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.

**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.
   - In Ranzan/Japan and Kuala Lumpur/Malaysia side unloading is permitted.
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
     - **North America:** The required pallets are: 48 x 40" (stringer pallet).
3.8 Supplier / loader must secure maximum utilization of the shipping space.
3.9 The pallets need to be in perfect condition.
Packaging Design Criteria

4.1 General requirements:
- Packaging must be according to Bosch Bill of Material (BOM).
- Transport devices with the same content need to be stackable up to a height of 3 meters, e.g., 3 stack loading for Megatrailers.

4.2 Type A (Cardboard Box):
- Cardboard boxes are the preferred packaging.
- Max. 2 plastic straps for delivery with cardboard box.
- Straps must be strained to fix cardboard box on pallet.
- Height adjustments by cutting of the cardboard box is not allowed!

4.3 Type B (Single Cartons):
- Single cartons will only be permitted if damage of goods can be excluded.
- Max. 4 plastic straps for delivery of single carton pallets.
- Straps must be strained to secure all cartons on the pallet.
- Edge protection must be:
  - made of cardboard
  - long enough to cover both straps on each side.
  - Cover board and stable inlays are mandatory.

4.4 NOT allowed:
- Loose or overhanging (protruding) labels/straps.
- Covering of VDA label by straps and edge protection.

Additional Packaging Rules

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.