

PROCESS GUIDELINES FOR DELIVERIES TO WAREHOUSE
OBLIGATORY FOR ALL VENDORS

The following instruction is valid for ALL deliveries with delivery address to kewher-legal flandbox, Kehner-Magel Teplice or Great Bear United Kingdom
It is essential that you follow the instruction otherwise goods recept of your delivery will not be enabled for respective warehouse.

	<u> </u>	NFORMATION/DOCUMENTS REQUIRED	
1/ Always announce the shipment to warehouse (K&N or GB) and WD_Team_Warehouse@Edgewell.com (hereinafter W&D team) by ema			
warehouse	2/ In the subject of the email enter name of supplier + ETA of delivery + Purchase Order number 3/ Email must contain Delivery note - see the details below		
&	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.		
Pre-advice from W&D team	5/ Once unloading reference and delivery note are provided, the W&D team can send the pre-advice number 6/ At arrival to warehouse the driver must check-in himself presenting the unloading reference number and pre-advise number		
		! IMPORTANT !	
	TRUCK WILL NOT BE	UNLOADED WITHOUT UNLOADING REFERENCE and PRE-ADV	/ICE NUMBER
		Delivery Note must contain: Supplier's name	
Delivery Note		Purchase Order number (245xxxxxxxx)	
obligatory content	Name of the Purchase Order initiator (sender)  Storage location (SL20 - finish goods or SL30 - copack)		
,	Estimated date and time of delivery arrival  Detailed list of SAP codes&quantities in CUS/# of pallets/dimensions/weight		
		Lot (batch) number in case of traceble goods	
		LOGISTICAL REQUIREMENTS	
packaging and labeling	1/ All goods must be properly packed and clearly identified by supplier  2/ Please make sure each parcel is marked with printed label/paper - EDGEWELL		
, , , , , , , , , , , , , , , , , , , ,	3/ ID label on each pallet/parcel and one SKU per pallet/parcel only		
	1/ SAP code		
ID label content	2/ Quantity in CU 3/ Product description		
COURIER DELIVERIES	1/ Contact warehouse planning/booking department as soon as you have planned the shipment		
(Fedex/DHL/TNT etc.)	Z/ Delivery reference is provided in return     3/ Provide this reference to courier and ensure it will be part of the shipment		
		WAREHOUSE DETAILS	
			Great Bear (Conair) Chorley
	Kuehne + Nagel Logistics NV Eindhoutseheide 1	Kühne+Nagel, spol. s r.o. Kateřinská 106	Conair Logistics
Delivery address	2430 Laakdal (Eindhout)	417 12 Nové Modlany	Unit 4 Revolution Park
	Belgium	Czech Republic	Buckshaw Avenue, Buckshaw Village
Opening house	6:00 to 22:00 (Monday to Friday)	6:00 to 20:30 (Monday to Friday)	Chorley PR7 7DW 6:00 to 22:00 (Monday to Friday)
Opening hours  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 (SL20)	1000 kg
Maximum height limit	2000 mm including pallet	600 kg copacking material (SL30)	1500 mm including pallet
,	SL20 - MAIN WAREHOUSE		
	Booking and Planning Department	Booking and Planning Department	Booking and Planning Department
	beeht.booking:@kuehne-nagel.com	kntep.booking@kuehne-nagel.com	Chorley.bookingstransport@greatbear.co.uk
Contact details SL20	beeht.bookings@kuehne-nagel.com beeht.planning@kuehne-nagel.com	kntep.booking@kuehne-nagel.com kntep.planning@kuehne-nagel.com	- · ·
Contact details SL20	beeht.bookings@kuehne-nagel.com beeht.planning@kuehne-nagel.com t: + 32 (0)14 28 65 20	kntep.booking@kuehne-nagel.com	Chorley.bookingstransport@greatbear.co.uk
Contact details SL20	beeht.bookings@kuehne-nagel.com beeht.planning@kuehne-nagel.com	Enter booking@kuehne-naged.com Enter planning@kuehne-naged.com t: +420 472 704 721	Chorley.bookingstransport@greatbear.co.uk
Contact details SL20	beeht.bookings@kuehne-nagel.com beeht.planning@kuehne-nagel.com t: + 32 (0)14 28 65 20	kntep.booking@kuehne-nagel.com kntep.planning@kuehne-nagel.com	Chorley.bookingstransport@greatbear.co.uk
Contact details SL20	beent bookings@kuehne-naget.com beent planning@kuehne-naget.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92	Inten Booking®kuehne-naset.com knten planning®kuehne-naset.com t: +420 472 704 721 SL30 - COPACKING Copack department	Charley, bookingstransport@reatbear.co.uk t: +441252 813146; +441252 813150; +441252 813144  Booking and Planning Department
Contact details SL20	breth bookings@kuehne-naget.com breth.glanning@kuehne-naget.com tr + 22 (0]14 28 65 20 Fax: + 32 (0]14 21 85 92	intep booking@kuehne-nagel.com intep.planning@kuehne-nagel.com t: + 420 472 704 721  SL30 - COPACKING	Charley, bookingstransport@erestbear.co.uk t: +441252 813146 ; +441252 813150 ; +441252 813144
Contact details SL20	beeht bookings@ksehne-naget.com beeht sibnings@ksehne-naget.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 28 65 20 Jessie Verdwyckt jessie verdwyckt@ksehne-naget.com	Inter_booking@kuehne-naset.com Inter_planning@kuehne-naset.com It: + 420 472 704 721  S.130 - COPACKING Copack department Inter_copack @kuehne-naset.com	Charley bookingstransport@greatheav.co.uk t: +441252 813146; +441252 813150; +441252 813144  Booking and Planning Department charley stackcontrol@greatheav.co.uk marius.reks@greatheav.co.uk
	beent bookings@kuehne-naget.com beent planning@kuehne-naget.com t: +32 (0]14 28 65 20 Fax: +32 (0]14 28 65 20 Fax: +32 (0]14 21 85 92  Jessie Verduyckt jessie verduyckt@kuehne-naget.com t: +32 (0]14 24 69 52	Inten Booking®kuehne-naset.com krites planning®kuehne-naset.com t: +420 472 704 721  SL30 - COPACKING Copac department knites copack@kuehne-naset.com t: +420 472 704 707	Charley bookingstransors@creatbear.co.uk t: +441252 813146; +441252 813150; +441252 813144  Booking and Planning Department charley stocksors@digerathear.co.uk
Contact details SL20  Contact details SL30	beeht bookings@ksehne-naget.com beeht sibnings@ksehne-naget.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 28 65 20 Jessie Verdwyckt jessie verdwyckt@ksehne-naget.com	Inter_booking@kuehne-naset.com Inter_planning@kuehne-naset.com It: + 420 472 704 721  S.130 - COPACKING Copack department Inter_copack @kuehne-naset.com	Charley bookingstransort@greatbear.co.uk t: +441252 813146; +441252 813150; +441252 813144  Booking and Planning Department charley stocksortrol@greatbear.co.uk marius.reks@greatbear.co.uk
	beent bookings@kuehne-naget.com beent planning@kuehne-naget.com t: +32 (0]14 28 65 20 Fax: +32 (0]14 28 65 20 Fax: +32 (0]14 21 85 92  Jessie Verduyckt jessie verduyckt@kuehne-naget.com t: +32 (0]14 24 69 52	Inten Booking® kuehne nased.com Inten planning® kuehne nased.com I: + 420 472 704 721  SL30 - COPACKING Copack department Inten copack @ kuehne nased.com I: + 420 472 704 707 Mob: + 420 650 126 723  Driver desk	Charley bookingstransport@greatheav.co.uk t: +441252 813146; +441252 813150; +441252 813144  Booking and Planning Department charley stackcontrol@greatheav.co.uk marius.reks@greatheav.co.uk
	beent bookings@kuehne-naget.com beent planning@kuehne-naget.com t: +32 (0]14 28 65 20 Fax: +32 (0]14 28 65 20 Fax: +32 (0]14 21 85 92  Jessie Verduyckt jessie verduyckt@kuehne-naget.com t: +32 (0]14 24 69 52	Inten Booking®kuehne-naget.com Inten planning®kuehne-naget.com I: + 420 472 704 721  SL30 - COPACKING Copack department Inten copack @kuehne-naget.com I: + 420 472 704 707 Mob: + 420 602 256 723  Driver department Intendigence of the compact of t	Chorley bookingstransport@greatbear.co.uk t: +441252 813146; +441252 813150; +441252 813144  Booking and Planning Department chorley stocksontrol@greatbear.co.uk marius reku@greatbear.co.uk t: +44 1252 813146; +441252 813144
	beent bookings@kuehne-naget.com beent planning@kuehne-naget.com t: +32 (0]14 28 65 20 Fax: +32 (0]14 28 65 20 Fax: +32 (0]14 21 85 92  Jessie Verduyckt jessie verduyckt@kuehne-naget.com t: +32 (0]14 24 69 52	Inten Booking®kuehne-naset.com krites planning®kuehne-naset.com t: +420 472 704 721  SL30 - COPACKING Copack department knites copack @kuehne-naset.com t: +420 472 704 707 Mob: +420 601 256 723  Driver desk knites plannings@kuehne-naset.com knites booking®kuehne-naset.com	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department chorley stockcontrol@greatbear.co.uk markus reks@greatbear.co.uk t: +44 1252 813146 ; +441252 813144  Driver desk chorley bookingstransport@greatbear.co.uk
	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inten Booking®kuehne-naset.com krites planning®kuehne-naset.com t: +420 472 704 721  SL30 - COPACKING Copac department knites copack @kuehne-naset.com t: +420 472 704 707 Mob: +420 601 256 723  Driver desk knites plannings@koehne-naset.com knites booking@kuehne-naset.com knites booking@kuehne-naset.com knites booking@kuehne-naset.com t: +420 472 704 775	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department chorley stockcontrol@greatbear.co.uk marks.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inten Booking®kuehne-naset.com krites planning®kuehne-naset.com t: +420 472 704 721  SL30 - COPACKING Copack department knites copack @kuehne-naset.com t: +420 472 704 707 Mob: +420 601 256 723  Driver desk knites plannings@kuehne-naset.com knites booking®kuehne-naset.com	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department  shortey stocksontrol@greatbear.co.uk  maria.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk  chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inten Booking®kuehne-naset.com krites planning®kuehne-naset.com t: +420 472 704 721  SL30 - COPACKING Copac department knites copack @kuehne-naset.com t: +420 472 704 707 Mob: +420 601 256 723  Driver desk knites plannings@koehne-naset.com knites booking@kuehne-naset.com knites booking@kuehne-naset.com knites booking@kuehne-naset.com t: +420 472 704 775	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department  shortey stocksontrol@greatbear.co.uk  maria.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk  chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inten Booking®kuehne-naset.com Inter planning®kuehne-naset.com It + 420 472 704 721  S130 - COPACKING  Copack department  Inten copack department  Inten copack department  L+ 420 472 704 707  Mob: + 420 602 256 723  Driver desk  Inten planning®kuehne-naset.com It + 420 472 704 725  L+ 420 472 704 725  COPACKING ENTERS.	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department  shortey stocksontrol@greatbear.co.uk  maria.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk  chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inter booking@ Nuehne-nased.com Inter planning@Nuehne-nased.com It: 4 420 472 704 721  S.130 - COPACKING Copack department Inter copack@Webne-nased.com It: 4 220 472 704 707 Mobi: 4 420 671 256 723  Driver desk Inter planning@Tuehne-nased.com It: 4 20 472 704 707 Inter planning@Tuehne-nased.com It: 4 20 472 704 725 It: 4 220 472 704 725 It: 4 20 472 704 725 It: 4	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department  shortey stocksontrol@greatbear.co.uk  maria.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk  chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
Contact details \$130	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inter booking@ Nuehne-nased.com Inter planning@Nuehne-nased.com It: 4 420 472 704 721  S.130 - COPACKING Copack department  Inter copack department  Inter copack @ Nuehne-nased.com It: 420 472 704 707  Mob: # 420 601 256 723  Driver desk Inter allenams ng@Nuehne-nased.com Inter booking@ Nuehne-nased.com It: 420 472 704 725  Et 420 472 704 725  COPACKING CENTERS  Blankedale Ambachtenlaan 70, B-3300 Tienen Liebwina	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department chorley stockcontrol@greatbear.co.uk marks.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
Contact details \$130  COPACKING CENTERS IN	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inten Booking® Number nased com Inter planning® Wuthner nased com I: + 420 472 704 721  SL30 - COPACKING Copack department  Inten copack @ Number nased com I: + 420 472 704 707 Moi: + 420 601 256 723  Driver desk Inten glanning® Kunhen nased com I: + 420 472 704 705  Lie 420 472 704 725  Sak delivery, KEN copack team always inform you to which address goo COPACKING CENTERS  Blankedale Ambachterian 70: Blankedale	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department chorley stockcontrol@greatbear.co.uk marks.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
Contact details \$130  COPACKING CENTERS IN	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inter booking@ Nuehne-nased.com Inter planning@Nuehne-nased.com It: 4 420 472 704 721  S.130 - COPACKING Copack department  Inter copack department  Inter copack @ Nuehne-nased.com It: 420 472 704 707  Mob: # 420 601 256 723  Driver desk Inter allenams ng@Nuehne-nased.com Inter booking@ Nuehne-nased.com It: 420 472 704 725  Et 420 472 704 725  COPACKING CENTERS  Blankedale Ambachtenlaan 70, B-3300 Tienen Liebwina	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department  shortey stocksontrol@greatbear.co.uk  maria.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk  chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
Contact details \$130  COPACKING CENTERS IN	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inter Booking® kuehne-nased.com Inter planning® kuehne-nased.com It: 4 420 472 704 721  S.130 - COPACKING Copack department Inter a copack department Inter a copack department It: 420 472 704 707 Mob: 420 601 256 723  Driver desk Inter a planning off kuehne-nased.com Inter Booking® Kuehne-nased.com Inter Booking® Kuehne-nased.com It: 420 472 704 725  Ext. 420 472 704 775  COPACKING CENTERS  Blankedale Ambachtenian 70, B-3300 Tienen Lidwina Postelarenweg 213, B-2400 Mol Entiris	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department chorley stockcontrol@greatbear.co.uk marks.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150
Contact details \$130  COPACKING CENTERS IN	beeth bookings @haethne-nagel.com beeth splanning @haethne-nagel.com t: +32 (0)14 28 65 20 Fax: +32 (0)14 21 85 92  Jessie Verduyckt jessie verduyckt@haethne-nagel.com t: +32 (0)14 24 69 52 Fax: +32 (0)14 21 89 59	Inter Booking® kuehne-nased.com Inter planning® kuehne-nased.com It: 4 420 472 704 721  S.130 - COPACKING Copack department Inter a copack department Inter a copack department It: 420 472 704 707 Mob: 420 601 256 723  Driver desk Inter a planning off kuehne-nased.com Inter Booking® Kuehne-nased.com Inter Booking® Kuehne-nased.com It: 420 472 704 725  Ext. 420 472 704 775  COPACKING CENTERS  Blankedale Ambachtenian 70, B-3300 Tienen Lidwina Postelarenweg 213, B-2400 Mol Entiris	Chorley bookingstransport@greatbear.co.uk  t: +441252 813146 ; +441252 813150 ; +441252 813144  Booking and Planning Department chorley stockcontrol@greatbear.co.uk marks.res@greatbear.co.uk  t: +44 1252 813146 ; +441252 813144  Driver desk chorley bookingstransport@greatbear.co.uk  t: +44 1252 813150