



SUPPLIER LOGISTICS PROTOCOL

This Logistics Protocol describes the logistics specifications of the flow between the SUPPLIER site and Spheros sites. All specifications regarding part numbers are described in the Spheros Requirements File. General supply chain and logistics rules are described in the Spheros Supply Chain and Logistics Requirements

A signature of this protocol indicates agreement to all terms and conditions contained within this document and the Spheros Supply Chain and Logistics Requirements.

In the event of any conflict between this Logistics Protocol and the General Terms of Purchase, the terms herein supersede over the conflicting terms of the General Terms of Purchase

SPHEROS plant			
Site Name:			
Address:			
Area code/ Location:		Country:	
Phone number (24h/24 - 7d/7):		Fax number:	

SUPPLIER plant			
Group name:		Spheros Supplier Code:	
Division/Site name:		DUNS Code:	
Address:			
Area code/ Location:		Country:	
Phone number (24h/24 - 7d/7):		Fax number:	

CONTACTS			
SUPPLIER contacts		Spheros contact	
Sales Account Manager	(name)	Purchasing Leader	(name)
(email)	(phone number)	(email)	(phone number)
Customer Quality Manager	(name)	Supplier Quality Manager	(name)
(email)	(phone number)	(email)	(phone number)
Logistics Manager	(name)	Supply Chain Manager	(name)
(email)	(phone number)	(email)	(phone number)
Logistics Customer Contact	(name)	Procurement Contact	(name)
(email)	(phone number)	(email)	(phone number)
Material Re-Order Contact:	(name)	Material Re-Order Contact:	(name)
(fax number)	(phone number)	(fax number)	(phone number)
Emergency Contact:		Emergency Contact:	
(24/24 hrs availability)	(phone number)	(24/24 hrs availability)	(phone number)

SPHEROS		
Name		
Function	Supply Chain & Logistics	Purchasing
Date		
Signature		

SUPPLIER		
Name		
Function		
Date		
Signature		

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INFORMATION FLOWS					
Forecasts (sent with the collection date and time)					
Forecast frequency:	Monthly?	Day of transmission:			
Time bucket horizon:		Product Leadtime:			
Firm Orders (sent with the collection date and time)					
Firm Orders frequency:		Days of transmission:			
Period and Horizon:	1month	Transmission mode:			
Electronic Documentation					
Advance Shipping Notice		Invoice			
Other informations:					
the supplier has to communicate the actual pick-up date and time in the shipment notification (ASN, DESADV) and on the delivery note					
Delivery Documents					
Delivery Documents Required with the load:	<input checked="" type="checkbox"/>	Pick-Up Order	Additional Documents:	<input checked="" type="checkbox"/>	Certificate of Origin
	<input checked="" type="checkbox"/>	Packing List			
	<input checked="" type="checkbox"/>	Bill of Lading			
	<input checked="" type="checkbox"/>	Proforma Invoice			
Other informations:					
Packaging					
Packaging Type / Pallet type / Pallet dimensions / Cardboard Box dimensions / Returnable cradles, boxes / Special requirements					
Labeling					
Handling Unit Labeling:	<input checked="" type="checkbox"/>		Packing Unit Labeling:	<input checked="" type="checkbox"/>	Odette / OTL3 / AIAG
Other informations:			Other informations:		
Flexibility and Liability					
Flexibility (Ability of the supplier to accept forecast increases) :			Liability (Spheros commitment in case of demand decreases) :		
D+ 1w: 0%					
D+ 1~2w: +/-10%					
D+1-4w: +/-20%					
D+1-2m: +/-50%					
OTHERS SPECIFICATIONS / INSTRUCTIONS					
VALEO					
Name and Function					
Function	Supply Chain & Logistics		Purchasing		
Date					
Signature					
SUPPLIER					
Name					
Function					
Date					
Signature					

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PHYSICAL FLOWS							
Incoterm:	FCA : Free carrier		Transit Time (door to door):				
Incoterm location:	Supplier Factory		Delivery frequency:		Bi-weekly		
Loading Mode (back or side):			Window Time Tolerance:				
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Pick-up Order send at:							
Supplier's promise received at:							
Pick-up at supplier plant:							
Receiving at Spheros plant:							
Other informations:							

TRANSPORT 1			
Company:			Supplier Code:
Address:			
Area code/ Location:			Country:
Phone number (24h/24 - 7d/7):			Fax number:
Operation Contact:	(name)	Operation Manager:	(name)
(email)	(phone number)	(email)	(phone number)

TRANSPORT 2 (if any)			
Company:			Supplier Code:
Address:			
Area code/ Location:			Country:
Phone number (24h/24 - 7d/7):			Fax number:
Operation Contact:	(name)	Operation Manager:	(name)
(email)	(phone number)	(email)	(phone number)

WAREHOUSE (if any)			
Company:			Supplier Code:
Address:			
Area code/ Location:			Country:
Phone number (24h/24 - 7d/7):			Fax number:
Operation Contact:	(name)	Operation Manager:	(name)
(email)	(phone number)	(email)	(phone number)

CUSTOMS BROKER (if any)			
Company:			Supplier Code:
Address:			
Area code/ Location:			Country:
Phone number (24h/24 - 7d/7):			Fax number:
Operation Contact:	(name)	Operation Manager:	(name)
(email)	(phone number)	(email)	(phone number)

SPHEROS		
Name and Function		
Function	Supply Chain & Logistics	Purchasing
Date		
Signature		

SUPPLIER		
Name		
Function		
Date		
Signature		

<div>Circulation document</div> <div>EUR1</div> <div>EURMED</div> <div>FORM-A</div> <div>Declaration of Origin on Invoice</div>	<div>Packaging Type</div> <div>Spheros plastic container</div> <div>Overseas packaging</div>	<div>Dimensions-EU</div> <div>L600 x W400 x H410 (mm)</div> <div>L600 x W400 x H320 (mm)</div> <div>L600 x W400 x H235 (mm)</div> <div>L600 x W400 x H120 (mm)</div> <div>L600 x W400 x H75 (mm)</div> <div>L400 x W300 x H235 (mm)</div> <div>L400 x W300 x H175 (mm)</div> <div>L400 x W300 x H120 (mm)</div> <div>L300 x W200 x H120 (mm)</div> <div>L180 x W94 x H60 (mm)</div>	<div>Dimensions US</div> <div>PKO1003 (L24" x W15" x H7")</div> <div>PKO1004 (L24" x W15" x H14")</div> <div>PKO1005 (L24" x W22" x H7")</div> <div>PKO1007 (L48" x W15" x H7")</div> <div>PKO1010 (L48" x W45" x H34")</div> <div>PKO1011 (L48" x W45" x H25")</div> <div>PKO2001 (L48" x W45" x H8")</div> <div>PKO2002 (L48" x W45" x H4")</div>	<div>Dimensions_Overseas</div> <div>L285 x W188 xH80</div> <div>L285 x W188 xH330</div> <div>L375 x W285 xH80</div> <div>L375 x W285 xH330</div> <div>L570 x W375 xH80</div> <div>L570 x W375 xH330</div> <div>L750 x W380 xH80</div> <div>L750 x W380 xH330</div>	<div>Alternative cardboard packaging</div> <div>C40 - L300 x W200 x H90 (mm)</div> <div>C16 - L300 x W200 x H125 (mm)</div> <div>C15 - L300 x W200 x H200 (mm)</div> <div>C14 - L400 x W300 x H150 (mm)</div> <div>C13 - L400 x W300 x H200 (mm)</div> <div>C12 - L400 x W300 x H300 (mm)</div> <div>C11 - L600 x W400 x H200 (mm)</div> <div>C10 - L600 x W400 x H250 (mm)</div> <div>C09 - L600 x W400 x H300 (mm)</div>
<div>Pallet type</div> <div>wooden pallet</div> <div>plastic pallet</div> <div>roller</div> <div>other (specify)</div>	<div>Pallet dimensions</div> <div>1200 mm x 1000 mm</div> <div>800 mm x 600 mm</div> <div>1200 mm X 800 mm</div> <div>48" x 45" (US)</div> <div>1140 mm x 750 mm (Overseas)</div> <div>Specific dimensions (see in section 20)</div>	<div>Pick up frequency</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div>	<div>Times</div> <div>day</div> <div>week</div> <div>month</div>	<div>Incoterm</div> <div>CIF</div> <div>DDP</div> <div>DDU</div> <div>EXW</div> <div>FOB</div> <div>FCA</div> <div>FAS</div> <div>CFR</div> <div>CPT</div> <div>CIP</div> <div>DAF</div> <div>DES</div> <div>DEQ</div>	
<div>Safety stock</div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div>					