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Function

These Packaging & Logistics Guidelines are intended to regulate the flow of goods from suppliers to MinebeaMitsumi Technology Center Europe GmbH (shortly MTCE) more clearly. To differ from this policy require a special written approval by the logistics management of MTCE. The supplier is bound by awarding the contract to these guidelines. The current version of this document can be found at

<https://www.minebeamitsumi.eu/en/sqp-documents/>

Term Conditions

Disposable packaging

Tools/resources for unique storage and unique (non-recurring) transportation of goods/products. In general, plastic bags and cardboard boxes are used.

Reusable packaging / Reusable containers / Circulation packaging

Tools/resources for multiple storage and repeated transport of goods/products. In general, plastic boxes are used.

Outer packaging

Resource for grouping several individual packaging / reusable containers / reusable packaging.

Loading unit

Charge carriers (wooden pallet or box pallet) and the goods thereon in disposable packaging, reusable containers / packaging circulation

Charge carries

Charge carriers are returnable load carriers (e.g. Euro standard pallet) or disposable carriers/containers (e.g. INKA pallet).

Packaging unit (packing piece)

Packaging units are disposable or use disposable/reusable packaging that may contain a certain number of goods and can be transported manually.

General Requirements

In principle, all legal requirements must be complied with in the supply chain. These are in particular:

- dangerous goods regulation
- national / international regulations for the treatment of wooden pallets
- requirements of sea freight, if necessary
- requirements of air cargo, if necessary
- packaging directive

Further applies to:

- The transport safety always rests with the consignor. Regarding cargo securing the legal regulations apply according StVO and HGB and the VDI Guideline 2700. MTCE reserves the right to bring any obvious defects to the criminal complaint.
- The supplier shall treat the goods during storage and shipping in such a way that the agreed upon quality standard is preserved.
- The storage at the supplier shall be made according to the FIFO principle.
- All packaging materials must be free of attached silicone (e.g. silicone oil) and contained silicone.

Environmental Requirements / Occupational Safety

No danger to humans or the environment may occur through the delivery of the products. Hazardous materials (dangerous goods) must be labeled in such a way that the dangers are easily recognizable and visible from the outside.

- Individual packs / reusable packaging / refillable containers should not exceed an individual weight of 15 kg.
- The packing height of the loading unit must not exceed a maximum of 1600 mm.
- The maximum weight of the load unit must not exceed 1200 kg.
- The maximum dimension of pallets must not exceed 1200 mm x 1000 mm.
- Individual packs / reusable packaging / returnable containers / cargo units must not be damaged.
- Loading units must be accessible (at least 100 mm lower ride height).

The supply of liquid and environmentally hazardous products must be such that no danger can result from the discharge. The contracted supplier is generally liable for damage caused by improper packaging for liquids (note: MTCE VS-Villingen is located in a water protection area!).

For delivery of articles which are intended for mass production, MTCE will prepare a share specific packaging data sheet (**Docu-No: 1192**) between the supplier and MTCE. The agreement is to be observed in all cases. MTCE reserves of further burdening the supplier with the increased expense in the event of non-compliance with the agreements according to the packaging data sheet.

Deviation

Deviations from the packaging data sheet require special written approval by the MTCE Materials Management. A product deviation approval (**Docu-No: 0997**) is used to apply for a release. If the product deviation approval is issued, any packaging must be labeled accordingly.

General Use of Packaging Materials

- If possible please use packaging in the circuit principle.
- All packaging materials must be clean and free of adhered residuals.
- Use only recyclable material for packaging.
- Use only biodegradable fill material (filler).
- Do not use unnecessary fillers.
- Carrier material (plastic tray, blister, bag, etc.) must be surface dissipative according to standard IEC 61340-5-3: surface resistance $\geq 1 \times 10^4 \Omega$ to $\leq 1 \times 10^{11} \Omega$ (after forming).
- In general: Use only as much packaging material as is absolutely necessary!

Upon request, the supplier must provide (CAS numbers and percentage) available packing information on a chemical level.

Packaging Planning

The supplier is entirely responsible for planning the packaging of purchased parts. A packaging design should be established for each purchased part. The supplier creates the packaging design based on the documentation provided to him.

The packaging planning done by the supplier also serves as a calculated basis for his offer. The technical packaging release planning is done by MTCE after the order by the Packaging Data Sheet (**Docu-No.: 1192**).

The Packaging Data Sheet, create by supplier, comprises the following components:

Component	Base
Packaging structure	Parts drawing
Quantity planning	- Start-up curve according to delivery schedule - Average annual demand quantities according MTCE- request
Packaging safety	Parts drawing, Application, transport requirements

Release of the packaging material

Packaging must be approved by MTCE. After the release of the packaging, all deliveries must be made in the defined packaging. A previous application of this package is only possible with a deviation approval from MTCE (Request for concession – approval **Docu-No.: 0997**). The product deviation approval must be requested by MTCE Project Purchasing Department. If necessary, the Project Purchasing Department will grant a quantity or period limited product deviation approval for the packaging of the purchased part. The Project Purchasing Department informs the supplier about the release of the product deviation approval.

Disposable packaging

The disposable packaging is provided by the supplier, unless MTCE has made no other arrangements. MTCE will carry waste management costs of the disposable packaging. In general, disposable packaging will not be returned. The costs for disposable packaging, if returned, are always paid by the recipient.

Reusable packaging (property of supplier)

MTCE must agree if the supplier uses reusable packaging (property of supplier). MTCE is committed to treating the provided reusable packaging properly and returning them to the supplier freight forward (unless otherwise arrangements are made). Costs that occur through normal wear / damage are borne by the supplier.

Reusable packaging (property of MTCE)

If reusable packaging / packing circulation are used that belongs to MTCE, the supplier has to inspect the stocks from this packaging twice per year on March 31 and September 30 and to report the findings to the MTCE Material Management without being asked. At the expiration of the delivery, it is the obligation of the supplier to immediately perform an inventory on reusable packaging. Determined holdings are to be reported to the MTCE Material Management without being asked to do so and to be returned free of charge. Costs caused by shortages or damages through the supplier must be paid by the supplier. The supplier will send MTCE an order for the required reusable packaging. MTCE will provide the supplier with an invoice for the reusable packaging. The supplier will place the packaging for delivery of goods and count back on his invoice. The supplier agrees to treat the reusable packaging properly. If the packaging is damaged by the supplier during the delivery, MTCE reserves the right not to take back or pay for the packaging.

Marking of Goods for Delivery

Any existing "old" labels / tags / pendant must be removed before delivery. MTCE reserves the right to charge increased logistics costs resulting from insufficient / wrong labeling to the supplier.

Individual packaging / packaging circulation / reusable container

Each individual packaging / packaging circulation / reusable containers must be labeled with the following information:

- MTCE part number, 13 digits with description
- Number of pieces per packing unit
- Batch number/Lot number of the supplier and production week and production year (Format WWYY)
- Vendor number / Vendor code (possibly address)

Outer packaging

While using outer packaging (overpacks) each included individual packaging / reusable container / packaging circulation shall be provided with the following information:

- MTCE part number, 13 digits with description
- Number of pieces per packing unit
- Batch number/Lot number of the supplier and production week and production year (Format WWYY)
- Vendor number / Vendor code (possibly address)

When using packages it is essential to ensure that no mixing of the contents is caused. MTCE reserves the right to increased logistics costs and charges to supplier if the supplier delivers mixed packages.

Batch tracing

The lot traceability is ensured by the supplier of the implementation of the following measures:

- Each different lot must be shown at item level of the delivery/delivery number. Within any one heading no batch change is allowed.
- The batch numbers must be unique/clearly shown.
- The supplier's batch traceability must be guaranteed.

Loading units

All charging units must be secured against overturning during delivery. Each loading unit provides the following information in an externally visible manner:

- Sender address data
- Recipient address data
- MTCE Order number (PO purchase order number)
- Vendor Number / Vendor Code
- MTCE Part number(s), 13 digits, with description(s)
- Batch number/Lot number of the supplier and production week and production year (Format WWYY)
- Delivery quantity
- Delivery number of the supplier
- Package number and total number of packages

For mixed loading units told to do so from the outside visible manner. A unit load marking / labeling in accordance with VDA 4902 is also accepted.

Delivery Note/Bill of lading

Each delivery must be accompanied by a delivery note. The delivery note must be mechanically printed and easy to read. In addition to the information required by law must contain the delivery following statement:

- MTCE Order number (PO purchase order number)
- Vendor number / Vendor code
- MTCE Part number(s), 13 digits, with description(s)
- Batch number/Lot number of the supplier
- Delivery quantity
- Number of packages
- Delivery number of the supplier

Special Costs by Scheduling Delay / Supply Failure

Transport costs incurred due to the fault of the supplier (special trips due to delay in delivery, returns due to false or bad deliveries) will be charged to the supplier.

Cost by Transport Damage

The supplier has to ensure that the goods reach the place of delivery in good condition. Damaged goods which are delivered will be returned at the expense of the supplier. MTCE also states that non-damaged goods which belong to this delivery may be refused.

Goods Delivery Times Opening hours / Receipt of goods on working days

Monday till Thursday
7:30 a.m. - 9:00 a.m.
9:15 a.m. - 12:00 p.m.
12:30 p.m. - 3:00 p.m.
Friday
7:30 a.m. - 9:00 a.m.
9:15 a.m. - 12:00 p.m.

Delivery date

The date of delivery is specified in the order, or agreed upon with the MTCE dispatchers. Deviations from this date can have a negative impact on the supplier evaluation. A bad supplier evaluation may result in a suspension.