

ADS-TEC group

# General shipping instructions

Valid from 01/2019 ver.: 8.0



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1.0	19.11.2007	SnRg	First issue
2.0	23.07.2009	SeDa	New address Wilsdruff
3.0	18.03.2010	SeDa	Update Contact persons
4.0	28.06.2010	TsGf	Update Contact persons
5.0			Not released
6.0	10.05.2013	RdLw	New forwarders, Update Contact persons
7.0	01.07.2016	RdLw	New forwarders, Update Contact persons
8.0	27.12.2018	RdLw	New ads-tec companies, new forwarders,

## General

### 1.1 Effective Date

This shipping instruction applies for all suppliers of the plants of ADS-TEC group until further notice. The Instruction is effective from the date official announced by January 01, 2019

### 1.2 Terms

Cost of Freight, Charges, Taxes and Duties will be shared between ADS-TEC group and the supplier strictly according to the delivery term (INCOTERMS 2010) stated in the ADS-TEC P/O. Forwarders will charge each share directly.

### 1.3 Scheduling shipments and required documents

The shipment according to section 2 must be announced to the local forwarder agency before 12 o'clock at the day of the acknowledged delivery by fax or email (see sec.2). Required documents:

- a. exact pickup address and time
- b. Weight, quantity und measurements of the packages as well as their stackability
- c. detailed information for the required vehicle (auto-hoist, cooling, etc.) and the type of loading (fork-lift, crane, etc.)
- d. delivery address with detailed information of the place of unloading
- e. Invoice and Packing List for export and customs purposes including Customs Tariff Code (HS-Code) for each part.

### 1.4 Instructions to supplier

The ADS-TEC P/O in most cases will state the intended means of transport. If not expressly mentioned the means of transport depends on the weight of the shipment.

For weight < 70 kg and <1/3 qbm see 3.1

For weight > 71 kg see 2.

### 1.5 Appropriate ads-tec company

The ADS-TECs operating companies are

**ads-tec Industrial IT GmbH** and **ads-tec Energy GmbH**

(the former ads-tec GmbH is neither buying nor receiving goods, nor paying freight. All accounts of ads-tec GmbH have been closed)

Supplier has to split all shipments properly into **ads-tec Industrial IT GmbH** and **ads-tec Energy GmbH** shipments and **has to order the transport for each of the two companies properly.**

**(the former ads-tec GmbH in NO CASE is a valid consignee)**

Forwarders

## 2 Cargo (“Big Shipments” w. total gross weight > 71 kg), partial and complete shipments

### 2.1 Airfreight and Sea Freight from outside Europe with weight between 71 – 800 kg

Shipments with weight 100-800 kg are handled preferably by **LOGWIN**. (**However see 2.2!**)

The contact persons of LOGWIN depend on the supplier’s home country and can be obtained from the local forwarder subsidiaries. ( <https://www.logwin-logistics.com/index.html> )

the forwarder Kühne + Nagel (<http://www.kn-portal.com/>) can be used as a second source. However only after consulting with the transport management of ADS-TEC

**ADS-TEC P/O may instruct the supplier to arrange Sea Freight (or Sea-/Air-Combined Freight or Train). In case there is no clear instruction about the transport in the ADS-TEC P/O, the supplier has to contact the transport management of ADS-TEC group or the purchase department.**

### 2.2 Cargo > 800 kg or > 2 qbm from outside Europe

For these shipments the forwarder must be determined case by case individually with the transport management of ADS-TEC group. (**see Annex 1**) before ordering the transport service.

Transport management of ADS-TEC group may decide to order the forwarder.

### 2.3 Cargo from Europe

For these shipments **the general means of transport is Standard Road Transport!**

The forwarder must be determined case by case individually with the transport management of ADS-TEC group. (**see Annex 1**) before ordering the transport service.

Transport management or Purchase Departments of ADS-TEC group may decide to order the forwarder or may define a forwarder until recalled.

## 3 Small shipments

(for total gross weight <70 kg and < 1/3 qbm)

### 3.1 International

Shipments from countries **outside Europe**, for all goods up to a total gross weight of 70 kg and/or <1/3 qbm, have to be dispatched exclusively with **UPS**. The shipments must be separated according to the General Packing Instruction.

- Package sizes: according to General Packing Instruction; max. 600 x 400 x 400 mm (LxWxH) and 30 kg.
- Small shipments have to be dispatched without sub-pallet. In case pallet is inevitable the shipment must be shipped with the forwarder for General Cargo noted section 2.

Dispatch service: foreign shipments with “UPS Express Saver” (=UPS Worldwide Saver®). Other service only with written permission of ADS-TEC.

- Supplier has to register a shipment via the ADS-TEC UPS Portal only:  
[https://row.ups.com/Default.aspx?Company=ADS-TEC&LoginId=75gdHtebg58kd98&Password=84gT54h\(hd7h2](https://row.ups.com/Default.aspx?Company=ADS-TEC&LoginId=75gdHtebg58kd98&Password=84gT54h(hd7h2)  
**by copy & paste** into URL field  
(clicking the link will not lead to ADS-TEC UPS entry site)
- for detailed instructions and problem solving please contact the transport management of ADS-TEC group. (see Annex 1)
- please note: you have to fill out mandatory fields only.

## 3.2 Europe

Shipments from countries **in Europe**, for all goods up to a total gross weight of 70 kg and/or <1/3 qbm have to be dispatched exclusively with **UPS Standard**. The shipments must be separated according to the General Packing Instruction.

- Package sizes: according to General Packing Instruction; max. 600 x 400 x 400 mm (LxWxH) and 30 kg.
- Small shipments have to be dispatched without sub-pallet. In case pallet is inevitable the shipment must be shipped with the forwarder for General Cargo noted section 2.
- Dispatch service: foreign shipments with “UPS Express Saver” (=UPS Worldwide Saver®). Other service only with written permission of ADS-TEC GmbH.

## 4 General information and consequences of non-observance

- All additional costs created through non-compliance with these Shipping Instructions will be charged at the burden of the supplier, particularly:
  - the assignment of the wrong forwarder
  - the assignment of the wrong service
  - the assignment of the wrong ads-tec company or location
  - costs, resulting of wrong shipment registration and incorrect transport documents
- We will not accept any kind of freight costs by third-party forwarding agents
- We will not accept any kind of freight costs, which the supplier bills to ADS-TEC.
- In principle, no shipments with cash on delivery are to be dispatched

5. Annexes



5.1.1 Annex 1: Contact persons

Transportmanagement		
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