



Supply Chain and Logistics Guideline

Note: Printed versions and local files are not subject to the change service!

Creator	Mrs. Hutterer	Approver	Schaffelner	Version	1.0
Dept.	MS	Dept.	OL	Replacement for	Re-creation
Validity start date		Validity check (review)			
Date	01.10.2022	Date	01.10.2025		
Scope		Coordinated with			
Steyr Automotive GmbH		Mr. Hofer / MP			



Content

1	Purpose	4
2	Scope.....	4
3	Terms and definitions	4
3.1	Abbreviations	4
3.2	Definitions of terms	5
3.2.1	Scope of delivery	5
3.2.2	Definition and delimitation of A-price, B-price and logistics costs.....	6
3.2.3	Components of logistics costs:	7
4	Description and responsibilities	7
4.1	General requirements for logistics processes.....	7
4.2	Duty to inform.....	8
4.3	Required information.....	8
4.4	Delivery standards	9
4.4.1	Forms of delivery and scheduling procedures	9
4.5	Planning, scheduling and control	10
4.5.1	Delivery instruction and Electronic Data Exchange	11
4.5.2	Delivery reliability	12
4.5.3	Order tracking	12
4.5.4	Production capacity.....	13
4.5.5	Production and product releases	13
4.6	Warehousing, shipping and transport	13
4.6.1	Consignment or Vendor Managed Inventory concepts / bonded warehouse	13
4.6.2	Packaging and load carrier handling.....	14
4.6.3	Transport and delivery conditions	15
4.6.4	Notification and delivery of goods	15
4.6.5	Supplier information obligation.....	16
4.6.6	Goods acceptance times	16
4.6.7	Loading and unloading.....	16
4.6.8	Empties management.....	17
4.6.9	Repair/replacement of damaged load carriers.....	17
4.6.10	Delays in the collection of goods	17
4.6.11	Proof of delivery	17
4.6.12	Prototype and pre-series material.....	17
4.6.13	Dispatch of dangerous goods	18
4.7	Goods labelling and accompanying documents	18
4.8	Contents of delivery note, consignment note and invoice	18
4.8.1	Delivery note (minimum requirements):.....	18

Note: Printed versions and local files are not subject to the change service!



4.8.2	Waybill	19
4.8.3	Invoice.....	19
4.9	Import specifications and processing.....	20
4.9.1	EU supplier	20
4.9.2	Third country supplier	20
4.9.3	Intra-Community supplies	20
4.9.4	Third country deliveries.....	20
4.9.5	Proof of origin.....	21
4.9.6	EU customs clearance requirements (STA plant in EU).....	21
4.9.7	Third country deliveries (non-EU supplier to EU-STA plant).....	21
4.10	Import or export restrictions	21
4.11	Logistical complaint.....	22
5	Applicable/ additional documents	22
6	Changes	22
7	Distributor	23
8	Attachments.....	23

Attachments

I.	Appendix 1: Transport declaration form.....	24
II.	Appendix 2: Guideline for the preparation of invoices to Steyr Automotive GmbH	25
III.	Appendix 3: Supply Chain- Non Surprise Report (NSR)	26



1 Purpose

These Supply Chain and Logistics Guidelines **are an** integral part of the framework or supply contract concluded with the supplier and shall apply as a binding supplement to the General Terms and Conditions. The primary objective is the optimization of all logistics processes and compliance with all requirements. The Supply Chain and Logistics Guideline is mandatory for suppliers who deliver materials to STEYR Automotive GmbH. The supplier accepts the document in the currently valid version and checks its validity and compliance at least once a year.

2 Scope

This guideline applies to all suppliers of series and spare parts. In addition to this guideline, order-specific documents such as specifications, all requirements (guidelines) of STEYR Automotive GmbH to suppliers as well as INCOTERMS 2020 apply.

The policy is valid worldwide and may be supplemented by regional and/or site-specific policies.

This document provides an overview of all requirements that affect the area of logistics at STEYR Automotive. Suppliers must comply with these standards in order to be able to enter into a supplier relationship with STEYR Automotive and must already be observed in the tendering phase as well as in the development, design and planning of logistics concepts. The prerequisites for the successful implementation of these requirements are a smoothly functioning data exchange, continuous processes, transparency throughout the entire process chain and targeted communication.

This Supply Chain and Logistics Guideline is written in German and English. In the event of differences between the two versions, the German version shall take precedence over the English version. The English version is for translation purposes only.

STEYR Automotive GmbH hereinafter also referred to as "STA".

3 Terms and definitions

3.1 Abbreviations

Abbreviations	Descriptions
AIAG	Automotive Industry Action Group
ANSI	American National Standards Institute
ASN	Advanced Shipping Notice
AT	Working day
DAP	Delivered at Place
DELFOR	Delivery Forecast/Delivery Call Forecast
DELJIT	Delivery Just in Time/Just In Time Call-offs
DIN	German Industry Standard
DL	Service provider
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange For Administration Commerce and Transport
FCA	Free Carrier



FIFO	First In - First Out
FOB	Free On Board
FTL	Full Truck Load
HS Code	Harmonised Commodity Description and Coding System
LAB	Call-off
LLP	Lead Logistics Provider
LTL	Less than Truck Load
NSR	No Surprise Report
PEP	Produktentstehungsprozess / product development process
PTA	Premium Transportation Authorization (Transport permit for special transports)
RI	Routing Instruction
SID	Shipping Identification Number
SCPC&L	Supply Chain - Production Control & Logistics
VDA	Association of the German Automotive Industry
VMI	Vendor Management Inventory
WEB-EDI	Web-based Electronic Data Interchange
ZSB	Assembly

3.2 Definitions of terms

3.2.1 Scope of delivery

Supply Chain and Logistics Policy is supplemented by specific information for each scope of delivery that a supplier delivers to STA through STA's Logistics Agreement.

If a Supplier delivers more than one scope of delivery, STA shall enter into a single logistics agreement with the Supplier for each scope of delivery. The scope of delivery comprises either:

- a defined STA item number, i.e.
 - an **assembly** (a pre-assembled set of parts associated with a vehicle) or
 - an **assembly** (a pre-assembled set of parts) or
 - a **single part**

or

- A **set**, i.e. a commissioned and possibly pre-assembled set of parts without its own STA item number, but consisting of individual parts/assemblies with defined STA item numbers.

or

- A **module**, i.e. a pre-assembled set of parts without its own STA part number, but consisting of individual parts/assemblies with defined part numbers.

If the scope of delivery is to be delivered in sequence (JIS delivery), it is composed of a large number of individual part numbers and is referred to as a family. In this case, the scope of delivery comprises either:

- A **unit/assembly/individual part family** with defined STA part numbers of the units/assemblies/individual parts.



or

- a **set or module family** without defined STA part numbers of the sets/ modules, but with defined part numbers of the contained assemblies and individual parts.

<u>Scope of delivery</u>				
Completely pre-assembled parts			Not pre-assembled parts	
	With own part number	Without own part number	Picked	Not picked
Individual delivery	ZSB- or aggregate	Module	Set	Single part
Delivery as a family	ZSB or aggregate family	Module family	Set family	Single part family

3.2.2 Definition and delimitation of A-price, B-price and logistics costs

The A-price includes the entire handling effort, all necessary quality assurance measures as well as the administrative activities up to the delivery point according to the delivery conditions Incoterms® 2020 FCA "free carrier".

For international suppliers [sea freight], the Incoterms® 2020 FOB "free on board" applies instead of FCA.

The border between A- and B-price is defined by the place of the last value creation.

The B price is made up of the A price + logistics costs. In addition to the freight costs, the logistics costs also include the load carrier costs and any costs for external warehousing and handling.

The handling effort includes in particular:

- Packing in load carrier [container, carton].
- Clear marking of the parts or load carriers and loading units according to EDI Guideline
- Loading the loading unit onto the carrier

Quality assurance measures:

The quality assurance measures include in particular:

- Cleaning of the load carriers [also de-labeling].
- Conservation
- Packed incl. parts protection [quality assurance measure / not reusable*].
- Consideration of the technical delivery conditions [parts protection, preservation].
- Provision of commercially available disposable packaging

Administrative activities:

The administrative activities include:

- the data exchange necessary with the delivery process [receipt, dispatch].
- Preparation of all shipping documents incl. other costs [customs clearance. etc.].

*Partial protection:



Load carrier lining, intermediate layers, dust covers, sealing plugs, PE bags, transport safety devices, paper, disposable compartments, blister packs, adhesive film, bubble wrap, filling material All pre-logistics costs [e.g. transport and load carrier costs for raw and primary materials] are part of the A-price.

3.2.3 Components of logistics costs:

The logistics costs include freight costs, load carrier costs and any costs for external warehousing and handling.

3.2.3.1 Freight costs

- Full goods transport incl. all ancillary costs [costs FCA from supplier's location / FOB port of dispatch to transfer point at supplier's delivery location to DDP receiving plant of STA].
- Empties transport incl. all ancillary costs [FCA from STA delivery plant to supplier's delivery location].

3.2.3.2 Load carrier costs

- Planning and development of the load carriers
- Investment or rental of the load carriers
- Maintenance
- Overseas packing
- Other required load carrier protection packaging [possibly disposable protection].

3.2.3.3 Costs for external warehousing and handling

- Unloading
- Repacking into the load carriers agreed with STA [possibly in disposable packaging for overseas deliveries].
- Picking and sequencing
- Storage
- Transport and provision up to the delivery point according to the delivery condition

4 Description and responsibilities

4.1 General requirements for logistics processes

Steyr Automotive GmbH integrates its suppliers into standardized material procurement processes.

The supplier must design its logistics processes in such a way that it provides its products in accordance with the *quantity*, specified *time* and *place*, in the agreed *quality* and *execution* specified in the delivery schedules.

To pursue the following objectives in partnership with the STA for logistics:

- Reducing the complexity of business processes
- Flexibility of parts delivery in case of later order change
- Minimization of inventories in the supply chain (target: ONE PIECE FLOW)
- Packaging design suitable for handling and loading
- Reduction of delivery and throughput times with simultaneous high change flexibility and adherence to schedules
- Permanent implementation of identified potential for improvement
- Immediate duty to inform in case of deviation from defined processes



4.2 Duty to inform

The Supplier shall inform STA of any changes or potential or existing problems within its supply chain. The Supplier shall submit the information in writing. This includes information about transport, transit times, location, stocks, etc.

The Supplier is obliged to ensure delivery to STA in accordance with the order and to maintain replacement capacity.

In order to comply with the originally planned delivery quantity and delivery time, the Supplier shall also resort to special transport at its own expense. If the Supplier is unable to comply with the Scheduled Delivery Date, the Supplier shall immediately and proactively notify STA in writing after becoming aware of the problem, without limiting any other rights and remedies.

If necessary and contrary to the above provision, special transports paid for by STA must have a Special Transport Authorization (PTA) number assigned by STA. This PTA number is issued by STA and must appear on the consignment note issued by the Supplier and on the invoice.

The Supplier may only make partial deliveries if such deliveries have been approved in writing by STA prior to dispatch. If the Supplier hands over the delivery to the forwarding agent, carrier or the like without STA's prior consent, the Supplier shall assume all risks and costs related to this shipment.

The costs of the shipment(s) or return(s) of the unjustified over/advance deliveries must be paid by the supplier.

Any change in the production location or shipping plant shall be announced to the purchasing, quality and logistics departments by means of a schedule and shall also be released by the STA.

The "Supply chain no surprise report (NSR)" (see Annex III) shall be used for this notification. Any increase in logistical costs, such as freight costs or costs of additional load carriers, incurred due to the relocation shall be borne by the supplier.

4.3 Required information

Fixed contact persons as well as their representatives must be appointed for the supply process who can be reached at any time during STA's business hours and who can make competent and reliable decisions.

The Supplier shall ensure that the contact persons have good language skills in the national language of the STA plant to which the Goods are delivered or at least a good knowledge of English.

By designing the information system accordingly, the supplier is able to provide information about the order status at any time. Enquiries or queries must be answered immediately by the supplier. In exceptional cases, a written reply must be provided within an agreed period of time.

Supplier-side foreseeable supply bottlenecks that jeopardize the fulfilment of delivery dates and delivery quantities shall be reported immediately to the respective contact person at STA.

Change indicator:

Relocations:



Any change in the production location or shipping plant must be announced to the Purchasing, Quality and Logistics departments by means of a schedule at least 12 weeks before the planned relocation date.

IT changes:

In the event of an imminent IT system change with relevance for logistics, the material control department must be informed about the type of change, the implementation date and any effects on the supply process.

Organisational changes:

Should there be any changes in the corporate or organizational structure of the Supplier that are relevant for STA's logistics specialists, this shall be communicated immediately in writing.

4.4 Delivery standards

The delivery standard defines, among other things, the format and content of the delivery call-offs/orders, whether the scope of delivery is to be delivered by type or sequenced, the location of stockpiling and the responsibility for inventory management. This is defined in the logistics agreement.

4.4.1 Forms of delivery and scheduling procedures

Individual order

Individual orders are used for sporadic requirements without a target quantity and usually only include a delivery quantity and a delivery date. There are no requirements regarding production synchronization.

Just In Time (JIT)

Just in Time involves transmission at least once a day with detailed information on quantities and delivery times. JIT requires accurate forecast information.

Just In Sequence (JIS)

With JIS, various part numbers must be arranged in a specified sequence on a load carrier designed for this purpose. Delivery is made with reference to the sequence of the end product to the defined transfer point or directly to the assembly location at STA. This also includes at least one transmission per day including sequence information.

Ship-to-Line delivery

In ship-to-line delivery, the supplier takes control of the entire material supply. The supplier is responsible for ensuring a defined range of the material provided close to the point of consumption.

ensure that the material stock is available. The organisation of the supply is the responsibility of the supplier, but must be coordinated with STA. As a rule, the supplier builds up a basic stock at the receiving plant once. He then exchanges empty containers for full containers on a consumption-controlled basis using the 2-container principle. The safety stock range to be kept close to the consumption type is defined in the logistics agreement.

Delivery from overseas is not provided for in the Ship to Line delivery standard.



KANBAN

The supplier receives a forecast in the form of a delivery schedule. The dispatch information contains only one call-off quantity. The trigger for the call-off is the consumption of a KANBAN container. The supplier is obliged to fulfil the KANBAN requirements within the defined replenishment time.

Reporting inventory procedure

When the order point is reached by the withdrawal of products, a purchase order with a defined delivery date and a defined quantity is sent to the supplier. The supplier is obliged to fulfil this call-off within the defined replenishment time.

Vendor Managed Inventory (VMI)

The delivery call-offs received shall be checked for plausibility, in particular with regard to quantities, dates (taking into account the transport duration according to RI) and master data (unloading points, load carriers, etc.). The delivery call-offs shall be deemed confirmed if the supplier does not raise an objection in **writing**. This must be done using the "Supply chain no surprise report form (NSR)".

The Supplier shall only be entitled to make partial deliveries, deliveries before the LAB date, as well as additional deliveries for call-off with the prior **written** consent of the responsible parts scheduling department of STA.

The supplier undertakes to:

- daily maintenance of the delivery data (arrival dates),
- regular control of the stock and
- Compliance with the stock limits (stock corridor).

If, contrary to this provision, the Supplier hands over the goods to a transport service provider commissioned by STA, the Supplier shall bear the risk, in particular the material and price risk, until the goods are taken over at the STA receiving plant. The costs for the storage or the shipment and return of unauthorized over/advance deliveries, as well as additionally the resulting costs incurred by third parties, are to be borne by the Supplier.

In principle, the delivery standard Vendor Managed Inventory is not intended for overseas delivery.

4.5 Planning, scheduling and control

The following 8 checks provide an overview of the basic tasks involved in sending items to STA:

- A) Electronic communication with the STA via Electronic Data Interchange (EDI):
Send EDIFACT (DELFORs and DELJIT) from the corresponding STA ERP system (QAD) exactly related to the delivery instruction transmitted to you. See chapter "Delivery instruction and Electronic Data Exchange".
- B) Barcode-capable labels must be attached to each load carrier, as well as the QR code, in accordance with STA labelling requirements.

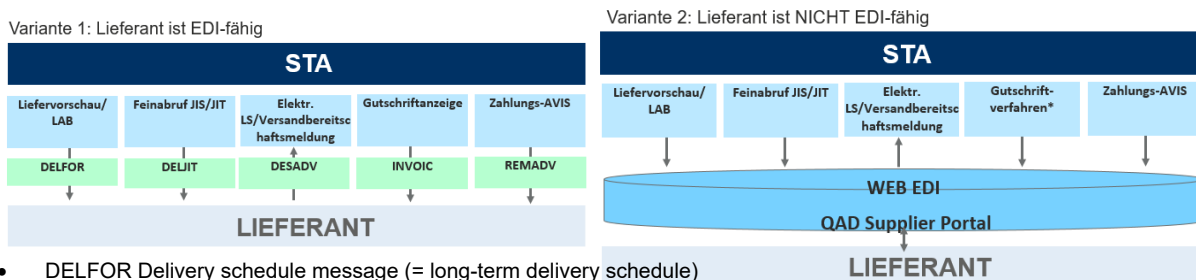
- C) Different material numbers on one pallet are allowed, unless otherwise agreed with the STA location. If different material numbers are delivered on one pallet, it must be destined for one unloading point and unloaded there.
- D) Prepare all necessary documentation according to STA requirements. See section "Goods marking and accompanying documents".
- E) The material and the necessary delivery documents shall be made available at the time of collection. The loading of the goods must take place in the time slot provided for this purpose.
- F) The supplier shall send the ASN immediately after dispatch.
- G) The unloading of the goods must take place in the time slot provided for this purpose.

4.5.1 Delivery instruction and Electronic Data Exchange

The supplier must be able to receive delivery call-offs electronically via EDI or WEB EDI from the STA. Delivery schedules EDIFACT (DELFOR/DELJIT) always refer to a specific material number/part number. The date on the LAB is usually the delivery date at the STA plant (independent of the Incoterm).

Basically, there are two channels of communication:

- EDI via EDIFACT standard - the preferred method of communication
- WEB EDI - to be used only in exceptional cases



- DELFOR Delivery schedule message (= long-term delivery schedule)
- DELJIT Delivery just in time message (= delivery call-off at short notice)
- DESADV Dispatch advice message (=Dispatch advice message)
- INVOIC Self billing Invoice
- REMADV Remittance Advice

*Manual receipt also possible

The STA uses Electronic Data Interchange [remote data transmission] as well as WEB EDI for invoices, credit notes, LAB, delivery note, load carrier, consignment and transport data.

The supplier receives the delivery call-offs based on the STA assembly or production planning in rolling form. The last delivery call-off is binding and replaces previous versions. STA has the right to change each delivery call-off at short notice, depending on the agreement in the purchase contract, if changes in demand (increased or decreased demand) occur.

Costs incurred by the supplier due to the technical connection of its systems shall be borne by the supplier.

In principle, the Supplier shall fulfil the following technical requirements in order to optimize the logistical handling between the Supplier and the STA:

Sending or receiving of:

1. Scheduling Agreement, Remote Data Transmissions [DFÜ]



2. Daily call-off
3. Delivery note-DFÜ
4. Invoice-DFÜ
5. ASN
6. Credit note procedure / credit notes [e.g. in the case of consignment].
7. Information on stock movements [e.g. in the case of consignment].
8. Performance Monitor Information
9. Vendor Managed Inventory [VMI] Monitor

4.5.2 Delivery reliability

The specified quantities and dates are to be provided irrespective of legal and religious holidays or country-specific restrictions. Furthermore, the Supplier is obliged to inform STA of any general driving ban that may occur and to take all driving bans into account in the provision of consignments in accordance with the RI and LAB. If empties are missing, the Supplier must nevertheless ensure the supply of parts and, if necessary, must coordinate an alternative packaging with the responsible contact person at STA in good time.

The supplier shall ensure that no incorrect deliveries (e.g. contents of the packaging unit do not match the designation on the goods tag), no backlogs (due to short deliveries or non-deliveries) and no over-deliveries (delivery without call-off or excess deliveries in terms of quantity) occur.

Any expected delivery bottleneck that has an impact on deadlines or quantities must be reported immediately to the responsible logistics office. This is generally regulated as follows:

- For *call-off changes in the long-term range* (>3 months before delivery date): within 2 weeks
- For *call-off changes in the medium-term range* (<3 months, >10 days before delivery date): within 3 AT
- For *call-off changes in the short-term range* (<10 days from delivery date): within 24 hours
- for changes to the *daily deliveries*: immediately.

4.5.3 Order tracking

The supplier continuously carries out internal order tracking. The supplier can provide information on the production progress at any time. The supplier shall also ensure continuous transparent order tracking with its sub-suppliers.

If disruptions with an impact on the delivery date or quantity occur vis-à-vis STA, the Supplier shall initiate the necessary measures. If, despite the measures taken, agreements or commitments cannot be complied with, the Supplier shall inform STA's contact persons of this without being requested to do so and without delay and shall notify STA of a new delivery date or a new delivery quantity or agree on this in writing.

In addition, the Supplier shall provide information on the following points when requested to do so by the STA:

- Cause of the supply problem
- Production capacities for the backlogged parts
- Possibility of shortening the delivery time through a special trip
- Information/escalation within the supplier's organization



4.5.4 Production capacity

The production capacities determined with STA Purchasing shall be provided to the agreed extent. The production capacities must cover the series requirements and spare parts requirements. If the quantities called off exceed the agreed capacities, the Supplier shall immediately inform STA Purchasing and the relevant material control offices (NSR).

Detailed information on capacities, including differences in variants, shall be made available to the logistics units by the STA upon request. In addition, possible capacity extensions and response times must be transparent.

The supplier ensures flexibility:

- plus/minus (+/-) 15% within one week
- plus/minus (+/-) 20% within two weeks

4.5.5 Production and product releases

For the STA, those delivery quantities are binding which are two weeks or less in the future from the respective current date. The delivery release is only valid according to the last delivery call-off.

This release horizon shall be extended by the transport time of the respective RI. Quantities required in excess of production and material releases are non-binding preview figures according to which the Supplier must align its production capacity. The delivery preview does not oblige STA to accept the delivery (acceptance) of specific Products or to reimburse (repay) material costs or other costs related thereto.

If STA cancels an order within the production release period without having placed further call-offs within the planning horizon, STA shall decide on acceptance of the products within a reasonable period of time or payment of the agreed purchase price.

All claims concerning materials no longer required shall be submitted to STA using the "Cancellation Form".

4.6 Warehousing, shipping and transport

It must be ensured that there is no risk of confusion in the provision and storage of products and that the FIFO principle is observed.

4.6.1 Consignment or Vendor Managed Inventory concepts / bonded warehouse

For optimization reasons along the entire logistics chain, handling of parts delivery via a consignment warehouse or a VMI can be advantageous for both parties in the case of certain parts volumes (e.g. overseas parts, etc.). Details are to be specified in a supplementary contract.

Consignment

Consignment is binding for all Suppliers at the request of STA. The details of a consignment transaction shall be described and agreed in a separate consignment agreement.

Bonded warehouse

For deliveries from third countries, the use of a bonded warehouse may have to be taken into account, which must be released by STA beforehand. Applicability in the respective region must be checked and confirmed in advance.



4.6.2 Packaging and load carrier handling

Packaging plays a significant role in Lean Concept Management at STA. The goal is to reduce all types of waste related to packaging in the supply chain. This applies to current (continuous improvement) and future projects (application of best practice standards).

When planning packaging, particular attention should be paid to the following points:

- "Point of Use" - small packaging units that can be brought directly to the assembly/production line (no repackaging).
- Economy - most cost effective solution while still ensuring that the product is protected and through the design of the packaging there is no negative impact on transport.
- Sustainability and CO2 neutrality - use of environmentally friendly materials that can be reused for all types of packaging. Environmentally sound recycling must be possible for both reusable and disposable packaging.

With regard to packaging, the Supplier shall ensure that sufficient packaging appropriate to the goods, safe for transport, stackable and clean is used and that the applicable STA packaging guidelines are complied with. Deliveries of goods shall be made in the packaging agreed and accepted with STA. In the event of foreseeable load carrier bottlenecks, the Supplier shall immediately contact the responsible plant. Additional load carrier requirements (safety stocks, pre-runs, relocations, etc.) must be coordinated with the responsible container planner at STA in good time. The Supplier is only entitled to deliver in alternative packaging in exceptional cases and only with the prior written approval of STA. STA's own returnable load carriers may only be used for transport. The Supplier is prohibited from internal circulation and storage. The Supplier shall keep a returnable packaging account for the control of the returnable packaging carriers.

Details on packaging and load carrier handling can be found in the packaging guideline (AN_18_01_02_en_packing_guideline).

4.6.2.1 Handling load carriers

- Load carriers are made available to the supplier "broom-clean" (i.e. loose packaging remains have been removed, coarse soiling has been removed).
- Foldable load carriers are shipped folded in empty transport and must be unfolded accordingly by the supplier for use.
- When using the load carriers, the following actions must be refrained from:
 - It is forbidden to push the load carriers with the fork of the forklift truck.
 - The maximum stacking height must not be exceeded.
- The supplier shall take suitable protective measures to prevent corrosion and contamination.

4.6.2.2 Container maintenance

If the cleanliness of the load carriers does not meet the above-mentioned quality requirements for the material to be transported in them, the supplier shall carry out further cleaning measures at its own expense.

To avoid confusion of parts in the process, only the current goods tag may be attached to the be attached to the load carrier. The supplier shall remove old tags.

In the case of load carriers with card pocket/clamping plate, the goods tag must be attached in this.



Otherwise, the goods labels must only be attached with textile adhesive dots. Applying the labels with adhesive may cause damage to the load carriers. The additional costs arising from the detachment of the labels and damage to the containers shall be borne by the supplier.

4.6.3 Transport and delivery conditions

For deliveries to STA, the DAP (Delivered at Place) named place shall apply in principle. Irrespective of the Incoterm, the freight price must be submitted by the supplier when the offer is made.

In the case of the delivery condition "FCA named place", the transport costs shall be borne by STA. This does not include additional transport costs (e.g. special trips or return transports) caused by the supplier.

4.6.4 Notification and delivery of goods

Depending on the Supplier's location, either the Supplier or STA shall be responsible for the organization, commissioning and execution of the transports. In case of a delivery commissioned by STA, the Supplier shall be responsible for the timely and correct notification of the carrier as well as for the punctual provision of the delivery volumes. Details regarding the delivery ordered by STA are regulated in the shipping instructions of Steyr Automotive GmbH, which will be provided by the purchasing department. The shipping instructions (current version) are also part of the contract between the Supplier and STA. In case of violation of these instructions, STA reserves the right to charge for any additional expenses incurred.

In the case of a delivery commissioned by STA, the working hours of the receiving plant as well as transport-relevant Sundays and public holidays shall be taken into account. The Supplier must ensure that working hours and non-working or reduced-working days at the Supplier's plant and at the forwarder do not influence the delivery frequency.

In the case of delivery "FCA named place", an RI is sent to the supplier; this contains all information for transport processing. In the case of delivery DAP, the supplier must register for the issuing of a delivery time window (this can also be processed via an Internet portal). The RI is effective immediately upon transmission to the supplier. The goods shall be notified to the transport service provider taking into account the transport time and shall be made available at the start of work on the collection day in order to be able to guarantee the agreed goods receipt date at STA. Should the notified volume change by the time of collection, the Supplier is obliged to notify the transport service provider immediately. Additional costs due to an incorrect notification will be passed on to the Supplier if the Supplier is at fault.

When notifying the transport company, the supplier shall provide it with all relevant data by means of the "Transport notification" form enclosed with the RI (see Annex I). The following information shall be bindingly shown in the transport notification:

Collection data	<ul style="list-style-type: none"> ▪ Shipper/Supplier ▪ Supplier no. according to delivery call-off ▪ Loading point, RI number ▪ Loading date/loading time
------------------------	--



Delivery data	<ul style="list-style-type: none"> ▪ Address of receiving plant/unloading point ▪ Customer number ▪ Arrival date/time at the client's premises ▪ Delivery note
Transport data	<ul style="list-style-type: none"> ▪ Number, type of packages (shipping units) ▪ Package dimensions (LxWxH) ▪ Content ▪ Number of loading metres ▪ Gross weight ▪ If required, declaration of the customs status ▪ Stackability

4.6.5 Supplier information obligation

If, due to the Supplier, it is not possible to ensure that the delivery arrives on time, a message must be sent to STA. If the special trip is organized by the supplier, the supplier must communicate the following data to STA:

- Pick-up time
- Arrival time
- Name of the forwarder
- Number plates
- Phone number of the driver
- Online tracking

If STA organizes the special trip, the costs thereby incurred shall be charged to the Supplier.

4.6.6 Goods acceptance times

Delivery times are to be coordinated with the respective responsible person after consultation and approval. Unauthorized deliveries outside the factory-specific delivery times will NOT be unloaded if necessary. Any costs shall be borne by the supplier.

These can be found in the plant-specific appendices (see access plan, plant plan and traffic concept).

4.6.7 Loading and unloading

The supplier is responsible for the loading and unloading of the products (unloading primarily refers to the unloading of the empty goods). After the transport service provider has provided the means of transport (truck, container, etc.) ready for loading in accordance with the agreed loading time, the supplier shall immediately load and handle the goods in a manner safe for transport. If the Supplier requires additional load securing equipment, it must notify STA RI of this at the time of notification. STA RI may contain detailed instructions for loading ("loading sequence"). If no loading sheet is provided, the supplier is responsible for loading the goods in such a way that there is no danger to people or goods. The loading space must also be used efficiently. Goods that have not been loaded correctly according to the "loading sheet", or where damage or additional expenses arise during unloading due to improper loading, will be charged to the party responsible.

The supplier has 60 min. for loading and unloading a full trailer/container and 30 min. for all other shipments. Additional costs caused by delayed handling as well as unreasonable



loading and waiting times will be passed on to the causer. The stated loading and unloading times can be agreed individually in the routing instructions.

4.6.8 Empties management

The Supplier shall be responsible for calling off the empties from STA in due time. If the Supplier causes a shortage of empties for which it is responsible by failing to place an order, by placing a late or incorrect order or by placing a shortfall in the order, the Supplier shall nevertheless fulfil its delivery obligation vis-à-vis STA and must deliver in alternative packaging. The Supplier shall bear any additional costs incurred by the recipient plant as a result.

The maximum container stock range in the container cycle shall be agreed between STA and the supplier in the logistics agreement for each delivery relation.

4.6.9 Repair/replacement of damaged load carriers

If the Supplier damages STA's own load carriers or puts damaged load carriers into circulation, the costs for repair or replacement shall be charged to the Supplier plus a lump sum per delivery note, provided that the Supplier is responsible for this. If repacking is necessary, expenses (e.g. transport costs, repacking, additional handling, disposal) will be invoiced. Damaged containers owned by the supplier will be rejected at the goods receipt STA and/or any additional costs incurred will be invoiced.

The following damage criteria in particular are examined:

- the load carrier is distorted, e.g. not stackable or poorly stackable
- The hinges and flaps are stiff and the latches do not engage.
- the side walls are warped or cannot be closed
- the load carriers do not meet the EPAL criteria, e.g. the "EUR" sign is only printed and not embossed, the quality seal is missing.
- The feet of the container are bent, the container stands badly.

In the event that the Supplier receives damaged empties from STA, STA shall be informed immediately, otherwise the culpable damage of the load carriers by the Supplier shall be presumed. The load carrier standard of Steyr Automotive GmbH shall apply to the load carrier quality.

Superficial corrosion is not considered a technical defect or contamination.

4.6.10 Delays in the collection of goods

In the event that the transport service provider does not arrive at the agreed time, the Supplier is obliged to contact the service provider no later than 30 minutes after the agreed time. If the delay persists, the Supplier shall inform STA.

4.6.11 Proof of delivery

If damage or deviations from the consignment are detected by STA during the acceptance of the goods, STA may require a written proof of delivery. The supplier has 1 day to do this.

4.6.12 Prototype and pre-series material

The terms and conditions of prototype and pre-series materials are defined separately by STA. In principle, prototype and pre-series materials must be marked in such a way that this type can be clearly and unambiguously identified.



4.6.13 Dispatch of dangerous goods

It is mandatory to observe the specific regulations for the transport of dangerous goods for the modes of transport used. The supplier is liable for all damages resulting from the non-observance of the legal regulations. As the manufacturer or distributor of hazardous substances within the meaning of the hazardous goods regulations, the supplier is responsible for classification, labelling and packaging and as the shipper within the meaning of the respective applicable hazardous goods regulations for the selection of the permissible mode of transport and, if necessary, route determination. Furthermore, as a loader/shipper or STA in the sense of the dangerous goods regulations depending on the mode of transport, he has to comply with information obligations, packaging, labelling, declarations, transport regulations, accident and safety data sheets both vis-à-vis the transport service provider - and vis-à-vis STA and furthermore to draw up the necessary transport documents and to transmit them to the carrier. In addition, the dangerous goods classification must be indicated on the delivery note. The purchaser/material manager responsible at STA must be informed of the dangerous goods classification before a purchase is concluded/shipped. Only type-tested and approved packaging are to be used for the transport of dangerous goods in packages (individual packaging, composite packaging) and in intermediate bulk containers. When tanks and tank containers are used, they must comply with the respective construction/equipment regulations. The vehicles used must comply with the construction/type approvals for the transport of dangerous goods.

The regulations mentioned under this point must comply with the legal regulations valid at the time of transport.

4.7 Goods labelling and accompanying documents

The goods labelling and the accompanying paperwork shall be carried out by the supplier.

The following receipts and documents are mandatory:

Electronic delivery notification (ASN) or notification of readiness for dispatch

- 2 x delivery note (depends on national or international transport)
- 2 x waybill (depends on national or international transport)
- Invoice (only for third country shipments)
- Labels per part/load carrier

Observe the relevant automotive standards (EDIFACT/ AIAG).

The loading volume, electronic shipping notification (ASN), goods identification and accompanying documents **must** have the same content. **Handwritten changes to the shipping documents are unacceptable.**

4.8 Contents of delivery note, consignment note and invoice

4.8.1 Delivery note (minimum requirements):

- Document must be called "delivery note"
- Delivery note number: The delivery note number is the consignment identification number (SID in the ASN) according to the law.
- "Sent from": supplier name and address from where the shipment was sent
- "Shipped to": correct name and address of destination
- Dispatch date
- Order number/order item number
- STA - Article number / Part number
- STA - Article / Product designation



- Quantity shipped: Number of parts per material number
- Number of load carriers per position
- Net and gross weight. Net weight per item and total gross weight

In principle, a delivery note including all article numbers is required for each consignment. However, if the supplier's system generates a separate delivery note per item number, all delivery notes must be attached to the consignment.

4.8.2 Waybill

The consignment note must contain all the details of the delivery note, including the invoice number.

4.8.3 Invoice

Unless otherwise stated in the order, the invoice shall be sent in duplicate to our address in due time. The invoice in printed form is not required for invoicing via EDI (INVOIC) - with the exception of customs shipments. An invoice must always refer to the delivery note(s); free deliveries must also be indicated by invoice (proforma invoice).

The invoices must contain the following information and invoice base data for the purpose of customs clearance:

- STA - supplier number of the invoicing party
- STA - UID number
- UID number of suppliers for EU deliveries
- STA - Order number or order change notice or LAB number
- STA - Item number or part number or exact description of goods
- Intended use for free deliveries, delivery note number, date of dispatch
- Quantity, unit of measurement
- Value of goods (individual and total price), free deliveries or services are to be marked with the note "free of charge".
- Price unit, currency unit
- Packaging price (for delivery condition excl. packaging)
- Number of packages, weight (gross mass, net mass)
- Delivery address/unloading point
- In case of return delivery, the STA delivery note/invoice number
- [RIS - Value Added Tax Act 1994 § 11 - Federal law consolidated \(bka.gv.at\)](#)
- The document must be called "Invoice"/"Commercial Invoice"
- Invoice number (generated by a system)
- No handwritten invoices are allowed
- Name of the issuing/responsible person with contact details and e-mail address
- Date of issue of invoice
- Terms of payment as stated in the order from the STA
- Registered company address of each partner as stated in the contract.
- UST-ID from the STA and the supplier
- UST
- Supplier number
- Order number/order change notice or LAB number
- Date of order
- Delivery note number and date of delivery; SID number
- Address of dispatch/place of loading (if different from invoice address)
- Billing address: Correct name and address of the STA invoice recipient.
- Lt. Incoterms 2020 (exact name with place of loading)



- Bank details of the supplier: Correct bank details for the STA payment process
- If the material is subject to dual-use or military goods regulations or US export control law, this must be marked on the invoice with the respective codes (e.g. ECCN or AL number).

4.8.3.1 Invoice provisions for deliveries of prototypes and sample parts

All provisions of the basic invoice data apply.

- In the case of free deliveries, "Free delivery" must be stated on the invoice, and
- the value of the goods shall be stated and shall correspond to the actual value of the goods.
- The document must be called a "proforma invoice".
- As mentioned above, the "description of the goods" has to be made
- The invoice must be signed by an appropriately responsible person, thus confirming the value of the goods.

Costs that are not included in the item price must be listed separately, such as commissions, brokerage fees, licence fees, developments, designs, plans, sketches, packaging costs, tools, the value of repairs or services (material and labour costs to be shown separately), freight costs, etc.

For further information, please see the enclosure "Guideline for the preparation of invoices to Steyr Automotive GmbH" (see enclosure II).

4.9 Import specifications and processing

4.9.1 EU supplier

If the supplier is a company established in the EU, the following documents and information must be provided to the STA:

- Customs tariff number (per item)
- Preferential or non-preferential (long-term) supplier's declaration (according to Implementing Regulation (EU) 2015/2447)

4.9.2 Third country supplier

If the supplier is located outside the EU, the following documents and information must be provided to the STA:

- Customs tariff number (per item on the invoice)
- Country of origin (per item on the invoice or certificate of origin or proof of preference on the invoice)

4.9.3 Intra-Community supplies

Goods from the free circulation of the EU (=Union goods) can also be delivered to the STA without an invoice. Direct deliveries from third countries are to be treated as in point "Third country deliveries".

4.9.4 Third country deliveries

Customs clearance of non-Union goods is carried out directly at the STA plant in Steyr, insofar as all necessary documents and data are enclosed with the consignment. They must be delivered by means of T1.



Should there be any changes to the above data, the Supplier is obliged to inform STA immediately and to issue new documents if necessary. The Supplier shall be liable for any incorrect information or possible disadvantages incurred by the Customer as a result.

4.9.5 Proof of origin

For all deliveries of goods to the STA, the Supplier is obliged to make a written declaration on the customs country of origin and the customs tariff number with reference to the STA article number.

4.9.6 EU customs clearance requirements (STA plant in EU)

4.9.6.1 Intra-Community supplies (EU supplier to EU-STA plant)

In the case of intra-Community deliveries, this is done in the form of a supplier's declaration per consignment or by means of the long-term supplier's declaration in accordance with Regulation (EEC) No. 1207/2001 - valid for 12 months. The supplier is legally obliged to inform the buyer/customer immediately if the long-term supplier's declaration is no longer valid for the delivered or ordered goods. The origin of newly included delivery items or a change of origin must be notified immediately and without being requested to do so. In addition, in the case of "non-EU originating goods" which have already been cleared for free circulation in the Community, the country of origin and the note - "already cleared for free circulation within the Community" - shall be indicated on the delivery documents.

4.9.7 Third country deliveries (non-EU supplier to EU-STA plant)

In the case of deliveries from third countries (non-EU countries) or consignments of customs goods from EU suppliers, the origin must be proven by the proof of preference corresponding to the respective agreement or with a certificate of origin. The Supplier shall be liable for all disadvantages incurred by the Purchaser due to improper or delayed submission of the supplier's declaration or the corresponding proof of preference. To the extent necessary, the supplier shall provide evidence of his information on the origin of the goods by means of an information sheet certified by his customs office. See Regulation (EEC) No 1207/2001.

Depending on the shipping method and country of delivery, the following documents may also be required:

- Supplier declaration
- EUR. 1, EUR. 2, ATR, Form A, Form APR
- Supplier's declaration as part of the invoice:
 - Delivery value exceeds EUR 6,000 - with authorization number
 - Delivery value under EUR 6,000 - Original supplier's declaration with signature
- Express waybill
- Rail waybill
- Invoice and 3 copies

4.10 Import or export restrictions

If import or export restrictions, surveillance measures and prohibitions, quotas and ceilings are required for the import or export of goods, and if goods affected by anti-dumping measures are ordered, the Supplier shall be obliged to obtain all necessary documents STA without delay or to inform STA in a timely manner.



4.11 Logistical complaint

In case of deviation from the Supply Chain and Logistics Policy, STA reserves the right to charge its supplier with an expense allowance per offence. The costs of logistical complaints are listed in the complaint report. Both fixed flat rates and, in the case of higher damages, rates according to the actual extent of the damages apply. In the standard case, the flat rates shall be applied and in special cases, the costs shall be charged according to the actual extent of the damage.

The following deviations are objected to by means of a complaint report to the supplier:

Nature of the derogation	Description
Quantity or deadline deviations	<ul style="list-style-type: none"> • Short and excess deliveries • Delay in delivery • Wrong delivery • Early delivery
Packing	<ul style="list-style-type: none"> • Non-compliance with packaging or agreed alternative packaging • Incorrect or missing labelling of packages (goods tags) • Delivery in damaged, soiled containers • Delivery not sorted by type in one container
Delivery papers	<ul style="list-style-type: none"> • Delivery papers missing • Delivery documents are incorrect (order number (delivery call-off number, item number, load carrier data, etc.)). • EDI ready for dispatch message is missing • EDI ready for dispatch message incorrect
Other complaints	<ul style="list-style-type: none"> • Additional expenses for production/logistics (cleaning of load carriers, inventories, etc.) • Production/assembly shutdowns • Inventory of empties not carried out properly • Empties inventory variances

Note: Printed versions and local files are not subject to the change service!

5 Applicable/ additional documents

Steyr Automotive GmbH shipping instructions

AN_18_01_02_de_Verpackungsrichtlinie

Steyr Automotive GmbH load carrier standard

Guideline for the preparation of invoice to Steyr Automotive GmbH

Supply chain no surprise report (NSR)

Logistics agreement

Directions

Plant plan_traffic concept

6 Changes

V1.0 New creation



7 Distributor

Steyr Automotive GmbH Intranet

Steyr Automotive GmbH Supplier Portal - [Supplier Portal - Steyr Automotive \(steyr-automotive.com\)](https://www.steyr-automotive.com)

8 Attachments

- I. Appendix 1: Transport declaration form
- II. Appendix 2: Guideline for the preparation of invoices to Steyr Automotive GmbH
- III. Appendix 3: Supply Chain- Non Surprise Report (NSR)

Note: Printed versions and local files are not subject to the change service!



I. Appendix 1: Transport declaration form

Path: Logistics Planning - 08_Forms - All Documents (sharepoint.com)



	XXX
Von (A)	
Nach (B)	Steyr
Adresse (A)	xxx
Adresse (B)	Steyr Automotive GmbH Schönauerstraße 5 4400 Steyr Austria
VOLLGUT	
Lieferumfang A-B	Motor
Ø Anzahl Transporte A-B	1-2 pro Monat
Sendungsgewicht A-B	1 t
Transitzeit A-B*	3
LEERGUT	
Lieferumfang B-A	Leergut SLT xxx, diverse Teile (Retouren)
Ø Anzahl Transporte B-A	1-2 pro Monat
Sendungsgewicht B-A	–
Transitzeit B-A*	–
Möglichkeit zur Abwicklung als Paketlieferung	In Abstimmung mit dem Werk möglich
Anzahl Standtrailer A	–
Zeitfenster Standort A	
Abfertigungszeit Beladung Standort A	
Abfertigungszeit Entladung Standort A	
Anzahl Standtrailer B	–
Zeitfenster Standort B	Buchung im Flexx Control (06:00 - 15:30 h)
Abfertigungszeit Beladung Standort B	2 Stunden
Abfertigungszeit Entladung Standort B	90 Min. je Abladestelle
Equipment	Megatrailer
Ladungssicherung	
Gutachten Ladungssicherung	nicht vorhanden
Bemerkungen	Lieferdokumente vorab im Flexx hochladen
Operative Umsetzung	Start ab März 22, stufenweiser Hochlauf aufgrund Produktionserhöhung möglich

Note: Printed versions and local files are not subject to the change service!



II. Appendix 2: Guideline for the preparation of invoices to Steyr Automotive GmbH

Path: Purchasing - Finance - All Documents (sharepoint.com)



Directive for the preparation of invoices to the Steyr Automotive
GmbH*

Richtlinie zur Erstellung von Rechnungen an die Steyr Automotive
GmbH

*Steyr Automotive GmbH = STA

MP | Steyr | Stand: 2022-08-02

Note: Printed versions and local files are not subject to the change service!

III. Appendix 3: Supply Chain- Non Surprise Report (NSR)

Available via intranet

Page 25 from 26

Version: 1.0

Status: 01.10.2022



Path: Logistics Planning - 08_Forms - All Documents (sharepoint.com)

Supply chain - No Surprise Report [NSR]		FO-033	
NSR-Report no.:		Anzahl: 1	
		Erstelltdat: 24.01.2022	
		Seiten: 1 von 1	
Program Name/No.: Program number: Supplier Category: Supplier Category: Material Reference: Supplier code:		NSR Evaluation: NSR record date: Business Partner: Material Reference: Supplier code:	
Information STEYR Automotive (STA) / Information STEYR Automotive (STA) shipped to		Information Lieferant / Supplier information	
Material Reference: Reference: Requester name: Contact person:		Lieferanten Name: Supplier name: Material Reference: Ship from address: Requester name: Contact name: Telefon: Fax no.:	
Problem / Issue: <i>Was ist die Ursache für das Problem? Bitte beschreiben Sie das Problem / Bitte beschreiben Sie das Problem, wenn Sie es nicht selbst lösen können.</i>			
<input type="checkbox"/> Kapazitätsengpass / Capacity constraint <input type="checkbox"/> Defizit an [EOP] <input type="checkbox"/> Diskrepanz in Material / Mengenplanungen <input type="checkbox"/> Verzögerung (Reparatur...)/ Lead/Reparaturzeit <input type="checkbox"/> Änderung des Materialbestands / Beschaffung / Neue Bestellung <input type="checkbox"/> Rücklieferung / Rückgabe / Retention / Rückgabe			
<input type="checkbox"/> Adresse (Postleitzahl) / Other (Anmerkungen) <input type="checkbox"/> Produktionsverzögerung / Lieferverzögerung <input type="checkbox"/> Falschlieferung / Falschlieferung <input type="checkbox"/> Beschädigung / Beschädigung <input type="checkbox"/> Logistik / Logistik / Logistik			
Problembeschreibung (falls Platz nicht ausreicht bitte zusätzliche Seiten anfügen): <i>Issue description (add attachments if necessary)</i> <i>See additional Material Manager also please see below / To be completed by the material manager or other relevant person</i>			
Betroffene Lieferungen / Shipments affected		Sequenz Information / Sequence information	
Material Reference Material Ref.	Material Reference Material Ref.	Sequence Reference Sequence Ref.	Difference / Verzögerung Difference / Verzögerung
Vermutete Ursache / Suspected root cause:			
Korrektierende Maßnahmen (falls notwendig bitte zusätzliche Seiten beifügen): Corrective actions (add attachments for additional pages):		Vantwortlich / Responsibility	
		Timing geplant / Plan zurücklich / Actual	
Karten / Cart impact (cranz out inappropriate currency):		Termine / Timelines	
Mehrarbeitzeit Lieferant/Setup Karten: Supplier setup time charge:	EUR	Review Datum: Review date:	
STA Werk Mehrarbeitzeit: STA plant overtime:	EUR	geplanter Abschlussdatum: Estimated close date:	
Sonderfracht: Premium freight:	EUR	tatsächlicher Abschlussdatum: Actual close date:	
Andere / Other:	EUR	Sonderfracht zu Lieferanten: Pay of premium freight:	
Gesamtkarten: Total carts:	0,00 EUR		
Verteiler / Distribution:		Werk STEYR Automotive / Plant STEYR Automotive	
Line Manager: Line manager: Produktionsplanung: Production planning: General Manager: Plant manager: Vertrieb: Sales: Andere: Other:		Disponent / Fertigungsplanung: Production Control: Einkäufer: Purchasing: Material Manager: Einwohner unit material manager: Andere: Other:	
		Werk Kunde / Customer Plant Disponent / Plant material manager: Einkäufer / Purchasing: Material Manager / Einwohner unit material manager: Andere / Other:	
Erstellung / Created: D. Hain / PHB		Freigegeben / Released: Hain	
Erstellung der Software / Software created with online assistance:		Freigegeben Datum / Release date:	
Verfasser / Written by: EK erstellt mit ERP an Vertriebsstelle III		Global Formulare-No. / Global Form no.: 001_01_01_001	
Revidiert von / Revised by: Central managed by Purchasing/III as ERP			

Note: Printed versions and local files are not subject to the change service!