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# **westermann** **Logistik**

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*Only for your information - legally binding is explicit the German version.*

## Mailing address:

Westermann Logistik GmbH  
Georg-Westermann-Allee 66  
38104 Braunschweig  
Germany

# **Inbound Delivery Guidelines**

Version 14 / updated: 24.02.2023

T. +49 531 123 122 17

[we@westermann-logistik.de](mailto:we@westermann-logistik.de)  
[www.westermann-logistik.de](http://www.westermann-logistik.de)

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*Dear Customer,*

*to ensure a smooth performance of goods delivery and receipt procedures, it is absolutely necessary to adhere to our inbound delivery guidelines.*

*Only in this case can we guarantee that your products will be dispatched as quickly as possible at no extra cost.*

**Please pass on our inbound delivery guidelines to your delivery staff as a set of binding instructions.**

## **1 General Data**

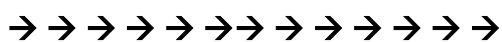
### **1.1 Addresses for the Delivery of:**

#### **1.1.1 PALLETS** for the following publishers / companies:

- Arena Verlag GmbH
- BIBLIOMED - Med. Verlagsges. mbH
- Business Village GmbH Verlag für die Wirtschaft
- Calderan, Ein Imprint der Kraterleuchten GmbH
- CW Niemeyer Buchverlage GmbH
- Deutscher Anwaltverlag und Institut der Anwaltschaft GmbH
- Deutscher Notarverlag GmbH
- Eifelbild, Ein Imprint der Kraterleuchten GmbH
- emu-Verlags-GmbH
- ENSSLIN im Arena Verlag GmbH
- GROA Verlagsgesellschaft mbH
- Heel Verlag GmbH
- Hüthig GmbH
- Industrieverband Heimtierbedarf (IVH) e. V. c/o nolte PR GmbH
- Juristische Fachmedien Bonn GmbH
- KOSMETIK international Messe GmbH
- Kraterleuchten GmbH - Bereich Regionalia Verlag

- legenda.Q, Ein Imprint der Kraterleuchten GmbH
- lernando.de in Westermann Lernwelten GmbH
- Löwen Medien Service GmbH
- Madsack Medienagentur GmbH & Co. KG
- Mathias Lempertz GmbH
- Media Partisans GmbH
- medialog GmbH & Co. KG
- MERGUS VERLAG GmbH
- Rheinpfalz Verlag und Druckerei GmbH & Co. KG
- Sattelmaier, Ute
- SCHUBI Leermitteln B. V.
- SCHUBI Spectra Lernmedien GmbH
- Synthesis / Siegmund Gerken
- SZ Scala GmbH
- Tetra Verlag GmbH
- Verlag + Medien@gentur Michael Weyand GmbH
- Verlagsgruppe Hüthig Jehle Rehm GmbH
- Walhalla u. Praetoria Verlag GmbH & Co. KG
- Westermann Berufliche Bildung GmbH
- Westermann Bildungsmedien Verlag GmbH
- Westermann Lernwelten GmbH

Westermann Logistik GmbH



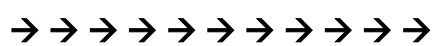
**Schwartzkopffstraße 6**  
38126 Braunschweig



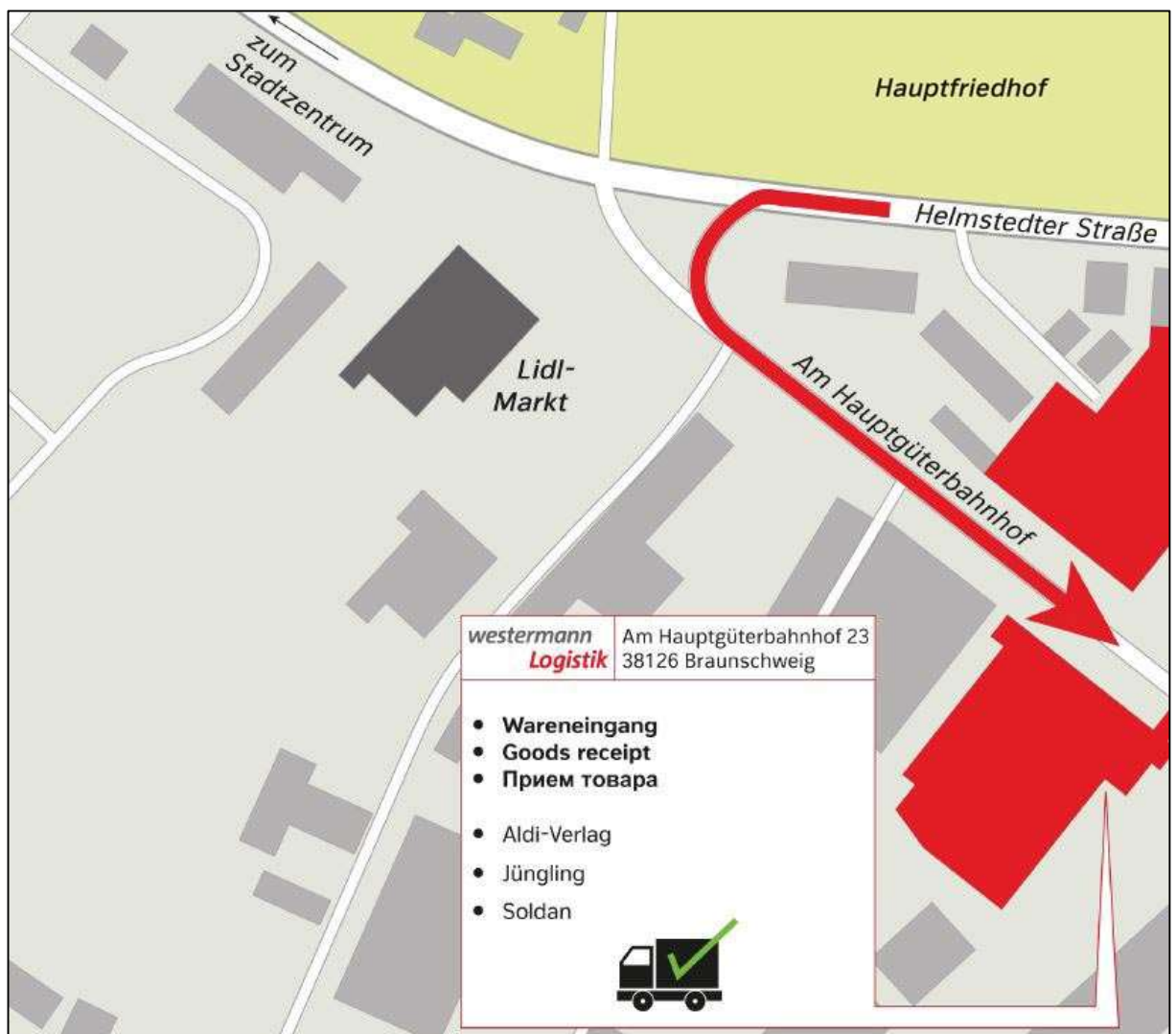
1.1.2 **PALLETS** for the following publishers / companies:

- ALDI-Verlag Albert Dietl GmbH
- Behördenverlag Jüngling-gbb GmbH & Co. KG
- Hans Soldan GmbH

Westermann Logistik GmbH



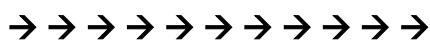
**Am Hauptgüterbahnhof 23**  
38126 Braunschweig



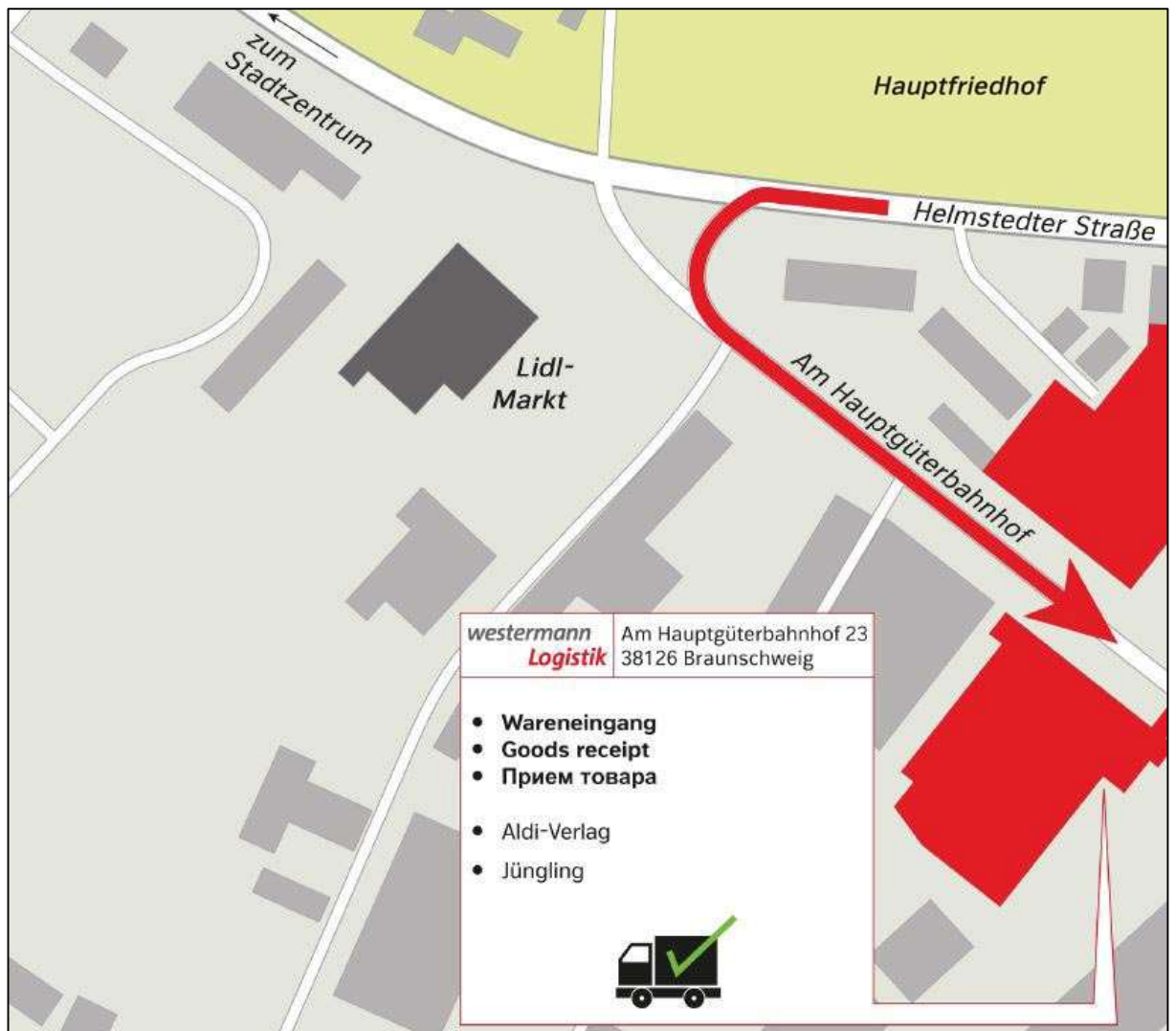
**1.1.3 PACKAGES** (e.g. from DPD, DHL, UPS etc.) for the publishers / companies:

- For all publishers / companies - **except for** Hans Soldan GmbH

Westermann Logistik GmbH



**Am Hauptgüterbahnhof 23**  
38126 Braunschweig



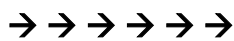
1.1.4 **PACKAGES** (e.g. from DPD, DHL, UPS etc.) for the company:

- **Only for:** Hans Soldan GmbH

Westermann Logistik GmbH  
Helmstedter Straße 99  
38126 Braunschweig

*Deliver to the back of the building*

**via: Am Hauptgüterbahnhof**



*For further details, see the general and detailed directions in the appendix.*

## 1.2 Receiving Times

Monday to Friday:

→ **All locations:**

- 07:00 am to 09:00 am
- 09:30 am to 12:00 am

→ **Am Hauptgüterbahnhof 23** as well as

→ Helmstedter Straße 99 /  
*Deliveries to the back of the building /*  
**via: Am Hauptgüterbahnhof**

- 12:30 am to **13:30 pm**

→ **Schwartzkopffstraße 6**

- 12:30 pm to **15:00 pm**

## 1.3 Contact Persons

### Westermann Logistik GmbH

T. +49 531 123 122 17  
[we@westermann-logistik.de](mailto:we@westermann-logistik.de)

### Westermann Logistik GmbH

Department: → **ALDI-Verlag Albert Dietl GmbH**  
→ **Behördenverlag Jüngling-gbb GmbH & Co. KG**

T. +49 531 708 931  
[we@westermann-logistik.de](mailto:we@westermann-logistik.de)



**Westermann Logistik GmbH**

**Department:** → *Hans Soldan GmbH*

T. +49 531 708 907

[we@westermann-logistik.de](mailto:we@westermann-logistik.de)

**Westermann Logistik GmbH**

**Department:** → *Westermann Logistik-Gefahrstoff- und  
Gefahrgutbeauftragte*

[gefahrstoff@westermanngruppe.de](mailto:gefahrstoff@westermanngruppe.de)

## 2 Inbound Delivery Guidelines

### 2.1.1 Notification

2.1.1 To ensure a timely unloading of vans and trucks, suppliers or their representatives must notify Westermann Logistik of each delivery of pallets at least one day before delivery by email. For 10 or more pallets Westermann Logistik must be notified at least 3 days in advance.

2.1.1 Failure to advise may result in rejection of receipt.

2.1.2 Please use our delivery advice (see sample attached on page 15 for this notification. After we have received notification of your shipment, you will receive a time slot for delivery.

2.1.3 It is imperative that the delivery of hazardous materials is agreed with Westermann Logistik in advance. Furthermore, the delivery company must notify Westermann Logistik at least two days before the delivery - regardless of quantity - stating the item number, item description, quantity and delivery day.

The delivery may only take place after receiving confirmation from VSB.  
Hazardous materials may only be delivered to the following locations:

→ Westermann Logistik GmbH  
(*All publishers / companies except for: Hans Soldan GmbH*)  
Schwartzkopffstraße 6  
38126 Braunschweig

→ Westermann Logistik GmbH  
(*Only for: Hans Soldan GmbH*)  
Am Hauptgüterbahnhof 23  
38126 Braunschweig

**Westermann Logistik will not accept the delivery unless these procedures are followed.**

## **2.2 Postage**

Goods deliveries are principally “post free”.

## **2.3 Customs**

Deliveries from abroad are to be delivered duty-paid.

## **2.4 Delivery**

- 2.4.1 Each article must be equipped with a scannable barcode (ISBN/EAN) and title number on the exterior or outer wrapper, respectively.
- 2.4.2 Pallets must be packed in a way that allows for safe unloading from the vehicle’s rear with electric lifting trucks.
- 2.4.3 Should unloading not be possible in the prescribed form, VSB will not be liable for any damages possibly incurred during unloading.
- 2.4.4 If a delivery using smaller vehicles is planned (unloading via bridge plate not being possible), the following regulations apply:
- Maximum delivery volume: 2 pallets or 50 individual units
  - Unloading needs to be carried out by the driver. VSB does not unload.
  - Handling units are to be reloaded on a pallet provided near loading ramp.
  - No unloading outside the building (for instance by forklift in the plant’s yard).
- 2.4.5 For each delivery, Westermann Logistik is to be supplied with the appropriate shipping papers (forwarding note) containing all relevant delivery data.
- 2.4.6 Obvious differences or damages will be noted on the shipping advice and are to be countersigned by the driver.

## 2.5 Unloading

- 2.5.1 The delivery vehicle has to be secured against rolling away before unloading. During unloading remove the ignition key of the vehicle and pass it on to the staff of receiving department.
- 2.5.2 The delivery vehicle's loading platform needs to have the following minimum dimensions:
- It needs to be wide enough to allow for a 2m wide bridge plate being positioned at the loading area.
  - The minimum height of the delivery vehicle's loading edge needs to be 1,10 m.
  - The loading space's or delivery vehicle's height needs to be at least 1,90 m.
- 2.5.3 Unloading pallets must be possible unobstructedly.
- 2.5.4 Direct unloading must not be hampered by empty pallets or goods not intended for Westermann Logistik obstructing access to delivery.

## 2.6 Delivery Note

Each delivery needs to be accompanied by a delivery note containing the following data:

- Delivery Address
- Publisher's name / addressee of the consignment
- Sender
- VSB title number or ISBN
- Edition / print run
- Title name
- Overall unit number per title delivered
- Number of pallets per title
- Details of hazardous materials (if where applicable)

## 2.7 Shipping Documents

The ordering publisher and the sender are to be indicated on the shipping documents.

## **2.8 Hazardous materials**

- 2.8.1 Hazardous materials must be labelled according to the latest version of the ADR/GGVSEB.
- 2.8.2 Hazardous materials must be labelled and packaged according to Regulation (EC) no.1272/2008 (CLP-regulation).
- 2.8.3 Further documents: In general, before the delivery of hazardous materials, the up-to-date German version of the appropriate, valid, product compliant, safety specifications sheet should be sent to the email address [gefahrstoff@westermanngruppe.de](mailto:gefahrstoff@westermanngruppe.de).

## **3 Packing**

### **3.1 Delivery in Cardboard Boxes**

- 3.1.1 Box contents need to be graded by product (i.e. one line per box).
- 3.1.2 On each box front the Westermann Logistik title number or ISBN and the number of items are to be indicated.
- 3.1.3 Hazardous materials must be labelled according to the appropriate legal regulations.

### **3.2 Delivery on Europallets**

- 3.2.1 Delivery of palletized goods is only permitted on undamaged Europallets conforming to UIC 435-2. The quality of the Europallets must be at least grade B and therefore suitable for machines, conveyor technology and high rack storage systems (MFH-suitable).
- 3.2.2 Pallets, which do not meet the criterion 3.2.1 will not be exchanged and be treated like defective pallets. Handling of products and pallets will be invoiced separately.
- 3.2.3 Goods may not protrude from Europallets' sides.
- 3.2.4 Pallet height (incl. pallet) may not exceed 1,40 m.
- 3.2.5 Permitted total pallet weight may not exceed a maximum of 700 kg.
- 3.2.6 Overloading of pallets is not permitted.

- 3.2.7 Each pallet is principally to be delivered graded by product (one line per pallet).
- 3.2.8 Stacking is to be carried out in the customary vertical combination with an equal number of units per layer (for instance 5 / 10 / 20 etc.).
- 3.2.9 Each pallet needs to be equipped with a pallet label (see page 16).
- 3.2.10 Goods are to be equipped with edge protection and need to be wrapped in PE stretch film.
- 3.2.11 Shrink-wrapped articles may only be delivered with a slip resistant film.
- 3.2.12 We will invoice our additional expenditure resulting from goods delivered improperly as follows:
- |  |                 |         |
|--|-----------------|---------|
| • Pallet repacking, defective pallet disposal:<br><i>Special service single-use repackaging – EINU</i> | <i>(G1007):</i> | 39,96 € |
| • Delivery on mixed pallet, product sorting:<br><i>Special service Euro repackaging - EUUO</i>         | <i>(G1008):</i> | 29,16 € |
| • Pallet repacking:<br><i>Special service single-use - EINW</i>  | <i>(G1009):</i> | 34,56 € |
| • Pallet label missing / delivery note missing:<br><i>Special service Euro DN missing - EULS</i>       | <i>(G1010):</i> | 16,20 € |
- 3.2.13 Hazardous materials must be labelled according to the legal regulations.

## 4 Load Safety

- 4.1 Loads are to be secured with the minimum amount of packing materials possible.
- 4.2 As a matter of principle, all materials used for securing loads need to be made of environment friendly or recyclable materials.
- 4.3 Safety hoods and edge protections need to be made of recyclable cardboard.
- 4.4 Only safety films made from Polyethylene (PE) are to be used.
- 4.5 The film may not be attached to pallet base.
- 4.6 Only tightening straps made of Polypropylene (PP) or Polyethylene terephthalate (PET) - i.e. plastics PP/PET - may be used.

- 4.7 Auf o metal sealing of tightening straps.
- 4.8 All adhesive tapes need to be made from unbleached, un-dyed paper materials without nylon reinforcements.
- 4.9 Adhesives need to be easily soluble' and may not hamper recycling.

**Packaging containing CFC or PVC or similar materials which do not conform to our conditions will be disposed of at the relevant publisher's / the respective client company's cost.**

## **5 Delivery Checks**

- 5.1 Westermann Logistik confirms receipt of shipments delivered with transport leader.
- 5.2 Volume and condition of individual articles will not be monitored at time of acceptance.
- 5.3 We reserve the right to subsequent damage claims resulting from hidden damages or volume shortages.
- 5.4 Westermann Logistik does not carry out any quality or functionality checks.

## **6 Fact Finding and Damage Substantiation**

- 6.1 In case of damage, establishment of the facts of a case of obvious transport damages will be promptly implemented and documented by us.
- 6.2 The owner of the goods is solely responsible for pursuing claims of transport damage or volume shortage with third parties.

## **7 Non-Compliance with inbound delivery Guidelines**

We will invoice the publisher with any additional expenditure resulting from non-compliance with these inbound delivery guidelines accordingly and per hourly rate applicable in each case.

In addition, we reserve the right to refuse any deliveries which do not comply to these guidelines. This applies in particular to the delivery of hazardous materials.

**Special agreements are excepted.**

## Delivery Advice

Receiver	Sender
<div style="border: 1px solid black; width: 40px; height: 40px; margin-bottom: 5px;"></div> <p><b>Westermann Logistik GmbH</b> - Goods entrance - Schwartzkopffstraße 6 38126 Braunschweig</p> <p><u><a href="mailto:we@westermann-logistik.de">we@westermann-logistik.de</a></u></p>	
<div style="border: 1px solid black; width: 40px; height: 40px; margin-bottom: 5px;"></div> <p><b>Westermann Logistik GmbH</b> To: Hans Soldan GmbH Am Hauptgüterbahnhof 23 38126 Braunschweig</p> <p><u><a href="mailto:we@westermann-logistik.de">we@westermann-logistik.de</a></u></p>	

To be completed by Sender				
<b>Delivery for Publisher / Client company:</b>				
<b>Delivery Date:</b>		<b>Time:</b>		
Pallet-Nr.:	ISBN:	Title Text:	Units per Pallet:	Hazardous materials:

Confirmation of date			
This part is to be completed by Westermann Logistik!			
	Date:	Time:	Signature:
<b>Delivery Date confirmed:</b> <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>Auxiliary Date:</b>			

## Pallet Label

<b>Delivery for:</b>	<input type="checkbox"/> Westermann Logistik GmbH <input type="checkbox"/> Behördenverlag Jüngling-gbb GmbH & Co. KG <input type="checkbox"/> ALDI-Verlag Albert Dietl GmbH <input type="checkbox"/> Hans Soldan GmbH
<b>Printer / Bindery / Supplier:</b>	
<b>Date of packing:</b>	
<b>Number of packing pieces:</b>	
<b>Graded per product (one line per pallet):</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Hazardous materials:</b>	<input type="checkbox"/> yes
<b>Publisher / Client company:</b>	
<b>ISBN / Code of article:</b>	
<b>Title Text:</b>	
<b>Edition / Print Run:</b>	
<b>Units per Stack:</b>	
<b>Total Volume:</b>	



**General directions**

**Anfahrt: Westermann Logistik**

**Telefon: +49 531 7080**

**How to find us: Westermann Logistik**

**Contact us: +49 531 7080**

**Схема проезда к: Westermann Logistik**

**Телефон +49 531 7080**

**westermann Logistik** Helmstedter Straße 99  
38126 Braunschweig

- Verwaltung  
**KEIN Wareneingang**
- Administration  
**NO goods receipt**
- управление  
**НЕ прием товара**

**westermann Logistik** Helmstedter Straße 99  
38126 Braunschweig

- Warenausgang / Retouren-Annahme  
**Eingang auf der Gebäude-Rückseite:  
Am Hauptgüterbahnhof**
- Outbound / Returns receipt  
**Entrance at the back of the building:  
Am Hauptgüterbahnhof**
- Отпуск товара / Прием Возвращаемого товара  
**вход с обратной стороны здания:  
Am Hauptgüterbahnhof**

**westermann Logistik** Am Hauptgüterbahnhof 23  
38126 Braunschweig

- Wareneingang
- Goods receipt
- Прием товара
- Aldi-Verlag
- Jüngling
- Soldan

**westermann Logistik** Schwartzkopffstraße 6  
38126 Braunschweig

- Wareneingang
- Goods receipt
- Прием товара

**Detailed directions for deliveries via „Am Hauptgüterbahnhof“**

**Anfahrt: Westermann Logistik**

**How to find us: Westermann Logistik**

**Схема проезда к: Westermann Logistik**

**Telefon: +49 531 7080**

**Contact us: +49 531 7080**

**Телефон: +49 531 7080**

