmann	Kai.brinkmann@thyssenkrupp.com	0421/6888-42045
Output	08:00 – 14:00	Mr. Litau	wilhelm.Litaur@thyssenkrupp.com	0421/6888-42516