

Shipping guidelines for self-collection

These minimum requirements for all self-collecting customers (hereinafter the “Customer = C”) and/or a logistics service provider contracted by them (hereinafter the “Logistics Service Provider = LSP”) contribute, with their regulations, to the safe and punctual loading and transportation of MOHN Media Mohndruck GmbH products in accordance with all legal requirements and guidelines.

The **Customer** is obliged to notify any **Logistics Service Provider** contracted by him of these shipping guidelines and ensure that they comply with these guidelines. The **Customer** shall be liable for any damage caused as a result of his non-compliance with the shipping guidelines.

These shipping guidelines apply to all distribution terminals of MOHN Media Mohndruck GmbH and Probind Mohn Media Binding GmbH (hereinafter referred to as the “**Shipping Agent**”).

Any changes or alterations to these guidelines must be approved by the Shipping Agent prior to distribution in each instance.

1. Authorisation to collect goods

- 1.1 At least 2 working days prior to collection, the **LSP** shall request a reference number from the **Shipping Agent** for each consignment. The **LSP** shall be notified in good time by the **Shipping Agent** of the reference numbers. The **issuing agency (generally transport management)** must provide the 6-digit Mohn Media reference number and corresponding order number to ensure correct delivery.
- 1.2 The **LSP** will typically receive the loading reference by email, with all shipping details and a **binding** collection date and delivery time. Any conditions regarding an exchange of Euro pallets are agreed here.
- 1.3 The **LSP** will confirm the loading date by using the hyperlink contained in the email.
- 1.4 Upon agreement with the **Customer**, the **Shipping Agent** may agree separate, order-related conditions for periodicals (e.g. newspapers, brochures) with the **LSP**.
- 1.5 If route planning is provided by the **LSP** upon prior arrangement for larger consignments, these should also include the loading sequence for the vehicles.

2. Condition of vehicles being collected

- 2.1 Vehicles must be in an undamaged, safe to operate state and conform to legal provisions and government regulations as well as the agreed conditions for the goods to be loaded (DIN EN 12642 XL). Vehicles must be fitted with an adequate quantity of sufficient, on-board secure loading devices and dimensioning. Vehicle and cargo securing equipment must be in a suitable condition.
- 2.2 Vehicle and loading area must be free from nails,

- 2.3** The Shipping Agent shall generally load flush to the front of the vehicle (excluding paper rolls), therefore a directly accessible loading area is required. So-called swan neck trailers and/or jumbo vehicles will not be loaded.
- 2.4** Other previously loaded goods must be loaded and secured in accordance with applicable guidelines so that the Shipping Agent can store new goods as close to these as possible. For legal reasons, the Shipping Agent shall not tamper with any previously loaded goods.
- 2.5** Vehicles which do not meet all of the above requirements will be rejected. This also applies to incorrectly loaded/secured goods previously loaded under point 2.4.

3. Duty of persons involved in transport

- 3.1** The **LSP** shall only employ trained and qualified drivers with a valid driving license and work permit. In accordance with Section 7b of the Road Haulage Act, the driver must carry the required documents with them and present them upon request.
- 3.2** The **LSP's** drivers must be able to communicate with the Shipping Agent's staff in German or English.
- 3.3** The **LSP** is obliged to conform to all legal requirements and guidelines regarding driving and rest periods. Prior to loading, the vehicle must have sufficient available driving time in order to leave the Shipping Agent's premises after unloading.
- 3.4** No unauthorised persons apart from the driver are permitted in the collecting lorry. Transportation of animals is not permitted.
- 3.5** A general ban on alcohol and drugs shall apply for the Shipping Agent's premises. Smoking is only permitted in designated smoking areas.
- 3.6** Drivers must possess the necessary protective equipment and wear safety shoes and a visibility vest whilst on the premises.
- 3.7** The instructions of personnel at the Shipping Agent's premises must be followed. All documents, permits and protective equipment may be checked by Shipping Agent personnel at any time and must be shown in full upon request.
- 3.8** The driver shall remain next to the vehicle during loading activity and supervise this.
- 3.9** The driver shall ensure correct securing of goods loaded and shall follow any instructions given by the Shipping Agent's loadmaster/employees.

4. Loading

- 4.1** The collecting driver shall report to the Shipping Agent's loading bay at the designated time and shall wait at the lorry gates of the respective loading bay 15 minutes prior to the loading time.
- 4.2** A maximum allowance of 30 minutes for vehicle provision is permitted.

4.3 Lorries arriving outside of agreed times will be assigned a new loading time at the Shipping Agent's discretion. The Customer shall bear the risk and/or costs arising as a result (including those of third parties) of non-compliance with arrival times.

4.4 Shipping Agent dispatch ramps must be laid out for quick unloading of production quantities. If a collection does not take place at the agreed time, the Shipping Agent reserves the right to relocate goods to an external warehouse so as not to delay the production process. The **Customer** shall bear any additional costs.

5. Other arrangements, documentation

5.1 The German Road Traffic Act (StVO) shall apply to all premises and production sites of MOHN Media Mohndruck GmbH. Accidents and damages, regardless of person responsible, must be reported to the Shipping Agent's plant fire brigade by phone on 05241/80-3111.

5.2 The driver shall receive a delivery note at the loading bay with all necessary details including an invoice for third-country (non EU) deliveries, and an export accompanying document where required.

If the Shipping Agent does not announce the export himself, the Customer has to ensure that the Shipping Agent receives the according export notice or an alternative export certificate within a maximum of four weeks on conclusion of the transport.

5.3 For deliveries within the EU, the Customer shall ensure that the Shipping Agent receives the necessary entry certificate / carrier's receipt within a maximum of four weeks from the completion of transport.

In the event of non-compliance with these shipping guidelines, the Shipping Agent is entitled to refuse shipment and reject the vehicle. Any costs arising as a result, including the respective statutory value-added tax, will be calculated by the Customer based on the following table of charges:

Lorry reports without a loading reference (regardless of waiting/loading time)	40.00 € (euros) per lorry
Lorry arrives more than 1 hour too late	40.00 € per lorry / hour
Goods are not collected and must be outsourced	9.00 € per pallet
Non-exchanged Euro pallets are not returned to the loading bay after loading within four weeks or returned Euro pallets are no longer exchangeable	9.80 € per pallet
(Lorry) drivers do not meet the requirements of these guidelines (points 2 and 3)	40.00 € per lorry
Missing entry certificate/carriers receipt	25.00 € per delivery