

Content:

1	Validity	2
2	Receiving Plants of the Mubea Group	2
3	Shipment Definition	5
4	Company Names of the Mubea Group and Assignment to the Company .	5
5	Mode of Transport	5
5.1	Parcel up to 32 kg.....	6
5.2	Shipments from 33 – 24.000 kgs.....	7
5.3	Your Responsible Contact Person	7
6	Shipment Advice	7
6.1.1	Required Information on the Shipment Advice.....	7
6.1.2	Advice Times.....	7
6.1.3	Non-EU shipments	8
6.1.4	Transport Routing for German Suppliers	8
6.2	Shipment Documentation	8
6.3	Transport of Machines and Equipment.....	9
7	Free Domicile Deliveries	9
8	Expedites	9
9	Your Contact Persons	9

1 Validity

This routing order valid from the 01.05.2016, latest release starting 01.01.2020 for all plants listed under chapter 2 until recall. This rule may be modified, supplemented or replaced by plant-specific logistic concepts and is valid for all deliveries based on **EXW or FCA** terms. The routing order is not valid for raw material deliveries. Raw material shipments will be negotiated between central logistics, purchasing and the supplier individually. Generally our known terms and conditions of purchasing are valid.

2 Receiving Plants of the Mubea Group

Germany	Attendorn	Mubea Fahrwerksfedern GmbH Mubea Motorkomponenten GmbH Mubea Tailor Rolled Blanks GmbH Muhr und Bender KG
	Daaden	Mubea Tellerfedern GmbH Muhr und Bender KG
	Dingelstädt	Mubea Fahrwerksfedern GmbH
	Weißensee	Mubea Fahrwerksfedern GmbH Mubea Aftermarket Services GmbH Mubea Tailor Rolled Blanks GmbH
	Weitefeld	Muhr und Bender KG
	Laage	FLAMMAEROTEC GmbH
	Schwerin	FLAMMAEROTEC GmbH
	Wendlingen	Muhr und Bender KG

Shipping Instructions for Deliveries to Mubea Group

Czech Republic	Bystrovany	Weba Olomouc s.r.o.
	Prostejov	Mubea IT Spring Wire s.r.o. Mubea Stabilizer Bar Systems s.r.o. Mubea-HZP s.r.o.
	Zebrak	Mubea Carbo Tech s.r.o. Mubea spol. s.r.o. Mubea Transmission Components s.r.o.
	Dolni Kralovice	Mubea Transmission Components s.r.o.
	Horovice	TPL Czech spol. s r.o.
Austria	Dietach	weba Werkzeugbau Betriebs GmbH
	Salzburg	Mubea Carbo Tech GmbH
	Gurten	Mubea Performance Wheels GmbH
Switzerland	Arbon	Mubea Präzisionsstahlrohr AG
	Bedano	F.M. Fabbrica Molle S.A.
Italy	Melfi	Mubea Italia s.r.l.
Great Britain	Northampton	Mubea UK Ltd.
France	Menchoffen	Mubea France S.A.
Spain	Agreda	Mubea Iberia S.A.
	Amurrio	INAUXA, S.A.
Turkey	Manisa	Mubea Otomotiv Parcalari San. Ve Tic Ltd Sti.
	Çerkezköy	FLAMMAstek A.S FLAMMAerotec
Poland	Ujazd	Mubea Automotive Poland sp. z o.o.

Shipping Instructions for Deliveries to Mubea Group

Brazil	Taubaté	Mubea do Brasil Ltda.
Mexiko	Ramos Arizpe	Mubea de Mexico S.DE.R.L.DE C.V.
	Celaya	INAUMEX, S.A. de C.V. Mubea de Mexico S.DE.R.L.DE C.V.
USA	Florence, KY	IT Spring Wire LLC. Mubea TRB LLC. Mubea Inc.
Japan	Gyoda	Mubea Suspension Components Japan Co., Ltd.
	Yokohama	Mubea Japan Co., Ltd.
Korea	Seongnam-Si	Mubea Korea Co., Ltd.
China	Taicang	Mubea Automotive Components (Taicang) Co. Ltd.
	Shenyang	Mubea Automotive Components (Shenyang) Co. Ltd.
India	Chakan	Mubea Automotive Components India Pvt. Ltd.
	Pirangut	Mubea Automotive Components India Pvt. Ltd.

3 Shipment Definition

A shipment is the sum of all packages which are send on one day from one plant to one consignee. It may happen that the supplier receives multiple orders for several parts but for the same receiving plant and delivery date. These orders have to be consolidated to one shipment.

4 Company Names of the Mubea Group and Assignment to the Company

Due to different company names within the Mubea Group a faultless addressing of delivery notes and transport documents has to be guaranteed. The same applies for transport ordering. Each Mubea purchase order advices the receiving plant and invoice address. Due to multiple company names a correct assignment to company, plant and legal form is essential.

5 Mode of Transport

Along the existing delivery schedules and single orders, EXW and FCA shipments have to be handled as follows:

5.1 Parcel up to 32 kg

Parcel and shipments up to 32 kgs have to be sent via UPS (Standard Service). Fix time deliveries are just possible upon agreement with the Mubea purchasing department. For non-authorized fix time deliveries Mubea reserves the right to debit back the freight costs to supplier. Please note that for shipments at the expense of Mubea, the supplier needs an account number as well. If this does not exist you will shortly receive your own UPS customer number by requesting it at the following Email address: hueseyin.yoldasoglu@europe.ups.com

For dispatch handling you may use all existing UPS-Tools (Worldship etc.), the Internet (www.ups.com) as well as the Service-No. +49 1805 882663. Please note that deliveries to Mubea require the following information:

- Entering of the complete Mubea order number as reference no.
- Correct shipping option: „**Bill the Receiver**“
- ➔ For deliveries to all **German Mubea plants**, pls use consignee ZIP-code “57439”

6 HOW WOULD YOU LIKE TO PAY?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with*.
Payment Method for Shipping Charges: ⓘ

Bill the Receiver * [Check My Discounts](#)

Receiver UPS Account Number:
 *

Country or Territory:
Germany

Postal Code :
 *

- For domestic shipment in Germany please use UPS-Standard-Service
- For international or non-EU shipments please use UPS-Express-Saver-Service

You can find a download list of all Mubea UPS customer numbers in the Supplier Portal or by using this link:

<http://www.mubea.com/de/mubdownload>

5.2 Shipments from 33 – 24.000 kgs

These shipments have exclusively to be ordered via the internet portal: <https://ax4.com/ax4/>

In case you do not have access please contact the Central Logistics dept. at Mubea. Please send the "Transportdesk Registration Sheet" to this address: logistik@mubea.com

You will shortly receive access and your login data. You will find this Excel sheet by using this link: <http://www.mubea.com/de/mubdownload>

5.3 Your Responsible Contact Person

For operational questions please contact the team of our 4PL provider:

Sostmeier Automotive GmbH

P: +49-6404-668872-11

E: sma-4pl@sostmeier.de

6 Shipment Advice

The shipment advice is only possible with a specified access. Fax or e-mails are not accepted.

6.1.1 Required Information on the Shipment Advice

The notification of the readiness for dispatch has to contain the following information:

- Mubea Order-No.
- Loading times
- Receiving plant incl. delivery date according to Mubea-order
- Number of packages, weight and dimensions
- Packaging code and stack ability

6.1.2 Advice Times

Generally the shipment advice has to take place on day A (up to 3.000 kgs until 2 p.m., over 3.000 kgs until noon). The pick-up is on day B. Within Germany the delivery is on day D. Austria and Switzerland is on day F. For European suppliers the transit times may vary between three and seven days. Please contact the 4PL Sostmeier for more information.

6.1.3 Non-EU shipments

Please note that sender for deliveries to Non-European countries is responsible for the complete and correct customs declaration and export paperwork.

6.1.4 Transport Routing for German Suppliers

a) For deliveries to Italy and Spain:

Advise supplier via Internet portal	Pick up at supplier	Delivery	
		Agreda	Melfi
latest... 2:00 pm TUE	WED	TUE	TUE
TRANSIT TIME			
		5 working days	5 working days

b) For deliveries to Czech Republic:

Advise Supplier via Internet portal	Pick up at supplier	Delivery	
		Žebrák	Prostějov
latest... 2:00 pm THU	FRI	WED	THU
CZ TOUR 1			
latest... 2:00 pm TUE	WED	MON	TUE
CZ TOUR 2			
TRANSIT TIME			
		4 working days	5 working days

6.2 Shipment Documentation

Besides the delivery note, which has to be fixed safely on the packages, it is mandatory to hand over a transport document (freight order) to the driver at collection or an UPS-freight order/ -label for a shipment until 32 kgs. Customs paperwork (invoice, packing list and MRN) have to be handed over to the driver in a separate envelope.

Our purchase order is mandatory for the order entry and needs to be stated in all delivery documents (delivery note and freight order as well as UPS-freight order).

6.3 Transport of Machines and Equipment

In case of oversized machine and equipment transports this routing order does not apply. These kind of transports have to be coordinated with our central logistics department.

7 Free Domicile Deliveries

Please consider the instructions as recommendation in case we agreed “free domicile / DAP” terms. Billing of transport costs on the supplier’s invoice is generally not accepted.

8 Expedites

Expedited transports ordered by the supplier at the expense of a Mubea plant will not be paid.

9 Your Contact Persons

Purchasing:

Mr. Ralf Thikötter

Muhr & Bender KG
Purchasing
PO Box 360
D-57427 Attendorn
Tel. +49 (0) 2722 62-8909
Fax +49 (0) 2722 62-9269
Mobil: +49 (0) 151 12291588
ralf.thikoetter@mubea.com

Logistics:

Mr. Christian Schürholz

Muhr & Bender KG
Central Logistics
PO Box 360
D-57427 Attendorn
Tel. +49 (0) 2722 62-9632
Fax +49 (0) 2722 62-9375
Mobil: +49 (0) 171 5608103
christian.schuerholz@mubea.com