

Delivery Guidelines

State 10.2022

Delivery address	RungeVA / MSR / Impetus Inbound 900 Bergstr. 2 33803 Steinhagen
Delivery hours	Monday to Thursday: 08.00 a.m. – 03.00 p.m. Friday: 08.00 a.m. – 12.00 a.m. Exceptions must be agreed in advance at following contact.
Contact	Anke Babenhauserheide Tina Lawniczak Phone.: +49 (0)5204/998-240 Telefax: +49 (0)5204/998-117 E-Mail: wareneingang@rungeva.de
Advising	Deliveries need to be announced 2 working days before delivery date with the following information: <ul style="list-style-type: none"> • Delivery address • Planned date and time of delivery • Distributor / Publishing company • Title, Title number (ISBN; EAN), edition • Total number per article • Total number of pallets per title
Consignment documents	Bill of consignment: <ul style="list-style-type: none"> • This cannot be replaced by an electronic receipt on the driver's mobile handheld computers. • Total Amount of pallets and weight Delivery note: <ul style="list-style-type: none"> • Name of the forwarding agency • Distributor / Publishing company • Title, Title number (ISBN; EAN) • Edition • Total number of units per pallet • Total number of units per each article • Total number of pallets per article The delivery note is to be handed out by the carrier on delivery.

Packing standards of pallets	<p>All consignments must be delivered on EURO-pallets (good condition, flat four-way pallet made of wood, DIN 15146, 1200x 800 mm, UIC 435/2). The pallets are used for 'high rack warehouse'</p> <ul style="list-style-type: none"> • Each pallet needs to be packed with one article only. • Mixed pallets are accepted only for small quantities; an additional summary is indispensable (maximum 5 articles and maximum 300 kg) • Maximum height per pallet: 1500 mm (pallet and top included); maximum weight: 700 kg • The goods and the packaging material may not protrude over the edges of the pallets • Deliveries must be secured to the transport requirements. • Only 4 to 10 books are to be stapled per same layer. The remaining quantity must be pack on the top. A strong card is to be placed between layers. • Each pallet must be marked on the outside with: <ul style="list-style-type: none"> a) publishing company / name and title number (ISBN) b) articles per layer x number of layers = total quantity • Special attention has to be paid to ecological packing materials. Regulations for marking and separation of packing materials and waste management have to be observed.
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Packing standards of parcels	<p>The parcel which includes the consignment documents needs to be marked on the outside.</p> <ul style="list-style-type: none"> • Deliveries must be secured to the transport requirements. • A delivery note must be issued for each parcel including the parcel number and the total number of parcels (for ex. 1/2; 2/2) • The maximum weight of 20 kg per parcel is not to be exceeded. • Only ecological packing materials are allowed to use.
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Consignment control	<p>All consignments are taken under the usual reserve. Only the number of pallets and their exterior can be acknowledged. Exterior damage has to be marked by the carrier on the consignment note.</p>
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Non-observance	<p>In case of non-observance of these guidelines, especially non serviceable for the 'high rack warehouse', RungeVA / MSR / Impetus charges the costs (for repacking of the pallets, waste management of defective or one-way-pallets, waste management of packing materials, etc.) to the publisher.</p>
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RungeVA / MSR / Impetus
STEINHAGEN