

1. General

1.1. Objectives of this guideline

Callius GmbH is a logistics service provider founded in 2009. Callius is specialized in warehousing processes for financial service providers, textile industry companies und trading provider. This guideline is written to provide clear instruction for the correct receiving of goods with the aim to reduce additional expenses.

This document is valid if no other written and signed agreements where arranged before.

1.2. Scope

The guideline is a reliable component for any delivery to Callius GmbH. The respective relevant version of the guideline is applicable. Updates will be published and distributed after official release by Callius.

1.3. Inbound address

Callius GmbH
c/o „customer name / contact person“
Walter-Gropius-Str. 19
50126 Bergheim
Tel +49 2271 4983-0
Fax +49 2271 4983-30

1.4. Inbound

Monday – Friday 07:00 – 15:00

Drivers are not allowed to drive their vehicles directly to one of our docs. This is only allowed after clear instruction of our inbound employees. Furthermore drivers are not allowed to operate any gates, forklifts e.g. unloading later than 15:00 is only possible after consulting with the warehouse manager.

1.5. Transfer of risk, receiving with reservation

The supplier is responsible for any kind of lost and damage until the full and correct receiving / inbound by Callius. Goods will be received with reservation in general. Only number and condition of received goods will be confirmed directly to the driver. Any damaged inbound receiving will be confirmed on the related waybill promptly.

Goods will be fully received by Callius if the responsible contact person / key account manager of Callius has checked the goods completely after the customer related guidelines.

1.6. Deviation from this guideline

Deviating deliveries cause a huge amount of additional expenses. Therefore Callius reserves the right to charge these additional costs to suppliers or customers. The customer is responsible for the observance of this guideline.

2. Deliveries

2.1. Parcel deliveries

Articles must be delivered in controllable quantities. Single deliveries are allowed for up to 20 parcels in sum. The delivery by pallet is required up from 21 parcels or half the volume of a single pallet (basic size of a half euro pallet max. height 100 cm).

Maximum weight for single parcels is 31,5 kg. Parcels must be delivered by pallet up from 32 kg.

2.2. Pallet deliveries

Regular deliveries must be delivered upon undamaged euro pallets (DB sign RAL RG 993) or on disposable pallets within euro pallets size. Disposable pallets with deviating size can be handled only upon request.

Each pallet must be stretched to avoid robbery and damage by third party persons.

Pack size:	wide	800 mm
	length	1200 mm
	max. height	1600 mm (incl. pallet)

To avoid additional expenses all pallets must be loaded longwise on the truck (3 pallets side by side). Unloading from the side is not possible at any time due to local dock constructions.

2.3. Booking of large deliveries / truck deliveries

Large and or truck deliveries with a quantity of more than 20 pallets must be booked by supplier / carrier with a minimum of 1 day before delivery.

3. Freight documents

3.1. Waybill

The waybill must contain the following minimum points without exception:

- Carrier with address
- Receiver with address
- Contracting authority
- Total weight
- Quantity of packages / pallets
- Quantity and kind of loading devices

4.3. Packing materials and marking of goods

All used materials must fulfill legal requirements. This is particularly to licenses, marking of goods e.g.

- Cardboard boxes: Corrugated cardboard boxes with recycling guarantee, only with sustainable colors, quality "1.2" and a minimum of 600 cardboard
- Foil: PET, PP marked
- Strapping: PET, PP marked
- Wooden boards: Natural wood
- Label: Only recyclable materials are accepted
- Filling materials: Only recyclable materials are accepted

4.4. Packing procedures

All goods must be packed securely by the supplier to avoid any kind of damage or lost. Also third party persons may not be caused with negative aspects such as injuries, damage or lost through packing procedures. The packing must be suitable for the chosen shipping method.

Each packing unit / pallet / parcel must contain related notices (with related label or freight documents):

- Dispatcher with address and contact person
- Receiver / reference (customer name, e.g.)
- Delivery note number (with barcode Code 128, e.g.)
- Article description
- Article number
- Total amount of shipped goods
- Packing units
- Pallets packing units, for example 1 of 10
- Pallets / parcels number, for example 1 of 10
- Printing date / version date (if prints are delivered)
- Logo of supplier / print plant
- Language

