

Anlieferrichtlinien / Guidance of Delivery

**Packaging and
Shipping Instructions**

Valid from January, 23, 2019

Advice

All full load trucks resp. direct delivery need to be advised at least 48 hours in advance stating pallet amount, item list (for example delivery note) and the Weltbild-order number.

All local means of transport and part loads with pallet shipments need to be advised at least 24 hours in advance stating the amount of packages and pallets.

Parcel deliveries need no announcement.

The advice should be conducted via E-mail, in special cases via telephone.

Advices for the following working day need to be completed until 2 p.m. and have to be confirmed by Goods receipt staff.

For full load trucks and direct delivery a slot with fix time will be termed.

Local means of transport and part loads receive a strict time window.

Dutiable goods have to be indicated. „No goods receipt for duty unpaid goods“

Contact:

Tel.: + 420 606076935

E-Mail: inbound@mcl-bor.cz

Times of Delivery:

Bor: Monday to Friday: 06:00 a.m. - 14:00 a.m

Exceptions have to be confirmed by our Logistics Service Provider.

Accompanying Documents

For each delivery both a carriage and a delivery note have to be issued. For a quick handling the delivery note has to be attached behind the carriage note and hand over to the staff of goods receipt at the beginning of unloading.

The following information need to be contained:

Waybill / Frachtbrief:	Shipping note / Lieferschein:
<ul style="list-style-type: none"> ▪ Forwarder ▪ Receiving Address ▪ Weltbild order number ▪ Quantity of packages per shipment ▪ Weight of shipment ▪ Volume of shipment in m³ ▪ Time and date of dispatch of the manufacturer (For the run time control) 	<ul style="list-style-type: none"> ▪ Number of delivery note ▪ Receiving Address ▪ Forwarder ▪ Weltbild order number ▪ Article description ▪ Weltbild item number ▪ Delivered quantity per item ▪ EAN - Code

Accompanying documents have to be signed legible (e.g. in case of damages in transit).

Packaging

- Collis or pallets need to include the same items
- All deliveries must be conducted on Euro-pallets in a perfect condition
- Incoming pallets have to be in a moveable and stackable condition (foiled)
- Pallets have to be wrapped with transparent foil
- The length and width of the pallets base shouldn't be stressed by the item stacks
- Mixed pallets have to be clearly indicated as mixed pallets
- Deviations will only be accepted in advanced consultation of the goods receipt staff
- The maximum stacking height is 1.400 mm incl. pallet (Exceptions e.g. for oversized products need an advanced consultation of the goods receipt staff).
- The transparent foil for fixation must not be fastened under the pallet blocks. The maximum weight per pallet must not exceed 1000 kg

A Euro-pallet isn't faultlessly, if

- A board is missing, broken or oblique
- A board is splintered, that more than one shaft of a screw or a nail are visible
- A block is missing, or is so damaged or splintered, that that more than one shaft of a screw or a nail is visible
- Apparently prohibited repairs or constructions have been conducted
- The overall condition of the pallet, that
 - The load capacity can't be ensured no longer
 - The loaded goods could get polluted

Pallet-Exchange

For deliveries free to the door Euro-pallets will always be exchanged. If our Logistic Service Provider doesn't give the advice to exchange the pallets directly, then storage costs will be charged.

Please notice:

A subsequently collection of the pallets at our Logistics Service Provider in case of a step to step exchange can only be conducted with the original incoming goods note, which was handed out to the driver before.

Labelling

Every pallet-unit needs to be labelled at least with the following information:

- Table of content and if necessary distinction of mixed pallets
- Weltbild item number(s)
- EAN - Code
- Quantity
- Gross weight of the date of dispatch (incl. pallet)
- The Weltbild item number must be clearly visible from outside or stated on a separate paper attached to the pallet. (only for pallets with the same items)

Every box-unit needs to be labelled at least with the following information:

- Table of content and if necessary distinction of mixed boxes
- Weltbild item number(s)
- EAN - Code
- Quantity
- Gross weight of the date of dispatch (incl. box)
- The Weltbild item number must be clearly visible from outside (only boxes with the same items)

Every single product must be labelled with the following information:

- EAN Code

Delivery

- The Delivery need to be conducted with vehicles, which are capable of ramp.
- Container can only be loaded rear fitting.
- Within part loads and pallet exchange the load need to be secured according to the StVo.

Receiving address

The receiving address is part of the order. With advice of the delivery to the goods receipt staff is authorised to detour the shipment to external warehouses.

Weltbild Logistikzentrum
CTPPark Bor Halle L
348 02 Bor u Tachova
Czech Republic

Cost Charging

We reserve the right to charge you with the costs in case of non-compliance to our packaging and delivery instructions, especially for deliveries with one-way pallets and defect Euro-pallets. The repackaging will be generally charged with 25 € per pallet.

Reasons for non-acceptance

- Wrong vehicle (no rear-fit loading possible)
- Vehicle with a loading sill deeper than 1,10m for small vehicles (like sprinter)
- No delivery on Euro-pallets
- Pallets loaded higher than 1,40 m
- The length and width of the pallets base shouldn't be stressed by the item stacks
- Delivery without confirmed date of advise
- Delivery beyond the received and confirmed time window (too late)
- The goods aren't accessible or are blocked by foreign goods
- Goods, pallets, or vehicles are damaged
- Obviously missing goods
- Missing or wrong delivery notes
- Delivery at wrong receiving address
- Delivery or performance of the driver is a risk for health and security
- Insulting or non-cooperative performance of the driver

Expressly statement / information:

- **The instructions are components of the delivery contract**
- **Non-Acceptance will be financially charged**

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