

Shipping Instruction

Diehl AKO Stiftung & Co. KG



Change History

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1. General

These Shipping Instruction apply to all EXW or FCA deliveries to the delivery addresses listed in section 2 “Consignee / Delivery Address”. Any contractually agreed provisions to the contrary shall remain unaffected by this and shall take precedence.

The freight forwarding and logistics service providers listed in section 12 “Designated Freight Forwarding and Logistics Service Providers by Region” as well as their delivery options and supplementary services must be commissioned in accordance with the specifications and considering the regional responsibilities. Deviations from this must be requested in writing form from the Customs Clearance & External Logistics department (gmb-c-ako-customs@diehl.com) and only commissioned after written approval.

Diehl AKO Stiftung & Co. KG is a self-insurer. It is therefore not necessary to take out a transport insurance. For deliveries with special requirements (e.g. transportation of hazardous goods), please send a written request in advance to gmb-c-ako-customs@diehl.com.

2. Consignee / Delivery Address

Unless a different delivery address has been agreed contractually or by means of an order, the delivery address listed below shall apply.

For production material:

Delivery Address	Business Hours Goods Receipt
Diehl AKO Stiftung & Co. KG c/o Max Müller Spedition GmbH Gewerbestraße 2 DE 88145 Opfenbach Germany	Monday – Friday 08:00 am – 12:00 pm 13:00 pm – 16:00 pm

For non-production material:

Delivery Address	Business Hours Goods Receipt
Diehl AKO Stiftung & Co. KG Pfannerstraße 75-83 DE 88239 Wangen im Allgäu Germany	Monday – Friday 07:30 am – 12:00 pm 13:00 pm – 15:30 pm

Deliveries may only be made during the above-mentioned business hours. If, due to special circumstances, a delivery outside the business hours is necessary, written approval must first be obtained from the Customs Clearance & External Logistics department.

3. Definition of Package and Shipment

1. Package

- A package is a single packaging unit or a single object that is packaged and prepared for transportation.
- A package can be a single pallet, a parcel, a box, a case, a container, a barrel, or any other type of package containing one or more goods.
- A package can have different sizes and shapes and can include both a single product and a group of products packed together.

2. Shipment

- A shipment contains a group of packages or goods that are shipped together.
- A shipment consists of one or more packages which are sent to one of the locations of the Diehl AKO Stiftung & Co. KG by the supplier.

4. Determination of the Chargeable Weight

The determination of the chargeable weight is decisive for the selection of the mode of transport. The reason for this is that the volumetric weight can exceed the actual weight of a shipment, which changes the basis for calculating the freight costs. When determining the chargeable weight, proceed as follows:

1. Determine the actual weight of the consignment in kilograms (kg) by weighing.
2. Calculate the volumetric weight of the shipment.
 - Measure the dimensions of the packages: Length, width, height in meters.
 - Calculate the volume in cubic meters (m³)
$$\text{Volume (m}^3\text{)} = \text{length (m)} \times \text{width (m)} \times \text{height (m)}$$
 - Calculate the volume weight by multiplying the volume by the bulkiness factor (Appendix 4 „Bulkiness Factor by Region“)
$$\text{Volume weight (kg)} = \text{volume (m}^3\text{)} \times \text{bulkiness factor (kg)}$$
3. Compare the volume weight with the actual weight. The higher value is referred to as the chargeable weight and is decisive for the selection of the mode of transport.

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Calculation example:

A shipment consists of 5 packages, each with an actual weight of 18 kg. The dimensions per package are: 80 cm length, 60 cm width, 30 cm height. The shipment is to be sent from China to Germany.

1. Determine the actual weight of the shipment in kilograms (kg) by weighing:

$$5 \text{ packages} \times 18 \text{ kg / package} = 90 \text{ kg}$$

2. Calculate the volumetric weight of the shipment.

- $0.8 \text{ m} \times 0.6 \text{ m} \times 0.3 \text{ m} = 0.144 \text{ m}^3$
- $5 \text{ packages} \times 0.144 \text{ m}^3 / \text{package} = 0.72 \text{ m}^3$
- Bulkiness factor according to appendix 4 „Bulkiness Factor by Region“ from China to Deutschland = 200 kg/m^3
- $0.72 \text{ m}^3 \times 200 \text{ kg/m}^3 = 144.0 \text{ kg}$

3. The volume weight (144.0 kg) is higher than the actual weight (90 kg). The chargeable weight is therefore 144.0 kg and is decisive for the selection of the carrier. In the example, no parcel service should be commissioned as the chargeable weight of the shipment is over 100 kg.

5. Selection of the Mode of Transport

The selection of the mode of transport depends on the chargeable weight, the nature of the shipment and the region from which the shipment is to be sent. The chargeable weight is determined as described in section 4 “Determination of the Chargeable Weight”.

Mode of Transport	Chargeable Weight / Shipment
Parcel service	< 100 kg / Shipment & maximum 31,5 kg / Package
Land freight	≥ 100 kg
Sea freight	≥ 100 kg
Air freight	≥ 100 kg

A shipment may only be sent by parcel service if the total chargeable weight of the entire shipment is less than 100 kg. The decisive factor here is not the chargeable weight per package, but the chargeable weight of the entire shipment. The actual weight of a single package may not exceed 31.5 kg. If the chargeable weight of the shipment is 100 kg or more, no parcel service may be commissioned. Neither individual parcels nor a complete shipment may be shipped on pallet(s). No freight service may be booked with parcel services.

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The mode of transport and the corresponding freight forwarding and logistics service providers are selected depending on the region in accordance with section 12 "Designated Freight Forwarding and Logistics Service Providers by Region". Shipments sent by land, sea or air freight must be palletized.

Air freight, courier or express freight may only be ordered if the order has been approved in writing by Diehl AKO Stiftung & Co. KG.

If additional costs are incurred due to non-compliance with the requirements set out in these "Shipping Instruction", these additional costs will be passed on to the supplier accordingly. Exceptions require prior written approval from the Customs Clearance & External Logistics department (gmb-c-ako-customs@diehl.com)

6. Transport Insurance, Term and Product Selection, Supplementary Additional Services

When selecting transport times and products, only the economy service offered by the respective forwarding and logistics service provider is to be selected. A shortened transportation time by selecting the premium products offered is not to be booked. If accelerated delivery is required for particularly urgent shipments, written approval must be obtained in advance from the responsible contact person in the Material Planning department or from the Customs Clearance & External Logistics department (gmb-c-ako-customs@diehl.com)

No additional services may be booked.

Diehl AKO Stiftung & Co. KG is a self-insurer. It is not necessary to take out transport insurance.

If additional costs are incurred due to an unapproved order for expedited transit time products or other additional services, these additional costs will be passed on to the supplier accordingly. Exceptions require prior written approval from the Customs Clearance & External Logistics department (gmb-c-ako-customs@diehl.com)

7. Transport Registration

Transports must be registered in advance with the forwarding and logistics service providers by the supplier. The registration deadlines listed below apply.

Mode of Transport	Registration Deadline
Parcel service	24 hours before shipping date
Land freight	24 hours before shipping date
Sea freight	7 working days before shipping date
Air freight	48 hours before shipping date

The transport declaration must contain at least the following information:

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- Address of the forwarding and logistics service provider
- Consignee & delivery address (section 2: "Consignee / Delivery Address")
- Place of fulfillment according to Incoterms
- Delivery date & time
- Number and type of packages
- Gross weight and dimensions (length, width & height) of the packages
- Stacking factor
- Order number / Purchase Order Number (PO)
- Delivery note number
- DIEHL article number including revision status and serial number
- Customs tariff number / HS code
- Information on dangerous goods (if dangerous goods are involved)

The supplier is responsible for the completeness and correctness of the information. If changes are made after the transport declaration has been sent to the freight forwarding and logistics service provider, the changes must first be approved in writing by the Customs Clearance & External Logistics department (gmb-c-ako-customs@diehl.com). If the chargeable weight is changed by more or less than 10 percent, the freight forwarding & logistics service provider must be informed immediately, but no later than 24 hours before the shipping date.

If no corresponding notification is made by the supplier, we reserve the right to pass on the corresponding additional costs. The delivery of partial quantities is only permitted if a contractual agreement exists or written approval has been given by Diehl AKO Stiftung & Co. KG is available.

8. Registration and invoicing of parcel shipments

Parcel consignments may only be declared subject to the restrictions listed in section 5 "Selection of the Mode of Transport". When registering parcel shipments, either FedEx or TNT must be used in accordance with section 12 "Designated Freight Forwarding and Logistics Service Providers by Region". The economy service offered (e.g. "FedEx International Economy" or "TNT Economy") must always be booked. Express or priority services (e.g. "FedEx International Priority"; "FedEx International Priority Express" or "TNT Express") may only be booked with the written approval of Diehl AKO Stiftung & Co. KG.

When registering freight collect deliveries, the FedEx account number or TNT account number of Diehl AKO Stiftung & Co. KG must be used. Depending on the shipping region, these can be found in section 12 "Designated Freight Forwarding and Logistics Service Providers by Region". Please note that invoicing must be carried out exclusively at the expense of Diehl AKO Stiftung & Co. KG. As there may be discrepancies between the recipient of the goods and the recipient of the invoice, it is essential to ensure that the option "Third party" and not "Recipient of goods" is selected when entering the payment method. In the next step, the FedEx account number or TNT account number of Diehl AKO Stiftung & Co. KG must be entered.

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4. Payment	
Enter Payment Information	
Enter your credit card information or a FedEx Account number to pay for this shipment	
Shipment Payment Method	Duties, Taxes, and Fees Payment Method
Bill to: <div>Third Party</div>	Bill to: <div>Third Party</div>
Account no.: 176813423	Account no.: 176813423

We reserve the right to charge additional costs that are attributable to incorrect or unauthorized bookings.

9. Required Accompanying Documents

The following accompanying documents and their contents are required as a minimum.

Delivery note

- Name and address of the supplier
- Address of goods recipient
- Delivery note number and items
- DIEHL order number
- Date of dispatch
- Number & type of packages
- Gross weight of the shipment
- Article number, article quantity & revision status per delivery note item
- Net weight per delivery note item

Packing list

- Number & type of packages
- Weight of the packages
- Dimensions of the packages
- Article number, article quantity & revision status

Commercial or pro forma invoice

- Invoice number and items
- DIEHL order number
- Incoterm
- Article number and description per invoice item
- Quantity and unit of measure per invoice item
- Unit price and total price including currency per invoice item
- Customs tariff number per invoice item
- Country of origin per invoice item
- Total invoice amount including currency
- Surcharges and discounts

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A commercial invoice is mandatory for deliveries from a non-member state of the European Union (EU). If no invoice is issued, a pro forma invoice with the note "Value for customs purposes only" is required for customs purposes. The pro forma invoice must show the actual value of the goods.

At least a delivery note and a packing list must be attached to the goods to ensure that they can be assigned upon delivery.

10. Collection

On the date of shipment, the loading of the collection vehicle must be carried out immediately. The loading process must be completed no later than two hours after the arrival of the collection vehicle in order to avoid additional costs due to demurrage charges. At the time of collection, the carrier must be provided with at least the documents listed in section 8 "Required Accompanying Documents" as well as all other required customs and shipping documents such as the CMR consignment note or the export accompanying documents. If the collection vehicle cannot be loaded within two hours of arrival for reasons for which the supplier is responsible, the freight forwarding and logistics service provider is entitled to withdraw the collection vehicle used or to demand demurrage. In such a case, the responsibility for timely delivery of the goods shall pass to the supplier.

If incomplete or inadequate preparation leads to delays or additional costs, these will be passed on to the supplier.

11. Hazardous goods and special transports

For shipments with special requirements (e.g. dangerous goods, refrigerated goods), the Customs Clearance & External Logistics department (gmb-c-ako-customs@diehl.com) must be contacted in advance. Further instructions must be awaited.

12. Designated Freight Forwarding and Logistics Service Provider by Region

The forwarding and logistics service providers to be commissioned as well as the corresponding contact persons and contact details may be taken from the appendices, depending on the shipping region.

Appendix 1: Europe

Appendix 2: Asia

Appendix 3: America

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