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**LOGISTIČNI PRIROČNIK ZA
DOBAVITELJE /
HIDRIA LOGISTICS MANUAL**

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1.00 UVOD

Logistični postopki in procesi postajajo vse bolj pomembni v odnosih med Hidrio in njenimi dobavitelji. Namen priročnika za dobavitelje je standardizacija in nenehno izboljševanje procesa oskrbe, ki vključuje Hidrio in njene dobavitelje. Aktivnosti standardizacije so osnova za doseganje transparentnosti logističnih procesov v oskrbni verigi. Koristi bodo deležna vsa podjetja udeležena v procesu. Priročnik deluje kot referenčno orodje, na katerega se dobavitelji obrnejo za razjasnitev mogočih vprašanj.

Dobavitelj izpelje vse potrebne ukrepe za izpolnitev logističnih zahtev navedenih v priročniku za dobavitelje. Skladnost z vsebino je bistvenega pomena in bo imela vpliv na prihodnje odločitve Hidrie o oskrbnem procesu. Priporočeno je, da dobavitelj s priročnikom in njegovo vsebino seznanijo vse odgovorne člane v organizaciji.

Ta priročnik velja za vse dejavnosti Hidrie in za vse dobave do lokacij Hidrie po celem svetu. Priročnik je del trenutno veljavne nabavne pogodbe med dobaviteljem in Hidrio ter navaja zavezujoče zahteve za izvajanje logističnih procesov in postopkov.

Če ni drugače določeno v veljavni nabavni pogodbi, je dobavitelj zavezan, da izpolnjuje zahteve navedene v priročniku. V primeru, da je določena določba priročnika neučinkovita, ostale določbe še vedno ostanejo veljavne v polni moči. V primeru nasprotujočih si pravil med priročnikom in ostalimi pisnimi sporazumi med dobaviteljem in Hidrio, se o prevladi dokumenta skupno odloča za vsak posamezen primer konfliktnosti.

Zaradi spreminjanja okvirnih pogojev, bo potrebno občasno sprotno prilagajanje logističnih zahtev v priročniku. Od dobaviteljev je pričakovano, da ohranjajo zadnjo posodobljeno verzijo.

1.00 INTRODUCTION

Logistic procedures and processes are becoming increasingly important in relationships between Hidria and its suppliers. The logistic manual aims to standardize and continuously improve procurement processes involving Hidria and its suppliers. These standardization actions are the basis for creating transparent logistics processes in supply chain and all parties should benefit from them. This manual is intended as a work of reference which suppliers can use to clarify any questions which may arise.

The Supplier shall undertake all necessary actions to meet the logistics requirements stated in this manual. Compliance with the content is essential and will impact future sourcing decisions. It is therefore recommended that suppliers inform all responsible members of their staff of the contents of this manual.

This manual shall apply to all worldwide activities of Hidria and all deliveries to worldwide destinations of Hidria. This manual is part of the currently valid purchasing agreement between the Supplier and Hidria and states binding requirements for logistic processes and procedures.

Unless specified differently in the currently valid purchasing agreement, the Supplier shall undertake to meet the requirements stated in this manual. In the event of that any the provisions of this manual are ineffective, the other provisions of this manual shall remain in full force and effect. In case of conflicting rules between the rules of this manual and any other written agreement between the Supplier and Hidria, it must be decided case by case which document shall prevail.

Due to changing framework conditions, it will be necessary to adapt the logistics requirements from time to time. The suppliers of Hidria are obliged to keep the version updated.

2. MODELI OSKRBE

Dobavitelj bo dobavil pogodbene produkte v skladu s preferenčnim modelom oskrbe, mogoča je tudi kombinacija modelov.

Uporabljajo se sledeči modeli oskrbe:

- Dobava na zalogo (Ship to stock)
- Dobava JIT (Just-in-Time; okrajšava JIT)
- Konsignacija:
 - Dobavitelj upravlja z zalogami v konsignacijskem skladišču (Vendor Managed Inventory; okrajšava VMI)
 - Hidria upravlja z zalogami v konsignacijskem skladišču (Customer Managed Inventory; okrajšava CMI)

O izbiri modela bosta odločala specifična proizvodna enota (tovarna) in/ali poslovna enota Hidrie na specifični lokaciji Hidrie (Individual Hidria Customer; v nadaljevanju IHC) in dobavitelj.

Pogoji preferenčnega modela oskrbe posameznega IHC so določeni v globalnih in/ali individualnih logističnih pogodbah s posameznim IHC.

Za dodatne podrobnosti si v priročniku Hidrie za kakovost dobaviteljev pogledajte zahteve Hidrie za učinkovitost dobaviteljev.

2.1. Dobava na zalogo (Ship to stock)

Dobava na zalogo pomeni dobava na skladišče kupca na osnovi transparentnih sporočil o potrebah. Proizvodi so v lasti kupca. Skupni cilj je 100% doseganje kakovosti in točnosti dobav.

V primeru prezgodnjih ali prepoznih dobav si Hidria pridržuje pravico možnosti vrnitve produktov dobavitelju. Produkti, ki jih dobavitelj dostavi do skladišča Hidrie, so namenjeni le za rabo v Hidrii.

2.2. Dobava ravno ob pravem času (Just-in-Time; JIT)

Dobava JIT pomeni sinhronizacija dobave in proizvodnje, ob upoštevanju ekonomske izvedljivosti.

Koncept JIT je karakteriziran kot pogosta dobava materiala v skladu s porabo na vnaprej določeno zbirno mesto (skladišče ali proizvodna linija). Čas je glavni element tega koncepta. Dobavljen material količinsko ne sme presežati enodnevnih potreb proizvajalca (razen, če je s pogodbo med dobaviteljem in IHC določeno drugače). Nujno je 100% doseganje kakovosti in točnosti dobav.

2. SOURCING MODELS

The Supplier shall deliver the contract products according to the preferred sourcing models or a combination of them.

The following sourcing models apply:

- Ship to stock
- Just-in-Time (JIT)
- Consignment
 - Vendor Managed Inventory (VMI) consignment warehouse
 - Customer Managed Inventory (CMI) consignment warehouse

The model shall be agreed on between Individual Hidria customer (hereinafter referred to as: IHC) and the Supplier.

The conditions for the preferred sourcing models chosen by the respective IHC are specified in a global and / or an individual logistics agreement with the respective IHC.

For further details see Hidria Supplier Performance requirements within the Hidria Supplier Quality Manual.

2.1. Ship to stock

Ship to customer stock means delivery to customer stock according to transparent messages about the requirements. The products are owned by the customer. 100% quality and delivery performance is a common target.

In case of early or late shipments Hidria reserves the right to send the products back to the Supplier. The products delivered by the Supplier to the warehouse are intended for Hidria usage only.

2.2. Just-in-Time (JIT)

JIT delivery means synchronization of delivery and production, bearing economic feasibility in mind.

A Just-in-time (JIT) concept is characterized by a consumption driven material supply to a defined receiving area (warehouse or IHC production line) in a high frequency. Time is the main element of this concept as the range of material coverage shall not exceed 1 day or as agreed in contract between IHC and Supplier. 100% quality and delivery performance is mandatory.

IHC lahko sprejme ali zavrne količinsko previsoke dobave. Dodatno, količinsko prenizke ali previsoke dobave imajo negativen vpliv na oceno dobavitelja. Na podlagi posebne zasnove tega koncepta lahko oba člena oskrbne verige dosežeta koristi na zmanjšanju potrebnih denarnih sredstev, nižjih stroških manipulacije z blagom in optimizacije stroškov skladiščenja.

Za uspešno realizacijo koncepta JIT je ključno zaupanje in sodelovanje med IHC in dobaviteljem ter doseganje oskrbnega procesa brez napak.

JIT proces zavezuje oba člena oskrbne verige, da pravočasno sporočita spremembe o dogodkih ali okoliščinah, ki imajo vpliv na implementacijo koncepta ter bi lahko vodile v oviranje ali motnje procesa.

2.3. Konsignacija

2.3.1. Dobavitelj upravlja z zalogami v konsignacijskem skladišču (Vendor Managed Inventory; VMI)

Namen VMI konsignacijskega koncepta Hidrie je zmanjšanje potrebnih sredstev s pomočjo optimizacije proizvodnje pri dobavitelju, optimizacije stroškov transporta ter nižanja stroškov skladiščenja pri obeh partnerjih. Navedeno prispeva k optimizaciji oskrbne verige, ki temelji na sodelovanju med partnerji.

Z VMI sprejme dobavitelj odgovornost za samostojno upravljanje z ravnjo/obsegom zaloga, na podlagi dogovora z IHC o minimalni in maksimalni dovoljeni ravni zaloga.

IHC daje dobavitelju na razpolago vse potrebne podatke o povpraševanju in stanju zaloga.

Dobavitelj se zavezuje, da na podlagi pridobljenih podatkov skrbi za raven in obseg zaloga v dogovorjenih minimalnih in maksimalnih mejah na ekonomsko najugodnejši način.

Skupni cilj je doseganje 100% kakovosti in točnosti dobav. V primeru presega maksimalne dogovorjene ravni zaloga, so lahko produkti vrnjeni dobavitelju na njegove stroške. V primeru nedoseganja minimalne dogovorjene ravni zaloga, si Hidria pridržuje pravico dobavitelju zaračunati vse dodatne stroške, ki bi lahko nastali kot posledica nedoseganja dogovora.

Produkti, ki jih dobavitelj dostavi v VMI konsignacijsko skladišče so namenjeni le za rabo znotraj Hidrie in ostanejo v lasti dobavitelja do trenutka, ko jih Hidria uporabi v proizvodnem procesu.

IHC may, but is not obligated to accept over-shipments. Moreover, any under and over-shipments will have a negative impact on the delivery performance rating. Depending on the specific design of this concept both parties can benefit from asset reductions, limited handling costs and optimized costs for warehousing.

The realization of JIT concept is based on close, trusting cooperation between IHC plant and the Supplier and requires realization of a zero-error supply chain process and tools management at the Supplier.

The JIT process includes the obligation of both parties to inform each other in due time of all events, circumstances and changes that affect the implementation of the concept or could lead to difficulties or disruptions in the process.

2.3. Consignment

2.3.1. Vendor Managed Inventory (VMI) Consignment Warehouse

Hidria's VMI consignment concept is intended to reduce assets while optimizing Supplier production and transport costs as well as the warehousing costs of both parties and therefore contributes to an optimized and collaborative supply chain.

With VMI, the Supplier is authorized to manage the level/range of inventory on his own within the mandatory minimum and maximum ranges of material coverage/inventory as agreed with the respective IHC.

IHC provides all necessary information about demands and inventory to the Supplier.

According to this information the Supplier commits to keep the level/range of inventory within the agreed limits at all times using commercially reasonable efforts.

100% quality and delivery performance is a common target. In case of exceeding the maximum level/range of inventory, the products may be returned at the Supplier's expense. In case of not fulfilling the minimum level/range of inventory, Hidria reserves the right to charge all costs connected with resulting premium freights or any other extra costs to the Supplier.

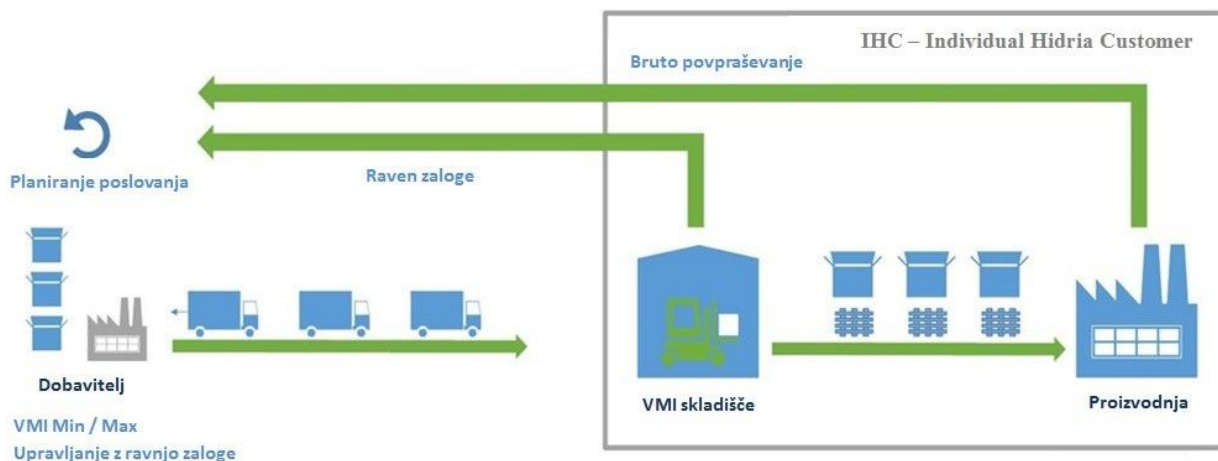
The products delivered by the Supplier into the VMI consignment warehouse are intended for Hidria usage only and remain the Supplier's property until they are withdrawn by Hidria.

Upravljanje in vzdrževanje VMI konsignacijskega skladišča lahko izvaja ali Hidria ali dobavitelj ali pooblaščen ponudnik logističnih storitev.

Dodatne podrobnosti so dogovorjene v ustrezni VMI pogodbi.

The management and maintenance of the VMI consignment warehouse can be performed either by Hidria, by Supplier or by an authorized logistics service provider.

Further details shall be agreed on in the respective VMI contract.



Slika 1. Dobavitelj upravlja z zalogami v konsignacijskem skladišču (VMI) / Picture 1. Vendor Managed Inventory (VMI) Consignment Warehouse

2.3.2. Hidria upravlja z zalogami v konsignacijskem skladišču (Customer Managed Inventory; CMI)

CMI Hidrii zagotavlja dostop do zalog, kontrolo in skrb za obnavljanje zalog dobavitelja. Prednosti povezane s CMI zagotavljajo jasno konkurenčno prednost v pridobivanju in ohranitvi strank ter znatno znižanje operativnih stroškov obeh členov oskrbne verige.

V primeru CMI modela oskrbe, dobavitelj s strani Hidrie prejme transparentna sporočila o potrebah in zahtevah dobav produktov do konsignacijskega skladišča.

Pri implementaciji CMI konsignacijskega skladišča se dobavitelj zavezuje za oskrbo IHC. Iz prejetih transparentnih sporočil so razvidne zahteve po količinah produktov in datumih dobav. Količinsko prenizke ali previsoke dobave bodo imele negativen vpliv na oceno dobavitelja.

V primeru prezgodnjih dobav si Hidria pridržuje pravico možnosti vrnitve produktov dobavitelju. Produkti, ki jih dobavitelj dostavi v CMI konsignacijsko skladišče so namenjeni le za rabo znotraj Hidrie in ostanejo v lasti dobavitelja do trenutka, ko jih Hidria iz zaloge umakne za uporabo v proizvodnem procesu.

Upravljanje in vzdrževanje CMI konsignacijskega skladišča lahko izvaja ali Hidria ali dobavitelj ali pooblaščen ponudnik logističnih storitev. Dodatne podrobnosti so dogovorjene v ustrezni CMI pogodbi.

2.3.2. Customer Managed Inventory (CMI) Consignment Warehouse

Customer Managed Inventory (CMI) allows access to, control of and replenishment of inventory from the Supplier. The benefits associated with CMI give a clear, competitive edge in attaining and retaining customers, as well as cut operating costs significantly for both parties.

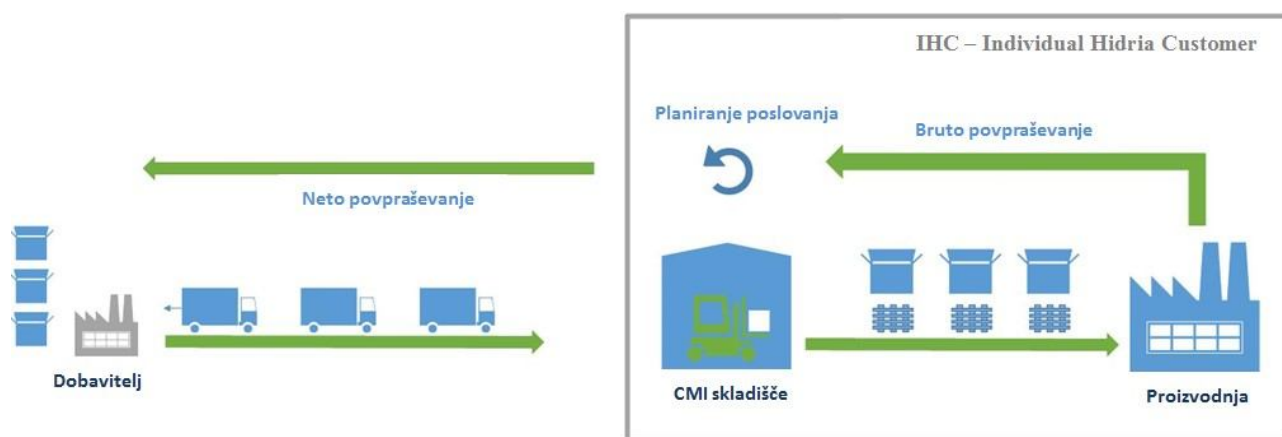
In case of CMI sourcing model, the Supplier receives transparent messages about the requirements for delivery to the consignment warehouse.

In implementing a CMI consignment warehouse concept the Supplier agrees to supply IHC according to the quantities and target dates from received transparent messages. Any under- and over-shipments will have a negative impact on the delivery performance rating.

In case of early shipments Hidria reserves the right to send the products back to the Supplier.

The products delivered by the Supplier to the CMI consignment warehouse are intended for Hidria usage only and remain the Supplier's property until they are withdrawn by Hidria.

The management and maintenance of the warehouse can be performed by Hidria or an authorized logistics service provider. Further details shall be agreed on in the respective CMI contract.



Slika 2. Hidria upravlja z zalogami v konsignacijskem skladišču (CMI) / Picture 2. Customer Managed Inventory (CMI) Consignment Warehouse

3. MODELI NAROČANJA

V uporabi sta dva osnovna sistema naročanja:

- nabavna naročila in
- nabavni načrt.

Nabavna naročila so enkratna naročila s fiksnimi količinami in fiksnimi datumi dobav.

Nabavni načrt sporoča dobavitelju trenutne in prihodnje potrebe, ki temeljijo na enkratnih in kumulativnih količinah. Posodobitev nabavnega načrta v celoti ali delno nadomesti staro verzijo nabavnega načrta v povezavi z datumi dobav in zahtevanimi količinami.

V uporabi sta dva načina informiranja: pošiljanje naročil in načrtov po elektronski pošti, običajni pošti ali faksu ter dostop do vseh informacij preko portala za dobavitelje (naročila, načrti, raven zalog, potrditve, oblikovanje ASN).

3.1. Nabavna naročila

3.1.1. Dobava na skladišče

Nabavna naročila za dobave na skladišče, poslana s strani IHC, informirajo dobavitelja o potrebnih fiksnih količinah in fiksnih datumih dobav. Na podlagi individualne pogodbe med dobaviteljem in posameznim IHC se od dobavitelja zahteva potrditev vsakega naročila. Za naročilo in potrditev naročila se mora uporabiti isti "komunikacijski kanal". Prejem naročenih produktov je osnova za prenos lastništva in fakturiranje.

Dobave in logistična učinkovitost ter uspešnost dobavitelja se nenehno merijo in analizirajo – pravila so dosegljiva v priročniku Hidrie za kakovost dobaviteljev. V primeru, da prepozna dobava s strani dobavitelja povzroči posebne dodatne stroške, si IHC pridržuje pravico zaračunati dodatne stroške dobavitelju.

3.1.2. Dobava na konsignacijsko skladišče – CMI

Nabavna naročila za dobave na konsignacijsko skladišče poslana s strani IHC informirajo dobavitelja o potrebah po fiksnih količinah in fiksnih datumih dobav. Na podlagi dogovora med dobaviteljem in IHC se od dobavitelja zahteva potrditev vsakega naročila. Za naročilo in potrditev naročila se mora uporabiti isti "komunikacijski kanal". Dejanska poraba/umik produkta iz konsignacijske zaloge je osnova za prenos lastništva in fakturiranje. Na podlagi individualne pogodbe med dobaviteljem in posameznim IHC predstavlja obveznost IHC zagotavljanje podatkov dobavitelju o dejanski porabi produkta.

3. ORDERING MODELS

Two basic ordering systems are in use:

- Purchase orders and
- Delivery schedules.

Purchase orders are one time orders with fixed quantities and fixed delivery dates.

Delivery schedules inform the Supplier on current and future requirements on the basis of single and cumulative quantities. A new revision of Delivery schedule replaces, in part or completely, the previous Delivery schedule with regard to delivery date and quantities.

Two ways of informing are in use: sending orders and schedules by e-mails, post or fax and access to all information on the Suppliers Portal (orders, schedules, inventory, making confirmation, creating ASN).

3.1. Purchase orders

3.1.1. Purchase orders on stock

Purchase orders on stock issued by IHC inform the Supplier about fixed quantities and fixed delivery dates. The Supplier is obligated to provide confirmation of such order as agreed on between the Supplier and IHC. The same »communication channel« must be used for order confirmation as for the order. Receipt of ordered products is the basis for transfer of ownership and for invoicing.

The Supplier's deliveries and logistics performance are continually measured and analyzed -the conditions are available in the Quality manual.

In case when late delivery from the Supplier causes special additional costs, IHC reserves the right to charge them to the Supplier.

3.1.2. Purchase orders on consignment stock – CMI

Purchase orders on consignment stock, issued by IHC, inform the Supplier about fixed quantities and fixed delivery dates. The Supplier is obligated to provide the confirmation of such order as agreed on between the Supplier and IHC. Same »communication channel« must be used for order confirmation as for the order. The actual consumption of »products« from the consignment stock is the basis for transfer of ownership and for invoicing. IHC is obligated to provide all information about actual consumption to the Supplier as agreed on in an individual agreement between the Supplier and IHC.

The Supplier's deliveries and logistics performance are continually measured and analyzed.

Dobave in logistična učinkovitost ter uspešnost dobavitelja se nenehno merijo in analizirajo – pravila so dosegljiva v priročniku Hidrie za kakovost dobaviteljev. V primeru, da prepozna dobava s strani dobavitelja povzroči posebne dodatne stroške, si IHC pridržuje pravico zaračunati dodatne stroške dobavitelju.

3.1.3 Dobava na konsignacijsko skladišče – VMI

IHC posreduje podatke o ravni zalog preko dogovorjenega komunikacijskega kanala. Dobavitelj se zavezuje, da zagotavlja dogovorjeno ustrezno raven zalog (min / max). Dobavitelj mora posredovati informacije o dobavah preko dogovorjenega komunikacijskega kanala. Dejanska poraba/umik produkta iz konsignacijske zaloge je osnova za prenos lastništva in fakturiranje. Na podlagi individualne pogodbe med dobaviteljem in posameznim IHC, IHC zagotavlja podatke dobavitelju o dejanski porabi produkta.

Dobave in logistična učinkovitost ter uspešnost dobavitelja se nenehno merijo in analizirajo – pravila so dosegljiva v priročniku Hidrie za kakovost dobaviteljev.

V primeru, da prepozna dobava s strani dobavitelja povzroči posebne dodatne stroške, si IHC pridržuje pravico zaračunati dodatne stroške dobavitelju.

3.2. Nabavni načrt

Nabavni načrt iz posameznega IHC informira dobavitelja o trenutnih in prihodnjih potrebah, ki temeljijo na enkratnih in kumulativnih količinah. Podrobna vsebina nabavnega načrta je odvisna od načina prenosa podatkov (EDI ali portal za dobavitelje) ter drugih načinov prenosa podatkov, ki so določeni na podlagi dogovora med dobaviteljem in posameznim IHC in ki bodo na voljo pri implementaciji vrste prenosa. Dobave in logistična učinkovitost ter uspešnost dobavitelja se nenehno merijo in analizirajo – pogoji so vidni v priročniku Hidrie za kakovost dobaviteljev. V primeru, da prepozna dobava s strani dobavitelja povzroči posebne dodatne stroške, si IHC pridržuje pravico zaračunati dodatne stroške dobavitelju.

Na podlagi dogovorjene strategije oskrbovanja med posameznim IHC in dobaviteljem (npr. CMI, VMI, JIT) se lahko uporabljajo različni tipi nabavnih načrtov, več o tem v nadaljevanju.

V vseh primerih je potrebno razumevanje logike kumulativnih količin. So ključno orodje za načrtovanje in spremljanje dobav od dobavitelja do IHC. Dobavitelju omogočajo vpogled v datume in količine, za pridobitev točne slike o produktih, ki so bili dobavljeni IHC ali pa čakajo na dobavo. Kumulativne količine se vedno

In case when the late delivery from the Supplier causes special additional costs, IHC reserves the right to charge them to the Supplier.

3.1.3. Orders on consignment stock – VMI

IHC provides information about stock levels using the agreed communication channel. Supplier is obligated to assure agreed stock levels (min/max). The Supplier is obligated to provide information about deliveries using the agreed communication channel. Actual consumption of products from the consignment stock is the basis for transfer of ownership and for invoicing. IHC is obligated to provide all information about actual consumption to the Supplier as agreed on in individual agreement between the Supplier and IHC.

The Supplier's deliveries and logistics performance are continually measured and analyzed.

In case when the late delivery from the Supplier causes special additional costs, IHC reserves the right to charge them to the Supplier.

3.2. Delivery schedules

The Delivery schedules issued by IHC inform the Supplier about current and future requirements based on single and cumulative quantities. The detailed content of the Delivery schedule depends on the transmission type (EDI or Suppliers portal), other transmission types based on individual agreement between the Supplier and IHC and will be provided during the set-up of the transmission. The Supplier's deliveries and logistics performance are continually measured and analyzed. In case when the late delivery from the Supplier causes special additional costs, IHC reserves the right to charge them to the Supplier.

Depending on the delivery strategy agreed on between IHC and the Supplier (e.g. CMI, VMI and JIT), different Delivery schedule types can be used as described further below.

In all the cases, it is important to understand the logic of cumulated quantities. They are an essential tool for planning and monitoring deliveries from suppliers to IHC. They allow the Supplier to look at constant changes to dates and quantities for an accurate picture of which materials have been received by IHC plant or are underway. Cumulated quantities are always

navezujejo na določeno časovno točko v preteklosti, npr. na pričetek koledarskega leta ali pričetek določenega projekta.

3.2.1. Dobava na skladišče in CMI nabavni načrt

Dobava na skladišče in CMI nabavni načrt odražajo dejanske potrebe. Kupec bo dobavitelju enkrat tedensko (v nekaterih primerih bolj pogosto) sporočil trenutni nabavni načrt glede na zahteve lastnih kupcev. Pri tem bo upošteval trenutno obstoječo raven zaloga vključno s prejetimi in porabljenimi količinami produkta. Dobavitelj bo v skladu z nabavnim načrtom dostavil pogodbeni produkt do CMI skladišča. V načrtu navedeni datumi dobav in količine so pravno zavezujoči. Datume dobav je treba razumeti kot datume prihoda produktov do posameznih IHC, ne glede na dolžine dobavnih rokov in drugih pogojev dobav. Količinsko previsoke ali prenizke dobave, ali drugače neskladne dobave, bodo imele negativen vpliv na oceno dobavitelja.

Pred dobavo se lahko odgovorni posamezniki pri dobavitelju in IHC dogovorijo o izjemah. Nov nabavni načrt vedno nadomesti prejšnjega.

Pogodbeni produkt bo dobavil dobavitelj. Kupec ga bo v imenu dobavitelja skladiščil v CMI konsignacijskem skladišču.

Skladiščen pogodbeni produkt bo v skrbi kupčevega skladiščenega upravljalnega sistema.

Pogodbeni produkt, ki ga dobavi dobavitelj in ga kupec skladišči v CMI konsignacijskem skladišču, ostane v lasti dobavitelja do trenutka, ko ga kupec prestavi v proizvodnjo za potrebe proizvodnega procesa.

Iz slike 3 je razvidna osnovna vsebinska struktura nabavnega načrta. Pri nabavnem načrtu posameznih IHC so mogoče manjše razlike v obliki dokumenta.

Namen spodnjega opisa je zagotavljanje pravilne razlage, učinkovite uporabe s strani dobavitelja in točne dobave produktov do obrata IHC, ki je izdal določen nabavni načrt.

3.2.2. VMI dobave

VMI dobave reflektirajo brutto potrebe. Za VMI dobave IHC ne bo oblikoval nabavnega načrta. Na portalu za dobavitelje bo za dobavitelja razvidna trenutna raven zaloga za vsak produkt. Na osnovi teh podatkov se dobavitelj zavezuje za samostojno načrtovanje dobav v skladu z dogovorjenimi pogoji (minimalna in maksimalna raven zaloga, pogostost dobav).

related to a certain point in the past, either to the beginning of the calendar year or the start of a particular project.

3.2.1. Ship-to-stock and CMI Delivery schedules

Ship-to-Stock and CMI Delivery schedules reflect the actual demands. The Customer will provide weekly in some cases more often Delivery schedules according to the Customer demands under consideration of existing stock positions, and inventory report (on weekly, daily, monthly bases) including received and withdrawn quantities and current inventory level. According to the Delivery schedule the Supplier shall deliver the contract product to the CMI. Delivery dates and quantities cited in the schedule are legally binding and dates need to be understood as arrival dates at the respective IHC plant irrespective of the delivery terms and conditions. Any under- or over deliveries or otherwise nonconforming delivery will have a negative impact on the delivery performance.

Exceptions may be mutually agreed on between the responsible staff of the Supplier and IHC prior to delivery. A new Delivery schedule always supersedes the preceding one.

The contract product shall be delivered by the Supplier and stored by the Customer on behalf of the Supplier within CMI.

The contract product shall be administrated and controlled by the Warehouse management system of the Customer.

The contract product delivered by the Supplier and stored by the Customer within the CMI shall remain the property of the Supplier until withdrawal of the contract products by the Customer.

The example on Figure 3.gives a general overview of the content of a Delivery schedule. There may be differences in the IHC plant-specific Delivery schedules as regards the layout or used fields.

The description below is intended to ensure correct interpretation, effective usage by the Supplier and correct delivery of products to the IHC plant that issued the concerned schedule.

3.2.2. VMI Schedules

VMI deliveries reflect the gross demands. For VMI deliveries the Delivery schedules will not be created. The Supplier will have available inventory report on Suppliers Portal for each part number. Based on this information, it is the obligation of the Supplier to plan its deliveries in compliance with the agreed terms and conditions (agreed minimum or maximum quantities, frequency of deliveries).

Delivery Schedule

<p>Business Partner : 1</p> <p>Contact: Phone : E-mail :</p>	<p>Delivery Address 2</p> <p>HIDRIA ROTOMATIKA D.O.O. SPODNJA KANOMLJA 23 5281 SPODNJA IDRIJA Slovenija</p>																																																								
Please supply the following goods in goods in accordance with our terms of delivery																																																									
<p>Schedule : 3 105900008 4</p> <p>Item : 5 1000-701-047 Description : 6 LEŽAJ 6201-22/C3 7</p> <p>Code : Price : 8 EUR Contract Purchase : 100000024 Buyer : 9 Phone : E-mail :</p>	<p>Issue Date : 10 24-11-2015 11</p> <p>Revision : L10000013 / 101</p> <p>CUM Information</p> <p>Last Received Quantity : 384 pcs Last Receipt Date : 17-11-2015 Packing Slip : 311768935 12 Received CUM : 15.744 pcs CUM Reset Date : 14-11-2014</p>																																																								
<p>Description : LEŽAJ 6201-22/C3</p>																																																									
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Slika 3. Oblika nabavnega načrta / Picture 3. General overview of the content of a Delivery schedule

PLEASE SEND US THE ORDER CONFIRMATION.

Delivery : DDU Sp. Idrija
Terms of Payment : Payment within 60 days from the date of invoice.

Please state our order and part number on all invoices and delivery no

Matična št.: 5045398, ID št.za DDV: SI37502417, Vlošč št.: 1/00426/00 Okr.sod. Nova Gorica, Osnovni kapital: 3.098.796,00 EUR

- | | |
|--|--|
| <ul style="list-style-type: none"> 1 Podatki o dobavitelju 2 Naslov na katerega morajo biti dobavljeni produkti 3 Številka nabavnega načrta 4 IHC šifra produkta 5 IHC opis produkta 6 Šifra dobavitelja pri IHC 7 Dogovorjena nabavna cena 8 Številka nabavne pogodbe 9 IHC kontaktni podatki osebe 10 Datum izdaje nabavnega načrta 11 Številka izdaje nabavnega načrta in različica dokumenta 12 Kumulativna količina že prejetih produktov | <ul style="list-style-type: none"> 1 Supplier Data 2 Address to which Goods must be delivered 3 Delivery Schedule Number 4 IHC Item Number 5 IHC Item Description 6 Supplier Item Number at IHC 7 Agreed Purchase Price 8 Purchase Contract Number 9 IHC Contact Person Information 10 Purchase Release Revision issue Date 11 Purchase Release and Release Revision Number 12 Cumulative Quantity of already received Goods |
|--|--|

13 Začetni datum obdobja v katerem morajo biti produkti dobavljeni na dogovorjen naslov (v povezavi s statusom)	13 The start Date of Period in which Goods must be at agreed Delivery Address (in relation to status)
14 Končni datum obdobja v katerem morajo biti produkti dobavljeni na dogovorjen naslov (v povezavi s statusom)	14 The end Date of Period in which Goods must be at agreed Delivery Address (in relation to status)
15 Teden dobave	15 Week of Delivery
16 Zahtevana količina produkta za posamezen datum dobave	16 Required Quantity of the Goods for specific Release Line
17 Status dobave	17 Status of the Release
Vrstica:	Line:
Vračilo	Backorder
Takojšnje	Immediate
Trdno določeno	Firm
Načrtovano	Planned
18 Razlika v količini v primerjavi s prejšnjo različico	18 Difference in Quantity compared to previous Release Revision
19 Količina v prejšnji različici	19 Previous Release Revision Quantity

4. DOBAVNI POGOJI

Dobavitelj in posamezen IHC se o dobavnih pogojih dogovorita z upoštevanjem specifičnih zahtev oskrbne verige. Dobavne pogoje določijo predstavniki nabavnega in logističnega oddelka posameznega IHC v sodelovanju z dobaviteljem.

4.1. Uvod – Incoterms 2020

Trgovinske klavzule Incoterms predstavljajo “business-to-business” prakse pri trgovanju z dobrinami. Klavzule Incoterms opisujejo predvsem naloge, stroške in tveganje pri transportu dobrin od prodajalca do kupca.

Izbrana klavzula Incoterms mora biti primerna za dobrino, njen način transporta ter predvsem v primeru, ko se določijo dodatne obveznosti za prodajalca ali kupca; npr. obveznost za organiziranje transporta ali zavarovanja.

Smernice za vsako klavzulo Incoterms vsebujejo informacije, ki so v pomoč pri tej odločitvi.

Glavne funkcije Incoterms:

- Identifikacija točke prenosa posestva dobrin. Na splošno se proces dobave razdeli na:
- razdaljo od točke odpreme do točke prenosa (odgovornost prodajalca) in
- razdaljo od točke prenosa do namembne ciljne točke (odgovornost kupca).
- Določitev razdelitve stroškov med prodajalcem in kupcem
- Določitev prenosa tveganja od prodajalca do kupca

4. DELIVERY TERMS AND CONDITIONS

The Supplier and IHC agree on delivery terms according to the specific requirements of the supply chain. Delivery terms will be defined between purchasing and logistics department of the respective IHC location and the Supplier.

4.1. Introduction - Incoterms 2020

The Incoterms rules explain a set of three-letter trade terms reflecting business-to-business practice in contracts for the sale of goods. The Incoterms rules describe mainly the tasks, costs and risk involved in the delivery of goods from sellers to buyers.

The chosen Incoterms rule needs to be appropriate to the goods, to the means of their transport, and above all to whether the parties intend to put additional obligations on the seller or on the buyer; for example such as the obligation to organize carriage or insurance.

The Guidance Note to each Incoterms rule contains information that is particularly helpful when making this choice.

The Incoterms do (main functions):

- Identify the transfer point for possession of the goods. In general, the delivery process can be subdivided into:
- the distance from dispatch point to transfer point (seller’s responsibility) and
- the distance from transfer point to destination point (buyer’s responsibility).
- Determine the split of costs between the seller and buyer
- Determine the transfer of risks from seller to buyer

Incoterms NE določa (potrebna je dodatna definicija v pogodbi):

- načina plačila
- pristojnosti sodišča v primeru spora
- prenosa lastništva (določa le točko prenosa posestva dobrin)
- posledic kršitve obveznosti iz naslova Incoterms

4.1.1. Klasifikacija enajstih klavzul Incoterms ® 2020

Klavzule Incoterms 2020 so predstavljene v dveh ločenih razredih:

- Klavzule za katerikoli obliko transporta, vključno z multimodalnim
- Klavzule za morski transport in transport po notranjih plovniht poteh

Klavzule za katerikoli način transporta, vključno z multimodalnim:

EXW EX WORKS (*franko tovarna*)
FCA FREE CARRIER (*franko prevoznik*)
CPT CARRIED PAID TO (*prevoz plačan do*)
CIP CARRIAGE AND INSURANCE PAID TO (*prevoz in zavarovanje plačana do*)
DAT DELIVERY AT TERMINAL (*dobavljeno na terminalu*)
DAP DELIVERY AT PLACE (*dobavljeno na kraju*)
DDP DELIVERY DUTY PAID (*dobavljeno in ocarinjeno*)

Klavzule za morski transport in transport po notranjih plovniht poteh:

FAS FREE ALONGSIDE SHIP (*franko ob ladji*)
FOB FREE ON BOARD (*franko na ladijski krov*)
CFR COST AND FREIGHT (*stroški in prevoznina*)
CIF COST INSURANCE AND FREIGHT (*stroški, zavarovanje in prevoznina*)

Prvi razred vključuje sedem klavzul Incoterms 2020, ki se jih lahko uporabi ne glede na način transporta in ne glede na število uporabljenih načinov transporta (multimodalnost). V ta razred spadajo klavzule EXW, FCA, CPT, CIP, DAT, DAP in DDP.

V drugem razredu klavzul Incoterms 2020 sta točka prenosa posestva dobrin in kraj, v katerega se blago dostavi za kupca, v obeh primerih pristanišči. Iz tega razloga se uporablja izraz "Klavzule za morski transport in transport po notranjih plovniht poteh". V drugi razred spadajo klavzule FAS, FOB, CFR in CIF.

The Incoterms do not (separate definition in contract needed):

- Determine the terms of payment & place of jurisdiction
- Define the transfer of ownership (unlike change of possession)
- Regulate the consequences of a violation of the Incoterms - obligations

4.1.1. Classification of the 11 Incoterms ® 2020 rules

The 11 Incoterms 2020 rules are presented in two distinct classes:

- Rules for any mode or modes of transport
- Rules for sea and inland waterway transport

Rules for any mode or modes of transport:

EXW EX WORKS
FCA FREE CARRIER
CPT CARRIED PAID TO
CIP CARRIAGE AND INSURANCE PAID TO
DAT DELIVERY AT TERMINAL
DAP DELIVERY AT PLACE
DDP DELIVERY DUTY PAID

Rules for sea and inland waterway transport:

FAS FREE ALONGSIDE SHIP
FOB FREE ON BOARD
CFR COST AND FREIGHT
CIF COST INSURANCE AND FREIGHT

The first class includes the seven Incoterms 2020 rules that can be used irrespective of the mode of transport selected and irrespective of whether one or more than one mode of transport is employed. EXW, FCA, CPT, CIP, DAT, DAP and DDP belong to this class.

In the second class of Incoterms 2020 rules, the point of delivery and the place to which the goods are carried to the buyer are both ports, hence the label »sea and inland waterway« rules.

FAS, FOB, CFR and CIF belong to this class.

4.2. Dobave znotraj EU

Trgovino znotraj držav članic in dokazovanje preferencialnega porekla blaga na notranjem trgu EU ureja zakonodaja EU z Uredbami Sveta in Komisije ki ji morajo dobavitelji spremljati in slediti.

Za notranji trg velja prost pretok blaga in storitev ter odprava carinskih postopkov. Ne glede na to pa je treba v trgovini znotraj držav članic EU v primerih, ko bo blago kupljeno na tem trgu, bodisi predelano ali v nespremenjenem stanju kasneje izvoženo iz EU, upoštevati pravila o poreklu. Za dokazovanje preferencialnega porekla blaga na notranjem trgu EU se uporablja izjava dobavitelja. Izjava dobavitelja predstavlja dokazilo na osnovi katerega se lahko izdaja dokazilo o poreklu za blago, kupljeno na notranjem trgu EU, in izvoženo iz EU v eno izmed držav oziroma skupino držav, s katerimi je EU sklenila sporazume ali izvoženo iz EU za namene bilateralne kumulacije v eno izmed držav oziroma skupino držav, za katere so v veljavi enostransko sprejeti preferencialni ukrepi.

Dobavitelj ima za dokazovanje porekla blaga štiri različne izjave:

- Kratkoročna izjava dobavitelja za izdelke s preferencialnim poreklom
- Dolgoročna izjava dobavitelja za izdelke s preferencialnim poreklom
- Kratkoročna izjava dobavitelja za izdelke, ki nimajo statusa preferencialnega porekla
- Dolgoročna izjava dobavitelja za izdelke, ki nimajo statusa preferencialnega porekla

Dobavitelj je dolžan za dobavljeno blago predložiti izjavo/ve, ki ustrezajo dobavljenemu blagu. V primeru nejasnosti je dolžan le-te obrazložiti.

4.3. Fleksibilnost in reakcijski čas

Kupci od Hidrie pričakujejo visoko stopnjo fleksibilnosti. Iz tega razloga mora dobavitelj zagotoviti, da je sposoben reagirati z enako stopnjo fleksibilnosti v primeru nepričakovanih sprememb v povpraševanju. V primeru neobstoječe drugačne pogodbe se od dobavitelja pričakuje fleksibilnost v višini +/- 15% kumulativne količine znotraj dobavnega časa (čas od prejetega naročila do dejanske dobave v IHC).

V primeru višjih nihanj bo med dobaviteljem in logističnim oddelkom posameznega IHC sprejeta rešitev na podlagi dogovora. Dobavitelj mora razviti, vzpostaviti

4.2. Deliveries from Suppliers within the EU

Trade between Member States and proving the preferential origin of goods in the internal market of the EU is governed by EU legislation with the Council and Commission regulations which suppliers should be monitored and tracked.

Internal Market applies the free movement of goods and services and the abolition of customs procedures. Notwithstanding this, it is necessary to trade within the EU Member States in cases where the goods are purchased on the market, or processed or in the same state later exported from the EU comply with the rules of origin. To prove the preferential origin of goods in the internal market, the EU applies the supplier's declaration. The supplier's declaration presents evidence based on which it can issue proof of origin for goods purchased on the internal market of the EU, and EU exports to one country or group of countries with which the EU has concluded agreements or exported from the EU for the purposes of bilateral cumulation in one of countries or group of countries, which are in force unilaterally adopt preferential measures.

Supplier has to prove the origin of four different statements:

- Short-term supplier's declaration for products having preferential origin
- Long-term supplier's declaration for products having preferential origin
- Short-term supplier's declaration for products not having preferential origin status
- Long-term supplier's declaration for products not having preferential origin status

The supplier is obliged to delivered goods with a declaration that corresponds to the supplied goods. In case of doubt, the supplier is responsible to clarify unclear points.

4.3. Flexibility and Reaction Time

All our customers expect a high level of flexibility from us. For this reason, the Supplier shall ensure that he is able to react with the same flexibility in the event of changes in demand. If no other agreement exists, a flexibility of +/- 15 % of the cumulative quantity within the lead-time is expected from the Supplier.

Appropriate solutions in the event of fluctuations going beyond this shall be developed in cooperation between the Supplier and the IHC logistics concerned. The Supplier must develop,

in izvajati načrte za izredne razmere z namenom zagotavljanja nemotene oskrbe IHC.

Obveznost vseh dobaviteljev je določitev kontaktne osebe, katero lahko IHC v izrednih primerih kontaktira kadarkoli. V primeru spremembe kontaktne osebe mora dobavitelj pred dejansko spremembo obvestiti IHC.

V primeru uporabe nabavnih načrtov, se uporablja proces „upravljanja z izjemo“. To pomeni, da dobavitelj ne potrjuje posameznih dobav v nabavnem načrtu IHC, razen v primeru, ko zahtev določene dobave v nabavnem načrtu ne more doseči. Dobavitelj mora v tem primeru kontaktirati osebo v IHC jasno sporočiti točna odstopanja preko elektronske pošte in/ali telefona. V vsakem primeru mora dobavitelj narediti vse v njegovi moči, da predlaga najboljšo sprejemljivo alternativo za IHC. Nabavni načrti so avtomatično sprejeti s strani dobavitelja, razen v primeru, ko v roku dveh delovnih dni po prejemu nabavnega načrta dobavitelj IHCju posreduje pisno nestrinjanje. V tem primeru mora dobavitelj IHCju v roku treh delovnih dni posredovati podroben popravek nabavnega načrta s planom akcij.

V primeru uporabe nabavnih naročil se za potrjevanje naročil uporabljajo splošni nabavni pogoji (SNP), razen v primeru, ko je v pogodbi med dobaviteljem in posameznim IHC dogovorjeno drugače.

V primeru, ko dobava ni v skladu z dogovorjenimi pogoji med dobaviteljem in IHC in to povzroči posebne dodatne stroške, si IHC pridržuje pravico zaračunati dodatne stroške dobavitelju – pravila so zapisana v priročniku za kakovost.

4.4. Časovne omejitve in planiranje proizvodnje pri dobavitelju

Fleksibilnost in skrajševanje reakcijskega časa sta v oskrbni verigi izrednega pomena ter sta od dobaviteljev pričakovani. Pomembno je, da vsak dobavitelj upošteva časovne omejitve pri planiranju lastne proizvodnje. Pri planiranju mora torej upoštevati potrebne realne čase za zagotovitev materialov.

4.4.1. Fiksna dobava

Za zagotavljanje nemotene materialnega toka v skladu z zahtevami avtomobilske industrije, IHC dovoljuje fiksno dobavo v trajanju največ enega tedna. Med dobaviteljem in posameznim IHC se lahko sprejme

establish, and implement emergency plans to ensure that supplies to IHC are not disrupted.

All suppliers are required to designate contact persons to the IHC who can be reached at any time in case of emergency. The Supplier must communicate any changes in contact persons to IHC in advance.

In case Delivery schedules ordering system is used, the "management by exception process" applies. This means that the Supplier do not provide Delivery schedule confirmation to the IHC, except if the Supplier is not able to meet some delivery targets mentioned in the Delivery schedule. In such cases the Supplier must clearly point out the exact deviations to his IHC counterpart per email and/or per phone. In any case, the Supplier must provide their greatest efforts to propose the best alternative possibility to IHC. For IHC it means that Delivery schedules are deemed to be accepted and approved by the Supplier unless a written objection is received by IHC within 2 (two) working days after the receipt of the particular Delivery schedule by the Supplier. In addition, a detailed recovery or action plan has to be provided to IHC by the Supplier within 3 (three) working days after the receipt of the particular Delivery schedule depending on urgency and supplier's verification work.

In case Purchase orders are used, for Order confirmations General terms and conditions (GTCP) apply, except in case of different individual agreement between the Supplier and IHC.

In case when delivery is not in accordance with the agreed conditions between the Supplier and IHC and this causes special additional costs, IHC reserves the right to charge them to the Supplier - the conditions are available in a Quality manual.

4.4. Planning Time Fences

Flexibility and reduced reaction time in the supply chain is extremely important and is expected from each supplier. It is important that each supplier fully understands the definitions of different time fences connected with material planning.

4.4.1. Frozen Horizon

In order to align the material flow to automotive requirements IHC allows a frozen horizon of maximum 1 (one) week. There can be a special agreement with the Supplier and IHC. Frozen horizon shall mean that the quantity and delivery dates are fixed

poseben dogovor. Fiksna dobava pomeni, da so v nabavnem načrtu količine in datumi dobav fiksni za obdobje trajanja fiksne dobave (enega tedna oziroma po dogovoru).

Kratko obdobje fiksne dobave prinaša transparentnost v procesu načrtovanja in omogoča dobavitelju, da hitro in fleksibilno reagira na spremembe v kratkoročnem povpraševanju. V primeru, da je nujna sprememba nabavnega načrta znotraj obdobja fiksne dobave, bo IHC kontaktiral dobavitelja v pričakovanju skupnega dogovora za razrešitev situacije.

4.4.2. Dobavni čas

Dobavni čas zajema obdobje od prejema naročila do dejanske dobave do IHC.

Dobavni čas predstavlja seštevek:

- Časa, ki ga potrebuje dobavitelj za nabavo surovin in/ali sestavnih delov, ki se uporabljajo za proizvodnjo produkta,
- Časa, ki ga potrebuje dobavitelj za proizvodnjo produkta
- Časa transporta od dobavitelja do IHC

V primeru odpovedi naročila sta odločilnega pomena proizvodnja in sproščen material za proizvodnjo.

4.4.2.1. Dobavni čas – Nabavna naročila

V primeru uporabe nabavnih naročil je dobavni čas določen v pogodbi med dobaviteljem in posameznim IHC. Običajno se preferira minimizacija dobavnega časa. IHC bo upošteval dogovorjeni dobavni čas. V primeru odstopanj bo logistični oddelek posameznega IHC kontaktiral dobavitelja v pričakovanju skupnega dogovora za razrešitev situacije.

4.4.2.2. Dobavni čas – Nabavni načrt

V primeru, da IHC uporablja nabavni načrt, se dobavni čas upošteva le v primeru prvega naročanja (med ramp up) in v primeru nenadnega povečanja povpraševanja.

5. IDENTIFIKACIJA PRODUKTOV

Pravilna identifikacija produktov v skladu s standardnimi postopki, omogoča izognitev nepotrebnim dodatnim stroškom. Zahteve IHC v zvezi z identifikacijo produktov od dobaviteljev so pojasnjene v naslednjih odstavkih.

Vsaka pošiljka produktov mora biti označena z “vnaprej odobreno” nalepko.

“Vnaprej odobrena” je tista nalepka, ki je bila odobrena pred prvo dobavo dobavitelja.

in the respective Delivery schedule for the agreed upon time period of the frozen horizon.

Short frozen horizon brings transparency into planning process and enables the Supplier to react quickly and with maximum flexibility to short term demand changes. In case that change of the Delivery schedules within the frozen horizon is necessary, IHC logistics will contact the Supplier to find a mutual agreement.

4.4.2. Lead Time

Lead-time describes the period that the Supplier needs from receiving orders until the delivery to the customer.

Lead-time represents the aggregate period of

- Supplier’s procurement period of raw materials and/or components to be used solely for a product (“raw materials”), if any;
- Supplier’s manufacturing period of the product and
- Transportation period from the Supplier’s manufacturing facility to the agreed place of delivery.

In cases of cancellations, production and material releases are decisive.

4.4.2.1. Lead Time- Purchase orders

In case of using Purchase orders, lead-time is defined in agreement between the Supplier and IHC. Minimization of the lead-time is normally preferred. IHC will take into consideration the agreed lead-time, in case of deviations, logistics of IHC will contact the Supplier to find a mutual agreement.

4.4.2.2. Lead Time- Delivery schedules

When IHC uses Delivery schedules, lead-time is taken into consideration only in case of first-time orders (during ramp up) or in case of sudden demand increases.

5. IDENTIFICATION OF PRODUCTS

The correct identification of products in accordance with standard procedures helps to avoid unnecessary additional cost. The requirements of IHC concerning the identification of products by suppliers are explained in the following paragraphs.

Any shipment of material must always be accompanied by “previously approved” labels.

Previously approved means before any first delivery from the Supplier.

V primeru napake dobavitelja, si IHC pridržuje pravico zaračunati dobavitelju natis in rokovanje z novimi nalepkami.

In the event of a failure by the Supplier, IHC reserves the right to charge the cost of handling and printing of new labels to the Supplier.

5.1. Dobavnica in odpremnica

Dobavnica in odpremnica morata biti v skladu z zahtevami IHC lokacije.

Dobavitelji uporabniki B2B portala Hidra tiskajo dobavnico standard Hidria (HI-41)

Odpremnico bodo spremljale ustrezne dobavnice. Vse dobavnice za celotno pošiljko morajo biti navedene v odpremnici.

Dobavnica mora vsebovati naslednje podatke:

1. Točen naslov IHC ter naslov raztovora, v primeru drugačnega naslova lokacije raztovora (2)
2. Ime in naslov dobavitelja (3)
3. Številka dobavnice (1)
4. Šifra dobavitelja pri IHC (4)
5. Datum odpreme (5)
6. Številka pozicije na dobavnici (6)
7. IHC številka naročila (7)
8. IHC pozicija naročila (8)
9. IHC šifra produkta (9)
10. Številka proizvodne serije dobavitelja (10)
11. Opis produkta (11)
12. Dobavljena količina (12)
13. Enota (13)
14. Skupna bruto teža (14)
15. Skupna neto teža (15)
16. Pakiranje (16)
17. Datum prevzema (17)

Če je v pošiljki pokvarljivo blago, mora biti vključen podatek o datumu proizvodnje tega blaga.

5.1. Delivery notes and Shipping orders

Delivery notes and Shipping orders need to be issued according to the defined data requirements by the IHC location

Suppliers who are using B2B portal Hidra are printing delivery note standard Hidria (HI-41)

Shipping orders shall be accompanied by the appropriate Delivery notes. All Delivery notes for the complete shipment must be listed on the Shipping order.

The following data must be included on Delivery note:

1. Full and correct IHC name address and unloading address if different (2)
2. Name and Address of the Supplier (3)
3. Delivery note number (1)
4. IHC Supplier number at IHC (4)
5. Shipment date (5)
6. Delivery note position number (6)
7. IHC Order Number (7)
8. IHC Order position (8)
9. IHC part number (9)
10. Supplier Lot Number (10)
11. Part Number Description (11)
12. Delivered Quantity (12)
13. Unit (13)
14. Total Gross Weight (14)
15. Total Net Weight (15)
16. Packaging (at least the highest level) (16)
17. Date of acceptance (17)

If the delivered goods are perishable goods, there needs to be information about the production date of these goods.

DELIVERY NOTE 200203367 1 Original

Shipped To 2 Shipment From 3

Supplier No. 4 : 5 Date : 27-11-2015

Pos.	Order	Pos.	Item	Description	Quantity	Unit
6	100207029 15/01936	7	10 0309-4-1158 Lot: 154801805 10	11 R09R-3530HP-4M-4237	12 60,00	13 pcs

Gross weight: 14 237,00 kg, Net weight: 15 210,00 kg

Packaging : 1 - PALETA EURO/PACKAGE 16

Date of Acceptance: 17 _____

Slika 4. Oblika dobavnice / Picture 4. Form of Delivery note

DOBAVNICA

100001822
438-20

Naslov dostave Datum 08.04.2020

Pošiljatelj

TEST: Hidria d.o.o.-.

Točka dostave :D Delivery point

515259

Artikel	Opis	Količina	Referenca			
0237-0-2010	Pregrada karton dolga 590x140	1.503,00 kmd	305500004	0	0	08.04.2020

Datum : _____

Odpremil : _____

Datum : _____

Prevzel : _____

Slika 5. Oblika dobavnice Hidria / Picture 5. Form of Delivery note Hidria

	LOGISTIČNI PRIROČNIK ZA DOBAVITELJE / HIDRIA LOGISTICS MANUAL	ID dokumenta / Document ID: Verzija / Revision: Datum izdaje / Issue Date:	HS - 005 5 22.02.2021
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Dodatni podatki za dobavo produktov v povratni embalaži:

Zaradi upravljanja s prazno embalažo, mora biti na dobavnici navedena točna količina in vrsta povratne embalaže, ki je bila uporabljena pri dobavi.

5.2. Nalepke

Vsaka najmanjša pakirana enota (škatla) in največja pakirna enota (paleta) dobavljena v IHC mora biti označena z eno od predpisanih nalepk. Preferirane so nalepke Hidria standard. O načinu označevanja materiala se dogovorita dobavitelj in IHC. Vsako odstopanje od teh zahtev se bo obravnavalo na podlagi skupnega dogovora med dobaviteljem in IHC.

Predpisane nalepke:

1. Uporabniki B2B portala za označevanje pakirnih enot uporabljajo etiketo Hidra standard (HI-038)
2. Odette (Version 1, rev. 4.1)
3. VDA 4902

Additional information for delivery in reusable packaging:

In order to book empties comprehensively, the type and quantity of the empties used in the delivery must be explicitly noted on the Delivery note.

5.2. Labels

Each smallest packaging unit (box) and the largest packaging unit (pallet) supplied to the IHC must be mared with one of prescribed lables.Hidria standard labels are preferred. The method of marking the material is agreed between the supplier and IHC.Any deviation from these requirements must be mutually agreed between the supplier and the IHC.

Prescribed labels:

1. Users of B2B portal Hidria are using for marking the material Hidria standard (HI-38)
2. Odette (Version 1, rev. 4.1)
3. VDA 4902



Slika 6. Etiketa Hidria / Picture 6.label Hidria

	LOGISTIČNI PRIROČNIK ZA DOBAVITELJE / HIDRIA LOGISTICS MANUAL	ID dokumenta / Document ID: Verzija / Revision: Datum izdaje / Issue Date:	HS - 005 5 22.02.2021
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RECEIVER IHC NAME IHC ADDRESS		DOCK/GATE DOCK/GATE	
DELIVERY NOTE (N) 200203807		SUPPLIER ADDR. SUPPLIER ADDRESS	
		NET WT (kg) 296	GROSS WT (kg) 323
PART No. (P) 5203-600-0207-A		No. BOXES 1	
		DESCRIPTION Electric motor 230 V/50 Hz	
QUANTITY (Q) 68	SUPPLIER PART No.(30S) 0707-3-8572		
SUPPLIER (V) 609569			
SERIAL (S/M/G) S20513111		DATE P151105	ENGR. CHANGE
		BATCH No. (H) 154501296	
<small>Odette Ver. 1 Rev. 3.1.</small>			

Slika 7. Velika nalepka / Picture 7. Large Label

(1) RECEIVER IHC NAME IHC ADDRESS	(2) DOCK/GATE DOCK/GATE	
(8) PART No. (P) IHC PART NUMBER	IHC PART NUMBER BARCODE	
(9) QUANTITY(Q) QUANTITY	QUANTITY BARCODE	(10) DESCRIPTION IHC PART DESCRIPTION
(12) SUPPLIER (V) SUPPLIER NUMBER	SUPPLIER NR BARCODE	(11.1) SUPPLIER PART No.(30S) SUPPLIER PART NUMBER
(15) SERIAL	(13) DATE PRODUCTION DATE	(14) ENGR. CHANGE
	(16) BATCH NR. (H) SUPPLIER BATCH NUMBER	

Slika 8. Majhna nalepka / Picture 8. Small Label

Vsaka zapakirana enota, škatla ali paleta dobavljena v IHC mora označena z Odette (VDA, Galia) nalepko. O načinu označevanja se dogovorita dobavitelj in IHC (število nalepk, pozicija nalepk...). Stare nalepke morajo biti odstranjene pred pošiljanjem. Vsako odstopanje od teh zahtev se bo obravnavalo na podlagi skupnega dogovora med dobaviteljem in IHC.

5.3. Račun

Račun je potrebno izdati za vsako plačilo in predplačilo. Obveznost izdaje računa in njegove sestavine obravnavajo Zakon o davku na dodano vrednost (ZDDV-1), Slovenski računovodski standardi (SRS2006) in Zakon o gospodarskih družbah (ZGD-1).

Each packaging unit, box or pallet delivered to IHC shall be marked by an Odette (VDA, Galia) singlelabel. The way of labeling should be agreed on between the Supplier and IHC (number of labels, location of labels...). Any old labels shall be removed prior to shipment. Any deviations from these requirements shall be subject to mutual agreement between the Supplier and the IHC.

5.3. Invoice

Invoice should be issued for each payment and advance payment. Invoicing obligation and invoice ingredients are regulated by Slovenian VAT law (ZDDV-1), Slovenian accounting standards (SRS2006) and Slovenian Companies act (ZGD-1).

Obvezni podatki na računu, kateri je izdan drugemu podjetju so:

- naziv, naslov, matična številka, davčna številka, osnovni kapital, vlož.št. okr. sodišče in identifikacijska številka za DDV (če je izdajatelj vpisan v register zavezanec za DDV) dobavitelja blaga ali storitev in IHC lokacije
- kraj in datum izdaje računa
- zaporedna številka, ki omogoča identifikacijo računa;
- številka naročila
- naslov dostave in prejemnik blaga
- količina, vrsta in šifra produktov pri IHC za dobavljeno blago oz. obseg in vrsto opravljenih storitev
- datum, ko je bila opravljena dobava blaga oz. ko je bila opravljena storitev ali datum, ko je bilo opravljeno predplačilo
- valuta, cena na enoto brez DDV ter kakršnakoli znižanja cen in popusti, ki niso vključena v ceno na enoto
- davčna osnova, od katere se obračuna DDV po posamezni stopnji oziroma na katero se nanaša oprostitev
- stopnja in znesek DDV
- klavzula o DDV
- bruto in neto teža
- številka dobavnice/odpremnice
- bančni podatki (naziv banke, IBAN, SWIFT koda)
- plačilni pogoji

Če torej dobavitelj ni DDV zavezanec, na koncu računa navede tudi:

- DDV ni obračunan na podlagi 1. odstavka 94. člena ZDDV-1 (nismo zavezanci za DDV)
- ali DDV ni obračunan na podlagi Zakona o davku na dodano vrednost (nismo zavezanci za DDV)

Davek v tem primeru ne sme biti obračunan ali naveden na računu.

Račun, ki spremlja blago, mora biti enak komercialnemu računu. Če je pošiljka brezplačna, mora to biti zapisano na računu (vrednost le za carinske namene). Vrednost za carinske namene mora ustrezati dejanski vrednosti blaga (tržna cena).

Mandatory invoice data issued to another company:

- Title, address, company registration number and place of registration, basic equity, VAT number and VAT ID number from the Supplier of the goods or services (if the issuer is registered to VAT taxpayer register, liable for VAT) and of the respective IHC location
- Place and date of issued invoice
- Consecutive number which enables invoice identification
- Order number
- Conditions of delivery in accordance with agreed delivery term
- Delivery address and goods recipient
- Quantity, type and IHC part numbers of supplied goods or range and type of performed services
- Date of supplied goods or date of performed services or date of advance payment;
- Currency, price per unit without VAT and any price reduction or discounts which are not included in price per unit
- Tax base from which VAT is calculated by specific rate or any VAT exempt;
- VAT rate and amount
- VAT (exempt) clause
- Designation of goods including the customs statistics reference which has to correspond with the information in the preferential agreement
- Country of origin
- Gross and net weight
- Delivery note number
- Bank data (Title of the bank, IBAN, SWIFT CODE)
- Payment conditions

The invoice to accompany the goods must be identical to the commercial invoice.

If a delivery is free of charge, this must be noted on the invoice (value for customs purposes only). The value indicated for customs purposes must also correspond to the actual value of the goods (market price).

PODIJETJE
NASLOV
POŠTA
DRŽAVA

Račun št. 2016 - 01

KUPEC
NASLOV
POŠTA
DRŽAVA

PREJEMNIK BLAGA
NASLOV
POŠTA
DRŽAVA

Kraj in datum izstavitve računa:
Datum opravljene storitve:
Št dobavnice/odpremnice:

ID št. za DDV:

Naša ID davka:

Št. naročila	Opis/Šifra	Količina/Enota	Cena (EUR)	Popust	Stopnja davka	Znesek EUR
123456	blago XY	št. kos (kg, m,...)	€/kos			

POVZETEK DAVKA	Davčna osnova [EUR]	Davčna stopnja	Znesek davka[EUR]

Bruto teža:

Neto teža:

Skupaj neto znesek

Davek

Skupaj bruto znesek

Dobavni pogoji:

Plačilni pogoji:

Bančni podatki: Naziv banke, IBAN, SWIFT KODA

Zaračunal/a (priimek in ime):

Matična št., ID št. Za DDV, Vložna št. okr. sodišče, Osnovni kapital

Slika 9. Oblika računa / Picture 9. Form of Invoice

6. PAKIRANJE IN EMBALAŽA

6.1. Splošne zahteve za razvoj in opredelitev pakiranja

Dobavitelj je odgovoren za kakovost in dobavo produktov ter posledično za skladnost z zahtevami pakiranja. Da bi zagotovili varno rokovanje (v skladu z ukrepi za preprečevanje nesreč in drugimi predpisi) in nemoteno poslovanje, je bistvenega pomena, da so vsi dobavljeni produkti v skladu z zahtevami, ki so navedene v tem segmentu.

Ta segment opredeljuje postopke in funkcije pakiranja. Odgovornost dobavitelja je, da zagotovi individualno in/ali skupno embalažo za produkte. Embalaža, ki jo zagotovi dobavitelj bo omogočila, da produkti dosežejo svoj cilj v dobrem stanju. Med drugim mora embalaža produkte zaščititi pred poškodbami (med tranzitom) in pred razpadanjem, ki ga povzročijo vplivi okolja. Embalaža mora tudi varovati osebe pred nevarnostmi, ki so lahko posledica same narave produkta (npr. predpisi o ravnanju z nevarnimi produkti).

Na temelju zahtev IHC dobavitelj predloži predlog pakiranja IHCju. Dobavitelj in IHC sprejmeta dogovor glede ustrezne embalaže, ki bo peljal v minimizacijo stroškov rokovanja (npr. prevzem produktov za montažo) in odstranitve. Ena od možnosti je tudi uporaba embalaže, ki je v lasti IHC.

Vsa embalaža mora biti oblikovana tako, da izpolnjuje funkcije zahteve. Zahtevane lastnosti, ki so potrebne za različne funkcije so navedene spodaj:

Zaščitne funkcije:

- Odporna na temperaturo, tesna
- Odporna na korozijo, odporna na prah
- Kemijsko nevtralna
- Robustna, odporna na udarce
- Vpije udarce, odporna na pritisk
- Odporna na raztrg

Funkcije skladiščenja, rokovanja in transporta, v dodatek zaščitnim funkcijam:

- Brez poškodb in čista
- Zložljiva, odporna na zdrs in standardizirana
- Standardizirana za enostavno rokovanje
- Zasnovana za avtomatizirano rokovanje
- Zasnovana za oblikovanje večjih enot (lahko se jih naloži eno na drugo) in prihranek prostora
- Maksimalna bruto teža na paletu je 1000kg
- Maksimalna bruto teža na ročno nakladno enoto je 15kg

6. PACKAGING

6.1. General requirements for packaging development and definition

The Supplier is responsible for the quality and delivery of the products and therefore also for compliance with these packaging requirements. In order to ensure safe handling (in accordance with accident prevention and other regulations) and smooth operations, it is essential for all products to be delivered in accordance with the requirements stated in this section.

This section defines packaging procedures and functions. It is the responsibility of the Supplier to provide individual and/or collective packaging for the products. The packaging provided by the Supplier shall ensure that the products reach their destination in satisfactory condition. Among other things, the packaging shall protect the products from damage (loads in transit) and from deterioration caused by environmental effects. The packaging shall also protect personnel against hazards resulting from the products themselves (e.g. regulations concerning the handling of hazardous products).

The Supplier shall submit a packaging proposal to IHC based on IHC requirements and shall agree with IHC upon packaging. This will result in minimal cost in handling (e.g. removal of products for assembly) and disposal. One of possibilities is also use of packaging owned by IHC.

All packaging shall be designed to perform the functions required. The properties required for the various functions of packaging are listed below:

Protective functions

- Temperature-resistant, tight
- Corrosion-resistant, dustproof
- Chemically neutral
- Sturdy, shockproof
- Shock-absorbing, pressure-resistant
- Tear-proof

Storage, handling and shipment functions in addition to the protective functions:

- Damage free and clean
- Stackable, slip-resistant, standardized
- Standardized for easy handling
- Designed for automated handling
- Designed to form units and to save space
- Maximum gross weight of 1000 kg per pallet
- Maximum gross weight of 15 kg per manual handled loading unit

- Maksimalen dimenzija palete (primer: 800x1200x970) mora biti v skladu z zahtevami skladišč lokacij IHC.

- The maximum pallet dimension (example: 800 x1200 x 970) must comply with the warehouse requirements of IHC locations

6.2. Vrste embalaže

Embalažo lahko razdelimo na sledeče vrste:

- Nepovratna / embalaža nizke vrednosti - embalažo se uporabi le enkrat
- Povratna embalaža - embalažo se lahko uporabi večkrat
- Embalaža za nevarne materiale/snovi/produkte

Embalaža in oznaka za nevarne produkte morata biti pred prvo pošiljko odobreni s strani posameznega IHC. Predserije in vzorčne pošiljke so prepovedane pred sklenitvijo dogovora o embalaži in dobavi. Opozorilni simboli za nevarne produkte morajo biti pritrjeni na vidnih mestih na embalaži. Spodaj so navedeni referenčni simboli:

6.2. Types of Packaging

Packaging may be subdivided into the following types:

- Non-returnable / expendable packaging - Packaging that is used once only
- Returnable packaging - Packaging that may be used several times
- Packaging for Hazardous Material

Packaging for hazardous material needs to be approved by each IHC and material number prior to the first shipment. Also pre-series and sample shipments are forbidden without previous packaging and shipping agreement. For hazardous materials, the warning symbols must be attached visible on the packaging. Below are the symbols for references:

Piktogram	Slovenski naziv	Angleški naziv	GHS oznaka
	VNETLJIVO	FLAMMABLE	GHS02
	JEDKO	CORROSIVE	GHS05
	ŠKODLJIVO/DRAŽLJIVO	HEALTH HAZARD	GHS07
	ŠKODLJIVI VPLIVI NA ZDRAVJE	SERIOUS HEALTH HAZARD	GHS08
	NEVARNO ZA OKOLJE	HAZARDOUS TO THE ENVIRONMENT	GHS09

Slika 10. Opozorilni simboli za nevarne produkte / Picture 10. Warning symbols for hazardous material

6.3. Zahteve glede embalaže, ki je v lasti IHC

IHC je odgovoren za opredelitev embalaže (na osnovi predloga dobavitelja), za izbiro ustrezne embalaže za vsak produkt, ki se ga dobavi ter za opredelitev cikla ravnanja z embalažo.

Zahteve glede pakiranja so za vsakega dobavitelja izračunane na podlagi trenutnih zahtev, dobavnega časa in pogostosti dobav, za vsak produkt posebej. Način in rezultat kalkulacij bo dogovorjen z vsakim dobaviteljem.

Dobavitelj je odgovoren za skrb nad embalažo, ki je v lasti IHC. IHC je dolžan dobavitelju zagotoviti čisto embalažo. Dobavitelj je dolžan pregledati prejeto embalažo. Če dobavitelj ugotovi, da je embalaža poškodovana ali umazana, mora to sporočiti IHC. Dobavitelj se zavezuje, da drugam ne bo pošiljal embalaže, ki je v lasti IHC.

6.4. Zahteve glede embalaže, ki je v lasti dobavitelja

IHC je odgovoren za vračanje embalaže v skladu s pogostostjo dobav. Če je embalaža poškodovana, mora IHC o tem obvestiti dobavitelja ter mu vrniti embalažo.

6.5. Upravljanje s prazno embalažo

Dobavitelj bo, na podlagi zahteve IHC, enkrat letno opravil popis prazne embalaže, razen če je v pogodbi z dobaviteljem opredeljeno drugače. O vsakem odstopanju prazne embalaže se je potrebno dogovoriti posebej. Če dobavitelj opazi odstopanje v količini, mora narediti popis in o tem obvestiti IHC.

6.6. Potrditev pakiranja

Dobavitelj mora pred pričetkom rednih dobav pridobiti potrditev pakiranja s strani IHC-ja na obrazcu HF-0062. V primeru, da IHC ne definira embalaže je dobavitelj dolžan poslati predlog pakiranja.

6.3. Packaging requirements owned by IHC

The IHC is responsible for defining packaging (on the basis of the Supplier's proposal), for selecting the appropriate packaging for each part to be delivered and for defining packaging handling cycle.

Packaging requirements for each supplier are calculated per part number on the basis of current requirements, delivery frequency and lead times. The basis and results of the calculation have to be agreed with each supplier.

The Supplier is responsible to care about packaging owned by IHC. IHC is obligated to provide clean packaging to the Supplier. The Supplier is obligated to perform products inspection of provided packaging. If damaged or dirty packaging is recognized, the Supplier must report this to concerned IHC. Also, the Supplier undertakes to not send the packaging owned by IHC to other parties.

6.4. Packaging requirements owned by the Supplier

IHC is responsible for returning the packaging in accordance with delivery frequency. If the packaging is damaged, the IHC will inform the Supplier about and return it to them.

6.5. Empties Inventory Management

The Supplier shall, upon IHC demand, make an inventory of empty packaging once per year, unless specified differently in Supplier Agreement. All deviations in empty packaging must be defined separately. If the Supplier recognize deviation in quantity should make an inventory check and inform the IHC.

6.6. Approval of Packaging

The supplier must obtain confirmation of packaging from IHC in form HF-0062 before the start of regular deliveries. In the event that IHC does not define the packaging, the supplier is obliged to submit the packaging proposal.

6.7. Primeri neustreznega pakiranja**6.7. Examples of inappropriate packaging**

Slika 9. Škatle niso pravilno naložene / Picture 9. Cartons are not loaded correctly



Slika 11. Mokra embalaža / Picture 11. Wet packaging



Slika 12. Poškodovana paleta / Picture 12. Damaged packaging

7 . KOMUNIKACIJA

7.1. Izmenjava informacij in podatkov

Logistična veriga od dobavitelja do stranke lahko učinkovito deluje le z uporabo komunikacije, ki ne predstavlja težav in je do največje možne mere avtomatizirana. Hidria si z dobavitelji izmenjuje podatke preko elektronskih sistemov, kar povečuje učinkovitost poslovnih procesov.

V Hidrii je preferiran EDI komunikacijski kanal. Če uporaba EDI ni mogoča, se lahko uporablja Hidriin portal za dobavitelje (b2b.hidria.com). Če ni mogoče nič od zgoraj navedenega, se lahko uporablja druge komunikacijske kanale (elektronska pošta, faks itd.).

7.1.1. Elektronska izmenjava podatkov (Electronic Data Interchange – EDI)

Hidria v splošnem zahteva komunikacijo preko EDI ali portala za dobavitelje. Te zahteve so v skladu z dolgoročno strategijo harmonizacije trenutno obstoječih EDI povezav s standardi za vse dobavitelje.

7.1.1.1. EDI povezava

V Hidrii uporabljamo EDIFACT format. Hidria uporablja centralni EDI sistem za administracijo vseh vstopnih in izstopnih EDI sporočil.

Cilj družbe je preko protokola (npr. OFTP2) z EDI sistemom povezati vse dobavitelje. Če te rešitve ni mogoče uvesti, so lahko dobavitelji povezani preko privatnih mrež (npr. DINET). Za načrtovanje vsake EDI povezave bo sklenjen dogovor s centralnim EDI oddelkom v Hidrii.

7.1.1.2. Vrste sporočil

Za elektronsko izmenjavo podatkov Hidria uporablja običajni obseg vhodnih in izhodnih sporočil, v skladu s sledečimi regionalnimi EDI standardi:

- EDIFACT

7.1.1.3. Izhodna sporočila

V skladu z dogovorjeno strategijo oskrbe, Hidria dobavitelju pošilja sledeče vrste sporočil:

- Nabavne načrte(DELFOR)
- Nabavna naročila(ORDERS)
- Spremembo nabavnega naročila(ORDCHG)

Namen je dobavitelju zagotoviti podatke o nabavnih naročilih.

7. COMMUNICATION

7.1. Exchange of Information and Data

The logistic chain from the Supplier to the customer can only function efficiently with trouble-free communication which is automated to the greatest extent possible. Hidria interchanges data with suppliers via electronic systems to make business processes more efficient.

Hidria's preferred communication channel is EDI. If EDI is not possible, Hidria Suppliers Portal (b2b.hidria.com) can be used. If none of the above is possible, other communication channels (mail, fax, etc.) can also be used.

7.1.1. Electronic Data Interchange

In general Hidria requires communication via EDI or Suppliers Portal. These requirements are in line with a long-term strategy to harmonize currently existing EDI connections and standards with all suppliers.

7.1.1.1. EDI connection

In Hidria we use EDIFACT as EDI standard. Hidria uses a central EDI system for the administration of all incoming and outgoing EDI messages

It is the company's aim to connect suppliers directly to this EDI system via protocol (e.g. OFTP2). If this solution is not possible, suppliers can be connected via private network (e.g. DINET). The scheduling of each EDI connection shall be agreed on with the Central EDI Department of Hidria.

7.1.1.2. Message Types

For electronic data interchange Hidria uses usual range of both incoming and outgoing messages according to the following regional EDI standards:

- EDIFACT

7.1.1.3. Outgoing Messages

According to the agreed delivery strategy, Hidria sends the following message types to the suppliers:

- Delivery Schedules(DELFOR)
- Purchase orders(ORDERS)
- Purchase order change(ORDCHG)

The purpose is to provide the Supplier with information about purchase orders.

7.1.1.4. Vhodna sporočila

Za komunikacijo od dobavitelja do Hidrie se lahko zahtevajo sledeče vrste sporočil:

- *Najava pošiljk (DESADV)*
- *Potrditev naročila(ORDRSP)*

Cilj ASN je Hidrii zagotoviti informacije o dobavah, pred datumom dejanske dobave. Na ta način se lahko optimizira postopek prejema. Dobavitelj generira potrebne podatke in jih preko EDI posreduje Hidrii kot DESADV sporočilo.

Ključni parametri (npr. šifra dobavitelja, šifra materiala, obrat, ki prejme blago, točka dobave) bodo v natančni obliki vzeti iz nabavnega naročila ali nabavnega načrta Hidrie. DESADV podatki se avtomatično uvozijo v informacijski sistem Hidrie.

7.1.2. Hidriin portal za dobavitelje (Hidria Suppliers Portal (b2b.hidria.com) – HSP)

HSP je internetni informacijski sistem za komunikacijo med dobavitelji in Hidrio. Uporablja se lahko kot alternativa za EDI (v primeru, da vpeljava EDI pri dobavitelju ni mogoča). Dobavitelju omogoča neposreden dostop do podatkov iz informacijskega sistema IHC.

V primeru uporabe portala za dobavitelje kot komunikacijskega kanala, je potrebna izpolnitev pogojev za dodelitev dostopnih pravic in zagotovitev vseh potrebnih podatkov na portalu.

8. SOPOMENKE

IHC – Individual Hidria customer: specific Hidria plant's and/or BU (*posamezna stranka iz Hidrie: specifična proizvodna enota/tovarna in/ali poslovna enota Hidrie*)

BU – Bussines Unit (*poslovna enota*)

GTCP – General terms and conditions of purchase (*splošni pogoji nabave*) – the Hidria Group

EDI - Electronic data interchange (*elektronska izmenjava podatkov*)

HSP - Hidria Suppliers Portal (*Hidriin portal za dobavitelje*)

7.1.1.4. Incoming Messages

For the communication from suppliers to Hidria the following message can be requested:

- *Advanced Shipping Notification (DESADV)*
- *Order response(ORDRSP)*

The goal of ASN is to provide Hidria with information about the delivery in advance of the receipt date and therefore help to optimize the receipt procedure. The Supplier generates required data from his dispatch system and transfers it to Hidria via EDI as DESADV message.

The key parameters (for ex. Supplier number, material number, receiving plant, delivery point) shall be taken from Hidria Purchase order or Delivery schedule in accurate format. DESADV data is automatically imported into Hidria information system.

7.1.2. Hidria Suppliers Portal (b2b.hidria.com) - HSP

HSP is an internet-based information system for suppliers to communicate with IHC, and can be used instead as an alternative if EDI is not possible. It provides the Supplier with direct access to the data in IHC information system.

If HSP will be used as communication channel, the procedure to grant access and to assure all the required data is available on the portal, must be done.

8. SYNONYMS

IHC – Individual Hidria customer: specific Hidria plant's and/or BU

BU – Bussines Unit

GTCP – General terms and conditions of purchase – the Hidria Group

EDI - Electronic data interchange

HSP - Hidria Suppliers Portal



**LOGISTIČNI PRIROČNIK ZA
DOBAVITELJE /
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REFERENCE DOCUMENTS

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PRILOGE / APPENDIXES

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HHRANJENJE ZAPISOV / RETENTION OF RECORDS

ID obrazca / Template ID:	Naziv obrazca / Title of template	E / H*	Kraj hranjenja zapisa / Retention place	Čas hranjenja zapisa / Retention time	Odgovoren za hranjenje in odstranitev zapisa / Responsible for retention and disposal
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