



Appendix 5: Location specific forwarding instructions

Valid for location HZB Bremen / Division C

Version: 25.07.2018

1. Necessary additional documents for the goods receipt

- Delivery note and fully completed waybill.
- Waybill must contain all necessary information for the recording into the tool Assist (credit note procedure). To post-record shipments in Assist, proofs of delivery are necessarily required and have to provide by the transport service provider.
- Deliveries with missing delivery notes will result in a refusal of acceptance.
- Handover of TOMS-note.

2. Requirements for the forwarder

- Register process:
 - Driver registers himself at the CPC (house number 3)
 - Driver gets a number for the unloading sequence.
 - If a ramp gets free, a number will be called up for unloading.
 - During the unloading, the delivery notes get an IPPC Stamp. This is not the proof of the delivery.
 - After receiving this stamp, the driver goes thru a door to the office container of the LemLog to overhand all documents.
 - The proof of delivery will be received in the office container.
- All passengers have to wear the reflective vest (Norm EN 471) and safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345) when leaving the truck.

3. Contact

Function	Name	Phone +495474 / 60	E-Mail
Freight management	Fr. Weghorst	-5103	angela.weghorst@lemlog.com
Empties	Hr. Ermandraut	-5106	juri.ermandraut@lemlog.com
Inbound			
	Fr. Weghorst	-5103	angela.weghorst@lemlog.com
	Hr. Arulrajah	-5103	anushanth.arulrajah@lemlog.com



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4. Opening hours goods receipt

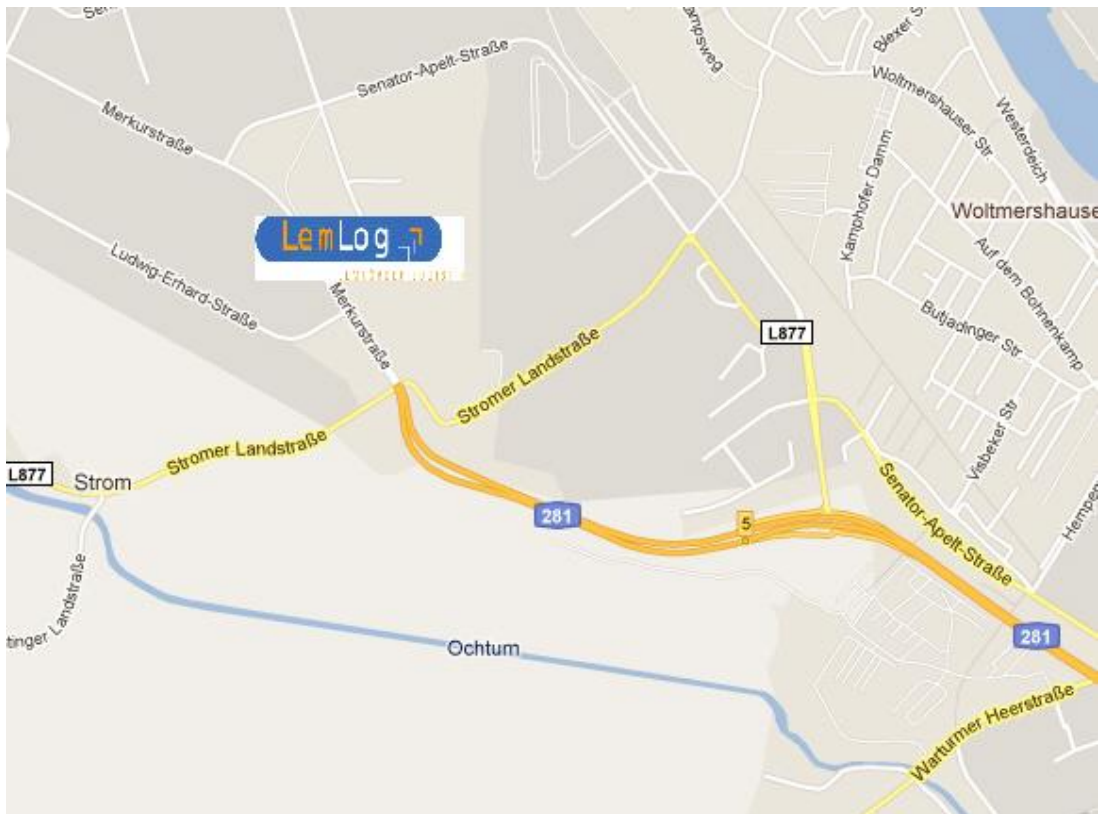
Goods receipt	Opening hours		Comment
Location	Working day	Time	
Ludwig-Erhard-Str. 3, 28197 Bremen	Mo – Fr.	7:00 – 17:00 h	CPC Cargo Center GmbH

5. Opening hours outgoing goods

Outgoing goods	Opening hours		Comment
Location	Working day	Time	
Ludwig-Erhard-Str. 3, 28197 Bremen	Mo – Fr.	7:00 – 17:00 h	CPC Cargo Center GmbH

6. Directions

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7. Additional information and requirements

- The contractually defined transit times must be adhered to ensure delivery by sea.
- Delayed deliveries will may cause special transports, like air freights, to the plants in overseas. The transport service provider, as described in the service agreement, will incur this.
- Every delay has to be reported immediately by the transport service provider, so that the plants in overseas can be informed proactively to may avoid air freight costs. Proactive shipment tracking by the transport service provider and proactive action to catch up delays and avoidance of air transport costs are required.
- Transport days are the days of the week, namely from Monday until Friday. Saturdays, Sundays and holidays extend the stated due dates by the respective number of days.
- Loading and unloading is in general not possible on Saturdays.
- Delivery after the official opening times of the incoming goods must be notified in advance, otherwise it is not possible to unload the truck in any case.
- Requirements to the vehicle: Tautliner and Curtainsider are preferred.