

24. Appendix to the Supplier Manual

b&m MX

This manual is applicable to all suppliers. If the supplier does not have the ability to supply accordingly, they must inform Baier & Michels before their shipment.

All deliveries to our company have to be carried out according to the shipping terms agreed.

a) Transportation

1. Delivery Address All suppliers:

Würth Baier & Michels Mexico

Street: Cerrada Bicentenario #3 Bodega #4.

City: Parque Industrial El Marqués | El Marqués, Querétaro

Zip code. 76246

Country: México

Higher transport costs are due to a change of the following regulations regarding the way of transport, e.g., airfreight, railway express, express parcels, and courier services, which are only accepted if explicitly approved by b&m. Higher transport costs due to the selection of non-B&M partner carriers must be covered by the supplier if not explicitly approved by B&M. The seller is free to insure the consignment at its own cost. Insurance costs charged to B&M will not be accepted.

2. Ex works ground consignments:

Please always contact b&m logistics department before shipping out parts and provide weight, dimensions, and shipping hours to arrange pickup. It is necessary to provide tracking information and shipping documents once the shipment has been shipped out. Ex works consignments are subject to the following forwarding instructions:

US- Canada / suppliers

Consignments must be sent via LTL, by United FC line

Consignments that can be sent by a parcel service are to be sent via our contract partner FedEx, These shipments must be approved by b&m Mexico

The supplier must assure optimal capacity utilization of the pallets in the interests of B&M Mexico.

Non-US suppliers – sea shipments, EXW, and FOB

Please confirm the shipment is ready to ship to B&M MX to approve the shipment. Once it has been approved, the supplier can contact DB Schenker to coordinate the shipment.

It is necessary to provide tracking information and shipping documents once the shipment has been shipped out.

Shipping documents must be sent to the following email: logistics.mexico@baier-michels.com

b) Dispatch of Hazardous Materials

- The terms of transport for hazardous materials are to be followed precisely. The supplier is responsible for all damages resulting from noncompliance with the statutory provisions.
- For the packaging of limited amounts (LQ) according to chapter 3.4 of ADR, the requirements for compound packaging and their labeling must be fulfilled.
- Regarding the packaging of hazardous materials, only type-approved packaging (e.g., cartons, canisters) are accepted according to the individual classes in ADR and regarding sea freight according to the specifications of the IMDG-Code.
- The bill of lading or packing slip must include the relevant information on hazardous materials (amongst others, reference number, hazardous material class, and packaging class) according to ADR.

c) Documents

Services such as PPAP, tooling, handling fees, etc., cannot be invoiced together with the parts invoice; they must be invoiced separately."

The supplier must send out the documents as soon as the consignment is delivered to the carrier.

The proper documents must be sent out to the following email:

logistics.mexico@baier-michels.com

- Invoice
- Packing list
- Certificate of origin
- BOL / HBL/ tracking number (for ground shipment, it will be sent by B&M MX)

The invoice must include the following order regulations:

- Purchase order number
- Baier & Michels item number
- Vendor number
- tax ID
- invoice to b&m MX
- Total amount
- Number of pcs
- Currency USD/EUR
- Country of origin
- Invoice number

The packing list must include the following order regulations:

- Baier & Michels item number
- Batch number(s)
- Gross and net weight
- Number of pallets
- Dimensions

This information has to be noted clearly on the marking of the single packaging.

The content of the single packaging has to be equivalent to the markings.

- All packaging, including hazardous materials, are to be indicated clearly with the prescribed documents for hazardous material according to chapter 5.2 ADR.
- Specifications about the danger to water are obligatory.
- Packing slips of perishable articles have to contain the date of production.
- Only qualified companies are to be appointed for the transport.

3. Inspection Plan, Material Certificate

If an Inspection Plan and/or Material Certificate are required, please send a copy via e-mail to

quality-mx@baier-michels.com. Appendix Supplier Manual b&m Mx/Rev. 00/Date March 20th, 2025, Inc.
www.baier-michels.com

d) Packaging

The following instructions are a recommended guideline for the packaging of our shipments. This information needs to be validated by the Packaging data sheet. This document is an agreement and needs to be signed by the supplier and the B&M warehouse responsible.

Pallet

- Standard wooden pallets are allowed for sea and air freight.
- Loading height included Euro flat pallet is 1,100 mm.
- The total weight of the pallet may not exceed 850 kg.
- Maximum 2 different batch numbers per pallet. To pack batch with the bigger packing volume at the bottom of the pallet, batch with smaller packing volumes on top. Different batches need to be marked on boxes and pallets.
- We recommend that all suppliers use wooden protection at every corner and the top of the pallets in order to avoid damage of goods and cartons.
- The pallet units have to be shrink-wrapped or fastened with non-metallic straps or steel tape.
 - See the Packaging data sheet template. **FO-COP06_MX-07 Rev. 00 PDS**

Packing unit

- 1 Maximum weight 12 kg per unit
- 2 The supplier needs to add the ECT resistance from the box or indicate the maximum load can support each carton box.
- 3 Strong expendable (cardboard) boxes are acceptable
- 4 Full packing units per item, subsets, or partials are not allowed and are subject to rejection upon arrival. Additional costs incurred may be debited to the supplier.
- 5 Every packing unit shall be delivered with an affixed label and marked with the b&m item number, batch number, and pack quantity, preferably provided with material tags (label) according to VDA-reference 4902 or similar.

General

- 1 Packing pieces have to be arranged on the pallet ensuring a compact and secured shipping unit without overlap.
- 2 The goods have to be packed properly in order to avoid being damaged and in an adequate, suitable way for all modes of dispatch.
- 3 The compilation of packing pieces and pallets has to be carried out in relation to the orders and articles. Orders and articles must not be spread across several pallets and packing pieces.
- 4 Pallets holding more than one batch number shall be clearly marked as mixed pallets.
- 5 The supplier has to bear transport resulting from poor packaging which are not accepted by the insurer.
- 6 Every change of packing direction of goods has to be confirmed in advance by B&M MX. That includes also dimension and quality of cartons, pallets or packaging units. Disregard may cause repacking effort, which b&m will charge to the supplier. If no specific packaging is agreed upon, a neutral design of the packaging, without the Logo or other signs of the supplier, is requested.
- 7 It is accepted +/- 10 percent according to the complete packaging unit (per BOX)
- 8 All the above-mentioned conditions are invalid if a different specified handling for single shipments has been agreed.

E. Certificates of Origin

If the supplier's place of business and/or production plant is located in the European Union, in accordance with the valid regulations concerning the preferential origin of goods, the supplier must issue a declaration pursuant to Regulation EU-Mexico agreement

Furthermore, the supplier must disclose the non-preferential origin of goods (in terms of commercial law)

Suppliers can also add the customs authorization number in the invoices to apply the preferences EU-MX free trade agreement.

US- Canada / suppliers | USMCA certificate

The supplier has to generate the USMCA considering:

- Description of goods
- HTS
- Origin criterion
- Producer
- Method of qualification
- Country of origin
- Importer/exporter/producer
- Signature

Certificates of origin must be sent to the following email address: logistics.mexico@baier-michels.com

Ximena Garcia
Ximena Garcia

General Manager México

Date and authorized signature

Name and function

Supplier company name/company stamp

b&m internal notation:

Date/signature:

Name/function:

b&m location:

Supplier manual, including appendices, to be sent to: patrick.reed@baier-michels.com