



## Valid for location Bielefeld / Division T

Version: 01.03.2015

### 1. Necessary documents for the good receipt

- Waybill for every goods receipt
- Delivery notes
- Customs documents

### 2. Requirements for the equipment of the forwarder

- Only sideway (lateral) loading and offloading of canvas cover trucks possible
- No processing of box trucks

### 3. Requirements for the forwarder

- For a delivery the service provider has to book a time slot on the Internet platform from Transporeon. Without a time slot booking an unloading of the trucks is not possible.
- All deliverer (truck, Bully, passenger car, ...) have to carry the following equipment when entering the plant
  - Reflective vest ( Norm EN 471)
  - Safety shoes (DIN EN ISO 20345 / obsolete: DIN EN 345)

All passengers have to wear the reflective vest and safety shoes when leaving the truck.

### 4. Contact

Function	Name	Phone	Fax
Logistics management	Mr. Jürgen Palupski	(+49521) 41703-19	- 770019
Inbound	Mr. Kratky	(+49521) 41703-241	- 770241
Dispatch	Mr. Grübel	(+49521) 41703-21	- 34
	Ms. Vogel	(+49521) 41703-25	- 34
	Mr. Starck	(+49521) 41703-23	- 34
Reception/ Registration	Gatehouse, Main office	(+49521) 41703-0	



## Appendix 5: Location specific forwarding instructions

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### 5. Opening hours

**Goods receipt:**

7.00 h - 14.30 h      Mon-Thu

7.00 h - 13.30 h      Fri

Variations must be arranged with the goods receipt (e. g. in the case of express freight or special freight)