

# Logistics manual BMZ Germany GmbH

Requirements for suppliers

The company BMZ Germany GmbH (BMZ)



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Logistics manual is approved by:

Michel Markowski  
(Head of Logistics)

Date: 26.06.2025

It is valid for BMZ Germany GmbH

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## Change history

Reason for the change	Chapter	Date
Logistics manual	Initial creation	17.03.09
Change of pallet height to 1.8 m Carton declaration with integrated Revision table	Amendment page 4 Pages 8 - 10	21.05.10
Processing fee adjusted, fee for incorrect handling	Page 6/7	25.05.11
Change of management	Page 2	05.05.12
Additions to point 4 Loading aids Additions to point 5 Information on delivery documents Addition of "Attachments" to content	Page 5 Page 6  Page 2	18.01.16
Opening hours WA changed to 16:00	Page 4	14.06.17
Address, picture label (without x before MAT No.)	Letterhead / Page 7	25.03.20
Attachments VDA Label created / Text corresponding. Changed Content aligned to the left	Page 9  Total	26.03.20
Addendum to the delivery notification	Total	07.04.20
Change of barcode font to Code39	Page 8	24.11.20
Addition of weights on all labels / text changed accordingly Adjustment of maximum weight to 800 kg Addition to the Management Board	Page 5/6 Page 8 – 10 Page 5 Page 2	01.12.20
Amendment BMZ Germany GmbH	Total	20.09.21
Date / Validity / Bank Details Updated	Page 1 / Footnote	27.09.21
Managing Director updated Delivery times updated Anlieferavis updated	Footnote Page 4	20.02.23
Logo updated Labeling of cartons updated	Total Page 6	10.07.24
Fax removed Tradelink contact person added	Page 1 Page 4	06.08.24
Item 2 Delivery Addresses & Item 6 Empties Management Added	Total	21.08.24
Bike Store delivery times added	Page 5	23.08.24
Business letter footer information removed Link added General Terms and Conditions of Purchase Change of contact person for empties Added collective email addresses Added bullet point Origin of goods with preferences Derogation Final provisions Final Sheet Added contact person for the logistics manual	Page 2 Page 5 Page 7 Page 8 Page 8 Page 8 Page 11 Page 11 Page 13 Page 10	26.05.25

## **1 General**

This logistics manual defines the general requirements that a supplier must meet with regard to the delivery of production parts and merchandise in order to enable successful cooperation.

The BMZ General Terms and Conditions of Purchase and the requirements for our suppliers set out here apply.

[www.bmz-group.com/index.php/agb](http://www.bmz-group.com/index.php/agb)

If requirements cannot be met, a written statement must be made.

## **2 Delivery Addresses**

The logistics manual is valid for delivery to BMZ Germany GmbH with the following locations:

BMZ Germany GmbH  
Gustav 1 colliery  
63791 Karlstein

BMZ Germany GmbH  
Evolution Center  
Am Sportplatz 28-30  
63791 Karlstein

BMZ Germany GmbH  
Service Center  
Gustav 1 colliery  
63791 Karlstein

BMZ Germany GmbH  
E-Bike Store Kleinostheim  
Lindigstr. 1  
63801 Kleinostheim

BMZ Germany GmbH  
Bike Store Wörth  
Willow hedges 8  
63939 Wörth a. Main

The unloading point and storage location can vary and must be observed. If the goods are unloaded at the wrong location, the additional costs incurred for factory transport will be charged to the supplier.

### **3 Delivery times**

BMZ Germany GmbH:

Monday – Friday	From 07:00 – 16:00
Breaks	From 09:00 – 09:20 From 12:00 – 12:30 From 2:30 p.m. to 2:40 p.m.

Bike stores:

Monday – Friday	From 10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. – 4:00 p.m.

**There is no acceptance of goods on public holidays!**

The objective is to fix a fixed delivery time 24 hours before delivery with the suppliers. This is done by BMZ partner Tradelink.

Notified and coordinated deliveries will be handled preferentially. Deliveries that have not been notified have to take longer downtimes into account during peak periods.

### **4 Anlieferavis**

Please contact Melissa Stolberg to activate your Tradelink account. She is your contact person for Tradelink.

Email: [Melissa.Stolberg@bmz-group.com](mailto:Melissa.Stolberg@bmz-group.com)

We also expressly refer to the obligations of the sender according to § 8 paragraph (1) No. 8 GGVSEB and ADR 1.4.2.1.1 b) (preparation of the ADR accompanying documents).

The sender is responsible for the accuracy of all dangerous goods information. BMZ does not assume any responsibility for incorrect or missing information!

## 5 Loading aids

- The BMZ delivery regulation has top priority if it is printed on the BMZ order. From this you can see the required load carrier and its marking.
- If no delivery address is given, please deliver to the order address.
- Please only use undamaged Euro pool pallets or identical ones; Length 1200 mm; Width 800mm; Maximum height 1100 mm
- The total weight of a pallet must not exceed 800 kg.
- The delivered pallets must not have any protrusions on either side.
- Please refer to Appendix 1 (BMZ Goods Tag VDA 4902 for loading aids)
- Preference should be given to small load carriers (KLT) for the delivery of goods.

Type	Internal dimensions (cm)			External dimensions (cm)			Volume (l)	Weight (kg)
	Length	Width	Height	Length	Width	Height		
KLT 3115 ESD	24,3	16,2	12,95	29,7	19,8	14,75	5,3	0,63
KLT 4047 ESD	34,5	26	12,95	39,6	29,7	14,75	13,2	1,2
KLT 6047 ESD	54,4	35,9	12,95	59,4	39,6	14,75	30,4	2,02

- The marking is carried out in accordance with Annex 2 (BMZ goods trailer VDA 4902 for small load carriers)
- The necessary KLTs will be provided by BMZ after a positive performance audit. These may only be used for transport between suppliers and BMZ.
- The KLT is ordered by the supplier from BMZ. Insufficient KLT at the supplier is not a reason for underdelivery or delivery failure. In this case, it must be delivered in alternative packaging agreed with BMZ.

## **6 Container Management**

BMZ Germany manages packaging accounts for all reusable packaging materials directly with customers, suppliers and freight forwarders. To check the actual available stocks, a monthly reconciliation is carried out.

Your contact persons for container management are:

Melissa Stolberg	Sascha Krause
Waldemar Wiesner	Daniel Schreck
Matthew Scott Harter	

E-mail: [BMZ-DE-ContainerManagement@bmz-group.com](mailto:BMZ-DE-ContainerManagement@bmz-group.com)

## **7 Necessary information on the delivery documents**

- BMZ order number
- BMZ article number
- Quantity
- Gross weight per package
- Delivery note number
- Supplier
- Number / type of reusable packaging e.g. Euro-Pal., KLT, etc.

Failure to comply will result in a €100 processing fee.

## **8 Transport Damage**

The supplier must ensure that the goods reach BMZ's place of delivery in proper condition. Damaged goods delivered can be returned at the expense of the supplier.

BMZ points out that undamaged goods from this delivery can also be refused acceptance.

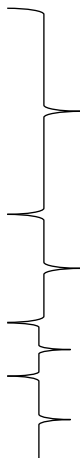
## 9 Defects

If repacking becomes necessary due to defects in the loading aids, the following conditions apply:

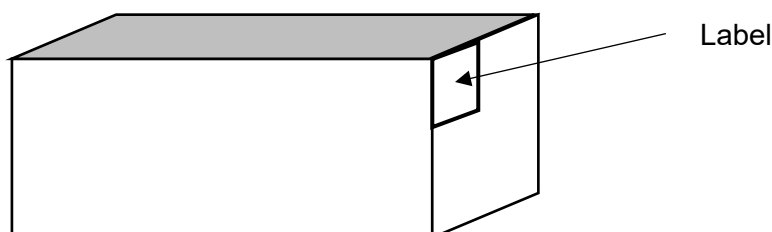
- Stabilizing pallets 30.00 € / Pal.
- Stabilizing and repacking pallets 50.00 € / Pal.
- Relabeling of cartons/pallets 50,00 € one-time + 5,00 € / label

## 10 Carton marking

- A white self-adhesive label measuring 80mm x 50mm is required
- Inscribed in Arial Black 14
- The label looks like this:

 <b>611144</b>		<ul style="list-style-type: none"> <li>• BMZ Art. No. as barcode (code 39) with plain text</li> </ul>
<b>Cover Disconnect Mini</b>		<ul style="list-style-type: none"> <li>• BMZ designation</li> </ul>
<b>MSD -</b>		<ul style="list-style-type: none"> <li>• Quantity per PU</li> </ul>
<b>Quantity per PU: 60 pcs.</b>		<ul style="list-style-type: none"> <li>• Weight per package</li> </ul>
<b>Net weight      Weight Gross</b> <b>800                850</b>		

- The label shall be affixed to the front of each carton.





- If the cartons are placed on a pallet, the labels can be seen from the outside.



- If you supply us with roll goods, such as strands or shrink tubes, we expect you to mark the roll core with the minimum information, if the specified label does not have enough space:
  - BMZ Art. No.
  - Quantity and unit per roll
  - Gross weight per package
- If you deliver us bulk quantities in boxes, bags or other containers as sub-packaging, these must also be affixed with the prescribed label. Again, you can apply the minimum information if there is not enough space for our label.
  - BMZ Art. No.
  - Quantity and unit per roll
  - Gross weight per package

## **11 Origin of goods with preferences**

- 11.1 All EU suppliers are encouraged to submit a Long-Term Supplier's Declaration (LLE) in accordance with the **Implementing Regulation (EU) No 2015/2447** to the Union Customs Code. If this is not possible, BMZ expects the submission of an individual supplier declaration and the indication of the respective country of origin of the goods on the delivery note. Explanations on the labelling of the countries of origin and the corresponding ISO-Alpha codes can be found on the homepage of the Federal Statistical Office:

[https://www.destatis.de/DE/Methoden/Klassifikationen/Aussenhandel/Downloads/laenderverzeichnis2025.pdf?\\_\\_blob=publicationFile&v=2](https://www.destatis.de/DE/Methoden/Klassifikationen/Aussenhandel/Downloads/laenderverzeichnis2025.pdf?__blob=publicationFile&v=2)

- 11.2 Further evidence, such as certificates of origin, must be provided if required.
- 11.3 If it is not true for certain item items in an individual case that an LLE exists, the Supplier is obliged, according to the declaration, to make these articles clear both on the order confirmation and on the delivery note by the note "no certificate of origin", "third country goods" or by deciphering the origin markings:

D = third country

E = European Community

EFTA = European Free Trade Association

(= European Free Trade Association)

- 11.4 In the event of non-compliance with these guidelines, the supplier shall be liable for any damage to BMZ resulting from this and for additional claims for foreign customs duties.

## **12 Derogation**

Other divergent declarations must be clarified in advance with BMZ.

## **13 Final provisions**

Changes may be made at any time, and the supplier will be informed of the changes in each case. The latest version is available on the website of BMZ GmbH ([www.bmz-group.de](http://www.bmz-group.de)).

If no objections have been received in writing from the Supplier within a period of 4 weeks after the notification has been sent, these Logistics Guidelines shall be deemed to have been accepted, even without further signature/confirmation from the Supplier.

If you have any questions about the logistics manual, please contact the contact persons listed below.

Michel Markowski  
**Head of Logistics**

Email: [Michel.Markowski@bmz-group.com](mailto:Michel.Markowski@bmz-group.com)

Julian Spitz  
**Process Manager Logistics**

Email: [Julian.Spitz@bmz-group.com](mailto:Julian.Spitz@bmz-group.com)

## 14 Attachments







Attachment 1:

### BMZ Goods Trailer VDA 4902 for Loading Aids

(1) Warenempfänger-Kurzadresse BMZ Germany GmbH Zeche Gustav 1 63791 Karlstein, Germany		(2) Abladestelle - Lagerort - Verwendungsschlüssel <b>LogZ, Wareneingang</b>	
(3) Lieferschein-Nr. / Bestellnummer (N) <b>121022</b> 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) <b>Firma Mustermann KG</b>	
(8) Sach-Nr. Kunde (P) <b>01234567890</b> 		(5) Gewicht netto 200	(6) Gewicht brutto 250
(9) Füllmenge (Q) <b>250 Stück</b> 		(7) Anzahl Packstücke 1	
(10) Bezeichnung, Lieferung, Leistung <b>Musterteil Ø 149 x 130 x 8</b>		(11) Sach-Nr. Lieferant <b>1234567890</b> 	
(12) Lieferanten-Nr. (V) <b>3700000</b> 		(13) Datum <b>26.03.2020</b>	(14) Änderungsstand Konstruktion A
(15) Packstück-Nr. (S) <b>1</b> 		(16) Chargen-Nr. (H) <b>12458</b> 	
(17) Firma Mustermann KG			

Attachment 2:

### BMZ Goods Trailer VDA 4902 for Small Load Carriers (KLT)

(1) Warenempfänger-Kurzadresse BMZ Germany GmbH Zeche Gustav 1 63791 Karlstein, Germany		(2) Abladestelle - Lagerort - Verwendungsschlüssel <b>LogZ, Wareneingang</b>		(3) Lieferschein-Nr. / Bestellnummer (N) <b>4589764</b> 	
(8) Sach-Nr. Kunde (P) <b>01234567890</b> 		(5) Gewicht netto 200		(6) Gewicht brutto 250	
(9) Füllmenge (Q) <b>1000 Stück</b> 		(10) Bezeichnung Lieferung, Leistung <b>Musterteil Ø 149 x 130 x 8</b>			
(12) Lieferanten-Nr. (V) <b>37001412</b> 		(4) Lieferantenanschrift (Kurzname, Werk, PLZ, Ort) <b>Musterbau GmbH</b>			
(15) Packstücknr. (M) <b>8154711</b> 		(13) Datum <b>31.10.2014</b>		(14) Änderungsstand A	
(17) Mustermann Musterbau GmbH		(16) Chargen-Nr. (H) <b>17B</b> 			

**As a supplier of BMZ Germany GmbH,  
please note the guidelines of the  
logistics manual!**

We are looking forward to another successful cooperation!



**BMZ Germany GmbH**

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63791 Karlstein, Germany**

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[www.bmz-group.com](http://www.bmz-group.com)**