

ads-tec Energy GmbH

Procurement Logistics

Shipping instructions for suppliers
Valid from 08/2023 Ver.: 1.0

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Version	Date	Author	Changes
1.0	01.08.2023	MnMI	Creation and first issue
	15.08.2023	CnTh	Release

1 Effective date

These shipping regulations apply to

- suppliers of
 - ads-tec Energy GmbH, Germany and
 - ads-tec Energy Inc., USA
- from August 1st, 2023 until further notice
- provided the delivery condition is EXW or FCA, FAS, FOB (Incoterms 2020).

Any costs incurred for freight, fees, taxes and customs duties are divided between ADS-TEC Energy and the supplier strictly according to the delivery terms (INCOTERMS 2020) specified by ads-tec in the order. Freight forwarders must charge these costs directly.

2 Preperation for shipment collection of the supplier

The consignments are to be made available to the carrier for collection on the day of loading. It should always be possible to load the consignments before 3:30 p.m. Exceptions must be agreed in writing with the forwarder in good time in individual cases. The freight forwarder is obliged to confirm this specification in writing or to propose alternatives. It must also be possible to deliver empties at the time of collection. The unloading of the empties and the loading (with clearance) at the supplier must take place immediately at the agreed time within 1 hour. By setting up pick-up and delivery time windows in the plants, special times can be agreed with the forwarding agent. At the request of the freight forwarder, the supplier is obliged to confirm the start and end of the vehicle provision on a routing slip.

3 Loading at the supplier

The supplier must fulfill the duties of a shipper. The registered quantities are to be packaged appropriately for transport in accordance with ADS-TEC Energy's specifications and instructions; see our General Packing Instruction at <https://www.ads-tec-energy.com/en/terms>.

4 Exceptional transport processing

In the case of special trips or transports that deviate from our general instructions, the supplier must ensure that all dispatch and customs relevant information is always entered in the delivery documents and forwarding orders. In addition to the necessary information mentioned in Sections 7, 8 and 9, in the case of special transports and deviations from the regular transport, the requesting purchaser (name, department) must always be specified. If the special trip is caused by ADS-TEC Energy, the latter will determine the appropriate service provider. If the supplier is responsible and assumes the costs, this can be determined by him. However, it must be guaranteed that the vehicle can be reached by mobile telephone in any case.

5 Consequences of non-compliance with the regulations

All additional costs resulting from non-compliance with these shipping instructions shall be borne by the supplier, in particular costs resulting from incorrect shipment notification and missing or faulty shipping documents due to:

- the commissioning of the wrong transport service provider
- Commissioning the wrong mode of transport
- hiring the wrong service

- naming the wrong ads-tec company

We don't accept invoices from third-party carriers. Freight costs charged by the supplier to ADS-TEC Energy (e.g. on the goods invoice) will only be accepted by us if this has been approved in writing by our purchasing department or the transport coordination of ADS-TEC Energy before dispatch. Consignments by cash on delivery may not be sent as a matter of principle.

6 Mode of transport

A consignment is the total of all goods from a sender on a loading day for a recipient, including external warehouses, which are to be loaded onto a collection vehicle, provided that this has the weight or volume requirements. As part of the orders for goods and services you receive, shipments with **delivery term FCA, FAS, FOB or EXW** must be dispatched in accordance with Sections 7, 8 and 9.

7 For suppliers from Germany

The sender / supplier is responsible for the correct creation and transmission of the shipping documents. The ads-tec order number must be entered in the lines provided on all documents and shipping documents and is used as a shipment reference. The freight documents consist of, among other things:

- Delivery Note and Packing-List
- Forwarding order for the respective logistics service provider.

The notification of readiness for dispatch must contain the following details:

- exact pick-up address and pick-up time
- Weight, number, and dimensions of the individual packages as well as their stackability and, if applicable, all dangerous goods data required by law
- clear information about the provision of a suitable pick-up vehicle (lift, refrigeration, etc.) and the type of loading (forklift, crane, etc.)
- Correct receiving plant / warehouse with detailed information on the respective unloading point
- Specification of the transport service: Service Standard (the delivery date is only specified after consultation with ADS-TEC Energy)
- It must be ensured that the physical scope of delivery, including load carriers / packaging, matches all the delivery data and documents.

7.1 Small shipments - parcels (< 70 kg)

Up to a total gross weight of 70 kg, shipping is only possible by UPS Standard. This is a standard delivery service, no express delivery. The respective location must be specified for all shipments. The consignment must be able to be separated according to our General Packing Instruction - reference <https://www.ads-tec-energy.com/en/terms>. Each package may have a maximum gross weight of 30 kg. Small goods consignments are always to be dispatched without a sub-pallet. Exceptions must be processed via the forwarding agent Emons and noted and justified in the bill of lading.



[Link to UPS Shipping Order Website](https://row.ups.com/GuestAccess/Guest/Entry?company=QURTLVRFQw==)

<https://row.ups.com/GuestAccess/Guest/Entry?company=QURTLVRFQw==>

7.2 General cargo (< 3.000 kg / < 3 LDM)

National general cargo shipments are to be handled by the forwarding agency Emons. The order acceptance department of freight forwarder Emons in Wilsdruff is responsible for deliveries to Klipphausen and Koengen. Please register shipments via e-mail as follow:

Fill out the "Speditionsauftrag Emons" form ([Appendix 2](#)) and send it to the following e-mail addresses:

An: ulrike.didszum@emons.de

CC: shipping.est@ads-tec-energy.com

Observe minimum weights:

Euro-pallet:	150 kg
Lattice box:	200 kg
Floor space:	400 kg
Loading meter:	1.000 kg
Per cubic meter:	150 kg

From the 5th pallet space (pallet cannot be stacked) or 9 m³, billing is in loading meters.

7.3 Part and full truck loads (> 3.000 kg / > 3 LDM)

For shipments within Germany > 3.000 kg chargeable weight, the transport management or the purchasing department of ADS-TEC Energy must be contacted in any case ([Appendix 1](#)).

8 For suppliers from European Union (EU)

The sender / supplier is responsible for the correct creation and transmission of the shipping documents. The ads-tec order number must be entered in the lines provided on all documents and shipping documents and is used as a shipment reference. The freight documents consist of, among other things:

- Delivery Note and Packing-List
- Proforma-Invoice
- Forwarding order for the respective logistics service provider

The notification of readiness for dispatch must contain the following details:

- exact pick-up address and pick-up time
- Weight, number, and dimensions of the individual packages as well as their stackability and, if applicable, all dangerous goods data required by law
- clear information about the provision of a suitable pick-up vehicle (lift, refrigeration, etc.) and the type of loading (forklift, crane, etc.)
- Correct receiving plant / warehouse with detailed information on the respective unloading point
- Specification of the transport service: Service Standard (the delivery date is only specified after consultation with ADS-TEC Energy)
- It must be ensured that the physical scope of delivery, including load carriers / packaging, matches all the delivery data and documents.

8.1 Small shipments - parcels (< 70 kg)

Up to a total gross weight of 70 kg, shipping is only possible by UPS Standard. This is a standard delivery service, no express delivery. The respective location must be specified for all shipments. The consignment must be able to be separated according to our General Packing Instruction - reference <https://www.ads-tec-energy.com/en/terms>. Each package may have a maximum gross weight of 30 kg. Small goods consignments are always to be dispatched without a sub-pallet. Exceptions must be processed via the forwarding agent Emons and noted and justified in the bill of lading.



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8.2 General cargo (< 3.000 kg / 3 LDM) / part and full truck load

For shipments from the EU, the transport management or the purchasing department of ADS-TEC Energy must be contacted in any case! ([Appendix 1](#)).

9 For suppliers from third countries (Non-EU)

The sender / supplier is responsible for the correct creation and transmission of the shipping documents. The ads-tec order number must be entered in the lines provided on all documents and shipping documents and is used as a shipment reference. The freight documents consist of, among other things:

- Delivery Note and Packing-List
- Proforma-Invoice
- Export declaration
- Certificate of origin / proof of preference (only if a trade agreement between the two countries exists)
- Forwarding order for the respective logistics service provider.

The notification of readiness for dispatch must contain the following details:

- exact pick-up address and pick-up time
- Weight, number, and dimensions of the individual packages as well as their stackability and, if applicable, all dangerous goods data required by law
- clear information about the provision of a suitable pick-up vehicle (lift, refrigeration, etc.) and the type of loading (forklift, crane, etc.)
- Correct receiving plant / warehouse with detailed information on the respective unloading point
- Specification of the transport service: Service Standard (the delivery date is only specified after consultation with ADS-TEC Energy)
- It must be ensured that the physical scope of delivery, including load carriers / packaging, matches all the delivery data and documents.

9.1 Small shipments - parcels (< 70 kg & < 333 cm³)

Up to a total gross weight of 70 kg, shipping is only possible by UPS Standard. This is a standard delivery service, no express delivery. The respective location must be specified for all shipments. The consignment must be able to be separated according to our General Packing Instruction - reference <https://www.ads-tec-energy.com/en/terms>. Each package may have a maximum gross weight of 30

kg. Small goods consignments are always to be dispatched without a sub-pallet. Exceptions must be processed via the forwarding agent Emons and noted and justified in the bill of lading.



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<https://row.ups.com/GuestAccess/Guest/Entry?company=QURTLVRFQw==>

9.2 General cargo, part and full truck load (>70 kg) by road

In the case of shipments by road (e.g. from Great Britain, Switzerland), the transport management or the purchasing department of ADS-TEC Energy must be contacted in advance! ([Appendix 1](#)).

9.3 Air and Ocean freight from non-EU countries (71 - 800 kg)

Consignments with a chargeable weight of 71 - 800 kg are given preferential notification to LOGWIN. The contact persons of LOGWIN depends on the home country of the supplier and can be obtained from the local forwarding agent list → <https://www.logwin-logistics.com/company/locations>

Alternatively, the forwarding agency Kuehne+Nagel (<http://www.kn-portal.com>) can be used. However, only after consultation and written approval of the transport coordination of ADS-TEC Energy.

In the order from ADS-TEC Energy, the supplier is given the mode of transport (air or sea freight) to be used to organize the transport. If there are no clear instructions for transport in the order from ADS-TEC Energy, the supplier must contact the transport coordination or the purchasing department of ADS-TEC Energy.

9.4 Sendungen aus dem Drittland (> 800 kg)

For consignments with a chargeable weight > 800 kg, the supplier must in any case coordinate individually with the transport coordination of ADS-TEC Energy ([Appendix 1](#)) before commissioning a forwarding agent. The transport coordination of ADS-TEC Energy fundamentally reserves the right to commission the transport of these shipments itself.

10 Appendix

10.1 Appendix 1: Contact persons

Transport coordination		
Shipping & Customs Expert	Mr. Maximilian Moll	Tel.: +49 7022 2522-1504 E-Mail: M.Moll@ads-tec-energy.com
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