

VOLKSWAGEN

AKTIENGESELLSCHAFT

Logistikrichtlinie



TE-Logistik

Logistics instructions for the Technical Development of ŠKODA AUTO

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Foreword

This logistics policy provides an overview of the logistics requirements for the Technical Development (TD) of ŠKODA AUTO. It provides basic information for successful cooperation with the TD logistics.

Scope of validity

This logistical regulation applies to all contractual agreements in the field of TD of ŠKODA AUTO.

Besides, it may be necessary to meet specific logistics requirements that complement the standards set out in the policy. These requirements will be regulated in the supply contract between the Supplier and the company of ŠKODA AUTO, and the Supplier is obliged to comply with them.

The Supplier is responsible for the planning, implementation and realisation of its internal and external logistics processes and must ensure that these documents are submitted to the relevant professional department for assessment.

Moreover, the Supplier undertakes to inform its subcontractors about the fulfilment of the obligations it assumes and also demand their fulfilment.

We look forward to cooperating successfully with you and with your company.

Mladá Boleslav, 2.1.2024

place, date

Signature
Leiter EGV/7

1 Logistics information

In order to meet the logistics requirements of the Technical Development of ŠKODA AUTO, the TD logistics has been centralised in the logistics centre.

Communication between the SUPPLIER and the company of ŠKODA AUTO represents the basis for functioning cooperation.

In the event of changes of any facts concerning supplier relationships, it is necessary that the information is provided in a timely manner and without prompting.

Agreements must be observed.

1.1 Contact address and contact persons

Requirements for the quality of prototype parts and the relevant contact persons are listed in the manual for prototype suppliers. Questions about the scope of logistics activities, quality and specification of parts for the Technical Development of ŠKODA AUTO can be sent to the following contacts:

For the list of contacts, see page 19 chap. 6.

1.2 Logistics instructions for Konzern Business Plattform (KBP)

Logistics instructions for the Technical Development of Škoda-Auto, and other documents of the TD logistics can be found at KBP under

https://iso.wob.vw.vwg/one-kbp/content/cs/kbp_private/information_1/divisions/research_development/prototype_parts/prototype_parts.jsp

1.3 Terms of delivery

General terms of delivery for deliveries to Volkswagen, Audi, Seat, Škoda can be found on the KBP website

https://iso.wob.vw.vwg/one-kbp/content/cs/kbp_private/information_1/divisions/logistics/forwarding_instructions/forwarding_instructions.jsp

1.4 Delivery address / Opening hours of the material reception

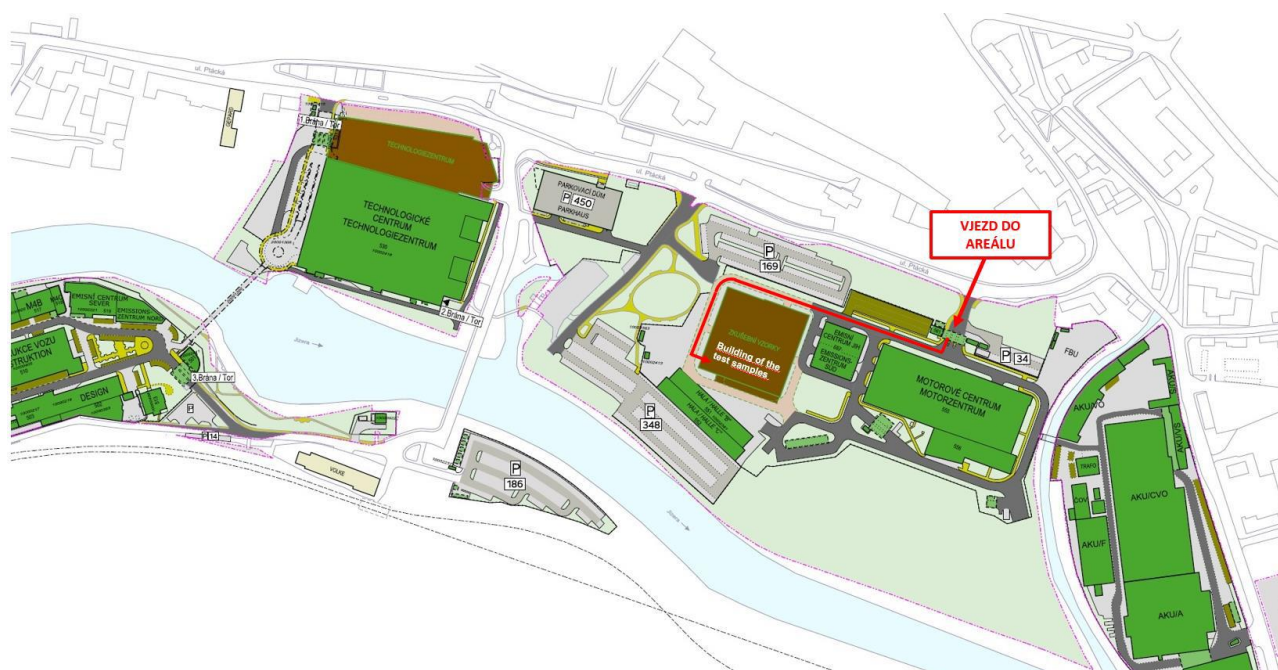
The TD department for material reception ensures the receipt of deliveries at the following times. Monday - Friday: 6:00 - 14:30

Opening hours may change during holidays, corporate events and the Christmas holidays

Delivery address:

ŠKODA AUTO a.s.
Technical Development
Test sample construction, building C/558
Ptácká 1453
293 01 Mladá Boleslav
Česká republika / Tschechische Republik / Czech Republic
GPS 50.4087783N, 14.8981269E

Map



2 Labelling obligation

In order to make logistics processes run smoothly and for data to be processed efficiently, a complete, unambiguous and uniform identification of the supply and the goods is essential.

2.1 Delivery labelling

Delivery must always be identified by means of delivery notes. The labelling obligation applies to the delivery of complete orders as well as to partial deliveries. Details of the material actually delivered must be given in the enclosed delivery note.

Dodací list Číslo Lieferschein Nr. <input type="text"/> Datum: XX.XX.XXXX		Objednávka Číslo Bestellung Nr. xxxxxxxx / Dxx Datum: XX.XX.XXXX	
Dodavatel/ Lieferant 		Odběratel/ Warenabnehmer ŠKODA AUTO a.s. Technický vývoj - Příjem zboží Akuma Nádražní 84 293 01 Mladá Boleslav Česká republika	
Položka Position	Název Benennung	Množství Menge	
1.	Specifikace zboží Warenspezifikation		
2.			
3.			
4.			
5.			
Poznámka/ Bemerkung 			
Předal/ Übergibt Datum:		Převzal/ Übernimmt Datum:	

Delivery note

2.2 Package labelling

Small load carriers (KLT) must be labelled in order to prevent damage to parts during transport. There must be a sufficient gap between the part and the KLT.

Boxes must be labelled on the outside with a delivery note, which must be attached in an additional transport pocket. Delivery note is issued and attached to every single delivery. Another delivery note must be stored in the KLT.

Delivery in BMS: For deliveries in BMS, the load carrier must be delivered in triplicate with delivery documents, one of which must be stored inside the truck and the remaining two outside in the transport pockets.

Delivery of the KLT bundle: A bundle is a unit consisting of several individual KLTs. Such a delivery may consist of deliveries from different orders, but not if the orders are intended for different delivery locations (EG, EGV, EK, EE, etc.). Delivery notes for all orders must be packed from the outside in a separate postal bag placed on the container. Besides, the relevant delivery note must be stored in each individual KLT.

2.3 Part labelling

Each individual component must be marked with a label for prototype parts (Fig. 3). This label is to be provided by the EGV manager together with the order. The label must be visibly attached to the part, but this must not impair the function of the part.

Further information on part labelling can be downloaded from KBP in the area of the TD logistics or directly using the following link.

https://iso.wob.vw.vwg/one-kbp/content/cs/kbp_private/information_1/divisions/research_development/prototype_parts/prototype_parts.jsp

Fig. 3: Prototype label

Teileanhänger eLisa				
	D-U-N-S®		Prüfberichtsnr.	Prüfdatum
	999991003		pbtest1234	09.06.2015
	Teilenummer	Farbkennz.	Werkstoff	Q-Status
	3K0123456AB	9B9		Q5
VTA-Nummer	Bestellpos.	Gewicht		
TEST10957	1	1.0 KG		
Teilebenennung			Datum/Unterschrift	
Testteil				
Lieferant	Charge/Baulos	EA-Nummer	Hardwarest.	
5522/00			hw1	
Anforderer	Generationsst.	Fahrzeugnummer	Softwarest.	
Musterfrau, Maria		MQBB3 50015	sw1	
Bemerkung	Änderungsst.	AZ-Nummer	Musterstand	
		TEST10957		
	Konstruktionsst.	Zeichnungsdatum	Geometriest.	
	3	16.01.2013		

2.4 Electronic data exchange

Electronic data exchange between the TD and the Supplier takes place by means of the KVS, Connect, eBox systems

3 Logistic rules for packaging management

Appropriate use of packaging and packaging methods improve both logistics processes and the transport capacity of the cargo, while preventing damage to the transported material during the actual transport.

As part of the Technical Development of ŠKODA AUTO, there are defined rules for logistics procedures, which the nominated supplier is obliged to follow. Adherence to the packaging and logistics regulations is taken into account in the systematic evaluation of the Supplier. ŠKODA AUTO reserves the right to change or modify the required packaging for the entire duration of the contract.

In case of questions, it is possible to address the competent partner for logistics and warehouses in ŠKODA AUTO.

3.1 Rules for packaging while using standardised packaging and procedures

Small packaging:

Without base pallet, without reinforcing elements and with a maximum weight of up to 15 kg

Permitted carriers - Disposable cardboard packaging and circulating KLT

Big packaging:

With base pallet, with reinforcing elements and with a weight of over 15 kg

Permitted carriers - Disposable and circulating GLT

3.2 Rules for packaging while using non-standardised packaging

Small packaging:

The rules are identical to those for standardised packaging

Permitted carriers - Disposable cardboard, wooden or plastic packaging with a shipment weight limit of up to 15 kg without a base

Big packaging:

With reinforcing elements and weight of over 15 kg with a floor adapted for fork-lift truck handling

Permitted carriers - Disposable cardboard, wooden or metal.

Packaging that will protect the part or assembly from damage and other influences during transport respecting the rules written in paragraph 3.3. (Fig. 2 and 4.)

In the case of a request for the return of packaging, the transport is paid by the Supplier.

For international trade in solid wood packaging material, it is necessary to observe the phytosanitary provisions of the IPPC (International Plant Protection Convention), a subsidiary of the FAO (Food and Agriculture Organization), as amended. Deviations from the provisions must be approved in detail.

3.3 Rules for packaging and delivery labelling

- The transported material must be properly packed and protected against movement in the transport packaging. (Fig. 1)
- The individual parts must be protected against mutual damage, for example by a suitable liner (Fig.3)
- If more than one type of material is transported in the packaging, each type must be clearly separated and labelled.
- Parts must not stick out from the transport packaging.
- Individual parts must be marked with a tag with a QR code or only with a QR code if it is not possible to use a standard tag.
- The packaging must be labelled with a tag identical to the tag placed on the transported material (Fig. 5)
- The packaging must be identified with a delivery note and an identification label (Fig. 6)
- The packaging must be identified with a pictogram defining the properties and methods of handling of the delivery (Fig. 7)



Fig. 1 The pallet and packaging are secured by a strapping tape against free movement during handling.



Fig. 2: The packaging is secured with a packaging foil against dirt, moisture, etc.



Fig.

3: Method of packaging and lining before damage to individual parts.



Fig. 4: Fixing of parts to protect against damage or free movement



Fig. 5: Labelling of the packaging with a tag and an identification label



Fig. 6: Delivery note with indication of delivery location for fast identification



Fig. 7: Packaging labelling with a pictogram

3.4 Rules for packaging by individual pieces

Components of parts complying with one or more properties from the bellow table no. 1 are to be packed individually.

n	Property	Example	Packaging
1	Sensitive surface	Screens / Chrome parts	Bubble foil
2	Material without shape memory	Rubber sealing	Reinforced with cardboard
3	Fragile	Glass and ceramics	Bubble foil, edge protection
4	Sharp edges	Metal parts	Bubble foil, edge protection
5	Electronic	Control units	Antistatic bubble foil
6	Best quality (V.I.P)	Exhibition / press cars	Agreement with the ordering party
7	Dangerous / Oversized / Special	Airbag/Electric car battery/Flammable substances	Agreement with the ordering party

Tab. 1: Examples of packaging in pieces

4 Defect solution

4.1 Reporting of defects

ŠKODA AUTO is obliged to inform the Supplier immediately in writing about the defects of delivery, as soon as detected during unloading. However, the Supplier waives the right to object to the late reporting of defects.

4.2 Defect liability

In case of delivery of defective goods, provided that the relevant legal and following requirements are met and unless otherwise agreed, ŠKODA AUTO is authorised to request the following:

- a) Before the start of production (processing or installation), ŠKODA AUTO first provides the supplier with an opportunity to remove the defect or to make a subsequent (replacement) delivery, if this is acceptable for ŠKODA AUTO. If the Supplier does not remove the defect or does not provide a replacement delivery, ŠKODA AUTO withdraws from the contract without setting another deadline and returns the goods at the risk of the Supplier. In urgent cases, the company may, after consulting the Supplier, remove the defect itself or have it removed by a third party. The resulting costs are borne by the Supplier. If the repeated delivery is also defective, ŠKODA AUTO has the right to withdraw from the contract.
- b) If, despite compliance with the obligation pursuant to point 4.1 (reporting of defects), a defect is discovered only after the start of production, ŠKODA AUTO may request, in addition to the removal of the defect and replacement delivery, a discount on the purchase price.
- c) In case of a breach of obligations beyond the obligation of liability for defects, ŠKODA AUTO may demand compensation for consequential damage from the Supplier, as well as compensation for damage provided by the company of ŠKODA AUTO to its customer on the basis of legal provisions, especially according to regulations governing liability for product defects. The consequential damage is such which incurred to the company of ŠKODA AUTO as a result of the delivery on items other than the subject of the delivery.

4.2.1 Claims arising from liability for defects expire 24 months after the first registration of the vehicle or the installation of spare parts, but no later than 30 months after delivery to ŠKODA AUTO. The statutory limitation period applies to deliveries for prototype vehicles, unless otherwise agreed.

4.2.2 Claims for defects do not arise if the fault can be attributed to violations of the operating, maintenance and installation instructions, improper or incorrect use, incorrect or careless handling, and natural wear and tear, as well as to interventions in the delivery subject by ŠKODA AUTO or third parties

4.3 Burden incurred by additional cost

100% inspection of the delivered goods takes place in the EGV6 (quality) and EGV1 departments of the TD material reception.

The following defects of delivery are inspected:

1. Insufficient packaging labelling
2. Insufficient part labelling
3. Delivery not sorted by type
4. Use of packaging which is not approved
5. Delivery does not correspond to order terms

If the agreed conditions are not met, ŠKODA AUTO reserves the right to charge additional internal extra costs. Deliveries that require corrective intervention from the TD logistics centre will be invoiced at a flat rate.

Breach of the requirements of the logistics policy is to be penalised as follows:

No.	Deficiency	Clarification	Burden
1	Insufficient packaging labelling	The goods are not clearly identified on the outside by delivery documents	EUR 50
2	Insufficient part labelling	Each part must be identified by a label of the goods specified	EUR 75
3	Delivery not sorted by type	Mixing different parts is not allowed	EUR 75
4	Use of un-authorized packaging	Packaging requirements not met	EUR 100
5	Delivery does not correspond to order terms	The goods deviate from the order terms in one or more points without prior approval of the deviation	EUR 150

Tab: Burden overview

5 Explanation of concepts / abbreviation / documents

The instructions in this document govern the details and their documentation. Information is available in KBP.

5.1 Explanation of concepts / abbreviations

AVV	Allgemeine Versandvorschrift
BGB	Bürgerliches Gesetzbuch
eLisa	elektronische Lieferscheinapplikation
GLT	Großladungsträger
KBP	Konzern Business Plattform
KEP	Kurier-Express-Paketdienste
KLT	Kleinladungsträger
KSK	Kundenspezifischer Kabelstrang
Q-Status	Qualitätsstatus
RFID	Radio Frequency Identification
SLT	Sonderladungsträger
TD	Technical Development

5.2 Documents

AVV	Allgemeine Versandvorschrift für die Belieferung der Marken Volkswagen (PKW und Nutzfahrzeuge), Audi, ŠKODA, SEAT und Lamborghini
LHB	Lieferantenhandbuch für Prototypen

6 List of contacts

EGV/7	Ing. Edita Weberová	Coordinator - External Deliveries Telefon: +420 731 297 520 Mail: edita.weberova@skoda-auto.cz
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