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RENK



SUPPLY CHAIN MANAGEMENT

# Logistics manual for suppliers

**Augsburg, Rheine, Hanover locations**

# Contents


Page

**1. Table of abbreviations ..... 4**

**2. Objective ..... 5**

**3. General ..... 5**

**4. Responsibility & contact ..... 7**

4.1 Supplier responsibility ..... 7

4.2 Contact & delivery times ..... 7

**5. Packaging & loading ..... 8**

5.1 Requirement for packaging ..... 8

5.2 Load carriers ..... 8

5.3 Preservation ..... 10

**6. Shipping documentation & identification marking ..... 11**

6.1 Delivery note & packing slip ..... 11

6.2 Waybill ..... 11

6.3 Customs documents ..... 12

6.4 Marking ..... 12

Page

**7. Transport & delivery ..... 13**

7.1 Delivery reliability ..... 13

7.2 Courier, express-delivery and package services ..... 14

7.3 Oversize/heavy-load transports ..... 15

7.4 Marine freight containers ..... 15

7.5 Delivery of blanks to the RENK logistics center WaPrO ..... 16

7.6 Transport costs ..... 16

7.7 Transport insurance ..... 16

**8. Supplier liability ..... 16**

**9. Direct shipping ..... 17**

9.1 Shipping label ..... 17

**10. RENK standards ..... 17**


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# 1. Table of abbreviations

| Abbreviation | Meaning |
|---|---|
| ADR | Accord Dangereux Routier, European Agreement concerning the International Carriage of Dangerous Goods by Road |
| CISG | United Nations Convention on Contracts for the International Sale of Goods |
| DIN | Deutsches Institut für Normung (German Institute for Standardization) |
| EU | European Union |
| GGVSEB | Gefahrgutverordnung Straße, Eisenbahn und Binnenschifffahrt (Ordinance on the Transport of Dangerous Goods by Road, Rail and Inland Waterways) |
| HPE | Bundesverband Holzpackmittel, Paletten, Exportverpackung (Federal Association for Wood Packaging Materials, Pallets, Export Packaging) |
| IMDG | International Maritime Dangerous Goods Code |
| ISPM | International Standards for Phytosanitary Measures |
| LQ | Limited Quantity |
| PPE | Personal Protective Equipment |
| PPWR | Packaging and Packaging Waste Regulation |
| RENK Augsburg | RENK GmbH plant Augsburg |
| RENK Hanover | RENK Bearings GmbH, Hanover |
| RENK Rheine | RENK GmbH plant Rheine |
| RTS | RENK Test System |
| SLVS | Speditions-, Logistik- und Lagerversicherungsschein (certificate of insurance for freight carriage, logistics and warehousing) |
| StVO | Straßenverkehrsordnung (German road traffic regulations) |
| TN | Technische Norm Rheine (technical standard of Renk's Rheine plant) |
| TO | Metric ton |
| UN | United Nations |
| WaPrO | Wareneingangs- und Prüfzentrum (RENK Receiving and Testing Center, Oberottmarshausen) |
| ZAN | Zahnräderfabrik Augsburg Norm (standard of the Zahnräderfabrik Augsburg plant) |





# 2. Objective

The objective of this logistics manual is to define unified logistical requirements for the supply of materials and products to RENK. It serves as a binding basis for suppliers, to ensure an orderly, efficient and smooth flow of materials. Compliance with the stipulations will be a means toward sustainably ensuring delivery quality, adherence to scheduling and process dependability. The logistics objectives of RENK include the sustainable, economical and on-schedule supply of goods, flawlessness of packaging, assured compliance with the highest standards of quality and maximization of customer satisfaction.

# 3. General

The logistics manual is applicable to all deliveries by suppliers/service providers, hereinafter generically designated "supplier", to the locations within Germany of RENK GmbH in Augsburg and Rheine, RENK Bearings GmbH (Hanover) and RTS GmbH (Augsburg), hereinafter jointly designated "RENK". It applies in addition to the applicable contractual arrangements between RENK and the supplier. Deviations or additional accords require the written concurrence of RENK.

The pertinent laws of the Federal Republic of Germany apply as the basis for all logistics procedures in relation to the supply of goods and products to RENK. In addition and insofar as agreed, the international stipulations of the valid Incoterms® are applied.

The currently valid editions of the national and international dangerous goods regulations (GGVSEB, ADR, IMDG, etc.) and the stipulations set out in the relevant purchase order are binding. Moreover, the stipulations of the Union Customs Code (UCC) and, whenever applicable, CISG are to be taken into account for cross-border deliveries.

In principle, requirements for packaging, suitability for recycling and take-back obligations are in line with the Packaging Act and the Circular Economy Act in national law and the European Union's regulation on packaging and packaging waste EU 2025/40.

RENK additionally defines specific interfaces, documentation, obligations and workflows. These internal provisions are binding for all suppliers and supplement the statutory stipulations. The statutory stipulations apply in the event of contradictions between this manual and the legal requirements. Specific requirements of RENK take precedence insofar as they go above and beyond the legal minimum requirements. They can be retrieved online from www.renk.com/de/unternehmen/verantwortung/supply-chain-management#downloads.

The stipulations and general RENK terms and conditions of purchase as stated on the relevant purchase order apply in addition.

The StVO applies throughout plant premises.

The requirements set out in this logistics manual are a binding part of the contractual agreements with the supplier. RENK explicitly reserves the right to claim from the supplier, in the event of non-compliance with these stipulations, any and all resulting costs, additional outlay or damages.





# 4. Responsibility & contact

## 4.1 Supplier responsibility

The supplier bears the responsibility for compliance with and implementation of the requirements set out in this guideline vis-a-vis its entire supply chain and is required to ensure that sub-suppliers also satisfy these requirements.

## 4.2 Contact & delivery times

| Name | Address | Contact (email/phone) | Delivery times |
|---|---|---|---|
| **RENK GmbH receiving and testing center (WaPrO)** | 86507 Oberottmarshausen<br>Landsberger Strasse 192 | WEA@RENK.com<br>+49 821 5700 242 | Monday – Friday:<br>07:00 – 14:30 hours |
| **RENK GmbH Augsburg plant, RENK Test System GmbH (RTS)** | 86159 Augsburg, Germany<br>Eichleitnerstrasse 25 | WEA@RENK.com<br>+49 821 5700 242 | Monday – Friday:<br>07:00 – 14:30 hours |
| **RENK GmbH Rheine plant** | 48432 Rheine<br>Rodder Damm 170<br><br>Delivery to Gate 27 | rmlv.rheine@RENK.com<br>+49 5971 790250 | Monday – Thursday:<br>6:00 – 15:00 hours<br>Friday:<br>6:00 – 13:00 hours |
| **RENK Bearings GmbH** | 30539 Hanover<br>Weltausstellungsallee 21 | Incoming goods department.<br>hannover.ext@renk.com<br>+49 511 8601 165 | Monday – Thursday:<br>07:00 – 15:00 hours<br>Friday:<br>07:00 – 14:00 hours |
| **UTS Umwelttechnik Schwaben GmbH & Co KG*** | 86343 Königsbrunn<br>Wandalenstrasse 3 | info@ut-schwaben.de<br>+49 823 195 800 | Monday – Thursday:<br>07:00 – 16:30 hours,<br>Friday:<br>07:00 – 12:00 hours |

* For dangerous goods only

# 5. Packaging & loading

The currently valid HPE packaging guideline applies as minimum standard. Order-specific or customer-specific requirements may apply in addition. The supplier bears responsibility for the provision of packaging that is appropriate to the means of transport and affords adequate product protection. All wood packaging materials must be heat-treated and marked in compliance with the ISPM 15 standard.

## 5.1 Requirement for packaging

Compliance with the EU Regulation on Packaging and Packaging Waste (EU 2025/40, PPWR) is mandatory. Upon request, all relevant packaging data and documentation (e.g., declaration of conformity) confirming the conformity of the packaging placed on the market must be provided to us. Packaging must be material-efficient, recyclable, reusable to the greatest extent possible, and designed to minimize the use of plastic and other materials.

**Protection function:** The packaging serves to protect the goods from damage, foreign-matter contamination and loss throughout transport and handling, in order to ensure the quality and integrity of the products.
**Transport function:** The transport function of the packaging ensures safe and efficient transportation of the goods, protects against external influences and facilitates handling, storage and transport across different modes of transport.

## 5.2 Load carriers

It is mandatory for each and every shipment that all components be delivered on load carriers. Invariably, load carriers and the components they carry must always be free of dirt and foreign-matter contamination; special measures, for example the provision of covers, shall be implemented as and when necessary. It is important to ensure that the load imposed on the load carrier does not exceed the maximum permitted payload of the load carrier. It is not permissible for the cargo to project beyond any side of the pallet or upward beyond the stacking frame, when used. Moreover, it must be ensured that when the cargo is released from retainers it shall remain stable and that no risk of toppling arises. The load carriers must be safe, suitable for re-shipment and free of damage, otherwise RENK reserves the right to pass on to the supplier costs arising from the disposal of the load carriers and the procurement of replacements.





In special cases, RENK Augsburg makes specific load carriers available. These load carriers shall be used solely for shipments to RENK and under no circumstances is their use for other shipments or other purposes permitted.

Euro pallets are the default pallets to be used for shipments to the RENK Rheine plant.

**Euro pallet:**
Exchangeable Euro pallets are exchanged on a 1:1 ratio on delivery.

| Designation | Dimensions | Tare | Maximum payload |
|---|---|---|---|
| Euro pallet | 1200 x 800 x 145 mm | 25 kg | 1500 kg |



Link to the Euro pallet pool website:
https://gpal.epal-pallets.org/

**RENK pallet (Augsburg):**

| Designation | Dimensions | Tare | Maximum payload |
|---|---|---|---|
| RENK pallet | 1000 x 800 x 150 mm | 19 kg | 650 kg |
| RENK stacking frame (low) | 1000 x 800 x 120 mm | 5 kg | |
| RENK stacking frame (medium) | 1000 x 800 x 200 mm | 9 kg | |
| RENK stacking frame (high) | 1000 x 800 x 400 mm | 17 kg | |



Stacking frame high



Stacking frame medium



Stacking frame low

**Euro box pallets:**

Exchangeable Euro box pallets are exchanged on a 1:1 ratio on delivery

| Designation | Dimensions | Tare | Maximum payload |
|---|---|---|---|
| Box pallet | 1200 x 800 x 950 mm | 85 kg | 1000 kg |



## 5.3 Preservation

All parts shall be preserved such that they are protected from corrosion as appropriate to exterior conditions throughout storage and transport. Corrosion is the attack on and attrition of materials by chemical or electrochemical reactions with substances in the surroundings. The nature and extent of corrosion protection depend on the packaging, the means of transport and the condition of the component. Preservation is implemented in accordance with the specifications set out in the RENK standard stated on the purchase order. The cleanliness and dryness and the appropriate handling of the components are of note in this respect. Moreover, the preservation must be compatible with all the mediums commonly used in the subsequent production process.





# 6. Shipping documentation & identification marking

The supplier is under obligation to provide all requisite documents for smooth processing and to present same in their entirety to the carrier for each shipment to plant. The accompanying documents must always accompany the shipment.

## 6.1 Delivery note & packing slip

A delivery note stating quantities, weights and dimensions along with harmonized system code number and country of origin must accompany each shipment. This document must be secured in a document pocket suitable for the purpose affixed to the outside of the packaging. If is not possible to attach the delivery note to the goods or for it to accompany the goods, it must be presented to the carrier with the instruction: Surrender delivery note to goods recipient.

If a shipment consists of multiple packages, the delivery note must be accompanied by a packing slip per package, stating content and number of units with at least the following constituent items of information:

- Gross weight and net weight in kilograms
- Dimensions in centimeters (length x width x height)
- For dangerous goods: UN number or LQ

## 6.2 Waybill

The waybill is a document in logistics that regulates the transport of goods and defines the rights and obligations of shipper and carrier. The requirements applicable to and the precise layout of a waybill are regulated in sections 408 and 409 of the German Commercial Code (HGB), which defines the essential elements and formal layout for this document.

## 6.3 Customs documents

Suppliers outside the EU must also send the following documents for customs clearance to the corresponding email address: packing slip, proforma invoice, air waybill (AWB) or bill of lading (B/L), preferential origin documents and movement certificates (AT.R, EUR.1, etc.).

Augsburg plant: import.augsburg@renk.com

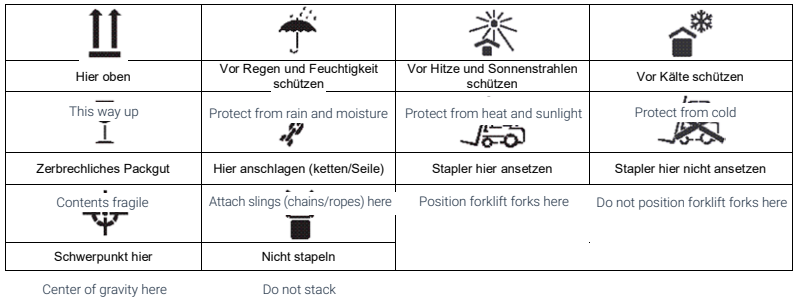
Hanover plant: import.hannover@renk.com

Rheine plant: import.rheine@renk.com

## 6.4 Marking

Marking facilitates unequivocal identification and safe handling of the shipped goods. The responsibility for correct and easily legible marking resides entirely with the supplier. The standards mentioned in the purchase order are to be satisfied.

Supplementary markings shall be applied as necessary.








# 7. Transport & delivery

If there is deviation from the deliver-to address stated in the purchase order or from the delivery times stated above, RENK reserves the right to bill the ensuing costs or to refuse acceptance of the delivery at supplier's cost. In exceptional cases, other delivery times can be agreed in advance with our incoming-goods department. Suppliers and carriers are required to wear the prescribed personal protective equipment (PPE) at all times throughout the entire plant premises. This includes, at a minimum, a high-visibility vest and safety shoes. The carrier is responsible for providing the PPE. Suppliers and carriers without the prescribed PPE will not be granted access to the plant premises.

## 7.1 Delivery reliability

The supplier is under fundamental obligation to adhere to the delivery date agreed with RENK. The shipment as delivered must correspond exactly with the quantity ordered as stated in the purchase order and with the quality stipulated by RENK. Delivery punctuality is rated 100 % if the actual delivery date is as scheduled. If the shipment does not arrive by the agreed time of delivery, RENK rates delivery punctuality 0 %.

## 7.2 Truck transport and courier, express-delivery and package services

- **Bookings** for **DSV // Schenker**, only through the following portal: www.dsv.com or by email to augsburg.procure@dbschenker.com
- **Registration for TNT** at: www.tnt.com
- **Registration for DHL** at: https://mydhl.express.dhl
- **Shipments up to 5,000 kg** must be correctly booked **min. 24 hours before** delivery **to DSV // Schenker**
- **Shipments heavier than 5,000 kg** must be correctly booked **min. 48 hours before** delivery to **DSV // Schenker**

**RENK Augsburg, RENK GmbH logistics center (WaPrO)**

- Weight < 31.5 kg
  Domestic: DHL (RENK customer number: 140589876)
  Foreign: TNT (RENK customer number: 70710991)
  DHL (RENK customer number: 960226467)
- Weight 31.5 kg – 24,000 kg
  DSV // Schenker Deutschland AG
  RENK customer number: Augsburg: 111052
  RENK customer number: RENK GmbH logistics center (WaPrO): 719303

**RENK Test Systems GmbH (RTS)**

- Weight < 31.5 kg
  Domestic: DHL (RENK customer number: 145848095)
  Foreign: TNT (RENK customer number: 70712213)
  DHL (RENK customer number: 965739478)
- Weight 31.5 kg – 24,000 kg
  DSV // Schenker Deutschland AG
  Augsburg: RENK customer number: 485464
  RENK GmbH Logistikzentrum (WaPrO): RENK customer number: 719309

**UTS Umwelttechnik**

- Weight < 31.5 kg
  Domestic: TNT (RENK customer number: 35000542)
  Foreign: TNT
- Weight 31.5 kg – 8000 kg
  DSV // Schenker Deutschland AG (RENK customer number: 736833)





**RENK Rheine**

- Weight < 31.5 kg
  Domestic: TNT (RENK customer number: 70266673)
  DHL (RENK customer number: 140702994)
  Foreign: TNT
  DHL (RENK customer number: 148285994)
- Weight 31.5 kg – 24,000 kg
  Heinrich Koch Internationale Spedition GmbH & Co. KG (For international transports 2500 kg and heavier, notification of readiness to ship by email)

**RENK Hannover**

- Weight < 31.5 kg
  Domestic: TNT (RENK customer number: 70179240)
  DHL (RENK customer number: 140590018)
  Foreign: TNT
  DHL (RENK customer number: 960230695)
- Weight 31.5 kg – 24,000 kg
  DSV // Schenker Deutschland AG (RENK customer number: 160696)

## 7.3 Oversize/heavy-load transports

Oversized/heavy-haul transports are shipments with an oversize width of 2.55 m or more, an oversize height of 4.00 m or more, or a weight of 24 tons or more.. Notification of readiness to ship must be submitted at least eight weeks in advance to the purchasing officer responsible and to the shipping department responsible. The supplier is referred to the corresponding purchase order for further information.

## 7.4 Marine freight containers

- RENK Augsburg & RENK Rheine: As a general rule, marine freight containers shall be unloaded at the port of entry. Packages shall be delivered by truck (single packages, part loads and full loads).

- RENK Hannover: Delivery and unloading of the marine freight containers at the “Exportverpackung” (export packaging) facility in 31319 Sehnde.

### 7.5 Delivery of blanks to the RENK logistics center WaPrO

Blanks are workpieces still in unfinished condition and intended for further working. Location-specific stipulations for packaging and palletization apply for deliveries to the WaPrO logistics center in Oberottmarshausen. These deliveries shall be made on the purpose-built RENK pallets.

These RENK pallets will be made available as necessary, subject to prior arrangement with the incoming-goods department. Unused RENK pallets shall be returned accordingly. See the applicable ZAN standard for other binding rules and details.

### 7.6 Transport costs

The transport costs are part of the logistics costs arising from the transport of goods. The terms and conditions of delivery (Incoterms®) set out in the supply contract or in the purchase order apply in principle. Transport costs not in accordance with the agreed terms and conditions or arising due to non-compliances on the part of the supplier are borne by the supplier.

### 7.7 Transport insurance

In accordance with the applicable Incoterms® from the purchase order, the supplier must insure the goods adequately against loss and damage in transit. RENK is an SLVS waiver customer and has a globally valid transport policy.

## 8. Supplier liability

If parts are substandard, in the framework of the complaint process the costs of return shipping and consequential costs, if incurred, will be passed on to the supplier.





## 9. Direct shipping

Direct shipping is when RENK obtains products from the supplier and passes them without physical contact with RENK to a third party (end customer, processor, etc.). Additional rules, for which the supplier is referred to the purchase order, apply.

### 9.1 Shipping label

The following information must be in evidence on the shipping label: the complete delivery address, the sender data, the purchase order number and the items ordered. These data are needed to ensure a smooth shipping process and accurate correlation of the shipment.

## 10. RENK standards

| ZAN standard number | Contents |
|---|---|
| 17007 | Delivery of blanks for the "Fahrzeuggetriebe" (Vehicle Gearboxes) segment |
| 10992 | Corrosion protection and packaging, gear unit systems and single parts / spare parts for the "Spezialgetriebe" (Special Gear Units) segment |
| 40315 | Corrosion protection and packaging, gear unit systems and single parts / spare parts for the Vehicle Mobility Solutions (VMS) segment |

| TN standard number | Contents |
|---|---|
| 9140 | Preservation regulations – bought-in parts and external processing |

We
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