**Additional requirements of MA to Supplier Logistics Manual**

### General Topics: Time windows, documents etc.

1.1 Time windows and other relevant location specifics can be found under Logistics Supplier Manual – Warehouse Specifics MA. [QR-Code]
1.2 Example of required delivery documents can be found under Logistics Supplier Manual – Delivery Documents MA. [QR-Code]

### Receiving Location / Unloading Rules

**ASN Topics:**

2.1 Goods deliveries must be advised electronically prior to arrival or latest with the physical shipment.
2.2 Only one delivery note per shipment is permitted.
   - **Karlsruhe:** Only one ASN per truck or container is permitted.

**Means of Transportation:**

2.3 Pallets:
   - MA standard is rear unloading (ramp). Trucks and Swap Bodies must allow drive-on access for forklift trucks with a gross vehicle weight of up to 5 tons.
2.4 Parcels:
   - For non-pallet deliveries smaller vehicles are permitted.

### Shipping Space / Loading Rules

**Labelling:**

3.1 Each handling unit must be labeled with a VDA 4902 label. Future gradual change to VDA 4994 (GTL) will be communicated with the suppliers (see SLM chapter 4.3.2).
3.2 This must be placed on the side of the cardboard box with the removal opening (top right corner of long side of the cardboard box [sometimes indicated by a frame]).
3.3 VDA label must be readable and scannable (printing quality).
3.4 VDA label must face to the unloading ramp.
3.5 Additionally, precautionary labels need to be placed on the same side as the VDA label resp. removal opening.

**Loading:**

3.6 Supplier / loading party must use suitable devices to avoid movement and damage of the cargo in the container/trailer during transport and at the time of opening (avoid injuries and damage of material).
3.7 The following pallets are MA standard:
   - VDA pallets – 1140 mm x 790 mm
   - **EMEA:** Concerning land transportation in EMEA in general the following pallets are allowed: Euro pallets – 1200 mm x 800 mm. For deliveries to the warehouse of Karlsruhe this Euro Pool Pallet is mandatory.
   - The pallet must be either part of the EPAL Pooling-System or part of the UIC Systems.
3.8 Supplier / loader must secure maximum utilization of the shipping space.
3.9 The pallets need to be in perfect condition.
5.1 Barcode:
- Each carton box (inside cardboard box) must be labeled with a readable barcode or similar according to Bosch BOM (Bill of Material).
- Barcode should face to the opening side of the carton.

5.2 Empty spaces inside cardboard box:
- Use of empty product packaging is not allowed.
- Neutral boxes must be clearly indicated as "empty".

5.3 Incorrect quantities in master pack:
If the quantity inside a master pack (BOM) is not correct, a red label showing the actual quantities must be attached next to the content label (handwritten permitted).

5.4 Sorting of goods:
- Sort goods by different article numbers and production dates:
  - to avoid damages (by heavy goods on top)
  - to reduce sorting efforts in receiving warehouse
- Don't split goods with same article number and production date (within one month) into multiple handling units.