

NORMA Group Supplier Logistics Manual



“Logistics Requirements” for deliveries of suppliers to NORMA Group

**Wolfgang Geiger
Executive Vice President Group Purchasing & Supply Chain Management
NORMA Group**

Version 2

For contact details of NORMA Group sites worldwide please refer to the Homepage

www.NORMAGroup.com

Contents

PREAMBLE	5
1 Objectives and Responsibilities	5
2 Scope of Validity	5
3 Definition of terms	5
LOGISTICS	6
1 Logistics concepts	6
1.1 Responsibility of the supplier	6
1.2 EDI interfaces	6
2 Transport handling	6
2.1 Terms of delivery	6
2.2 Palletized goods, partial and complete loads	7
2.3 Instructions for special transport journeys	7
2.4 Quality records for any occurring special transport journeys	7
3 The marking of goods and shipping documentation	8
3.1 Goods label VDA 4994 Version 1.3 (2D barcode), VDA 4902, Version 4 (barcode enabled) ...	8
3.2 Delivery note	11
3.2.1 Delivery note (applicable for EMEA and APAC)	11
3.2.2 Shipper/Bill of lading (applicable for Americas)	11
3.2.3 Safety & hazardous materials (applicable for Americas)	12
3.3 Shipping order VDA 4922	12
4 Origin of goods and preferences	12
5 Packaging	13
5.1 Packaging requirements	13
5.2 Requirements for wood packaging material	13
5.3 General requirements for avoiding packaging waste	14
5.4 Non-compliance of packaging requirements	14
5.5 Empties	14
5.5.1 Container account	14
5.5.2 Container account adjustment	14
6 Exchange of Data and Business Communication with NORMA Group companies	15

6.1 EDI Process	15
6.2 WEB EDI / Supplier Portal	15
ANNEX	16
A1: Logistics Interface Agreements with Supplier / Customer	16
A2: Contacts.....	18
A3: Appendix per part number	19
VERSION CONTROL	20

Preamble

1 *Objectives and Responsibilities*

These supplier requirements comprise the supplier performance expectations of NORMA Group, including guidelines and commitments that govern the logistics processes between NORMA Group and its supply partners.

2 *Scope of Validity*

Until cancelled, the requirements in this manual apply to all supplier interactions with NORMA Group, particularly deliveries of supplies to NORMA Group works or designated suppliers. If applicable, it is superseded in some respects by individual contractual agreements and the NORMA Group General Terms and Conditions of Purchase.

These supplier requirements refer to all production articles and outside processing that NORMA Group actually purchases - or will in future purchase – from the supplier.

Likewise, with regard to their contractual relationship with NORMA Group suppliers, all companies associated with the NORMA Group of companies are entitled to refer to the stipulations in these supplier requirements.

The transfers of ownership will then take place directly between the respective calling group companies and the supplier. Which group company is to be the respective purchaser of the delivery, can be seen from the underlying delivery calls.

3 *Definition of terms*

- MOQ : minimum order quantity
- Supplier lead time : Time from placing the order to dispatch
- Frozen/firm period : Period during which NORMA's order cannot be changed anymore
- Production release : time period where the supplier is allowed to produce ordered parts.
- Material release : time period where the supplier is allowed to order materials for the ordered parts
- EDI : Electronic Data Interchange, standardized system for exchanging business documents and data between organizations electronically
- SLC : small load carrier
- EMEA : Europe Middle East and Africa region
- APAC : Asia Pacific region
- AMER : Americas region
- VDA : Verband der Automobilindustrie, German association of the automotive industry, creating standards in line with IATF 16949.
- Incoterms : International Commercial Terms) are a set of standardized trade terms that define the responsibilities of buyers and sellers in international transactions.
- FCA incoterm : The seller delivers the goods to a carrier or another party designated by the buyer at the seller's or another named place.

Logistics

1 *Logistics concepts*

1.1 *Responsibility of the supplier*

The supplier is responsible for following and implementing the agreed logistics concept from the production site to the point of risk transfer. At the transfer point, a 100% material / parts availability must be ensured.

1.2 *EDI interfaces*

The supplier must be able to receive and process further all EDI (Electronic Data Interchange) technical information by NORMA Group. When EDI technical data are sent, the message formats according to NORMA Group specifications must be adhered to: these are based on the VDA standard, if not agreed differently.

If NORMA Group operates a supplier portal, the supplier is obliged to work with the portal

The requirements for EDI handling must be agreed with the IT department at NORMA Group.

2 *Transport handling*

2.1 *Terms of delivery*

The deliveries must be effected in accordance with the agreed terms and conditions of delivery as laid down in the Incoterms 2020 (respectively, as most recently amended).

For deliveries FCA (supplier), it is mandatory to adhere to the following instructions:

- Shipments must be done by the transport agent or parcel service specified by NORMA Group.
- Any freight charges incurred as a result of non-compliance with these shipping instructions will be rejected by NORMA Group.

In the case of all other terms and conditions of delivery, the transport agent or parcel service to be used must be agreed with NORMA Group. The settlement of shipping accounts will be effected between the transport agent and the company paying for the said shipping accounts.

No extra transport insurance is required, all transports of NORMA Group are covered by a Group transport insurance. Separately billed costs for transport insurance will not be paid by NORMA Group.

NOTE *Expressis verbis* all additional costs incurred by non-compliance with NORMA Group shipping instructions will be borne by the supplier.

Any deviations will be documented and communicated to the supplier.

NORMA Group signs as a disclaiming customer.

The transport charges (for finished goods and the return of empties) must be shown separately in the quotation. NORMA Group reserves the right to change the basic logistics concept in accordance with the details provided above.

2.2 *Palletized goods, partial and complete loads*

Palletized goods / partial and complete loads must be sent by means of the respectively agreed transport agent. The packaging will be defined by NORMA Group and agreed with the suppliers.

The packaging must provide for safe transportation free from any damage.

The shipping documents must state the name of the recipient.

All shipping documents and customs documents must be attached to the shipping order.

2.3 *Instructions for special transport journeys*

In general, special transport/shipping journeys must be agreed with the receiving NORMA Group site.

In the case of special transport journeys the supplier must ensure that the following details are always entered into the delivery documentation as well as the shipping orders.

- NORMA Group part number
- Place of reception
- Recipient person with contact telephone number and department designation
- Gross weight, quantity, type of packaging
- Date of delivery to NORMA Group, if applicable, time of arrival

The shipping documents must be sent to the recipient in advance by the agreed way of communication.

If the special transport journey is caused by NORMA Group, the transport agent must be agreed with NORMA Group. In addition, the supplier must obtain approval in writing for the acceptance of shipping costs from the responsible contact person at the NORMA Group and hand over the same if required.

Without any such approval in writing, the shipping costs will be charged against the supplier.

2.4 *Quality records for any occurring special transport journeys*

The supplier must keep records on any occurring special transport journeys. In these records, special transport journeys must be listed that occur due to deficiencies in the logistic processes. In addition, also those special transport journeys required by NORMA Group must be recorded. Moreover, it must comprise details and date schedules with respect to any remedial measures.

These records must be made available to the NORMA Group if requested.

3 *The marking of goods and shipping documentation*

3.1 *Goods label VDA 4994 Version 1.3 (2D barcode), VDA 4902, Version 4 (barcode enabled).*

The supplier must ensure that all packaged items and load carriers are labelled with an up-to-date, carefully completed, barcoded goods label according to plant required VDA standards. In particular, it must be ensured that the details on the goods label match the contents in the packaged item or load carrier.

Manual changes or entries in the labels are not permitted.

In the case of standard or special containers, the goods label must be inserted into the document pouch provided for this purpose (label holder) and, if this does not exist, it may be attached by means of adhesion points. However, a full surface adhesion is not permitted.

Transport labels or goods labels on packaged items and load carriers that are no longer current, must be removed before delivery to the NORMA Group.

In the case of missing, stuck-on, illegible or insufficiently completed goods labels, all costs arising from such circumstances will be charged to the supplier.

For deliveries to the NORMA Group, the goods have to be labelled according to VDA–Recommendations. These recommendations describe two formats:

- Standard format 210 x 148 mm for bulk load carriers (crate, pallet etc.)
- Format 210 x 74 mm for small load carriers (SLC)

As we are currently in a phase of transition to a new ERP system we also improve our incoming goods workflow. In order to do this we changed the labelling requirement from VDA 4902, V4 to VDA 4994 V1.3 which includes 2D barcodes and mixed loads. Supplier has to use new VDA 4994 V1.3 label from date demanded by NORMA entity.





A sample of the label according to the plant requirement has to be provided to NORMA Group for approval prior to first shipment.

A special designation of the first delivery is mandatory in the case of INDEX-change.

All labelling must conform to the carton and pallet format shown on the P.O., drawing, or addendums in this section unless otherwise agreed upon by a specific NORMA Group division in writing. At minimum at least one label must be placed on each carton/container that is clearly identifiable in packaged condition. However, two labels are preferred on the two adjacent sides of containers to facilitate readings. Also a master label has to be placed on every pallet. In addition, all material identification labels must remain intact from the original point of manufacture, through to NORMA Group's receipt and storage at the affected receiving inspection.

- Examples of VDA 4994 V1.3 label format (new version with 2D barcode)

SHIP FROM NORMA GROUP, S.R.O. HAVELKOVA 28 BRNO HUSTOPECE CZECH REPUBLIC		SHIP TO UL. DÁ,UGA 2 SĀ,AWNIĀ³W POL		S		PACKAGING TYPE Carton box	EXPIRY DATE E
ID: COUNTRY OF ORIGIN:	0001169	PLANT / UNLOADING POINT / STOCK LOCATION 013 / RAMP15 / WH4				BATCH NUMBER 234523345	ENGINEERING CHANGE / HARDWARE.REV.
DELIVERY NOTE NUMBER SUPPLIER NUMBER	34523523 0001169	CUSTOMER SPECIFIC ROUTING INFORMATION		ETA QUANTITY (PC) 100	GROSS KG 56	PURCHASE ORDER PO00043504	
CUSTOMER PART NUMBER		RSV 0. 29/15 W3					
		04806315029					
PACKAGE-ID (1J) NG 000001169 000049989				SUPPLIER AREA Test message			
							

SHIP FROM HOLZWEG 19 21		SHIP TO UL. DÁ,UGA 2 SĀ,AWNIĀ³W 42-436 PILICA POL		S			
ID: COUNTRY OF ORIGIN:	0000567	PLANT / UNLOADING POINT / CUSTOMER INTERNAL DESTINATION 013 / RAMP15 / WH4					
DELIVERY NOTE NUMBER SUPPLIER NUMBER	34523523 0000567	CUSTOMER SPECIFIC ROUTING INFORMATION		ETA QUANTITY (PC) 100	NET KG 55	GROSS KG 56	
CUSTOMER PART NUMBER		VERSCHL.BGL NW20 BLK P&S					
		17028007020					
PACKAGE-ID (1J) NG 000000567 000051816				PACKAGING TYPE Other		EXPIRY DATE E	
				BATCH NUMBER 435145		ENGINEERING CHANGE / HARDWARE.REV.	
SUPPLIER AREA				PURCHASE ORDER PO00041175			
							

- Example of VDA 4902 V4 label format (previous version, barcode enabled)

<small>(1) Consignor, full add</small> Norma Polska Sp. z o.o. 42-436 ŚLAWNIÓW		<small>(2) Unloading point - Warehouse - Usage Code</small> 01 Norma 14 Norma	
<small>(3) Advice Note No (AN)</small> 987987123 		<small>(4) Consignor ship from</small> Supplier , supplier str.1	
		<small>(5) Net weight</small> 9	<small>(6) Gross weight</small> 10
<small>(7) Number of packages</small> 3			
<small>(8) Part number Customer (P)</small> 10200000876 			
<small>(9) Quantity / package (Q)</small> 7500		<small>(10) Unit</small> PCS	<small>(13) Part Description</small> SAMPLE VENTIL
		<small>(11) Part number Supplier (SOS)</small> 123456789 	
<small>(12) Consignor no (V)</small> 57349611 		<small>(13) Date (prod./ shipment / expiry)</small> P 01012010	
		<small>(14) Engineering Revision</small> 2	
<small>(15) Label Serial No (S)</small> 123456789 		<small>(16) Batch no (M)</small> 1481781001 	
<small>(17) Supplier , supplier str. 1</small>		<small>Warentransporter VDA 4902, version 4</small>	

3.2 *Delivery note*

3.2.1 *Delivery note (applicable for EMEA and APAC)*

For all deliveries, a delivery note according to DIN 4991 must be used.

The following is mandatory data on the delivery note:

- NORMA Group order number and date
- Delivery address
- NORMA Group material number
- Description of goods
- Quantity
- Total gross weight
- Net weight per unit
- Packaging details
- Unit of packaging
- Delivery note number
- Delivery note date
- Type of shipping
- Delivery conditions
- Name and address of supplier
- Means of despatch

Delivery notes that have been made out manually are not permissible; the same applies to loading lists.

For deliveries outside the European Union, a delivery invoice will be additionally required; the customs regulations of the respective country must be complied with.

A sample of the delivery note has to be provided with NORMA Group for approval prior to first shipment.

3.2.2 *Shipper/Bill of lading (applicable for Americas)*

The following is critical data on the shipper/bill of lading:

- Supplier's name
- Shipping address
- Shipping date
- Shipper number/BOL #
- Carrier
- Ship to address
- Shipping terms (FCA)
- Purchase order number/ Shop order number
- Line item or release number
- NORMA Group part number and description
- Quantity shipped & unit of measure
- Total number of containers
- Proper freight classification
- Weight – net, tare, gross
- Lot or batch numbers (i.e. Lot traceability)

Suppliers are required to note the line item or release numbers on all shipping paperwork. Note: For overseas suppliers, an original set of export documentation should be sent with the shipment, to the NORMA Group division, and to the NORMA Group customer broker direct. Prior to shipping, the overseas supplier should send an advanced shipping notification to the NORMA Group division.

On the commercial invoice that accompanies the bill of lading the information should be consistent with the bill of lading and packing list. HTS code (at least six digits) and country of origin should appear for each part.

3.2.3 *Safety & hazardous materials (applicable for Americas)*

Suppliers shipping any item considered a “hazardous product” or a “controlled product/substance” under the Hazardous Products Act will provide necessary documents to allow NORMA Group to comply with the act including, but not limited to, providing NORMA Group with Material Safety Data Sheet (MSDS) and labeling products as prescribed by the act. Substances as oils, lubricants etc., which remain on the product, must be reported as well.

3.3 *Shipping order VDA 4922*

In addition to the delivery note, a shipping document / shipping order pursuant to VDA 4922 must be handed over together with the shipment in all cases. The shipping document must show the delivery note number.

NORMA Group reserves the right to charge the costs of manual handling of the shipping documents to the supplier.

4 *Origin of goods and preferences*

In case of deliveries to NORMA Group entities in countries which grant preferential treatment due to Free Trade Agreements, the supplier is obliged to provide the appropriate proof of preferential origin, e.g. movement certificate EUR.1, origin declaration on invoice, NAFTA certificate of origin etc.

On delivery of the goods to EU NORMA Group entities, before a first delivery is made or at least with the first delivery, NORMA Group must be provided with a long term supplier declaration for goods with preference origin according to the Council Regulation (EC) No. 1207/2001 of 11 June 2001. A reference to the goods is to be provided by stating the NORMA Group article number on the supplier declaration.

The long term supplier declaration must be sent to NORMA Group annually without any prior special request.

The supplier is responsible for the correctness and completeness of the preferential documents / long term supplier declarations. For any incorrectly prepared preferential documents / supplier declarations and any resulting claims by NORMA Group customers, the supplier shall bear full liability and responsibility. NORMA Group will randomly check the correctness of a supplier declaration.

NORMA Group has to be informed immediately in case the preferential status of the supplied goods changes within the validity period of the preferential documents or long term supplier declarations respectively.

5 Packaging

5.1 Packaging requirements

Irrespective of what packaging type has been selected, the following requirements must be met:

- Parts must be delivered free from any damage (quality assurance)
- Rational loading units must be formed
- Transport safety device
- Optimum unloading capabilities of the transport vehicles by industrial trucks
- Stackability
- Compliance with the specified standard dimensions
- Setup suitable for handling and storage
- Parts easy to remove
- Materials capable of recycling
- Minimum use of one-way packaging materials as a contribution to waste avoidance
- Weight of a manually handled individual carton is not to exceed 33 pounds/15 kg or weight mutually agreed upon with the NORMA Group Division.
- Corrugated material used in shipping containers must have minimum test strength to adequately withstand the test of warehousing and transportation or as defined by the appropriate NORMA Group division.

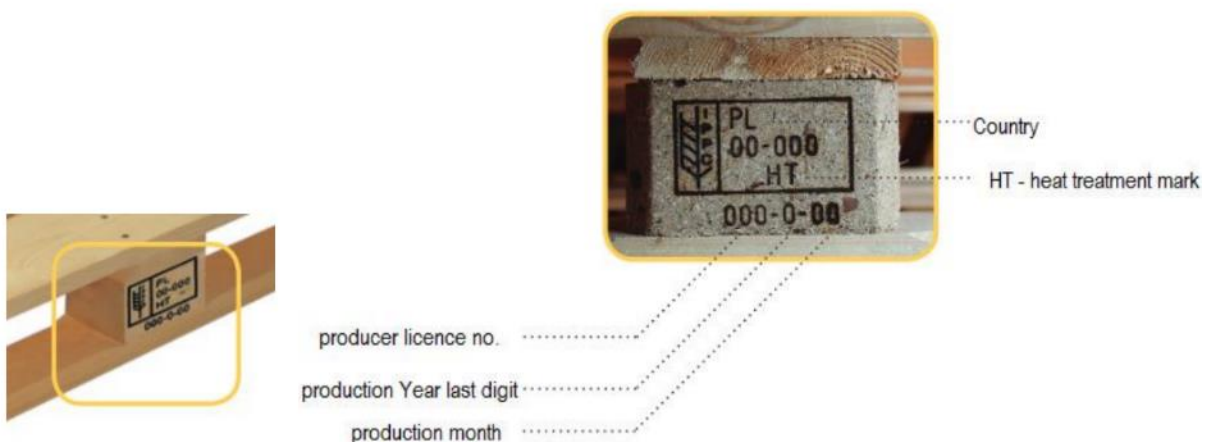
The supplier shall be liable for any quality reduction due to deficient, wet or contaminated packaging.

NORMA Group will carry out sample checks and, in the case of improper packaging, charge to the supplier all costs arising from such circumstances.

5.2 Requirements for wood packaging material

Wood packaging material must comply with the appropriate import/export regulations:

- IPPC-Standard ISPM Nr. 15
- US Government 7 CFR 319.40-5



Some countries may have some specific requirements (eg. fumigation certificate) : to be checked individually when shipping to a new country.

5.3 *General requirements for avoiding packaging waste*

The planning of packaging must always take duly into account economic and ecological aspects. The waste economic targets of environmental legislation comprises, in accordance with ecological priorities, the:

- Avoidance: i.e. limited to the directly necessary measure
- Reduction: recycling by the use of re-usable packaging: taking into account the above-mentioned basic principle, reusable load carriers are to be preferred. The share of one-way packaging must be reduced.
- Evaluation: environmentally compatible re-use must be possible in the case of reusable and one-way packaging

The packaging material must always be recyclable anywhere and it must be marked clearly and visibly. The marking of the packaging must not exclude any material or energetic recycling.

5.4 *Non-compliance of packaging requirements*

If the specified packaging is not complied with, NORMA Group reserves the right to charge to the supplier repacking costs and additional handling costs arising from such circumstances.

5.5 *Empties*

If there is no other agreement, both parties pledge themselves to trade pool-pallets and pool-containers in 1:1-ratio, empties against full ones.

5.5.1 *Container account*

For suppliers with corresponding delivery volumes, container accounts will be set up. In this way, the supplier receives their own account for the container types used.

5.5.2 *Container account adjustment*

Both parties keep accounts for all containers. The account balances are to be matched regularly. Ensured differences are to be proved by delivery documents.

Once every 12 months, upon initiation by NORMA Group, a physical fixed day inventory of the container balances must be carried out.

6 Exchange of Data and Business Communication with NORMA Group companies.

6.1 EDI Process

Suppliers have to use EDI in order to exchange data with NORMA Group companies. Harmonization of its IT Systems is NORMA Group long-term strategy.

The implementation of EDI does benefit both sides as it reduces manual handling of data, improves speed of data exchange and minimizes possible errors.

NORMA Group uses EDI communication in following processes :

- Delivery schedule
- Delivery notification ASN
- Consignment Inventory report
- Invoices

Setting up EDI communication require coordination with the responsible EDI department of each NORMA Group location. Particular NORMA Group location can contact supplier to initiate this process however Suppliers can contact NORMA Group plant by themselves as well.

6.2 WEB EDI / Supplier Portal

NORMA group has developed a supplier portal for communication with suppliers :
<https://supplier-portal.normagroup.com/>

If the Supplier, for various reasons is not EDI process capable, alternative process of using WEB supplier portal is acceptable. In order to use WEB supplier portal similar to EDI process particular NORMA Group location can contact supplier to initiate web solution setup or Suppliers can contact NORMA Group plant by themselves to check possibility to use it.

NORMA Group WEB solution provides following functionality:

- Delivery schedule (NORMA reserves right to continue sending regular delivery schedules via email in parallel)
- Consignment Inventory report (VMI)
- Transport pick up advice
- VDA4994 v1.3 label printing

Annex

A1: Logistics Interface Agreements with Supplier / Customer

		Date:	
Supplier's Name:		Supplier Number:	
Contact person on supplier's side:		Email / Phone:	
Contact person Dispo / Logistics:		Email / Phone:	

		Date:	
Customer's Name:		Customer Number:	
Contact person on customer's side:		Email / Phone:	
Contact person Dispo / Logistics:		Email / Phone:	

Contact language		
<input type="checkbox"/> English	<input type="checkbox"/> German	
	<input type="checkbox"/> other:	
Remarks:	German only in Germany; local language in all other plants	

Incoterms (if common for all parts) (refer to purchasing frame contract, if available or nomination letter)	
Remarks:	For outside EU and for oversea shipments: FCA recommended (e.g. Pick-up location at supplier's) (never: Ex Works, DDP, CIF, FOB), DAP can be considered if better economical option. Incoterms should be consistent with all part numbers delivered to one plant.

Place / Time of collection/delivery	
In case of collection by customer	
Place of collection:	
Day(s) of collection:	
Time of collection (if applicable)	
Transit time (arrival date minus collection time):	
In case of delivery by supplier	
Place of delivery at customer:	
Arrival day at customer:	
Arrival times at customer: (opening times)	
Remarks:	

Forwarding agent	
Standard mode of transportation	
<input type="checkbox"/> Seafreight <input type="checkbox"/> Parcel Service <input type="checkbox"/> Express <input type="checkbox"/> Airfreight <input checked="" type="checkbox"/> Landfreight	
Standard forwarding agent (To be specified)	
Contact person / data at the forwarder:	
Customer Number (at forwarder.):	
Availability of supplier	
Office hours:	
Emergency contact person / data:	
Remarks:	

Customs handling	
Specific characteristics:	
Remarks:	(see Incoterms – relevant for outside EU)

Special demands concerning documents and labels / designation				
Documents				
<input type="checkbox"/> No <input type="checkbox"/> Yes				
Labels		If yes, which?		
<input type="checkbox"/> No <input type="checkbox"/> Yes				
Remarks:		If yes, which?	VDA standard	
Invoicing				
<input type="checkbox"/> EDI <input type="checkbox"/> Paper bill				
Invoice currency:	<input type="checkbox"/> EUR			
Invoice currency:	<input type="checkbox"/> GBP	<input type="checkbox"/> USD	<input type="checkbox"/> SEK	<input type="checkbox"/> PLN
Remarks:		<input type="checkbox"/> CZK	<input type="checkbox"/> other:	
Flow of information				
<input type="checkbox"/> EDI				
<input type="checkbox"/> mandatory use of supplier/ customer portals	Which portal? Details for access:			
<input type="checkbox"/> other:				
Remarks:				
Forecast horizon breakdown	Recommended from SC for EDI, requirement to be sent : 28 days daily, next 12 weeks weekly, next 3 months monthly			

Lot sizes / MOQ for deliveries	
<i>(At par number level : see appendix)</i>	
Recommended from SC :	
Max. 1 week demand, based on quantity given in RFQ of our OEM customer. MOQ in days cannot be more than requested delivery frequency.	
100 pcs for start-up and EOP	
MOQ not related to supplier's production batch, internal strategy of the supplier	
Tolerances in over / under deliveries : 0%	

Agreed response times / frozen zones	
Response times:	2 days for order confirmations / after, everything considered as accepted
Frozen zone / Firm zone	<i>(At par number level : see appendix)</i> Recommended from SC : - If delivery instructions (EDI with forecast) : 1 week plus transit time - If global yearly budget communicated to supplier : 2 weeks plus transit for spot orders - Case by case when no forecast communicated (to be agreed with plant SCM and supplier) In general : firm zone to NORMA's supplier should not be more than firm zone from NORMA's customer
Forecast period/ production release /material release	<i>(At par number level : see appendix)</i> Material release time to be agreed for specific part numbers (should be less than forecast)
Remarks:	Lead times are supported by our forecasts (+/- 20%), if required

A2: Contacts and signatures

Local NORMA Group purchasing department Name and signature :

Local NORMA Group Supply Chain Management Name and signature :

Supplier Name and signature :

A3: Appendix per part number

Below information has to be agreed for every item delivered to NORMA

Data	Unit	Description
Norma Item Number	Text	Item number in NORMA's ERP system
Supplier Item number	Text	Item number at supplier
Item description	Text	Item description
Unit weight	# (kg/lbs)	Single part unit weight
Packaging type (type of box)	Text	Type of packaging for part
Box length	cm/in	Box length
Box width	cm/in	Box width
Box height	cm/in	Box height
Returnable packaging	YES/NO	Do we use returnable packaging ?
Packing quantity (inner box)	#	Quantity per single inner box
Packing quantity (box)	#	Quantity per single box
Packing quantity (per pallet)	#	Qty per pallet/handling unit
Consignment stock	YES/NO	Consignment stock agreement for item number ?
Safety stock	Days	Agreed days of inventory supplier should keep in their location
Country of origin	Text	Country of origin
Commodity code	Text	Commodity code
Minimum order quantity	#	Minimum Order quantity agreed with vendor
Firm /frozen period	# Days	Number of firm days of demand we must have in each release
Forecast	# Days	Number of forecast days of demand we must have in each release
Production release	# Days	Time period of Production release we must have in each release
Material release	# Days	Time period of material release we must have in each release
Shipping frequency	Monthly/Weekly/Daily	How often shipments are made to NORMA
Call-off frequency	Monthly/Weekly/Daily	How often call-offs are sent by NORMA
Vendor manufacturing LT	Days	Vendor Manufacturing leadtime
Max weekly capacity	#	Maximum weekly production capacity (vendor)
Working weeks per year	#	Number of worked weeks at vendor (linked with production capacity)
Contractual Volume	#	Agreed contractual yearly estimated volume with Vendor
Transit Time	# Days	Transit time in days from supplier dock to NORMA Receiving location
Forecast Horizon Breakdown	xDyWzM	Breakdown of forecast release : x daily, y weekly, z monthly
Flexibility Frozen Zone	%	% of change allowed and agreed with vendor within frozen zone
Flexibility Forecast	%	% of change allowed and agreed within forecast period
Flexibility Material release	%	% of change allowed and agreed within material release period
Flexibility Production release	%	% of change allowed and agreed within production release period
Release Communication Format	Text	Agreed release communication format (EDI/EMAIL)
Supplier Location	Text	Supplier Location
Incoterm	Text	Freight Ownership
Frequency to reset cums	Text	How often cumulatives have to be reset (when EDI connection)

Packaging instructions to add for each item (specify HU and height, mixed pallet...)

Version Control

New document : Logistics Requirement

Version	Date	Author	Comments
1	19.05.2021	S. Biewer	All Separated Logistics Quality Requirements into Logistics Requirements and Quality Requirements; VP Logistics updated to VP Supply Chain Management; page 6 Incoterms 2010 changed to Incoterms 2020
1.1	04.01.2022	M.Kijas/ S.Biewer	3.1 Updated to VDA 4902 Version 4 2012 - Changed use of VDA 4994 to V1.3
2	01.09.2024	E. Falaise / M. Robert	All Reviewed Bill of lading incoterms and invoice/ Added fumigated pallet picture/ Added VDA labels pictures/Reviewed Annex 1 with ordering and delivery conditions