

DELIVERY INSTRUCTIONS

DISTRIMEDIA

Deliveries to DistriMedia nv will take place f.o.c., unless agreed otherwise in writing. All shipments have to be delivered to:

1. DistriMedia, Meulebeeksesteenweg 20, 8700 Tielt, Belgium

Monday to Thursday : from 8.00am to 11.30am and from 13.00pm to 16.00pm

Friday : from 8.00am to 11.30am and from 13.00pm to 15.00pm

2. DistriMedia, Industriepark Noord 5a, 9100 Sint Niklaas, Belgium

Monday to Thursday : from 8.00am to 11.30 am and from 13.00pm to 16.00pm

Friday : from 8.00am to 11.30am and from 13.00pm to 15.00pm

Delivery instructions

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1.0 Identification of goods

All goods being delivered to DistriMedia nv have to contain a readable **EAN-13/14 code**.

This code has to be located at **clearly visible side** of the box/product; e.g. at the backside of the product and must be easy to scan.

2.0 Packaging, labelling and packaging material

The packaging and labelling of goods delivered to DistriMedia nv are the responsibility of the client .



Products of the same EAN barcode are packed together in one or more boxes, containing an **equal number of products**, not sealed at more copies. Exception: the remainder box.

Maximum box weight: 18 kg

Every box should have the following information (label/printed on box) that is of good quality, readable and in case of barcodes perfect scannable:

- ✓ Product description;
- ✓ EAN barcode;
- ✓ Number of products in the box;
- ✓ Mixed product boxes are clearly marked "mixed box"

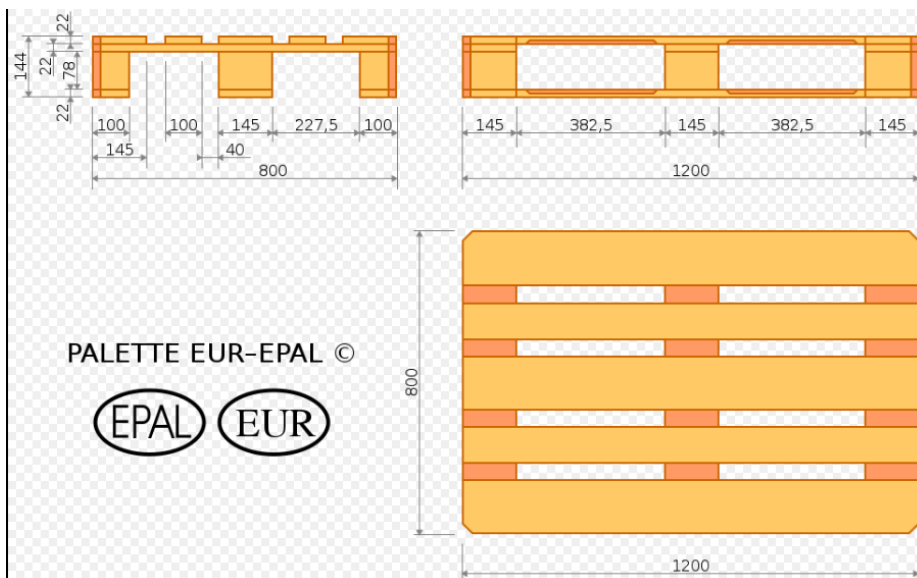
3.0 The usage of pallets

Small shipments can be delivered in boxes. In case the goods are delivered on pallets, the following guidelines apply:

- ✓ Pallet size: undamaged EuroPallets (80 x 120cm)
- ✓ Always use two-way pallets (no cross-lath on the narrowest side).
- ✓ Max. height of pallet: 185 cm inc. pallet.
- ✓ Max. weight pallet: 600 kg.



Wrong: goods placed over the edges, badly stacked



- ✓ Goods have to be stacked on the pallet in a stable and logic way (to make check counts of the products easy).
- ✓ Goods should not be placed over the edge of the pallet.
- ✓ Costs due to restacking and/or extra unloading will be charged to the client.
- ✓ Pallets have to be firmly sealed with transparent foil. Metal straps are prohibited.
- ✓ Use solid board corners to protect the product.
- ✓ The contents of each pallet must be uniform and contains the same number of copies.
- ✓ Only the last packaging of the delivery can be accepted as not complete. On the carton a note must be clearly visible attached mentioning "mixed".
- ✓ A pallet-card, clearly visible attached to each pallet, must contain
 - EAN
 - Product description
 - The number of copies

4.0 Shipment information

Each shipment must contain a delivery note and CMR. These documents must be made by supplier and be handed over to the employee at the receiving desk.

ISO 9001
Delivery instructions
L_PR_05

Also make sure to attach **the delivery note on a clearly visible place** on a pallet or on a box on top of the pallet; be sure there's a clear mark on the box containing the document.

All delivery notes must contain the following information:

- ✓ EAN;
- ✓ Product description;
- ✓ Number of each product;
- ✓ Number of boxes;
- ✓ Number of pallets;
- ✓ Producer/Publisher.

Acceptance (quality and quantity) is only final after control and counting at DistriMedia nv. **Any non-conformity will be announced within ten (10) working days after receipt of the goods.**

DistriMedia nv will not be liable for damages as a result of inexpert shipment of the goods delivered. **Shipment will always take place for the risk of the producer.**

5.0 Pre-announcing deliveries

To ensure the unloading-schedule deliveries should be announced at least 48 hours before arrival. In some cases a date and time for delivery can be decided in mutual agreement.

Deliveries must be pre-announced **with the delivery note** mentioning the carrier and date/time of delivery, by e-mail:

DistriMedia Tielt: inslag@distrimedia.be
DistriMedia Sint Niklaas: goods.inbound@distrimedia.be

Shipments without prior consent to DistriMedia nv will not be allowed. If shipments take place without consent, the costs thereof will be at the expense of the product owner. Furthermore DistriMedia nv will be entitled to charge administration costs and be free to store the goods for the client and risk of the producer.

6.0 Foreign deliveries

When delivering shipments from outside Benelux to DistriMedia nv. pre-announcement by e-mail is vital.

Furthermore you have to inform us about the transport company that will carry out this transport. In case the goods are produced in a non E.U. country, **the clearing of the goods is the responsibility of the product owner** and goods must be delivered at our premises cleared and free of any charges.

7.0 (Un)- loading

The driver

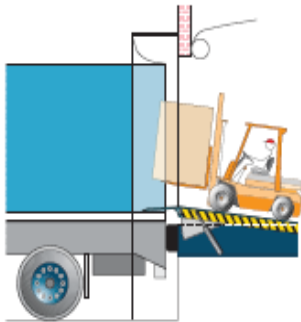
receptie

- ✓ Always reports at the gate or site entrance and asks for instructions (emergency procedures, parking restrictions, route to loading or unloading point and general info such as the prohibition of smoking, eating, alcohol, etc.)

- ✓ Is present during the whole (un)loading activity and gives all documents to the operator
- ✓ Prepares the vehicle for (un)loading (i.e. opening doors and canvas, removing blocking and bracing material, undoing the strapping etc.)
- ✓ Is allowed to (un)load by operating non electric site equipment, in co-operation with the operator.
- ✓ Asks the same amount of EuroPallets in return.

Trucks

- ✓ Distrimedia nv is equipped for the quick unloading of trucks (tractor + trailer)
- ✓ Delivery with a van (or similar) is only accepted if the delivery consists of only a couple of boxes (Total delivery is less than 3 full pallets). The driver needs to unload the vehicle himself and he has to put the merchandise on pallets. Costs due to restacking and/or extra unloading will be charged to the client.
- ✓ **Only (un)loads on a dock.** Dock levellers bridge the gap between the vehicle/trailer and the loading bay if there is enough space = 30cm.



↔space needed for dock leveler =30 cm



No space for dock leveler



Dockleveller can't be used

8.0 Official closing Days 2021

New Year Day	Friday, Jan 1 st
Easter Monday	Monday, April 5th 2021
Labour Day	Saturday, May May 1st 2021
Ascension Day	Thursday, May 13th 2021
Whit Monday	Monday, may 24th 2021
Independence Day	Wednesday, July 21st 2021
Maria Ascension Day	Sunday, August 15th 2021
All Hallows	Monday, November 1st 2021
Truce WW1	Thursday, November 11th 2021
Christmas Eve	Friday, December 24th no evening shift // pick ups by carriers approx. 15.00/15.30 hr
Christmas	Saturday, December 25th 2021
New Years's Eve	Friday, December 31st no evening shift // pick ups by carriers approx. 15.00/15.30 hrs

For further information regarding our delivery instructions, please always contact:

Distrimedia Tielt

Tel: +32 (0)51 42 38 78

Email: Inslag@distrimedia.be

DistriMedia Sint Niklaas

Tel: +32 (0)3 760 30 50

Email: goods.inbound@distrimedia.Be

Thanks for your cooperation!

DistriMedia nv team