

Quickguide

Cornelsen Verlagskontor GmbH
Wareneingang
Eckendorfer Straße 129
33609 Bielefeld
Germany

Times of receipt:
Monday to Friday
07:00 – 09:30 a.m.
09:45 – 12:30 a.m.
13:00 – 15:00 p.m.

First, each delivery/shipment must be notified by e-mail wareneingang@cvk.de or by fax +49 (0) 521 / 97 19 131.

Additionally, the carrier must reserve a time slot by Transporeon. Goods delivered on flat pallets can only be unloaded on loading platforms.

Packing/Shipping

Packing with folding boxes on euro pallet

- sorted
- batches of 5 calendars lying interlaced in carton box
- empty space in the carton filled up with paper
- max. weight per carton 20 kg
- 1 label with the carton content on one lateral face of each carton
- carton packed in layers, each layer with the same quantity of cartons
- sturdy cardboard must be laid on top of each fourth layer

Plane on Euro pool pallet (partial in carboard containers)

- sorted
- batches of 5 calendars (with 4 cm paper banderole) lying interlaced on pallet
- only EPAL exchangeable euro pallets with measurement 80 x 120 cm shall be used
- max. height of the pallet 120 cm (incl. pallet)
- max. weight of the pallet 750 kg (incl. pallet)
- pallet identification label must be fitted on the two narrow sides of the pallet
- delivery note shall be attached in a document pouch on one narrow side of the pallet
- to use of strip iron/steel strapping, shrink hood and one-way pallets is not allowed