



**PROCESS GUIDELINES FOR DELIVERIES TO WAREHOUSE
OBLIGATORY FOR ALL VENDORS**

The following instruction is valid for ALL deliveries with delivery address to Kuehne+Nagel Eindhoven, Kuehne+Nagel Teplice or Great Bear United Kingdom
It is essential that you follow the instruction otherwise goods receipt of your delivery will not be enabled for respective warehouse.

Note, that the two numbers (UNLOADING SLOT Reference and PRE-ADVISE Number) have to be available before the delivery. Otherwise the truck will not be unloaded.

INFORMATION/DOCUMENTS REQUIRED			
Unloading slot/reference from warehouse & Pre-advise from W&D team	<p>1/ Always announce the shipment to warehouse (K&N or GB) and W.D. Team, Warehouse@Edgewell.com (hereinafter W&D team) by email <u>at least 3 days prior to delivery</u></p> <p>2/ In the subject of the email enter name of supplier + ETA of delivery + Purchase Order number</p> <p>3/ Email must contain Delivery note - see the details below</p> <p>4/ Agree with warehouse planning/booking team date and time of delivery for each truck. Upon that you will obtain from them Unloading slot reference number.</p> <p>5/ Once unloading reference and delivery note are provided, the W&D team can send the pre-advise number</p> <p>6/ At arrival to warehouse the driver must check-in himself presenting the unloading reference number and pre-advise number</p>		
IMPORTANT!			
TRUCK WILL NOT BE UNLOADED WITHOUT UNLOADING REFERENCE and PRE-ADVISE NUMBER			
Delivery Note obligatory content	<p>Delivery Note must contain:</p> <p>Supplier's name</p> <p>Purchase Order number (245xxxxxx)</p> <p>Name of the Purchase Order initiator (sender)</p> <p>Storage location (SL20 - finish goods or SL30 - copack)</p> <p>Estimated date and time of delivery arrival</p> <p>Detailed list of SAP codes&quantities in CUS/# of pallets/dimensions/weight</p> <p>Lot (batch) number in case of traceable goods</p>		
LOGISTICAL REQUIREMENTS			
packaging and labeling	<p>1/ All goods must be properly packed and clearly identified by supplier</p> <p>2/ Please make sure each parcel is marked with printed label/paper - EDGEWELL</p> <p>3/ ID label on each pallet/parcel and one SKU per pallet/parcel only</p>		
ID label content	<p>1/ SAP code</p> <p>2/ Quantity in CU</p> <p>3/ Product description</p>		
COURIER DELIVERIES (Fedex/DHL/TNT etc.)	<p>1/ Contact warehouse planning/booking department as soon as you have planned the shipment</p> <p>2/ Delivery reference is provided in return</p> <p>3/ Provide this reference to courier and ensure it will be part of the shipment</p>		
WAREHOUSE DETAILS			
Delivery address	<p>Kuehne + Nagel Logistics NV Eindhovensehede 1 2430 Laakdal (Eindhoven) Belgium</p>	<p>Kühne+Nagel, spol. s r.o. Katelovská 106 417 12 Nové Mlýny Czech Republic</p>	<p>Great Bear (Conal) Chorley Conal Logistics Unit 4 Revolution Park Buckshaw Avenue, Buckshaw Village Chorley PR7 2JW</p>
Opening hours	6:00 to 22:00 (Monday to Friday)	6:00 to 20:30 (Monday to Friday)	6:00 to 22:00 (Monday to Friday)
Time for bookings of deliveries	08:00 to 16:00 (GMT-CET) Monday to Friday	7:30 to 17:30 (GMT-CET) Monday to Friday	8:30 to 16:30 (GMT-UK) Monday to Friday
Maximum weight limit	1000 kg	800 kg finished goods (SL30) 600 kg copacking material (SL30)	1000 kg
Maximum height limit	2000 mm including pallet	x	1500 mm including pallet
SL20 - MAIN WAREHOUSE			
Contact details SL20	<p>Booking and Planning Department</p> <p>beht.booking@kuehne-nagel.com</p> <p>beht.planning@kuehne-nagel.com</p> <p>t: + 32 (0)14 28 65 20 Fax: + 32 (0)14 21 85 92</p>	<p>Booking and Planning Department</p> <p>knnp.booking@kuehne-nagel.com</p> <p>knnp.planning@kuehne-nagel.com</p> <p>t: + 420 472 704 721</p>	<p>Booking and Planning Department</p> <p>Chorley.bookingtransport@greatbear.co.uk</p> <p>t: +441252 813146 ; +441252 813150 ; +441252 813144</p>
SL30 - COPACKING			
Contact details SL30	<p>Jessie Verduyck</p> <p>jessie.verduyck@kuehne-nagel.com</p> <p>t: + 32 (0)14 24 69 52 Fax: + 32 (0)14 21 89 59</p>	<p>Copack department</p> <p>knnp.copack@kuehne-nagel.com</p> <p>t: + 420 472 704 707 Mob: + 420 601 256 723</p> <p>Driver desk</p> <p>knnp.planning@kuehne-nagel.com</p> <p>knnp.booking@kuehne-nagel.com</p> <p>t: + 420 472 704 725</p>	<p>Booking and Planning Department</p> <p>chorley.stockcontrol@greatbear.co.uk</p> <p>marcus.reks@greatbear.co.uk</p> <p>t: +44 1252 813146 ; +441252 813144</p> <p>Driver desk</p> <p>chorley.bookingtransport@greatbear.co.uk</p> <p>t: +44 1252 813150</p>
In case of copack delivery, K&N copack team always inform you to which address goods have to be delivered			
COPACKING CENTERS.			
Blankedale Ambachtenlaan 70, B-3300 Tienen Lidwina Postelarenweg 213, B-2400 Mol Entiris Nieuwlandlaan 48, B-3200 Aarschoot			
W&D TEAM TEPLICE (EDGEWELL) CONTACT			
Contact details	<p>WD_Team_Warehouse@Edgewell.com</p>		