

Valid for location HZB Bremen / Division C

Version: 22.02.2020

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 be provided by the transport service provider.
 - Deliveries without delivery notes will result in a refusal of acceptance.
- Handover of TOMS-note.

2. Requirements for the forwarder

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.

- Registration disposable goods, Ludwig-Erhard-Str. 3:
 - Driver registers himself at the CPC office.
 - 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 delivery.
 - After unloading the driver receives a proof of delivery by the CPC-employee.
 - For inner German transports no CMR's will be signed but the consignment note.
- Registration returnable packaging and customs goods, Ludwig-Erhard-Str. 1a:
 - Deliveries with returnable packaging as well as customs goods will be unloaded by LemLog directly.
 - The driver receives the proof of delivery directly by the LemLog employee
 - Further requirements as described under „Registration disposable goods“

3. Contacts

Function	Name	Phone 05474 / 60	E-Mail
goods receipt and und empty packaging	Fr. Sonja Clausen	-5107	Sonja.Clausen@lemlog.com
Team leader warehouse	Hr. Juri Ermandraut	-5106	Juri.Ermandraut@lemlog.com

Appendix 5: Location specific forwarding instructions

4. Business hours goods receipt

Goods receipt	Business hours	
Address	Workdays	Time
CPC Cargo Center GmbH Ludwig-Erhard-Str. 3 28197 Bremen	Mo – Fr.	7:00 – 17:00
<u>returnable packaging and customs goods:</u> Lemförder Logistik GmbH Ludwig-Erhard-Str. 1a 28197 Bremen	Mo – Fr.	7:00 – 17:00

5. Business hours outgoing goods

Outgoing goods	Business hours	
Address	Workdays	Time
CPC Cargo Center GmbH Ludwig-Erhard-Str. 3 28197 Bremen	Mo – Fr.	7:00 – 17:00
<u>Special freight collection & Return deliveries:</u> Lemförder Logistik GmbH Ludwig-Erhard-Str. 1a 28197 Bremen	Mo – Fr.	7:00 – 17:00

6. Directions



Appendix 5: Location specific forwarding instructions

7. Additional information and requirements

- The contractually defined transit times need to be observed to ensure delivery by sea.
- Delayed deliveries will may cause special transports like air freights to the customer plants in overseas. The transport service provider will incur this as described in the service agreement.
- 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.
- In general Loading and unloading is not possible on Saturdays.
- Delivery after the official opening hours 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.