

Delivery instructions for Central Warehouse

Aim of this document

These delivery instructions serve to ensure the smooth processing of deliveries and protection of goods. They specify how goods must be packaged, the documents to be supplied and how they should be labelled. Compliance with these instructions ensures that goods are delivered properly and can be warehoused. In the event of failure to comply with the instructions, R. Nussbaum AG reserves the right to refuse acceptance of the goods or to repackage the goods at the supplier's expense. If you have any questions or uncertainty regarding these instructions, please contact our Goods Reception before delivery. Thank you for complying with these instructions.

Delivery address Warehouse

R. Nussbaum AG, Trimbach Central, Winznauerstrasse 106, 4632 Trimbach, Switzerland

Opening hours Warehouse

Monday to Thursday: 07:00 h – 11:45 h / 13:00 h – 16:30 h
Friday: 07:00 h – 11:45 h / 13:00 h – 16:00 h
Break periods: 11:45 h – 13:00 h

Contact for Goods Reception Warehouse

Goods Reception, Logistics:
Telephone: (+41) 62 286 84 51, (+41) 62 286 84 56
Mail: zl.wareneingang@nussbaum.ch

Delivery address Pipe Warehouse

R. Nussbaum AG, Trimbach Central Pipe Warehouse, Winznauerstrasse 106, 4632 Trimbach, Switzerland

Opening hours Pipe Warehouse, Logistics

Monday to Friday: 08:00 h – 11:45 h / 13:00 h – 14:00 h

Contact for Goods Reception Pipe Warehouse

Pipe Warehouse, Logistics:
Telephone: (+41) 62 286 84 75, (+41) 62 286 84 73
Mail: zl.rohrlager@nussbaum.ch

General information on delivery

Procedure for delivery to R. Nussbaum AG – Requirements

- All deliveries must be registered with Goods Reception by e-mail as early as possible.
- The forwarding agent reports to Goods Reception / pipe warehouse with a delivery note, CMR note or forwarding handover note on site.
- The driver must be available during unloading.
- CEP (courier, express and parcel services) deliveries must be accepted by Goods Reception personnel. Transfer/handover before the gate is not permitted.
- Goods must be packed in accordance with current packaging regulations.

Safety

All delivery personnel must comply with the internal safety regulations (safety shoes, safety goggles, etc.).

Sprinter or side Unloading

Unloading from the side or from a delivery van must be expressly reported in advance as «delivery van or side unloading».

Preparation of vehicle

The vehicle must be prepared by the driver such that efficient and safe unloading and loading can take place at all times.

Returns

Returned goods must be clearly labelled.

Accessibility of the goods

The goods must be freely accessible. Material that is not intended for R. Nussbaum AG cannot be moved by Nussbaum personnel.

Load carrier exchange

R. Nussbaum AG does not exchange defective load carriers. Transport damage is documented.

Accompanying documents

The following papers are required:

- Delivery note
- A movement certificate (WVB) is required for international transport
- Freight documents (CMR, forwarding handover note, etc.)
- Packing slip / stock transfer note (if available)

Delivery note

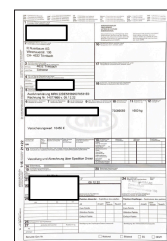
Required content

- Contact details of the supplier
- Exact delivery address and unloading point
- Delivery note number
- Name of the forwarding agent
- Nussbaum order number
- Order date / name of the orderer
- Item no. as per SAP order
- Nussbaum material number (if available)
- Serial number, if applicable
- Quantity (base unit of measure)
- Delivery notes must be affixed visibly to the goods.
- The number of loading units must be stated on the delivery note.

Customs invoice

General

- At R. Nussbaum AG, goods must always be delivered duty paid.
- The documents and proof of proper customs clearance must be presented before unloading goods.
- Without specific request, delivery personnel must present the customs documents (T1 document) or the CMR consignment note on which customs clearance is visibly shown.



Example of a CMR with «customs stamp»

Delivery instructions for Central Warehouse

Labelling

General requirements

- Goods are to be delivered unmixed.
- The following applies to individually agreed variations:
- Mixed pallets must be clearly labelled, packing list enclosed etc.
- Boxes of partial quantities must be closed with one label on both the long and short side

Other labelling

Special labelling

- Special labelling and notices (e.g.: outstanding item, centre of gravity, sample parts) must be clearly visible.

Dangerous goods

- Dangerous goods are only accepted by Goods Reception by individual agreement.



Euro pallet

Requirements 1/3

- EPAL standard / delivery on one-way pallets is not permitted
- Max. permissible gross weight: 800 kg
- Exception: raw materials (e.g. ingots) max. 1200 kg
- Only non-defective pallets may be used
- Contours (incl. load carriers):

	Height class 1	Height class 2	Height class 3	Height class 4
Length	1200 mm	1200 mm	1.200 mm	1200 mm
Width	800 mm	800 mm	800 mm	800 mm
Height	850 mm	1005 mm	1450 mm	1800 mm

- The pallet load must not be bulging and / or protruding. The pallet dimensions must be complied with.
- Transport/stacking/storage/conveying capability must be available at all times



Euro pallet

Requirements 2/3

- All pallet feet must be freely visible and must not be dirty (e.g. no wrapping with film, defective feet, etc.).
- Strapping is not permitted.
- Stretch film or shrink film is used to secure the goods on the pallet and also serves as protection against dirt or moisture.
- In the case of stretch film, the top pallet board must be completely wrapped and the film ends affixed on the long side..



Euro pallet

Requirements 3/3

- For delivery of Nussbaum containers on pallets, a complete layer must be built (4, 8, 12, ... KLTs per pallet).
- In the case of an incomplete layer, all boxes must be secured.



Container

Nussbaum containers

- Max. permissible gross weight: 35 kg
- Use of strapping and edge protection is not permitted, wrap with film.
- The use of several container types on one pallet is not permitted.



Pipe packaging, load securing

Storage of pipe bundles on the lorry

- It must be possible to attach crane straps securely to the bundle.



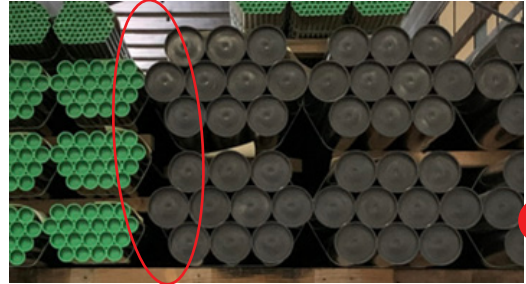
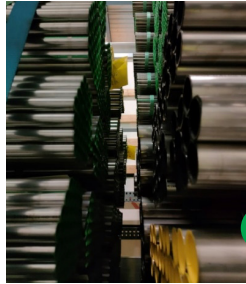
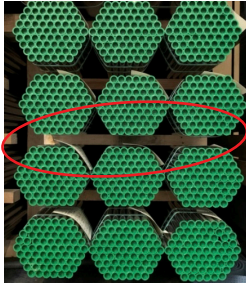
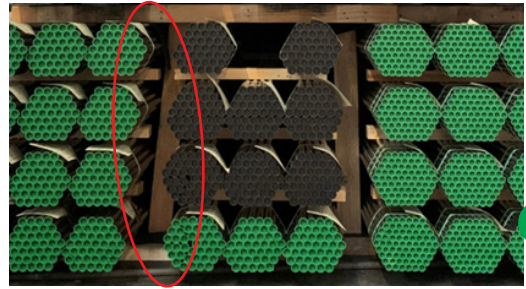
Free area

Delivery instructions for Central Warehouse

Pipe packaging, load securing

Pipe bundles should be stored on the lorry in such a way that they can be easily removed with the crane straps.

- Pallets or timber beams must be placed between the front and back row of bundles to separate them. Distance between bundles minimum 5 cm.
- Bundles must be properly secured with lashing straps and anti-slip mats.
- Place timbers between the bundles.
- Adjust the timbers between the layers of bundles so they fit the width of the existing bundles.



Miscellaneous

Box

- A maximum of one carton with a residual quantity/partial quantity is permitted per load carrier.

Associated documents

- Packaging instructions
- Safety document

Labels / bar codes

- Labels must be wrinkle-free.
- Bar codes must be legible.

Packing / layer patterns

- Packing / layer patterns must comply with the specifications provided by R. Nussbaum AG.