

## **Delivery guideline for self-collectors**

These minimum requirements for all self-collecting customers (in the following text named as “client”) and/or logistic service providers (in the following text named as “logistic service provider”) commissioned by them contribute with their arrangement, loadings and transports of products from Mohn Media Mohndruck GmbH safe, punctual and referring to all legal assignments.

The client is committed to inform the logistic service provider that this delivery guideline exists and that they have to follow the guideline. The client is liable for damages if they are caused because of non-compliance of the delivery guidelines.

This delivery guideline applies to all places of loading from Mohn Media Mohndruck GmbH and the Probind Mohn Media Binding GmbH (in the following text named as “loader”).

Changes or aberrations from this guideline must be approved by the loader in individual cases before loading.

### **1. Authorization for picking up the goods**

- 1.1.** At least 2 days before collection, the logistic service provider demands the reference number from the loader for each load. The loader informs the logistic service provider in time about the point for the reference numbers. It is mandatory that the point has to get information about the 6-digit Mohn Media job number and the suitable order number for identifying the right delivery.
- 1.2.** The logistic service provider gets the reference for loading as a loading date in general by email with all information about the loading and a fix date for pickup. It can be possible that there are arranged rules for changing the euro-pallets.
- 1.3.** The logistic service provider confirms the loading date by using the hyperlink in the email.
- 1.4.** If there is an access for the slotmanagement-system, the logistic service provider books the desired loading day and time with his access in the slotmanagement-system. This booking has to take place at least 24h before the loading date. For pickups on Saturdays and/or public holidays, this booking must be made at the latest 48 hours, for pickups on Sundays at the latest 72 hours before the loading date.
- 1.5.** If the logistic service provider creates a route scheduling with previous agreement, the following rules count:
  - 1.5.1.** The route plan is created by the logistics service provider on the basis of an Excel file provided by Mohn media.
  - 1.5.2.** Each truck loads just 38 pallettes even if the loading weight is lower than the maximum weight per truck.
  - 1.5.3.** If the logistic service provider wishes a loading order, the logistic service provider has to include it into the route scheduling.
  - 1.5.4.** Mohn Media has to get the route scheduling at least 3 weekdays before the first loading.
  - 1.5.5.** Once the route scheduling has been submitted, changes to the loading order are no longer possible.

- 1.6. The loaders loading staff will not accept any demands on the loading order by the truck driver at the ramp. The loading order from the route scheduling applies.
- 1.7. Postponements of loading slot must be communicated by telephone +495241/80-1001 or -3911 at least 4h before the start of the loading slot. After that, changes are no longer possible.
- 1.8. The loader can arrange divergent, order-related rules for periodical (e.g. magazines, brochures) with the logistic service provider if this is coordinated with the employer.

## **2. Constitution of the trucks to be picked up**

- 2.1. The trucks must be in a faultless, safe to operate condition and comply with the legal and governmental instructions as well as it has to conform to individual case arranged requests for the goods to be loaded (DIN EN 12642 XL). The trucks must be equipped with enough on-board load securing equipment in sufficient number and dimensions. Truck and loading safety agent must be in correct conditions.
- 2.2. Truck and loading area must be free of nails, clean swept, dry and drivable for industrial trucks and pallet transporter without difficulties.
- 2.3. The loader generally loads concise to the rear (exception roll paper), the provision of a loading area with continuous access is a prerequisite for this. Gooseneck trucks and/or jumbo trucks cannot be loaded.
- 2.4. Pre-loadings must be loaded and secured according to effective instructions, that the loader can load form-locking to the front. Because of responsibility reasons the loader does not change the order of pre-loadings.
- 2.5. Trucks that do not fulfill the above instructions will be dismissed. This also applies to faulty loaded pre-loadings according to Point 2.4.

## **3. Persons who are involved in the transport**

- 3.1. The logistic service provider shall only use a professional trained and qualified crew with a valid driver's license and work permit. The documents required by §7b of the Road Haulage Law must be carried and presented on request.
- 3.2. The logistic service providers crew can talk with the loaders crew in a suitable condition in German or English.
- 3.3. The logistic service provider undertakes to follow the legal orders and assignments regarding the driving times and rest-periods. The truck shall have enough free driving time before loading to leave the factory premises after the planned loading.
- 3.4. Apart from the driver, nobody is allowed to be in the collecting truck who are not part of the vehicle crew. The entrainment of animals is forbidden.
- 3.5. On the loader's factory premises counts a general alcohol- and drugs interdiction. Smoking is only allowed in separately marked smoking areas.

- 3.6.** The crew shall have the necessary protective equipment and shall wear a safety jacket and safety boots while on the factory premises.
- 3.7.** The instructions of the loaders qualified personnel must be followed immediately. The entrainment from all documents, allowances as well as protective equipment may be checked by the qualified personnel at any time and must be presented in full on request.
- 3.8.** The driver remains at the truck during the loading activity and supervises it.
- 3.9.** The driver shall ensure that the loaded goods are properly secured and, if necessary, follow the instructions of the loader's foreman/professional staff.

#### **4. Loading**

- 4.1.** The collecting driver shall report to the loading point of the loader at the specified timepoint on the factory premises from the loader 15 min before loading at the truck-gate. It is mandatory that the driver identifies himself with the 6-digit loading reference of Mohn Media.
- 4.2.** A tolerance of a maximum of 30 minutes is accepted (starting point see 4.1).
- 4.3.** Not on-time posed trucks get new loading times from the loader. The caused risks and/or costs also obverse third for the noncompliance of arrival-times strike the client.
- 4.4.** The ramps from the loader are designed for a quick attention handling of the production volume. If a collection does not take place on-time, the loader reserves the redistribution with costs into a field warehouse, to not slow down the production process. The corresponding additional costs shall be borne by the client.
- 4.5.** If a collection does not take place on-time, the loader reserves the right to invoice the efforts due to the preparation/furnishing and restorage of the planned picked up palettes.

#### **5. Other agreements, documentation**

- 5.1.** The German Road Traffic Regulations (StVO) apply on the company premises of MOHN Media Mohndruck GmbH and its operating sites. Accidents and damages are to be reported directly to the loaders works fire brigade under 05241/80-3111, regardless of who caused them.
- 5.2.** At the loading point, the driver receives the delivery note with all necessary information as well as a bill, in case of shipment to a third country, and if necessary an export accompanying document.
- 5.3.** In case of an EU-abroad shipping, the client makes sure that the loader receives the shipment proof within maximum four weeks after finishing the transport.

In case of noncompliance of these delivery guidelines the loader is authorized to refuse the loading and to reject the truck. Any consequential additional costs, additionally valid sales tax, are invoiced the client according the following table of dues.

Truck comes forward without a loading reference (irrespective of waiting-/loading-time)	40,00 EUR per truck
The picking up truck misses the loading slot for more than 1h	40,00 EUR per truck/hour
Goods are not picked up and must be removed from storage	9,00 EUR per pallet
Effort for again furnishing the goods	9,00 EUR per pallet
Not changed pallets are not lead back to the loader Within four weeks after loading or returned euro-pallets are no longer exchangeable	9,80 EUR per pallet
Trucks/drivers do not fulfill the requests of this guideline. (points 2 and 3)	40,00 EUR per truck
Missing carrier's receipt/proof of success	25,00 EUR per delivery