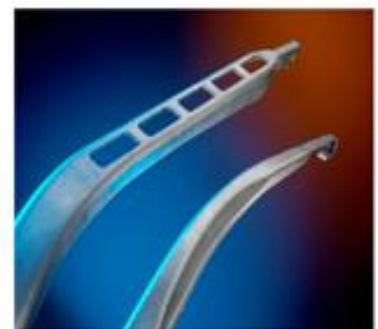


# General Logistics Conditions



## Version management

Version	Date	Modifications	Person
1.0	30-03-2017	Introduction	WL
2.0	10-05-2017	Alternation of “ ‘Supplier conditions VDL VDS’ to ‘General logistics agreement’	WL
3.0	31-10-2018	Completely revised	WL

## Introduction

This document is directed to all companies and persons who deliver or have influence on deliveries to VDL VDS.

This logistics agreement is an attachment to purchase orders. This document contains the demands and responsibilities concerning day-to-day business for deliveries to VDL VDS Technische Industrie.

Wouter Lauwers  
Purchase / Logistics manager  
VDL VDS Technische Industrie

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## 1. Purchase order

Every order send by VDL VDS takes place through an online purchase order. This purchase order contains one or more orders and provides information concerning the orders. Every order has a unique VDL VDS order number and starts with the year and a five digit number. In the example below: 2017-04481. The supplier has to send an order confirmation including a confirmed delivery date and the order number as explained above.

### VDL VDS Technische Industrie bv - Inkoop order



Order naar:	Datum : 15/03/2017 Inkoopordemr. : 22563 Levervoorwaarden : Af Fabriek Betalingsvoorwaarden : 30 dagen na einde maand
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<b>Verzenden naar:</b> VDL VDS Techn Indst B.V. Industrieweg 29 5527 AJ Hapert Nederland	<b>Factuur naar:</b> VDL VDS Technische Industrie bv Postbus 62 5527 ZH Hapert Nederland
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Bestelling:	Aantal	Details	Prijs	Leverdatum
VDL VDS-Ordernummer 2017-04481-1/83208	400	Onderdeelnr.: 1181199X04-00 Ond.naam: Command kit Memory LH Behandeling: Finish Verpakking: Netto gewicht: 89 kg Referentie:		<b>Week 2017-12</b>
Verpakkingsinstructie Kwantiteit	Euro PL (RL-KLT 6147 24x) 1.200			

## 2. Supply instructions

All products are to be delivered FIFO, corresponding to the order. Because most products are fabricated for the automotive industry, the tracability of the products has to be taken into account. In case procedure is not done FIFO, the tracability of products cannot be guaranteed.

To assure that orders between VDL VDS and suppliers coincide, order amounts are not to be exceeded (up to a maximum of 5%). In case an order exceeds the 5% limit, the supplier has to inform VDL VDS about this. If a smaller amount is delivered, due to, for example, dropout, VDL VDS has to be informed at all times.

### 2.1 Pickup / Supply

When VDL VDS picks up products, the supplier has to make sure that this is done in time, and hand over the corresponding paper work. In case there is no fixed transport, VDL VDS has to be informed one work day prior to the pickup before 11:00 am about the cargo. It is of great importance that VDL VDS receives the following information about the cargo: volume, weight, number of pallets and the materials/products of the party. In case the party is delivered DDP, the time of delivery has to be agreed upon in accordance with the corresponding purchaser/planner. Expedition has to be mentioned in cc.

Delivery has to take place within the following hours, unless agreed otherwise with VDL VDS:

#### Opening hours expedition:

mo - thu	7:30 AM – 4:00 PM
friday	7:30 AM – 2:30 PM
break	12:30 PM – 1:00 PM

### 2.2 Delivery time

The supplier has to adhere to the date on the purchase order before delivery, unless a forecast is provided on a regular basis, then this date prevails. In case 'delivery on request of purchaser' is mentioned on the purchase order, the material may only be delivered after request by VDL VDS.

#### ATTENTION!

It is your responsibility to inform VDL VDS on time, so we are able to act in the following circumstances:

- In case no forecast is received;
- When the requested quantity cannot be delivered;
- In case (possible) incorrect parts have been sent or packed wrongly.

In case the supplier remains in default to deliver on time, the corresponding costs will be recovered from the supplier. For example, extra adjustment/setup costs, transportation costs and possible standstills etc.

### 2.3 Remainder packaging

In case an order is not sufficient for a fully loaded pallet, the pallet has to be delivered as remainder order, unless stated otherwise. When a pallet is being merged, it has to say so explicitly on the delivery note and on the label as 'samengevoegde lading'. A pallet (or other remainder packaged unit) may weigh a maximum of 1000 kilograms.

If a box is not fully stuffed, this has to be indicated on the package with a sticker that contains the text 'restbak' and the number of products that are in the box.

## 3. Delivery notes and invoicing

All deliveries must be accompanied with a delivery note which has to contain the following information:

Required:

- Product number
- VDL VDS order number (not the purchasing number)
- Total number of units (per product)

Explicitly desirable:

- Packaging code / description (attachment A)
- Number of products per package
- Number of packages
- Partly delivery / Final delivery

Example:

Delivery note					
Productnr.	VDL VDS-Ordernr.	Packaging	Amount per package	Number of packages	Totaal # amount
2288258	2017-09713	Volvo: L2	54	3	162
2288258	2017-09713	Euro PL2	54	1	54

### 3.1 Original delivery note

The original delivery note has to be given to the driver and, preferably, it has to be send digitally to the head of the 'Expeditie' department and corresponding planner.

In case transporters work paperless and delivery notes do not (always) arrive at VDL VDS, they will have to be confirmed on the delivery.

The procedure can be deviated from, only if this has been agreed upon explicitly.

### 3.2 Invoicing

Preferably, the invoice is sent digitally to [invoice@vdlvds.nl](mailto:invoice@vdlvds.nl). In case this is not possible, it can be send by post to VDL VDS. Only one of these options may be used to avoid any confusion.

It is important that the information on the invoice corresponds with the numbers on the delivery note. For more information concerning invoicing and payments, we refer to the general purchasing conditions.

### 3.3 EDI Messages

As supplier of VDL VDS, it is expected that, in time, delivery notes and invoices are sent digitally through EDI (Electronic Data Interchange). Please contact our purchasing department for more details, since this system is still in development.

## 4. Packaging and label

To process the goods as efficient as possible on delivery, packaging and products must meet strict standards. The packaging instructions will be explained first, followed by the label instructions.

### 4.1 Packaging instructions

The products have to be delivered in the correct packaging and with the correct quantities. The packaging instructions can be requested at the purchasing department. In case no additional packaging instructions are available, the packaging may be as instructed on the purchasing order.

When products are not delivered in the correct packaging as requested by VDL VDS, extra packaging can be provided. The products can be placed in the correct packaging after processing.

When the correct packaging is not in stock at the supplier, this must be indicated. In consultation, an alternative packaging may be used.

### 4.2 Packaging of (strip)steel

Usually 3 possible ways of packaging are indicated when ordering (strip)steel:

- On pallet: Plates packaged on a pallet, secured with strip steel.
- Eye to the sky: Rolls on a pallet (consisting of a minimum of 4 beams) packaged with wooden slats between the rolls of minimal 7 cm, so each roll can be taken of the pallet separately. The entire pallet must be secured with strip steel
- Eye to the wall: Rolls loaded vertically, tightly rolled and sufficiently secured with strip steel.

### 4.3 Quality and safety

The supplier has to make sure that the packaging (before shipment) is not damaged. The packaging must ensure correct quality delivery, therefore the supplier may never deliver damaged packaging.

In case the packaging instruction (potentially) forms a danger to the quality and/or safety, the purchase department of VDL VDS has to be contacted immediately.

### 4.4 Waste of third parties

No excrescent packaging material is to be used to protect the environment. For example, plastic foil covering a pallet. The demands to which the packaging has to adhere are portrayed in attachment A.

### 4.5 Labels

Every pallet or coil must, preferably, be labeled with one label in A5 format attached to the front of the pallet. The label must be clearly printed, or, with permission of VDL VDS, written by hand using a marker. Every label must contain the following information:

#### Required:

- Product number
- Quantity / Weight
- Traceability code (if applicable)

#### Explicitly desirable:

- Weight
- Production date
- Remainder pallet



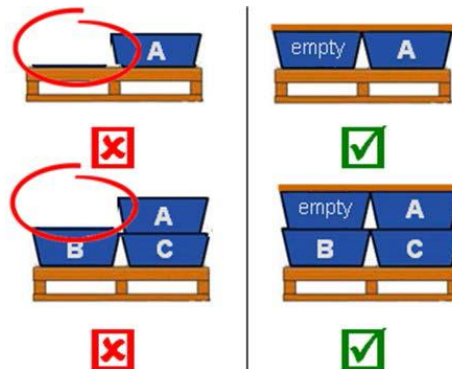
All other labels must be taken off the pallet. The only exception are extra labels demanded by quality control of VDL VDS. Labels may not be placed underneath a binding belt.



## 4.6 Merged packaging

In case a minimum of 1 full layer of packaging material must be delivered, it may not contain other parts. For all part numbers of which the packaging material is less than a full layer, they may be merged onto a pallet as 'mixed load'.

All pallets with boxes of which the top layer is not fully loaded, the top layer must be filled with empty boxes so the pallets can be stacked. A sticker saying 'empty box' must be attached to the 'empty box' as portrayed below.



## 4.7 Binding of pallets

All pallets (except strip steel) must be secured with a polyester binding belt before transport. Because of safety precautions, it is not allowed to use strip steel due to its potential hazard when being cut or removed.

The binding belt is not to be secured in such a way that it is too tight and damages packaging or products. Any barcode must be easily readable.

For protection, corner pieces must be used underneath the binding belts when a pallet is stacked with boxes. Packaging such as gitterbox must be easily closed.

### → Checklist:

- Are all labels easily readable?
- Are there no staples in the barcode?
- Is there no binding belt covering the barcodes?
- Is there just one label portrayed on the packaging?

## 4.8 ODETTE Standard

In time, the demands related to labelling will become stricter.

Every packaging unit will have to be delivered with an individual label and the entire packaging must clearly show a master label, portraying the amount of packaging materials on the corresponding pallet.

Labels will have to meet ODETTE and GALIA standards:

- OTL.3 (evt. ETI.9 Label) only for packaging with less space than 150 mm;
- OTL.1 (evt. ETI.1) for all other packaging.

(specifications are determined for ODETTE ([www.odette.org](http://www.odette.org))).

## 5. Packaging

The supplier keeps track of the balance of the exchange of packaging between the supplier and VDL VDS. VDL VDS must receive a monthly balance and checks the balance for deviations.

If agreed, the balance will be adjusted.

In case there is a deficit or surplus of packaging, the expedition department of VDL VDS must be contacted. The deficit or surplus might exist because products are delivered in different packaging or amounts in contrast to the packaging the supplier receives.


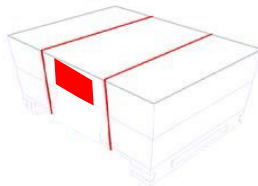

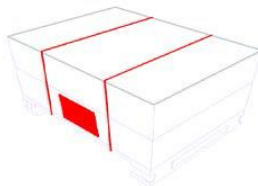
In case of complaints (for example due to damages or counting discrepancies), the supplier must send pictures with a short description and refer to the order.

The day before transport takes place, it might be that packaging must be ordered at VDL VDS, this can be done ultimately before 10:00 AM the day before transport. In case the order is received too late, possible extra costs (such as transports, repackaging) will be recovered from the supplier.

Requested and required packaging will be send to the supplier by VDL VDS without extra costs, if ordered in time. In case there is insufficient packaging available at VDL VDS, alternative packaging will used, in accordance with the production planning department.

## Attachment A: Packaging demands and labeling position

All packaging material must be of good quality and no products may stick out of the packaging.  
For the labeling position we maintain following guidelines:

Labeling Position	Description	Example	Labeling Position	Description	Example
A	<p><u>Pallets with edges</u> <b>Label:</b> In a sticky bag on the top edge in the middle of the short side of the pallet.</p> <p><b>Binding:</b> 2 belts placed transversal over the pallet.</p> <p><i>With pallets of 1200*800 mm and bigger.</i></p>		B	<p><u>Pallets with (small) edges:</u> <b>Label:</b> In a sticky bag on the top edge in the middle of the longer side of the pallet.</p> <p><b>Binding:</b> 2 belts in driving direction over the pallet.</p> <p><i>With 'small' pallets of 800*600 mm.</i></p>	
C	<p><u>Pallets with bins/boxes:</u> <b>Label:</b> In a sticky bag on the lowest bin/box in the middle of the short side of the pallet.</p> <p><b>Binding:</b> 2 belts placed transversal over the pallet, unless the pallet cannot be stacked because of the lid, in that case the belts may be placed in the driving direction of the pallet.</p> <p><i>With pallets of 1200*800 mm and bigger.</i></p>		D	<p><u>Pallets (small) with bins/boxes:</u> <b>Label:</b> In a sticky bag on the lowest bin/box in the middle of the longer side of the pallet.</p> <p><b>Binding:</b> 2 belts in driving direction over the pallet.</p> <p><i>With 'small' pallets of 800*600 mm.</i></p>	

Packagingcode	Packaging description	Labeling position	Partial packaging label
Euro PL1	Europallet + 1 edge	A	NA
Euro PL2	Europallet + 2 edges	A	NA
Euro PL3	Europallet + 3 edges	A	NA
Euro PL1+	Europallet + 1 edge + lid	A	NA
Euro PL2+	Europallet + 2 edges + lid	A	NA
Euro PL3+	Europallet + 3 edges + lid	A	NA
DAF: H1	HP (DAF pallet) + 1 HR (edge) + HD (lid)	B	NA
DAF: H2	HP (DAF pallet) + 2 HR (edge) + HD (lid)	B	NA
DAF: H3	HP (DAF pallet) + 3 HR (edge) + HD (lid)	B	NA
DAF: HP (FP 6x)	HP (DAF pallet) + 6 FP (bins) + HD (lid)	D	Bins portraying code number and amount per bin
DAF: HP (I2 20x)	HP (DAF pallet) + 20 I2 (bins) + HD (lid)	D	Bins portraying code number and amount per bin
DAF: R1	R (DAF pallet) + 1 R edge + RA (lid)	A	NA
DAF: R2	R (DAF pallet) + 2 R edges + RA (lid)	A	NA
DAF: R3	R (DAF pallet) + 3 R edges + RA (lid)	A	NA
Volvo: K1	K-pallet (type 02) + 1 K-edge (type 22) + K-lid (type 72)	B	NA
Volvo: K2	K-pallet (type 02) + 2 K-edges (type 22) + K-lid (type 72)	B	NA
Volvo: K3	K-pallet (type 02) + 3 K-edges (type 22) + K-lid (type 72)	B	NA
Volvo: KP (B-500 24x)	K-pallet (type 02) + 24 B-500 (bins) + K-lid (type 92)	D	Bins portraying code number and amount per bin
Volvo: KP (B-750 16x)	K-pallet (type 02) + 16 B-750 (bins) + 16 B-781 (lids) + K-lid (type 72)	D	Bins portraying code number and amount per bin
Volvo: KP (B-757 32x)	K-pallet (type 02) + 32 B-757 (bins) + K-lid (type 92)	D	Bins portraying code number and amount per bin
Volvo: KP (B-780 8x)	K-pallet (type 02) + 8 B-780 (bins) + 8 B-781 (lids) + K-lid (type 72)	D	Bins portraying code number and amount per bin
Volvo: KP (B-800 8x)	K-pallet (type 02) + 8 B-800 (bins) + 8 B-801 (lids) + K-lid (type 92)	D	Bins portraying code number and amount per bin
Volvo: L1	L-pallet (type 01) + 1 L-edge (type 21) + L-lid (type 71)	A	NA
Volvo: L2	L-pallet (type 01) + 2 L-edges (type 21) + L-lid (type 71)	A	NA
Volvo: L3	L-pallet (type 01) + 3 L-edges (type 21) + L-lid (type 71)	A	NA
Volvo: LP (B-780 16x)	L-pallet (type 01) + 16 B-780 (bins) + 16 B-781 (lids) + L-lid (type 71)	C	Bins portraying code number and amount per bin
Volvo: LP (B-800 16x)	L-pallet (type 01) + 16 B-800 (bins) + 16 B-801 (lids) + L-lid (type 91)	C	Bins portraying code number and amount per bin
Euro PL (RL-KLT 3147 96x)	Europallet + 96 RL-KLT 3147 bins + lid A1208	C	Bins portraying code number and amount per bin (label holder pointing outward)
Euro PL (RL-KLT 4147 48x)	Europallet + 48 RL-KLT 4147 bins + lid A1208	C	Bins portraying code number and amount per bin (label holder pointing outward)
Euro PL (RL-KLT 4280 24x)	Europallet + 24 RL-KLT 4280 bins + lid A1208	C	Bins portraying code number and amount per bin (label holder pointing outward)
Euro PL (RL-KLT 6147 24x)	Europallet + 24 RL-KLT 6147 bins + lid A1208	C	Bins portraying code number and amount per bin (label holder pointing outward)