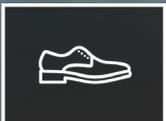


LOGISTICS  
GUIDELINE



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## Objective

Since 1854, Amann & Söhne GmbH ("AMANN"), the parent company of the AMANN Group, has been one of the leading international manufacturers of high quality sewing threads, embroidery yarns and smart yarns. From universal sewing threads to high-tech special yarns AMANN offers a wide range of products for many different applications. In terms of logistics, AMANN meets the highest demands of its customers in the automotive industry and with this Logistics Guideline provides the basis for an efficient delivery service from the AMANN Industrial Central Warehouse in Erligheim, Germany.

## Contact

Company Headquarters:

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Industrial Central Warehouse:

**AMANN & Söhne GmbH & Co. KG**

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74391 Erligheim

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Global Logistics Manager  
Phone +49 7143 277 611  
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Team Manager CSC Automotive  
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## Lead time

The lead time from placement of the order is 2-3 days with stock availability, and generally up to 7 working days if the product is not available in the warehouse. During the start-up phase of automotive projects approx. 14 weeks. New color adjustments by arrangement.

## Order Management

Single Orders, Call Offs, EDI: The processing of single orders and call offs is carried out within 48 hours. Relevant changes in quantities and dates cannot be considered within this time period.

With Incoterm 2010 EXW/FCA the delivery date for orders / call offs corresponds to the date of shipping readiness ex central warehouse Erligheim. With Incoterm 2010 DAP/FOB the transfer of the goods to the means of transport is the relevant date.

VAT-ID: For the processing of all orders with an unloading point outside of Germany AMANN requires a valid Value Added Tax Identification Number. For this purpose, the customer shall specify the designated VAT-ID for the corresponding delivery process. AMANN shall use this for the processing, shall, however not assume liability for the applicability. Any additional charges due to legal concerns shall be passed on to the customers in full.

## Shipping Notifications and Delivery

The notification of domestic and EU orders is carried out by way of Amann Shipping Order. For deliveries to third countries this is supplemented with the export accompanying document/MRN and packing list.

The number of days between the notification of shipment and the pick-up date (lead time) shall not exceed 5 working days. In the event of non-compliance, storage costs of EUR 10 / week / pallet shall be charged.

Cut-Off Time – latest dates for pick-up / shipping on same day / next day: 12 pm for next day pick-up

Pick-up times: Monday – Thursday 7 a.m. – 3 p.m., Friday 7 a.m. – 12 p.m./ noon.

Standard Incoterm is EXW or FCA Erligheim for the pick-up. By arrangement, delivery can take place using Incoterm DAP named place (Incoterms 2015) at an extra charge.

## Packaging

AMANN ships all goods of identical quantities in standard non-returnable packaging of rigid cardboard on one-way pallets. The respective Amann Packaging Data Sheet shall apply.

As standard, one-way pallets are shipped with cartons, straps secure the cartons. If required wrapping in stretch foil is applied.

Delivery using other packaging forms and Euro wooden pallets can be agreed separately at a surcharge.

The pallet height is between 1.20 m. and a maximum pallet height of 2.00 m. The pallets are not stackable.

Return of the cardboard packaging is not possible – however, these are fully recyclable.

## Labels

AMANN always uses labels corresponding to VDA 4902 or Odette.

In the event of special formats being required, and these can be produced at the supplier's plant, the customer will be charged for these according to the expenses incurred.

VDA – label example:

(1) ship-to party 		(2) unloading point - storage location - usage <b>R093</b>		
(3) delivery note no. (N) <b>5171288</b> 		(4) vendor address (short name, plant, ZIP, city) <b>AMANN &amp; SOHNE GMBH &amp; CO D-74391 ERLIGHEIM</b>		
		(5) net weight <b>1,258</b>	(6) gross weight <b>1,480</b>	(7) number of packages <b>1</b>
(8) customer ref. no. (P) <b>1876748XVJ</b> 				
(9) Quantity (Q) <b>9</b> 		(10) description of delivery, service <b>Serafil 20 Tex 135 600M FS0</b>		
		(11) supplier ref. no. (30S) <b>2977-0873T</b> 		
(12) vendor-no. (V) <b>103262</b> 		(13) date of production <b>10.01.2019</b>		(14) engineering change status
(15) Package-No.(S) <b>5171288</b> 		(16) batch number. (H) <b>15SYF</b> 		

## Loading / Truck / Container Stowing

At FCA Erligheim the goods are loaded by the staff of the supplier. Containers are always loaded by the staff of the supplier. The carrier is responsible for securing of the cargo and road safety of the vehicle as well as for a valid driving license of the driver of the vehicle.

## Invoicing

The issuing of invoices by electronic means (one e-mail for each invoice) is possible. For this purpose, an e-mail address is required that ensures that our original invoice is directed to the correct invoice recipient.

## Accompanying Documents / Delivery Note

For all shipments (except courier/express and parcel services) a shipping order or CMR shall be drawn up.

For shipments to third countries, invoices and packing lists shall also be enclosed and an export accompanying document shall be drawn up as well as country-specific documents (if required). With the EDI delivery note an accompanying goods slip in compliance with VDA recommendation 4912 is enclosed.

For collection the collection reference number must be presented. Without reference number no transfer of goods is possible.

## Acknowledgement of Receipt

The Client shall undertake to issue Acknowledgements of Receipt for all shipments within the EU, at the latest 4 weeks after collection of the goods.

In so doing, each and every delivery note number shall be confirmed. The confirmation can be delivered electronically, for this purpose an e-mail address at the receiving location is required. The e-mail shall contain a link to the confirmation platform.

## Export Restriction

The AMANN Group is not aware of any cases in which textile sewing yarn products are subject to an export restriction. The AMANN Customer Service Center is ready to assist in the event of any queries in this regard.

sgd

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