

# Logistic requirements for deliveries to the sites of NextPharma Logistics GmbH

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# 1 Preamble

## 1.1 Definition

This document describes the basic requirements for goods delivered to NextPharma Logistics GmbH. Respecting the requirements is precondition to fulfil the GDP guidelines and to ensure a smooth handling of incoming goods.

## 1.2 Goals / targets

Main objectives of the requirements are:

- Compliance with GDP guidelines
- Guarantee of a quick availability of goods after reception
- Optimizing costs within the supply chain

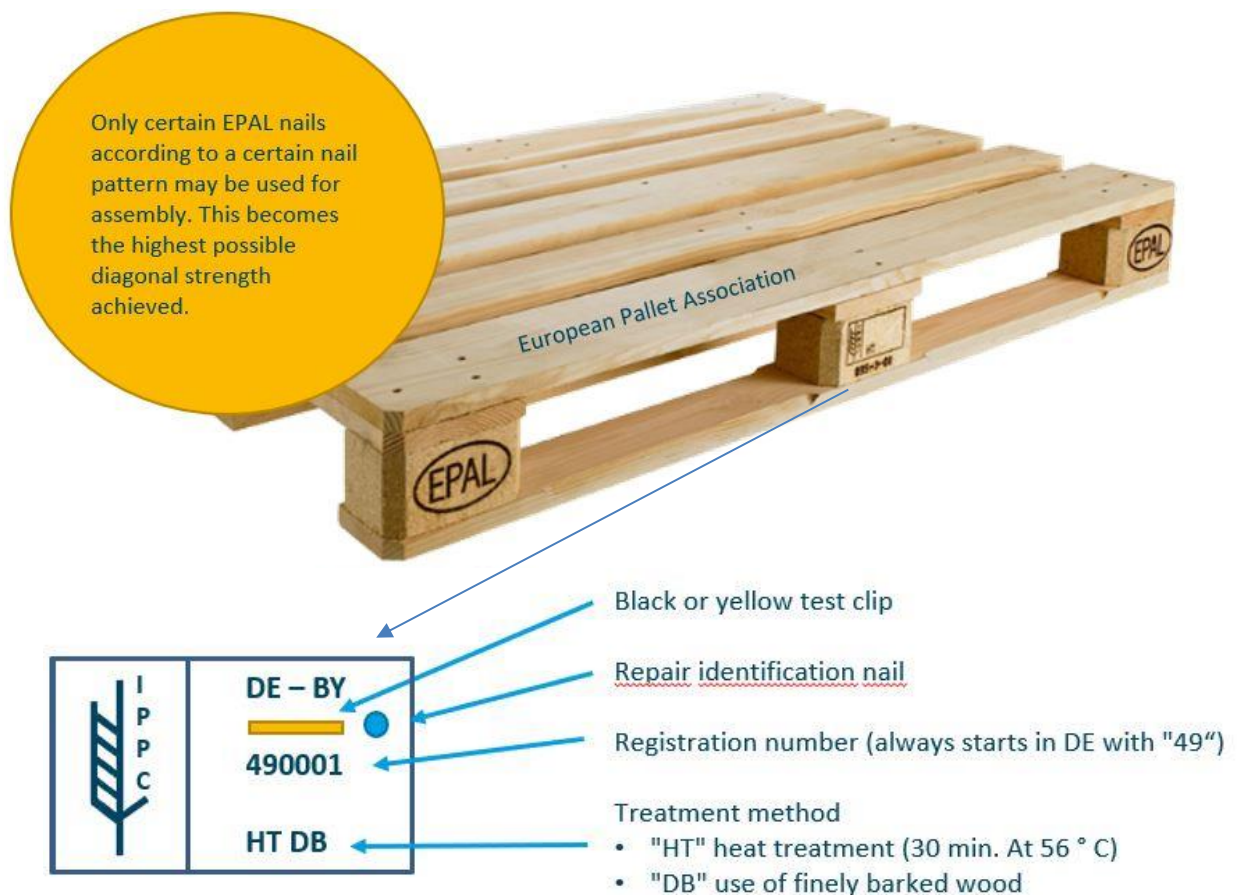
# 2 General conditions

## 2.1 General conditions for all NPL-sites

### 2.1.1 Packaging materials and packaging

- Deliveries exclusively on Euro- / Single use pallets containing only article and batch.
- Pallets need to be clearly marked with the following information:
  - License holder
  - Article- / material number
  - PZN number (if available)
  - Article name
  - Total quantity in pieces (single units)
  - Batch number (production date if no batch number is available)
  - PO number
  - Information of dangerous goods (if required)
    - The supplier is liable for all damages arising from non-compliance with legal requirements.
- Every carton needs to be clearly marked with the following information:
  - License holder
  - Article- / material number
  - PZN number (if available)
  - Article name
  - Total quantity in pieces (single units)
  - Batch number (production date if no batch number is available)
  - PO number

- Information of dangerous goods (if required)
  - The supplier is liable for all damages arising from non-compliance with legal requirements.
- The master cartons (or master carton, or manufacturing carton) need to always contain the same quantity except for rest cartons. In such cases, the containing quantity must be clearly mentioned
- GDP conformity must be ensured at every delivery for GDP relevant products. Also non GDP relevant products need to fulfil basic requirements such as a delivery in clean and odourless trucks.
- Pallet standards (valid for all deliveries):
  - All deliveries need to be on undamaged and clean wooden pallets according to ISPM 15.
  - Should one-way pallets be used, they need to be strong enough to be stored into the high rack.
  - The pallets should not be overloaded
  - The ISPM 15 standard includes a IPPC and HT marking – see sample picture:
    - A methylbromid treatment and the resulting „MB“ marking is not permitted.



### 2.1.2 Delivery requirements

- All deliveries must be made in appropriate vehicles and should be in perfect technical conditions.
- All deliveries must be made in vehicles that are fitting to ramp unloading.
- All deliveries must be announced (in writing) 3 working days in advance. The notification must contain at least the following information:
  - Manufacturer
  - Client name
  - Carrier
  - Order number (on the order number of the client to which the incoming goods posting is to be determined)
  - Packing list / delivery note as PDF
  - Planned delivery day including time (decide for information with Cargoclix slot booking)
  - Please check the notification information of the policy location as closed under point 2.2.
- A pallet exchange is carried out for each delivery in the same number as the number of pallet exchanges is noted on the consignment note.
- NPL cannot purchase pallets.

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### 2.1.3 Accompanying documents

For a quick and seamless goods receipt process, the full set of delivery documentation is required:

1. **Waybill (CMR-/bill of lading)**
  - a. Carrier
  - b. Client
  - c. Name of the ship-to party
  - d. Shipment weight
  - e. Complete information on the loading equipment
  - f. Description of the cargo
  
2. **Delivery note**
  - a. Manufacturer
  - b. Date of delivery
  - c. Name of ship-to party
  - d. Order number (on the order number of the client to which the incoming goods posting is to be determined)
  - e. Article number (in which NPL has booked the article in the WMS)
  - f. Article description
  - g. Packing overview (Number of pallets, cartons and total quantity)
  - h. Total quantity on unit level
    - i. Article
    - ii. Batch / Lot and minimum shelf life

The delivery note must be placed clearly visible on the delivery

### 2.1.4 Refusal of acceptance

NPL will (only after consultation with the client) refuse the receipt if mandatory requirements are not met, for example:

- High quantity of damaged goods
- Delivery of unpalletized goods
- Not or too late announced deliveries
- Goods with a strong smell
- Goods with a noted pest infestation

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## 2.2 Site specific requirements

### 2.2.1 Site Werne (Germany)

Site Werne (Deutschland)	
Address	Eichenbusch 1, 59368 Werne
Operating hours	Monday – Friday 08:00 am – 5:00 pm,
Avis / processing	Please advise your delivery through the portal Cargoclix ( <a href="https://start.cargoclix.com/de/slot/">https://start.cargoclix.com/de/slot/</a> ) If there are any questions, you can reach the good reception team via e-mail: <a href="mailto:reception-logistics-werne@nextpharma.com">reception-logistics-werne@nextpharma.com</a>
Ideal carton size	length = 550 mm, width = 300 mm, height = 200 mm
Max. carton size	length = 600 mm, width = 350 mm, height = 250 mm
Max. carton weight	25,- kg
Max. pallet measure	length = 1.200 mm, width = 800 mm, height = 1.200 mm - 1.600 mm, >1.800 mm depending on the agreement
Max. pallet weight	500,- kg / 800,- kg depending on the agreement
Additional advice	Pallets equipped with data loggers are required to be marked properly. Cartons containing samples need to be loaded separately and marked properly.

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**2.2.2 Site Holzwickede (Germany)**

<b>Site Holzwickede (Deutschland)</b>	
<b>Address</b>	Schäferkampstrasse 41, 59439 Holzwickede
<b>Operating hours</b>	Monday – Friday 08:00 am – 5:00 pm,
<b>Avis / processing</b>	Please advise your delivery through the portal Cargoclix ( <a href="https://start.cargoclix.com/de/slot/">https://start.cargoclix.com/de/slot/</a> ) If there are any questions, you can reach the good reception team via e-mail: <a href="mailto:reception-logistics-holzwickede@nextpharma.com">reception-logistics-holzwickede@nextpharma.com</a>
<b>Ideal carton size</b>	length = 550 mm, width = 300 mm, height = 200 mm
<b>Max. carton size</b>	length = 600 mm, width = 350 mm, height = 250 mm
<b>Max. carton weight</b>	25,- kg
<b>Max. pallet measure</b>	length = 1.200 mm, width = 800 mm, height = 1.200 mm - 1.600 mm, >1.800 mm depending on the agreement
<b>Max. pallet weight</b>	500,- kg / 800,- kg depending on the agreement
<b>Additional advice</b>	Pallets equipped with data loggers are required to be marked properly. Cartons containing samples need to be loaded separately and marked properly.



### 2.2.3 Site Garching near Munich (Germany)

Site Garching near Munich(Germany)	
Address	Daimlerstrasse 16, 85748 Garching near Munich
Operating hours	Monday – Friday 08:00 am – 4:00 pm
Avis / processing	Goods will only be accepted if they have been advised properly in advance, meaning to send the delivery note and additional information (see 2.1.2) to the email address: <a href="mailto:reception-logistics-garching@nextpharma.com">reception-logistics-garching@nextpharma.com</a> .
Ideal carton size	length = 400 mm, width = 300 mm, height = 230 mm
Max. carton size	length = 600 mm, width = 400 mm, height = 500 mm
Max. carton weight	25,- kg
Max. pallet measure	length = 1.200 mm, width = 1000 mm (Industry pallet), height = 1.600 mm or 1.900 mm depending on agreement
Max. pallet weight	500,- kg / 800,- kg depending on agreement
Additional advice	Pallets equipped with data loggers are required to be marked properly. Cartons containing samples need to be loaded separately and marked properly.

#### 2.2.4 Site Grossebersdorf (Austria)

Site Grossebersdorf (Austria)	
Address	Julius-Raab-Str. 26, 2203 Grossebersdorf
Operating hours	Monday – Thursday 08:00 am – 12:00 pm / 12:30 pm – 4:00 pm, Friday 08:00 am – 2:00 pm
Avis / processing	Please advise your delivery through the portal Cargoclix ( <a href="https://start.cargoclix.com/de/slot/">https://start.cargoclix.com/de/slot/</a> ) If there are any questions, you can reach the good reception team via e-mail: <a href="mailto:reception-logistics-grossebersdorf@nextpharma.com">reception-logistics-grossebersdorf@nextpharma.com</a>
Ideal carton size	length = 365 mm, width = 230 mm, height = 200 mm
Max. carton size	length = 570 mm, width = 370 mm, height = 230 mm
Max. carton weight	25,- kg
Max. pallet height	160 cm
Max. pallet measure	500,- kg
Additional advice	Pallets equipped with data loggers are required to be marked properly. Cartons containing samples need to be loaded separately and marked properly.

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### 2.2.5 Site Schaffhausen (Switzerland)

Site Schaffhausen (Switzerland)	
Address	Solenbergstr. 21, 8207 Schaffhausen
Operating hours	Monday – Friday 08:00 am – 4:00 pm
Avis / processing	Goods will only be accepted if they have been advised properly in advance, meaning to send the delivery note and additional information (see 2.1.2) to the email address: <a href="mailto:reception-logistics-garching@nextpharma.com">reception-logistics-garching@nextpharma.com</a> .
Ideal carton size	length = 360 mm, width = 230 mm, height = 205 mm
Max. carton size	length = 565 mm, width = 365 mm, height = 225 mm
Max. carton weight	25,- kg
Max. pallet measure	160 cm
Max. pallet weight	500,- kg / 800,- kg depending on agreement
Additional advice	Pallets equipped with data loggers are required to be marked properly. Cartons containing samples need to be loaded separately and marked properly.

## 3 Non-compliance

As described in the preamble, the guideline is a requirement to ensure a seamless and GDP-conform process at the goods reception. Deviations from the rules above are causing delays and costs. NPL reserves the right to pass on the extra costs to their clients.