

Global Logistics Standards (GLS)

Procurement, Transport and
Packaging Standards for Production Materials



ETG GRUPPE
MOTION TECHNOLOGIES

Actuators, Sensors, Electronics, Software



The image displays three technical components: a silver cylindrical actuator with a mounting bracket, a black multi-pin connector assembly, and a black square electronic component with pins. Below these is a grey bar containing the company name and a list of product types, followed by three circular icons representing different applications: a green car, an orange truck, and a blue factory.

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1 Objective

This manual is intended as a guide and provides an overview of the globally applicable standards and instructions for action for the inbound logistics processes of the ETO GRUPPE. The declared aim of the ETO GRUPPE is to create a cost-efficient, transparent and effective logistics chain between production plants and suppliers. Increasingly frequent fluctuations in demand from global markets and individual customer requirements present us with new challenges. Standardized processes and end-to-end digital information exchange ensure a trouble-free flow of materials and avoid waste along the logistics chain. With this handbook, we are creating the framework for a common understanding, a good partnership and a shared competitive advantage. The manual is available for download in German and English on the homepage of the ETO GRUPPE under the following link:

<https://www.etogruppe.com/downloads-premium/dokumente-fuer-lieferanten.html>

The ETO GRUPPE is a globally operating group of companies specializing in the production of pneumatic and hydraulic actuators and sensors (e.g. solenoids, valves, pressure sensors), primarily supplying the automotive and industrial markets.

The components produced and distributed by the ETO GRUPPE enjoy an excellent reputation worldwide, which is due to the innovative technologies, the permanently high quality of the products and the acknowledged high reliability of the company's performance. In this context, the continuous research and development of the products as well as their constant optimization of the cost-benefit effect are of decisive importance. The supplier is a company specialized in its field of business, which makes comparably high demands on the quality of its products as the ETO GRUPPE does. The ETO GRUPPE is interested in purchasing the products from the supplier in order to be able to manufacture components for the target markets that meet the highest quality and cost requirements and satisfy the customers of the ETO GRUPPE (esp. OEM) as well as end users.

The ETO GRUPPE receives specific specifications from its customers regarding the quality and cost of ETO products. In addition, the customers of the ETO GRUPPE generally require the ETO GRUPPE to ensure the supply of identical or fully equivalent ETO products for the duration of the life and manufacturing cycle of their own products. Since the demand of the ETO GRUPPE customers is market-dependent, the purchase quantities are subject to constant fluctuations. As a result, all these requirements must be mirrored in the supply relationship between the ETO GRUPPE and the supplier, as only then can the ETO GRUPPE fulfill its obligation to its customers.

2 Scope

This manual applies to all suppliers who deliver production materials and associated spare parts to the ETO GRUPPE sites listed below. This document does not replace any existing process and work instructions or quality and design documents. Furthermore, additional or individual agreements may apply on a location-specific basis. The manual is valid in its most current version and replaces all previous versions.



ETO MAGNETIC GmbH (Germany, Stockach)

EKS Elektromagnetik GmbH (Germany, Vaihingen)

ETO SENSORIC GmbH (Germany, Nuremberg)

ETO MAGNETIC Sp. z o.o. (Poland, Wroclaw)

ETO MAGNETIC CORP. (USA, Grand Rapids)

ETO MOTION TECHNOLOGIES India Pvt. Ltd. (India, Doddaballapur)

ETO MAGNETIC Mexico, S. de R.L. de C.V. (Mexico, San Luis Potosi)

ETO MAGNETIC TECHNOLOGIES (Kunshan) Co., Ltd. (China, Kunshan)

3 Applicable Documents

Documents:

[E-028-ETO GRUPPE Supplier Manual](#)

[G-056-EDI-Guideline for Suppliers](#)

[E-009 Debit Process for Packaging ESD](#)

[E-013-Order of Empties Leergutbestellung ESD](#) [6 Packaging Logistics](#)

[G-127 Sustainability Standards for Suppliers](#) [6.1 General Principles](#)

[Q-011-Deviation Request Supplier Antrag auf Sonderfreigabe](#) [6.5 Alternative Packaging](#)

Chapter:

[5 Communication, Preview and Retrieval Procedures](#)

[5.2 Electronic Data Interchange](#)

[6 Packaging Logistics](#)

[6 Packaging Logistics](#)

[6.1 General Principles](#)

[6.5 Alternative Packaging](#)

4 Definition of Terms and Abbreviations

AEO-S	Authorized Economic Operator Certificate "Safety"
ASN	Advance shipping notice
CMR	International agreement on road transport contracts
C-TPAT	U.S. supply chain security initiative against terrorism
DAP	Delivered named place
DAT	Supplied terminal
DDP	Delivered free duty paid
EDI	ETO MOTION TECHNOLOGIES INDIA Pvt. Ltd.
EDI	Electronic data exchange
EGD	ETO GRUPPE TECHNOLOGIES GmbH
EGU	ETO MAGNETIC CORP.
EKC	ETO MAGNETIC TECHNOLOGIES (Kunshan) Co., Ltd.
END	ETO SENSORIC GmbH
ESD	ETO MAGNETIC GmbH
ESM	ETO MAGNETIC Mexico, S. de R.L. de C.V.
EVD	EKS Elektromagnetik GmbH

EWP	ETO MAGNETIC Sp. z o.o.
EXW	ex works
FCA	Free carrier
FOB	Free on board
GTL	Global transport label
SLC	Small load carrier
OEM	Original equipment manufacturer
VDA	Association of the Automotive Industry e. V.

5 Communication and Data Exchange

5.1 Contact Details of the Supplier

The supplier nominates a meaningful contact person for the daily operational business and a substitute contact as a representation with name and contact details. All contact persons can communicate in English in order to exchange all necessary information. The respective national language is sufficient if the supplier and the ETO plant concerned are located in the same language area.

5.2 Electronic Data Interchange

The exchange of information between ETO and the supplier is standardized and is basically carried out via EDI with the aim of achieving a continuous, error-free and timely flow of information during data transmission, in accordance with [G-056-EDI Guideline for Suppliers](#).

5.3 Retrieval Procedure

The procurement types described below describe the various call-off procedures used at ETO and are plant-specific.

5.3.1 Scheduling Agreement Release

The scheduling agreement release enables a demand-driven planning procedure based on a scheduling agreement and an associated quantity contract in which the contractual contents are regulated. The binding quantities and delivery dates to be delivered over the short and medium-term horizon result from the individual rolling scheduling agreement releases from ETO. The respective delivery must always be made at the status of the last transmission, i.e. on the basis of the latest scheduling agreement call-off. Call-off quantities

and delivery dates are fixed for the next 5 working days, unless otherwise agreed. The scheduling agreement release is created by ETO for each material number.

5.3.2 Production Call-Off with Delivery Forecast

The production call-off, also known as KANBAN, enables a consumption-controlled MRP procedure. The contractual basis of a production call-off is the KANBAN delivery schedule. The supplier receives a rolling KANBAN forecast as well as separate production call-offs with a call-off quantity that is always fixed. Only these are due for delivery. The delivery date takes into account the supplier's replenishment lead time. The delivery dates from the KANBAN preview are fixed for the next 10 working days.

5.3.3 Consignment Call-Off

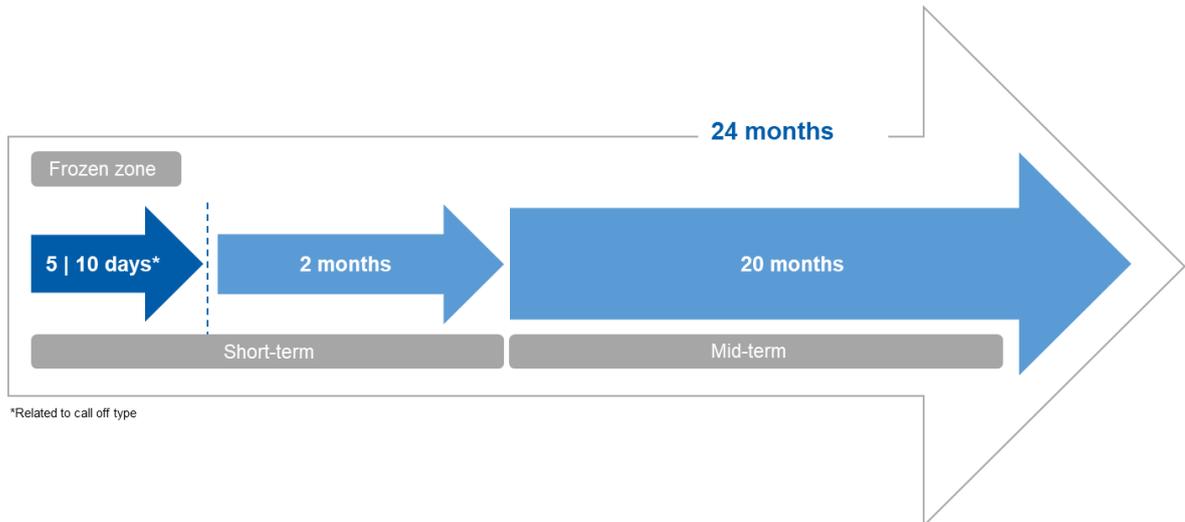
The binding quantities and delivery dates to be delivered over the short and medium term horizon result from the individual rolling consignment delivery schedules of ETO. The call-off is identical to the scheduling agreement call-off procedure from [chapter 5.3.1](#). The respective delivery must always be made at the status of the last transmission, i.e. on the basis of the latest call-off. The consignment delivery schedule is created by ETO for each material number. The owner of the goods in a consignment warehouse is the supplier. If ETO removes goods or parts from the consignment warehouse, ownership is transferred from the supplier to ETO. The handling of consignment deliveries is regulated in the consignment warehouse contract and consignment delivery schedule. Here, the deviation from the FCA rules of the Incoterms must be observed as a special regulation, see [chapter 7.1](#) Deliveries ex Works.

5.3.4 Individual Order

In exceptional cases or in the case of one-off requirements, an individual purchase order is sent to the supplier. This order specifies the contractual product, the quantity, the price, the delivery date and the terms of payment and delivery.

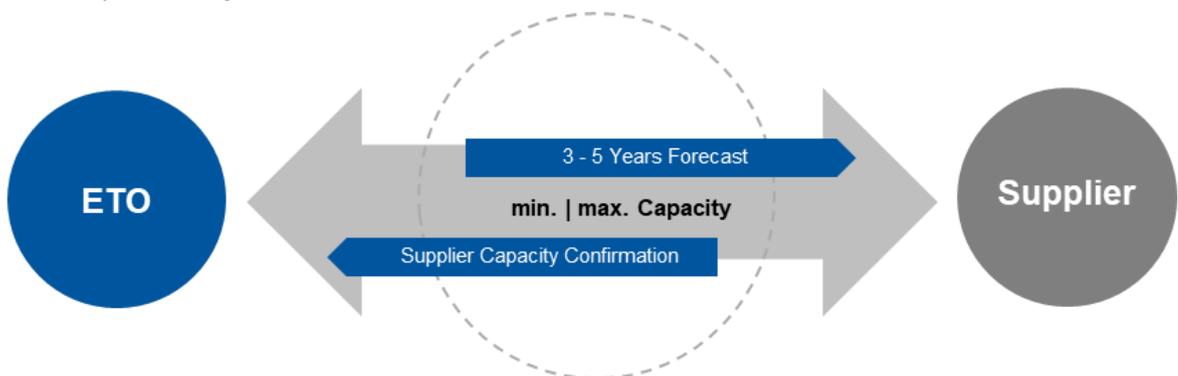
5.4 Preview Horizon and Retrieval Frequency

In order to provide the supplier with the best possible planning basis, the preview horizon for scheduling agreement, production or consignment call-offs covers up to 24 months. The preview quantities are assigned to exact delivery days in the short term (up to 2 months). Preview quantities beyond this are summarized periodically. In order to be able to react to volatile market fluctuations in the best possible way, the preview figures are updated at regular intervals depending on the current demand situation, but at least once a month.



5.5 Forecast, Capacity and Flexibility

In addition to the operational planning data, ETO provides the supplier with a separate forecast based on customer data and forecasts at least once a year. This is prepared by ETO towards the end of each year and contains the forecast quantities for series material, taking into account market developments over a horizon of at least 3 to a maximum of 5 years. The forecast contains the predicted supplier requirements "minimum capacity" as well as the flexible additional capacity called "maximum capacity". The supplier must guarantee the minimum capacity in a maximum of 15 shifts. ETO provides the forecast to the supplier during the first quarter of each year. This serves as a basis for the supplier's capacity planning.



In addition, the supplier undertakes to disclose its capacity data from the "Product Data Sheet for the Framework Supply Agreement" to ETO at least once a year or in the event of changes. In this context, the technically possible output quantity using a normal shift model "normal capacity", the output quantity using a maximum shift model "maximum capacity" as well as the current delivery capacity of the respective material number shall be stated. Changes to the capacity data must be represented by the supplier in a timely, plausible and complete manner.

In order to compensate for short-term fluctuations due to increasing customer demand, the supplier is obliged to ensure adequate flexibility and a sufficient minimum stock level. In order to be able to react to increases in demand, a flexibility of up to + 20 % must be available at short notice within 4 weeks.

The duration, restrictions and scope of volume increases above 20 % will be individually agreed between ETO and the supplier. It is at the supplier's discretion to define the levers to achieve adequate flexibility, for example through weekend shifts, pre-production, additional capacity and safety stock.

5.6 Order Confirmation

The call-off quantities and delivery dates specified by ETO in the purchase orders and call-offs are defined as arrival dates in the goods receipt of ETO. A confirmation of the delivery call-off by the supplier is not necessary. The purchase orders and call-offs shall be deemed confirmed unless the supplier objects to the specified quantities and dates within 3 working days, insofar as no other arrangement has been agreed between the parties.

5.7 Delivery Capability

The call-off quantities and delivery dates specified by ETO in the call-offs shall be bindingly observed by the supplier. The supplier is basically obliged to ensure the supply of parts to ETO. For this purpose, the supplier shall carry out a regular comparison between the delivery forecast and the available capacities of himself and his sub-suppliers in the short, medium and long term. In the event of any anomalies, the supplier shall proactively contact his contact person at ETO. If the supplier recognizes a capacity bottleneck, he shall immediately inform the responsible material planner of the ETO plant concerned and submit an action plan to eliminate the bottleneck.

The supplier shall ensure the production capacities of its sub-suppliers. In order to plan and secure the raw material and input material requirements, the supplier shall communicate the necessary requirements to its suppliers. If required, the supplier shall transparently provide details on capacity utilization, material ranges and machine availability. In case of bottlenecks, the supplier shall immediately contact the affected ETO plant without limiting

any other rights and remedies of ETO and shall provide a resilient plan stating the following points to restore a normal supply:

- the reasons for the delay in delivery,
- the expected duration of the default,
- the countermeasures initiated,
- the alternative delivery date.

Any additional costs incurred thereby require prior written approval by ETO. Upon ETO's request, the supplier shall transparently present information on shift models, capacity utilization rates and materials in stock. ETO reserves the right to audit the capacities on location according to the "Run@Rate method".

5.8 Delivery Deviations

In principle, the required quantities and delivery dates called off in accordance with [Chapter 5.3](#) must be complied with by the supplier. The supplier is only entitled to make partial deliveries or deliveries before the requirement date after prior coordination with the responsible ETO scheduler and in compliance with the specified goods acceptance times.

5.9 Cancellations and Acceptance Obligation

In the event of a cancellation by ETO, it shall be ensured that the call-off quantities and delivery forecast shown are immediately set to zero quantity. In the event of such cancellation, ETO undertakes as follows:

The acceptance obligation on the part of ETO results from the information on "production release" and "material release" from each delivery schedule per material number. The period of production release regulates the call-off quantities for which ETO is obliged to bear the costs of parts already produced. The material release period regulates the call-off quantities for which ETO is obliged to bear the costs of materials and pre-products.

The production release refers in the standard to a period of 30 calendar days, the material release to a period of 60 calendar days. Under special aspects and market conditions, there may be part-specific deviating regulations.

5.10 Shutdown

The supplier shall inform ETO in writing about its planned shutdown or interruption of operations at the beginning of each year, but not later than six weeks before the beginning. The supplier shall ensure that the supply of ETO is also guaranteed during and after the shutdown or interruption of operations. Pre-delivery or over-delivery without prior coordination is not permitted and will be rejected with costs.

6 Packaging Logistics

6.1 General Principles

The ETO GRUPPE is committed to its corporate responsibility and is continuously working on improving its sustainability management system in accordance with DIN EN ISO 14001. In this context, the document [G-127-Sustainability Standards for Suppliers](#), which is available for download on the supplier portal.

The following principles apply:

- **Avoidance**

Packaging shall be limited in volume and weight to that absolutely necessary to protect the goods.
- **Reuse**

Reuse is to be ensured through the use of reusable packaging. The use of reusable packaging is to be preferred at all times, taking into account the above principle. The proportion of disposable packaging is to be kept as low as possible.
- **Recovery**

Environmentally compatible recycling of reusable and disposable packaging must be ensured. In order not to burden the environment unnecessarily, only environmentally compatible and recyclable materials are to be used

ETO uses reusable packaging capable of automation in the parts supply in the standard process, with the aim of avoiding picking and repacking effort in the inbound process. Local information is defined in the applicable documents

6.2 Packaging Planning

The definition of a suitable packaging concept for our materials is always carried out by ETO's packaging engineer in coordination with the supplier. The defined packaging is documented plant-specifically in the ETO packaging specification. Packaging development is carried out taking into account the part-specific requirements of the above-mentioned principles for sustainability

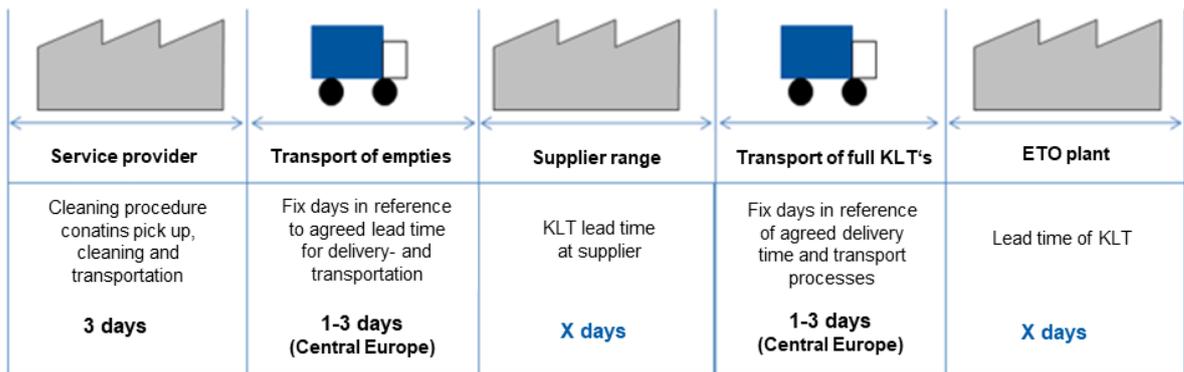
- Optimum degree of filling of the packaging materials
- Formation of loading units such as containers, effective transports and reduction of order cycles
- Compliance with maximum weights per SLC or per container

- Stackability of the loading units
- Use of load unit end plates according to VDA (1200 x 800 mm).

6.3 Determination of Demand for ETO Reusable Containers

When reusable packaging is used, ETO regularly carries out a needs assessment. The main influencing factors are the respective packaging concept, the parts requirement, the filling quantity and the circulation days. The circulation days take into account the planned throughput and storage times at ETO and at the supplier as well as cleaning, provisioning and transport. It should be noted that ETO reusable packaging may not be passed on to sub-suppliers without coordination with ETO.

The determination of requirements is carried out in coordination with the supplier. For this purpose, an overview of the required throughput time of the load carriers at the supplier is to be provided without request at the beginning of each year. The exchange of returnable load carriers between the supplier and ETO shall generally take place in the form of a deposit system. Deviating regulations are to be defined plant-specifically.



6.4 Procurement

The reusable containers are the property of ETO and are procured exclusively by ETO. Procurement of reusable packaging by the supplier must be coordinated with ETO in advance. In case of using disposable packaging, the procurement shall generally be carried out by the supplier. The supplier shall bear the corresponding responsibility for the provision on time and as required.

6.5 Alternative Packaging

Alternative packaging represents a deviation from the approved series process and may only be used in exceptional cases, such as imminent interruption of delivery. For these exceptional cases, the supplier can apply in writing for a special release for the use of an alternative packaging in accordance with [Q-011-Deviation Request Supplier Application for Special Release Supplier](#) to the responsible supplier supervisor Quality. Delivery may only take place after approval by ETO. The condition for this is that the safety, function, durability and load capacity of the product are not impaired by the use of the alternative packaging.

6.6 Duty of Care for ETO Reusable Packaging

The supplier is obliged to handle the ETO packaging with care in order to ensure the preservation of the function and the usability. Damaged or defective ETO reusable packaging must be reported by the supplier to ETO immediately and may no longer be used for parts supply. After consultation with ETO, the damaged reusable containers will be marked accordingly and sent to ETO.

7 Shipping and Transportation of Goods

The following provisions relate to the shipment of goods and define the requirements for the preparation of delivery bills, accompanying documents and goods tags. The Incoterms® 2020, respectively the currently valid version, which is hereinafter referred to as "Incoterms", shall apply as the basis for deliveries.

7.1 Deliveries Ex Works

Deliveries according to Incoterms in the group "ex works (...named place)", EXW, FCA or FOB, shall be handed over by the supplier to the area carrier appointed by ETO. ETO prefers FCA free carrier in this case. Further details are regulated in the respective plant-specific shipping instructions. If a delivery is made contrary to the agreed shipping instructions, the supplier shall bear the freight costs. In this case, the risk shall not pass until the goods have been handed over to ETO.

If Incoterms FCA is chosen for consignment handling, the parties agree to the following deviations from the Incoterms FCA rules: Transportation by ETO shall not constitute a transfer of beneficial ownership. ETO and the supplier agree that, in deviation from the standard rules provided for in the Incoterms with regard to the passing of risk, the risk shall not pass to ETO until the respective products are removed by ETO from the consignment warehouse.

7.2 Deliveries Free of Charge

Deliveries according to Incoterms in the group "free domicile (DAT, DAP and DDP)" are commissioned and the responsibility of the supplier. The forwarding agent used and the vehicle configuration must be coordinated in advance with the goods receiving department of the ETO receiving plant. To ensure a smooth communication flow, the central e-mail address for the goods receiving department of the respective ETO plant is to be used (see [chapter 11 appendix 1 - Local requirements](#))

7.3 Returns

Return shipments caused by the supplier's fault will be organized by ETO via the area carrier and will be charged to the supplier according to valid Incoterms FCA.

7.4 Shipping Methods

The delivery condition is agreed in the delivery schedule. The shipping method and the transport concept are defined by ETO in case of agreement of the "ex works" group. There are the following basic distinctions:

7.4.1 Parcel Shipping

Parcel shipments up to 30 kg are to be handed over to the parcel service specified and commissioned by ETO. Further details are regulated in the respective plant-specific shipping instructions.

7.4.2 Truck Shipping

The following transport concepts are used:

7.4.2.1 Area Forwarding

Partial loads and general cargo shipments are handled via the area freight forwarder and are defined on a plant-specific basis. Further details are regulated in the respective plant-specific shipping instructions.

7.4.2.2 Direct Traffic

Direct transports or "milk runs" are used by the receiving plants for regular or high volumes. These are subject to separate, plant-specific shipping regulations.

7.5 Delivery Call-Off and Transport Time

The due dates listed in the ETO delivery schedule call-offs are arrival dates within the regular goods acceptance times at the ETO plant concerned. The transport time from the supplying plant to the receiving plant must be taken into account when giving notification. The supplier is responsible for compliance with the arrival dates of the shipments at ETO and must notify and make the shipments available for pickup to the carrier in a timely and correct manner. Details on shipment handling and transport transit times are regulated in the respective plant-specific shipping instructions.

7.6 Freight Documents

7.6.1 Shipping Order

The handover of consignments to the forwarder must be carried out in accordance with the forwarder's requirements. Furthermore, correct determination of dimensions and gross weight of the cargo must be ensured.

7.6.2 Customs Documents

The supplier shall provide the transport company with all documents and information relevant to customs in accordance with the currently valid legal regulations.

7.6.3 Delivery Bill

The supplier creates a delivery bill for the shipment in accordance with VDA 4912.

The following information is mandatory on the delivery bill:

- Sender
- Receiver
- Partner number of the supplier at ETO
- ETO order number
- ETO material number
- Supplier batch with respective delivery quantity
- Production call-off number for consumption-controlled call-offs
- In case of delivery in ETO reusable packaging, the packaging must also be listed on the delivery bill with ETO material number and quantity
- Gross or net weight (dimensions of the load, if applicable)

7.6.4 Delivery Bill and Transport Data According to VDA 4913

To ensure a continuous, error-free and timely flow of information, the transmission of data related to the delivery process is an important objective.

In principle, all incoming deliveries of goods are to be transmitted in advance by shipping notification "ASN".

The message standard for delivery note transmission via EDI is based on VDA 4913.

7.6.5 Handover Receipt

In case of damage or deviations in the scope of delivery, ETO may demand from the supplier a documentation of the undamaged and complete consignment handover to the assigned carrier.

7.7 Marking of Shipping Units

Shipping units are identified by the delivery bill and a Global Transport Label "GTL or Masterlabel". The labels must be attached to the pallet or package in a clearly visible manner. Mixed containers with different materials or batches are generally permitted, but it must be clearly recognizable that different materials or batches are involved on one container. In this case, the different parts must be packed by type in individual containers and identified accordingly on the delivery bill. Any residual quantity or break-off quantity must be positioned in a separate reusable container or packing unit in the top layer. The corresponding reusable container or packing unit must then be clearly labeled. It must be noted here that when using ETO reusable containers, the barcode must not be covered or pasted over with delivery papers.



7.8 Special Features for Consumption-Controlled Call-Offs

The production call-off number must always be indicated on the delivery bill and shipping notification.

8 Import and Foreign Trade

ETO is obliged to provide its customers with reliable information on the country of origin as well as the legal preferential status and customs tariff number of the delivered goods.

8.1 Declaration on the Origin of Goods

The indication of the country of origin as well as the customs tariff number of the goods delivered to ETO is required from the supplier. The supplier shall immediately inform ETO in writing of the origin of any products or components used by the supplier for the goods delivered to ETO. In addition, supplier shall provide, at its expense and in a timely manner, all written documentation and information relating to the goods purchased that is necessary for ETO to comply with customs-related obligations or other regulatory requirements applicable to ETO.

Upon request of ETO, the commercial origin shall be proven with appropriate certificates of origin. The legal preferential status of goods delivered to ETO shall be proven by timely submission of appropriate preference documents based on ETO templates.

8.2 General Customs Obligations

Responsibility for customs duties, import taxes, customs agency fees, customs clearance charges, and other governmental charges shall be governed by Incoterms and the shipping instructions specified in the purchase order. Supplier agrees to comply with all applicable export control and trade sanctions regulations.

Customs clearance is the responsibility of the party defined in relation to the contractually agreed Incoterms. However, export customs clearance shall be carried out by the supplier. As far as ETO is responsible, all dutiable goods shall in principle be declared by ETO alone or by a representative authorized by ETO.

The supplier warrants that the documents and information relating to the import or export of the goods delivered to ETO are complete, true and correct in all respects.

Supplier shall be responsible for any incorrect or untimely information provided by Supplier, Supplier's freight forwarder, or Supplier's customs broker, or any failure by Supplier to comply with government or customs regulations, which results in fines, penalties, damages and/or additional charges to ETO due to Supplier's error or failure to provide documentation or information in a timely manner.

8.3 Information Requirements for Goods Subject to Export Control

Supplier shall notify ETO in writing if an export permit is required for the export of the Goods or if the Goods are subject to any applicable export or re-export controls, including export classification of the Goods. If an export license is required for delivery of the goods to ETO, the supplier shall be responsible for obtaining the export license.

ETO shall provide the supplier with an end-use document or certificate if required by law to obtain the export license. If the export license is denied or delayed, disrupting the planned shipment, the supplier shall immediately notify ETO of the delay.

9 Logistic Delivery Quality

Deviations in the logistical delivery quality of production material cause additional work for the incoming goods department and lead to delays in the material flow. If a deviation is detected, a complaint is made to the supplier. ETO reserves the right to invoice any additional expenses incurred. Deviations in the logistical delivery quality are in particular:

- missing, faulty or illegible delivery bills
- Missing or incorrect delivery bill EDI data
- Delivery contrary to defined packing instruction
- Number of items per container or per packing unit does not comply with the packaging regulation

- Delivery quantity does not correspond to the ordered quantity
- several batches are in one container or in one packing unit
- Mixed pallets are not stacked by type, i.e. the individual layers are mixed together
- Residual quantities are not in a single container or not in a single packing unit and are not positioned in the topmost layer
- Containers with residual quantity are not clearly marked

10 Securing the International Supply Chain

As a globally operating company, ETO actively participates in programs to secure the international supply chain. In this context, ETO expects the supplier to comply with internal control procedures within the entire supply and production chain in accordance with internationally applicable customs and foreign trade laws.

Upon request, the supplier shall sign a corresponding safety declaration or provide evidence of this by means of a corresponding certificate.

Participation in security initiatives and completion of AEO-S and C-TPAT certificates are strongly recommended.

The supplier shall ensure that goods produced, stored, transported, delivered to or taken over by ETO comply with the following points.

The supplier shall ensure that

- is produced, stored, handled or processed and loaded at safe operating sites and handling locations,
- the goods are protected against unauthorized access during production, storage, handling or processing, loading and transport,
- personnel employed for the production, storage, handling or processing, transport and acceptance of goods are reliable and a regular check is carried out, and
- Business partners acting on its behalf are informed that they must also take measures to secure the above supply chain.

11 Appendix 1 - Local Requirements

In order to make the communication between ETO and the supplier efficient, each ETO plant has a central e-mail address for the incoming goods department. In the event of, for example, delivery delays or questions about deviating acceptance times, the supplier must contact the goods receiving department of the ETO plant directly.

ETO MAGNETIC GmbH (Germany, Stockach)

Hardtring 8 | 78333 Stockach

E-mail: goods-receipt.ESD@etogruppe.com

Goods receiving hours: Monday to Friday 06:00 h - 20:00 h

EKS Elektromagnetik GmbH (Germany, Vaihingen)

Steinbeisstraße 50 | 71665 Vaihingen/Enz

E-mail: goods-receipt.EVD@etogruppe.com

Goods receiving hours: Monday to Friday 07:00 h - 15:30 h

ETO SENSORIC GmbH (Germany, Nuremberg)

Löffelholzstr. 20 | 90441 Nuremberg

E-mail: goods-receipt.END@etogruppe.com

Goods receiving hours: Monday to Friday 06:00 h to 15:30 h

ETO MAGNETIC Sp. z o.o. (Poland, Wrocław)

ul. Eugeniusza Kwiatkowskiego 7 | 52-407 Wrocław

E-mail: goods-receipt.EWP@etogruppe.com

Goods receiving hours: Monday to Friday 06:00 h - 22:00 h

(Last acceptance at 21:00 h)

ETO MAGNETIC CORP. (USA, Grand Rapids)

5925 Patterson Ave. S.E. | Grand Rapids, MI 49512

E-mail: goods-receipt.EGU@etogruppe.com

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