



HILITE[®]
INTERNATIONAL

Logistics Directives

Hilite Germany GmbH

Hilite Czech s.r.o.

As of 2024

Version 2.0

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Documentation of changes

All changes and additions to this product concept catalogue are documented below.



Change date	Chapter	Description of the change	Name (creator)
28/02/2019	1	Abbreviations updated	M. Müller
	4.2	Added: "They must be available between 6 am and 8 pm."	
	4.3	Change from "two forms of communication" to "three forms of communication"	
	4.4	New chapter added "contingency plan"	
	5.1	supplemented	
	5.2	detailed	
	5.2.1	New chapter added	
	5.2.2	New chapter added	
	6.1	Content revision / update	
	6.2	New final paragraph added	
	6.3	Content revision / update	
	6.4	Example of a VDA single label modified from VDA 4902 Version 4 to VDA 4994.	
	6.6	- Chap. 6.6 "Special transports" removed - Chap. 6.7 becomes Chap. 6.6 "Delivery conditions": DDP also modified to DAP	
	7.1	Modified from "in EU countries (including Switzerland)" to "European suppliers"	
	7.3	Content of first paragraph revised.	
	7.4	Content revision / update	
	7.5	Content revision / update	
	7.6	Deleted sentence: "Inventory lists, regulations and inventory count will be provided by Hilite in good time."	
15/03/2019	4.2	They must be available from Monday to Friday between 6 am and 8 pm.	Hörner-Geiger
	5.1	If it can be anticipated that the request will not be fulfilled, the supplier must inform Hilite immediately.	Hörner-Geiger
20/08/2024	3.	Ostrava in and Seckach out	Faust



1. List of abbreviations

DDP Delivered Duty Paid
SCM Supply Chain Management
EDI Electronic Data Interface
CMS Container Management System
Hilite Hilite Germany GmbH and Hilite Czech s.r.o.
EXW Ex-works
FCA Free Carrier
FOB Free on Board
CIF Cost, Insurance, Freight
DAP Delivered at place
MTC Mill Test Certificate
CBAM Carbon Border Adjustment Mechanism



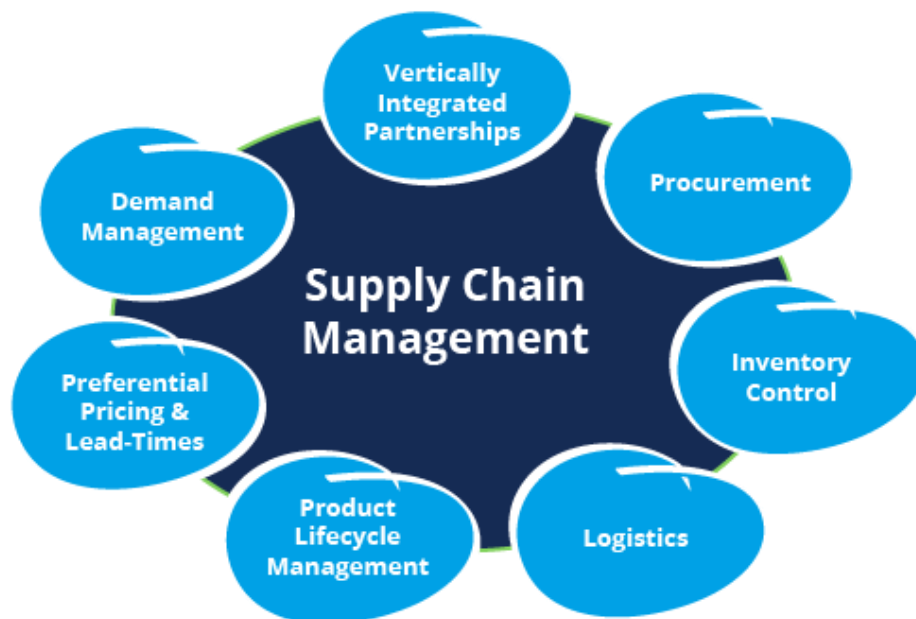
2. Foreword

Logistics is becoming increasingly important for the company and, as a competitive factor, is critical for economic success.

Therefore, it is simply a matter of course that Hilite builds up and optimises reliable and efficient logistics processes with its suppliers.

For this reason, it is important for Hilite that logistics be given priority status for partners and their supply chain.

Supply Chain Management (SCM) is a process-oriented management approach that covers all flows of raw materials, components, semi-finished and finished products, and information along the added value and supply chain from raw material suppliers to the end customer, and aims to optimise resources for all companies involved in the supply chain.



This directive defines Hilite’s logistical requirements for Hilite Germany GmbH suppliers in order to ensure smooth processes based on a common SCM strategy, to minimise costs and to improve the supply relationship between the partners. It can be supplemented by specific aspects in certain cases.



3. Scope

This Logistics Directive is valid for deliveries of production material to all European locations of Hilite Germany GmbH and Hilite Czech s.r.o.

The following locations are affected:

Hilite Germany GmbH
Am Schlossfeld 5
97828 Marktheidenfeld, Germany

Hilite Czech s.r.o.
K Zfyu 1088
72000 Ostrava, Czech Republic

Hilite Germany GmbH
Weberstr. 17
72622 Nürtingen, Germany



4. Information and Communication

4.1 Communication

Communication between the supplier and Hilite is the basis of the working relationship. Prompt, proactive notification of deviations from agreements concluded, e.g. delivery quantities, dates and packaging, is essential in this regard.

4.2 Contact person and availability of suppliers

Hilite expects the supplier to define and inform Hilite of a permanent and competent contact person for logistics matters as well as a suitable substitute.

The supplier must ensure that the designated contact person has good language skills in the local language of the respective Hilite plant or good command of English.

They must be available from Monday to Friday between 6 am and 8 pm.

4.3 Data exchange

Hilite offers the supplier three forms of communication for data exchange:

Hilite prefer EDI connection

- EDI
- Fax
- Email

The supplier must be able to handle the following business processes using electronic data transfer :

- Delivery requests
- Invoices / credit notes
- Delivery and transport data (ASN)

4.4 Contingency plan

An emergency number for use outside normal business hours must be provided. Escalation levels are to be communicated by the supplier.



5. Delivery requests

5.1 General

Delivery requests are shared with the supplier weekly.

Hilite reserves the right to replace the delivery schedules at short notice with a new one if a need to change the deadline or requirement arises. A new scheduling agreement request completely replaces the previous request. Delivery of the required quantities must be made only after the most recent request.

If it can be anticipated that the request will not be fulfilled, the supplier must inform Hilite immediately.

If excess is reported, Hilite expects a written reduction plan.

5.2 Dates and deliveries

The dates indicated on the delivery request are the dates of delivery to Hilite in case of the DAP and DDP.

In case of the EXW/FCA, is a date of the pick up on supplier side.

In case of FOB, it is a date of the delivery to negotiated terminal.

If supplier does not claim to delivery plan in 2 working days, Hilite takes it as confirmed.

It is the supplier's responsibility to deliver on time. The terms of the relevant service provider must be considered accordingly. If a delivery date cannot be met, the supplier must declare this at an early stage and organise appropriate measures.

For late deliveries attributable to the supplier, all costs incurred will be charged to them.

The delivery must be made during opening hours at goods receipt:

GR opening times (Hilite Germany GmbH): Weekdays 6 am to 4 pm

GR opening times (Hilite Czech s.r.o.): Weekdays 6 am to 8 pm

Special transports must always be agreed with responsible Hilite person!



5.2.1 Early delivery/overdelivery

In these cases, Hilite reserves the right:

- To refuse acceptance.
- To return all or part of the delivery to the supplier.
- To extend the payment term accordingly.
- To charge the supplier storage costs.

5.2.2 Short-term additional requirements

Due to fluctuating customer demand, the supplier must make arrangements to ensure delivery.

Additional requirements of 15% for the first two weeks must be covered by the supplier.

5.3 Delivery concepts

Hilite reserves the right to require the supplier to deliver to an address different to the production location (external warehouse).

5.4 Consignment processing

Hilite's basic warehouse concept allows for consignment processing.

Hilite therefore reserves the right to agree this with the supplier.

A separate consignment contract will be concluded regarding this.



6. Shipping requirements

6.1 General

All valid regulations and the resulting obligations must always be observed and fulfilled by the supplier as consignor as well as the service providers assigned.

The supplier must inform the freight forwarder of the consignment in writing in good time.

The goods must be ready at the agreed time window on the pick-up day. In bottleneck situations, flexible handling or extending of the time window is expected to ensure the supply of materials and to avoid additional costs.

To optimise the processes, the scheduling agreement request determines the delivery days on which the weekly quantity is delivered.

Deliveries to Hilite must be made according to the agreed terms of delivery (Incoterms).

In case of shipments under EXW, FCA, FOB, CIF incoterms, the supplier is obligated to hand over the shipment to the freight forwarder nominated by Hilite and follow the instructions in routing order. Any changes in the freight forwarder have to be discussed with Hilite in advance before shipping, otherwise Hilite reserves the right to refuse the shipping cost.

In case of shipments under DAP, DDP incoterms, the supplier is obligated to inform Hilite that shipment has been loaded and provide estimated delivery time and tracking number.

The Incoterms agreed with Hilite must be clearly and completely listed on all documents throughout the entire transportation process

6.2 Documents

As consignor, the supplier is responsible for the orderly and complete preparation of all required transportation documents.

In addition to the general freight data, the number, exact type and designation of the means of transportation must be listed on the documents (delivery notes). Incorrect information can lead to system-side shortages of transportation!



The following information must be given on the delivery note:

- Delivery note number / date
- Goods recipient including BU
- Order number / Hilite delivery schedule number
- Article no. and Hilite article description with revision status
- Article quantity
- Poss. batch number
- Supplier number
- Packaging / means of transportation

Details about reusable packaging (e.g. KLTs, covers, trays, etc.) must be stated on the delivery note, giving the Hilite packaging number and exact designations.

The Hilite packaging numbers can be found on the packaging data sheets.

The supplier must ensure that the physical scope of delivery including means of transportation / packaging corresponds to all delivery data.

Deliveries with handwritten delivery notes or deviating delivery notes are not permitted and are considered by Hilite to be unacceptable. Expenses are charged to the supplier.

6.3 Goods identification

The goods tag is used for marking and traceability of production material and transport packaging, both in terms of the in-house material flow and on the transportation route between goods supplier - freight forwarder - goods receiver.

The supplier must ensure that all packages and containers are provided with a valid goods tag.

The goods tags must always be visible and fixed with adhesive dots.

Hilite only permits barcode-capable goods tags according to VDA 4994.

Please note the VDA tag 4994 in the appendix.

If the information required by VDA 4994 is not present on the goods label, this can lead to complaints. All costs incurred will be charged to the supplier.



HILITE
INTERNATIONAL

Logistics Directive

Appendix

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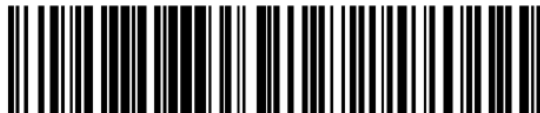

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6.4 Sample VDA labels

Example of a VDA Single label according to VDA 4994:

VERSENDER LIEFERANT AG WERK BERLIN BERLIN DE-10117 ID: 887766554 URSPRUNGSLAND DE LIEFERSCHEINNUMMER 12345678	YARENEMPÄNGER KUNDE AG WERK MUENCHEN DE 80888 MUENCHEN WERK / ABLADESTELLE / INTERNER BESTIMMUNGORT 011 / ABLAD123 / LAGER7 KUNDENSPEZIFISCHES ROUTING Z1Y2X3W4V5U6T7	S 	PACKMITTELTYP 6280RL CHARGENUMMER CH1234 TEILEGER.-HARDW.-SOFTW.-STAND // V3.0B654	VERFALLDATUM E 2016-01-14
SACHNUMMER STEUERGERÄT GFS-123-554-222		ETA 2016-01-15/13:30 MENGE (ST) 10 BRUTTO 10 NETTO 7.8	KUNDENDATEN ZEILE 1 CUSTOMER DATA LINE 2 KUNDENDATEN ZEILE 3 CUSTOMER DATA LINE 4 KUNDENDATEN ZEILE 5	
PACKSTÜCK-ID (1J) UN 987654321 000123458 		DATEN DES LIEFERANTEN ZEILE 2 ZEILE 3		

Example of a VDA Master label according to VDA 4994:

VERSENDER LIEFERANT AG WERK BERLIN BERLIN DE-10117 ID: 887766554 URSPRUNGSLAND DE LIEFERSCHEINNUMMER 12345678 LIEFERANTENNUMMER 987654321	EMPFÄNGER KUNDE AG WERK MUENCHEN INDUSTRIEPARK 13 DE 80888 MUENCHEN WERK / ABLADESTELLE / INTERNER BESTIMMUNGORT 011 / ABLAD123 / LAGER7 KUNDENSPEZIFISCHES ROUTING ROUTE 66 LINE15	M 
SACHNUMMER GFS-123-554-765		ETA 2016-01-15/13:30 MENGE (ST) 1000000 NETTO KG 9999 BRUTTO KG 19999
PACKSTÜCK-ID (AJ) UN 987654321 000123456 		PACKMITTELTYP 0009PAL CHARGENUMMER S 2016-01-14 ANZ INNERE PACKM. 40
LIEFERANTENSPEZIFISCHE DATEN 	Lieferantendaten Zeile 1 Lieferantendaten Zeile 2 Lieferantendaten Zeile 3	KUNDENDATEN ZEILE 1 CUSTOMER DATA LINE 2 KUNDENDATEN ZEILE 3 CUSTOMER DATA LINE 4 KUNDENDATEN ZEILE 5



6.5 Customs

The supplier is obligated to provide all documents necessary documents for customs clearance listed as below:

- Commercial invoice
- Packing list
- Preferential origin documents (including long-term supplier declaration and national certificates of origin where applicable)
- Proof of non-Russian origin for iron and steel products where applicable (mill test certificate (MTC) 3.1 or 3.2, written statement from the supplier, inspection certificate, certificate of origin, export declaration from country of origin – the supplier must provide at least two of these documents)
- Where applicable, national certificates of origin. Country-specific documents and safety regulations must also be considered

The supplier is obligated to provide all data and certificates needed for CBAM reporting (if applicable).

In case of shipments under DAP, DDP incoterms, the supplier's freight forwarder is obligated to issue T1 document and statement of transportation cost from the border of Czech Republic and Germany to Hilite plant. Freight forwarder must inform Hilite and send copy of T1 documents and transportation cost statement latest one working day before planned delivery (until 12:30pm).

All shipments must physically stop at customs office before delivery to Hilite plant.

6.6 Delivery terms

Hilite generally stipulates the following delivery terms:

DAP Plant Hilite → "Delivered at place"

All deviating delivery terms must be agreed with Hilite.



7. Packaging

7.1 Packaging requirements

The basic requirements of the packaging:

Pallet 1200 x 800 x max. height 950 mm.

Pallet weight up to max. 600 kg (brutto).

Handling unit weight up to max. 12 kg (brutto).

Stackability of pallet (static and dynamic) 1+1

Hilite request disposable packaging for all non-European suppliers.

From the European supplier we request the offer for both variants of the packaging (reusable and disposable) and later will be decided by Hilite what variant will be used for the delivery.

Only for Hilite Germany GmbH:

The packaging design for disposable packaging is handled by the supplier in collaboration with Hilite.

The packaging design for reusable packaging is handled by Hilite in collaboration with supplier.

Environmental aspects must be taken into account. For this reason, reusable packaging should generally be preferred by suppliers from EU countries (including Switzerland).

The supplier is responsible for the delivery quality of the products (partial protection).

Only for Hilite Czech s.r.o.:

The packaging design for European and non-European suppliers is handled by the supplier in collaboration with Hilite Czech s.r.o.

The supplier is responsible for the delivery quality of the products (partial protection).

7.2 Packaging costs

If a reusable concept is chosen, the following components are generally procured and cleaned by Hilite and provided free of charge to the supplier (see 7.4).

- Pallet and pallet end cover
- Container (e.g., KLT), container cover



All additional packaging components which contribute to partial protection (in particular residual dirt and corrosion protection, as well as easy to open packaging without contaminating the components) must be designed and provided by the supplier. Sufficient corrosion protection and the agreed corrosion protection class must also be guaranteed by the supplier. The corrosion protection classes are defined as follows:

- CP1 > 1 week
- CP2 > 1 month
- CP3 > 3 months
- CP4 > 6 months

Costs for disposable packaging are borne by the supplier. The supplier is responsible for procuring this packaging.

7.3 Packaging datasheets

This Logistics Directive is linked to the delivery of the products to Hilite in connection with the packaging data sheets, which must be made available to the supplier for each product and signed.

Deliveries deviating from the packaging data sheet must be coordinated in a timely manner with Hilite Logistic.

Deliveries contrary to the packaging data sheet without approval from Hilite Logistic may lead to refusal of acceptance or supplier complaints. Any costs incurred and any necessary repackaging will be charged to the supplier.

The packaging data sheet has to contain also the information about the type of the packaging material, the weight of each type of the packaging material and the colour of the packaging material.

The weight of the packaging material has to be very accurate, for reasons of reporting to the waste collection and recycling system controlled by government.

7.4 Provision of packaging

Reusable packaging procured by Hilite must only be used as transport packaging by the supplier.

The stock that the supplier has in circulation may not exceed a weekly requirement on the basis of the valid delivery requests.

In the event of unplanned empties requirements (for example, as a result of pre-production by the supplier), the supplier is responsible for the procurement of more empties at their expense.

Possible repackaging costs are not borne by Hilite!



The supplier is obliged to independently order the empties from the empties service provider defined by Hilite.

The supplier is responsible for monitoring the empties stocks.

The empties cleaning service provider sends the supplier a product-specific order form for empties.

The empties cleaning service provider needs a total of up to 7 working days to process the empties and, as a rule, up to 2 working days for transportation. This must be taken into account by the supplier.

For contact details of empties cleaning service provider: see appendix:

If reduced delivery times caused by the supplier are required for empties (for example, ordered too late), then they must bear all costs for any additional expenses. Reduced delivery times must always be agreed with the responsible Hilite employee and confirmed.

7.5 Alternative packaging

The supplier is obliged to independently define a suitable alternative packaging for each product and to agree this with Hilite until the conclusion of the contract.

A corresponding packing trial must be carried out and approved by Hilite.

This alternative packaging must be supplied to Hilite by the supplier with costs, photos and description.

If the originally agreed packaging is unavailable, then the supplier can use this alternative packaging in agreement with Hilite.

The supplier is obliged to report foreseeable empties bottlenecks in good time to the Hilite empties cleaning service provider.

If the supplier does not define any alternative packaging, the supplier is responsible for sending the components to Hilite in a safe and transport-protected manner in the event of empties bottlenecks. All costs arising from this must be borne by the supplier.

Empties shortage does not release the supplier from their delivery obligation.

Component supply from Hilite has the highest priority.



7.6 Inventory management

The supplier commits to continuous inventory management for the reusable packaging used. This data must generally be agreed and documented on a monthly basis.

Hilite manages inventory with a container management system (CMS).

The supplier undertakes to carry out an inventory of Hilite reusable packaging at least once a year (or on request).



8. Irregularities and consequences

Hilite reserves the right to claim damages from the supplier for violations of this logistics directive. Among other things, the following examples constitute such violations:

- Non-compliance with delivery dates and quantities
- Non-compliance with the agreed packaging and cleanliness requirements
- Incorrect or missing marking of packages
- Incorrect or missing documents

Appendices:

VDA-standard 4994 (Global Transport Label)

Contact details of empties cleaning service provide