Scania Logistics Manual

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Changes from previous issue

Chapter 3.4 "Lead Logistic Provider" has been deleted. Chapter "introduction" has been added. Changes in all chapters. Editorial and structural changes. Changes are shaded.

Introduction

This standards contains requirements which are partly harmonised with MAN standard M 3399. See chapter 1 Scope and Annex A for more information.

1 Scope

Scania is one of the world’s leading manufacturers of trucks, buses and engines for industrial and marine applications. Scania works according to the principles from the Scania Production System (SPS).

Our ambition is to supply our customers with the most competitive and optimal solutions to their needs. It is important that our products and services meet the demands from our customers and that we fulfil or even surpass their expectations.

Scania aims to deliver all products according to our customers’ demands. To achieve this goal we need our suppliers to deliver the right quality and the right quantity at the right day.

The Logistics Manual describes what the Scania Production Units (PRU’s) and Scania Parts Logistics expect from you as a supplier with respect to logistics. The Logistics Manual will explain our logistics processes and it can be used as reference to help you find important information and who you can contact for different logistics issues.
The Logistic Manual is divided in another five chapters:

- **Chapter 2**: Terms and Definitions – a glossary with abbreviations and specific terms
- **Chapter 3**: Scania Demands to the Supplier
- **Chapter 4**: explains how Scania handles with deviations and also it will explain regarding delivery performance measurement
- **Chapter 5**: explains the part life cycle within Scania
- **Chapter 6**: mentions additional corporate documents which complement this one

Annex A explains specific demands regarding suppliers who take part in the cooperation between MAN T&B and Scania.

The suppliers which are contracted by Scania, but deliver directly to MAN Truck & Bus AG within the non-driven axle cooperation shall refer to the following documents in order to check the respective Logistics requirements for the concerned parts:

- **Annex A** – MAN T&B & Scania cooperation
- **MAN T&B logistics manual (M 3399)** with the exception of the chapters:
  - Chapter 4.3 – Flexibility in terms of supplier capacity
  - Chapter 6.1 – Load carrier definition
  - Chapter 7 – Load carrier use and empties process
  - Chapter 8.1 – Supplier Evaluation
  - Chapter 10 - Breach of contractual obligations.

## 2 Terms and definitions

The glossary contains words and abbreviations that are used within Scania.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIEXP/DESADV</td>
<td>The name of the EDI message for dispatch advice</td>
</tr>
<tr>
<td>Batch</td>
<td>Material Control Method where call-off is based on a break-down of ordered trucks and stock balance</td>
</tr>
<tr>
<td>Call-off</td>
<td>An order for dispatch, defined by date and quantity</td>
</tr>
<tr>
<td>Consignment</td>
<td>A shipment of goods from one pick-up address to a destination address</td>
</tr>
<tr>
<td>DELINS/DELFOR</td>
<td>EDI message for delivery instruction</td>
</tr>
<tr>
<td>DS</td>
<td>Delivery schedules</td>
</tr>
</tbody>
</table>

The electronic issue distributed by Scania Corporate Standards is the valid issue. All unauthorized distribution is strictly prohibited. Please verify that you have the latest issue before relying on it.
### DSL
Daily Delivery Schedule on Leveling Parts

### ECO
Engineering Change Order

### EDI
Electronic Data Interchange of structured and standardised information between two different business parties

### EDIFACT
Electronic Data Interchange for Administration, Commerce and Transport

### EFR
Exemption From Requirement

### Embassy
Internet based application for ordering Scania packaging material on SSP

### eQuality
Internet based application to report quality or logistics deviations

### INVOIC
The name of the EDI message for trade invoice

### Leveling Parts
A batch part with the following features:
- High consumption volume
- Heavy parts
- Large parts

The features can occur combined or separately, being relevant on the space to load the transport. They also have DSL.

### LLP
Lead Logistics Provider

### MP
Material Planner

### Odette
Organisation for Data Exchange by Tele Transmission in Europe

### PPAP
Production Part Approval Process

### PRU
Scania Production Unit

### PSW
Part Submission Warrant, a document summarizing the package of documents used in a Production part approval process – PPAP.

### Ramp-up
Time needed to build up the required stock and production capacity when a new part is introduced

### SIGEM
Pt.: Sistema de Gerenciamento de Embalagem
Eng.: Packaging Management System

### SSP
Scania Supplier Portal. The SSP is an important tool for communication and information sharing. It allows access to Scania’s standards and manuals and is the link to Scania’s WEB based applications. The purchaser can provide the necessary information and access to be able to log onto the portal.

http://supplier.scania.com/
**Sequence** | Material Control Method where call-off is based on a pop-id (chassis number) send in a SYNCRO/ DELJIT message
---|---
**STD** | Abbreviation for Scania standard
**SYNCRO/ DELJIT** | EDI message for sequence delivery
**Webstars** | Internet based application for transport booking and transport follow-up: [http://webstars.scania.com](http://webstars.scania.com)
**MAN T&B** | MAN Truck & Bus AG
3 Scania demands to the supplier

Scania demands that the supplier:

- Delivers according to the delivery schedules (DS)
- Follows the instructions for transport bookings, follows the transport instructions and uses the correct transport documentation
- Follows the packing manual and the packing instructions
- No deliveries to Scania Production Units and / or Spare Parts warehouses are allowed when the (ingoing) parts are not covered with a valid PSW.
- Uses EDI communication
- Uses proactive communication when the supplier expects delivery disturbances
- Informs Scania of (bank)holidays in due time and makes necessary preparations to deliver according Scania’s DS at all times

3.1 Material control methods

Scania uses different material control methods. Table 2 shows which methods are used. The Material Planner (MP) from each PRU will set the appropriate material control method.

Table 2. Overview of material control methods at Scania

<table>
<thead>
<tr>
<th>Type of parts</th>
<th>Call-off based on</th>
<th>EDI messages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sequence</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expensive components</td>
<td>Production sequence</td>
<td>SYNCRO/DELFOR</td>
</tr>
<tr>
<td>Variant dependent components</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components with big size</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Batch</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leveling Parts</td>
<td>Structure breakdown &amp; Stock levels</td>
<td>DELINS DELFOR</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2 Delivery schedules (DS)

The latest DS will always cancel and replace the earlier sent DS.

The DS is valid from the second working day after distribution of the DS. This means that there can be fluctuations in time or quantity (movement of demands) from the second day and forward. E.g. movements of demands are possible from Thursday onwards in a DS sent on a Tuesday.

For Scania Latin America the DS is valid from the third day after distribution of the DS to European Suppliers.

The DS consists of 2 parts: call-offs and forecast.
The call-off is a delivery authorization sent by each PRU stating the delivery date and the delivery quantity for each part number. The delivery date is the date the goods must be available for pick-up.

The information in the forecast is based on historical data and market expectations. The closer the current date is to the End Assembly day (EA), the more the information in the forecast is based on actual orders (see figure 1).

![Figure 1. Build-up of the DS](image)

The DS is sent by EDI in a frequency decided by each PRU. The DS shows the call-off for batch parts and the forecast for batch and sequence parts up to 360 days.

When a supplier delivers to more than one PRU the supplier will receive a DS from each PRU.

### 3.3 Sequence flows

Scania uses the material control method sequence for certain flows. For these flows a separate document is created to describe the set-up of the flow. These documents are called Sequence Deliveries Agreements. Questions about the Sequence Deliveries Agreements can be directed to the MP coordinator.

### 3.4 Transport bookings and transport documents

This section explains how Scania works with transports and contains information about bookings, pick-ups and transport documents.

More detailed information regarding Scania transports can be found on the Scania Supplier Portal (SSP) under Automotive products – Logistics – Transport Information.
3.4.1 Transport booking

Scania's transport booking system is called Webstars and is an internet based application for transport booking and transport follow-up.

The instruction “Webstars process description” can be found on the SSP and describes the application in further detail. More information can be found at [http://webstars.scania.com](http://webstars.scania.com).

All transport bookings for parts must be done in Webstars. To suppliers in Europe, the transport bookings for packaging material are done in Embasy. To Latin American suppliers the transport bookings for packaging material are done in SIGEM.

Call-offs in Webstars should match the call-offs in the DS. Contact the MP if the call-offs do not match.

Ordered quantity in Webstars must be ready when confirming booking quantity in Webstars. A booking for the displayed call-off(s) must always be made even if the supplier does not intend to send goods. In that case the booking quantity must be set to zero (0).

Webstars only displays the call-off(s) and does not display the backlogs. It might be necessary to add a line or modify the quantity in Webstars to book the transport for a backlog. Check with the MP how and when to book transport for backlogs, before making the transport booking.

In case of issues with the transport booking in Webstars such as log in problems, content etc, contact your material planner coordinator.

Instructions for booking prototype transports is found on Scania Supplier Portal (SSP) under Automotive products – Logistics – Transport Information.

3.4.2 Transport instructions

To prevent disturbances in the transport process, the goods must be prepared for pick-up according to the “Transport instruction for suppliers” found on the SSP under Automotive products – Logistics – Transport information.

This instruction contains detailed information about opening hours, transport documents and deviation handling.

For Swedish suppliers additional instructions apply. These instructions are written in “Transportinstruktion Sverige” also found on the SSP under Automotive products – Logistics – Transport information.

The supplier must be able to load the goods at the stated hours and, if necessary, assist with the cargo securing.

The supplier is required to follow all national and international rules and regulations connected to transport of goods.
3.5 Packaging

All information and rules regarding Scania packaging can be found on the SSP under Automotive products – Logistics – Packing manual.

3.5.1 Packing manual and packing instruction

The supplier must pack and ship the goods according to the Scania Packing manual and the packing instructions.

The packing manual describes Scania packing materials and how a unit should be dispatched. The packing instruction provides information about how each part must be packed on delivery and potential additional packing requirements for specific parts, e.g. protection of parts.

The packing instruction is issued by the local packaging engineer from Scania. The packing instruction can be changed. In that case a new packing instruction is issued to the supplier. Packing instructions for Latin American suppliers can be found at ePackaging on the SSP.

The supplier must be able to handle different packaging for the same part number for different PRU’s.

The supplier can only deviate from the packing manual and the packing instruction in:

- special circumstances (e.g. lack of right type packaging) and
- after approval from Scania

The escalation process for when shortages occurs can be found on SSP under Automotive products – Logistics – Packing manual.

Packing manual for prototypes can be found on Scania Supplier Portal (SSP) under Automotive Products – Logistics – Packing Manual – Packing demands – Packing of test parts.

3.5.2 Ordering packaging material

The supplier is responsible for ordering the correct packaging material in due time. The valid lead-time for ordering packaging can be found on the SSP.

European suppliers order their packaging material via Scania’s packaging system Embassy which is available at the SSP. Information about how to order and who to contact regarding packaging related issues is found at SSP.

For Latin America Suppliers there are two alternatives:

- If the part is part of a Milk Run flow, the transport bookings for packaging material are done in SIGEM;
- If the part doesn’t is part of a Milk Run flow, the supplier should send an e-mail to expedicao_embalagem@scania.com to order packaging material. This e-mail address...
can also be used to get information regarding how to order packaging material or to communicate non-conform packaging deliveries.

For a new supplier it is the supplier’s responsibility to pick up the first packaging batch in order to start up the flow.

Scania Parts Logistics: Packaging material, cardboard boxes, plastic bags and labels can be ordered from Scania Parts Logistics AB. The order form must include the following information:

- Supplier customer no. or supplier no
- Scania part no. for the packaging material (568XXX)
- Quantity, in multiples of quantity units
- All information which must be printed on the labels (only when labels are ordered)
- Goods address: to which address must the packaging material be shipped

Send the order to:

E-mail supply_control.cw2@scania.com
Telephone: +32 89 85 02 03
Telefax +46 8 553 50997 (fax to mailbox)

3.5.3 Packaging rules


3.5.4 Closed days

The supplier is responsible to update approved closed days in the calendar in Embasy.

3.5.5 Deviations on packaging

Deviations on empty packaging and transport of empty packaging must be reported according below:

- Packaging related deviations (e.g. damaged or wrong packaging) and Transport related deviations (e.g. wrong loading/equipment) should be sent to packaging.planning@scania.com

Templates for deviations can be found on SSP under Automotive products – Logistics – Packing manual – Ordering packaging materials.
3.6 Goods labels

All goods shipped to Scania must be marked with approved transport labels. Information about the labels can be found on the SSP under Automotive products – Logistics – Packing Manual and under Supplying to Scania – EDI – EDI Europe – Transport labels.

In some exceptional situations Exemption From Requirement (EFR) can be used. For those cases labeling information can be found in STD3868 and on SSP under Automotive products – Quality – EFR. Questions can be directed to your purchaser or MP.

3.7 EDI communication

Suppliers must use EDI communication. WebEDI can be used during the start-up of a new supplier or a very small supplier. EDI messages from Scania are:

- Delivery schedule
- Syncro/Sequence message

EDI messages demanded from the supplier are:

- Invoices
- Dispatch advices

Dispatch advices shall be send within 1 hour after pick-up of the goods.

The supplier shall be able to receive daily EDI messages.

More information can be found on the SSP under Supplying to Scania – EDI – EDI Europe. Suppliers can contact the MP and EDI support channels when implementing EDI.

Technical questions or questions regarding the content of the EDI messages used can be send to:

- Europe: edi.supplychain@scania.com
- Latin America: edisla.supplychain@scania.com

Scania Parts Logistics: Suppliers without EDI-connection must e-mail or fax the delivery note when the parts are shipped.

3.8 Proactive communication

Scania demands proactive communication to minimize the effects of disturbances in deliveries.

Scania works in a dynamic environment. The demands in the DS can therefore fluctuate over time. Scania expects that the suppliers follow these fluctuations.

It is important that the supplier carefully analyzes every received DS. The supplier must contact the MP directly, when delivery problems are expected. The following rules apply:
• within 24 hours when a delivery problem is expected within 10 working days
• within 72 hours when a delivery problem is expected later than 10 working days

3.9 Contact persons

Each Scania supplier number must have a contact person and a back-up. All contact persons must speak and understand English. Back-ups for the contact persons must also speak and understand English and must have knowledge about Scania’s logistics processes.

Contact persons are required for the following functions:

• Deliveries
• Goods dispatch/ transport
• EDI
• Packing

See table 3 who to contact at Scania.

<table>
<thead>
<tr>
<th>Questions related to</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity issues within 10 day horizon</td>
<td>MP</td>
</tr>
<tr>
<td>Capacity issues in general</td>
<td>Purchaser</td>
</tr>
<tr>
<td>Transport issues</td>
<td>MP</td>
</tr>
<tr>
<td>Order or shortage of packaging</td>
<td>Packaging Planning</td>
</tr>
<tr>
<td>Packing instructions</td>
<td>Local Packaging Engineer</td>
</tr>
<tr>
<td>Empty packaging transport issues</td>
<td>Packaging Planning</td>
</tr>
<tr>
<td>Deliveries</td>
<td>MP</td>
</tr>
<tr>
<td>EDI</td>
<td>MP/ EDI support</td>
</tr>
<tr>
<td>Scania and supplier holidays</td>
<td>MP coordinator</td>
</tr>
<tr>
<td>Webstars</td>
<td>MP</td>
</tr>
<tr>
<td>Log in to Embasy</td>
<td>Supplier portal helpdesk</td>
</tr>
<tr>
<td>Scania Supplier Portal (SSP)</td>
<td>Supplier portal helpdesk</td>
</tr>
</tbody>
</table>

Note: Scania Supplier portal helpdesk can be found at supplier_portal.helpdesk@scania.com

3.10 MP coordinator and Crisis coordination

Material planning at Scania is decentralized and located at each PRU. Normally the supplier has contact with the MP at each PRU. Every supplier has a MP coordinator. The MP coordinator will support the supplier in general questions regarding Scania’s logistics processes representing all PRU’s.

A crisis coordination is started when the supplier cannot deliver the total demand of all PRU’s. In this case the MP coordinator takes over all communication regarding deliveries and transports from the local MP’s (see figure 2).
Figure 2. Difference between normal communication and crisis coordination. The example shows a supplier which delivers to 3 PRU’s and where Scania Production Zwolle is the coordinating PRU.

3.11 Holidays

The MP coordinator will inform the supplier about closure dates for holidays for the different PRU’s.

Spare Parts Logistics is opened and will call-off the whole year.

The holidays for the different PRU’s differ (especially between the European and the Latin American PRU’s).

The supplier needs to fulfil the following requirements when preparing for a closing period. Make sure that;

- deliveries can be performed during the closure period according to the call-offs in the DS
- DS can be received and processed the whole year
- a contact person is available for quality and logistics matters in case an emergency occurs (e.g. rejects, stock loss, etc.)

The supplier must inform the MP coordinator as soon as possible when these requirements cannot be fulfilled.

4 Performance measurement and Deviation handling

This chapter describes how Scania measures supplier performance and handles supplier deviations.

4.1 Delivery precision

Scania requires suppliers to measure the delivery precision towards Scania.
Each Scania PRU also measures the delivery precision. Delivery precision is calculated as the percentage of correctly delivered call-offs out of the total number of call-offs and on Aviexp sent in time. A delivery is considered correct when the right call-off quantity is dispatched on the right day and Aviexp sent on the right day (neither late nor early). The target for delivery precision is 100%.

The delivery precision is available on the SSP in the application ePerformance.

4.2 Continuous improvement

Scania demands that the performance of deliveries towards Scania is discussed within the management of the supplier with a regular interval.

Scania demands that appropriate actions are taken in case of deviations and that continuous improvement is performed in a structured way in order to improve the supplier’s performance.

4.3 How Scania handles deviations

Deviations from the demands in the Logistic Manual found at Scania will be reported to the supplier via eQuality. The supplier must follow the instructions and deadlines given in the eQuality report.

More information about how Scania handles deviations is described in “How Scania handles deviation from suppliers”, found on SSP under Automotive products – Logistics – Deviation handling.

4.3.1 Transport deviations

Scania is responsible for the Transport Quality Management and the quality follow up regarding transport. More information about how deviations should be reported is described in “Transport instructions for supplier” found on SSP under Automotive products – Logistics – Transport Information.

4.4 Costs for deviations

Scania reserves the right to invoice the Supplier for all and any costs, losses or damages incurred or suffered by Scania and for which the supplier shall compensate Scania in accordance with a contract or applicable law, as for instance costs in Scania’s production, logistics and administration processes for deviations that are caused by the Supplier.

5 Scania parts life cycle

The Scania Parts Life Cycle is displayed in figure 3. The figure shows how a part is introduced and after a period of time is discontinued.

The figure also shows how an Engineering Change Order (ECO) introduces part number B and discontinues part number A.
5.1 Introduction of parts

The part and the production process need to be approved before serial delivery of a part number, this is called PPAP. PRUs may require test assembly prior to serial deliveries.

There is often a temporary extra demand in the ramp-up phase of a part due to the filling of store and line locations.

5.2 Discontinuation of parts

Parts are discontinued by an ECO. The introduction and/or discontinuing times can differ between PRU’s.

The phase where the ramp-up of part B and the phase-out of part A overlap is critical. Extra attention from the supplier for the DS is required.

The supplier must follow the DS for both the ramp-up part B and the phase-out part A. It is not allowed to deliver part B instead of part A, when part A is still called off.

The MP can contact the supplier to adjust the order quantity to avoid scrap costs.

After discontinuation, Scania Parts Logistics can continue to call off the part depending on aftermarket needs.
6 Appurtenant documents and IT-systems

6.1 Appurtenant documents

The documents listed below supplement this standard and are necessary for the application of the standard.

The latest issue of the document applies when the issue has not been stated.

<table>
<thead>
<tr>
<th>Document designation</th>
<th>Issue</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

6.2 Appurtenant IT-systems

This standard is linked to the IT systems stated below. Any changes in the standard shall be done in adjustment to them:

- Webstars
- Embasy
Annex A – MAN T&B & Scania cooperation (*normative*)

This Annex applies for suppliers which are contracted by Scania CV AB, but deliver directly to MAN T&B AG (MAN T&B) within the non-driven axle cooperation and is valid in combination with the MAN T&B Logistics Manual (M 3399).

### A.1 Contact persons for the MAN T&B & Scania cooperation

**Who to contact at Scania**

Table A.1 Who to contact at Scania

<table>
<thead>
<tr>
<th>Questions related to</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity issues in general</td>
<td>Purchaser</td>
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<td>Order or shortage of packaging</td>
<td>Packaging Planning</td>
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<tr>
<td>Packing instructions</td>
<td>Local Packaging Engineer</td>
</tr>
<tr>
<td>Empty packaging transport issues</td>
<td>Scania’s LLP</td>
</tr>
<tr>
<td>Log in to Embassy</td>
<td>Supplier portal helpdesk</td>
</tr>
<tr>
<td>Scania Supplier Portal (SSP)</td>
<td>Supplier portal helpdesk</td>
</tr>
</tbody>
</table>

*Note: Scania Supplier portal helpdesk can be found at supplier_portal.helpdesk@scania.com*

**Who to contact at MAN T&B**

Table A.2 Who to contact at MAN T&B

<table>
<thead>
<tr>
<th>Questions related to</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement, Call-off, Forecast, Packaging deviations</td>
<td>Material Planner Salzgitter</td>
</tr>
<tr>
<td>Packing instructions</td>
<td>Logistics Planning Salzgitter</td>
</tr>
</tbody>
</table>

### A.2 Logistics concept

All Scania contracted suppliers delivering to MAN T&B will use Logistics concept STA.

### A.3 Flexibility in terms of supplier capacity

Each supplier is obliged to monitor the capacity required to manufacture the products falling within his scope of delivery in order to determine the extent of capacity utilisation. Within this context, both the non-binding requirement forecasts and the binding requirement data in the delivery call-off must be taken into consideration for the whole forecast period (up to 12 months). If any potential bottlenecks with regard to capacity are identified, the supplier must...
take the appropriate action without delay in order to increase the available capacity levels and must inform the concerned material planner at MAN T&B and responsible sourcing manager at Scania of this in a clear and comprehensible manner.

A.4  Packaging

All information and rules regarding Scania packaging can be found on the SSP under Automotive products – Logistics – Packing manual.

All Scania packaging rules apply unless otherwise agreed upon between MAN T&B and supplier.

A.4.1 Packing manual and packing instruction

The supplier must pack and ship the goods according to the Scania Packing manual and the packing instructions.

The packing manual describes Scania packing materials and how a unit should be dispatched. The packing instruction provides information about how each part must be packed on delivery and potential additional packing requirements for specific parts, e.g. protection of parts.

The packing instruction is issued by the local packaging engineer. The packing instruction can be changed by either Scania or MAN T&B. In that case a new packing instruction is issued to the supplier by the responsible packaging engineer.

Packing instructions for Latin American suppliers can be found at ePackaging on the SSP.

The supplier must be able to handle different packaging for the same part number for different PRU's.

The supplier can only deviate from the packing manual and the packing instruction in:

- special circumstances (e.g. lack of right type packaging) and
- after approval from MAN T&B (please contact your material planner)

The escalation process for when shortages occurs can be found on SSP under Automotive products – Logistics – Packing manual

A.4.2 Ordering packaging material

The supplier is responsible for ordering the correct packaging material in due time. The valid lead-time for ordering packaging can be found on the SSP. Scania’s packaging distribution is handled by the LLP (Lead Logistics Provider).

European suppliers order their packaging material via Scania’s packaging system Embassy which is available at the SSP. Information about how to order and who to contact regarding packaging related issues is found at SSP.

For Latin America Suppliers there are two alternatives:
• If the part is part of a Milk Run flow, the transport bookings for packaging material are done in SIGEM;

• If the part doesn’t is part of a Milk Run flow, the supplier should send an e-mail to expedicao_embalagem@scania.com to order packaging material. This e-mail address can also be used to get information regarding how to order packaging material or to communicate non-conform packaging deliveries.

For a new supplier it is the supplier’s responsibility to pick up 1st packaging batch in order to start up the flow.

Scania Parts Logistics: Packaging material, cardboard boxes, plastic bags and labels can be ordered from Scania Parts Logistics AB. The order form must include the following information:

• Supplier customer no. or supplier no
• Scania part no. for the packaging material (568XXX)
• Quantity, in multiples of quantity units
• All information which must be printed on the labels (only when labels are ordered)
• Goods address: to which address must the packaging material be shipped

Send the order to:
E-mail supply_control.cw2@scania.com
Telephone:  +32 89 85 02 03
Telefax  +46 8 553 50997 (fax to mailbox)

If in exceptional cases a MAN T&B packaging is agreed upon, the packaging ordering processes according to M3399 apply.

A.4.3 Packaging rules

A.4.4 Closed days
The supplier is responsible to update approved closed days in the calendar in Embasy.
A.4.5 Deviations on packaging

Deviations on empty packaging and transport of empty packaging must be reported according below:

Packaging related deviations (e.g. damaged or wrong packaging) and Transport related deviations (e.g. wrong loading/equipment) should be sent to packaging.planning@scania.com

Templates for deviations can be found on SSP under Automotive products – Logistics – Packing manual – Ordering packaging materials.

A.5 Parts life cycle

The Parts Life Cycle is displayed in figure A.1. The figure shows how a part is introduced and after a period of time is discontinued.

The figure also shows how an Engineering Change Order (ECO) introduces part number B and discontinues part number A.

Figure A.1. Parts life cycle

A.5.1 Introduction of parts

The part and the production process need to be approved before serial delivery of a part number, this is called PPAP. Scania or MAN T&B may require test assembly prior to serial deliveries.

There is often a temporary extra demand in the ramp-up phase of a part due to the filling of store and line locations.

Parts are discontinued by an ECO (Engineering Change Order). The introduction and/or discontinuing times can differ between PRU’s.
A.5.2. Discontinuation of parts

The phase where the ramp-up of part B and the phase-out of part A overlap is critical. Extra attention from the supplier for the DS (Delivery Schedule) is required.

The supplier must follow the DS for both the ramp-up part B and the phase-out part A. It is not allowed to deliver part B instead of part A, when part A is still called off.

The MP can contact the supplier to adjust the order quantity to avoid scrap costs.

After discontinuation, Scania Parts Logistics can continue to call off the part depending on aftermarket needs.

A.7 Supplier Evaluation

The MAN T&B application “LBW 2.0” is used for supplier assessment purposes in terms of logistics. The regular evaluation of the acquired data ensures continuous monitoring and improvement of the cooperation with MAN suppliers and the logistics performance of their products and services.

A.8 Costs for Deviation

MAN T&B reserves the right to invoice the Supplier for all and any costs, losses or damages incurred or suffered by MAN T&B and for which the supplier shall compensate MAN T&B in accordance with a contract or applicable law, as for instance costs in MAN T&B’s production, logistics and administration processes for deviations that are caused by the Supplier. Further details will follow.

A.9 Other applicable documents

M 3399 Logistics Standard
VDA 4902 Goods tags (barcode-capable) / Important: basic document including the addition of further data
VDA 4905 EDI for supplier call-offs
VDA 4912 EDI goods receipt/issue slip
VDA 4913 EDI for delivery note and transport data
VDA 4916 EDI for call-offs synchronized with production (PAB)
VDA 4922 Printed form for goods dispatch between supplier, freight forwarder and customer - shipping order
VDA 4938 Global Invoice EDIFACT