



SUPPLIER LOGISTICS MANUAL	REVIEW No. 2	PAGE 1 / 19
	DATE: December, 15 th 2022	

INDEX

1. PURPOSE AND SCOPE OF APPLICATION	2
2. EDI/WebEDI COMMUNICATION WITH SUPPLIERS	2
3. SUPPLY PROGRAMS RELEASE	6
4. PACKAGING	6
5. IDENTIFICATION OF SHIPMENTS.....	10
5.1. Label models	11
5.2. Information about the packaging label. Handling units:	13
5.3. Rules for labelling and the transmission of packaging information:	15
6. TRANSPORTATION AND FREQUENCY	16
7. LOGISTICS PROTOCOL.....	16
8. LOGISTICS PERFORMANCE	16
8.1 Management of non-conformity report.....	17
8.2. Root cause analysis and action plan	17
8.3 Related charges.....	17
9. LOGISTIC AUDITS	19
APPENDIX:.....	19

REVIEWS			
REV. No.	DATE	SECTIONS AFFECTED	APPROVAL
0	13-06-19	All. New Issuance of the Manual.	Signed: M. Sánchez
1	10-12-20	Sections 2, 3, 5, 6 and 8.	
2	15-12-22	Section 8.	



SUPPLIER LOGISTICS MANUAL

REVIEW No. 2

DATE: December, 15th 2022

PAGE

2 / 19

1. PURPOSE AND SCOPE OF APPLICATION

This document contains the logistics standards that must be applied to the relationships between the companies in GRUPO ANTOLIN (GA) and all their production material Suppliers worldwide. The latest version of this document is hosted on the GRUPO ANTOLIN Suppliers Portal.

This document includes all GRUPO ANTOLIN documentation related to the supply chain and the standards to be met, or at least the location of such documentation.

The fulfillment of the requirements included in this document is essential for all new Suppliers of production material of GRUPO ANTOLIN. For current Suppliers, a strategic study should be done.

This Supplier Logistics Manual is referred to in, and forms part of the [MP-01, SUPPLIER MANUAL](#) accepted by the Suppliers in order to be a GRUPO ANTOLIN Supplier and obtain a valid supply agreement.

For each commercial relationship between GRUPO ANTOLIN and the Supplier, the following documents contained in this Manual are completed and agreed (unless otherwise is agreed):

- [I-P07-II-A, PACKAGING DATA SHEET](#) (PDS): a PDS is required for each family of parts whose logistics and packaging conditions are identical. This document must be validated before the shipment of "First off Tool" parts.
- [I-P07-B, SUPPLIER LOGISTICS CONDITIONS](#) (SLC): a Logistics Protocol is required for each commercial relationship between GRUPO ANTOLIN and the Supplier that shares the same physical flow and information. This document must be validated before the shipment of "Off-Process" parts.

2. EDI/WebEDI COMMUNICATION WITH SUPPLIERS

GRUPO ANTOLIN requires all its Suppliers of production material with an open order to have the technological capability to receive, by EDI or WebEDI, the supply programs of the GRUPO ANTOLIN companies. Any exception shall be individually studied. It is the Supplier's responsibility to ensure that it has the required EDI technological capability, either through its own EDI system or subcontracting an EDI or WebEDI service from a 3rd Party.

The Supplier ensures that it includes this communication capability (EDI/WebEDI) in its offer. GRUPO ANTOLIN does not place additional orders to cover this need.

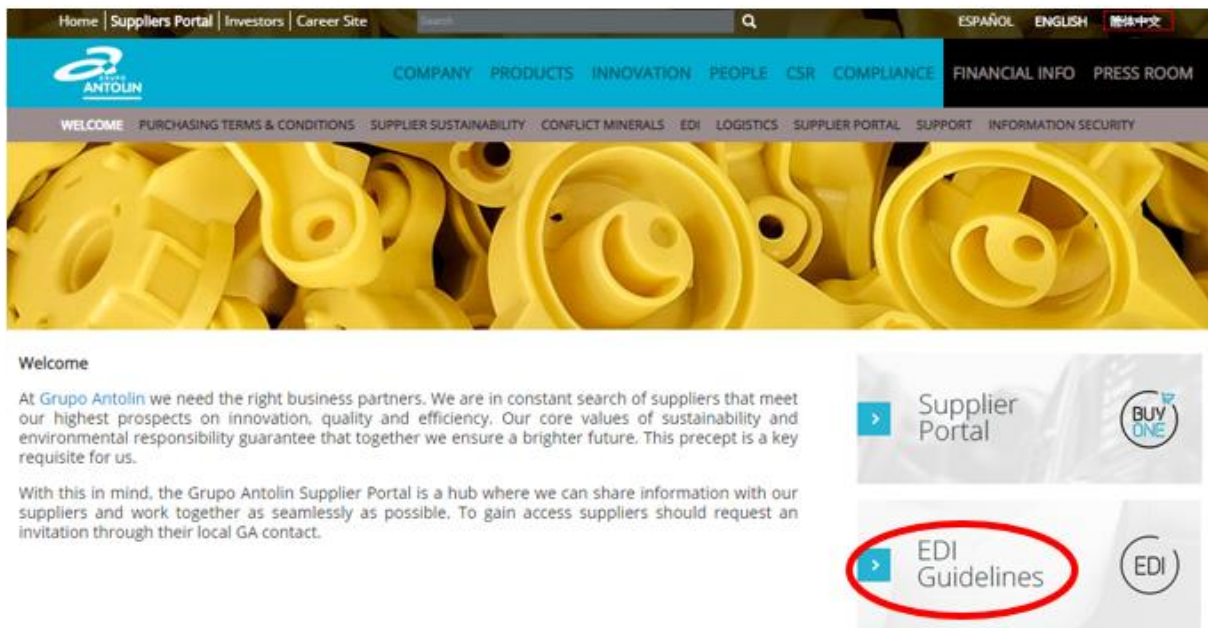
Likewise, all Suppliers must be capable to generate an ASN (Advanced Shipping Notice) by EDI or WebEDI each time it makes a shipment. The information on the ASN must correspond (item, quantity and serial number of the packaging) to the information on the labels of the shipped material. The Supplier must ensure that the ASN contains all packaging identifiers of the labels corresponding to the delivery.

The ASN must be sent to the GRUPO ANTOLIN Company not later than 30 minutes after the shipment leaves the Supplier's facilities.

2.1. Location of EDI information for Suppliers

The information regarding EDI communication with Suppliers at GRUPO ANTOLIN is located in the GRUPO ANTOLIN Suppliers Portal:

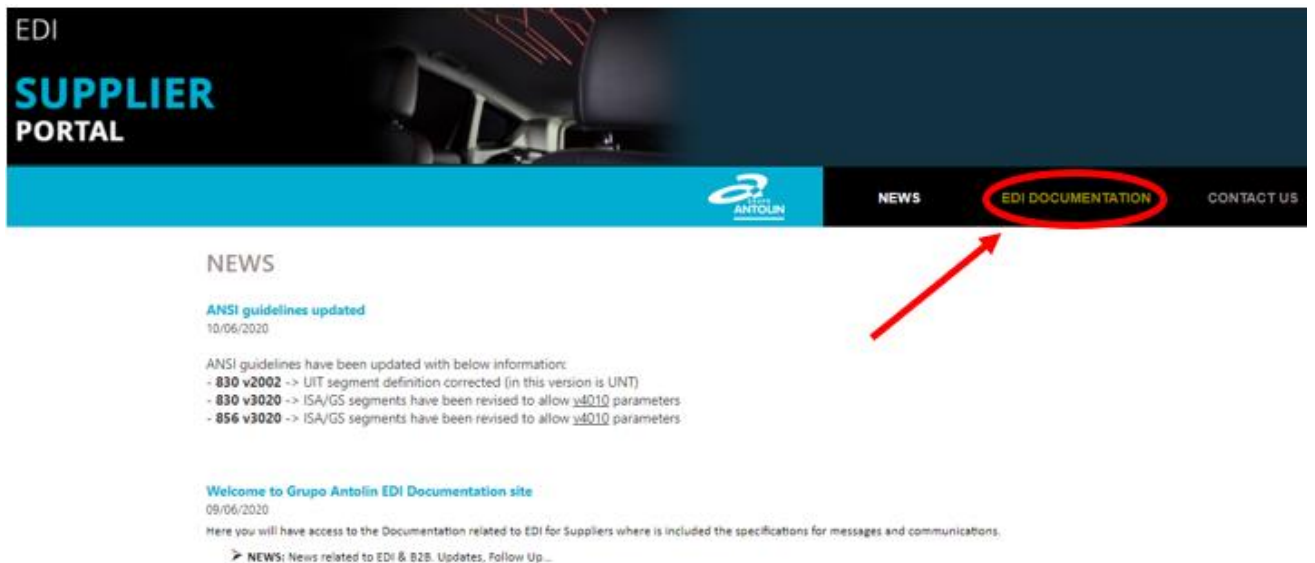
<http://www.grupoantolin.com/en/Suppliers-portal/welcome>



Or can be accessed directly through the link:

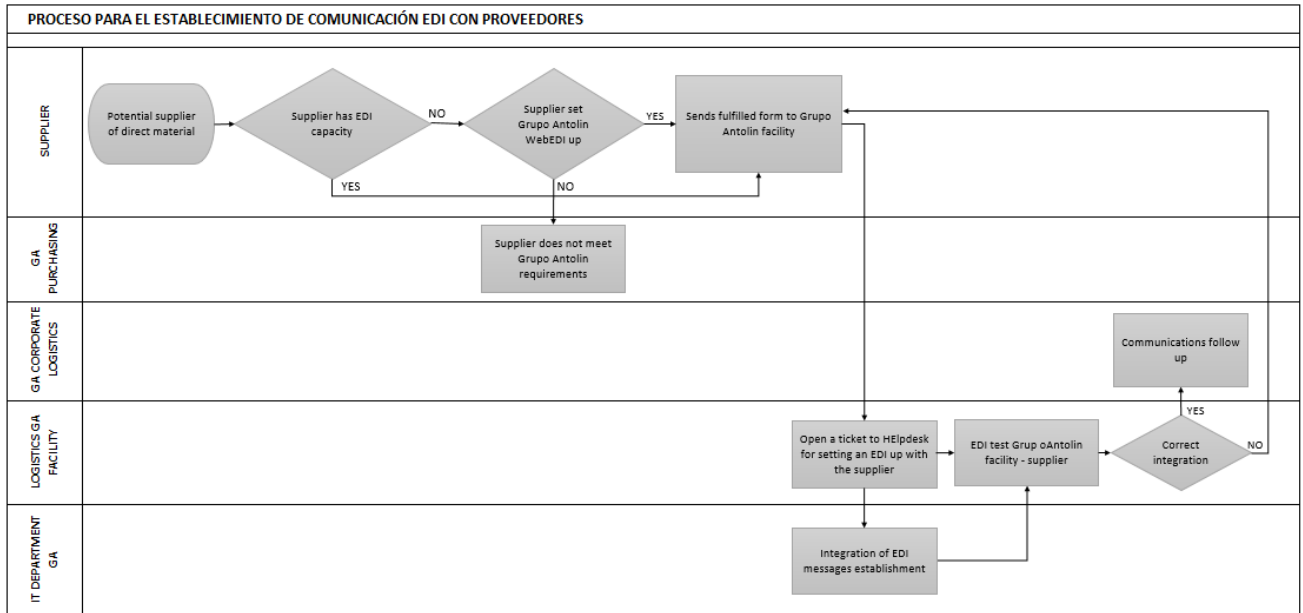
<https://edi.Suppliers.grupoantolin.com/EDI/EDINews.aspx>

The Supplier can find all information regarding the EDI connection (connection forms, message formats accepted by GRUPO ANTOLIN, connection types by region, information related to WebEDI, etc.) by accessing the EDI DOCUMENTATION as shown in the above figure.



2.2. Process to set up an EDI connection

The process to follow for establishing an EDI connection with Suppliers is shown in the following diagram:



A. Is the Supplier EDI capable?

A.1. Supplier has its own EDI

In this case, the Supplier fills in the required details in the EDI form (<https://edi.Suppliers.grupoantolin.com/Handlers/DownloadHandlerDB.ashx?ID=1629>) and sends it via email to the GRUPO ANTOLIN Company that has requested the connection.

The following link contains the descriptive guides for each type of message and for the different regions:
<https://edi.suppliers.grupoantolin.com/EDI/EDIDocumentation.aspx?Type=STANDARD>

A.2. Supplier does not have EDI and sets GRUPO ANTOLIN WebEDI up

GRUPO ANTOLIN provides to the Supplier with no EDI capability, the set up to GRUPO ANTOLIN WebEDI CSP.

WebEDI CSP has NO COST for the Supplier.

Suppliers can find information related to WebEDI CSP in the GRUPO ANTOLIN Suppliers Portal:

https://edi.suppliers.grupoantolin.com/EDI/EDIDocumentation.aspx?Type=WEB_ED



EDI DOCUMENTATION / webEDI

Download Guidelines for Grupo Antolin European / Asian / South American plants

Supplier has to fulfil the WebEDI CSP [form](#) and send it to the GRUPO ANTOLIN Company that has requested the connection to GRUPO ANTOLIN.

Supplier receives an online training to WebEDI CSP application or access to the training available in GRUPO ANTOLIN Suppliers Portal (see above link) to acquire all the required knowledge to correctly use it.

A.3. Establishing the EDI connection

Once the connection has been requested, the required tests are carried out to establish the EDI connection with the Supplier. Once this connection has been validated, the Supplier is able to receive the supply programs of GRUPO ANTOLIN companies by EDI.

The Supplier sends the ASN each time it ships goods through the same means.

GRUPO ANTOLIN has an ASN analyzer, so the Supplier will receive an email about any messages containing an error that does not allow the message to be integrated into the GRUPO ANTOLIN systems. This email will be sufficiently descriptive to allow the Supplier to identify the error in the message. *The Supplier can find detailed information related to ASN errors in the following guide:* <https://edi.suppliers.grupoantolin.com/Handlers/DownloadHandlerDB.ashx?ID=2032>

In any case, Suppliers can always consult the Frequently Asked Questions (FAQ) document to resolve any doubts:

For EDI: <https://edi.suppliers.grupoantolin.com/Handlers/DownloadHandlerDB.ashx?ID=2033>

For WebEDI: <https://edi.suppliers.grupoantolin.com/Handlers/DownloadHandlerDB.ashx?ID=2058>

Supplier can address all the technical questions related to EDI or WebEDI CSP set up process to the “contact us” site in GRUPO ANTOLIN Suppliers Portal:

<https://edi.suppliers.grupoantolin.com/EDI/EDIContact.aspx>



Grupo Antolin MyTicket Portal to create EDI related incidents
<https://grupoantolin.service-now.com/partnerportal>

How to use MyTicket



SUPPLIER LOGISTICS MANUAL

REVIEW No. 2

DATE: December, 15th 2022

PAGE

6 / 19

3. SUPPLY PROGRAMS RELEASE

GRUPO ANTOLIN sends, according to its needs, the supply programs to its Suppliers preferably through EDI, along with a copy of these by email (in an attached PDF). In this program, the Supplier can see the quantities and dates requested for the firm and forecast.

In each case, the GRUPO ANTOLIN specifies the program shipment frequency (both firm and forecast), the day of the week on which they are sent and the time frame for each of them. This information is stored and validated by both GRUPO ANTOLIN and the Supplier in the document "GRUPO ANTOLIN "Suppliers Logistics Conditions" (GA SLC). The Supplier contacts GRUPO ANTOLIN if it has not received the supply program on the agreed date.

Suppliers should adjust their opening calendar to the requirements of its GRUPO ANTOLIN supplying Company, matching their opening days. This requirement should be included in the offer.

Supplier must comply 100% with the supply programs. If it cannot send the required quantity, the Supplier contacts GRUPO ANTOLIN as soon as possible and confirms the inability to deliver the parts by email. GRUPO ANTOLIN studies the situation and tells the Supplier how to proceed.

If the failure to comply with the program implies the subsequent use of special transportation to recover the parts not being supplied, the Supplier will be responsible for the costs associated to this special action, the administrative fee for the management of the incident and if any, for the costs due to potential impact caused by this incident at GRUPO NATOLIN or at Customer. In contrast, if the Supplier has exceeded the quantity of parts requested in the order, GRUPO ANTOLIN reserves the right to return the extra parts to the Supplier and charge the return cost to this Supplier. These incidents will be documented and communicated by GRUPO ANTOLIN to the Supplier in a non-conformity report, as described in [MP-01, SUPPLIER MANUAL](#).

If GRUPO ANTOLIN is responsible for the transport and there is no space on the truck for the quantities requested in the order, or the truck has not arrived at the Supplier facilities on time for loading, the Supplier must immediately report this incident to GRUPO ANTOLIN.

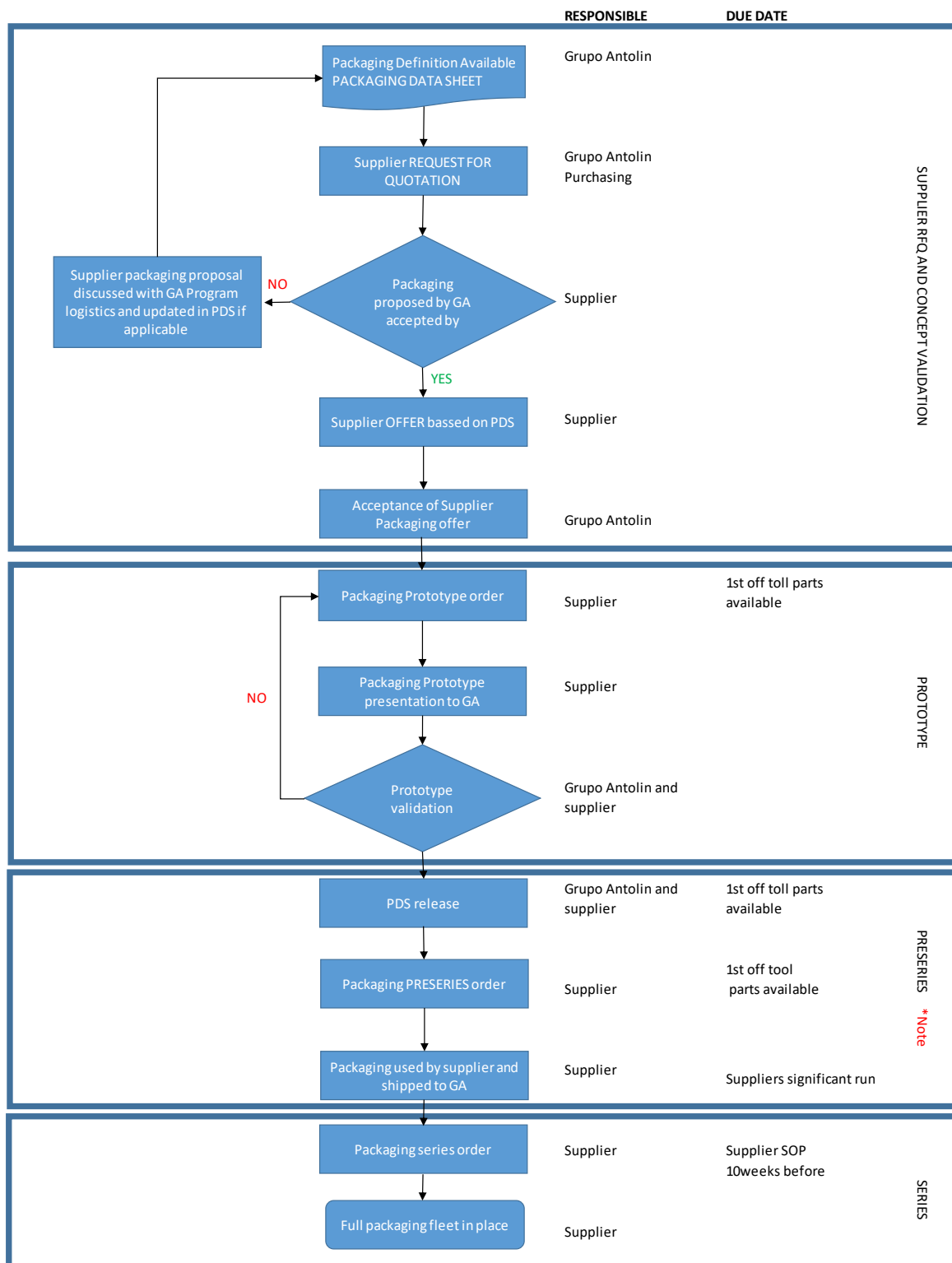
The Supplier always guarantees that the time elapsed between manufacturing the product and its receipt by GRUPO ANTOLIN is as short as possible by using FIFO supply management systems, achieving the agreements regarding the minimum stock sizes at all times. If there are no written agreements on minimum safety stock, the Supplier must establish its safety stock on the basis of its contingency plan and considering its reaction times to any potential anomalies that may arise.

4. PACKAGING

As a general rule, GRUPO ANTOLIN proposes the packaging concept to be used to the Supplier. The Supplier is responsible for developing the concept and proposing a definitive solution to GRUPO ANTOLIN. This packaging must guarantee the quality of the part (preventing its deterioration and/or deformation), making the most of the capacity of the packaging, facilitating transportation and handling, and minimizing costs.

As a general rule, and in the case of returnable packaging, the Supplier is responsible of the Packaging Investment .GRUPO ANTOLIN may regularly request packaging inventories
The development process, packaging prototypes and parts associated with the Packaging validation process must be included in the initial offer. GRUPO ANTOLIN does not issue additional orders for these items.

The packaging definition and validation flow is as follows:



Note: the pre-series phase is necessary for packaging that, due to its complexity, requires approval in two phases. In this way, work begins with a first supply of packaging that can be validated before making the complete packaging order.

If there is no preliminary packaging concept, the Supplier defines this for the supply phase, which must take into account the design of the part and its volume. The Supplier follows the steps below to do this:

A) Choice of returnable versus disposable packaging:

GRUPO ANTOLIN'S objective for Suppliers on the same continent is to receive parts in returnable packaging.

If the use of returnable packaging is not economically favorable, the Supplier may propose the use of expendable packaging as long as it is approved by GRUPO ANTOLIN. It must proceed in the same manner for parts received from overseas Suppliers. All Suppliers exporting to GRUPO ANTOLIN must comply with the Regulation of Wooden Packaging Material in International Trade ISMP No. 15 (2009) for wooden packaging.

B) Choice of standard GRUPO ANTOLIN packaging versus Specific packaging:

As a general rule, the selected packaging must be one of GRUPO ANTOLIN'S standard packaging options, considering the following preferences:

B.1) Whenever possible, the Supplier selects a Packaging Unit (PU) (box that the operator handles manually) over a HU (container that can be handled with a fork lift truck or pallet truck, or a pallet with boxes that can be handled with a fork lift truck or pallet truck). The Supplier must optimize the capacity of the box (PU) taking into account the maximum permitted weight (15 kg per box).

B.2) If the box option (PU) is not feasible, the Supplier must select a plastic container/rack (HU), optimizing its capacity and taking into account the technical specifications of each of them.

B.3) For parts that exceed the maximum weight indicated in the above point, the Supplier must choose a metal container/rack (HU).

B.4) When the Product can be packed on a pallet with no other type of returnable packaging, this way is proposed.

B.5) The packaging to be used for fasteners must be a small cardboard box.

In special cases, in which no packaging on GRUPO ANTOLIN's list of standard packaging is suitable for the parts, the Supplier must propose specific packaging. The possible reasons driving to the development of specific packaging are the following:

- The geometry of the part is complicated or it is large or fragile.
- The Supplier has its own dedicated containers given that the parts are fragile and/or they are necessary for its internal production.
- Its use results in a considerable increase in the density of the parts, which justifies the investment in specific packaging.

The Supplier must be able to explicitly state the advantages of using specific packaging if GRUPO ANTOLIN requests this.

When there is no information regarding the type of packaging, the Supplier must consider, as a basis rule, GRUPO ANTOLIN recommendations and define it in accordance with the following logistics matrix below, considering two factors:

- Daily truck occupancy % with the daily volume of the item.
- Distance between the supplier and the receiving GA Company.

		% OF TRUCK OCCUPATION BASED ON DAILY VOLUME TO SHIP:										
		0%-5%	6%-10%	11%-20%	21%-30%	31%-40%	41%-50%	51%-60%	61%-80%	81%-100%		
		TIME EQUIVALENT (working days needed) TO COMPLETE A FULL TRUCK BASED ON DAILY VOLUME TO SHIP:										
		20	10	5	3	2,5	2	1,8	1,2	1		
DISTANCE SUPPLIER > GRUPO ANTOLIN DESTINATION (1 Way)	KM	MI										
	0-100	0-60	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	
	101-200	61-120	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	
	201-300	121-180	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	
	301-600	181-350	RETURNABLE NOT FOLDABLE 2 PER MONTH	RETURNABLE NOT FOLDABLE 2 PER MONTH	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	
	601-900	351-500	RETURNABLE NOT FOLDABLE 2 PER MONTH	RETURNABLE NOT FOLDABLE 2 PER MONTH	RETURNABLE NOT FOLDABLE 1 PER WEEK	RETURNABLE NOT FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	
	901-1200	501-700	RETURNABLE NOT FOLDABLE 2 PER MONTH	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	
	1201-1800	701-1100	EXPENDABLE 1 PER MONTH	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	
	1801-2400	1101-1500	EXPENDABLE 1 PER MONTH	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	RETURNABLE FOLDABLE FULL TRUCK	
	> 2401	>1501	EXPENDABLE 1 PER MONTH	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	EXPENDABLE FULL TRUCK	

“Logistics Matrix: Distance & Truck occupation based on daily volume”

* GRUPO ANTOLIN may specify another delivery frequency or type of packaging under special circumstances.

** For fasteners and overseas deliveries, cardboard packaging is used.

For shipments of material in Europe, the maximum height of the handling units (HU) must guarantee the truck / sea container cube and handling optimization. The maximum height of the HU will be confirmed on the signing of the PDS.

Handling units (HU) to be transported by truck should be able to be stacked up to a maximum in order to optimize their transportation in the standard trucks used in each region. For sea transportation, the height of the stacked handling units (HU) must optimize the loading of the sea container.

The Supplier is responsible for developing the packaging and correctly specifying the information relating to it in the PDS.

The validation of the packaging concept must be carried out as soon as the product's maturity allows it and always ensuring that the project's milestones are met. After obtaining agreement to the packaging, the Supplier must present a prototype of the packaging to GRUPO ANTOLIN.

The validation of the packaging is carried out by GRUPO ANTOLIN with the First Off Tool (FOT) parts sent by the Supplier to the destination GRUPO ANTOLIN Company. In the event of non-conformity in this packaging validation process, GRUPO ANTOLIN asks the Supplier to make the relevant modifications to the packaging and repeat the shipment to verify its conformity.



SUPPLIER LOGISTICS MANUAL

REVIEW No. 2

DATE: December, 15th 2022

PAGE
10 / 19

The Supplier must confirm the availability of the prototype packaging at the time of FOT parts are available in order to run significant packaging trials.

As a general rule, the prototype packaging must be validated around 12 weeks before significant production at the latest, to ensure there is enough time to produce the necessary packaging for use during the significant production. Once the prototype has been validated, the PDS should be updated if necessary.

The approval of the packaging by GRUPO ANTOLIN does not release the Supplier from its responsibility to meet the required quality requirements up to the delivery of parts in the agreed conditions.

Both the Supplier and GRUPO ANTOLIN are obliged to review the packaging upon receipt at their facilities and report any incidents they may identify. The Supplier must ensure that the parts are delivered to GRUPO ANTOLIN in optimal conditions of cleanliness and quality.

GRUPO ANTOLIN and the Supplier must record the reception and shipment of returnable packaging to and from their facilities. The use of returnable packaging must adhere to the purpose for which it has been defined and not be used for the Supplier's internal management (storage of safety stock other than that agreed, etc.).

Back-up Packaging

All parts must have a back-up packaging, whose use is solely for emergencies. The dimensions of the alternative packaging must not exceed those of the original packaging containing the same number of parts. The Supplier documents this in the PDS and ensures that it is validated alongside the standard packaging.

The definition and assurance of the availability of alternative packaging, if required, is the Supplier's responsibility.

The Supplier must warn GRUPO ANTOLIN about any shortage of returnable packaging. The shipping of material in alternative packaging must be reported by the Supplier and authorized by GRUPO ANTOLIN prior to its shipment.

5. IDENTIFICATION OF SHIPMENTS

All materials sent to GRUPO ANTOLIN must be accompanied by a physical delivery note.

The production material Supplier must ensure the proper identification of each packaging unit by using standard GRUPO ANTOLIN labels:

- ODETTE Labels ETI 1 or ETI 9, for supplies to GRUPO ANTOLIN companies outside the NAFTA region.
- AIAG standard container and master labels, for supplies to GRUPO ANTOLIN companies in the NAFTA region.

The placement of the label on the packaging is agreed between the parties according to the internal regulations of their companies. As a general rule, the label must be placed in the packaging information box (if any) or on the outside in a visible area.

To facilitate its reading, both visually and automatically, the label must be attached horizontally when the packaging is in its normal position.

All barcodes must be code 39 or 128. The barcode must include the corresponding figure preceded by the prefix in brackets in the field description. Any additional barcodes that are included on the label by the Supplier must not start with any of the following reserved letters (N, P, Q, V, S).

Mandatory Barcode Prefix Information

	Prefix	Human Readable Examples	Barcode Content Examples
Delivery Note	N	12345678	N12345678
Part Number	P	123456789-010	P123456789-010
Quantity	Q	18	Q18
Serial Number	S	80007534	S80007534
Vendor Code	V	54321	V54321

The Serial Number for each label have to be unique from start to end of supply contract.

If the Supplier sends heterogeneous pallets, it must send as many master labels as there are items contained in the pallet, or send a master label whose serial number code is preceded by the letter G (mixed handling unit/mixed pallet).

The paper to be used for labels must be white and printed in black ink with a minimum print contrast of PCS = 75. To minimize distortion problems, it is recommended that the label paper (or in the case of composite paper, the adhesive and protective sheets together) be of a certain weight and weather-resistant. The label must be strong enough to ensure readability upon arrival at the destination.

The labeling of the packaging for safety and regulatory parts must contain the symbols S/R, level of engineering and manufacturing batch of the Supplier.

5.1. Label models

- ODETTE ETI 1 (not to scale) – For large packages and containers. Dimensions: 210 x 148 mm (A5). Recommended grammage of 160 to 170 g/m². If the adhesive label is glued onto a surface, the paper may have a lower grammage (for example, 80 g/m²).

No ALBARAN (N) 94811239 		BUELLEPUERTA 750 DIRECCION PROVEEDOR  Grupo Antolin Glass Ctra. N-120, Logroño-Burgos		
PIEZA Nº REFERENCIA (P) 39803210 		PESO NETO (KG) 3	PESO BRUTO (KG) 4	NUMERO DE CAJAS 1
CANTIDAD (Q) 13 		DESCRIPCION PRSL Y283 DCH ESP LUZ TE REFERENCIA PROVEEDOR (S/R) 566540091 		
PROVEEDOR (V) R7WM7 		FECHA D111117 NIVEL DE INGENIERIA		
NUMERO DE SERIE (S) 37805786 		Nº LOTE (R) 		

Grupo Antolin Glass, S.A. Ctra. N-120, Logroño-Burgos, E. ODETTES Ver: 1 Rev: 4

When the length of the quantity code so allows, the safety and/or regulatory data may be printed to the right of the quantity field.



SUPPLIER LOGISTICS MANUAL	REVIEW No. 2	PAGE 12 / 19
	DATE: December, 15 th 2022	

- ODETTE ETI 9 (not to scale) – For boxes and small packages. Dimensions: 210 x 74 mm. Recommended grammage: 120 g/m²

DESTINATARIO	PUNTO DE DESCARGA 7858MN	EXPEDIDOR Intertrim Caçapava
No ALBARAN (N)	PUNTO DE DESTINO	
CÓDIGO PRODUCTO (P) 9670944780		PESO NETO 1 KGM
		PESO BRUTO 3 KGM
No SERIE (S) 35794368	No CAJAS 1	CANTIDAD (Q) 8
	REF. PROVEEDOR (30S) 156024301	FECHA P111003
<small>Intertrim Caçapava 12284-000 CAÇAPAVA</small>	No LOTE	DESCRIPCION DEFLECTOR AIRBAG A58 DCH.
	No PROVEEDOR (V) 31191C	NIVEL DE INGENIERIA

The S/R safety and regulatory symbol (where appropriate) must be printed in the product code field.

- AIAG container label (not to scale) – To identify containers and pallets. Dimensions: 165 x 102 mm or 154.6 x 102 mm

FROM : G. A. SILAO C/ Salida 13 SILAO, 12345 MEJICO	SUPPLIER (V) : 97869 	NET 100 Kg	GROSS 126 Kg	NO. BOXES 1
TO : G. A. MICHIGAN 6300 EUCLID STREET MARLETTE, MI 48453 - USA	BOL (N) : 102345 	CONTAINER: RETURNABLE		
SAP REFERENCE (P) : 981234567 	QUANTITY (Q) : 345 			
ENGINEERING LEVEL (3) : EE 	DATE : 2007/10/16 <small>yyyy / mm / dd</small>			
DESCRIPTION : GRAY RIGHT HAND VISORS				
SERIAL NUMBER (S) : 901220222 	LOT (H) : 678 			

Note: The No. Boxes field will always be 1 on this type of label.

• AIAG master label (not to scale) – To identify boxes within pallets. Dimensions: 165 x 102 mm

FROM : G. A. SILAO C/ Salida 13 SILAO, 12345 - MEXICO	SUPPLIER (V): 97869 [Barcode]	NET 2300 Kg	GROSS 3200 Kg	NO. BOXES 23
TO : G. A. MICHIGAN 6300 EUCLID STREET MARLETTE, MI 48453 - USA	BOL (N): 102345 [Barcode]	MASTER		
SAP REFERENCE (P): 981234567 [Barcode]		CONTAINER: DISPOSABLE		
ENGINEERING LEVEL (3): EE [Barcode]	QUANTITY (Q): 345 [Barcode]		DATE: 2007/10/16 <i>yyyy / mm / dd</i>	
DESCRIPTION : GRAY RIGHT HAND VISORS				
SERIAL NUMBER (M): 701220 [Barcode]	LOT (H): 678 [Barcode]			

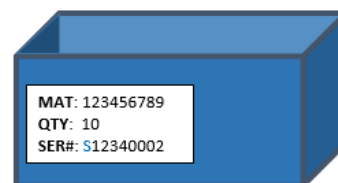
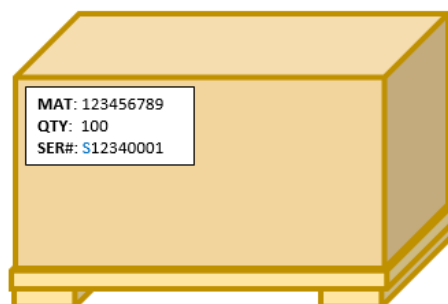
5.2. Information about the packaging label. Handling units:

A Handling Unit (HU) is a physical unit consisting of packaging materials (load carriers/packing material) and the goods contained on/in it.

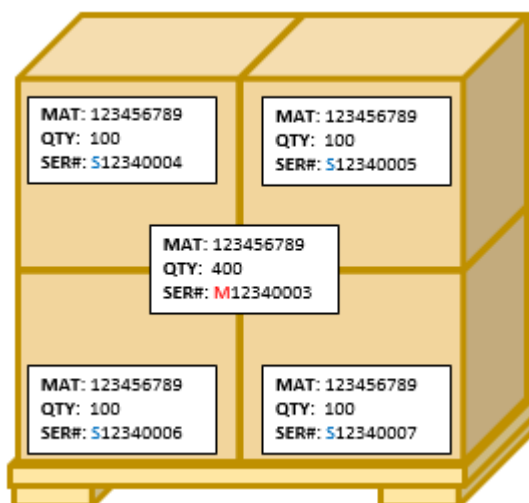
A handling unit is always a combination of products and packaging materials.

We can find these types of handling unit:

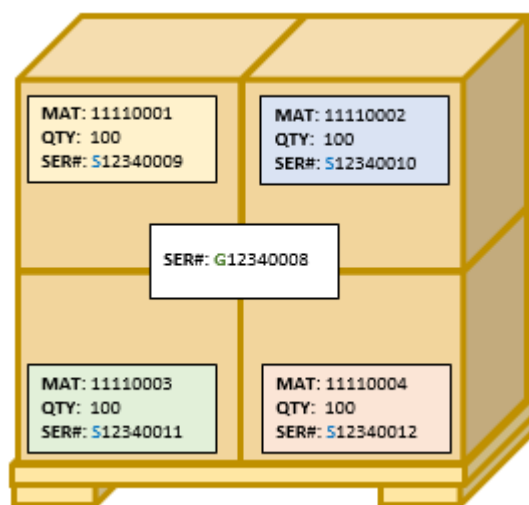
- Simplified Handling Unit (S-Label): consists of one package in which the material is directly contained. Each simplified handling unit contains a single material/item at any time. Examples: Pallet containing a single material, KLTs, cardboard boxes, etc.



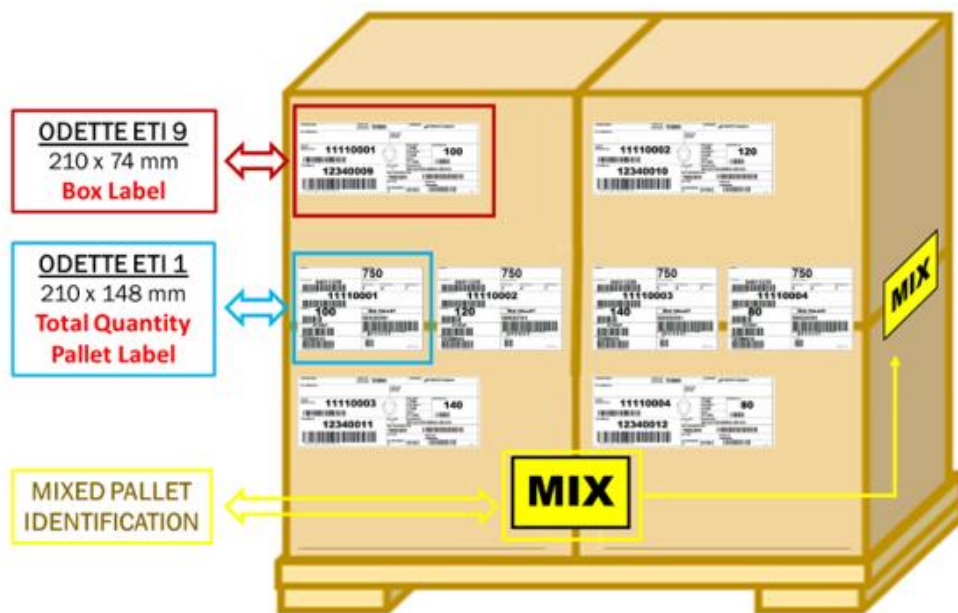
- Non-Simplified Handling Unit consists of one or more packages contained in a larger package unit.
 - ➔ Homogeneous Handling Unit (M-Label): All packages contained in it include the same item.



- ➔ Mixed Handling Unit: the packages contained in it include different items. Two options are valid:
 - Option 1: G-Label. A master label only with Serial barcode with G letter (mixed handling unit/mixed pallet).



- Option 2: as many master (pallet) labels as items contained in the Handling Unit. Each master label including the material/item and the total quantity per material/item in the Handling Unit.



Note: ODETTE or AIAG label can be used.

5.3. Rules for labelling and the transmission of packaging information:

- The Supplier has to assign a package serial number not exceeding 17 digits (between 8 and 10 characters is preferred).
It is advisable to use numerical serial numbers.
- The package serial number must be unique
- Only one or two levels of packaging are allowed, that is, Simplified handling units (package without sub-packaging) or Non-simplified handling units (package containing simplified handling units)
All simplified and non-simplified handling units must have a serial number to identify them unequivocally, and they will have the correspondent transport label.
- Auxiliary packaging materials will not have an assigned serial number. This kind of packaging aid does not need a transport label.
Auxiliary packaging aids could be reported in the corresponding segment of the ASN message, without a package serial number.
Empty containers used to complete or fill a stacking layer will have the same treatment as auxiliary packaging aids (no serial number or transport label).
- The package identifiers in the ASN message and on the physical label must be identical.
- Regarding packaging level in the ASN, Supplier could be required to send it packed with a maximum of 2 packaging levels (1 level of packaging = PU or HU, 2 level of packaging=PU+HU). Each GRUPO ANTOLIN Company decides the required integration level of the ASN.

6. TRANSPORTATION AND FREQUENCY

GRUPO ANTOLIN requires its production material suppliers to make their offer, including transport cost.

Depending on the internal analysis carried out at GRUPO ANTOLIN, it will be decided under which Incoterms the purchase is made, and therefore those responsible for both the transportation and the activities associated with this (customs, etc.) will be defined. The purchase Incoterms also define the responsibility for the return of empty packaging.

In Europe and NAFTA, all transports from Suppliers to GRUPO ANTOLIN which are responsibility of GRUPO ANTOLIN, are potentially managed by a 4PL. All details and instructions for Suppliers in 4PL are included in the following documents:

- For Europe: [I-SLM6-A, 4PL MANAGEMENT \(EUROPE\)](#)
- For NAFTA: [I-SLM6-B, 4PL MANAGEMENT \(NAFTA\)](#)

Both documents are available in GRUPO ANTOLIN Suppliers Portal (General Documents):
<http://www.grupoantolin.com/en/suppliers-portal/welcome>

Supplier must take into account the shipping frequency requested by GRUPO ANTOLIN in the offer. When there is no information regarding the shipping frequency, the supplier must refer, as a basis rule, to the “Logistics Matrix: Distance & Truck occupation based on daily volume”.

The quantity of transported parts and the stacking factor must be calculated to optimize the space in the method of transportation.

7. LOGISTICS PROTOCOL

[I-P07-B, SUPPLIER LOGISTICS CONDITIONS](#) mainly specifies the logistic flow and the required logistic conditions, as well as the contact details of both parties. The Supplier and GRUPO ANTOLIN must have agreed and validated a Logistics Protocol (GA SLP) prior to delivering the initial samples. Section 6.4 of this (time windows) is updated and validated when the ramp up takes place.

8. LOGISTICS PERFORMANCE

GRUPO ANTOLIN checks that the Supplier supplies 100% of the needs notified in the supply program following agreed logistics conditions and monitors the logistics performance. In the event of non-compliance, GRUPO ANTOLIN notifies and escalates the Supplier when necessary and informs the Supplier about the consequences of non-complying logistics requirements.

*Supplier Logistic Performance is measured through the **Supplier Service Index (SSI)** which is calculated as follows:*

$SSI = (50\%) \times (SDP) + (50\%) \times (100 - SD)$ where:

- **SDP = Supplier Delivery Performance**, which considers performance in the deliveries made to GRUPO ANTOLIN Companies. This score is calculated taking into account delivered **Quantity** and delivery **Date**.

These two factors are compared with the requested quantities and dates.

- **SD = Supplier Demerits**. This part of the formula cannot be lower than 0 ⁽¹⁾.

⁽¹⁾ *If the number of demerit points is >100, this part of the SSI formula will be 0.*

8.1 Management of non-conformity report

When a service “non-conformity” exists, GRUPO ANTOLIN’S Logistics Department reports and manages this deviation as described in the [MP-01, SUPPLIER MANUAL](#).

8.2. Root cause analysis and Action Plan

Service incidents will be documented by the GRUPO ANTOLIN Company and transmitted to the Supplier through the corresponding “Logistic Claim”. If an **8D** report is needed, then it will be indicated in the “Logistic Claim”. Additionally, in these cases the [I-P103-C, NON CONFORMITY REPORT](#) will be attached along with the “Logistic Claim”.

Supplier shall answer using this **8D** report or one of its own confirming liability acceptance and documenting immediate / containment actions within a maximum of **24 hours**.

The lack of answer in this period, will be considered as liability acceptance and could activate the corresponding escalation process.

Supplier must perform and submit the full analysis within a maximum period of **7 calendar days** including:

- Root cause/s analysis.
- Corrective actions, to be implemented in the shortest possible deadline in agreement with the GRUPO ANTOLIN Company.

8.3 Related charges

The Table below summarizes service “non-conformity” concepts including a short description and the related charge (€):

SAP CODE	NON CONFORMITY	DESCRIPTION	CHARGE (€)
01	Early delivery	Supplier delivers goods in advance without informing or agreement with GRUPO ANTOLIN's responsible	150
02	Late delivery	Supplier delivers goods late without informing or agreement with GRUPO ANTOLIN's responsible	200
03	Disruption in Warehouse operations	Disturbance in the warehouse activities due to several possible reasons: early/late delivery, material not correctly loaded, among others.	100
04	Disruption in Production Line schedule	Shortage in the GRUPO ANTOLIN's production due to material not delivered according to schedule	To be evaluated
05	Disruption in OEM	Inability of GRUPO ANTOLIN to fulfil OEM schedule due to lack of material from supplier.	Direct charge
06	Over-delivery	Supplier delivers more material than requested without informing or agreement with GRUPO ANTOLIN's responsible.	125
07	Under-delivery	Supplier delivers less material than requested without informing or agreement with GRUPO ANTOLIN's responsible	200
08	Documents incorrect or missing	Delivery note incorrect –missing weights, quantities not matching, part number incorrect–, CMR missing, HS code -Harmonized System-, among other.	200
09	Missing label	Material without any label that enables the identification of the material.	150
10	Material mislabelled	Material labelled with incorrect information, especially, but not limited to, reference number.	250
11	Incorrect label	Label is not according to GRUPO ANTOLIN's standard.	10 (/label)

12	Supplier not connected via EDI or WebEDI	The missing EDI connection will be penalized not only by the lack of ASN, but more severely when such supplier is requested at least 4 times over a period of 2 months To be charged monthly if non-conformity remains.	500
13	Missing ASN	Delivery received without ASN.	125
14	Incorrect ASN	ASN could not be integrated in GRUPO ANTOLIN's system due to incorrect code structure or content. It needs to be reviewed and fixed by supplier.	50
15	Quantity in ASN does not match with quantity delivered	After inspection, it was detected that the quantity received did not match the quantity indicated in the ASN.	150
16	Missing confirmation in 4PL portal in time	Supplier did not confirm quantity to be picked in 4PL portal.	To be evaluated
17	Incorrect quantities confirmed in 4PL portal	Supplier confirmed quantities to be picked up different to the actual quantities collected.	To be evaluated
18	Transport utilization disrupted	GRUPO ANTOLIN's transport was disrupted, either due to under or over utilisation.	To be evaluated
19	Delay in transport loading	Loading window for GRUPO ANTOLIN's transport delayed, which involved disruption in subsequent loadings or delivery.	70 (/hour)
20	Arrears not fulfilled	Supplier has been informed at least once about backlog that needed to be fulfilled. However, there has been no action or information from their side.	100
21	Packaging not compliant	The use of non-standard packaging without previous agreement can have impact in the filling rate of GRUPO ANTOLIN's transport and/or the allocation of the goods in our warehouse. It can also lead to additional operations in GRUPO ANTOLIN's premises, such as inspection for quality or repacking.	50
22	Packaging damaged without affecting the quality of the material	Packaging needed to be removed and material repacked. It can involve additional costs if packaging is returnable and GRUPO ANTOLIN's property.	150
23	Packaging damaged with negative result in the quality of the material	Packaging needed to be removed and material repacked. It can involve additional costs if packaging is returnable and GRUPO ANTOLIN's property. Material needed to be put under control for inspection. Cost of rejected material not included here.	250
24	Annual inventory of returnable packaging not provided	The lack of response when annual inventory of packaging may be requested.	300
25	Packaging lost or damaged	Supplier fails to have the corresponding balance of packaging from GRUPO ANTOLIN or returns them damaged in such level that they are no longer utilizable.	To be evaluated
26	Extraordinary operations or costs	All those operations derived from non-conformities, e.g.: <ul style="list-style-type: none"> - Repack of material in damaged packaging - Sorting of material mislabelled - Inspection of material damaged - Relabelling of material 	To be evaluated
27	No response provided or actions taken to Non-Conformity	Supplier must reply to nonconformity (NCR) within 24h since the receipt of the NCR.	500
28	Recurrent issue	An issue is considered recurrent if it is repeated at least two times in last 12 months.	500

9. LOGISTIC AUDITS

GRUPO ANTOLIN reserves the right to carry out a logistics audit of the Supplier, including the logistics audit based on the ODETTE Global MMOG/LE standard in its latest published version. Suppliers wishing to do so may obtain a copy of the printed MMOG/LE global logistics audit.

APPENDIX:

PDS	Packaging Data Sheet	I-P07-II-A, PACKAGING DATA SHEET
SLC	Supplier Logistics Conditions	I-P07-B, SUPPLIER LOGISTIC CONDITIONS
I-SLM6-A	4PL Management (Europe)	I-SLM6-A, 4PL MANAGEMENT (EUROPE)
I-SLM6-B	4PL Management (NAFTA)	I-SLM6-B, 4PL MANAGEMENT (NAFTA)