



## Returnable Packaging Logistics Guideline

HELLA Norm  
HN26130**Contents**

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**1 Process assignment acc. to HPH**

Business process: O2F-20 (Order, receive and replenish)  
 Main process: O2F-20-50 (Manage Warehousing)  
 Sub-process: O2F-20-50-30 (Manage Returnable Packaging)

**2 Purpose and scope**

This HELLA Norm applies to all FORVIA HELLA business divisions and its exchange partners. Any deviations from these established standards must be discussed and mutually agreed upon by both contracting parties.

This agreement on the use of returnable packaging (hereinafter: "Agreement") aims to define the booking, inventory, packaging request and account matching process for returnable packaging between FORVIA HELLA and Supplier and shall be signed by all suppliers that have returnable packaging from FORVIA HELLA.

The Agreement applies to all the returnable packaging which is agreed and used between the Supplier and FORVIA HELLA for the supply.

**3 Normative references**

HP-C-516 The basis for this Agreement is the "FORVIA HELLA Logistics Basis Procedure for Suppliers."  
 HN51020 Mandatory Recycling Markings on Packaging Materials  
 HF-02906 Returnable Packaging Logistic Agreement

Edition date:	Designer of the HN:	PDE of the related process:	PLD of the related process:
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## 4 Definitions and abbreviations

For this Guideline, the following definitions shall apply:

Guideline	The current Returnable Packaging Logistics Guideline
Parties	FORVIA HELLA and the Supplier;
Packaging	Returnable Packaging to be agreed between FORVIA HELLA and Supplier as listed in the Packaging List;
Packaging List	List of the agreed Packaging and communication data;
Packaging account	Supplier number + packaging identification + goods recipient;
Supplier number	Number of the Supplier in the FORVIA HELLA system;
Packaging Identification	Identification of the packaging in the FORVIA HELLA system;
Goods recipient	FORVIA HELLA a production plant (ship to party);

## 5 Booking Information

FORVIA HELLA receives from Supplier production materials which serve for production at FORVIA HELLA or are used in the products which are manufactured by FORVIA HELLA.

The parties agree that they will execute the details of the deliveries relating to the provision and use of returnable packaging under the contracts already agreed between FORVIA HELLA and Supplier in accordance with the provisions of this present Guideline.

FORVIA HELLA shall make available to Supplier information registered by the returnable packaging accounting system. The incoming and outgoing packaging in day-to-day business is recorded in the returnable packaging account.

The account is updated every time when returnable packaging is moved. The account records:

- The date of delivery (arrival at/departure from FORVIA HELLA);
- Packaging type and load unit (e.g. container, Euro pallet, cover lid, inserts);
- Quantity;
- Delivery notes number / pallet issue slip number.

Corrective bookings are made to record missing or destroyed packaging and to balance respective accounts, to guarantee the closeness of the system.

The responsible party shall bear the costs for any missing or damaged packaging. In case the responsible cannot clearly be defined, both parties shall bear the responsibility and costs equally. Additional procurement will be organized by the owner of packaging at the moment of the occurred problem.

### 5.1 Returnable packaging accounts

A packaging account is set up for every Supplier who delivers returnable packaging in FORVIA HELLA. The Supplier is given a separate packaging account for every type of packaging and every Goods recipient (plant within FORVIA HELLA), in which his Supplier number is assigned to the respective packaging identification and number of the Goods recipient.

FORVIA HELLA manages the returnable packaging accounts exclusively with the Supplier. No accounts are created for any forwarding agents commissioned. Any agreements between Supplier and forwarding agents about packaging are non-binding for FORVIA HELLA.

During empties processing, the Supplier meets all FORVIA HELLA requirements related to packaging account management without delay.

Any deviations from the defined "controlling returnable packaging" standard are only allowed with prior consultation and written approval from FORVIA HELLA

## 5.2 Account matching and keeping

The Supplier is not allowed to create a buffer stock of empties without approval from FORVIA HELLA. The Supplier shall only use returnable packaging for the delivery of products from the Supplier to the respective FORVIA HELLA company. No FORVIA HELLA packaging can be used for bank build unless bank build requested by FORVIA HELLA. If bank build needed (e.g. summer holidays), supplier procure own additional packaging on own costs or use approved and released alternative packaging for this special purpose on own costs.

The Supplier, for whom a returnable packaging account has been set up, receives an account statement with the movements of the past period for each packaging ID number. The statements will be created and sent to the Supplier with *monthly* frequency. FORVIA HELLA reserves the right to adjust the frequency at least once annually.

The account statement contains all the movements from the agreed period to proceed with the account matching. The account statement from FORVIA HELLA will be sent via email.

The account statements are to be checked immediately by the Supplier. Any objections by the Supplier must be raised within 5 working days after receipt of the account statement in writing, otherwise the account statement is deemed to be accepted by the Supplier.

Differences in movements, stocks and balances must be clearly stated in the objection.

If no discrepancies are communicated by the Supplier for 2 weeks, FORVIA HELLA will set up the movements, balance and stock as matched.

If discrepancies are found, the Parties shall work together to clarify the reason for the discrepancies and try to come to an agreement.

If FORVIA HELLA is responsible for the discrepancy, then the balancing of the account will be done by FORVIA HELLA, and the Supplier will be informed accordingly.

Unless the Supplier can prove that he is not responsible for the discrepancy, the costs of lost packaging shall be borne by the Supplier. If no response is received within two weeks, the balance will be deemed automatically accepted (tacit acceptance).

After solving all discrepancies, the packaging account is then given a new balancing date. This is the new base of the next period's account matching. After a new baseline is set, no changes from the previous period can be made to the accounts.

## 6 Packaging request

The Supplier must inform the FORVIA HELLA receiving plant (Goods recipient) of the quantity of packaging required for the delivery to the Goods recipient using FORVIA HELLA counterpart email address.

Packaging request should be addressed to FORVIA HELLA with minimum 5 days before the packaging must be sent out to the Supplier considering delivery time.

Delivery to the Supplier is carried out after his returnable packaging account has been checked and the packaging requirements have been determined by FORVIA HELLA.

The Supplier shall maintain open and timely communication with FORVIA HELLA regarding the status of shipments, any delays or issues encountered during transportation, and any other relevant information.

## 7 How to deal with returnable packaging shortages

The supply of parts must be ensured under all circumstances. If there are insufficient containers available for delivery at the scheduled time, the Supplier is required to contact their designated representative in Container Management and follow their instructions. Base of alternatives intructions is stated and described in Packaging Guideline.

Under these conditions, any additional costs incurred may be charged based on the polluter pays principle.

FORVIA HELLA will then objectively review the circumstances and will consider the following points:

- Whether the Supplier ordered sufficient containers in a timely manner;
- Whether a valid packaging data sheet (PDS) for the part exists;
- Whether, at the time of shipping, the Supplier did not have enough containers available according to the container account;
- Whether a valid delivery call-off had been raised for the date of the shipment.

## 8 Inventory by the Supplier

FORVIA HELLA has the right to demand physical stocktaking of the packaging by the Supplier by announcing the inventory 10 working days in advance. Such a physical key date inventory must be carried out once a year on the date specified by FORVIA HELLA.

An inventory list prepared by FORVIA HELLA will be sent via e-mail and it will form the basis of the inventory check. A confirmation of the inventory results is to be returned by the Supplier to counterpart email within latest next working day after the defined key inventory date. In case of account discrepancy the requirement for physical stock taking can be raised by FORVIA HELLA.

If no discrepancies are found during the physical inventory, this inventory list will be noted on the form and returned as confirmation from the Supplier to FORVIA HELLA within 5 days after the defined key inventory date.

If the inventory stocks are not communicated within 5 days after the defined key inventory date the stocks in the inventory list are regarded as accepted by the Supplier.

If the actual stock of packaging on the Supplier's side is larger than the stock of the inventory list, this packaging must be sent back to FORVIA HELLA within 2 weeks after the inventory result is accepted.

If the actual stock of packaging is lower on the Supplier's side, FORVIA HELLA reserves the right to prepare a cost overview of the packaging. This must be confirmed by the Party responsible for the deviation within 2 weeks of receipt. The deadline can be extended if valid arguments are presented by the Party responsible for the deviation.

Packaging losses incurred by the supplier will be assessed and charged according to the specific terms and conditions negotiated for each project.

Unless the Supplier can prove that he is not responsible for the losses, the costs of lost packaging shall be borne by the Supplier.

Invoices will be issued in accordance with the agreed terms with the supplier, based on the general payment conditions.

## 9 Changes made since the previous edition

- Remove all the Packaging Engineering topics from previous edition since HN51020 document was released;
- Focus only Container Management topics in order to reflect current way of working.