

Logistics Guideline_EN

Registration Number: GD_77645

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1 Goal and field of Application

The requirements of the markets for logistics are constantly increasing. Reducing reaction times while increasing flexibility and optimizing inventories are examples of the challenges in this area.

The objective of Miba (hereinafter referred to as "Miba" or "Client") is to shape these processes in close cooperation with the suppliers (hereinafter referred to as "Supplier" or "Contractor") and to continuously improve them.

The implementation of the points described below shall serve to achieve this goal and, at the same time, this guideline is also intended to create a uniform understanding and system of linguistic usage between Miba and the contractors. The logistics guideline is part of the applicable master agreement including all its annexes, which also apply.

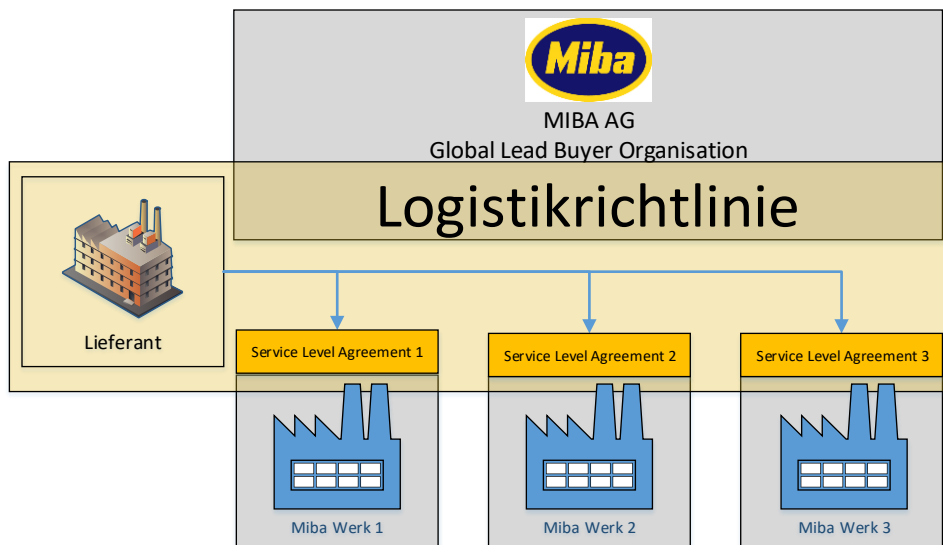
2 Abbreviations, terms and definitions

3 Description

3.1 Structure and scope of applicability

The Miba Logistics Guideline applies to the entire Miba Group and serves as the basis for the structuring and implementation of logistics purchasing and procurement processes for the supply of Miba sites. It is valid worldwide. An overview of the Miba companies can be found at www.miba.com

Additional requirements and deviations must be agreed explicitly and in writing in the Miba Service Level Agreement (SLA) (see example in Appendix A). The SLA is a flexibly designable agreement with the relevant contents of the Miba logistics guideline, and is defined and signed during a conversation between contractor and Miba.



Relationship between Logistics Guideline and Service Level Agreement (SLA)

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3.2 Confidentiality

All of the client's information shall be treated as confidential. The Contractor may not publish any of the client's data. If anything is published with permission, the fact that this is the client's intellectual property or data must be clearly indicated.

In addition, the provisions of the signed Non-Disclosure Agreement shall take precedence.

3.3 General requirements for the supplier and supplied products

The Supplier is obligated to observe and comply with the statutory, official or other legally binding provisions and directives that apply to him and his products, in particular with respect to applicable foreign trade and customs laws.

3.4 Capacity and flexibility

By providing adequate capacity (personnel, production facilities, raw materials, etc.), the Supplier will guarantee a secure supply of materials at all times, which also takes into consideration and compensates for fluctuations in requirements, including the supply of raw materials by presuppliers.

3.4.1 Procedure

To comply with the stated requirements, the Supplier is obligated to conduct capacity and resource planning on a regular basis. For this purpose a regular comparison of requirements (forecasts transmitted by Miba, delivery schedules and individual orders) with the available capacities in the short, medium and long-term horizon is required.

In the event of recognizable critical deviations, the Supplier shall contact Miba proactively and without delay (self-disclosure) and reach an agreement on suitable measures. In general, the capacity and flexibility agreements apply in accordance with the SLA.

3.4.2 Capacity planning in the area of outside services

The contractor agrees to a promised average weekly capacity, which means the constant production of an agreed-upon number of units over an agreed-upon period of time. The size of the agreed-upon nominal capacity is governed by the SLA. Potential production and supply bottlenecks (including those of sub-suppliers) shall be promptly reported to the Client.

3.4.3 Flexibility in the area of outside services

The contractor must be prepared for fluctuations in volume based on the average weekly capacity. Therefore, the contractor must acknowledge upper and lower flexibility limits to compensate for possible fluctuations in demand. If the Client makes unusual demands on the supplier's flexibility in terms of capacity, this shall be agreed upon separately. The size of the nominal capacity and the upper and lower flexibility limits shall be governed by the SLA.

3.4.4 Measures taken during disruptions

In the event of disruptions, the Supplier shall work out an emergency plan for correcting the disruption and publish it within his organization if the disruption is capable of adversely affecting the supply of Miba with contractual products.

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In general, the contractor has the duty to inform the respective site of the Miba about events that could affect the delivery or pickup. Especially but not limited to:

- Shortages
- Machine or plant defects
- Changes in production capacity
- Quality problems
- Damage or delays in shipping
- Disruptions in the Supplier's supply chain
- IT-Problems
- Change of production site
- Personal changes in regards to Clients contact persons
- Other events (strikes, accidents, etc.)

If a disruption occurs the Supplier shall notify the affected Miba plants without delay and describe the emergency plan. If Client deems the emergency plan to be inadequate, Client is entitled to propose measures for correcting the disruption, taking the Supplier's interests into account. The Supplier is obligated to implement these measures if these measures and the implementation of them is reasonable.

The originator is responsible for the costs incurred, as well as measures to mitigate possible damage.

IT maintenance or software upgrades are to be performed outside of normal operating hours and must be announced in advance at least two weeks in writing or by e-mail.

In the event of a hardware or software failure, the supplier must take immediate measures to ensure emergency operation.

3.4.5 Escalation Process

Miba has established a uniformly defined escalation process in the Quality Assurance Agreement (QAA). This Agreement governs the allocation of responsibilities and competencies between the contractor and the client.

3.5 Supply methods and transmittal of requirements

Prior to establishing a suitable method of supply, a procurement and structural analysis of the affected materials will be conducted in collaboration with the Supplier.

3.5.1 Supply methods

To keep the logistics chain lean and flexible, Miba uses standardized planning procedures, which are established in accordance with material- and supplier-specific criteria with the goal of high supply security, minimal inventories and standardization of the procurement processes.

The following standardized materials requirements planning methods are used by Miba

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Plan-driven methods	
Scheduling agreement procedure	<p>Description By means of a data transmission system (EDI, Web-EDI, etc.), the Supplier regularly receives demand information (quantity and deadline specifications) in the form of delivery schedules for an agreed period of time. The delivery schedules are regularly updated by the Client on specified days of the week, whereby the dates indicate the arrival date at the plant or external warehouse of the Client. If the call off is not objected to in writing within 2 days, the delivery schedule shall be deemed agreed and binding.</p>
	<p>Communication by Client</p> <ul style="list-style-type: none"> Rolling communication of forecast values on in the SLA specified weekdays, taking the in the SLA agreed capacity and flexibility limits in the established timeframes into account. <p>Duties of the Supplier</p> <ul style="list-style-type: none"> Delivery of the scheduled quantities on the requirements date Provision of the promised capacity and flexibility If delivery call-offs are not accepted, these must be objected to in written form within two working days after transmission. For consignment processing, the between the parties defined minimum and maximum stock quantities must be respected at material number level.
Single Orders	<p>Description Demands are regularly checked by the Client. In case of requirement, a purchase order will be released and transmitted via Web-Portal or e-mail to the Supplier.</p>
	<p>Communication by Client</p> <ul style="list-style-type: none"> Timely release of the order in accordance to the agreed delivery time <p>Duties of the Supplier</p> <ul style="list-style-type: none"> Delivery of the ordered quantities on the requirements date within the agreed delivery time according to SLA Preservation of safety stock as agreed in the SLA

Plan-driven methods continued	
Vendor- Managed-Inventory (VMI)	<p>Description The Supplier assumes complete supply responsibility for a defined range of items in a plant. For this purpose, he will be kept informed of Miba's plans in this regard. VMI may be agreed to in conjunction with consignment processing between Miba and the Supplier. The framework conditions, that are required for this, shall be specified in a supplementary agreement to the SLA</p>
	<p>Communication by Client</p> <ul style="list-style-type: none"> Provision of planning figures for the defined range of items Establishment and maintenance of minimum and maximum inventory-limits <p>Duties of the Supplier</p> <ul style="list-style-type: none"> Sole responsibility for materials supply of a plant's defined range of items Independent planning and control of the materials supply by processing the continuously provided planning figures

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Consumption driven methods	
KANBAN	<p>Description If the inventory of defined materials and/or number of containers falls to low levels, the Supplier will be given a signal to resupply in the short term.</p>
	<p>Communication by Client:</p> <ul style="list-style-type: none"> • Definition of the KANBAN procedure (containers KANBAN, eKANBAN, etc.) • Container selection, number and volume, Bufferstock • Definition and maintenance of the cycle and the organization <p>Duties of the Supplier</p> <ul style="list-style-type: none"> • Keeping the defined number of containers and parts in reserve • Compliance with agreed response times
Reorder point procedure	<p>Description If the inventory falls short of a defined stock, an order/call off to the supplier will be released.</p>
	<p>Communication by client</p> <ul style="list-style-type: none"> • Definition and maintenance of the order points taking the Supplier's response time and capacity limits into account • Timely release of the order <p>Duties of the Supplier</p> <ul style="list-style-type: none"> • Delivery of the ordered quantities while adhering to established response and capacity commitments defined in the SLA • Preservation of safety stock as agreed in the SLA
Ordering cycle system	<p>Description Under an ordering cycle system, a cyclical order is triggered automatically after a selected interval of time. The order volume can be fixed or variable.</p>
Provision of materials (external manufacturing) optional with Roundtrip („Milkrun“)	<p>Description The client provides materials for processing in accordance with the order. The client organizes both the delivery and the collection of the fully processed materials (milk run system).</p>
	<p>Communication by Client</p> <ul style="list-style-type: none"> - Ensure supply of provided materials - Determination of the time intervals for provision and collection - Determination of the stock in circulation quantity of provided materials at Supplier in coordination with the agreed throughput time (goods issue of provided material until goods receipt of processed material at Client) <p>Duties of the Supplier</p> <ul style="list-style-type: none"> - Compliance with the throughput times and capacity specified in the SLA - Immediate information if the delivery volume exceeds the transport capacity of the roundtrip truck.

3.5.2 Consignment

In order to ensure the constant availability of materials, a consignment warehouse can be set up in vicinity of the Client in consultation with the Client. Details on consignment processing are to be regulated in a separate consignment warehouse contract.

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3.5.3 Supplier's responsibility for production and shipping

The Supplier has to ensure, that

- if not agreed otherwise, all of the primary materials and other necessary materials needed for production are available in due time and in sufficient quantities (the contractor bears the responsibility for procurement, quality, scheduling and availability control with respect to the sub-components needed for production)
- tools are maintained and all prerequisites have been met so that call-offs can be fulfilled
- its own production is adapted to the client's production (factory calendar) so that continuous supply is ensured.

3.5.4 Partial Deliveries

Partial deliveries are basically not desired, but can be agreed separately if required. If the contractor can not deliver the ordered quantity in full, this must be reported to the respective dispatcher within an agreed period of 2 days.

3.5.5 Demand planning and preview

Long-term planning is required to ensure the delivery capability of the supplier.

The Client sends the supplier a non-binding demand forecast on the item or a jointly agreed aggregation level. In addition to the existing orders, this forecast is based on a medium and long-term needs assessment.

The binding production, material and delivery releases are made in accordance with the framework agreement and / or service level agreement between Client and Supplier.

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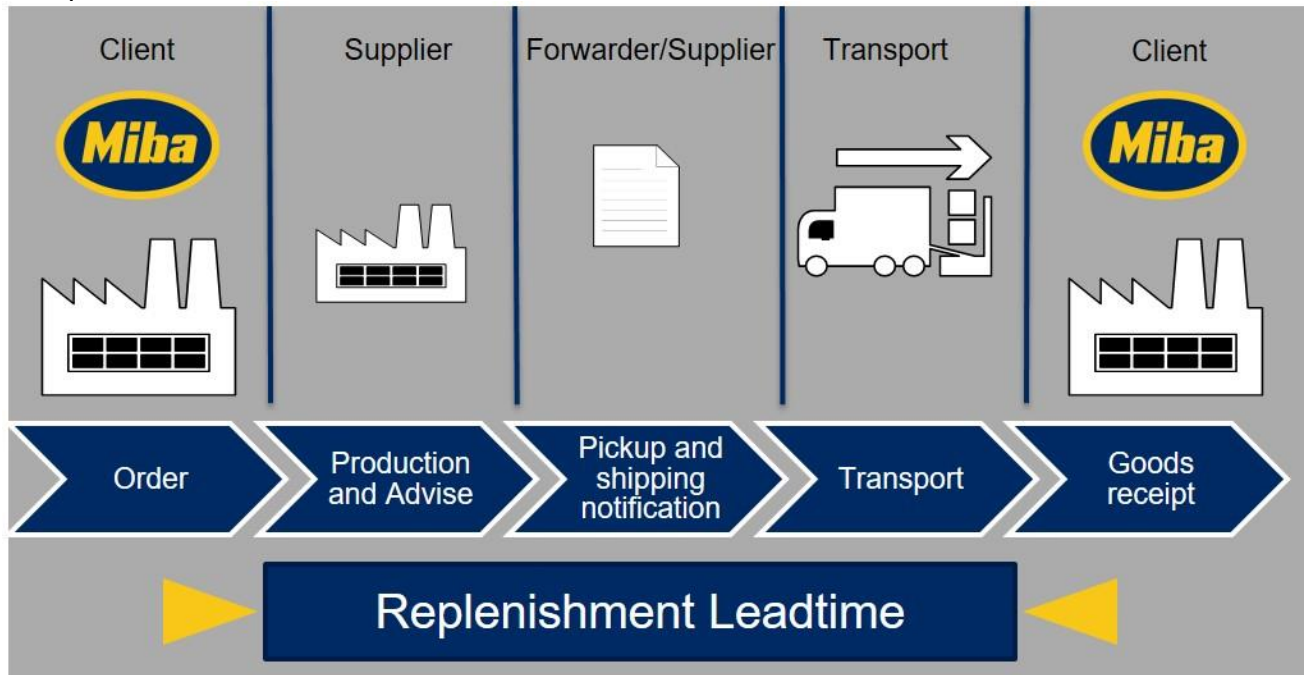
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3.5.6 Control parameters and Definitions

3.5.6.1 Replenishment Leadtime

The replenishment leadtime is the time that elapses between the order and the actual arrival of the goods and is agreed in accordance with the SLA. It concerns a demanded RLT of the Client and partly does not correspond to the manufacturing lead time of the Supplier. If the production lead time of the Supplier exceeds the RLT required in the SLA, the Supplier must preserve sufficient stock for the respective plant of Miba. If no additional conditions exist, the orders of the Client take into account the transport times.



3.5.6.2 Throughput time outside services (external manufacturing)

The throughput time in the field of Outside Service is the time between the delivery of the goods from the respective location of the Client until the return of the processed material. If no additional provisions exist, the contracting party responsible for the transport shall take into account the transport times. Throughput time and considered transport time are agreed in the SLA.

3.5.6.3 Delivery frequency

The delivery frequency describes the frequency of delivery of the Supplier and is regulated in accordance with the SLA.

3.5.6.4 Minimum call-off quantity

The minimum call off quantity is the smallest quantity that can be delivered by the Supplier. This is agreed per material in the SLA.

3.5.6.5 Lot size

Lot size is a production engineering term. It refers to the quantity of a batch, variety or series that is produced without being interrupted by the production of other products.

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3.5.6.6 Minimum stock level

Minimum stock that must be permanently available from the Supplier to ensure delivery. For inquiries about the current amount of the stock, the contractor is obliged to provide information. If the supplier falls below the minimum stock, he must immediately inform the Client. The minimum stock can be individually agreed in accordance with SLA.

3.5.6.7 Reorder level

A reorder level is the quantity that automatically triggers a suggestion to place an order when the level is reached.

3.5.6.8 Supply via external warehouse

The client shall have the right to set up a supplier warehouse and arrange to be supplied with materials from this warehouse. The goods do not go directly to the goods receiving points at the client's plant, but to an external warehouse selected by the client. The external warehouse can be operated and administered by a service provider. The Supplier shall receive separate notification of the delivery address of the external warehouse or it is agreed in the SLA.

3.6 Communication

3.6.1 Contact persons and contact details

The basis for successful cooperation is proper communication. To ensure this, the contracting parties name the appropriate contact persons in a communication matrix. The communication language is preferably the local language of the respective company of the client. If two different national languages are available, English shall be the binding language of the contract.

3.6.2 Data exchange, system connection

In order to ensure an efficient and fast data exchange, the data transmission should always be electronic. Miba offers the possibility of communication via EDI and WebEDI (JAGGAER). The supplier can receive delivery orders, purchase orders etc. via EDI or retrieve this information in the WebEDI. Prerequisite is the conclusion of an EDI / WebEDI contract in which the details are regulated.

3.7 Terms and conditions of delivery (Incoterms)

The client uses the Incoterms (International Commercial Terms) compiled by the International Chamber of Commerce (ICC) in the current version of 2010 (see Appendix B) to define the terms of delivery for international trade in goods. They serve the internationally uniform interpretation of common contract formulas.

Unless otherwise agreed, the Incoterms FCA "named point of departure" shall apply to all deliveries. This means that the contractor delivers the goods to the carrier appointed by the client at the named place. Since the goods and risks are transferred to the contractor, the contractor is responsible for the loading.

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Different Incoterms must be contractually agreed upon and documented (for example, framework agreement, order, etc.).

3.8 Packaging

The supplier is responsible for the delivered quality of the products and thus the proper packaging / outer packaging. Generally, packaging must be approved by the client. If the standard packaging of the supplier is not sufficient for the requirements of the client, the contractor undertakes to redefine the design of the packaging in cooperation with the client.

The client is entitled to define alternative packaging. This packaging may only be used if standard packaging is not available and will be governed by SLA or other agreements.

3.8.1 Declaration and confirmation for asbestos-free packaging

The contractor legally confirms to Miba and its affiliated companies that all packaging materials supplied by them do not contain any asbestos.

3.8.2 Wooden packaging

All wood packaging (excluding those made of engineered wood such as plywood) must be treated in accordance with IPPC ISPM-15 standard and must have an appropriate legible marking.

3.8.3 Labeling

Upon delivery, both the (outer) packaging and the products themselves must be labeled in accordance with the agreements made with the client.

3.8.4 Basic information on labeling

Each container or package must be labeled by the contractor with a unique package number and a machine-readable label in accordance with VDA Recommendation 4902 Version 4.

When labeling (outer-) packaging and products, the following points should be noted:

- The label must comply with the specified standards and must be clearly legible at the intended place.
- Outdated labels must be removed before reuse of the container.
- The marking must be legible and clear.
- Markings must be secured against loss (eg by securing with a residue-free removable adhesion point).

Furthermore, note:

- Existing labeling surfaces or insert pockets will be used if they do not contravene other requirements.
- The application of self-adhesive labels of any kind (e. g. shipping labels) and / or the full-surface affixing of reusable packaging materials is prohibited

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3.8.5 Marking of samples, prototypes and pre-series parts

When labeling samples, prototypes and pre-series parts, the client-specific requirements must be taken into account. These must be clarified in advance with the respective client and should contain the following information:

- Sample / prototype / Pre-series part
- Part Number / lots
- Drawing number / Drawing Index / delivery note number
- Sampling reason
- Tool number
- Supplier

3.8.6 Processing of lending packages (reusable packaging)

The contractor is obliged to inform the client in time about the required quantity of transport containers. Reusable packaging must be ordered by the contractor. In the case of a lack of containers, the contractor must clarify the delivery with an alternative packaging with the client in advance.

3.8.7 Cleaning and quality assurance of lending packages

The supplier ensures that the delivery takes place only in clean, dry, defect-free and functional reusable packaging. The maintenance and repair of reusable packaging is the sole responsibility of the client. The resulting costs are allocated according to the principle of liability.

3.8.8 Inventory management and balancing of lending packages

The supplier must maintain a packaging account for the reusable packaging. At the same time, the client also maintains an inventory account. Inventory reconciliation must be carried out regularly. In the case of a negative inventory difference, the client invoices the supplier for the missing containers with the replacement costs.

3.9 Delivery and Documents

3.9.1 General

The contractor is obligated to notify the transporter independently by stating the delivery date of the client.

If agreed, the respective vehicle must be registered at least one day prior to delivery or pick-up (at the client's warehouse or external warehouse of the client).

For deliveries with UPS, the respective customer number of the client must be mentioned (see Appendix C).

The following points should be noted:

- The deliveries are to be handed over to the carrier with properly prepared and complete accompanying documents.
- Papers are usually handed over to the driver. If desired by the recipient, it can be agreed bilaterally that papers should be attached to the shipment.

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- The supplier must ensure that the delivery notes are delivered together with the bill of lading to the relevant plant or external warehouse of the client.
- Without correct accompanying documents, the acceptance of consignments can be refused.

3.9.2 Required accompanying documents

Upon delivery, the following documents must be handed over:

- Waybill / shipping order
- Goods issue/receipt slip / Delivery note
- Customs documents for shipments from non-EU countries (see chapter 11)
- Other documents required in the order (eg test certificates)

3.9.2.1 Waybill

In addition to the general requirements, the terms of delivery agreed with the client must be stated in accordance with Incoterms in their respective version on the Waybill.

3.9.2.2 Customs documents

The supplier / exporter has to provide all documents required for customs / import processing, in particular commercial invoices, packing lists, bill of lading (AWB), origin and preference documents, without delay.

Import duties due to lack of customs documents (in particular origin and preference documents) can be burdened back to the supplier by the client.

The commercial bills must include all foreign trade related data, such as

- commercial description
- Value of goods
- Currency
- Customs fee number.
- Country of origin
- Weight
- Quantity
- Delivery condition

3.9.2.3 Content of delivery note

Unless otherwise agreed with the client:

- Order number of the client
- Number of packages
- Type of processing (for contract manufacturing)
- Production-Order number (Miba) (for contract manufacturing)
- List of rejects per pallet no. (for contract manufacturing)
- Gross Weight
- Unit

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- Editor
- E-mail / Tel.Nr. editor
- Pallet number
- Delivery condition
- Issue Date
- Delivery note number
- Supplier number
- Material number (SAP)
- Material (short) description
- Quantity
- Quantity discrepancy per Pal.-No. (for contract manufacturing)
- Miba component-number
- Collective delivery-note number
- Separate list of reusable packages

3.10 Customs and trade compliance

3.10.1 Customs

The contractor must ensure that all customs relevant data as well as all relevant data and documents regarding the correct and complete submission of customs declarations is available. In particular with regard to the following data:

- Value of goods
- Currency
- Customs tariff classification / HS code
- Country of origin
- Declaration of origin as an approved exporter / EUR.1 / A.TR / Form A (see "Preference certificates")
- Weight
- Commercial description

3.10.2 Preference certificates

Provided that the conditions specified in the respective preferential trade agreements are met, the contractor undertakes to issue a corresponding proof of preferential origin status / preference certificate.

The following proofs / certificates are included:

For deliveries from EU Member States:

- (Long-term) supplier's declaration in accordance with Annex 22-16 of the Union Customs Code Implementing Regulation

For deliveries from non-EU Member States, the issuance of the subsequent preference certificates is possible:

- Declaration of preferential origin on the invoice as "approved exporter" in accordance with the wording laid down in the respective preferential trade agreement.
- Declaration of preferential origin on the invoice according to the wording laid down in the respective preferential trade agreement, including an original signature (if applicable within the specified value limits according to the respective preferential agreement)
- EUR 1 form
- A.TR. Document (for deliveries from Turkey)
- Declaration of preferential origin as "registered exporter" according to the prescribed wording

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- Form A document

3.10.3 Export Control

The contractor declares that the deliveries / services are in principle not subject to any foreign trade restrictions. If necessary, the contractor will submit an appropriate product-related information at the request of the client.

The Contractor pledges to the client that all export provisions currently applicable to the contractual deliveries and / or services as well as their export and / or re-export, in particular the provisions of the Foreign Trade Act 2011, the Regulation (EC) No. 428/2009 setting up a Community regime for the control of exports, transfer, brokering and transit of dual-use items, in the current version, and the Export Administration Regulations (EAR, as applicable) under United States law, are kept in full and under exclusion of any responsibility in this respect.

Any case of a violation of these export regulations entitles the client to immediately terminate all existing contracts with the contractor for good cause.

In addition, if the Contractor is listed on EU and US sanction lists, the client reserves the right to terminate all business relationships, cash flows and deliveries with immediate effect. The Contractor is further obliged in every case of a breach of these compliance regulations to indemnify and hold the Client harmless in this regard.

The supplier undertakes to notify the client separately in his business documents of any approval obligations or restrictions on (re-) exports of his goods in accordance with Austrian, European, US export and foreign trade regulations and relevant export and foreign trade regulations of the country of origin of his goods.

For products which are subject for approval, the supplier has to provide the following information in good time before the first delivery:

- Miba material number
- Description of goods
- All applicable export list numbers / classifications including the export Control Classification Number according to U.S. Commerce Control List (ECCN, in case US re-export provisions "subject to EAR" are applicable)
- Trade-policy country of origin
- Customs tariff number (HS code)

The supplier is obliged to inform the Client immediately about any changes to the approval obligations of his goods delivered to Miba due to technical, legal changes or official findings.

3.11 Monitoring Process and Performance Figures

Automated performance figures are used to measure the contractor's performance and review the contractor's compliance with the SLA. These performance figures are part of operations-and-supply-chain management and form the basis for the supplier evaluation, which is to be conducted at least once a year. The following performance figures are used to measure the supplier's performance:

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KPI Name	Description	Unit
Confirmation Capability from Supplier (CCS)	Number of confirmed deliveries within tolerances for the requested dates/total confirmations	%
On-Time Supply (OTS)	Number of deliveries within tolerance/total of all deliveries	%
Average Late (ALS) and Early Supply (AES)	Total of all days on which deliveries were made too early or too late /number of all deliveries made too early or too late	days
Average Oversupply (AOS) and Undersupply (AUS)	Absolute quantity of all oversupplies or undersupplies /number of all oversupplies or undersupplies	units
Supplier Backlog (SBL)	Confirmed and overdue orders x purchase price	€ and units

3.12 Evaluation of Supplier Logistics

At least once a year, the client evaluates its strategically important suppliers. A “strategically important supplier” is one that makes a decisive contribution to the value creation chain and has an influence on the customers’ perception of the client in terms of quality and logistical performance.

In addition to the categories of quality, price, cooperation & service and management systems, the contractor’s logistical performance is one of the main factors in evaluating suppliers and is given a 25% weighting.

The contractor’s logistical performance is evaluated in accordance with the following plan:
The evaluation centers on the factors of “meets delivery deadlines” (with a 60% weighting) and “delivers the correct quantities” (with a 40% weighting).

Additionally the period until the order is confirmed by the supplier is weighted by 3% in total. Compliance with the agreed-upon order deadlines and delivery of the quantities ordered are determined and graded in accordance with the following table:



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Criterion	Condition	Result
Evaluation of on-time delivery	More than 4 days too early	0
	More than 1 to 4 days too early	50
	1 day too early to 1 day too late	100
	More than 1 to 4 days too late	50
	More than 4 days too late	0
Evaluation of quantity reliability	Exact quantity up to $\pm 5\%$ variance	100
	Quantity variance up to $\pm 10\%$	95
	Quantity variance up to $\pm 20\%$	70
	Quantity variance greater than $\pm 20\%$	50
Evaluation of order conformation time	Within 1 work day	100
	Within 2 work days	95
	Within 3 work days, partially only on request	90
	Mainly more than 3 days, partially only on request	50
	Rarely or never, request is always necessary	0

The results of all the deliveries made by the contractor during the year are totaled up and contribute to the contractor's overall annual evaluation.

If there are deficiencies in the contractor's performance, the Purchasing Department, in sending out the results of the supplier evaluation, shall ask the supplier to identify the causes of the deficiencies, take suitable remedial measures and inform the client of its progress in implementing the measures and their effectiveness on its own initiative at regular intervals.

If there are serious deficiencies, the Miba AG Purchasing Department shall direct the Strategic Supplier Development Unit to work with the contractor on site. The Supplier Development Unit shall be responsible for taking and ordering all necessary and expedient measures to achieve a rapid and enduring improvement in delivery performance.

Logistics Guideline_EN

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3.13 Appendix

3.13.1 Appendix A – Example SLA



Division: MIBAAG
 Name of Form: Form
 Registration number: FO_27873
 (Applicable to delivery schedule materials and individual orders)

agreed upon by
 and
 As of 06/2018

No. Element	Description	Target value	Unit	Remarks
1	Duration of the Agreement	In accordance with the Master Agreement		
2	Communication matrix	Supplier Miba		
3	Planning procedure			
4	Delivery schedule breakdown	Conveyance (when/how) Partial quantities Updating Objections permissible deviations in quantity		
5	Quantity delivered			
6	Capacity/flexibility			
7	Packaging and transport	Frequency of delivery		
8	Incoterms			
9	Inventories	Safety stock Consignment stock		
10	Notification of disruptions	The supplier shall notify MIBA of any customer disruptions including yard holds and stop ships at any of his Customers. Information shall be sent to following mail-address: yardhold@miba.com		According to IATF16949, Chapter 8.4.2.4 Supplier Monitoring, Supply-Disruptions have to be monitored. Also disruptions at customers of our suppliers need to be monitored as they are an indicator of severe SCM/Quality-Issues at the supplier that can negatively affect MIBA-Customers
11	Miscellaneous			

Date _____ Signature _____

Date _____ Signature _____
 Supplier _____

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3.13.3 Appendix C – UPS Customer Numbers

Import und Export

Kundennummer	Werk
536V93	Miba Gleitlager Austria GmbH
536V94	Miba Sinter Austria GmbH
536V95	Miba Frictec GmbH
536V96	Miba Automations Systems GmbH
E49R60	Miba Bearings Materials GmbH
538V40	Miba AG
538V41	Miba Sinter Holding GmbH
538V42	Miba Friction Holding GmbH
E66286	Miba Bearings Holding GmbH
538V43	High Tech Coatings GmbH
A9627E	DAU GmbH & Co KG
A9629W	EBG Elektronische Bauelemente GmbH

4 Further Applicable Documents

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