



SUPPLIER NAME: \_\_\_\_\_  
 PLANT: APCB Berlin  
 FACILITY NAME/LOCATION: \_\_\_\_\_  
 GSDB/SUPPLIER CODE: \_\_\_\_\_

## 1. SCOPE

This agreement is intended to outline pertinent operating procedures and supplier-specific information. In addition to this document, you are also bound by the conditions of the APCB Supply Chain Manual (hereafter referred to as the Supply Chain Manual). By signing this document, you are also pledging acknowledgement of and adherence to the Supply Chain Manual. Any references in this agreement to "supplier", "you", "your" refer to the above-named supplier. Part Specific Details are to be completed on page 3. You should complete this document for every Program which you have been nominated for and return it to the logistics. This Logistics Agreement must be signed as a pre-requisite to any Purchase Order.

## 2. PLANNING / SHIPPING FORECAST SCHEDULE RELEASING MECHANISM

- 2.1 APCB will provide a planning forecast (DELFOR/830 release), which will be updated weekly. This is NOT an authorisation to ship.
  - 2.1.2 Period for forecast: \_\_\_\_\_
- 2.2 APCB will provide a ship schedule (DELJIT/862 release), which will be updated every day. This is your authorisation to ship.
  - 2.2.1 Period for Fixed Ship Schedule/Validity period: \_\_\_\_\_
- 2.3 Unless your stated maximum capacity is exceeded, you are expected to be able to instantaneously respond to small fluctuations in DELFOR/DELJIT releases.
  - Specific Flexibility Rules (if applicable): \_\_\_\_\_
  - Daily Maximum Capacity should be stated on Page 2 of this Agreement (and should be in line with your PSW).
- 2.4 The dates on the DELFOR / DELJIT releases indicate the dates at which you should:
  - Ship to APCB
  - Deliver to APCB
- 2.5 If you fail to receive a release, or are unable to ship per the release (or anticipate being unable to fulfill future ship requirements), your logistics contact at the above mentioned plant MUST be informed IMMEDIATELY. Failure to do this will increase the likelihood of charge backs as described in section 6 below.
- 2.6 SUPPLIER'S RAW MATERIAL AUTHORISATION FROM APCB
  - \_\_\_\_\_ Weeks of DELFOR/830 Planning Release if applicable
- 2.6.1 SUPPLIER'S FABRICATED PRODUCT AUTHORISATION FROM APCB
  - \_\_\_\_\_ Weeks of DELFOR/830 Planning Release if applicable

Further information on releasing can be found in the Supply Chain Manual.

## 3. SHIPMENTS (NOTE: Incoterms do not determine inventory ownership)

- 3.1 DELIVERY TERMS (FCA / FAS / DEQ / DDP / DDU): \_\_\_\_\_
- 3.2 POINT OF HANDOVER OF OWNERSHIP OF INVENTORY:
  - Usage or maximum of \_\_\_\_\_ days after receipt \*\* (APCB standard)
  - Receipt
  - Supplier Departure - Point of ship (ex Supplier)
  - Other Specify \_\_\_\_\_

\*\* If a maximum number of days are specified, it is the supplier's responsibility to seek payment if this period elapses. Delays in usage of parts due to significant order fluctuations from APCB's customer/s are exempted.
- 3.3 SHIP FREQUENCY is as instructed on APCB's shipping release. Refer to the Supply Chain Manual for further details.
- 3.4 All shipments to APCB must be accompanied by a DELIVERY NOTE and appropriate CUSTOMS DOCUMENTATION as required. In addition, an ASN (Advance Ship Notification) must be transmitted to APCB, at latest 15 minutes after the material has left your premises. For further detail / required specification of these, refer to the Supply Chain Manual.
- 3.5 Suppliers to APCB Plant are requested to have EDI connection. To request EDI connection, please use the APCB Supplier EDI Connectivity Instruction which you will find on the Supplier Portal: Supply Chain
- 3.6 You must comply with all aspects of the TRANSPORTATION section in the APCB Supply Chain Manual.
- 3.7 Delivery Day & Time Window (for DDU / DDP suppliers) \_\_\_\_\_
- 3.8 You must comply with Odette / VDA labeling standards \_\_\_\_\_

## 4 PACKAGING

It is mandatory that you complete and return form V1121 for each part that you supply. This form can be found on the APCB Supplier Portal. This must be submitted as an Appendix to this Logistics Agreement.

## 5 MISCELLANEOUS

- 5.1 You must comply with the industry standard Global MMOG Logistics Evaluation. For further details, please visit: [www.odette.org](http://www.odette.org)
- 5.2 PSW must be submitted as an Appendix to this Logistics Agreement
- 5.3 APCB Delivery Ratings will be used to measure your Logistics / Delivery Performance. These Delivery Ratings will be used by APCB Global Purchasing teams in making future sourcing decisions. Please find details on the APCB Supplier Portal.

## 6 CHARGE BACK POLICY

In line with standard industry procedure; any costs incurred by APCB as a direct result of your delivery performance concerns, may be charged back to you. These may include, but are not limited to:

- 1 Premium Freight costs inbound to APCB
- 2 Premium Freight costs outbound from APCB
- 3 Any further Premium Freight costs incurred by APCB's customer(s) as a result of your delivery failure
- 4 Premium Labour Overtime incurred at APCB to recover downtime in scheduled production
- 5 Charge backs from APCB's customer(s) due to line-stoppages as a direct result of your delivery failure
- 6 Costs incurred due to over-shipment (storage/return ship)
- 7 Freight/disposal/other costs associated to reject parts -- for more information, refer to the APCB Customer Specific Requirements SP-Q-SG-001 ( Supplier Charge Back Process )
- 8 Administrative costs incurred by APCB dealing with the supplier responsible concerns

## 7 PREMIUM FREIGHT

In the event that premium freight is to be paid by the supplier, the logistics contact at the supplier will be notified by APCB that premium freight has been organised at the supplier's expense. The supplier has 3 working days after notification to dispute this - in the event that they feel that they have been unfairly charged. Disputes must be accompanied by relevant supporting evidence. Any dispute raised after 3 days will not be considered, and the supplier will be charged. Under no circumstances may a supplier organize premium freight at APCB's expense -- unless agreement in writing has been received from the destination APCB facility -- clearly stating that APCB accepts the cost.

## 8 SIGNATURES

<b>SUPPLIER</b>	<b>APCB BUYER</b>	<b>APCB PLANT MP&amp;L</b>
Name: .....	Name: .....	Name: .....
Position: .....	Position: .....	Position: .....
Date: .....	Date: .....	Date: .....
Signature: .....	Signature: .....	Signature: .....



## CONTACTS: NAMES & DETAILS

### APCB

#### LOGISTICS CONTACT (DAY-TO-DAY)

NAME : Frank Wolke  
 PHONE : +49 30 322914 107  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: FWOLKE@apc-berlin.com

#### LOGISTICS MANAGER

NAME : Dieter Henkes  
 PHONE : +49 30 322914 315  
 MOBILE: +49 (0) 160 535 86 04  
 FAX : \_\_\_\_\_  
 EMAIL: DHENKES1@apc-berlin.com

#### SENIOR NIGHT CONTACT

NAME : Torsten Kath  
 PHONE : +49 30 322914 391  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: TKATH@apc-berlin.com

#### WEEKEND CONTACT

NAME : Torsten Kath  
 PHONE : +49 30 322914 391  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: TKATH@apc-berlin.com

#### QUALITY MANAGER

NAME : Ralph Muus  
 PHONE : +49 30 322914 230  
 MOBILE: +49 (0) 170 338 01 39  
 FAX : \_\_\_\_\_  
 EMAIL: RMUUS@apc-berlin.com

#### PLANT MANAGER

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### BUYER

NAME : Edward Löwe  
 PHONE : +49(0)30 322914179  
 MOBILE: 0171 338 3758  
 FAX : \_\_\_\_\_  
 EMAIL: Elowe19@apc-berlin.com

### Supplier

#### LOGISTICS CONTACT (DAY-TO-DAY)

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### LOGISTICS MANAGER

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### SENIOR NIGHT CONTACT

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### WEEKEND CONTACT

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### QUALITY MANAGER

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### PLANT MANAGER

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

#### ACCOUNT MANAGER

NAME : \_\_\_\_\_  
 PHONE : \_\_\_\_\_  
 MOBILE: \_\_\_\_\_  
 FAX : \_\_\_\_\_  
 EMAIL: \_\_\_\_\_