



Packing and Shipping Instructions

Packing and Shipping Instructions: as of May 2015

Preamble

Dear suppliers,

It is very important to us all that the printed products are delivered to the logistics service supplier in perfect condition.

Moreover, large logistics service providers such as CVK have special requirements concerning the receipt of goods. These requirements are to be complied with under all circumstances.

These Packing and Shipping Instructions shall help you to ensure proper packaging of the goods and to comply with the delivery requirements of CVK at the same time.

If you have any questions, the service staff of our production department will be pleased to help you. Proposals to improve or facilitate these instructions are always welcome.

Best regards



Tobias Kaase
Head of Production and Purchase
KV&H Verlag GmbH

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Addresses and delivery address

1.1 Shipments

As a rule, the delivery address specified in the order by KV&H shall be used:

Cornelsen Verlagskontor GmbH
WARENEINGANG
Eckendorfer Straße 129
33609 Bielefeld
DEUTSCHLAND

Times of receipt:
Monday to Friday
7:00 to 9:30
09:45 to 12:30
13:00 to 15:00

Contact person:
Sven Gagelmann
Phone: +49(0)5219719-328

Julia Buchholz
Phone: +49(0)5219719-135

Group manager incoming goods
Daniela Pantelic
Phone: +49 (0)521/9719-327

E-mail address for notification: wareneingang@cvk.de
Fax for notification: +49 (0)521/9719-131

1.2 Sample delivery and correspondence

KV&H Verlag GmbH
Ottobrunner Str. 41
82008 Unterhaching
Germany

Heye-/Weingarten-Kalender
z. Hd. Frau Breitkreuz

Harenberg-Kalender
z. Hd. Frau Scheuch

Binding samples shall always be delivered free of charge.

2 Time slot reservation via TRANSPOREON Time Slot Management

In order to reduce cycling times at the unloading points, CVK has implemented TRANSPOREON Time Slot Management for on-line reservation of time slots. The targets of this system are as follows:

- Reduction of your and our communication costs
- Optimisation of personnel and technical aids
- Avoidance of waiting times for the unloading of the trucks and the acceptance of the goods

TRANSPOREON Time Slot Management is a web-based logistics platform, where your carrier can book a time slot for the delivery of the goods to CVK via the Internet. This allows both sides improving scheduling of logistic processes and ensuring lower unloading times for your trucks.

If your carrier does not use this system yet, TRANSPOREON will provide access to this platform to him/her (www.transporeon.com). Your carrier must conclude a contract with TRANSPOREON for this service. Access to the TRANSPOREON platform, the customer service and user training per telephone are provided by TRANSPOREON free of charge. TRANSPOREON charges low fees for transactions via the system. Please enquire the fees directly at TRANSPOREON.

3 Notification

You can send shipping notifications as early as possible. The latest date to register a shipment definitely is the workday (Monday to Friday) before the date of delivery until 3 p.m. You must register each truck and the delivered goods must comply with the scope and contents specified in the notification. Any shipments notified at a later date will not be considered. The following information is required for an orderly notification:

- Name main contractor (printing/bookbinding company)
- Forwarding agency
- Date of delivery
- Ordering party/publisher
- Fully filled out notes of delivery (see item 5.2), as a copy or a file

Send notification to: wareneingang@cvk.de or per fax to +49 (0)521/9719-131

Please inform your carrier that particular goods must be accessible to CVK on the truck. For reasons of insurance protection, CVK is not allowed to reload goods that are not intended for CVK.

Personnel of other companies are not permitted to access the warehouse. We kindly ask the truck drivers to cooperate with the CVK personnel. CVK apologises for possible waiting times. Costs for waiting times because a delivery was not orderly notified are not borne by CVK.

In order to avoid unnecessary downtimes, the carrier can register a date for the delivery to CVK via the TRANSPOREON Time Slot management (www.transporeon.de). Carriers are still allowed to deliver goods without having booked a date of delivery or a time slot, but they must accept possible waiting times in this case.

Orderly notification is also required if a time slot was booked.

Note: CVK will charge a fee of Euro 80.00 for shipments that have not been notified or have been notified too late..

4 Packaging requirements

4.1 Packaging

There are two types of packaging:

- The articles lie flatly on a euro pallet (partly in a Eurowell cardboard box).
- The articles are packed in folding boxes on a euro pallet.

The required packing method is specified in the order.

4.1.1 Packaging materials

- All individual packing components must be made of environmentally-friendly and recyclable material.
- folding boxes shall be made of cardboard grade 2.40 BC corrugated, brown.

4.1.2 Standard packaging

The calendars shall be packed in the quantities specified in the order into the corresponding folding boxes. The contractor may pack our calendars only in the specified standard cartons. Due to the volume of goods, it may be necessary to use different carton sizes. In these cases, the outer dimensions of the cartons and/or the pallet surface area occupied by the special packing units shall be notified in writing for each article.

Standard sizes of folding boxes:

Carton no. 1, interior 560 x 370 x 100 mm

Carton no. 2, interior 450 x 350 x 100 mm

Carton no. 3, interior 362 x 362 x 100 mm

Carton no. 4, interior 480 x 220 x 100 mm

4.1.3 Filling materials

Free spaces inside the cartons between the calendars and the box walls shall be filled with paper or cardboard.

Do not use any other filling material.

4.1.4 Packing units

- All packing units may only contain articles of the same kind.
- Do not overcharge the cartons.
- Batches of five calendars are to be wrapped in paper package band (width of 4 cm minimum); (all spirals or slip folds on the same side) and be packed one on top of the other in such manner that the wire-o-spirals or the double folding of the upper batch projects over the bottom edges of the calendar batch underneath. When applying the paper band make sure that the calendars are not damaged.
- Maximum weight per carton: 20 kg

During the storage of the calendars in the carton, impression marks of the folding or the wire-o-binding on other calendars must be avoided. Displacement of the calendars inside the box must be avoided.

4.1.5 Identification of the cartons

The cartons shall be fitted with adhesive labels. The printing contractor shall print the labels at his/her own charge. Labels shall be fitted on two adjacent lateral faces of each carton.

The label inscription must include the following details (example, see annex 1):

- Article number (Heye: five-digit article number + code of the year; Weingarten/Harenberg: seven-digit number + code of the year)
- Article designation
- Article quantity, XX ea. in the carton
- Ordering party/publisher
- EAN bar code of the individual article

Printing: 1/0 colours; black

Material: label paper

Format ca.: 148 x 95 mm

4.2 Delivery on pallets

4.2.1 Pallets

All pallets are to be delivered at the suppliers charge. Only EPAL exchangeable europallets in perfect condition shall be used. Broken or damaged pallets are not acceptable and can be rejected. The corresponding quantity of exchange pallets is made available at the incoming goods section.

- Dimensions: width 80 cm x length 120 cm
- Maximum height: 120 cm (pallet and stored goods together)
- Maximum weight: 750 kg (pallet and stored goods together)
- Pallet top cover: width 80 cm x length 120 cm

4.2.2 Pallet loading

- Only one kind of article may be packed on the same pallet (homogeneous pallets; with the exception of small quantities, see item 4.2.4).
- The individual layers shall be staggered with the backs or binding in alternating positions. Each layer must consist of the same number of articles.
- It must be possible to see the goods and count the layers on the pallet.
- When piling cartons on the pallet it must be made sure that the labelling is readable on two sides.
- Pallets must not be overloaded.
- Sturdy cardboard must be laid on top of every fourth layer.
- Do not use cardboard slip lids, use cardboard containers instead, if necessary.
- Partially filled cartons shall be packed in the uppermost layer and be identified as such.

4.2.3 Securing measures for pallets

- The pallet cover on top of loosely packed calendars must have exactly the same dimensions as the pallet: 80 x 120 cm. The pallet top cover must be sufficiently sturdy to support stress and strain during tying of the load and transport.
- The goods shall be secured with an edge protection of reinforced cardboard and wrapped in film. Subsequently, plastic strapping shall be applied.
- The film ends must not be tied together at the base of the pallet. The pallet cover shall be made of solid wood. Strip iron/steel strapping must not be used.
- The wrapping film must have a friction value of 0.3 μm at least and be perforated with a needle roller. Never use shrink hoods, wrap the pallets with transparent PE film (not black film) instead.
- The material used to secure the packed goods must be environmentally-friendly and recyclable.

4.2.4 Small quantities, residue quantities

Small or residue quantities can be combined to a mixed pallet. They should be sorted according to the title. The different articles shall be packed separately on the pallet and be marked distinctly. The pallet shall be marked as a "mixed pallet".

4.2.5 Parcel consignment

- If the products are delivered in parcels, the parcel containing the note of delivery should be marked accordingly.
- The total number of parcels should be indicated on each individual parcel (example: packing unit 1 of 5).
- The maximum weight per parcel must not exceed 20 kg.

4.2.6 Pallet identification (pallet note/pallet label)

Each pallet must be identified with the following details (example, see annex 2):

- Sender
- Ordering party/publisher
- Article designation
- Article number
- ISBN/EAN number
- Article quantity (on the pallet)
- Weight of the pallet
- Total number of pallets per title and delivery (example: packing unit 1 of 5).

Printing: 1/0 colours; black
Material: offset paper, white
Size: 297 x 210 mm

The pallet identification label must be fitted on the front and rear face, in the upper third underneath the film and on the cover. The label should be easy to read. The pallet notes shall contain all details required by KV&H and no other indications.

CVK will charge €25.00 for each violation of the packing instructions and each pallet that must be repacked because the maximum height, width or weight is exceeded or because the pallet is not sufficiently stable or because strap iron, shrink hoods or disposable pallets were used.

5 Consignment documents

5.1 Bill of lading/carrier transfer note

For each delivery, a bill of lading/carrier transfer note must be submitted with the following specifications:

- Name of main contractor (printing company/bookbinding company)
- Name of forwarding agency/subcontractor
- Total number of pallets/parcels of the shipment
- Weight of the shipment

The carrier can not submit an electronic voucher from a mobile terminal device instead of the bill of lading.

5.2 Delivery notes

In addition to the bill of lading, each shipment must be accompanied by a delivery note with the following specifications:

- Name of main contractor (printing company/bookbinding company)
- Name of ordering party/publisher
- Article designation
- Article number
- EAN (= 13-digit ISBN)
- Country of origin for imported goods
- Total quantity per article
- Quantity per pallet
- Total number of pallets
- Total weight of the shipment

In addition, the note of delivery must specify the following FSC® data (FSC-STD-40-004). It must be ensured that these data can be assigned correctly to the corresponding article:

- Exact specification of the delivered material category (e. g. FSC Mix x%, FSC Mix Credit)
- FSC Chain-of-Custody number of the supplier

5.2.1 Place for fixing the delivery note

The delivery note must be fixed on the small face of the pallet to the securing material in the upper third of the pallet height. The note of delivery shall be attached in a document pouch of plastic or kraft paper to protect it sufficiently.

Note: CVK will charge a fee of €50.00 when the accompanying documents and/or required specifications are missing.

6 Delivery

The goods shall be delivered to CVK Bielefeld free of charge. Any other terms will be specified in our order. CVK will accept the shipment with reservations. CVK confirms only the number of delivered packing units to the freight carrier.

The verification of quantities and titles will be performed later with the help of the delivery note. In the event of damages on the outside of the packing units, CVK will request the freight carrier to confirm them on the bill of lading.

6.1 Goods from countries outside the EU

If shipments come from (non-EU-member) third countries, the carrier and/or supplier shall ensure customs' clearance. Shipments not cleared through customs will not be stored intermediately by CVK. CVK is obliged to only accept goods that have been cleared through customs and carry a corresponding evidence of customs clearance.

6.2 Shipments to third parties

If the manufacturer delivers goods to third parties (e.g. for supplementing and packaging work by external companies, shipments to customers, etc.), he/she must immediately send a copy of the delivery note to the KV&H production department per Fax or e-mail.

6.3 Delivery deadlines

The agreed delivery deadlines are fixed dates. Any delay in delivery must be notified immediately and in due time. If a delivery deadline cannot be met or a delay in delivery was not notified, we reserve the right to refuse acceptance of the goods and resign from the contract.

6.4 Information concerning the type of vehicle

Goods delivered on flat pallets can only be unloaded on loading platforms (sectional door with dockleveller with telescopic lip). The loading surface of the truck must have the following minimum dimensions:

- Width of the loading surface: 2.00 m
- Height of the loading surface: 0.90 m
- Free loading surface to support for the dockleveller: 0.05 m

Note: CVK will charge a fee of € 100.00 for the unloading of vehicles that are unsuitable for unloading at the loading platform.

6.5 Long-term supplier's declaration

The supplier shall transmit the orderly filled out long-term supplier's declaration for the coming year at the end of each year without prior request of the ordering party. The declaration must also specify precise details on the delivered articles in the form of tables in the annex, for instance. Corresponding templates will be made available on request.

7 Invoicing

The invoices shall be delivered separately from the goods. Invoices shall be made out to KV&H Verlag GmbH, Ottobrunner Str. 41, 82008 Unterhaching, Germany, and shall specify the following details:

- Complete address of the supplier
- Complete address of the beneficiary
- Invoice number
- Date of issue
- Ordering details (date, KV&H order number, article number, designation of the products, quantity)
- Date and time of delivery
- Agreed terms of payment (term of payment, discounts, cash discounts, etc.)
- VAT rate and VAT amount
- Notes concerning exemptions from tax payment, if applicable
- VAT registration number of the supplier and of KV&H Verlag GmbH
- Custom's tariff number for deliveries from abroad
- Number of the note of delivery

For partial deliveries all numbers of the notes of delivery must be specified. If different VAT rates apply, the stated amounts shall be broken down accordingly.

In addition, the note of delivery must specify the following FSC® data (FSC-STD-40-004). These data must be clearly assigned to the corresponding article on the invoice and must comply with the specifications in the corresponding delivery notes:

- Exact specification of the delivered material category (e. g. FSC Mix x%, FSC Mix Credit)
- FSC Chain-of-Custody number of the supplier

Annex 1

Sample of carton identification label

Specifications on the encasing carton label:

- ✓ Article number as large as possible
- ✓ Article designation
- ✓ Article quantity, XX ea. in the carton
- ✓ Ordering party/publisher
- ✓ EAN bar code of the individual article
- ✓ Lettering colour 1/0 black
- ✓ Material: label paper
- ✓ Size: ca. 148 x 95 mm

Art.-Nr. 22452+15
Kal mit vielen Extras

20 Stück



Annex 2

Sample of pallet identification label

Specifications of the pallet note:

- ✓ Article number as large as possible
- ✓ Article designation
- ✓ Article quantity, XX ea. on the pallet
- ✓ Ordering party/publisher
- ✓ EAN bar code of the individual article
- ✓ Printing: colour 1/0 black
- ✓ Material: white offset paper
- ✓ Size: 297 x 210 mm

Art.Nr. 2109400+13
Australien
20 Stück

Harenberg

