

Logistische Hinweise Werk Berlin

Order-specific labelling

The goods to be delivered have to be marked either by label on each package (box, bag, etc.) or otherwise on the goods themselves (label, etc., no engraving, stamping or similar) with the following information:

- MAN Energy Solutions SE order number
- MAN Energy Solutions SE order item
- Quantity of the packing unit
- Delivery note ID
- Weight (net & gross weight)
- Batch (if available)
- Inspection lot number (WP no. if available)

The above information is used for identification and data processing in the incoming goods department. Unaffected by the preceding request are specifically required markings of components within purchase order to be followed (e.g. WBS element, batch, TAG no., etc.). If an order item consists of several individual parts (loose part without separate order item), the individual components have to be marked as follows:

- Item number of the accessories list from the delivery note
- Material description
- Delivery quantity

Transport packing containing different order items must also be marked with the following note: "mixed consignment". Parts that are not clearly marked will either be returned to the supplier at the supplier's expense or must be identified by the supplier in our incoming goods department.

Delivery note

A delivery note must be issued for each order, which may only contain one order number!
The following information must be shown on the delivery note for each order item:

- Order item
- Material number of MAN Energy Solutions SE
- Material description
- Delivery quantity
- Weight
- Any special identification required (batch, TAG no., WBS element, etc.)

If an order item consists of several individual parts (loose parts without a separate order item), these individual parts must be listed individually under the respective order item on the delivery note with item number, designation and quantity.

Delivery notes and associated documents (e.g. certificate, measurement reports) must be attached to the outside of the packing in a document pocket.

The delivery note must allow a clear assignment of the goods to the above-mentioned information. Non-unique combinations of goods and delivery note must be identified by you within a maximum of 5 working days. If this is not done, the goods will be returned at your expense.

Loose part list

Deliveries to MAN plants

For each order item consisting of more than one individual part (loose part), a loose part list must be issued in accordance with the attached form.

A copy of the loose part list must be enclosed with the delivery. If an order item is delivered in several partial deliveries, the delivered items must be identified in the loose part list.

Deliveries of individual components to packing companies, seaports or to the MAN customer

All loose parts for our order items must be entered in our loose part tool iTOPS (Inbound Transportation Order Platform for Suppliers). Instructions can be found in the iTOPS loose part tool at <https://extranet.man-es.com/itops/index.html>

These loose items data must be entered in iTOPS no later than 5 weeks prior to the delivery date.

All Loose parts have to be labelled before packing.

Sample photos with attached clearly visible labels to be sent to below mentioned the email address
We reserve our right to check the proper labelling and packing before shipment.

In the case of requests please contact us via mdt-nwt@man-es.com

Packing and packing regulations

Unless otherwise stated herein, the obligations of the contractor for sufficient and safe packing result from the agreed Incoterms and the named place of destination.

Packing shall be provided for the safe transport of the goods for the respective mode of transport. This must ensure effective protection of the material against total or partial loss, moisture as well as against damage and must be carefully designed in accordance with the static and dynamic loads occurring during transport under normal conditions.

The packing material must be recyclable and must comply with the Packing Ordinance in its currently valid form. Materials for different destinations are not allowed to be packed with each other.

We oblige you to take back all packing materials that are produced for us in the factory or on a construction site due to your activity with us or to dispose of them at your own expense at the latest before the end of your activity. In the event of non-compliance, we will carry out the disposal and charge you with the costs incurred by us plus an administration fee.

Dispatch readiness messages for delivery: EXW / FCA / FAS / FOB

Shipments up to 31 kg

All shipments up to 31 kg chargeable weight must be declared to DHL EXPRESS as Economy / Day Definite. The order number must be given as the reference number.

Berlin plant DHL customer number 962677616.

Please check the local websites www.dhl.com for contact details.

Shipments over 31 kg:

All shipments must be announced as ready for shipment via iTOPS (Inbound Transportation Order Platform for Suppliers) <https://extranet.mandieselturbo.com/itops/index.html>

If access is not yet available, follow the instructions in the menu "Request access". You will find instructions on how to use the application in the help section.

In the case of requests please contact us via transportation-obh@man-es.com.

In case of any requests concerning shipments for Berlin plant please contact transportation-ber@man-es.com.

For all shipments that are not consolidated cargo suitable please contact transportation-ber@man-es.com with your ready for shipment note.

The ready for shipment not must include the following

- Sender
- Recipient
- MAN Order Number and account class
- Dimensions of the individual packages
- gros weight
- Contents
- Loading times
- Earliest loading date
- Contact person and telephone number
- Specific loading criteria (e.g. loading with crane)
- For hazardous goods, separate notice ***Caution Hazardous goods*** ADR Class, gros and net amount, packaging class

In case of a delay in collection, please notify our dispatch department immediately via e-mail: transportation-ber@man-es.com.

Advance notice times for dispatch notification

Express deliveries	An urgent delivery must be released by MAN.
2 working days	General cargo, partial and full loads
10 working days	Heavy transports and transports exceeding loading gauge greater than: Length > 1360 cm or width < 300 cm or height > 240 cm or weight > 20to
20 working days	Heavy goods transports and transports exceeding loading gauge greater than: Length > 1360 cm or width > 301 cm or height > 240 cm or weight > 20to
30 working days	Heavy transports and transports exceeding loading gauge greater than: Length > 1500 cm or width > 350 cm or height > 300 cm or weight > 20to

Delivery instructions for delivery term: CPT / CFR / CIP / CIF / DAP / DDP

General

- The German Road Traffic Regulations (StVO) apply on the factory premises.
- The additional safety regulations of the local workshops must be observed.
- Heavy transports and transports exceeding the loading gauge (>20t, >12 x 2.4 x 2.4m) must be announced with the relevant MAN plant at least 3 working days before the agreed delivery date, enclosing the transport drawing.
- No loading ramps are available.
- Goods weighing 2,500 kg or more must be suitable for unloading by crane.
- Raw material > 20 kg must be packed on wooden planks with at least 7 cm in height to enable lift via forklift forks
- Loading/unloading via magnet is not allowed

Proof of delivery for consignments which are not delivered to the above-mentioned MAN plants:

A mandatory requirement for the payment of your invoice is the goods receipt posting in our Enterprise Resource Planning System (SAP). Without such a posting, no payment will be released in connection with the delivery of the goods.

For consignments which are not delivered to one of our MAN plants, a signed delivery note acknowledged by the carrier (for EXW / FCA) or by the consignee (for CPT / CFR / CIP / CIF / DAP / DDP) is required. The signed delivery note have to be sent to the following email address:

wareneingang-berlin@man-es.com