



# LOGISTICS MANUAL FOR SUPPLIERS

VERSION 1.0

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	1/52

# logistics manual for suppliers

MARQUARDT GmbH  
LO/PU-RI  
Logistics & Purchasing

Schloss-Straße 16  
78604 Rietheim-Weilheim

**[www.marquardt.com](http://www.marquardt.com)**

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	2/52

<b>1. Introduction</b>	<b>6</b>
1.1. Objective and scope	6
1.2. Validity	6
<b>2. Logistics offer preparation</b>	<b>7</b>
2.1. Pricing	7
2.1.1. A Price	7
2.1.2. B price	7
2.2. Cost categories	8
2.3. Production relocations	9
<b>3. Commission and ordering</b>	<b>10</b>
3.1. Delivery schedule	10
3.2. Individual order	11
3.3. Order interchangeable materials	11
<b>4. Supply systems</b>	<b>13</b>
4.1. Kanban	13
4.2. Consignment	14
4.2.1. Demand preview and delivery	14
4.2.2. Goods receipt	14
4.2.3. Withdrawal	15
4.2.4. Stock	15
4.2.5. Settlement	16
<b>5. Capacities and lot sizes</b>	<b>18</b>
5.1. Safety stock	18
5.2. Lot sizes	18
<b>6. Packaging</b>	<b>19</b>

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	3/52

<b>6.1. Explanation of terms</b>	<b>19</b>
<b>6.2. Packaging procurement</b>	<b>19</b>
<b>6.3. Weights and measures</b>	<b>20</b>
<b>6.4. Structure of a package</b>	<b>21</b>
<b>6.5. Product packaging requirements</b>	<b>24</b>
6.5.1. Types of packaging	24
<b>6.6. Management of reusable packaging</b>	<b>25</b>
6.6.1. Handling of special load carriers	25
6.6.2. Supply with universal load carriers	25
6.6.3. Supply shortage and alternative packaging	26
6.6.4. Container condition	26
6.6.5. Account management	27
6.6.6. Account reconciliation	27
6.6.7. Inventory	27
6.6.8. Labeling of reusable packaging aids	27
6.6.9. Calculation of demand for special load carriers	29
<b>7. Transmission of information</b>	<b>31</b>
<b>7.1. General</b>	<b>31</b>
<b>7.2. EDI connection options and EDI standards</b>	<b>31</b>
7.2.1. Classic EDI	31
7.2.2. WebEDI (MARQUARDT SUPPLIER PORTAL)	32
<b>8. Goods labeling</b>	<b>33</b>
<b>8.1. Load carrier</b>	<b>33</b>
8.1.1. Purchase parts label on MARQUARDT returnable packaging	33
8.1.2. Purchase parts label on disposable load carriers	33

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	4/52

8.1.3. Packed subpackaging units	34
<b>8.2. Mixing pallets</b>	<b>35</b>
<b>8.3. Attachment of shipping bags and address labels</b>	<b>35</b>
<b>9. Shipping documents</b>	<b>36</b>
<b>9.1. Creation and addressing</b>	<b>36</b>
<b>9.2. Delivery note</b>	<b>36</b>
9.2.1. General	36
9.2.2. Delivery notes for individual containers	36
9.2.3. Delivery note contents	37
9.2.4. Quantity differences and delivery of wrong materials	39
<b>9.3. DFÜ goods accompanying document</b>	<b>39</b>
<b>9.4. Shipping order</b>	<b>39</b>
<b>9.5. Foreign trade law/customs regulations</b>	<b>40</b>
<b>10. Transportation</b>	<b>41</b>
<b>10.1. Special transports</b>	<b>41</b>
<b>11. Invoices</b>	<b>43</b>
<b>12. Logistics complaints</b>	<b>46</b>
<b>12.1. Overdeliveries or early deliveries</b>	<b>46</b>
<b>12.2. Return deliveries</b>	<b>47</b>
<b>12.3. Supplier development</b>	<b>47</b>
12.3.1. Identifying the problems	47
12.3.2. Definition of KPIs	47
12.3.3. Implementation of logistics audits by MARQUARDT	47
<b>13. Emergency concept</b>	<b>49</b>
<b>13.1. Behavior in the event of a malfunction</b>	<b>49</b>

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	5/52

13.2.	Criteria in the emergency concept	49
14.	Supplied documents	50
15.	Versions and change log internal	52

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	6/52

## 1. Introduction

### 1.1. Objective and scope

This *Logistics Manual for Suppliers* defines the basic requirements for the logistical handling of business processes with the MARQUARDT Group, hereinafter referred to as "MARQUARDT", and is supplemented by individual agreements and product-specific logistics requirements. It provides information on how the supply chain is set up and controlled and is thus an important reference for achieving customer satisfaction.

#### Objectives:

- Securing the supply chain
- Creation of common understanding of the requirements
- Explanation of the requirements

The following figure illustrates the application of the *Supplier Logistics Manual* in the context of other logistics specifications and agreements:

Figure 1: Logistical contract elements

Application:	Marquardt Global	Supplier	Product
Documents:	Supplier Logistics Manual and referenced documents	Supplier Logistics Agreement	Logistics Requirements Specification / Data Sheet

This *Logistics Manual for Suppliers* applies to the supply of all MARQUARDT companies with production material of, as well as to the supply of all unloading points named in MARQUARDT purchase orders.

### 1.2. Validity

This Logistics Manual for Suppliers shall enter into force upon publication and shall be valid for all suppliers of production material. The respective current version of the Logistics Manual replaces the previous version. MARQUARDT will inform the supplier about the publication of new versions.

The objection to individual parts of this manual does not affect the validity of the remaining provisions. In the event of conflicting provisions, individual contracts between MARQUARDT and the Supplier shall take precedence over the *Logistics Manual for Suppliers*.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	7/52

## 2. Logistics offer preparation

This *Logistics Manual for Suppliers* is an applicable document for every MARQUARDT inquiry and must be taken into account when preparing the offer. If further documents are enclosed with the inquiry, these must also be taken into account when preparing the offer.

### 2.1. Pricing

#### 2.1.1. A Price

The A price includes the expenses shown in following table up to the delivery point according to INCOTERMS. Costs for containers and packaging material are not included in the A-price.

Table 1: Composition A price

	Designation	Description
A Price	Handling effort	Packing into load carriers, marking of load carriers and loading units, loading of loading units onto the carrier (depending on INCOTERM).
	Quality assurance measures	Cleaning of load carriers (incl. removal of old labels) Load securing Consideration of the "Technical Terms of Delivery"
	Administrative activities	Necessary data exchange Preparation of all shipping documents Other costs

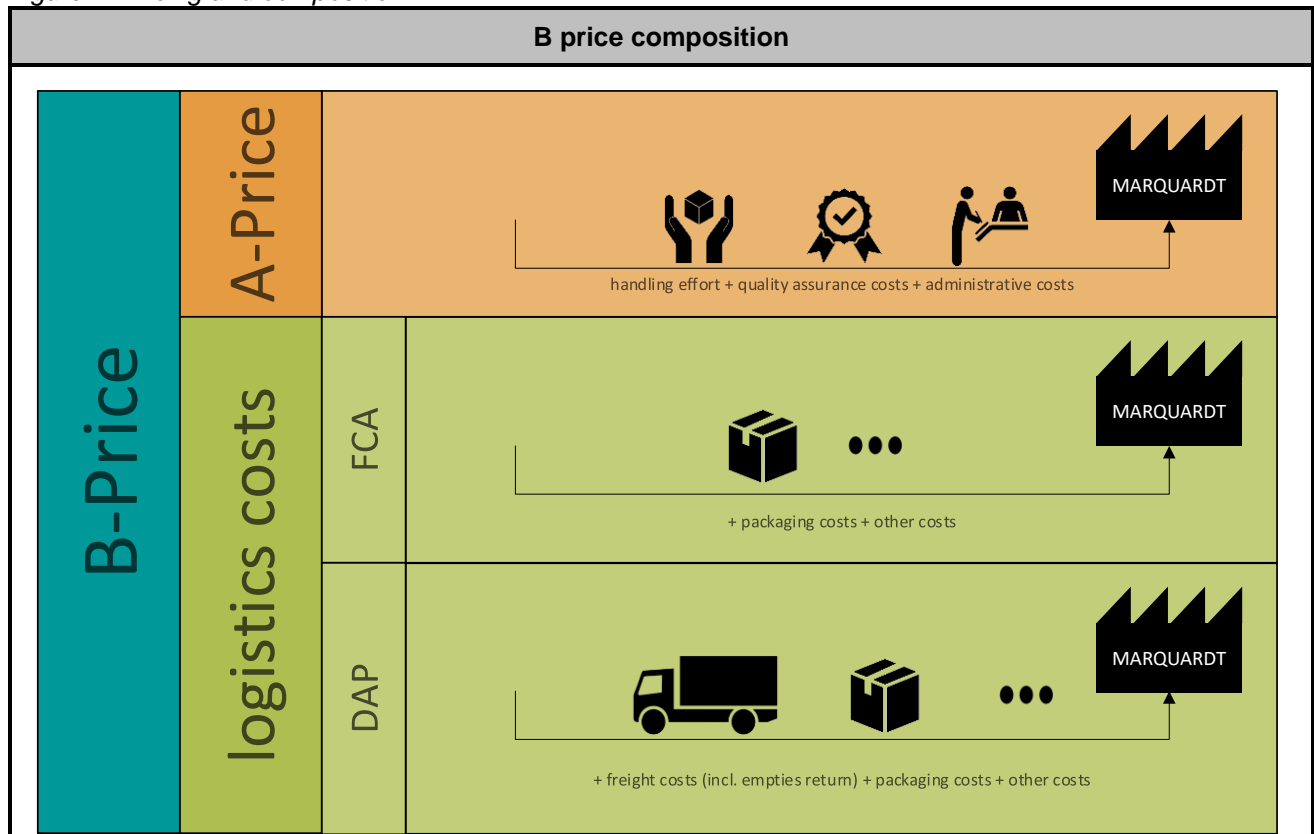
#### 2.1.2. B price

The B price is composed of the A price and the logistics costs according to the following figure.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



Figure 2: Pricing and composition



The logistics costs consist of the packaging costs, freight costs, customs costs and any other costs that may arise. Depending on the INCOTERM requested, the costs are shown in following table below.

Table 2: Logistics costs per INCOTERM

INCOTERM	Costs included
FCA	Packaging costs + other costs
DAP	Packing cost + freight cost + other cost

## 2.2. Cost categories

The breakdown of the various types of costs is made in accordance with following table. The supplier shall only bear the costs per category that apply to him in each case.

Table 3: Composition of cost types within logistics costs

Cost type	Costs included
Packaging costs	Costs for disposable packaging, disposable packaging aids, disposable secondary packaging
	Costs for reusable packaging (incl. shrinkage) for the part of the load carrier circulation, which is taken over by MARQUARDT in terms of costs, but is procured by the supplier.
	Costs for the planning and development of the above-mentioned packaging
Freight charges	Costs for the transport of full loads to the defined unloading point. Freight costs must always be shown including all ancillary costs.
Customs costs	Customs costs according to the customs regulations of the exporting as well as the importing country, provided that these are to be paid by the supplier according to the agreed terms of delivery.
	Costs and fees incurred in connection with customs clearance, insofar as these are to be paid by the supplier in accordance with the agreed terms of delivery. These include, for example, handling costs of the customs agent.
	Duties according to the tax legislation of the exporting and importing country, which are not refundable, if these are to be paid by the supplier according to the agreed delivery condition. Information on customs duties, taxes and other fees of various countries can be obtained from the responsible financial or customs authorities at your production site. Please consider the currently valid legal regulations for your logistics cost calculation.
Other costs	Costs incurred in addition to the above types of costs and not covered by any of the above categories. They are to be named in detail.

## 2.3. Production relocations

In case of relocation of production and/or delivery sites, MARQUARDT must be informed immediately and the logistic agreements must be adjusted accordingly.

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	10/52

### 3. Commission and ordering

MARQUARDT commissions the Supplier on the basis of delivery schedules or individual orders. The delivery dates stated on delivery schedules or individual orders are arrival dates at the respective receiving MARQUARDT plant. The Supplier shall ensure that the materials to be delivered are made available to MARQUARDT on the specified arrival date, in due time and quantity. In case of deliveries to consolidation points, the additional transport time of MARQUARDT (cf. "Supplier Guideline Unloading Point") must be taken into account; in case of collection of the goods by MARQUARDT, the transit times of the respective MARQUARDT partner forwarding agent (cf. "Supplier Guideline Delivery Free Carrier") must be taken into account.

Change requests regarding quantities and deadlines on the part of the Supplier must be made in writing, by e-mail or via the MARQUARDT SUPPLIER PORTAL and require MARQUARDT's consent.

#### 3.1. Delivery schedule

MARQUARDT issues written blanket orders (delivery schedules) for one calendar year as standard. The quantities stated therein are expected and non-binding. Deliveries hereon shall be made on the basis of rolling delivery schedules or Kanban call-offs by MARQUARDT. Blanket orders (delivery schedules) shall be confirmed by the Supplier immediately upon receipt.

Scheduling agreement releases represent a non-binding demand forecast. Dates and quantities within the planned delivery time stated on scheduling agreement releases are binding. MARQUARDT expects the prompt processing of scheduling agreement releases in the Supplier's ERP system. The scheduling agreement release shall be deemed accepted if not objected to in writing within two working days to the responsible MARQUARDT dispatcher named on the scheduling agreement release.

The last scheduling agreement release transmitted is valid and replaces the previous one. The respective current scheduling agreement release serves as a forecast for the supplier's own production planning. The Supplier shall regularly check the receipt of the scheduling agreement releases as well as their plausibility and feasibility. MARQUARDT must be informed immediately of any doubts regarding the data.

In the case of orders by scheduling agreement releases or Kanban releases, there is no confirmation on the part of the supplier.

When ordering the Supplier by means of a delivery schedule and a scheduling agreement release order, MARQUARDT shall issue releases for the ordered product over a specified period of time for

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	11/52

production ("production release") as well as for required material ("material release"). Both release periods are based on contractual agreements in the logistics agreement and are stated on the respective scheduling agreement release.

### 3.2. Individual order

An individual purchase order is an order for the one-time delivery of a material in a specific quantity on a specific date. It is usually used for pilot series requirements, spare parts procurement or sporadic requirements. The logistics information specified in the individual purchase order, such as INCO-TERM, packing instructions and the delivery address with unloading point, must be taken into account. MARQUARDT expects an order confirmation from the Supplier for each individual order, in which the delivery quantity, the delivery date and the price are confirmed.

### 3.3. Order interchangeable materials

Interchangeable materials are materials that can be completely exchanged for each other. Such a set of interchangeable materials is planned under an additional, separate material number ("leading part"), the requirements are added up and ordered. MARQUARDT agrees with the supplier in advance which materials will be combined into such a set.

Table 4: Set formation for interchangeable materials

Set ("leading part")	Assigned, interchangeable materials
###. ###.000-00	###. ###.011-00
	###. ###.021-00
	###. ###.031-00


A scheduling agreement or single purchase order for interchangeable materials is created for the set ("leading part") (###.###.000-00).

In the event of an order for interchangeable materials by means of a scheduling agreement, the scheduling agreement releases shall not constitute orders binding for delivery. A schedule line specified on the scheduling agreement release shall become binding for delivery if MARQUARDT transmits an individual purchase order ("Purchase Order for Exchangeable Material") for this schedule line to the Supplier. The following figure shows such a purchase order. The supplier can distribute the

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

order quantity to all subclasses belonging to a main class in any quantity and deliver several subclasses. The delivered quantities per subclass must be indicated on the delivery note. The delivery note must be issued for the individual purchase order ("Purchase order for interchangeable material").

Figure 3: Order interchangeable material

Order interchangeable material																			
																			
<p>Marquardt Switches (Shanghai) Co., Ltd. - Shanghai 201201</p> <p>GEORGE E. G. Technology, Sdn Bhd MALAYSIA Lot 8, Batu Sembawang, FTZ, Phase II 75200, BILAKA MALAYSIA</p> <p>Your vendor number with us : 05432</p> <p><b>Please deliver to:</b> Marquardt Switches (Shanghai) Co., Ltd. unloading point CN01 No. 650 Qingda Road 201201 SHANGHAI (PUDONG) PEOPLE'S REPUBLIC OF CHINA</p> <p>Terms of deliv.: DAP - above mentioned address Our purchasing conditions in the respectively valid version shall apply exclusively. They are available in the enclosure, under <a href="http://us.marquardt.com/meta-footer/business-conditions/">us.marquardt.com/meta-footer/business-conditions/</a> or upon request. For a better understanding they were translated into various languages. However, only the local language version shall be binding. Please consider our "Import Requirements" and our "Trade Compliance Regulations" for cross-border deliveries on our homepage under: <a href="http://us.marquardt.com/company/purchasing/supplier-integration/">us.marquardt.com/company/purchasing/supplier-integration/</a></p> <p>Terms of payt.: within 60 days Due net</p>	<div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <b>Purchase order interchang. parts</b> </div> <p>PO number/date 6200549663-C12 / 15.05.2022</p> <p>Contact person: Your name Telephone: 0085225217758</p> <p>E-Mail Wei.Fang@Marquardt.com</p> <p>Your reference: 1000000000 Your fax number: +86 21 400001234</p> <div style="border: 2px solid orange; padding: 5px; margin-top: 10px;"> <p>Delivery date 12.09.2022</p> </div>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 40%;">Material</th> <th style="width: 10%;">Order qty.</th> <th style="width: 10%;">Unit</th> <th style="width: 15%;">Price per unit/USD</th> <th style="width: 15%;">Net value/USD</th> </tr> </thead> <tbody> <tr> <td>010</td> <td>436.331.100-00 LED_DNY-PJS_V3W4-CS1049_Y,Z_yellow</td> <td>24,000</td> <td>PCE</td> <td>21.00 P.0000</td> <td>5.040.000</td> </tr> <tr> <td colspan="5" style="text-align: right;">Total net item val. excl. tax USD</td> <td>5.040.000</td> </tr> </tbody> </table>		Item	Material	Order qty.	Unit	Price per unit/USD	Net value/USD	010	436.331.100-00 LED_DNY-PJS_V3W4-CS1049_Y,Z_yellow	24,000	PCE	21.00 P.0000	5.040.000	Total net item val. excl. tax USD					5.040.000
Item	Material	Order qty.	Unit	Price per unit/USD	Net value/USD														
010	436.331.100-00 LED_DNY-PJS_V3W4-CS1049_Y,Z_yellow	24,000	PCE	21.00 P.0000	5.040.000														
Total net item val. excl. tax USD					5.040.000														



	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	13/52

## 4. Supply systems

### 4.1. Kanban

If MARQUARDT and the Supplier have agreed on a delivery by means of a Kanban supply system (pull principle), the processing shall be carried out as described below.

The implementation of a KANBAN supply system takes place after joint dimensioning and definition of the parameters of the Kanban control loop. For each material number, the quantity per Kanban container, the Kanban delivery quantity per call-off, the replenishment time and the number of containers in circulation are defined between MARQUARDT and the supplier.

At MARQUARDT, a Kanban buffer stock is kept close to consumption. In order to secure the supply of MARQUARDT, the supplier must maintain a sufficiently dimensioned warehouse. This will be defined in the Kanban agreement if required.

In case of delivery by means of Kanban, MARQUARDT shall issue written blanket orders (delivery schedules) for one calendar year. Delivery schedules and quantities and dates stated on them are non-binding and serve the Supplier for advance planning. The release of a schedule line for delivery takes place via Kanban / production call-offs. Kanban / production call-offs are binding for delivery and contain the quantity to be delivered and the latest delivery date.

In the case of a Kanban delivery, the goods may arrive at MARQUARDT earlier than the delivery date specified on the Kanban/production call-off. Deliveries after the latest specified delivery date result in a deduction in the supplier's delivery reliability rating in the supplier evaluation.



The material and production release periods are stated on the scheduling agreement releases. The supplier is obliged to carry out appropriate advance planning with regard to its input material and its production capacities on the basis of these release periods.

The Kanban call-off number must be indicated on the delivery note and the purchased parts label on the load carrier in accordance with the following figure to be indicated. Deliveries without a Kanban call-off number cannot be received in the goods receiving department. MARQUARDT reserves the right to return or complain about deliveries without a Kanban call-off number.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<h1 style="text-align: center;">logistics manual for suppliers</h1>	Version:	1.0
		Page:	14/52

Figure 4: Attaching the Kanban call-off number

Purchase parts label	Delivery note / production call-off
	

## 4.2. Consignment

If supplier consignment processing has been agreed between MARQUARDT and the Supplier, the processing shall be carried out as described below.

### 4.2.1. Demand preview and delivery

The demand forecast for deliveries to a consignment warehouse at MARQUARDT corresponds to the procedure of the order with delivery schedule. The requirements forecast for deliveries of interchangeable materials to a consignment store at MARQUARDT corresponds to the procedure for commissioning by ordering interchangeable materials.

For deliveries to a consignment warehouse, there is nothing special to consider compared to standard scheduling agreement processing or standard processing of interchangeable materials.

All bookings of consignment goods (goods receipt booking into the consignment warehouse, withdrawal from the consignment warehouse, etc.) at MARQUARDT are automated and system-supported. MARQUARDT thus ensures that the owner of the goods can be determined at any time. MARQUARDT is obligated to maintain proper storage.

### 4.2.2. Goods receipt

On request MARQUARDT sends a goods receipt report for goods booked into the consignment warehouse. This can be sent either via EDI (EDIFCAT INVRPT - for details see MARQUARDT EDI guideline INVRPT) or via fax.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	15/52

The goods receipt notification consignment contains the stored quantity of a part number at the respective date as well as the number of the last delivery note. Usually, MARQUARDT sends a daily collective message for all consignment goods receipt entries for all products.

#### 4.2.3. Withdrawal

The withdrawal of goods by MARQUARDT from the consignment stock is carried out according to the FIFO (first-in-first-out) principle. On request MARQUARDT sends a withdrawal message for goods withdrawn from the consignment stock. This can be sent either via EDI (EDIFCAT INVRPT - for details see MARQUARDT EDI guideline INVRPT) or via fax.

The withdrawal message contains the date, the quantity and the part number of the withdrawn material. Usually, MARQUARDT sends a daily collective message for all consignment withdrawals for all products.

#### 4.2.4. Stock


Upon request MARQUARDT will send an inventory report for consignment stocks of the supplier. In agreement between MARQUARDT and the supplier this can be sent either daily or weekly via EDI (EDIFCAT INVRPT - for details see MARQUARDT EDI guideline INVRPT) or via fax.

An example of an inventory report from MARQUARDT is shown in the following figure below. The stock report contains the date and time of the stock report as well as the stock (quantity) and the unit of measure per part number.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	16/52

Figure 5: Stock message consignment stock

Inventory report consignment stock																																				
 <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="font-size: small;">Marquardt Switches Inc. · Cazenovia, New York 13035</p> <p style="font-size: x-small;">Date: 23.05.2022 23:45</p> </div> </div>																																				
Consignment Stock																																				
<p style="font-size: x-small;">Address</p> <p>VISHAY AMERICAS Inc. PO BOX 070303 US-75207-0303 DALLAS</p>	<p style="font-size: x-small;">Vendor number</p> <p>313844</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: x-small;">Contact person</td> <td style="width: 50%; font-size: x-small;">Telephone</td> </tr> <tr> <td>Jim Cowe</td> <td>(585) 421-4628</td> </tr> <tr> <td style="font-size: x-small;">Fax number</td> <td></td> </tr> <tr> <td>610-644-4671</td> <td></td> </tr> </table>		Contact person	Telephone	Jim Cowe	(585) 421-4628	Fax number		610-644-4671																										
Contact person	Telephone																																			
Jim Cowe	(585) 421-4628																																			
Fax number																																				
610-644-4671																																				
<p style="font-size: x-small;">Vendor-Part number</p>	<p style="font-size: x-small;">Part number</p> <table style="width: 100%; border-collapse: collapse;"> <tr style="border: 2px solid red;"> <td style="font-size: x-small;">438.029.011-00</td> <td style="font-size: x-small;">22.000</td> <td style="font-size: x-small;">PCE</td> </tr> <tr><td style="font-size: x-small;">438.030.011-00</td><td style="font-size: x-small;">60.000</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">529.012.011-00</td><td style="font-size: x-small;">292.500</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">529.061.011-00</td><td style="font-size: x-small;">68.400</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">529.101.011-00</td><td style="font-size: x-small;">0</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">534.051.011-01</td><td style="font-size: x-small;">262.500</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">534.059.011-00</td><td style="font-size: x-small;">20.000</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">534.061.011-00</td><td style="font-size: x-small;">0</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">534.068.011-00</td><td style="font-size: x-small;">16.200</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">534.106.011-00</td><td style="font-size: x-small;">42.000</td><td style="font-size: x-small;">PCE</td></tr> <tr><td style="font-size: x-small;">535.036.011-00</td><td style="font-size: x-small;">0</td><td style="font-size: x-small;">PCE</td></tr> </table>	438.029.011-00	22.000	PCE	438.030.011-00	60.000	PCE	529.012.011-00	292.500	PCE	529.061.011-00	68.400	PCE	529.101.011-00	0	PCE	534.051.011-01	262.500	PCE	534.059.011-00	20.000	PCE	534.061.011-00	0	PCE	534.068.011-00	16.200	PCE	534.106.011-00	42.000	PCE	535.036.011-00	0	PCE	<p style="font-size: x-small;">Stock</p>	<p style="font-size: x-small;">UM</p>
438.029.011-00	22.000	PCE																																		
438.030.011-00	60.000	PCE																																		
529.012.011-00	292.500	PCE																																		
529.061.011-00	68.400	PCE																																		
529.101.011-00	0	PCE																																		
534.051.011-01	262.500	PCE																																		
534.059.011-00	20.000	PCE																																		
534.061.011-00	0	PCE																																		
534.068.011-00	16.200	PCE																																		
534.106.011-00	42.000	PCE																																		
535.036.011-00	0	PCE																																		
<p style="font-size: x-small;">TPSMA33AHE3_B/I</p>																																				
<p style="font-size: x-small;">End of message!</p>																																				

#### 4.2.5. Settlement

The settlement of withdrawals from the consignment stock shall be affected by means of a credit note procedure. Invoicing of the Supplier to MARQUARDT may not take place. MARQUARDT shall cyclically create a credit note for the Supplier on the basis of the withdrawals from the consignment stock. For the creation of the credit note by MARQUARDT, the time of the withdrawal of goods from the consignment warehouse is decisive. MARQUARDT sends the credit note to the Supplier either by EDI (EDIFACT INVOIC - for details see MARQUARDT EDI Guideline INVOIC) or by fax. The self-billing document contains the withdrawals (withdrawal date, withdrawal quantity, unit of measure, control key) per item number in the settlement period as well as the net value of the settled withdrawals in the settled currency.

An example of a self-billing document from MARQUARDT is shown in the following figure.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<h1>logistics manual for suppliers</h1>	Version:	1.0
		Page:	17/52

Figure 6: Credit note consignment stock

Credit note from MARQUARDT						
<p>Marquardt Switches Inc. - Cazenovia, New York 13035</p> <p>Techwise (Macao) Circuits Ltd. 599 Av. Da Praia Grande N, Room 3 MACAO MACAU</p>				<div> <div>Credit Note Consignment Stock</div> <div> <div>Page: 1 / 1</div> <div> Document no. / Date 40010623 / 21.05.2022 Your vendor number in our co. 300783 Our customer no. in your co.</div> <div> Currency USD Your tax ID number  Our tax ID number  Your tax number</div> </div> <div> <div>Processed by Mr Robert Reardon Telephone no. +1 315 855 6292 Fax no.  E-mail address REARDONR@MARQSWITCH.COM</div> </div> </div>		
We have settled the following material withdrawals from your stock at customer disposal:						
Date	MovTy	Material document	Qty	Unit	Tax Code	Net value in USD
Settlement items for plant:			8, Marquardt Switches Inc., 13035-0465 Cazenovia, N.Y., 2711 Route 20 East			
Material: 243.239.011-00 17.05.2022	411	PCB 4907173800	3.120	PCE	V0	481,10
Total net value						481,10
Input VAT (V0)				481,10		0,00
<b>Total</b>						481,10
Terms of payment:		Related to 21.05.2022: within 60 days Due net				

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	18/52

## 5. Capacities and lot sizes

### 5.1. Safety stock

In order to be able to cover short-term fluctuations in demand, the supplier shall maintain appropriate flexibility and/or sufficient safety stock.

If the supplier delivers from stock, by sea freight or if there is a Kanban agreement for an item, the safety stock covers 14 days. This is calculated based on the average daily demand of the next 3 months.

### 5.2. Lot sizes

MARQUARDT and the Supplier shall coordinate the delivery lot sizes with each other. MARQUARDT shall take into account the agreed delivery lot sizes in its purchase orders or delivery call-offs. The Supplier shall deliver in accordance with the delivery lot sizes specified on the purchase order or the delivery call-off.

The minimum order quantity is the smallest packaging unit.

If other agreements exist with regard to planned delivery time, production release, material release and provision of containers, these shall remain unchanged.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

## 6. Packaging

### 6.1. Explanation of terms

Following table defines the terms of packaging in general and serves as an aid for the supplier in case of questions regarding the use of technical terms.

*Table 5: Explanation of packaging terms*

Designation	Definition
Load carrier	Containers in which parts are transported, stored and protected from damage. (e.g. MARQUARDT-KLTs, cardboard box).
Packing aids	Inserts in load carriers for optimal transport and protection of the goods to be packed. (e.g. deep-drawing trays, compartments/inserts).
Special charge carriers	Packaging which, by its nature and design, can only be used specifically for one product. They can also consist of a combination of load carriers and packaging aids. (e.g. boxes, special pallets).
Universal load carrier	Packaging used for several different products.
Standard load carrier	Standard containers used at MARQUARDT
Repackaging	Packaging around the actual packaging. (e.g. pallet, pallet cage, pallet end cap).
Container	Bundling of multiple packages for easy handling
Loading unit	Several load carriers combined into one unit (e.g. 8 MARQUARDT-KLTs as a unit) for the purpose of transport and shipping.
Disposable-Packing	Packaging for which only a single use is intended (e.g. cardboard box)
Reusable-Packing	Packaging that is used several times and remains in the packaging cycle between supply chain partners. (e.g. MARQUARDT-KLT)
Alternative packaging	Disposable packaging, dimensionally suitable for reusable packaging, which can be used as a substitute
Packaging unit	Number of components that are combined in a load carrier. (e.g. 20 parts in the MARQUARDT-KLT).
Magazine	Packaging with a device to store parts in an orderly manner

### 6.2. Packaging procurement

The procurement responsibilities for packaging can be taken from the following table.

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	20/52

Table 6: Procurement responsibilities for packaging

Packing type	Category	Supplier	MARQUARDT
One way	Packing aids	X	
	Load carrier	X	
	Repackaging	X	
	Special load carrier	X	
Reusable	Packing aids	X	
	Load carrier		X
	Repackaging		X
	Special load carrier	X (exception)	X

More detailed information and cost components are shown in the respective "Logistics Data Sheet".

### 6.3. Weights and measures

Table 7: Weight and dimensional limits for packaging

Packing type	Maximum extension	Maximum weight
Pallet (loading unit)	Max. Height: 1050 mm / 41 inches	1000 kg / 2200 pounds
Load carrier (KLT, ...)	NA	15 kg / 33 pounds
Reel	Max. Diameter 330 mm / 13 inches for electr. components	NA
Rods magazine	Max. Length 540 mm / 21 inches	NA

MARQUARDT prefers to use Euro pallets size (1200 x 800 mm). The maximum height per pallet corresponds to 3 layers of large standard containers (KLT1, KLT6), 5 layers of medium standard containers (KLT2) and six layers of medium size KLT4. Details can be found on the document Standard packaging at Marquardt, which will be provided on request.

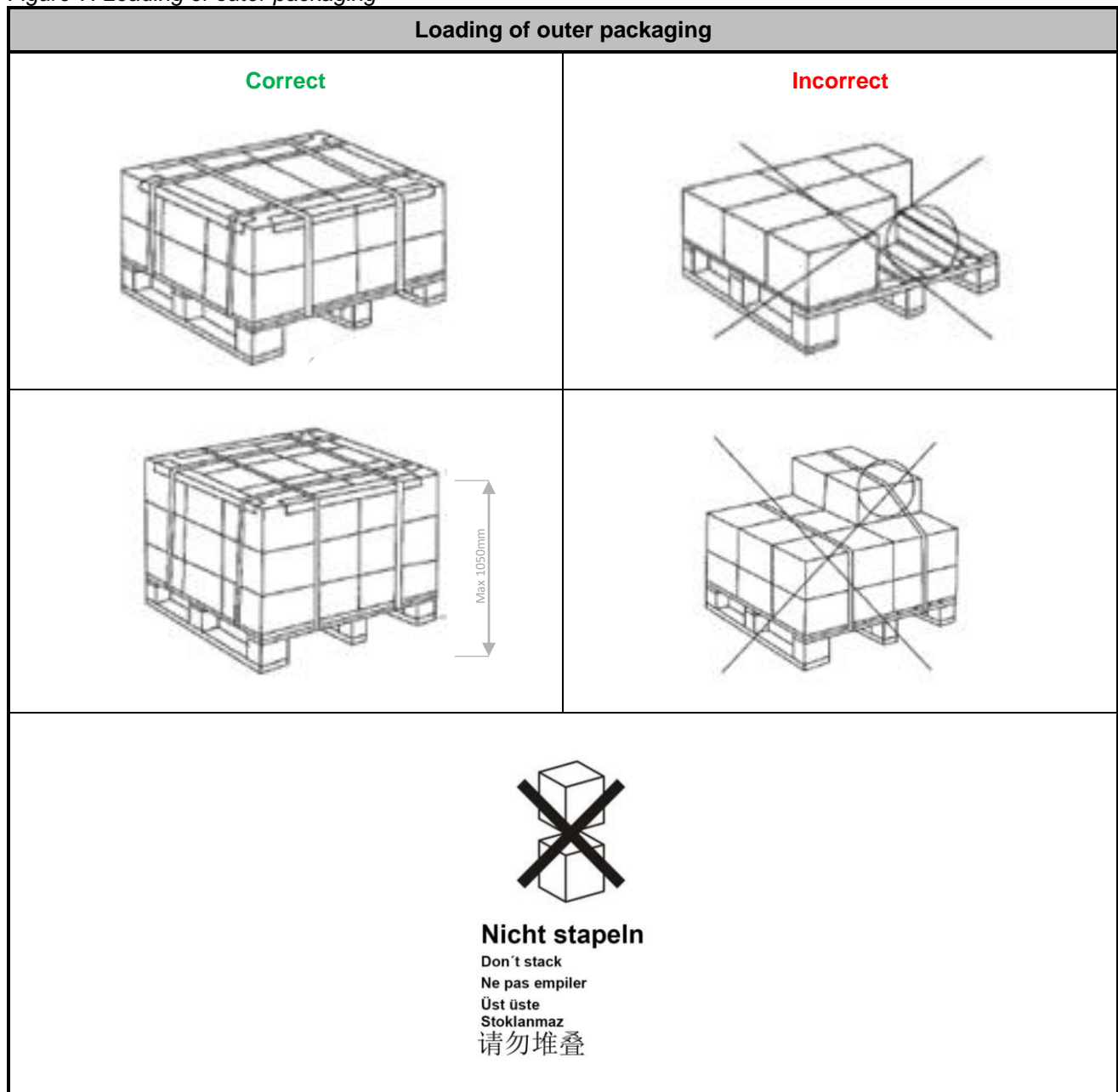
Exceeding the weight and dimensional limits requires approval from MARQUARDT. For this purpose, the supplier coordinates with the project managers of Marquardt.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

## 6.4. Structure of a package

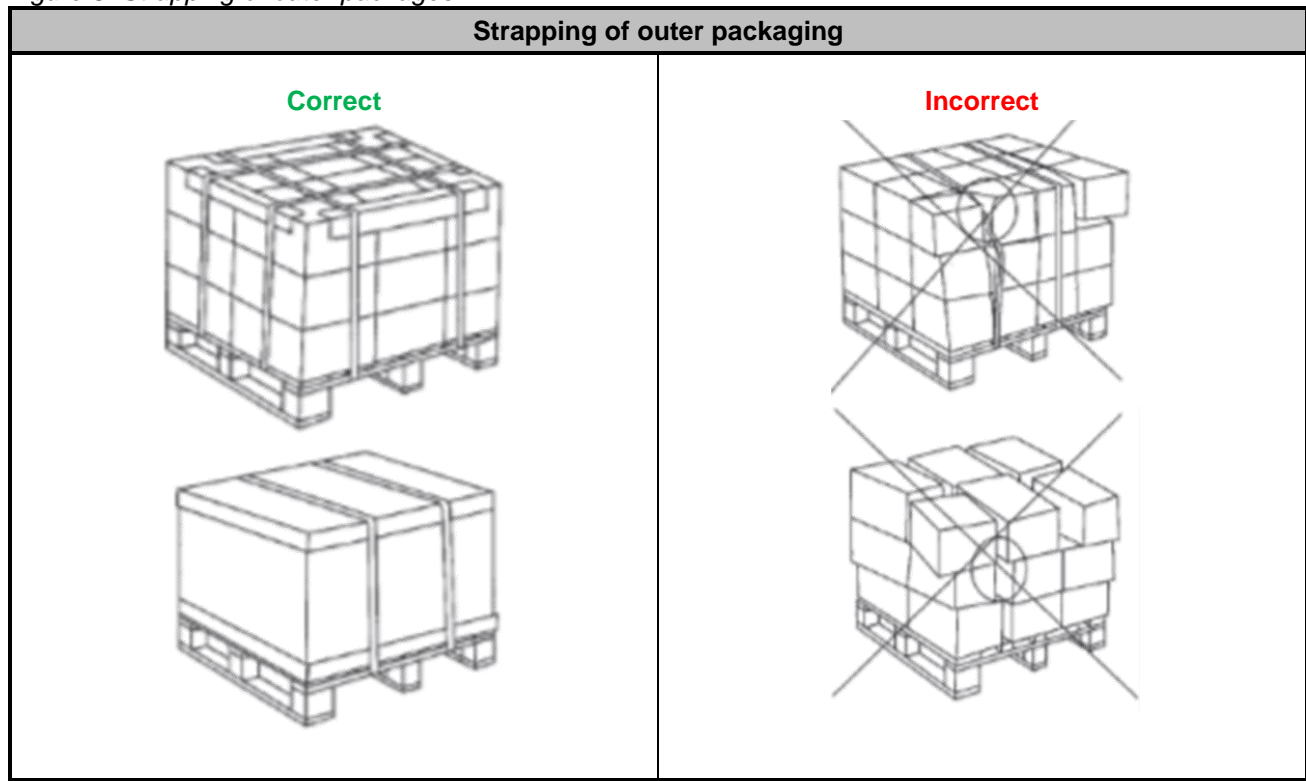
As standard, 3 pallets must be stackable on top of each other for deliveries to MARQUARDT. If required, additional measures must be taken for this, e.g. filling pallet layers with empty containers and the use of pallet lids or edge protection. Exceptions are either specified and documented in the logistics data sheet or agreed with MARQUARDT in individual cases. Pallets that cannot be stacked are marked with a pyramid on the top or with labels on two sides with the inscription "do not stack".

Figure 7: Loading of outer packaging



The following figure illustrates the correct strapping of outer packaging.

Figure 8: Strapping of outer packages



If possible, pallets of the same type should be formed and mixed pallets should be avoided. In the case of containers containing several material numbers, subunits of the same type are formed within the container (e.g. packed in bags), each with its own delivery note.

When stacking outer packaging, it must be ensured that several packages can be stacked on top of each other without damage. This also applies to the stacking of disposable cartons and all returnable load carriers (e.g. KLTs). The following figures illustrate the correct stacking of outer packaging or an exemplary structure of a package.



Figure 9: Stacking of outer packages

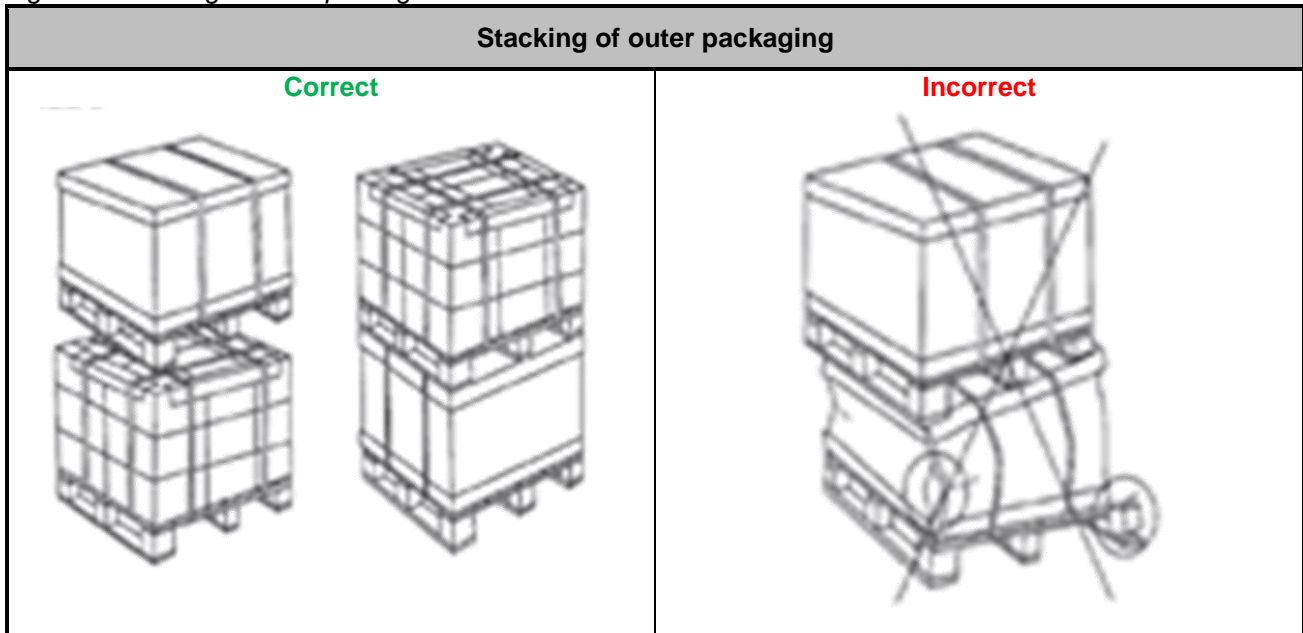


Figure. 10: Illustrative example: structure of a package



	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	24/52

## 6.5. Product packaging requirements

The packaging materials used must not impair or alter the properties of the packaged goods.

All packaging materials must be environmentally compatible and meet the requirements of the countries to be supplied (e.g. IPPC standard/ISPM15). After use, it should be possible to recycle them. The packaging for electronic or ESD-sensitive components must ensure ESD protection of the corresponding components.

### 6.5.1. Types of packaging

#### 6.5.1.1. Distinction catalog and MARQUARDT specific

For catalog parts, the supplier informs the responsible purchaser of the possible standard packaging forms. The purchaser coordinates these internally.

For MARQUARDT-specific parts MARQUARDT shall inform the Supplier of the essential parameters for the packaging design. On the basis of this data, the supplier makes proposals for the technical implementation and submits an offer to MARQUARDT for this purpose. In doing so, the Supplier warrants that the packaging is suitable to ensure the quality of the parts until delivery to MARQUARDT's plant.

The detailed technical development is carried out together with the supplier. For the release of the packaging, the supplier provides corresponding packaging samples. At MARQUARDT's request, the supplier also carries out documented packaging tests. After completion of the packaging determination, the result is documented by the Supplier in the "Logistics Data Sheet" and approved in writing by MARQUARDT.

#### 6.5.1.2. Reusable packaging

In principle, delivery in reusable packaging suitable for the process is to be preferred.

MARQUARDT containers are made available to the supplier taking into account the specified circulation time and the requirements of the materials to be supplied. Any further use of MARQUARDT's own reusable packaging is not permitted.

In order to ensure the required stability and protective properties of the load carriers, packaging aids (inserts, intermediate layers, compartments, ...) may be used. When using these packaging aids, attention must be paid to reusability.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	25/52

The use of special load carriers is only permitted if standard load carriers cannot be used due to product requirements. Reusability must also be taken into account when using special load carriers.

### **6.5.1.3. Disposable packaging**

Disposable packaging must be provided by the supplier. The supplier shall ensure that packaging is used which complies with the respective regulations of the country of destination and is suitable for the required protection of the parts. The disposable packaging is to be selected dimensionally (internal dimensions) in such a way that a 1:1 repackaging to packaging used in MARQUARDT's production is possible. Target containers in MARQUARDT's production are usually MARQUARDT standard containers (see "Marquardt Standard Packaging"). This document will be provided upon request.

Materials that must be ESD protected may only be transported in appropriately protected disposable packaging. No direct packaging made of cardboard without ESD protection is permitted.

## **6.6. Management of reusable packaging**

### **6.6.1. Handling of special load carriers**

The quantity of returnable empties in circulation is initially calculated, provided to the supplier and adjusted if necessary. Adjustments to the quantity in circulation can be requested by the supplier from the central logistics department. The empties released at MARQUARDT are collected and returned directly to the supplier. MARQUARDT decides on the use of lot sizes and mixed pallets in the return delivery depending on the respective volumes and transport conditions. The aim is to achieve an optimum of short return times and minimization of transport and handling costs over the supply chain.

### **6.6.2. Supply with universal load carriers**

Universal load carriers (e.g. pallets) are ordered by the supplier as required for the agreed purpose. The order shall be placed in full containers as far as possible. MARQUARDT reserves the right to check the inventory at the Supplier's and, in case of inappropriate stocking, to request a return of universal load carriers or to refuse the delivery of orders. MARQUARDT will use alternate packaging in the event of supply shortages. The use of supplier's own packaging materials as a substitute for reusable packaging is only possible after approval by MARQUARDT.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	26/52

### 6.6.3. Supply shortage and alternative packaging

The supply of serial packaging is to be controlled by the supplier and bottlenecks are to be addressed to the responsible dispatcher and the container manager at MARQUARDT in due time. The timeliness results from the response time and the transport time. These are either defined in the logistics data sheet during the product start-up phase or coordinated with the container manager.

The absence of series packaging does not release the supplier from its delivery obligation. Therefore, for each part delivered in reusable packaging and for other components, the Supplier must, upon request by MARQUARDT, develop an alternative packaging that can be used in case of emergency. The alternative packaging must have the same protective properties as the series packaging. The packing quantity and the dimensions of the alternative packaging must correspond to the series packaging. The alternative packaging must be listed in the "Logistics Data Sheet Supplier" and must be approved by MARQUARDT. Costs for the use of alternative packaging are to be borne by the Supplier if the supply bottleneck was caused by the Supplier.

In principle, the use of the supplier's own reusable containers as alternative packaging is not permitted.

The use of alternative packaging must be discussed with the responsible MARQUARDT MRP at least 2 days prior to shipment and approved by him in writing. In case of non-approved deliveries in alternative packaging, the Supplier shall bear the associated material costs and consequential costs, e.g. for repackaging at MARQUARDT.

### 6.6.4. Container condition

Reusable containers are provided in a generally usable condition, i.e. functional, free of garbage, coarse particles and conspicuous dirt, without residues of disposable packaging aids and with the appropriate quantity of reusable inserts (trays). Reasonable minor deviations will not be accepted as grounds for complaint. Complaints regarding container condition must be documented over a reasonable period of time to demonstrate a significant, unreasonable amount of deviation. MARQUARDT will be granted a reasonable time to remedy the defects. Alternatively, containers, with attached documentation of the complaint, may be returned to MARQUARDT. The Supplier shall check whether the condition of the containers is suitable for proper delivery and, if necessary, improve the condition at its own expense, for example by additional cleaning.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	27/52

### **6.6.5. Account management**

Movements of MARQUARDT returnable packaging are recorded on so-called returnable packaging accounts. Currently, this is done for all returnable packaging and returnable packaging aids with the exception of trays. For this purpose, a separate returnable packaging account is set up for each MARQUARDT returnable packaging component and supplier. In principle, no inventory management is carried out for the supplier's own returnable containers.

### **6.6.6. Account reconciliation**

MARQUARDT prepares a monthly returnable packaging account statement with all movements of the past month. This statement will be sent to the supplier for verification. Any differences are to be reported to MARQUARDT Empty Goods Management within ten working days. For this purpose, countersigned waybills/delivery notes are required. If no feedback is received, the values determined by MARQUARDT are considered accepted and will be updated.

### **6.6.7. Inventory**

At the turn of the year, MARQUARDT will request a container inventory. For this purpose, all MARQUARDT returnable packaging in the supplier's access area must be physically recorded and reported back. In doing so, the inventory discrepancies must be clarified within the period specified by MARQUARDT. The same procedure as in the monthly account reconciliation is used for clarification. Unresolved differences between MARQUARDT's book inventory and the supplier's count inventory or differences for which the supplier is responsible will be charged to the supplier.

### **6.6.8. Labeling of reusable packaging aids**

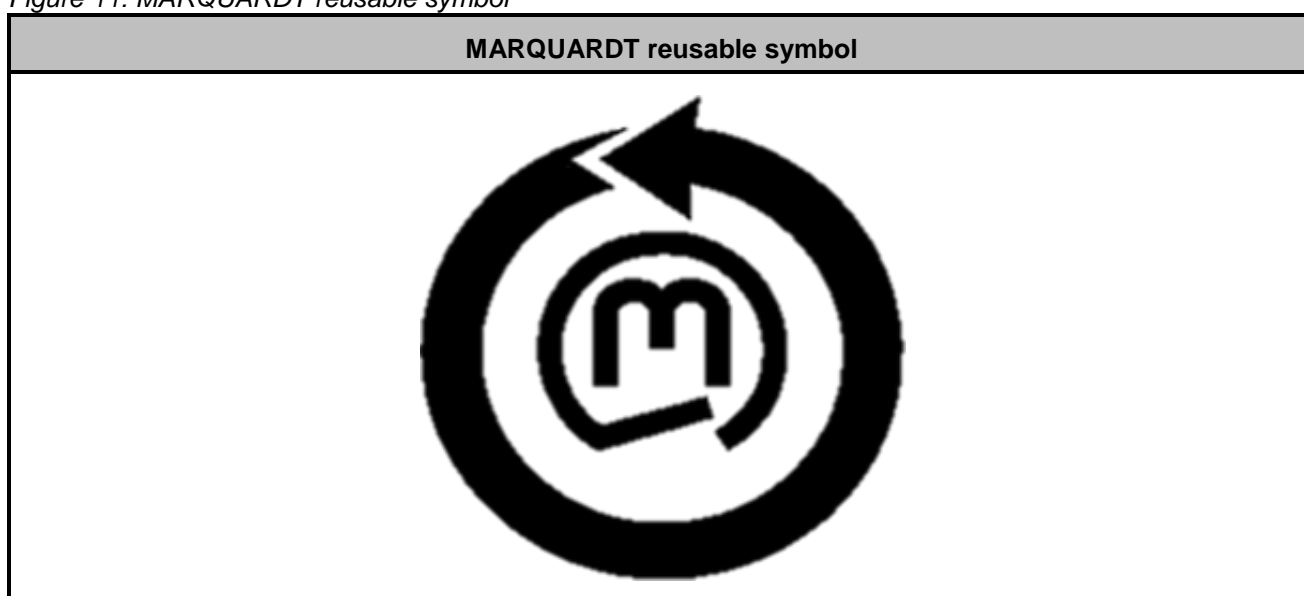
MARQUARDT's own reusable packaging may only bear the marking affixed by MARQUARDT (labels, embossed symbols, etc). These may not be removed, damaged or otherwise made unrecognizable. The sticking or permanent labeling of MARQUARDT's own returnable packaging by the Supplier is not permitted. Excepted from this regulation is the attachment of delivery note pockets that can be removed without leaving any residue as well as address labels. Labels from previous deliveries must be removed by the supplier before refilling. The costs for removal in case of non-compliance shall be borne by the supplier.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	28/52

The marking of reusable packaging aids (e.g. trays) is carried out as specified by MARQUARDT, in the standard with the lettering "MARQUARDT", the marking "reusable" as well as the "MARQUARDT packaging number" in the form "916.###.###". In plain text, the material number with separators (123.456.789-00), in barcodes without separators (12345678900) must be shown. Further information can be found in the applicable supplier guideline purchased parts label. In addition, the MARQUARDT reusable symbol shown in the following image must be imprinted or applied. In the case of ESD-protected packaging aids, the corresponding ESD mark must be applied in accordance with VDA guidelines. The date clock with the date of manufacture is also obligatory. Any deviations must be approved by MARQUARDT.

Figure 11: MARQUARDT reusable symbol



	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	29/52

### 6.6.9. Calculation of demand for special load carriers

The demand for returnable special load carriers is calculated initially in the product start-up and later when required (e.g. significant changes in the number of units).

The calculation scheme for the supplier requirement of returnable packaging is shown as a guide in the following table. The circulation time at the supplier's is transferred to the logistics data sheet by the supplier.

Table 8: Calculation scheme for supplier requirements for reusable packaging

Key figure		Calculation
requirements	Container requirement per working day	$\frac{\text{Number of pieces per working day}}{\text{Container capacity}}$
	Number of pieces per working day	$\frac{\text{Maximum number of units of the individual part in the period under consideration}}{\text{Working days at the receiving MARQUARDT plant}}$
Circulation time	Basic need supplier	$\text{Number of working days between deliveries} \times \text{Factor for basic needs calculation}$
	Additional requirement for distance to unloading point	$\text{Transport time for full goods} + \text{transport time for empties}$
	Additional requirements for lot size production	<p><i>If</i></p> $\left( \frac{\text{production lot size}}{\text{day demand}} - \text{basic demand} \right) > 0 \text{ working days}$ <p><i>then the difference in working days represents the additional demand</i></p>
Box requirement supplier (quantity in pieces)		$\left( \frac{\text{Behälterbedarf}}{\text{Arbeitstag}} \right) \times \text{Umlaufdauer}$

The circulation time to be determined individually is made up of the three parts "basic requirement of the supplier", "additional requirement for distance to unloading point" and the "possible additional requirement for lot size production" (see tables below).

The basic data for determining the load carrier requirements per working day are to be taken from the logistics specifications or determined by the supplier and agreed in the logistics data sheet.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



Table 9: Calculation of basic needs

Delivery frequency	Working days between deliveries	Factor for basic requirements cal-
daily	1	2
3x a week	2	2
2x a week	3	2
1x a week	5	1,5
3x monthly	8	1,5
2x monthly	10	1,5
1x monthly	20	1,5

Table 10: Calculation of additional demand for distance to unloading point

Mode of transport & distance to unloading	Transport full load	Transport empties
Land transport region 1 ( $x < 250$ km)	1 day	1 day
Land transport region 2 ( $250 \text{ km} < x < 500$ km)	2 days	2 days
Land transport region 3 ( $500 \text{ km} < x < 1000$ km)	3 days	3 days
Land transport region 4 ( $1000 \text{ km} < x < 2500$ km)	5 days	5 days
Land transportation Region 5 ( $x > 2500$ km)	7 days	7 days

## 7. Transmission of information

### 7.1. General

The use of electronic business transactions is part of MARQUARDT's strategy to increase the efficiency of business processes with suppliers and to avoid errors. The implementation of an electronic data exchange takes place in coordination between Marquardt and the supplier.

### 7.2. EDI connection options and EDI standards

Basically, the transfer of information between the supplier and Marquardt can take place through the following EDI connection options:

#### 7.2.1. Classic EDI

Marquardt's preferred communication channel in cooperation with suppliers is electronic data interchange (EDI). Here Marquardt supports ISDN connections with suppliers via OFTP2 and / or VAN. Supported formats are EDIFACT and VDA.

Marquardt is able to map the following business processes and EDI standards:

*Table 11 Business processes via EDI*

Business process	EDI standards supported by Marquardt
Transmission of scheduling agreement releases (JIT calls) from Marquardt to supplier	EDIFACT DELFOR or VDA4905
Individual orders from Marquardt to supplier	EDIFACT ORDERS
Individual orders for exchangeable materials from Marquardt to supplier	EDIFCAT ORDERS - interchangeable materials
Kanban call-offs from Marquardt to supplier	EDIFACT ORDERS - Kanban
Goods receipt/inventory/withdrawal notifications from Marquardt to supplier (only in case of consignment)	EDIFACT INVRPT
Credit note procedure from Marquardt to supplier (only for consignment)	EDIFACT INVOIC
Transmission of advanced shipping notifications (ASN) from supplier to Marquardt	EDIFACT DESADV or VDA4913

Marquardt's respective EDI guidelines for each EDI standard can be downloaded from Marquardt's website at the following link:

<https://www.marquardt.com/unternehmen/einkauf/lieferantenintegration/>

 <b>MARQUARDT</b>	<h1 style="text-align: center;">logistics manual for suppliers</h1>	Version:	1.0
		Page:	32/52

## 7.2.2. WebEDI (MARQUARDT SUPPLIER PORTAL)

For suppliers who do not have a classic EDI connection or do not support some of the EDI standards, the exchange of information takes place via the MARQUARDT SUPPLIER PORTAL (MQSP).

When using WebEDI, the EDI data transmitted by Marquardt will be made available to the Supplier for download on the MARQUARDT SUPPLIER PORTAL (delivery schedules, individual orders).

In addition, the supplier can notify deliveries in the MARQUARDT SUPPLIER PORTAL (ASN) and upload all necessary documents in this context in the portal. In Marquardt's ERP system, this information on a delivery (ASN) provided by the supplier in the portal arrives as an electronic shipping notification according to EDIFACT standard and can be processed automatically by Marquardt. Since this function has not yet been activated in our portal, all participating suppliers will be informed as soon as the system is ready for use.

Marquardt can handle the following business processes via its SUPPLIER PORTAL:

- Transmission of scheduling agreement releases (call offs) from Marquardt to supplier
- Individual orders from Marquardt to supplier
- Individual orders for exchangeable materials from Marquardt to supplier
- Transmission of advanced shipping notifications (ASN) from the supplier to Marquardt.

If you have any questions about setting up or using these processes on the MARQUARDT SUPPLIER PORTAL, please contact: [Portal.Support@Marquardt.com](mailto:Portal.Support@Marquardt.com)

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<h1 style="text-align: center;">logistics manual for suppliers</h1>	Version:	1.0
		Page:	33/52

## 8. Goods labeling

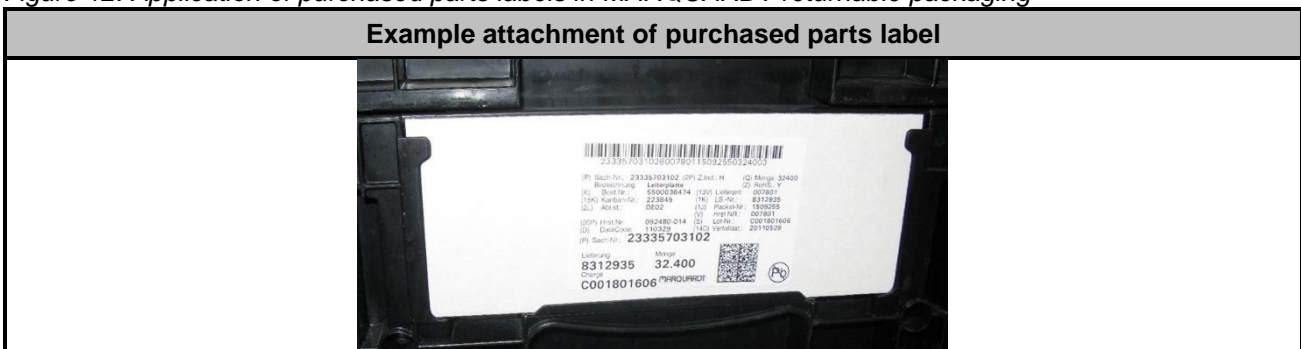
### 8.1. Load carrier

Load carriers must be marked with the MARQUARDT-specific purchased parts label in accordance with the separate "Supplier Guideline Purchased Parts Label". Deliveries of raw material are excluded from the regulations for the application of the purchased parts label in disposable load carriers.

#### 8.1.1. Purchase parts label on MARQUARDT returnable packaging

For deliveries in MARQUARDT returnable packaging, the labels are to be attached in accordance with the following figure in the insertion compartments or label holders provided for them. Adhesive labels are not permitted. If necessary, these must be glued to cardboard blanks and pushed in. To prevent the labels from falling off, adhesive dots that can be removed without leaving any residue must be used if necessary.

Figure 12: Application of purchased parts labels in MARQUARDT returnable packaging






#### 8.1.2. Purchase parts label on disposable load carriers

For all other deliveries in disposable packaging, the cases shown in the following figure must be distinguished (also for alternative packaging).

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<h1>logistics manual for suppliers</h1>	Version:	1.0
		Page:	34/52

Figure 13: Attachment of the purchased parts label in non-returnable load carriers

Delivery of electronic reels in disposable cardboard boxes	
Case A	Case B
<p>If the reel is directly in the cardboard box without further outer packaging, the purchased parts label must be attached directly to the reel. The corresponding delivery note must be attached to the carton (see chapter 9). The standard VDA label is sufficient on the outer packaging (e.g. cardboard box).</p> 	<p>If the reel is in a moisture bag and this in turn is in a cardboard box, both the reel and the aluminum composite bag must be provided with the identical purchased parts label (i.e. with identical package number). Alternatively, a peel-off purchased parts label may be affixed to the aluminum composite bag on a carrier tape. The corresponding delivery note must be attached to the carton.</p> 
Delivery of other material in disposable cardboard boxes	
<p>For deliveries of material in disposable cardboard boxes, the labels must be on the outside of the load carrier together with the delivery note in the shipping bag.</p> 	

### 8.1.3. Packed subpackaging units

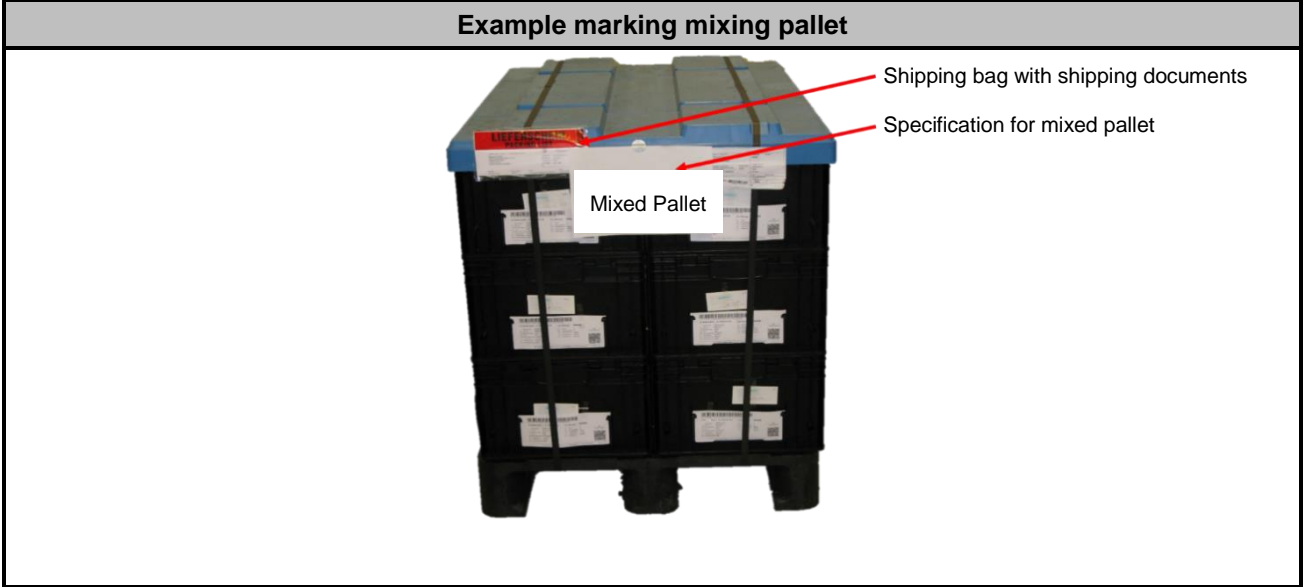
If there are several packed sub-packaging units (e.g. bags) in a load carrier, each sub-packaging unit must be provided with a MARQUARDT purchased parts label. In doing so, each label must be clearly identifiable (i.e. unique package number).

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

## 8.2. Mixing pallets

Mixing pallets must be clearly marked as a mixing pallet. This must be done in accordance with the following figure at the top center of the front end. Chapter 8.1 applies to the marking of the load carriers contained on the pallet.

Figure 14: Marking of a mixing pallet



## 8.3. Attachment of shipping bags and address labels

The application of shipping bags and address labels must be carried out in accordance with the following figure to be carried out.

Figure 15: Attaching shipping bags and address labels



	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	36/52

## 9. Shipping documents

### 9.1. Creation and addressing

As a general rule, shipping documents must be created separately for each MARQUARDT unloading point. Furthermore, it is not possible to create one delivery note for several shipments. The supplier shall ensure that the loaded quantities and packages correspond with the shipping documents in all details.

Delivery notes and waybills are to be issued to the delivery address with unloading point. Customs documents (e.g. export declaration, commercial invoice, proof of origin or preference) are to be made out to the ordering MARQUARDT plant.

### 9.2. Delivery note

#### 9.2.1. General

The delivery notes must be attached in a shipping bag on the outside of the package, in the case of pallets on the top left-hand side, in the case of individual cartons on the top side. Delivery notes must not be inside the packages or distributed over several loading levels.

A delivery note may only contain one material item. At least the unique purchase order or delivery schedule number and the unique delivery note number must be indicated for each item.

The delivery note number must be identical to the delivery note number indicated on the invoice. Furthermore, the delivery note quantity must be identical to the invoice quantity. Furthermore, it must be ensured that a delivery note number is only used once.

Missing, incomplete or incorrectly issued delivery note will be claimed by MARQUARDT.

#### 9.2.2. Delivery notes for individual containers

Each individual container must be accompanied by a delivery note. A delivery note may not be issued for several containers.

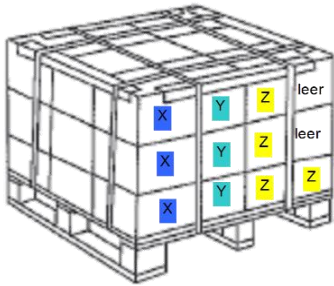
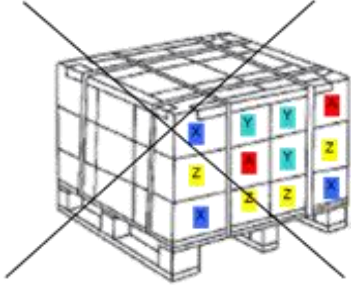
For material-pure (same material in all load carriers) containers, a delivery note must be issued for the entire container. If possible, material-pure containers are to be formed with one delivery note.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



For mixed containers, a separate delivery note must be issued for each material number contained therein. MARQUARDT expects from the supplier a logistically reasonable sorting in accordance with the following figure within the container. Likewise, the container must be marked as a mixed pallet.

Figure 16: Example of a mixpack piece - representation based on a mixing pallet

Correct	Incorrect
	
<p>A delivery note for material X, a delivery note for material Y, a delivery note for material Z. Sorting by tower. If a tower does not reach the height of the other towers, which are on the pallet, then this must be filled up by empty containers.</p>	

Goods for several unloading points (even if they are the same material number) must not be packed together.

### 9.2.3. Delivery note contents

Following table shows information that must at least be listed in the delivery note.

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	38/52

Table 12: Information in the delivery note

<b>General information</b>
Name and address of the supplier
Supplier no. of the supplier at MARQUARDT
Address of unloading point (delivery address incl. plant and unloading point according to scheduling agreement release/ purchase order)
Shipping method (e.g. truck and name of shipping company) and INCOTERMS
Gross and net weight
<b>More information</b>
Delivery note number
Delivery note date
Purchase order / scheduling agreement release number or Kanban release number
MARQUARDT part number with index (11 digits) and designation
Delivery quantity with indication of the unit of measure
Number and type of packaging (For returnable deliveries: Number and type of returnable packaging provided by MARQUARDT with MARQUARDT item number/material designation).
Drawing index (not applicable for electronic components)
<b>Information in barcode format when the MARQUARDT purchased parts label is not used</b> (Supported barcode types are: Code 128, Code39 with check digit, Interleaved 2of5 with check digit)
Purchase order / scheduling agreement release number or Kanban release number
Delivery note number
MARQUARDT item number
Quantity

For interchangeable materials, the delivered quantities per subgroup must be indicated on the delivery note.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

#### 9.2.4. Quantity differences and delivery of wrong materials

If it is determined in the incoming goods department that the quantity or material number indicated on the delivery note does not correspond to the quantity or material number actually delivered according to the goods identification, MARQUARDT will create a complaint and the Supplier will immediately send a new delivery note. In such cases, the Supplier shall check whether a new or corrected invoice must be issued. Both the new delivery note and the new invoice must contain a clear replacement bill (e.g.: ##### replaces delivery note / invoice #####).

### 9.3. DFÜ goods accompanying document

If it has been agreed with the supplier that he will send EDI data to notify the delivery, the EDI consignment bill in accordance with VDA 4912 must be sent with the goods.

The explanations from chapter delivery note shall apply, with the exception of the explanations in chapter 9.2.3, also apply to the EDI consignment bill.

### 9.4. Shipping order

For shipments that are ordered in whole or in part via carriers of Marquardt, a fully completed forwarding order is generally required for each shipment. This must be handed over to Marquardt's carrier upon delivery of the goods.

The forwarding order must be created for each unloading point in accordance with VDA recommendation 4922. Following table shows information that must at least be listed in the forwarding order.

Table 13: Information in the forwarding order

<b>General information</b>	Description of goods
	Shipper / supplier and recipient / customer
	Number / type of packages
	Gross total weight and dimensions / volume
<b>More information</b>	INCOTERM
	Description of goods
	Customs status
	Mode of transport (truck, ship, etc.)
	Pick-up time
	Stackability information
	Note on the dangerous goods property

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	40/52

Only the flawless external condition of the packaging is confirmed by MARQUARDT on the shipping order. A quantity check will only take place at a later date. The consignment note signed by MARQUARDT serves as proof of delivery.

## 9.5. Foreign trade law/customs regulations

In cross-border delivery and goods traffic, the following (MARQUARDT-specific) regulations must be observed:

- Marquardt Trade Compliance Provisions (N910017)
- Import Requirements (N910014)

The aforementioned MARQUARDT standards apply in addition to this document (Logistics Manual for Suppliers) and can be retrieved/viewed in the currently valid version on the MARQUARDT corporate website (in the Purchasing/Supplier Integration section) (see applicable documents).

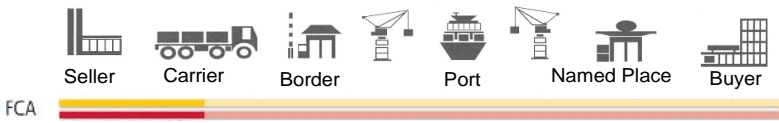

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

## 10. Transportation

Within the scope of the delivery, the Supplier shall ensure the proper and timely arrival of the goods at the agreed place of delivery (according to the agreed INCOTERM). The opening hours of MARQUARDT's incoming goods must be observed by the Supplier within the scope of delivery and can be taken from the respective delivery schedule call-off / production call-off. Delivery time windows that deviate from the usual opening hours of MARQUARDT incoming goods must be approved and confirmed by MARQUARDT in advance.

MARQUARDT generally uses the INCOTERMS shown in the following table (as of 2020). The agreement of deviating INCOTERMS requires a separate agreement between MARQUARDT and the Supplier.

Table 14: MARQUARDT Standard Incoterms

Incoterm	Distribution of responsibilities
FCA (pickup location supplier)	
DAP (MARQUARDT plant) Or DAP (MARQUARDT consolidation point)	

If MARQUARDT and the Supplier agree on the INCOTERM "FCA (place of collection Supplier)", the provisions of the Supplier's Guideline - Delivery "free carrier" - shall be complied with in addition (see applicable documents).

### 10.1. Special transports

A special transport exists if the standard transport agreed between MARQUARDT and the Supplier for the series delivery has to be accelerated due to process disruptions, e.g. with regard to the shipping method or carrier. Furthermore, it is a special transport if a change in the delivery condition (INCOTERM) or shipping method agreed between MARQUARDT and the Supplier becomes necessary.

The Supplier is responsible for the organization of a special transport after prior approval by the responsible dispatcher at MARQUARDT. Only if it is not possible for the Supplier to organize a special transport by himself, MARQUARDT can take over the organization.

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	42/52

The Supplier is responsible for the organization of a special transport after prior approval by the responsible MRP at MARQUARDT. Only if it is not possible for the Supplier to organize a special transport by himself, MARQUARDT can take over the organization.

The costs for special transports shall be borne by the party causing the process disturbance analogous to the polluter-pays principle.

Every special transport caused by the supplier is recorded by MARQUARDT and flows into the annual supplier evaluation.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

 <b>MARQUARDT</b>	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	43/52

## 11. Invoices

Invoices to Marquardt will be sent by e-mail to the e-mail addresses listed below for each Marquardt company.

Table 15: Invoice recipient

Invoice recipient	E-mail address for invoices/credits	E-mail address for other correspondence (reminders)
Marquardt GmbH UST ID: EN142938930 78604 Rietheim-Weilheim Germany	invoices-MQGDE@marquardt.com	payables-MQDE@marquardt.com  Finance Hotline: +49 7424 99 28333 Occupied from 7:30 - 15:30 (CET)
Marquardt Logistics GmbH UST ID: EN814826458 78604 Rietheim-Weilheim Germany	invoices-MQLDE@marquardt.com	
Marquardt Service GmbH UST ID: EN261926499 78604 Rietheim-Weilheim Germany	invoices-MSGDE@marquardt.com	
Marquardt Mechatronics GmbH UST ID: EN261926482 78604 Rietheim-Weilheim Germany	invoices-MMGDE@marquardt.com	
Marquardt Lightronics GmbH UST ID: EN321833581 99334 Wachsenburg Office Germany	invoices-MLGDE@marquardt.com	
Marquardt Systronics GmbH UST ID: EN327862425 99334 Wachsenburg Office Germany	<a href="mailto:invoices-MSTDE@marquardt.com">invoices-MSTDE@marquardt.com</a>	
Marquardt Management SE UST ID: DE340749357 78604 Rietheim-Weilheim Germany	<a href="mailto:invoices-MMSDE@marquardt.com">invoices-MMSDE@marquardt.com</a>	
MARQ4 Automation GmbH UST ID: EN342340416 78604 Rietheim-Weilheim Germany	<a href="mailto:invoices-MAGDE@marquardt.com">invoices-MAGDE@marquardt.com</a>	
E&C Testlab GmbH UST ID: EN815327195 78647 Trossingen Germany	<a href="mailto:rechnungen@ec-testlab.de">rechnungen@ec-testlab.de</a>	rechnungen@ec-testlab.de
Marquardt Switching Systems SCS UST ID: RO17000722 550018 Sibiu Romania	<a href="mailto:invoices-MSRRO@marquardt.com">invoices-MSRRO@marquardt.com</a>	payables-MSRRO@marquardt.com Finance Hotline: +40 0269 50 5543 Staffed from 8:30 - 16:30 (EET)

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



 <b>MARQUARDT</b>	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	44/52

Marquardt Automotive Tunisie 2087 El Agba Tunisia	<a href="mailto:invoices-MATTN@marquardt.com">invoices-MATTN@marquardt.com</a>	payables-MATTN@marquardt.com
Marquardt France SARL UST ID: FR29381914258 77127 Lieusaint France	<a href="mailto:invoices-MQFFR@marquardt.com">invoices-MQFFR@marquardt.com</a>	payables-MQFFR@marquardt.com
Marquardt Macedonia DOOEL 1400 Dolno Kalaslari, Veles North Macedonia	<a href="mailto:invoices-MMDMK@marquardt.com">invoices-MMDMK@marquardt.com</a>	payables-MMDMK@marquardt.com
Marquardt Electronics Technology (Shanghai) Co. Ltd. 201201 Shanghai People's Republic of China	<a href="mailto:invoices-MSCCN@marquardt.com">invoices-MSCCN@marquardt.com</a>	payables-MSCCN@marquardt.com
Marquardt Switches Weihai Co. Ltd. 264211 Weihai People's Republic of China	<a href="mailto:invoices-MSWCN@marquardt.com">invoices-MSWCN@marquardt.com</a>	payables-MSWCN@marquardt.com
Marquardt India Pvt. Ltd. (Mumbai location) 400067 Kandivli West Mumbai India	<a href="mailto:invoices-MQIIN-Mumbai@marquardt.com">invoices-MQIIN-Mumbai@marquardt.com</a>	payables-MQIIN-Mumbai@marquardt.com
Marquardt India Pvt. Ltd. (Pune location) 411057 Pune India	<a href="mailto:invoices-MQIIN-Pune@marquardt.com">invoices-MQIIN-Pune@marquardt.com</a>	payables-MQIIN-Pune@marquardt.com
Marquardt Switches Inc. 13035 Cazenovia United States of America	<a href="mailto:invoices-MSIUS@marquardt.com">invoices-MSIUS@marquardt.com</a>	payables-MSIUS@marquardt.com
Marquardt Mexico S. de R.L. de C.V. 36814 Irapuato Mexico	<a href="mailto:invoices-MXMMX@marquardt.com">invoices-MXMMX@marquardt.com</a>	payables-MXMMX@marquardt.com

To ensure smooth and fast invoice processing, the following standards must be met:

- Allowed format of the file attachments: PDF
- **No** Word, Excel or ZIP files (or other encrypted files)
- **One file per** invoice or credit note including possible attachments
  - ➔ Attachments are to be placed in the file after the invoice
- Max. 10 file attachments per e-mail (i.e. max. 10 invoices or credit notes per e-mail)
- Max. 10 MB per E-Mail

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	45/52

The processing of incoming e-mails and invoices/credit notes is automated. Only the attachments are read and processed, but no texts or messages from the e-mail itself. E-mails that do not meet the above requirements cannot be processed and are deleted unprocessed. Resulting delays in payment are not the responsibility of MARQUARDT.

The legal requirements for the content and form of invoices must be complied with. In addition, the order number, the delivery note number and the Incoterm must be stated on the invoice. Delivery note numbers on the delivery note and the invoice must always be identical. Collective invoices are not desired.

For cross-border deliveries, the conditions of the Import Requirements must also be complied with (N910014). Invoices attached to the goods are only valid for customs purposes.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	46/52

## 12. Logistics complaints

In case of non-compliance with the regulations of this Supplier Manual, MARQUARDT reserves the right to refuse acceptance of the delivery and/or to charge the Supplier for the resulting additional costs (e.g. repacking, label errors, under-/over-delivery and missing delivery notes, necessary internal transports due to delivery to the wrong unloading point or increased handling costs due to incorrectly issued shipping documents, etc.) according to the cause.

MARQUARDT reserves the right to set off corresponding debits against supplier claims.

A logistics complaint (Supplier Non-Conforming Complaint [SNC]) is created for each incident. The logistics complaint is the official notification of a logistics incident. Corrective actions must be recorded and reported back by the supplier through an 8D report. After receipt of a logistics complaint, MARQUARDT expects feedback on immediate measures within 2 working days and a fully completed 8D report with root cause analysis and an action plan to remedy the fault within 10 working days.

In the event of a delayed response, the complaint shall be deemed to have been accepted by the supplier. Within the deadline, a written extension of the deadline can be requested from the responsible complaint processor. After implementation of the corrective measures, the Supplier is obliged to check the effectiveness of the measures, to document the results by means of the 8D report and to send it to MARQUARDT. MARQUARDT expects the implementation of successful corrective measures also for similar products and processes in order to prevent incidents preventively.

MARQUARDT reserves the right to conduct process/system audits at the Supplier's premises to verify the effectiveness of corrective actions.

### 12.1. Overdeliveries or early deliveries

Over- or early deliveries and the resulting overstocks will significantly disrupt the timely processing of scheduled deliveries in MARQUARDT's incoming goods department. In case of over- or early deliveries, MARQUARDT reserves the right to charge any costs incurred to the supplier.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	47/52

## 12.2. Return deliveries

Return deliveries due to defects on the part of the Supplier shall always be made freight collect ex works as specified by MARQUARDT. The Supplier shall bear the transport costs and, if applicable, customs clearance costs and import duties/import taxes. If an RMA number is required for a return delivery to the Supplier, it must be ensured that this is communicated to the responsible MARQUARDT employee immediately upon request.

## 12.3. Supplier development

If serious performance problems are identified at the supplier, e.g. from the regular supplier evaluation or from ongoing operations, a supplier development program is initiated. The aim of this supplier development program is to improve and stabilize supplier performance. Once the specified goals have been achieved, the supplier development program is terminated. The supplier development program should last a maximum of six months.

### 12.3.1. Identifying the problems

The MARQUARDT supplier development department checks the occurring problems together with the supplier. In doing so, the supplier must define an action plan with a timeline and present it to MARQUARDT.

### 12.3.2. Definition of KPIs

The supplier and MARQUARDT jointly define KPIs (Key Performance Indicators) against which the supplier's improvement progress can be measured. These KPIs are measurable values that can be influenced, such as delivery reliability and quantity reliability. The agreed KPIs are to be achieved within four months and may not deteriorate again in subsequent months. If they deteriorate again, the supplier development period is extended accordingly.

### 12.3.3. Implementation of logistics audits by MARQUARDT

Within the scope of supplier development, MARQUARDT reserves the right to conduct logistics audits at the Supplier's premises. For which logistics areas and to what extent the audits will be carried out will be agreed upon in advance between the supplier developer (auditor) on the part of MARQUARDT

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	48/52

and the supplier. An audit agenda and an audit questionnaire will be sent to the Supplier by MARQUARDT in advance.

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

## 13. Emergency concept

MARQUARDT requires its suppliers to have a crisis management system in place, consisting of an auditable early warning system and a detailed emergency concept.

### 13.1. Behavior in the event of a malfunction

In the event of disruptions occurring that may jeopardize the delivery date planned by MARQUARDT, the Supplier is obligated to inform MARQUARDT's disposition immediately. If special freight is necessary to ensure timely supply, the Supplier must also inform MARQUARDT in advance. Furthermore, a competent contact person must be named for the emergency situation. This contact person must be available by telephone 24 hours a day, all 7 days a week.

As a precautionary measure, the Supplier shall establish a suitable emergency solution (e.g. special trips, alternative production, extra shifts, etc.) in the event of a possible supply bottleneck to MARQUARDT. These will be coordinated with MARQUARDT at the start of production.

### 13.2. Criteria in the emergency concept

The emergency concept shall contain at least the information on the criteria shown in below table.

*Table 16: Criteria in the emergency concept*

Criteria	
Possible cause of a supply problem	Maximum expected delivery failure (quantity)
Stop measures with responsibilities	Quantities and timeline of emergency deliveries
Time for resumption of normal operation	

The responsible parties defined in the action plans ensure that the agreed measures are implemented on schedule and are sustainable.

If necessary, MARQUARDT reserves the right to verify the contents of the emergency concept at the Supplier's premises and to take further steps if required. MARQUARDT's right to claim damages in individual cases remains unaffected by the above provisions.

 <b>MARQUARDT</b>	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	50/52

## 14. Supplied documents

The following documents and guidelines apply in addition to the Logistics Manual for Suppliers (applicable document). These can be found in the currently valid version both via the MARQUARDT SUPPLIER PORTAL and the Marquardt website in the "Purchasing" area under "Supplier Integration":

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		



	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	51/52

Table 17: Other applicable documents

Designation	Document type
Supplier Guideline – Delivery „free carrier“ (FCA) N910002	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Evaluation Key – Supplier Evaluation Production Material N910012	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Supplier Guideline – Purchased Item Label N910003	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Supplier Guideline – Unloading Point N910001	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Supplier Guideline – Quality Assurance Purchased Parts N910013	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Import Requirements N900104	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Trade Compliance Regulations N910017	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline – DELFOR N910007	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline – INVOIC N910009	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline – KANBAN N910006	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline – Replaceable Materials N910005	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline – VDA Delivery Instruction N910010	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline – INVRPT N910008	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline ASN-DESADV N910015	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
EDI-Guideline ASN-VDA4913 N910014	<a href="https://www.marquardt.com/us/company/purchasing/supplier-integration/">https://www.marquardt.com/us/company/purchasing/supplier-integration/</a>
Kanban-Contract	Will be provided by MQ on demand
Consignment Stock Contract	Will be provided by MQ on demand
Logistics Specifications / Logistics Data Sheet Supplier	Wird be sent with request for quotation
Guidelines for consolidation points	Will be provided by MQ on demand
Technical delivery conditions	Will be provided by MQ on demand
VDA recommendations in general	<a href="https://www.vda.de/de.html">https://www.vda.de/de.html</a>

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		

	<b>logistics manual for suppliers</b>	Version:	1.0
		Page:	52/52

## 15. Versions and change log internal

Version 1.0

12.08.2022 Kirn/Gleich/Ilg/Riedlinger/Ganter/Busalt/Broszinski

	Print date	04.10.2022
This document is the intellectual property of MARQUARDT. Observe the protective note according to DIN ISO 16016.		