

Forwarding and transport directions

LuK Savaria Ltd., Hungary

Act: Sept/2008

1. General / Fields of application

Following Forwarding and transport regulations are part of our general purchasing conditions and applicable for all national and international shipments consigned to LuK Savaria Ltd Hungary.

Following prescriptions are not applicable for intercompany shipments. In such cases other special regulations are authoritative:

Global Air & Sea providers - Global Freight Forwarder Matrix

2. Forwarding Conditions

2.1. In case of shipments with terms EXW and FCA consignment should be delivered by the forwarders named in 2.2 and 2.3. Furthermore, please observe prescriptions, norms detailed in 2.4. and 2.5.

Aviso must be placed a day prior to the loading at our logistic agent.

Delivery has to take place so that consignment is to be received till the delivery due date at the named place of destination of LuK Savaria.

2.2. Consignments up to 200kg – to be shipped via courier *TNT Express*

Our TNT Express customer code: 16570 – LuK Savaria Ltd., Hungary

<u>zone 1:</u>	<u>zone 2:</u>	<u>zone 3:</u>	<u>zone 5:</u>
Germany	Belgium	Spain	Brazil
Austria	Great Britain	Sweden	South Africa
Slovakia	France	Turkey	South Korea
Czeck Republic	the Netherlands		Indien
	Poland	<u>zone 4:</u>	Japan
	Italy	USA	China
			Mexico

2.2.1. Small packages up to 10 kg → to be shipped with *Express Air Freight*

Valid for zone 1 to 5

Carrier service type:

Express Air Freight Transport Time 1 to 4 days depending on zone type

2.2.2. Small packages between 10,1 – 200 kg → with *Economy Express road transport*

Applicable for zone 1 to 2.

Service type: Economy Express road transport

Transport time 2- 3 days depending on zone type

Shipments from zone 1- 2 and above 200 kg – please contact with our logistic department. Transport will be arranged by our department.

Consignments above 10 kg from zone 3 to 5 – please contact with our logistic department – transport will be arranged by our department

Contact person: Mrs. Sarolta Steff Phone +36-94-504-214,
email: steff.sarolta@schaeffler.com

Carrier other than above can only be applied with previous agreement with our logistics. Should be this the case please contact with our logistic department entitled with making decision.

2.3. Piece goods, part and full shipments between 10 to 24 tonnes both inland and international traffic .

When consignment is ready for shipment or the expected shipp date is available a notice have to be sent to the following email address:
steff.sarolta@schaeffler.com (logistic department)

Address and contact of our forwarding company:

Domino Trans Ltd	Phone: +36-94-330-572, -677
Zanati street 27/B	Fax: +36-94-324-093
9700 Szombathely	Contact: Mr. András Bánfi
Hungary	mail: dominotrans@savaria.hu

2.4. Special or extra transports (small trucks 3,5 t and 7,5t) and prompt freights of 24 tonnes.

Special freights can only be used after previous agreement with the competent import coordinator or that of the disposal department of LuK Savaria, Hungary. Shipments can only be sent out after receipt of a written confirmation from LuK Savaria.

3. Handling Units - Packaging

Forwarder, driver has to receive the cargo in the ordinary and professionally acceptable packing method as per applicable packaging guidelines of LuK Savaria.

KLT pallets must not be foiled. Dangerous, fragile consignments or cargo with special handling instructions must be labelled accordingly considering regulations, norms specified by law. Regulations, norms must be kept to.

4. Handling Units - labelling

4.1. Shipper must provide handling units with correct labelling. Labelling definitely must contain the shipping address appearing in our orders as place of unloading, consignee/place of delivery or LuK warehouse specified.

4.2. Basicly applicable for **series shipments / bulk shipments:**

Delivery notes must be attached to the transport documents and not to the handling units!
As for labelling, norms of VDA (Motor Industrie Alliance) furthermore Odette Standard need to be followed and applied.

Tickets must not be attached directly to the consignment.

To attache tickets please use ticket bags only. In special cases adhesive tape or dots are also acceptable.

Wrong or old ticketts need to be removed.

4.3. Applicable for **none series goods:**

Delivery note needs to be attached in a transparent polybag at a clearly visible place to the outside of the handling unit.

In case of shipments consisting of more than one handling units the unit with the documents attached must be signed clearly.

5. Shipping documents and delivery notes

5.1. Shippments must be received by the forwarder/driver with shipping documents enclosed (delivery note, consignment note) all made out properly and completely. We reserve the right to refuse consignments without delivery note attached.

5.2. Delivery note, packing list, invoice and other special shipping documents must contain the following information:

- LuK purchase order number
- description of goods + SAP number with sequence identification if applicable
- total number of collies
- way of packaging
- packing list with detailed list of collie content
- gross and net weight
- volume (in case of greater volumes)
- special documentation reference as required in the order sheet
- place of delivery

5.3. The consignment note and transport order must clearly show the type of commercial term agreed in contract with LuK Savaria. Mark as per INCOTERMS 2000.

6. Addressing and shipping address

Delivery address may differ from both the order address and from invoice address. All required data is included on our order sheet.

Being other the case please contact with our purchasing department where missing information will be given.

7. Partial shipments

Part shippments may be requested

-by LuK Savaria previously indicated on the order sheet
-by LuK Savaria in special cases
-by shipper after mutual agreement with the Purchasing Department of LuK Savaria.
Part shipments are only acceptable after mutual consent between shipper and LuK Savaria irrespective which party requested it.

8. Transport collect

Two or more deliveries to Luk Savaria on the same day must be collected to a single transport.

9. Insurance

Having agreed on EXW or FCA as a shipment term cargo is insured by LuK Savaria. On transport documents please indicate that LuK is client of TVS (Insurance Company).

10. Losses and extra charges

All losses and extra costs resulting from not complying with our forwarding and transport prescriptions will be forwarded to our suppliers.

11. Receipt of goods

Please keep to the warehouse hours of LuK Savaria, Hungary. Regarding acceptance of incoming consignments over warehouse hours LuK Purchase department or Logistic department is in competence. Please make contact with one of these departments.

12. Warehouse hours

Monday to Friday 8:00 – 16:30

Over this period please contact with our logistics or warehouse regarding receipt of goods!

Should have any queries please turn to one of our contacts below:

LuK Savaria Ltd.
Logistic Department
Zanati str 31.
Hungary – 9700 Szombathely

Sipos Ferenc – Logistic Manager
Phone: +36-94-504-234
mail: sipos.ferenc@schaeffler.com

Steff Sarolta – Export Department Manager
Phone: +36-94-504-214
mail: steff.sarolta@schaeffler.com