

WMF Group

Delivery specification

Specification for deliveries to WMF Group companies

As at: May 2020

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1. Scope

This document regulates the delivery specifications between the WMF Group companies listed below (also referred to as “purchasers”) and suppliers.

It is valid for the following purchaser/place of delivery:

- WMF Group GmbH
Eberhardstraße 35
73312 Geislingen
- proLOG–logistics services GmbH
Otto-Lilienthal-Straße 3
89160 Dornstadt
- Kühne + Nagel (AG & Co. KG)
Hermann-Köhl-Str. 12
89160 Dornstadt
- DB Schenker Deutschland AG
Ernst-von-Bodelschwingh-Straße 5
59192 Bergkamen
- Silit-Werke GmbH & Co. KG
Neufraer Straße 6
88499 Riedlingen
- W. F. Kaiser u. Co. GmbH
Werner-von-Siemens-Straße 28
65582 Diez/Lahn

Deviations from this specification require our express written approval.

2. General Specifications

2.1 Delivery

The delivery specifications differ depending on the mode of transport. Deliveries by sea freight in containers are not palletised, while deliveries via land transport and air freight must be packed by item on pallets.

With regard to pallet deliveries, if no complete loading units are formed due to low volumes, units with different material numbers can be put together to form a mixed pallet. These must be identified with a “Mischpalette” or “mixed pallet” sticker. Nevertheless, the boxes must be packed by item.



2.2 Obvious defects

Upon determination of an obvious defect, the purchaser is entitled to remedy the defect himself at the supplier's expense following prior consent of the supplier or to return the defective product to the supplier.

The supplier must render supplementary performance within a reasonable time period. If this fails, the purchaser may withdraw from the contract or reduce the remuneration. The purchaser reserves the right to assert claims for damages.

For notices of defects, the purchaser is entitled, following preliminary notice, to withhold payment to the extent that is in a reasonable proportion to the occurred defect. Deviating individual agreements and purchasing terms take precedence.

2.3 Loading aids¹

All materials delivered via land transport must be delivered on undamaged loading aids. These must be pallets with the dimensions 1,200 x 800 mm.

No boxes, containers etc. may exceed the dimensions of the loading aid used.



If the dimensions of an individual product exceed these pallet dimensions, industry pallets with the dimensions 1,000 x 1,200 mm must be used.

The load unit must not exceed the maximum load height of 1,800 mm including the pallet.

¹ Only applies to pallet deliveries (therefore not sea freight or CEP deliveries).

² The packaging specifications apply to outer packaging, not the individual product packaging.

Two pallets may be stacked on top of each other, and may be joined together and thus secured by film and/or strapping (not made of metal). Pallets must be placed lengthwise on the loading area. It must be possible to handle all load units with floor handling equipment. Damaged pallets are not permitted. Loading equipment that does not meet the exchange criteria of the European Pallet Association EPAL will not be exchanged, and acceptance will be refused (see also point 2.8 – Measures to be taken in the event of non-compliance with the delivery instructions).

2.4 Packaging²

All packaging units must be clearly labelled with the following legible, easily accessible information in plain text and a barcode with the purchase order number and item number:

- Purchase order
- Item number
- Unit number
- Gross and net weight

Only recyclable materials may be used as packaging materials. Packaging in contact with the exterior or parts must meet the following requirements: No polystyrene or other foams may be used. Instead, cardboard, paper and plastics / PE bags, honeycombs, inserts or tissue paper must be used.

The supplier must package materials in such a way that all

- damages (in particular from transport, handling and weather conditions)
- contamination
- corrosion and
- unauthorised access

are excluded.

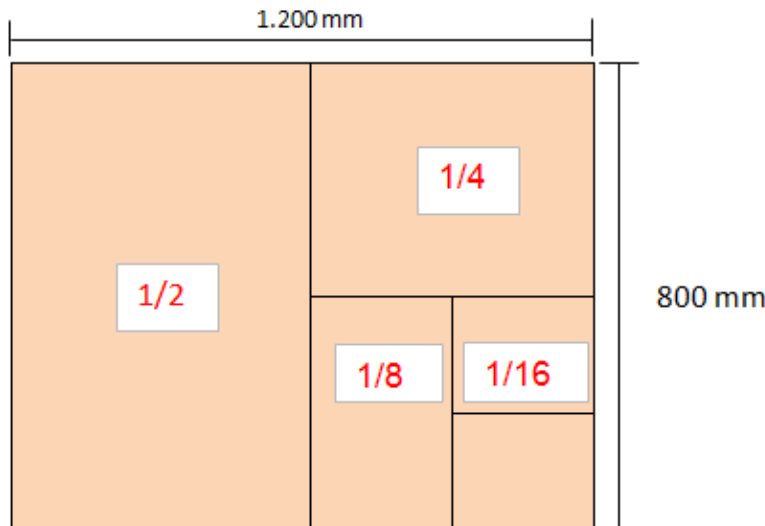
A choice must be made between using **disposable** or **reusable packaging**. The use of reusable packaging and packaging made of secondary raw materials³ or renewable materials⁴ should be given preference.

The exchange between the WMF Group and the supplier is assured through suitable identification and the text "Property of Company X". Any deliveries made without approval or without this identification will lead to the packaging being disposed of by the WMF Group. No claim for compensation may be made!

The packaging units must be modular, i.e. they may only have the dimensions listed below (1/2, 1/4, 1/8 or 1/16 of a Euro Pool pallet).

³ Materials that are used instead of new materials (primary raw materials) .

⁴ Materials made from abundant resources, that can be quickly replenished through ecological cycles or agricultural practices, so that they are not threatened by this outgoing supply and will continue to be available to the next generation.



2.5 Sealing the packaging

The packaging units must be sealed with adhesive strips and wrapped onto the loading aids (Euro Pool pallets) with protective sheeting. Vertical and horizontal corner reinforcements must be used where required for the security of the goods.



Cavities in the final packaging should be avoided. If they are unavoidable, they must be filled with filling material made of permissible, recyclable materials.

2.6 Labelling⁵

2.6.1. Loading aids with an electronic note/SSCC label

Each loading unit must be clearly identified with an SSCC label (minimum size 150 x 100 mm). The identification must be placed on at least one face of the loading unit and be freely accessible so that it is visible to the forklift driver when unloading from the rear.

Minimum information to be included:

- Consigner and consignee with address
- NVE/ SSCC number
- EAN number
- Serial number
- Shelf life expiration date
- WMF material code
- Number of items and/or content quantity per item and pallet
- Short material description
- Purchase order

⁵ Valid for pallet deliveries (therefore not for sea freight or CEP deliveries)

- Order items

The information must correspond with the electronic transmission data.

Absender Silit – Werke GmbH & Co. KG Neufraar Straße 6 D – 86499 Riedlingen		Empfänger WMF AG Verteilzentrum Nord c/o Schenker Deutschland AG Ernst – von – Bodelschwing – Straße 5 D – 59192 BERGKAMEN	
NVE (SSCC): 3 4004633 000092011 4			
EAN: 4004633 22783 0			
Serial Number	MHD	Charge	
Material – Nummer 21.4122.7830	MENGE (BME) 1 ST		
Material Kurztext Küchenschere Varieta 21cm			
Bestellnummer: 4500408022	Position 10		
 Packstück 815853430003			
SSCC  (00) 3 4004633 000092011 4			



2.6.2. Loading aids without an electronic note/SSCC label

All loading aids that do not have an SSCC label must be clearly marked with the consigner and consignee addresses, WMF material number, EAN number, number of items, purchase order, position and package number. The EAN number, purchase order and order item must also be printed as a barcode (code 128).

The label (min. 150 x 100 mm) must be placed on at least one face of the loading unit and be freely accessible so that it is visible to the forklift driver when unloading from the rear.

Consigner: Supplier: ABC Samplestreet: 12 12345 City China		Consignee: WMF AG Otto-Liliental-Straße 3 89160 Dornstadt Germany	
Bestellnummer / purchase order: Bestellposition / order item: Artikelnummer / material code: EAN-Nummer: Artikelbezeichnung / article description: Liefermenge / delivery quantity: Packstücknummer / packing unit-nr.:		4500266250 10 106.4440.6040 4000530637390 Grater 300 2 of 6	
Menge im Paket / quantity in parcel:		<input type="text" value="50"/>	
GROSS WEIGHT: NET WEIGHT: MEASUREMENT:		15,5 KGS 13,5 KGS 52 x 29 x 40 CM	
 EAN 4000530637390  Bestellnr. 4500266250  Bestellpos. 10			

2.7 Documents

Each delivery must be accompanied by a full delivery note.

In addition, each package must have a package content list stating what is inside.



The documents must be attached to the package in two different document pockets so that the difference between the delivery note and package content list can be identified from the outside.

The delivery note (in German or English) must include the following information:

- Consigner
- Supplier number
- Consignee
- WMF SAP order number
- Material code and article description
- EAN number
- Amount (actually delivered quantity in the relevant order unit)
- Weight
- Number of packages/loading units
- Consignee contact (name and tel.)
- WMF buyer number

The package content list must include the following information:

- Consignee
- WMF SAP order number
- Material code and article description
- EAN number
- Amount (actually delivered quantity in the relevant order unit)
- Gross and net weight for each item delivered
- Number of package (e.g. Package 1 of 1, Package 2 of 4 etc.)
- Type of package (Euro Pool pallet, box etc.)

2.8 Measures on non-compliance with the delivery specification

On-time deliveries, correct labelling and delivery notes as well as clean, undamaged packaging and loading aids are absolutely critical for seamless logistics processes. Deviations from this standard result in considerable additional expenses for the WMF Group.

For this reason, the WMF Group reserves the right to charge the supplier the additional costs – based on those incurred – in the event of culpable infringement of these delivery specifications. The sole purpose of this is to compensate for the additional process costs incurred in correcting the relevant delivery errors before further problems are caused.

The following can lead to the WMF Group incurring additional costs:

- Inadequately secured loads
- Damaged / contaminated / incorrect loading aids
- Damaged / contaminated / incorrect packaging
- Insufficient or excessive delivery volumes or delivery delays
- Faulty, missing or incomplete delivery documents
- Missing or insufficient packaging labelling
- Faulty/incorrect notifications
- Delivery outside the agreed time window

The WMF Group also reserves the right to reject in full consignments which deviate significantly from this delivery specification.

3. Specific provisions

3.1 WMF Group GmbH in Geislingen

Packaging standards for suppliers are intended to ensure a trouble-free flow of materials between the suppliers and WMF Group GmbH. High-quality packaging is essential to prevent damage in transit. Please also refer to the document 'Packaging instructions for spare parts for coffee machines'.

3.1.1. Central Goods Receipt

- **Delivery**

- In general: Consignments cannot be accepted on a cash-on-delivery basis.

- A time window must be booked in advance for the delivery in a time window management tool, and certain parameters regarding the delivery must be given. Otherwise, no goods can be accepted.⁶

- This is done through our partner Cargoclix's website at www.cargoclix.com/wmf. Each booking is subject to a €0.50 fee, payable by the booker.

- For regular deliveries from WMF factories, fixed time windows can be agreed that do not need to be re-booked for each delivery. In addition, CEP deliveries and deliveries of <3 pallets are also excluded from the time window booking.

- Only vehicles suitable for ramp loading may be used for deliveries. This does not apply to CEP deliveries.

- Containers:

- **Loading aids**

- Euro Pool pallets acc. to EN 13698-1 or wooden disposable pallets

- Dimensions: 1,200 x 800 mm

- Max. permissible total height 1,400 mm for stackable goods

- Total weight incl. goods < 800 kg

- Wooden beams/structures for metal plates

- Dimensions: according to product-specific packaging specification

- Max. permissible total height: 1,800 mm

- Max. weight incl. goods: 2,500 kg

- Coil supports (e.g. wooden structures)

- Dimensions: according to product-specific packaging specification

- Max. permissible total height/ diameter: not set

- Max. weight incl. goods: 2,500 kg

⁶ Detailed instructions: See annex

- Containers for pastes and liquids (abrasive paste etc.)
Dimensions: according to product-specific packaging specification
Max. permissible total height: not set
Max. weight incl. goods: 2,000 kg
- Industrial pallets with dimensions of 1,000 x 1,200 mm
- **Packaging**
 - Weight per outer box, packaging unit or material support incl. goods < 15 kg.
- **Delivery times**

The incoming goods office is staffed as follows: Monday to Friday 7 a.m. to 2 p.m.

3.1.2. Coffee machine production incoming goods

- **Loading aids**
 - Euro Pool pallets, dimensions: 1,200 x 800 mm
 - Max. permissible total height 1,800 mm
 - Total weight incl. goods < 800 kg
- **Packaging**
 - Boxes and reusable packaging must fit the Euro Pool pallet dimensions 1,200 x 800 mm
 - Any agreed part-specific packaging specifications must be respected
 - Weight per individual box/individual package incl. goods < 15 kg
 - **From 2020 onwards, the weight per single carton / single packaging including goods for first-time deliveries must be < 12 kg**
- **Delivery times**

The incoming goods office is staffed as follows: Monday to Friday 7 a.m. to 2 p.m.

3.2. proLOG–logistics services GmbH in Dornstadt

- **Delivery**
 - In general: Consignments cannot be accepted on a cash-on-delivery basis.
A time window must be booked in advance for the delivery in a time window management tool, and certain parameters regarding the delivery must be given. Otherwise, no goods can be accepted.⁷
This is done through our partner Cargoclix's website at www.cargoclix.com/wmf. Each booking is subject to a €0.50 fee, payable by the booker.
For regular deliveries from WMF factories, fixed time windows can be agreed that do not need to be re-booked for each delivery. In addition, CEP deliveries and deliveries of <3 pallets are also excluded from the time window booking.
 - Only vehicles suitable for ramp loading may be used for deliveries. This does not apply to CEP deliveries.
 - Containers:
 - containers must be checked for damage before loading
 - Goods must be protected from falling when the doors are opened with a suitable disposable net
 - The maximum load for transport packaging must not be exceeded when stacking
 - Land transport (full and partial shipments):
 - Loading aids must always be loaded in the direction of travel
 - Cargo must be secured in accordance with VDI 2700

⁷ Detailed instructions: See annex

→ Access to loading must not be changed

Verkehrsträger	Kategorie	Incoterm	Zeitensterbuchung durch Lieferant	Ladungsträger	Anmerkung
See	FCL	EXW, FOB, CFR, CIF, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	keine Palettierung	Einwegnetz zur Ladungssicherung durch Lieferant anzubringen
	LCL	EXW, FOB, CFR, CIF, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung optional, ggf. durch Spediteur	
Luft	Standardluftfracht	EXW, FCA, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung optional, ggf. durch Spediteur	keine Sendungen mit "frei Haus" Ziellager vorhanden
	Express	CIP, CPT, DAP, DDP	nein, hier keine Zeitensterbuchung erforderlich	Palettierung optional, je nach Sendungsgröße	
Land	Paket	CIP, CPT, DAP, DDP	keine Zeitensterbuchung erforderlich	keine Palettierung	ggf. tägliches fixes Anlieferzeitfenster für Expressdienst ist einzurichten
	Stückgut/Teil- und Komplettlading	EXW	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung durch Lieferant	
	Stückgut/Teil- und Komplettlading	CIP, CPT, DAP, DDP	ja	Palettierung durch Lieferant	

• Loading aids

- For total weights of 0–700 kg, deliveries must take place on disposable pallets
- For total weights of 701–800 kg, deliveries must take place on Euro Pool pallets
- As a rule: max. total height 1,800 mm incl. pallets, when pallets are stacked 1,200 mm per pallet
- Total weight incl. goods < 800 kg

• Packaging

- For maritime transport, the outer packaging must be seaworthy.
- If the content of a box is heavier than 30 kg, a sticker with the text "heavy" must be attached
- **From 2020 onwards, the weight per single carton / single packaging including goods for first-time deliveries must be < 12 kg**

• Delivery times

The incoming goods office is staffed as follows:

Monday to Friday 7 a.m. to 3 p.m., lunch break from 12.25 p.m. to 1 p.m.

• Acceptance of goods

When transferring goods, the receiver must confirm the number and type of packages accepted but not their composition, value or weight.

In principle, loading aids such as Euro Pool box pallets are replaced in accordance with the Cologne exchange process (piece by piece), but in exceptional cases the Bonn exchange process can be used (with account), providing the exchange criteria of the European Pallet Association EPAL are met. Damaged loading aids will not be exchanged and will not be accepted.

The deliverer receives a pallet note produced by proLOG-logistics services GmbH confirming the delivery date, the unloading point, and the number of loading aids exchanged.⁸

The original copy of this document is essential for the reconciliation process later on. Claims may only be made on this basis. No other documents will be accepted by proLOG-Logistics services GmbH.

3.3 Kühne + Nagel (AG & Co.) KG in Dornstadt

• Delivery

⁸ Sample pallet note for proLOG logistics services GmbH: See annex

- In general: Since 01/03/2020, an external warehouse of proLOG-logistics services GmbH has been located at the premises of our logistics partner Kühne + Nagel (AG & Co.) KG in Dornstadt. The delivery must be coordinated with the staff there. Consignments cannot be accepted on a cash-on-delivery basis.

It is not possible to agree fixed time windows for regular deliveries

- deliveries may only be made with vehicles that are suitable for ramp loading. This does not apply to CEP deliveries

- Containers:

→ containers must be checked for damage before loading

→ Goods must be protected from falling when the doors are opened with a suitable disposable net

→ The maximum load for transport packaging must not be exceeded when stacking

- Land transport (full and partial shipments):

→ Loading aids must always be loaded in the direction of travel

→ Cargo must be secured in accordance with VDI 2700

→ Access to loading must not be changed

Verkehrsträger	Kategorie	Incoterm	Zeitensterbuchung durch Lieferant	Ladungsträger	Anmerkung
See	FCL	EXW, FOB, CFR, CIF, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	keine Palettierung	Einwegnetz zur Ladungssicherung durch Lieferant anzubringen
	LCL	EXW, FOB, CFR, CIF, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung optional, ggf. durch Spediteur	
Luft	Standardluftfracht	EXW, FCA, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung optional, ggf. durch Spediteur	keine Sendungen mit "frei Haus" Ziellager vorhanden
	Express	CIP, CPT, DAP, DDP	nein, hier keine Zeitensterbuchung erforderlich	Palettierung optional, je nach Sendungsgröße	
Land	Paket	CIP, CPT, DAP, DDP	keine Zeitensterbuchung erforderlich	keine Palettierung	ggf. tägliches fixes Anlieferzeitfenster für Expressdienst ist einzurichten
	Stückgut/Teil- und Komplettlading	EXW	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung durch Lieferant	
	Stückgut/Teil- und Komplettlading	CIP, CPT, DAP, DDP	ja	Palettierung durch Lieferant	

• Loading aids

- For total weights of 0–700 kg, deliveries must take place on disposable pallets

For total weights of 701–800 kg, deliveries must take place on Euro Pool pallets

- As a rule: max. total height 1,800 mm incl. pallets, when pallets are stacked 1,200 mm per pallet

- Total weight incl. goods < 800 kg

• Packaging

- For maritime transport, the outer packaging must be seaworthy.

- If the content of a box is heavier than 30 kg, a sticker with the text "heavy" must be attached

- From 2020 onwards, the weight per single carton / single packaging including goods for first-time deliveries must be < 12 kg

• Delivery times

The goods are received according to the individual agreement on the telephone number +49 7348 2014-4363

• Acceptance of goods

When transferring goods, the receiver must confirm the number and type of packages accepted but not their composition, value or weight.

In principle, loading aids such as Euro Pool box pallets are swapped in accordance with the Cologne exchange process (concurrently), provided the exchange criteria of the European Pallet

Association EPAL are met. Damaged loading aids will not be exchanged and will not be accepted.

3.4 DB Schenker Deutschland AG in Bergkamen

- **Delivery**

The cooperation with DB Schenker Deutschland AG in Bergkamen ends on 30.06.2020.
The place of delivery will no longer be listed in this provision.

3.5 Silit-Werke GmbH & Co. KG in Riedlingen

3.5.1. Central Goods Receipt

- **Loading aids**

- For pallet deliveries (also possible via sea freight), the total height of 1,800 mm incl. pallet and the total weight of 800 kg must not be exceeded.
- Other loading aids include plastic containers for small parts, lattice boxes for outsourced processing, containers for pastes, liquids and chemicals, sheet metal boxes for blanks
- All packaging units (cardboard) on a pallet must be stacked with the label facing outwards and must be clearly legible.

- **Delivery times**

The incoming goods office is staffed as follows:
Monday to Friday 7 a.m. to 12 p.m. and 12.30 p.m. to 3 p.m.

3.5.2. Return processing by proLOG logistics services GmbH

- **Delivery**

- In general: As of 01.06.2020, the returns processing of proLOG-logistics services GmbH in Riedlingen will be located at Silit-Werke-GmbH & Co. KG.

Consignments from the company Silit-Werke-GmbH & Co. KG cannot be dropped off at the returns processing. The goods must not be mixed, as otherwise the delivery cannot be accepted.

Consignments cannot be accepted on a cash-on-delivery basis.

A time window must be booked in advance for the delivery in a time window management tool, and certain parameters regarding the delivery must be given. Otherwise, no goods can be accepted.⁹

This is done through our partner Cargoclix's website at www.cargoclix.com/wmf. Each booking is subject to a €0.50 fee, payable by the booker.

For regular deliveries from WMF factories, fixed time windows can be agreed that do not need to be re-booked for each delivery. In addition, CEP deliveries and deliveries of <3 pallets are also excluded from the time window booking.

Repairs/complaints must be separated in the case of returns and must not be mixed.

- Only vehicles suitable for ramp loading may be used for deliveries. This does not apply to CEP deliveries.
- Land transport (full and partial shipments):
 - Loading aids must always be loaded in the direction of travel
 - Cargo must be secured in accordance with VDI 2700

⁹ Detailed instructions: See annex

→ Access to loading must not be changed

Verkehrsträger	Kategorie	Incoterm	Zeitensterbuchung durch Lieferant	Ladungsträger	Anmerkung
See	FCL	EXW, FOB, CFR, CIF, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	keine Palettierung	Einwegnetz zur Ladungssicherung durch Lieferant anzubringen
	LCL	EXW, FOB, CFR, CIF, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung optional, ggf. durch Spediteur	
Luft	Standardluftfracht	EXW, FCA, CIP, CPT	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung optional, ggf. durch Spediteur	keine Sendungen mit "frei Haus" Ziellager vorhanden
	Express	CIP, CPT, DAP, DDP	nein, hier keine Zeitensterbuchung erforderlich	Palettierung optional, je nach Sendungsgröße	
Land	Paket	CIP, CPT, DAP, DDP	keine Zeitensterbuchung erforderlich	keine Palettierung	ggf. tägliches fixes Anlieferzeitfenster für Expressdienst ist einzurichten
	Stückgut/Teil- und Komplettladung	EXW	nein, sondern durch zustellenden Spediteur (am Ziellager)	Palettierung durch Lieferant	
	Stückgut/Teil- und Komplettladung	CIP, CPT, DAP, DDP	ja	Palettierung durch Lieferant	

• Loading aids

- For total weights of 0–700 kg, deliveries must take place on disposable pallets
- For total weights of 701–800 kg, deliveries must take place on Euro Pool pallets
- As a rule: max. total height 1,800 mm incl. pallets, when pallets are stacked 1,200 mm per pallet
- Total weight incl. goods < 800 kg

• Packaging

- For maritime transport, the outer packaging must be seaworthy.
- If the content of a package is heavier than 30 kg, a sticker with the text "heavy" must be attached.
- In addition to point 2.4, articles must be stacked securely and tidily within the package. Do not put loose returned goods in the transport packaging (see images).

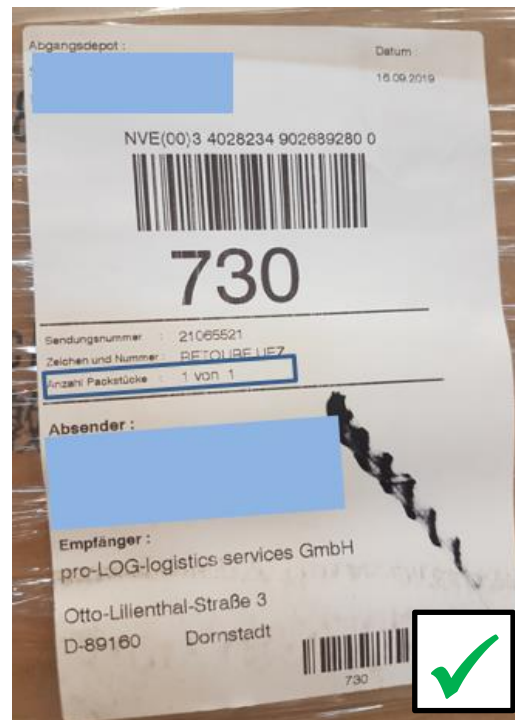


- Returned goods must be in their original packaging, unused and undamaged. We do not accept any goods with price information / source tagging or similar (see images).



• Labelling

In addition to point 2.6, the number of packages and the reason for return must be clearly marked on the outside of each package.



• Documents

In addition to Section 2.7, a goods return note approved and completed by the distributor and attached to the outside of the first package must also be sent.



• D

The returns processing department of proLOG-logistics services GmbH in Riedlingen has the following opening hours:
Monday to Friday 7:30 a.m. to 12:00 p.m.

• Acceptance of goods

When transferring goods, the receiver must confirm the number and type of packages accepted but not their composition, value or weight.

Loading aids such as Euro Pool box pallets are swapped in accordance with the Cologne exchange process (concurrently), provided the exchange criteria of the European Pallet Association EPAL are met. Damaged loading aids will not be exchanged and will not be accepted.





3.6 W. F. Kaiser u. Co. GmbH in Diez

- **Delivery**
 - A notification of the delivery must be sent 3 days in advance by email to “avisierung@kaiser-backform.de”
 - The delivery is registered upon providing the delivery note at the incoming goods office
- **Delivery times**

The incoming goods office is staffed as follows:
Monday to Thursday 7 a.m. to 3 p.m. and Friday 7 a.m. to 11 a.m.

4. Notes

4.1 Sample pallet note proLOG logistics services GmbH Dornstadt

<p><u>Palettenschein</u></p> <p>Laufende Nr. _____</p> <p>Abladestelle: proLOG – logistics services GmbH Dornstadt</p> <p><u>Spedition</u></p> <p><u>liefert heute:</u></p>		<p>proLOG <small>member of wmf group</small></p> <p>SPEDITION</p>	
	<p>_____ Stück Europalette</p>		<p>_____ Stück Europalette</p>
	<p>_____ Stück Gitterboxen</p>		<p>_____ Stück Gitterboxen</p>
<p>Die Packmittel konnten nicht getauscht werden</p> <p>Grund: keine vorhanden Fahrer hat keine mitgenommen</p>			
Ort, Datum	Unterschrift	Fahrzeug (KFZ-Nr.)	
<p>- Originalbeleg ist für den Ausgleich zwingend!</p> <p>- Nach durchgeführten Ausgleich wird der Originalbeleg eingezogen!</p>			

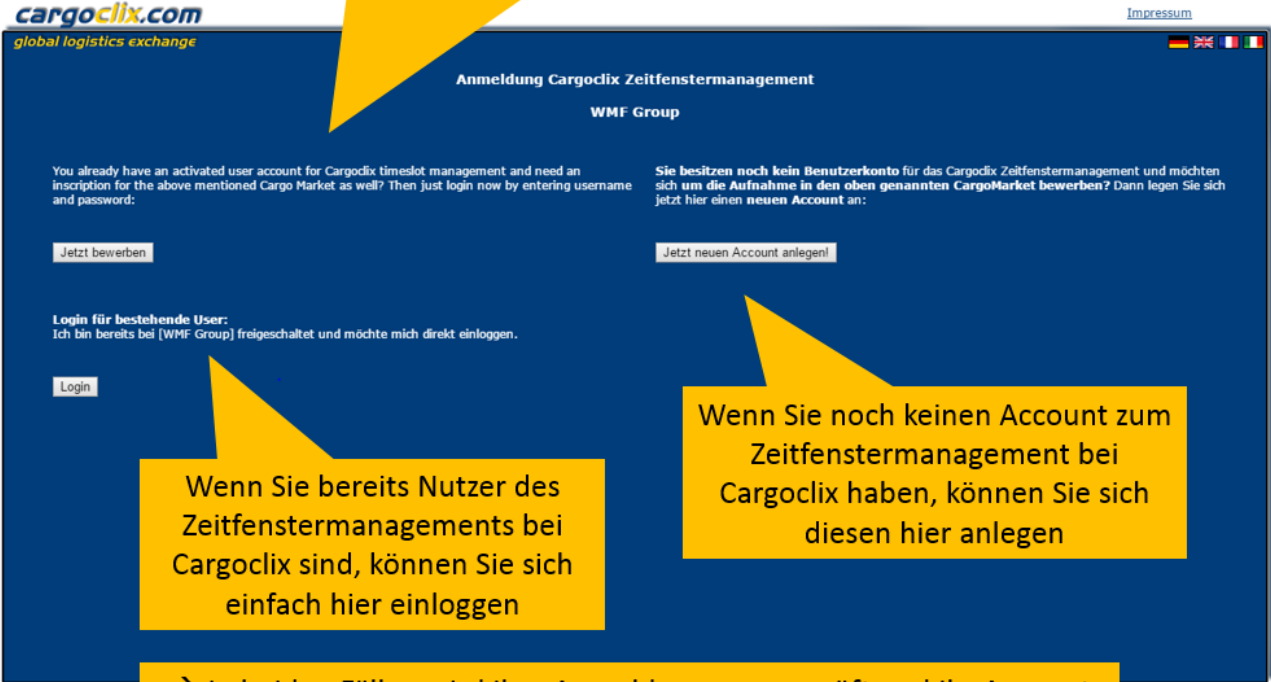
4.2 Instructions for booking a time window



**Bedienungsanleitung für Dienstleister
Zeitfensterbuchung bei**

WMF Group

Bitte gehen Sie auf die folgende Internetseite:
www.cargoclix.com/dbschenker.bergkamen.wmf



Anmeldung Cargodix Zeitfenstermanagement
WMF Group

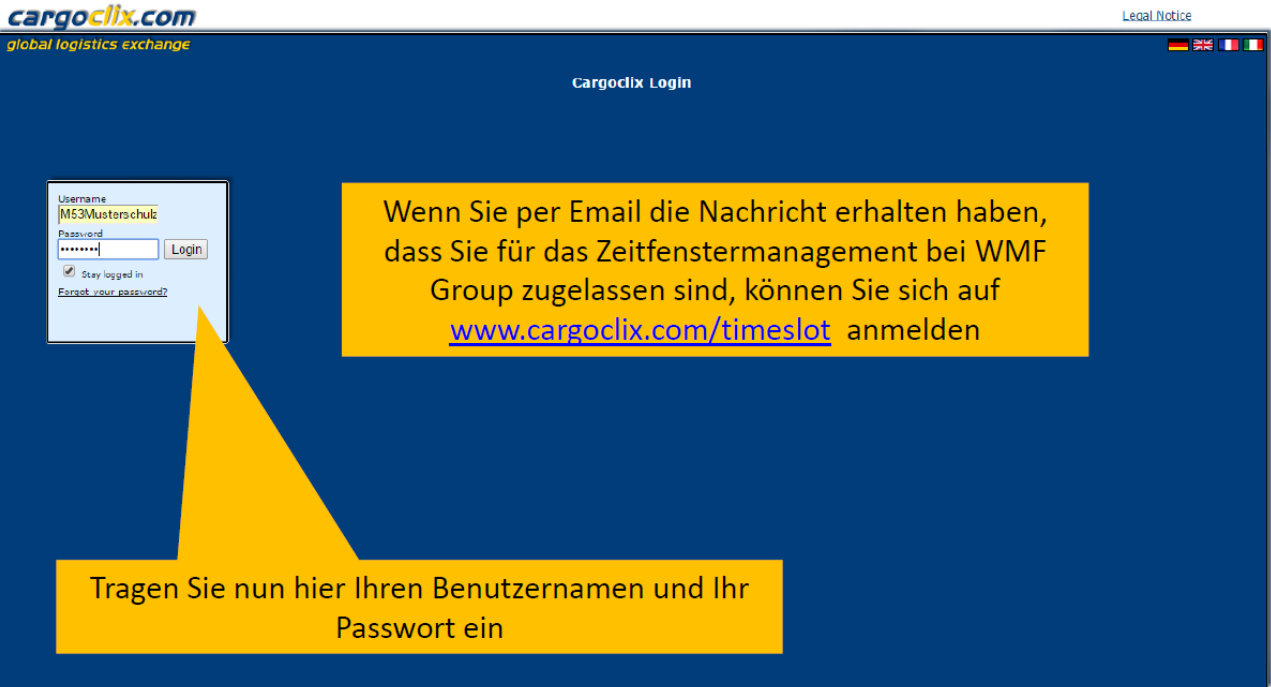
You already have an activated user account for Cargodix timeslot management and need an inscription for the above mentioned Cargo Market as well? Then just login now by entering username and password:

Login für bestehende User:
Ich bin bereits bei [WMF Group] freigeschaltet und möchte mich direkt einloggen.

Wenn Sie bereits Nutzer des Zeitfenstermanagements bei Cargoclix sind, können Sie sich einfach hier einloggen

Wenn Sie noch keinen Account zum Zeitfenstermanagement bei Cargoclix haben, können Sie sich diesen hier anlegen

→ In beiden Fällen wird Ihre Anmeldung nun geprüft und Ihr Account zu Beginn des darauffolgenden Werktages freigeschaltet



Cargoclix Login

Username
M53Musterschulz

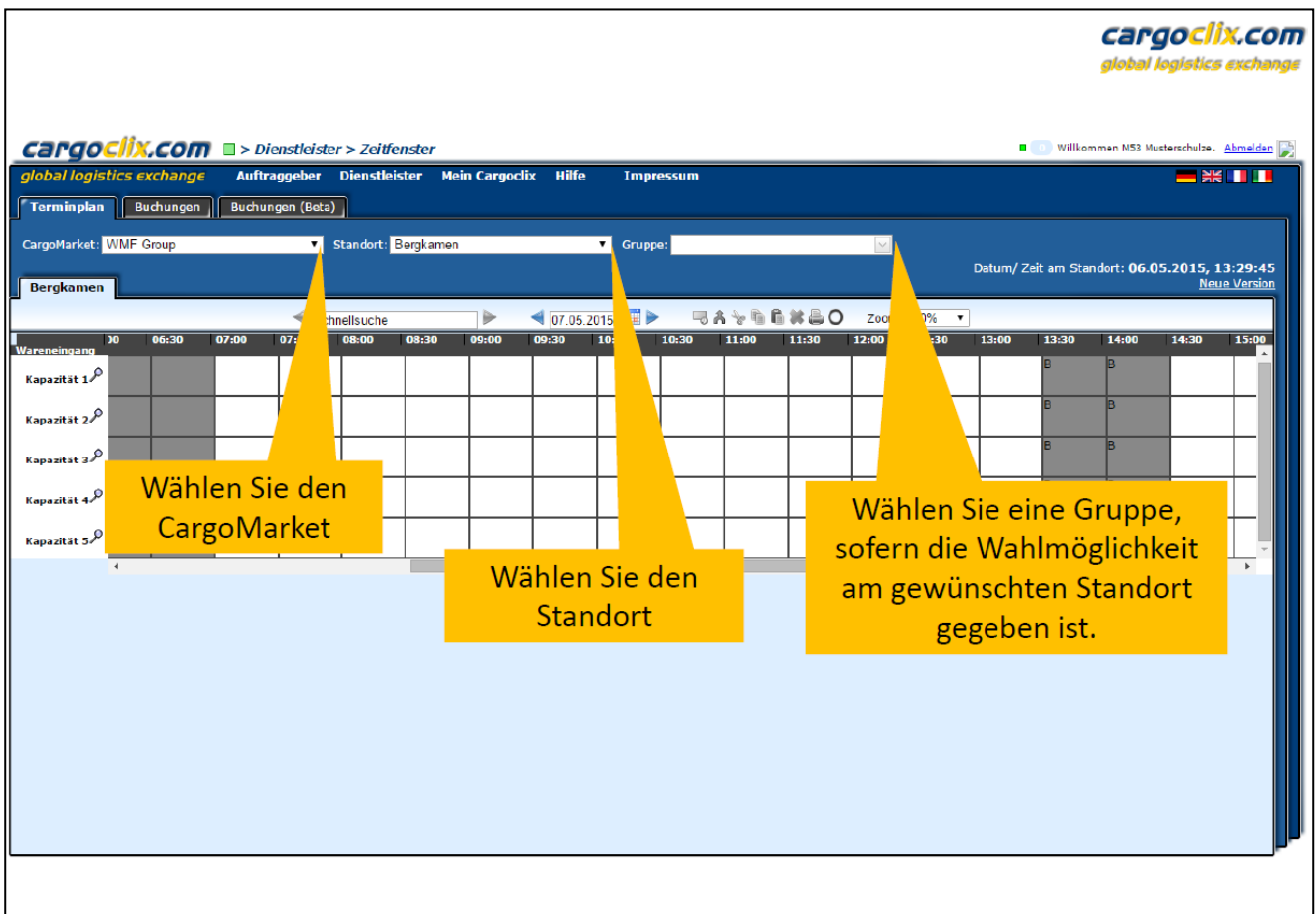
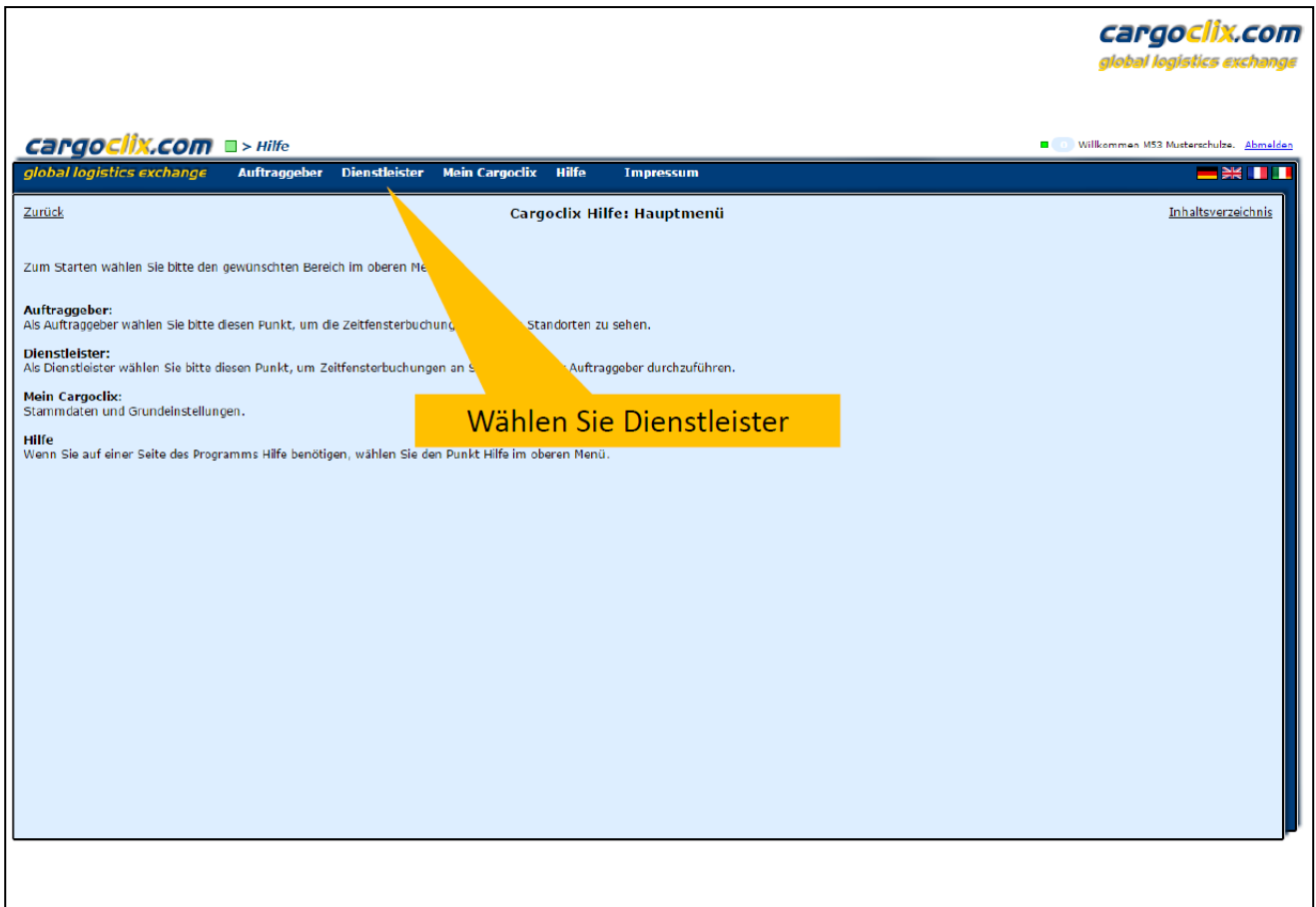
Password

☒ Stay logged in

[Forgot your password?](#)

Wenn Sie per Email die Nachricht erhalten haben, dass Sie für das Zeitfenstermanagement bei WMF Group zugelassen sind, können Sie sich auf www.cargoclix.com/timeslot anmelden

Tragen Sie nun hier Ihren Benutzernamen und Ihr Passwort ein



Sie kommen immer auf den Terminplan des aktuellen Datums und können von hier ein anderes wählen.

- Dunkelgraue Felder: sind nicht buchbar (Rampe geschlossen, Mittagspause, etc.)
- Hellgraue Felder: sind noch nicht oder nicht mehr buchbar
- Diagonal grau gestreifte Felder: sind von anderen Kunden gebucht
- Weiße Felder: sind buchbar

Bitte beachten Sie dass Sie sich 30 Minuten vor Entladebeginn an der Pforte anmelden müssen

Durch Klick auf die Lupe sehen Sie die Eigenschaften der Rampen

Hier sehen Sie z.B., dass die Buchungsphase 7 Tage vor dem zu buchenden Zeitfenster um 00:00 Uhr beginnt und 1 Tag vor dem zu buchenden Zeitfenster um 15 Uhr endet

CargoMarket: WMF Group
Standort: Bergkamen
Rampenname: Kapazität 1
Rampentyp: Standard Rampe
eingehend: Ja
ausgehend: Nein
Beschreibung:
Beginn der Buchungsphase: Ganze Woche (Voreinstellung) 7 Tag(e) früher um 00:00 (Festes Ende)
Ende der Buchungsphase: Ganze Woche (Voreinstellung) 1 Tag(e) früher um 15:00 (Festes Ende)
1.Status: Angemeldet, Muss 30 Minuten vor dem Start des Zeitfensters erreicht werden
Kritischer Startstatus: Entladebeginn
2.Status: Entladeende
3.Status: Abfertigungsende
4.Status:

1. Sobald Sie das gewünschte Datum zur Zeitfensterbuchung gewählt haben, klicken Sie das gewünschte freie Zeitfenster an

2. Klicken Sie nun auf Buchen

Wählen Sie im ersten Schritt die Anlieferart

The screenshot displays the 'cargoclix.com' web interface. The top navigation bar includes 'global logistics exchange', 'Auftraggeber', 'Dienstleister', 'Mein Cargoclix', 'Hilfe', and 'Impressum'. The main header shows 'CargoMarket: WMF Group', 'Standort: Bergkamen', and 'Gruppe:'. The date and time are '06.05.2015, 13:31:30'. The 'Buchungen' tab is active, showing a calendar view. A modal window titled 'WMF Group, Bergkamen: 07.05.2015, 08:00 - 08:29, Kapazität 1' is open, displaying a booking form for 'Musterschulze GmbH'. The form includes fields for 'Name des Frachtführers', 'Mobiltelefon', 'LKW-Kennzeichen', 'Name des Fahrers', 'Anlieferart', and 'Anzahl Paletten'. A yellow arrow points to the 'Anzahl Paletten' field, with a text box containing the instruction: 'Tragen Sie für LKW palettierte Ware die Anzahl Paletten ein'.

Tragen Sie für LKW palettierte Ware die Anzahl Paletten ein

cargoclix.com
global logistics exchange

Je nach Anlieferart bucht das System mit Hilfe eines Algorithmus, den Sie hier nachlesen können

Tragen Sie nun Ihre Daten ein und klicken Sie auf Speichern. Wenn Sie das Profil für zukünftige Buchungen speichern möchten, können Sie ihm rechts in der Maske einen Namen geben, z.B. das LKW-Kennzeichen, etc.

cargoclix.com
global logistics exchange

Sie sehen nun Ihre eigenen Zeitfensterbuchung

cargoclix.com
global logistics exchange

cargoclix.com > Dienstleister > Zeitfenster

global logistics exchange Auftraggeber Dienstleister Mein Cargoclix Hilfe Impressum

Terminplan Buchungen Buchungen (Beta)

CargoMarket: WMF Group Standort: Bergkamen Gruppe:

Datum/ Zeit am Standort: 06.05.2015, 13:34:35
Neue Version

Bergkamen

Schnellsuche 07.05.2015 Zoom: 50%

Wareneingang

	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
Kapazität 1																			
Kapazität 2																			
Kapazität 3																			

Musterschulze GmbH
1223232 HH BB 123
Name des Fahrers: Fahrer A
Anlieferart (select): LKW palettierte Ware
Anzahl Paletten: 35
Musterhuber
0151112233

Zum Ausschneiden hier klicken

Zum Drucken hier klicken

Zum Kopieren hier klicken

Zum Einfügen hier klicken

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Zeitfenster Buchungsbestätigung

Es wurde eine pdf Datei erstellt, die Sie speichern und ausdrucken können

Cargoclix Buchungs-ID
3988908

Dienstleister

Benutzer M53 Musterschulze

Aufr./ Best.Nr. 1223232

Name des Frachtführers Musterhuber

Mobiltelefon 0151112233

LKW-Kennzeichen HH BB 123

Name des Fahrers Fahrer A

Anlieferart (select) LKW palettierte Ware

Anzahl Paletten 35

Kommentar

Datum Und Zeit 07.05.2015 08:00-08:59

CargoMarket WMF Group

Standort Bergkamen

Rampenname Kapazität 1

Gruppe Wareneingang

Beschreibung

Die Datei enthält alle Daten der Buchung, einschließlich der Buchungs-ID

cargoclix.com > Dienstleister > Zeitfenster

global logistics exchange

Auftraggeber Dienstleister Mein Cargoclix Hilfe Impressum

Terminplan **Buchungen** Buchungen (Beta)

Suchen Automatische Aktualisieren Spalten anpassen Export: PDF XLS RTF

Seite 1 von 1 (2 Elemente) Ergebnisse pro Seite 30 Zeige Filterzeilen-Menü Filter leeren General + - S R

Ziehen Sie eine Spaltenüberschrift, um nach dieser Spalte zu gruppieren

ID	Details	Auftragsnummer	Datum	Erstellt am	Startzeit	Länge	LKW-Kennzeichen	Name des Frachtführers	Benutzer	CargoMarket	Status
3987900		4500	06.05.2015	06.05.2015 11:22:10	11:30	60	UL M 1	Spedi Nihat	M53 Musterschulze	WMF Group	Bergk
3987978		4500	06.05.2015	06.05.2015 12:18	10:30	60	UL M 1	Spedi Nihat	M53 Musterschulze	WMF Group	Bergk

Seite 1 von 1 (2 Elemente) [1] Ergebnisse pro Seite 30 Zeige Filterzeilen-Menü Filter leeren General + - S R

Neben dem Terminplan steht Ihnen auch eine tabellarische Ansicht Ihrer Zeitfensterbuchungen zur Verfügung

cargoclix.com > Hilfe

global logistics exchange

Auftraggeber Dienstleister Mein Cargoclix **Hilfe** Impressum

Zurück Cargoclix Hilfe: Dienstleister Inhaltsverzeichnis

Zeitfenster buchen: → Video zu diesem Thema ansehen
Um ein Zeitfenster zu buchen, klicken Sie auf "Dienstleister" und wählen den CargoMarket und den Dienstleister des Auftraggebers, bei dem Sie ein Zeitfenster buchen möchten. Wählen Sie nun das Datum an dem Sie das Zeitfenster buchen möchten. Graue Zeitfenster sind nicht buchbar, grau gestreifte Zeitfenster sind für Ihren Dienstleister gebucht und weiße Zeitfenster sind buchbar. Klicken Sie nun auf das gewünschte freie Zeitfenster und es wird mit einem roten Rand markiert. Klicken Sie nun auf den Button "buchen", das öffnet sich das Buchungsfenster, über das Sie Ihre Buchung vornehmen können.

Profile für Buchungen anlegen: → Video zu diesem Thema ansehen
Sobald Sie bei einer Buchung alle Daten in das Buchungsfenster eingegeben haben, können Sie die Daten des Profils speichern. Tragen Sie im Buchungsfenster hierzu einen Profilnamen ein. Wenn Sie die Buchung nun bestätigen wird automatisch auch das Profil gespeichert. Der Name des Profils kann z.B. das Kennzeichen des Fahrers sein, etc.

Zeitfenster über Profil buchen: → Video zu diesem Thema ansehen
Markieren Sie das gewünschte freie Zeitfenster und klicken Sie auf den Button "buchen" neben der Datumsauswahl. Das Buchungsfenster öffnet. Wählen Sie nun im Dropdown rechts das gewünschte Profil aus. Die Daten des Profils werden automatisch in das Buchungsfenster geladen. Sie können die Daten falls gewünscht noch ändern und die Buchung nun bestätigen.

Gebuchtes Zeitfenster verschieben: → Video zu diesem Thema ansehen
Klicken Sie auf das von Ihnen gebuchte Zeitfenster. Schneiden Sie nun dieses über den Button "verschieben" in das Buchungsfenster. Tragen Sie nun das gewünschte Datum und die gewünschte Zeit ein. Klicken Sie auf den Button "Einfügen" den Sie ebenfalls neben der Datumsauswahl sehen.

Gebuchtes Zeitfenster verlängern: → Video zu diesem Thema ansehen
Wenn das vom Auftraggeber erlaubt ist, kann das Zeitfenster über die Pfeile rechts und links verlängert werden.

Gebuchtes Zeitfenster löschen:
Wählen Sie das von Ihnen gebuchte Zeitfenster, das Sie löschen möchten. Ein roter Rand wird um das Zeitfenster angezeigt. Klicken Sie nun auf den Button "Löschen" den Sie neben der Datumsauswahl sehen.

Liste aller meiner gebuchten Zeitfenster anzeigen: → Video zu diesem Thema ansehen
Wählen Sie auf der zweiten Ebene den Button "Buchungen". Es werden Ihnen alle Ihre Buchungen des heutigen Tages angezeigt. Über den Button "Suchen" können Sie das Ergebnis eingrenzen. Über den farbigen Statuspunkt je Buchung können Sie das Buchungsfenster öffnen und den aktuellen Status einsehen. Über das Lupezeichen ganz rechts öffnen Sie ebenso das Buchungsfenster und sehen die Buchungsdetails.

Buchungsstatus:
Im Buchungsfenster sehen Sie den Reiter "Prozessstatus". Dort sehen Sie welche Schritte vom Auftraggeber im Zeitfensterprozess erfaßt werden (z.B. LKW noch nicht im Werk, LKW an der Rampe, LKW hat Rampe verlassen, LKW hat Werk verlassen, etc.).
Blauer Punkt bedeutet: Prozess hat noch nicht begonnen
Oranger Punkt bedeutet: Prozess hat begonnen
Grüner Punkt bedeutet: Prozess abgeschlossen
Roter Punkt bedeutet: Verspätung
Roter Kreis um orangen, oder grünen Punkt: Es gab im Prozessablauf eine Verspätung

Weitere Hilfe und Videos finden Sie unter dem Menüpunkt „Hilfe“