

SUPPLIER LOGISTICS MANUAL

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ROHDE & SCHWARZ

Make ideas real



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1 Scope of application

This manual describes the logistics requirements that Rohde & Schwarz suppliers are expected to meet.

1.1 Scope of validity

This supplier logistics manual applies to all goods and services supplied to Rohde & Schwarz.

The guidelines contained in this manual supplement any location- or part-specific regulations and/or agreements in place that pertain to individual requirements.

If the regulations in the supplier logistics manual contradict location- or part-specific regulations, agreements (including annexes), orders placed, or the general purchase terms of the Rohde & Schwarz group of companies, the said location- or part-specific regulations, agreements (including annexes), orders placed, or the general purchase terms of the Rohde & Schwarz group of companies take precedence over the regulations in the manual. In the event of a conflict, the subordinate requirements only do not apply insofar as they contradict the overriding requirements.

1.2 Objectives

The field of logistics is moving beyond its classic role of material flow management and is increasingly providing a means of "designing, implementing and controlling" lean and efficient processes in value chain systems. The quality of logistics plays an increasingly important part in enterprises' ability to compete effectively and is thus becoming a strategic success factor.

R&S can only achieve this high level of logistics quality with the support of suppliers that share the same ambitious goal of achieving optimally coordinated, companywide collaboration based on streamlined, efficient information and material flows without transition losses.

This manual describes the logistics requirements that Rohde & Schwarz suppliers are expected to meet.

2 Abbreviations/Definitions

ABS	Acrylonitrile butadiene styrene (thermosetting plastic)
ADR	Accord européen relatif au transport international des marchandises Dangereuses par Route
bzw.	beziehungsweise ("alternatively" in German)
COC	Certificate of conformity
DIN	German Institute for Standardization
EDI	Electronic data interchange
EDIFACT	Electronic data interchange for administration, commerce and transport
EN	European standard
EPAL	European Pallet Association
EPP	Expanded polypropylene (thermosetting plastic)
EPS	Expanded polystyrene
ESD	Electrostatic discharge
evtl.	eventuell ("possibly" in German)
FIFO	First in first out
ggf.	gegebenenfalls ("where appropriate" in German)
IATA DGR	International Air Transport Association's Dangerous Goods Regulations
IC	Integrated circuit
IPPC	International Plant Protection Convention
IPC	Association Connecting Electronics Industries (formerly: Institute for Interconnecting and Packaging Electronic Circuits)
IMDG Code	International Maritime Code for Dangerous Goods
ISPM	International Standard of Phytosanitary Measures
JEDEC	Joint Electron Devices Engineering Council
M&L	Component and supplier management
MSDS	Material Safety Data Sheet
PE	Polyethylene (thermosetting plastic)
PP	Polypropylene (thermosetting plastic)
PS	Polystyrene
RESY	RESY Organisation für Wertstoffentsorgung GmbH
R&S	Rohde & Schwarz group of companies (www.rohde-schwarz.com)
SCM	Supply chain management
SMD	Surface-mounted device

cf. Abbreviation for the Latin word "confer" used to refer to other material
VCI Volatile corrosion inhibitor

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4 Order processing

4.1 Communications

Constructive cooperation between the Supplier and R&S requires target-oriented communications.

The Supplier and R&S shall designate responsible points of contact in order to ensure this. The Supplier shall also appoint a substitute and a manager, in each case indicating their name, position, email address, telephone and cellphone number, as well as an emergency telephone number.

The contact person designated by the Supplier or their substitute should be available from at least 8 a.m. until 4 p.m. on workdays (Supplier's local time).

If the contact persons or their substitutes for R&S change, the Supplier will communicate this proactively in advance.

The language of communications is either the local language of the R&S plant receiving the supplies or English.

4.2 Information

4.2.1 Information policy

Suppliers must continually track orders internally. They must also be able to provide information on orders' processing status at all times.

Suppliers must respond to inquiries from Rohde & Schwarz concerning delivery dates, the supply situation and the tracking of shipped goods either immediately or within a time frame agreed with the relevant contact person.

4.2.2 Information transfer

The preferred method of exchanging delivery schedules, forecasts and order confirmations is EDI or Jaggaer. Purchase order data is transmitted in the standard EDIFACT format.

With suppliers who do not support EDI or Jaggaer, the information is transmitted by email instead.

4.2.3 Order confirmation

Unless agreed otherwise, R&S must receive the Supplier's order confirmation within 5 working days.

Order confirmations that are not received via EDI or Jaggaer are recorded automatically via software. It is imperative that these confirmations are sent by email in ".PDF" format to ensure they can be recorded.

Only **one** order number should be specified per order confirmation. Order confirmations must contain at least the following information:

Information on order confirmation	Text	Barcode¹
--	-------------	----------------------------

Supplier's order confirmation number	x	o
Order number	x	o
Purchase order item	x	o
Rohde & Schwarz material number	x	o
Supplier's material number/goods description	x	o
Quantity to be delivered	x	o
Price (incl. price unit and currency)	x	o
Terms of delivery/Incoterms	x	o
Delivery date at R&S	x	o
Delivery address	x	o
Payment terms	x	o
Free text with agreements from the order	x	o

(x) mandatory

(o) optional

¹ The following barcodes can be used at R&S: 2/5 interleaved, barcode 39, DataMatrix code, QR code

4.2.4 Management concepts and order processing

R&S shall inform the Supplier of its requirements using the management concept employed. This information is non-binding and serves as an aid to help the Supplier planned.

Based on this information, the Supplier shall ensure that

- Its upstream suppliers deliver the raw materials required for production accordingly
- Its production capacity is sufficient to meet the requirements forecast communicated
- Deliveries are made on time

4.2.5 Minimum order quantities

Minimum order quantities are generally not permitted, unless R&S accepts a minimum order quantity in exceptional cases.

Where possible, the quantities ordered by R&S shall be coordinated so as to optimize the associated logistics costs. R&S works on the basis of total cost optimization and total cost of ownership (TCO). This takes into account both the expense incurred by R&S and that incurred by the Supplier. The quantities called off may be smaller than a full container/packing unit.

If it is commercially necessary for the Supplier to produce a certain quantity, the Supplier must inform R&S accordingly. If necessary, several R&S production plants can be supplied from one and the same production batch.

4.2.6 Flexibility

R&S places orders on the basis of the agreed delivery times. Wherever possible, R&S shall place its orders so as to avoid any additional costs for both parties. If additional costs cannot be avoided, these shall be borne by R&S or the Supplier based on the costs-by-cause principle.

As a general rule, R&S does not accept additional costs created by orders if R&S postpones the delivery date for orders that have not yet left the Supplier's plant.

In terms of flexibility (with regard to the framework agreement in terms of contracts concluded, the transmission of requirements notifications and the ordering system, as well as capacity reserves), the agreements set out in the framework agreement apply.

4.2.7 Emergency strategy

Suppliers must set up a suitable early warning system to identify possible supply problems. They must also ensure that they have a fully transparent system of order tracking for sub-suppliers.

R&S also requires emergency plans and an effective system of emergency management.

If disruptions occur that affect delivery dates or quantities, suppliers must take appropriate action without delay.

If a supplier realizes that they cannot fulfill an agreement or commitment in spite of the action taken, they must notify their contact at Rohde & Schwarz in writing about the causes, without delay or prompting.

In addition, the supplier must provide information on the following when requested:

- Production capacity for backlog items
- Scope for partial deliveries
- Scope for reducing delivery lead time through express shipments

Escalation process: If it is not possible to agree on a solution, the contact must escalate the issue up the hierarchy – as far as the supplier's executive management if necessary.

5 Packaging

5.1 Definition of packaging

Suppliers must define parts-specific packaging based on environmental, economic and quality considerations. Specific requirements of R&S must be taken into account and clarified by the Supplier proactively with R&S, without the latter having to ask the Supplier to do so. The appropriate packaging must be selected to suit the goods and the type of shipping so as to ensure that the goods arrive at Rohde & Schwarz undamaged. In particular, sensitive mechanical or electronic components, modules or devices, as well as sensitive surfaces or materials must be protected against transportation risks. Rohde & Schwarz regulations aim to standardize delivery packaging so that, ideally, goods can go straight to production departments without having to be repackaged.

Principles:

- Avoidance of damage

The quality of goods must not be impaired through inadequate packaging or inadequate securing during transportation. Goods must be protected against jolts, vibration, compression, electrostatic discharge and environmental factors such as temperature, dust, dirt and moisture.

- Handling-friendly packaging

Loading units must comply with international standards, be stackable, ensure safe carriage by vehicles and by conveyance and storage systems, and enable easy loading and unloading. Easy removal of parts is possible.

- Avoidance and reduction of packaging

Packaging must be chosen in line with waste management targets defined in environmental legislation. Returnable packaging should be used where appropriate and economically feasible. Packaging and filling materials must be recyclable and used in volumes sufficient to properly protect the goods; excessive quantities of packaging and filling materials must be avoided. Reusable or returnable packaging should be used as a matter of preference. Please also refer to section 5.3.

5.1.1 Dimensions and weight of goods shipments on pallets

With the deployment of high-bay storage and conveying systems at Rohde & Schwarz, the company has standardized on the EUR flat pallet and the EUR box pallet. For suppliers based in Europe, the EUR flat pallet, the EUR box pallet and the half-pallet are mandatory. Projecting and overhanging elements must be avoided. Smaller loading units are generally permitted; larger units are only allowed if the goods' dimensions leave no alternative. Loading units must enable four-way forklift entry and have a minimum run-in height of 100 mm. The maximum gross weight of an EUR pallet is 900 kg. Exceptions up to 2000 kg are permitted to accommodate goods with larger dimensions.



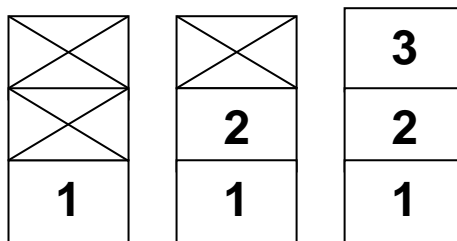
Packaging for individual items and secondary packaging must follow the same standards as RAKO small containers (see section below). The gross weight of individual items of packaging must not exceed 11 kg.

5.1.2 Formation of loading units

If a loading unit is modular and consists of a number of separate packages, these packages must be chosen to fit

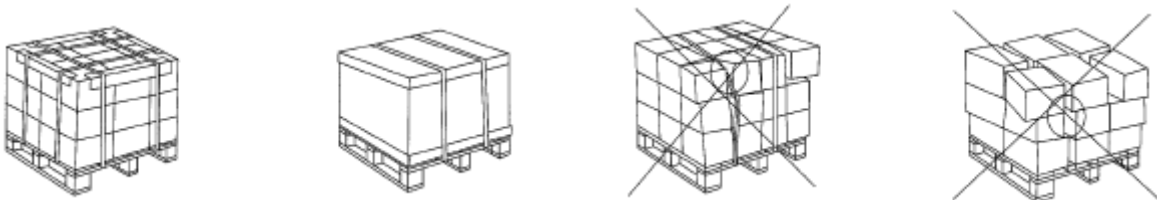
standard loading-unit dimensions (1200 x 800 mm; 600 x 800 mm).

Loading units must be stackable. Each loading unit must be marked to indicate its maximum superimposed load and/or stacking factor.

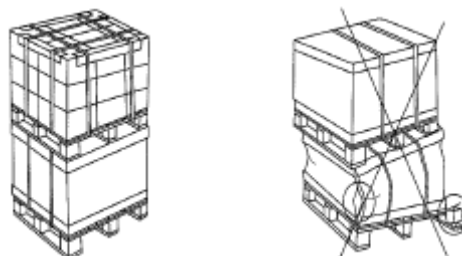


International symbols indicating stackability

The individual elements must be secured in such a way that they cannot slip during storage or transportation. Fasteners must be of a suitable type for securing the specific packaging format, weight and material. The packaging must not be damaged by the strapping used to secure it; if necessary, the corners must be reinforced. The Supplier must endeavor to make deliveries in one shipping unit.

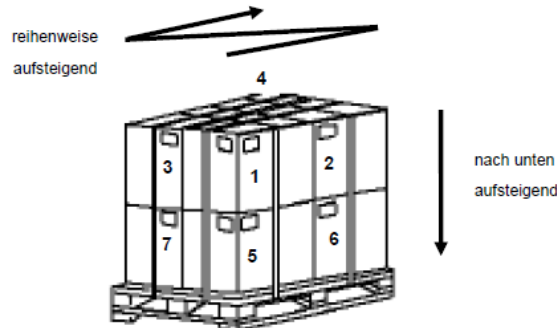


If several containers are stacked, heavier containers must be at the bottom and lighter ones at the top to ensure that they do not damage each other.



With goods requiring the tracking of serial numbers, containers must allow the processing of the goods according to the FIFO principle. To avoid Rohde & Schwarz having to spend unnecessary time locating items, containers of goods must be packed in such a way that the individual items of goods or packages are sorted by serial number. Those with most recent (i.e. highest) serial numbers must be on the bottom layer and those with the least recent (i.e. lowest) on the top. Within each layer, individual goods or packages must be sorted in

rows in descending order. The individual goods and packages must be marked with their serial numbers. The requirements are defined by the relevant Rohde & Schwarz quality management department in collaboration with logistics.



Mixed shipments must be packaged in such a way that goods of the same type are grouped together. It is especially important to ensure that every individual package in the shipment is labeled (see section 6.1). Shipments may only be collated if they are intended for the same unloading point.

For deliveries by truck, the Supplier must clarify in advance with R&S whether any plant-specific requirements can be met during unloading (e.g. no side unloading).

5.1.3 ESD protection

Suppliers must comply with ESD requirements as defined in the DIN EN 61340-5-1 standard. Direct-contact packaging should be conductive. If packaging is only anti-static (this is often the case with transparent IC tubes or pink polyethylene bags, for example), it must be enclosed additionally in conductive outer packaging. It must also always be marked with the ESD symbol.



Any pins or contacts must be protected against mechanical force.

5.1.4 Moisture protection

Components sensitive to moisture require special dry-pack packaging that conforms to the IPC JEDEC J-STD-033B standard, which prevents the connectors from oxidizing. If the packaging is damaged or not sealed properly, the goods' durability is reduced. The moisture sensitive level (declared by the manufacturer) is indicated on the goods labeling.



Caution
This bag contains
MOISTURE-SENSITIVE DEVICES



5.1.5 Corrosion protection

Metallic components must be properly protected against corrosion. This is especially important when they are transported by sea. We recommend using desiccants or VCI materials that are capable of being recycled along with cardboard.

5.1.6 Dangerous goods and materials

Packaging must conform to current construction, testing and use regulations for hazardous goods. The "European Agreement concerning the International Carriage of Dangerous Goods by Road" (also known by the French abbreviation "ADR") details special requirements for the packaging, securing and labeling of dangerous goods carried by road. Transportation by rail is governed by "Regulation concerning the International Carriage of Dangerous Goods by Rail" (RID). The international IMDG Code governs the transportation of hazardous goods by ships at sea. Packaging used for carriage by air must comply with IATA's Dangerous Goods Regulations (DGR).

The Supplier must supply the latest version of the MSDS in accordance with the legislation that applies in the delivery country concerned (in Europe, in accordance with REACH Regulation EC 1907/2006 Article 31 (9) (updating the MSDS) and Regulation (EU) 2015/830. The MSDS must be available in the local language of the location on the day of delivery to R&S at the latest. The Supplier shall update the safety data sheet immediately as soon as:

- New information that could have an impact on risk management measures or new information on risks becomes available
- Approval has been granted or refused
- A restriction has been imposed

5.1.7 Refrigerated goods

In cases involving goods requiring refrigeration, the delivery details must be clarified in advance with the buyer responsible.

This includes labeling, the date of delivery and temperature monitoring.

In general, goods must always be packaged in such a way that they remain sufficiently refrigerated in the packaging used for delivery for up to 24 hours after receipt.

Any dry ice used must be labeled in accordance with the statutory requirements.

5.2 Requirements for one-way packaging

5.2.1 Environmental protection and recycling

For Rohde & Schwarz and its suppliers, protecting the environment is an important concern. To avoid unnecessary impact on the environment, materials must be used that are environmentally compatible and recyclable. Packaging material must be marked with symbols recognized by the waste management industry (e.g. RESY or Dual System marks). Only as much packaging and filling material as necessary to protect the goods must be used; excessive quantities must be avoided.

Approved packaging materials:

- Wood in line with IPPC's ISPM 15 standard
- ABS, PE, PP, EPP plastics
- Steel and aluminum
- Cardboard that does not contain harmful substances
- Shrink wrap and stretch films
- Kraft paper filler materials

Materials to be avoided:

- Glass
- Minerals
- Textiles
- Polystyrene (PS, EPS)

Prohibited packaging materials:

- Coated or painted wood
- Cardboard with water-insoluble coatings or adhesives
- Polyvinyl chloride (PVC)
- Composite materials
- Filler made of newsprint or shredded paper
- Filler made of edible materials
- Used packaging

5.3 Requirements for returnable packaging

5.3.1 Standard load carriers

EUR flat pallets and EUR box pallets are governed by the regulations of by the European Pallet Association.

EUR box pallets

These are marked with the DB symbol, the EUR symbol and/or the EPAL symbol.

Outer dimensions: 1240 mm x 835 mm x 970 mm

Inner dimensions: 1200 mm x 800 mm x 780 mm

EUR wooden pallets

These are marked with the DB symbol, the EUR symbol and/or the EPAL symbol.

Dimensions: 1200 mm x 800 mm or 600 mm x 800 mm

Plastic packaging

Conductive plastic pallets or plastic containers with the standard dimensions of 1200 mm x 800 mm may be used.

5.3.2 Standard small containers

Information on where Rohde & Schwarz sources its small containers is available on request. All of the standard small containers used are conductive.

"R0": RAKO EL type R4312

Outer dimensions: 400 mm x 300 mm x 120 mm

Inner dimensions: 358 mm x 258 mm x 117 mm

"R1": RAKO EL type R6412

Outer dimensions: 600 mm x 400 mm x 120 mm

Inner dimensions: 558 mm x 358 mm x 116 mm

"R2": RAKO EL type R6422

Outer dimensions: 600 mm x 400 mm x 220 mm

Inner dimensions: 558 mm x 358 mm x 216 mm

"R4": RAKO EL type R6442

Outer dimensions: 600 mm x 400 mm x 425 mm

Inner dimensions: 558 mm x 358 mm x 422 mm

5.3.3 Standard lids

Information on where Rohde & Schwarz sources its standard lids is available on request. All of the standard lids used are conductive.

Lid EL type D4030

Dimensions: 400 mm x 300 mm

Lid EL type D6040

Dimensions: 600 mm x 400 mm

5.3.4 Returnable packaging

The standard carriers listed under 5.3.2 and 5.3.3 can be used as returnable packaging as part of a cycle in consultation with R&S. This packaging will be purchased and provided by R&S. The packaging provided will remain the property of R&S.

The procurement and specification of special inserts or returnable packaging shall be in consultation with R&S.

5.3.5 Storage of returnable packaging

Returnable packaging must be stored by the Supplier so as to rule out any sort of damage or contamination at every stage in the process.

The Supplier is required to inspect all incoming goods for defects affecting the returnable packaging and to report these directly to the R&S contact, including appropriate documentation.

5.3.6 Provision of returnable packaging

The Supplier is generally required to notify the responsible R&S contact in writing of any need for returnable packaging at least 5 working days before it is required.

Memmingen: leergut.memmingen@rohde-schwarz.com

Teisnach: leergut.teisnach@rohde-schwarz.com

Vimperk: leergut.vimperk@rohde-schwarz.com

6 Labeling

6.1 Labeling on goods

The smallest packaging units must be marked in a suitable place with a label that allows the goods to be identified without opening the packaging (important with SMD rolls). Labels must be sized so that they are not larger than the packaging to which they are applied and are readable for the human eye.

Materials with a minimum shelf life must be marked with the relevant date, even on the smallest packaging units.

Field label	Text	Barcode <small>Fehler! Textmarke nicht definiert.</small>
Rohde & Schwarz material number	X	O
Manufacturer part number	X	X
Manufacturer	X	O
Fill quantity	X	O
Date code or manufacture date (if relevant)	X	X
Serial number (if relevant)	X	O

Minimum shelf-life date (if relevant)	x	o
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(x) mandatory

(o) optional

¹ The following barcodes can be used at R&S: 2/5 interleaved, barcode 39, DataMatrix code, QR code

6.2 Labeling on packaging units

Each loading unit must carry a merchandise tag or label on two adjacent sides. On returnable containers, labels must be applied in the field provided using easy-to-remove, residue-free adhesive spots or strips.

The packages must be arranged on the carrier in such a way that the labeling of the individual packages can be clearly read from the outside.

The material used for merchandise tags or label must be robust enough to withstand environmental impacts and transportation, thus ensuring that tags are machine- and human-readable at the point of delivery. Elements used to secure loads (strapping, for example) must not prevent labels from being read.

Field label	Text	Barcode <small>Fehler! T extmarke nicht definiert.</small>
Supplier name or supplier number	x	o
Rohde & Schwarz material number	x	o
Manufacturer part number	x	o
Manufacturer	x	o
Fill quantity	x	o
Date code or manufacture date (if relevant)	x	o
Serial number (if relevant)	x	x
Net weight (weight excl. packaging)	x	o
Gross weight (weight incl. packaging)	x	o

(x) mandatory

(o) optional

¹ The following barcodes can be used at R&S: 2/5 interleaved, barcode 39, DataMatrix code, QR code

7 Delivery

Consignments must be handed over to the carrier in sufficient time to ensure that R&S receives the goods on the appointed delivery date.

7.1 Preferred carriers

To enable combined and optimized deliveries, Rohde & Schwarz prefers to use certain specific carriers to handle goods, depending on the weight and volume. Details of these carriers are available on request.

Exceptions are only permitted in justified cases and with the prior written consent of the R&S contact.

7.2 Shipping documents

Shipping documents must conform to the current purchase terms of the Rohde & Schwarz group of companies. In addition, suppliers must comply with the following requirements:

7.2.1 Delivery note

A delivery note cannot refer to more than one R&S order number. If possible, the delivery notes must also be enclosed directly with the goods in addition to in the dispatch envelope.

If materials have a limited shelf life, all minimum shelf-life dates must be included on the delivery note.

A comprehensive delivery note contains the following information:

Information on delivery note	Text	Barcode ¹
Delivery note number	x	o
Supplier name or supplier number	x	o
Sender's address	x	o
Sender's contact	o	o
Recipient's address	x	o
Rohde & Schwarz purchase order number	x	x

Rohde & Schwarz material number	x	o
Supplier's material number/goods description	x	o
Manufacturer (if distributors are involved)	x	o
Total quantity delivered	x	x
Date code or manufacture date (if relevant)	x	o
Serial number (if relevant)	x	x
Minimum shelf-life date (if relevant)	x	o
Gross and net weight of the shipping unit	x	o

(x) mandatory

(o) optional

¹ The following barcodes can be used at R&S: 2/5 interleaved, barcode 39, DataMatrix code, QR code

7.2.2 Dangerous goods documents

Suppliers are responsible for classifying goods, labeling them in compliance with regulations, ensuring that they are transported by permitted means, and obtaining the requisite transportation permits. They must also comply with the regulations laid down in the relevant hazardous goods ordinances (German Ordinance on the Transport of Dangerous Goods by Road, Rail and Inland Waterways, GGVSEB) (see also section 5.1.6)

Suppliers must provide forwarders with correct and complete hazardous goods documents and are liable for any damage resulting from failure to comply with statutory regulations.

7.2.3 Certificates of conformity (COC)

If a certificate of conformity is needed from a supplier, the Supplier must prepare one without delay at the request of R&S and make it available to the latter upon delivery, or at the time of delivery at the latest.

7.2.4 Customs documents

The Supplier is responsible for providing R&S, as the declarant, with all documents required for customs clearance, i.e. all documents required for export in the country of departure, where applicable for transit, and import into the destination country, in authorized form (electronically or as hard copies – copies or originals, signed or unsigned) and at the correct point in time.

Typical customs clearance documents include, in particular:

- The export declaration
- A commercial invoice (or, in the case of consignment deliveries or free samples, for example, a pro forma invoice)
- A packing list. A packing declaration

- A certificate of non-preferential origin or proof of preferential origin (as provided for in the applicable free trade agreements)

Any regional differences and resulting details must be coordinated with the R&S plant that will be receiving the goods.

7.3 Delivery

The exact delivery address, complete with the unloading point, is included with every single order. If the goods receiving hours are not stated in the order (e.g. in EDI orders), the following times apply:

Munich: Mon. – Thu.: 7:00 a.m. – 4:00 p.m, Fri: 7:00 a.m. – 3:00 p.m.

Memmingen: Mon. – Fri.: 7:00 a.m. – 3:00 p.m

Teisnach: Mon. – Thu.: 7:00 a.m. – 4:00 p.m., Fri: 7:00 a.m. – 12:00 noon

Vimperk: Mon. – Fri.: 6:00 a.m. – 5:00 p.m.

8 Supply logistics quality

Failures to comply with the logistics guidelines defined here are recorded during incoming goods inspections at Rohde & Schwarz and are classified according to an error catalog. The supplier is then notified in writing about any errors identified.

The Supplier shall be liable for any costs and/or damage incurred as a result of logistics errors based on the costs-by-cause principle.

If the requirements set out in this supplier logistics manual and any additional site-specific requirements are not met, R&S shall be entitled to refuse to accept deliveries.

Costs incurred by R&S as a result of deviations from valid requirements or as a result of other logistics errors may be charged to the Supplier responsible.

The supplier analyzes the causes and notifies their contact in operational purchasing at Rohde & Schwarz on how they intend to rectify the problem. Every error is documented for supplier evaluation purposes and negatively affects a supplier's quality performance rating.

9 Outlook

Rohde & Schwarz is engaged in ongoing efforts to improve its supply chain processes, companywide. As a result, the requirements that suppliers are expected to fulfill will change with time.

Comprehensive standardization of procurement and incoming goods processes and the expansion of consignment storage are enabling Rohde & Schwarz to implement lean processes in supply chain management.

By systematically stepping up supplier involvement and integration, Rohde & Schwarz is working to optimize its supply chain companywide.

The main focuses are:

- Shorter delivery lead times
- Continuous improvements to the quality of supply logistics in close collaboration with suppliers
- Introduction of more simplified consumption based supply models
- Such as reorder point planning or KANBAN
- Development and expansion of suppliers' e-business capabilities

Rohde & Schwarz regards active support from suppliers in the creation of new collaborative strategies as a valuable contribution toward successful long-term business relationships and takes this into positive account in its supplier ratings.