WURTH INDUSTRY NORTH AMERICA – DOMESTIC SHIPPING INSTRUCTIONS

All WINA Operating Companies are employing standardized shipping, packaging and labeling processes. These guidelines will allow Wurth and its Suppliers to work together more efficiently, and ensure that WINA Operating Companies maintain proper controls over our logistics, freight handling, and compliance processes and costs.

INTRO TO SHIPPING AND TRANSPORT

The WINA Supplier Handbook details all terms and conditions for WINA shipments.

All shipments must be arranged via a Wurth approved third party service provider, unless otherwise notified differently and authorized by the Operating Company.

Ratelinx and ROHLIG are supply chain service, technology and solution providers working with WINA and who created a dynamic routing system that will provide instructions for routing all domestic inbound and outbound freight for WINA Operating Companies.

Please ship WINA products using the assigned provider, as designated by the specific WINA Operating Company.

- RATELINX  www.ratelinxapp.com
- ROHLIG  https://rohlig-usa-portal.3gtms.com  (please note this link works best when accessed via Google Chrome)

In a case where additional shipping clarification or instruction is needed, kindly work with your contact(s) at the respective WINA Operating Company.

Any charges, fines, penalties, or related costs associated with shipments that are delayed, non-compliant, and/or refused, as a result of a Supplier’s lack of adherence with the stipulated requirements of the Supplier Handbook and these Shipping Instructions, will be charged back to the Supplier.

Please be sure to read and understand the requirements detailed within the Handbook prior to engaging in a contract for the sale of goods with a WINA Operating Company.

TYPES OF DOMESTIC SHIPMENTS

Domestic shipments can arrive at the WINA Operating Company facility in a variety of ways. The below shipment types specify special requirements for unique types of shipments that a Supplier may send.

- **Bulk Shipments**
  A bulk shipment is a large quantity of goods sent together from one location to another. All bulk shipments are required to be palletized, and palletization standards must meet those specified in the WINA Packaging Guidelines.

- **Partial Container Shipments**
  A Partial Container Shipment is when goods are loaded into a shared container or packaged with other goods coming to the same location.

Any partial containers – whether in a master carton, inner pack or bulk - must be clearly labeled on the top and side with a fluorescent label reading “PARTIAL”. If the partial container is on a pallet, it must be placed on the top of the pallet.
where it is clearly visible.

**SHIPPING DOCUMENTATION**

The following documentation is required to be included with all shipments, as specified.

- **Packing List**

  The Packing List is an important document necessary to facilitate a smooth receiving process. Accuracy and organization of this document is critical. Packing Lists must be broken out to precisely match the goods that will be included together in one container. If shipping more than one container load of goods, there must be a separate Packing List for each container.

  A copy of the Packing List must be placed on top of and be securely attached to the pallet to which it belongs. This copy must be attached to the pallet in a transparent document bag, so that it is clearly visible and marked.

  The Packing List must contain all of the following details, and all part level detail should be in the same order as the goods are listed on the Purchase Order:
  - Packing List Number
  - Sales Invoice Number
  - Seller, Buyer, and Shipping Destination
  - Wurth Purchase Order number and ordered line item
  - Wurth Part Number
  - Part Description – in English
  - Lot Number
  - Country of Manufacture for each Part
  - Delivery Quantity (please note all partial deliveries)
  - Weight of Line Item
  - Net and Gross Weight of All Goods on the Document
  - Pallet Number of Individual Goods and Total Pallet Count (e.g. “1/of total number of pallets”)
  - Number of Packaging Units per Line Item (if applicable)
  - Approval authorization – where necessary for a partial delivery
  - Expiration Date of Material – if applicable

- **Certifications**

  When certifications are requested on the Purchase Order, these certifications MUST accompany the Packing List and be included on the pallet where the specific part is loaded.

**PACKAGING**

Please refer to the WINA Packaging & Labeling Requirements and WINA Wood Packaging Guidelines for specific information regarding all packaging and ISPM15 compliance.