

**Guide for freight forwarders
in the provision of freight forwarding
services for the production sites of
VOLKSWAGEN Group Rus LLC
in Kaluga / Nizhny Novgorod**

Version 1.1

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1. Introduction

This Guide (hereinafter referred to as the Guide) establishes technical requirements for the provision of freight forwarding services by freight forwarders for production sites in the city of Kaluga / Nizhny Novgorod.

2. Basic definitions and abbreviations

Unless otherwise specified in the Guide, the terms and definitions used in it are applied in the meaning specified in PC FF, General purchase conditions of OOO Volkswagen CS/scope of general acquisition.

- Dimensions - internal dimensions of the vehicle body used to accommodate the Cargo.
- Non-returnable cardboard packaging - disposable packaging, is the property of the supplier and cannot be returned to the supplier, disposed of by the consignee.
- Complete cargo - cargo which is transported from the place of loading at the Consignor to the place of unloading at the Consignee.

Such transportation is carried out in cases where the cargo vehicle allows to accommodate all the goods of one Consignor or one consignment of the Cargo, while their unloading can take place at different warehouses of the Consignee.

If this condition is met, delivery is carried out according to the direct delivery schedule.

- Milkrun - the principle of organizing the flow of materials, when a vehicle passes through 2 or more delivery points and picks up and / or unloads the Cargo at each.
- Reusable packaging - a prefabricated pallet consisting of a metal pallet, a plastic lid and special plastic packaging for storing and transporting serial goods, as well as a metal container or other metal container made specifically for the transportation of special types of materials.
- Dangerous cargo - is cargo that due to its inherent properties could during transportation cause treat to human life and health, harm the environment, damage or destroy material values.
- Groupage cargo (Groupage transportation) is the transportation of consignments of goods from different senders in the same direction on one vehicle in cases where a consignment of goods from one sender is not enough to fully load the used cargo vehicle.

At the same time, the regional forwarder makes a decision on consolidation, subject to the agreed delivery time - the goods of several shippers in his special consolidation warehouse or on the assembly of a batch in turn at each of the suppliers' warehouses and subsequent delivery of goods to the recipient.

- Vehicles - vehicles, including trailers, semi-trailers and combined vehicles, which are used to transport goods for and on behalf of VOLKSWAGEN Group Rus LLC. One and the same vehicle can be used to transport at least one consignment of goods (full cargo - one consignor) or several (groupage cargo - several consignors).
- PC FF - Procurement conditions of VOLKSWAGEN Group Rus LLC for freight forwarding services.
- VGR - Volkswagen Group Rus LLC.
- Forwarder – a counterparty with that VGR has concluded a contract about freight forwarding.
- GT (Gebinde Typ) / - Gebinda -. Prefabricated pallet., Consisting of a pallet, a lid and boxes of plastic or polypropylene placed on the pallet.

3. Requirements for vehicles and types of vehicles

3.1 Requirements for vehicles

3.1.1. The possibility of side and rear loading / unloading is mandatory for all types of vehicles, except for LCV and FTL1.5, for which only rear loading / unloading is possible.

3.1.2. When transporting tires, vehicles of the FTL20 type must have reinforced sides and the possibility of rear loading.

3.1.3. The vehicle, including trailers or semi-trailers, must be clean and free of foreign objects.

3.1.4. The vehicle must comply with the latest requirements for emissions of harmful substances, have an engine class of at least EURO 4 and be in good condition, ensuring safe transportation with the possibility

of securing the Cargo placed inside the vehicle in accordance with block 5 of the Guide, and the smooth implementation of loading and unloading operations on points of receipt and shipment.

3.1.5. All vehicles must comply with the requirements of the applicable legislation (including the vehicle Regulations requirements about safety of wheeled vehicles

3.1.6. The vehicle must be equipped with appropriate communication means to identify the location of the vehicle. The preferred method is GPS with the provision of round-the-clock online access to the portal, which indicates in real time the exact location of the vehicle, the history of its movement since the beginning of the trip and the estimated time of arrival at the destination. The minimum data update rate is 1 time per 2 hours.

3.2 Types of vehicles

Below are the requirements for the dimensions and carrying capacity of the vehicle used for transportation under the Agreement.

Symbols used:

A - internal length

B - inner width

C - internal height

D - the inner length of the trailer for the Vehicle Type "Auto Coupling"

E - the distance between the wheel arches inside the van

F - the inner height of the trailer for the Vehicle Type "Auto Coupling"

The following types of vehicles can be used by the forwarder:

- LCV -

Dimensions:

A = 2 405mm

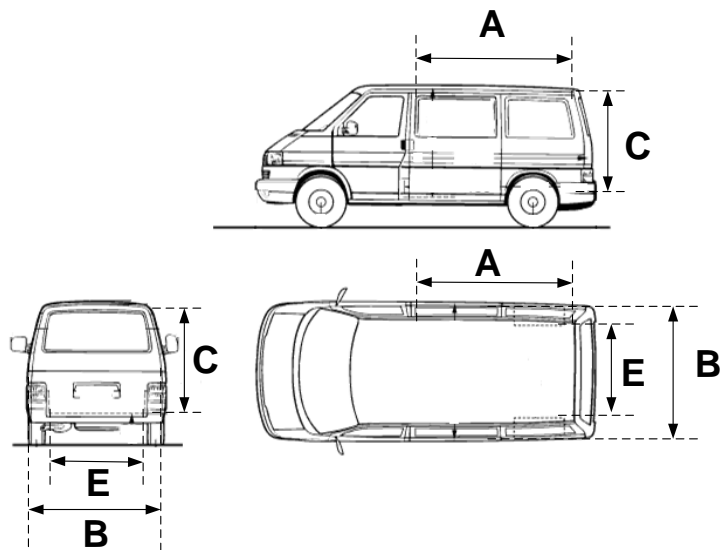
B = 1 620mm

C = 1 300mm

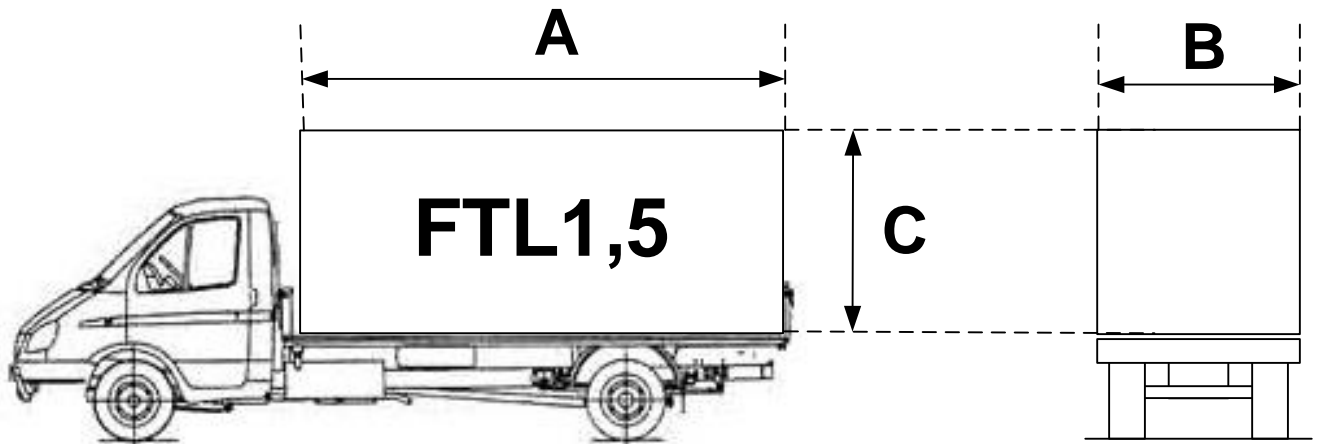
E = 1 220mm

Carrying capacity: 0.5 tons

Vehicle volume: 5.06 m3.



- FTL 1,5



Dimensions:

A = 3000mm

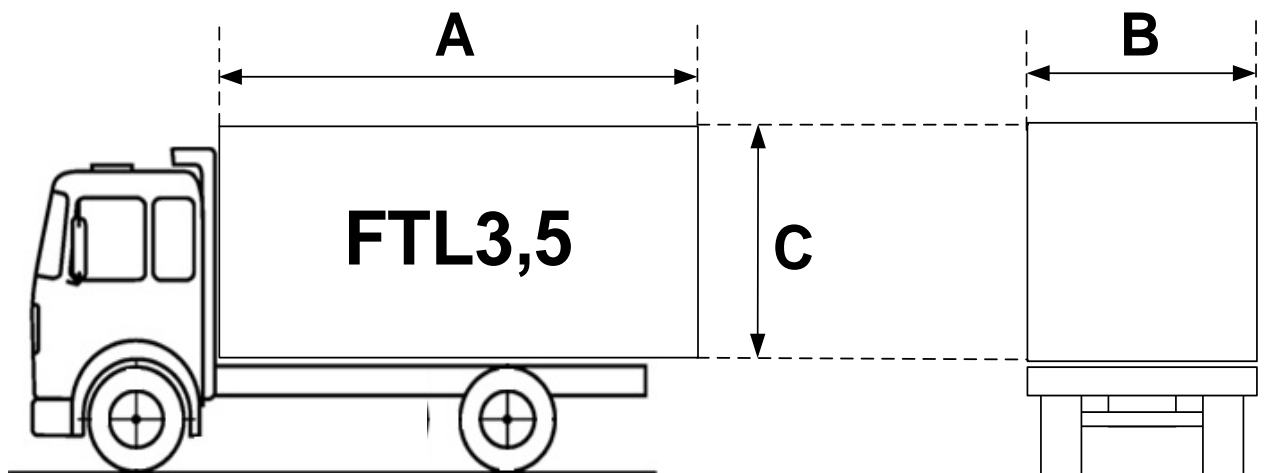
B = 1 850mm

C = 1 650mm

Carrying capacity: 1.5 tons

Vehicle volume: 9.15 m³.

- FTL 3,5



Dimensions:

A = 4000mm

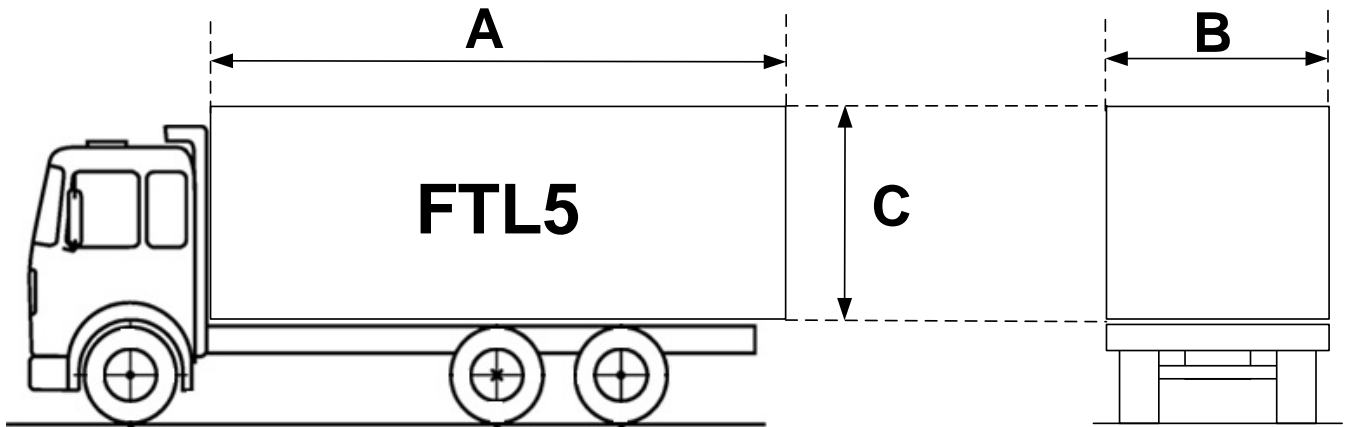
B = 2 200mm

C = 2 300mm

Carrying capacity: 3.5 tons

Vehicle volume: 20.24 m³.

- FTL 5



Dimensions:

A = 6 100mm

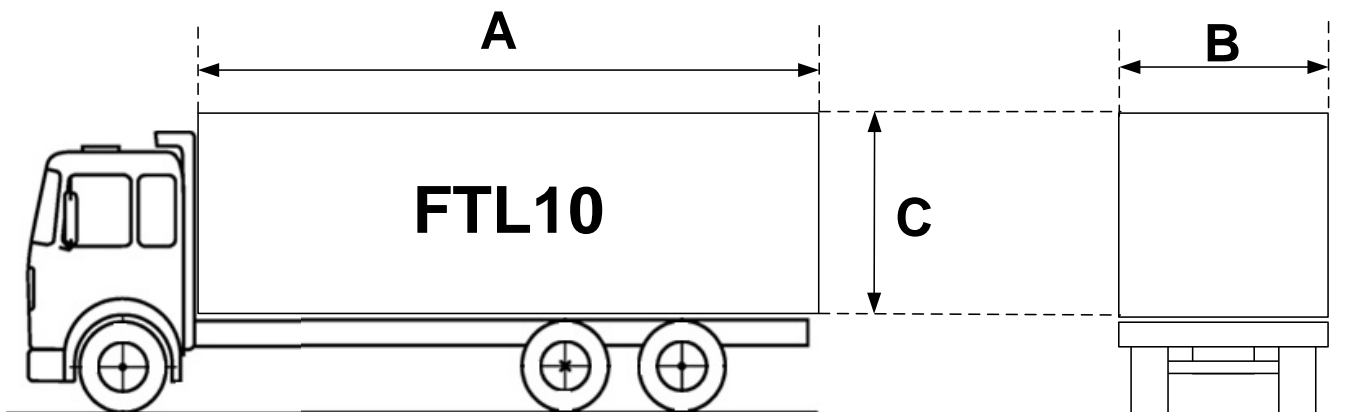
B = 2 450mm

C = 2 300mm

Carrying capacity: 5 tons

Vehicle volume: 34.37 m³.

- FTL 10



Dimensions:

A = 7 100mm

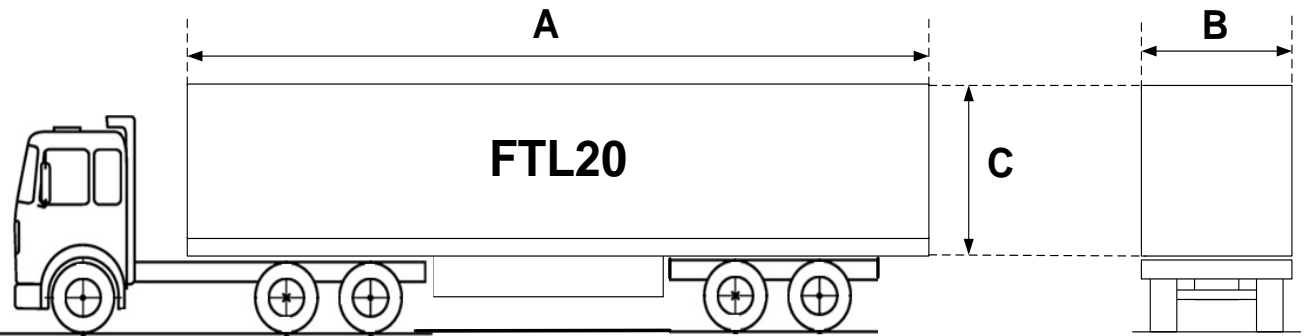
B = 2 450mm

C = 2 580mm

Carrying capacity: 10 tons

Vehicle volume: 44.88 m³.

- FTL 20



Dimensions:

A = 13 600mm

B = 2 450mm

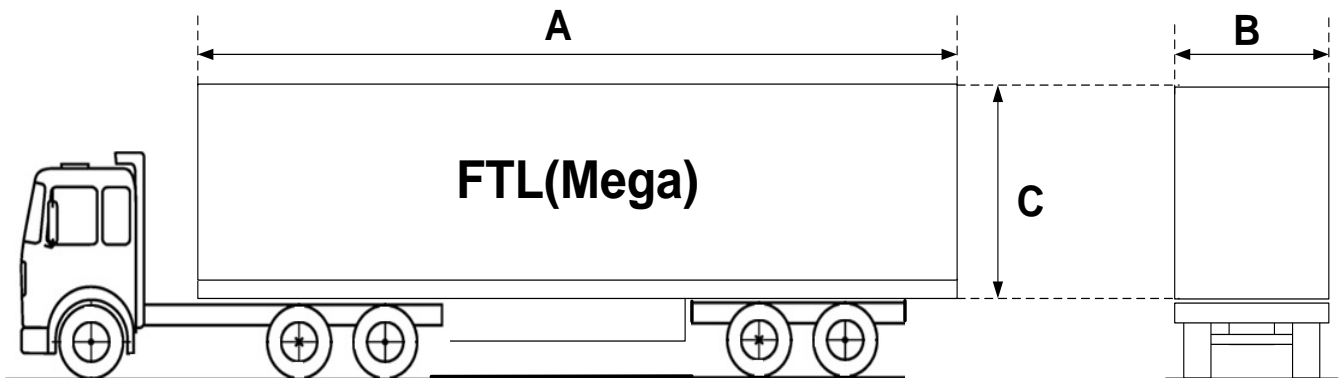
C = 2 700mm

Carrying capacity: 20 tons

Vehicle volume: 85.97 m³.

- FTL Mega

Prerequisite: working mechanism for raising the roof.



Dimensions:

A = 13 600mm

B = 2 450mm

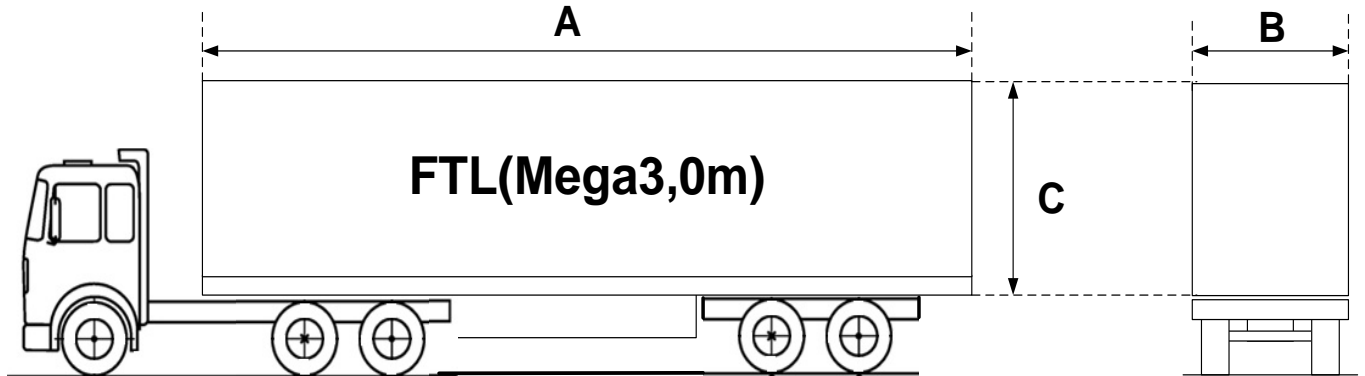
C = 2 950mm

Carrying capacity: 20 tons

Vehicle volume: 98.29 m³.

- FTL Mega 3.0

Prerequisite: working mechanism for raising the roof.



Dimensions:

A = 13 600mm

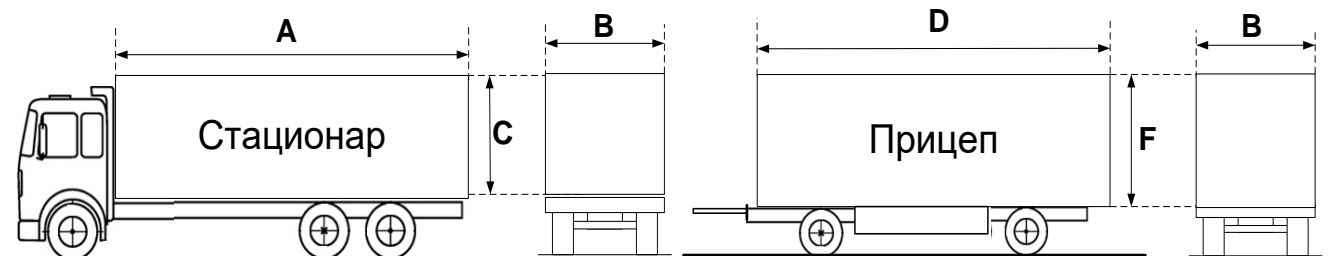
B = 2 450mm

C = 3000mm

Carrying capacity: 20 tons

Vehicle volume: 99.96 m³.

- FTL 20 Zug



Dimensions:

A = 7 100mm

B = 2 450mm

C = 2 850mm

F = 3000mm

D = 8000mm

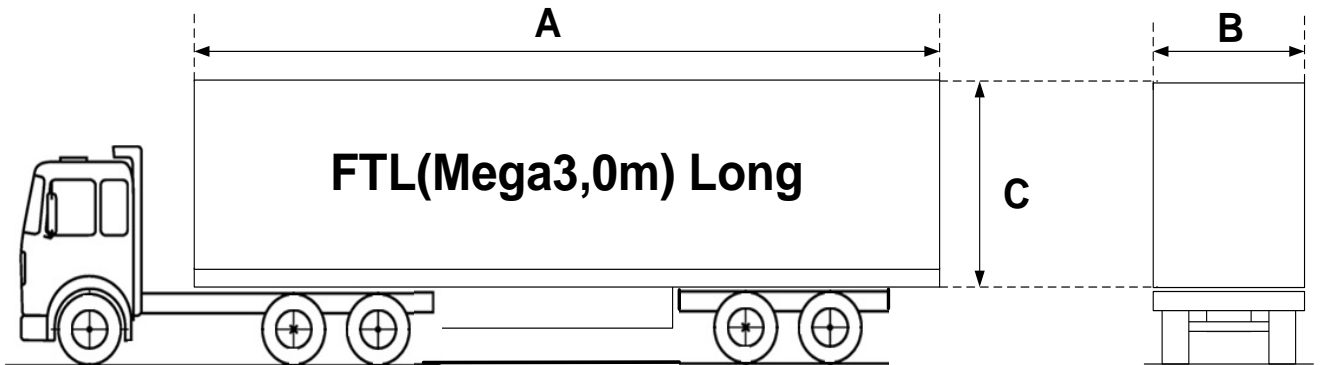
Lifting capacity (total): 20 tons

The volume of the Vehicle Stationar: 49.58 m³.

Vehicle volume Trailer: 58.80 m³.

Vehicle volume Total: 108.38 m³.

- FTL Mega Long



Dimensions:

A = 17,000mm

B = 2 450mm

C = 3000mm

Carrying capacity: 20 tons

Vehicle volume: 124.95 m³.

4. Packaging: types of packaging

Types of packaging used for the carriage of goods:

1. Universal packaging - the largest in terms of quantity and range of packaging used for various types of auto components (for example, packaging number 114888).



2. Special packaging - specially designed packaging that takes into account all the features of a particular auto component. Used primarily for one part name (example, packaging number 523500 designed to transport the dashboard).



3. Disposable packaging - cardboard or wooden packaging, used mainly as an alternative for one-time shipments, p. But in some specific areas, this type of packaging is approved as the main.



The following types of Cargo can also be transported in Gebinda:

- cargo with hazard class 9;

- materials:

- Epoxy resin,
 - An identification number:
 - UN3077;
 - Packing group: Packing group III;
 - Classification: M7;
 - Hazard identification number: 90;
 - Environmental hazard: Yes

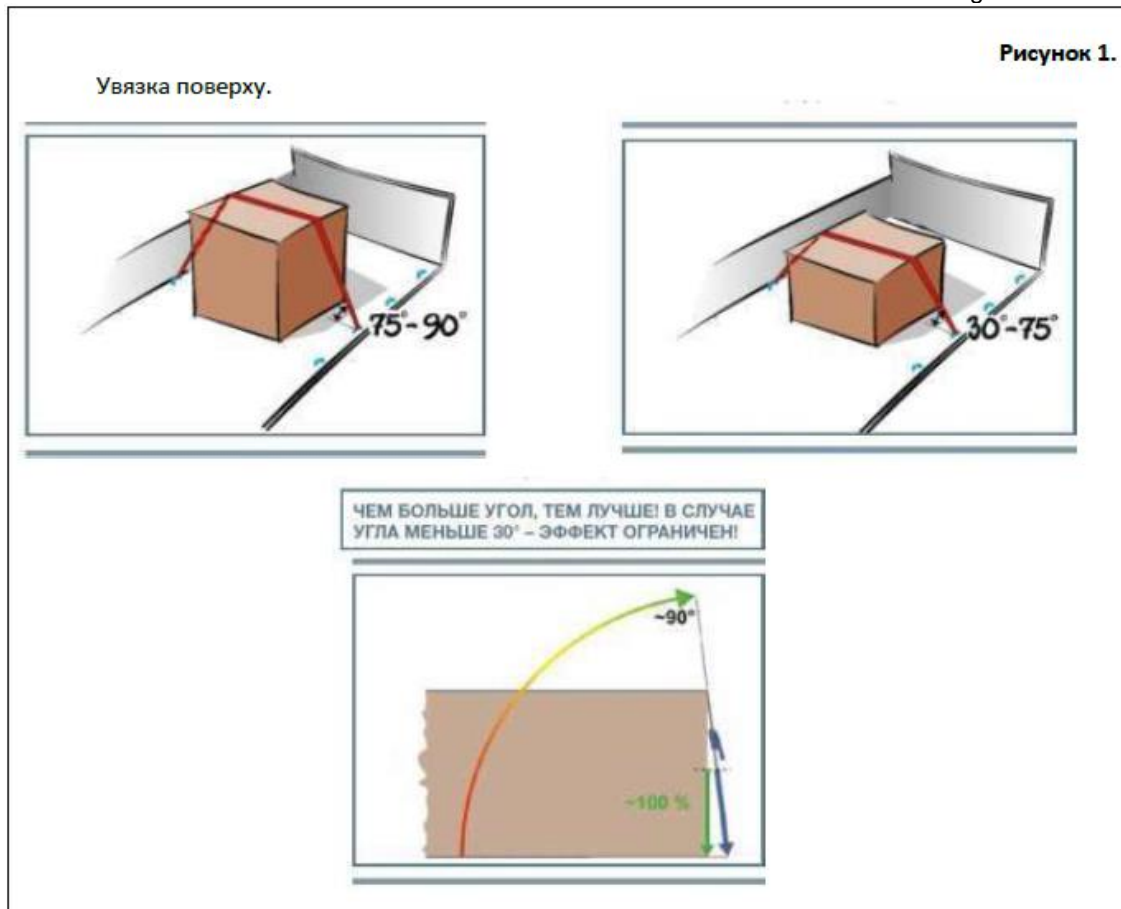
- Sealant / adhesive,
 - UN number: UN3077;
 - UN Shipping Name: Environmentally hazardous substance;
 - Hazard class (es) 9;

5. Cargo securing rules

Transportation of the Cargo is carried out only with the fastening of the Cargo inside the vehicle body, unless otherwise specified in the Contract. The method of securing the Cargo is determined by the driver of the vehicle in accordance with the requirements of the Guide and PC FF. The main criterion that the driver of the vehicle should be guided by is the presence or absence of free space in the body of the vehicle after loading, which may result in the displacement or fall of the Cargo from the packages with subsequent damage to the Cargo and packaging.

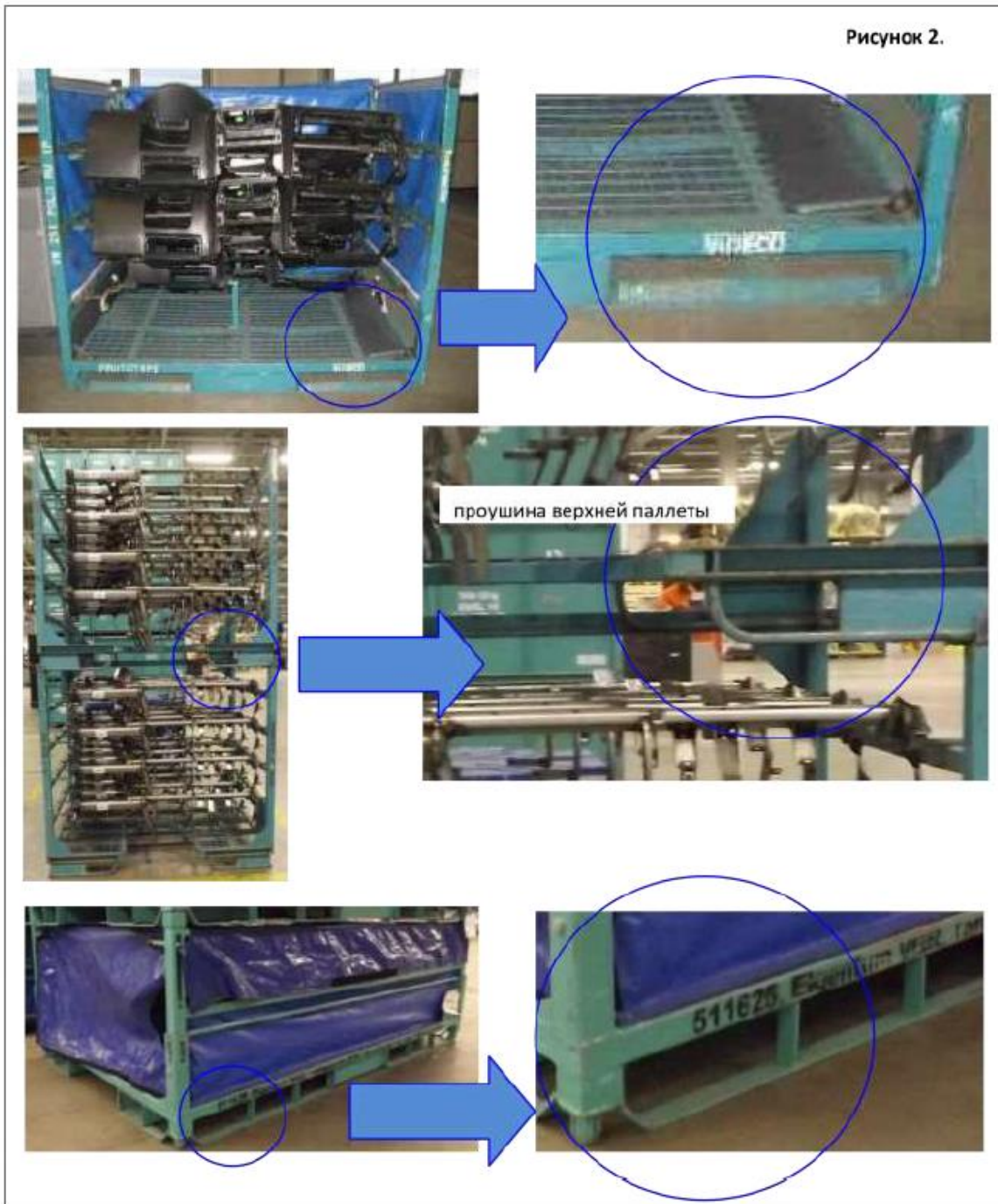
Load securing can be done by lashing packages (see Figure 1). A lashing is a method of restraint using means such as synthetic straps that keep it pressed against the load platform or any blocking device. Lashing straps must be positioned so that they only come into contact with the fixed weight and / or attachment points. They should not bend over soft objects, side bridges, etc.

Figure 1



The top tie method is used only for packaging with a rigid top frame that allows the tie to be made without contact with the material inside. If it is impossible to tie on top, it is necessary to fasten the load by threading the belt through special holes (eyes) in the package (see Figure 2). This method of fastening should be used only when transporting packaging in two or more tiers. In this case, fastening must be done through the lugs of the upper pallet (see Figure 2).

Figure 2



To secure the Cargo transported in a single-use package, it is possible to use intermediate blocking crossbars (see Figure 3). Intermediate blocking crossbars are used for securing the rear load, especially for securing the load on partially loaded vehicles. The intermediate fixing cross-members are installed on conventional longitudinal stops or in the sockets of demountable body pillars with tarpaulin or tarpaulin. This type of fastening can also be used for fixing other groups of packaging, provided that the vehicle is not fully loaded.

Figure 3

