

Logistical requirements for deliveries to the NextPharma Logistics GmbH sites

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1. Preamble

1.1. Definition

This document describes the basic logistical requirements for deliveries of goods to NextPharma Logistics GmbH. Compliance with these standards is a necessary prerequisite to ensure compliance with the GDP guidelines and a smooth process.

1.2. Goals

The main objectives of these requirements are:

- Compliance with the GDP guideline
- Ensuring quick availability of goods after delivery
- Optimization of costs in the supply chain

2. Conditions

2.1. General conditions for all NextPharma Logistics sites

2.1.1. Requirements for packaging materials and packaging

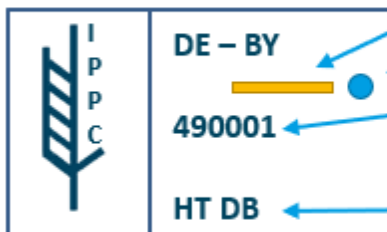
- Delivery of goods exclusively on Euro pallets or disposable pallets of the same article and batch
- Please label the pallets with the following information:
 - Manufacturer
 - Material no. or ident number
 - Pharmaceutical central number (if available)
 - Article description
 - Total amount in quantity
 - Batch number (production date for goods without batch)
 - Order number
 - Dangerous goods information (if applicable)
 - The supplier is liable for all damages resulting from non-compliance with the legal regulations.
- Please label each individual carton with the following information:
 - Manufacturer
 - Material no. or ident number
 - Pharmaceutical central number (if available)
 - Article description
 - Content of the carton in quantity
 - Note: Please label the residual quantities separately with “Residual quantity”
 - Batch number (production date for goods without batch)
 - Dangerous goods information (if applicable)
 - The supplier is liable for all damages resulting from non-compliance with the legal regulations.
- The packaging units must always contain the same quantity of contents (with the exception of residual cartons and residual pallets).

- Please ensure GDP-compliant delivery of all goods subject to GDP and deliver all non-GDP-relevant items in clean, odourless trucks.
- Pallet standard (applies to all deliveries without exception):
 - All deliveries must be made on undamaged, clean wooden pallets that comply with the ISPM 15 standard.
 - If disposable pallets are used, sufficient stability must be ensured for storage in pallet racks.
 - The pallets must not be overpacked.
 - The ISPM 15 standard includes IPPC and HT labelling- see illustration:

Only certain EPAL nails in a specific nail pattern may be used for assembly. This ensures the highest possible diagonal strength.



EPAL trademark



- Black or yellow test clip
- Repair identification nail
- Registration number (always starts with 49 in Germany)
- Treatment method

- "HT" Heat treatment (30 min. at 56 °C)
- "DB" Use of debarked wood

- Treatment with methyl bromide and the associated labelling 'MB' is not permitted.

2.1.2. Delivery conditions

- Deliveries may only be made using suitable and authorized vehicles in perfect technical condition.
- All deliveries must be made with vehicles that are suitable for ramp-unloading.
- Every delivery must be notified in writing at least 3 working days before delivery. The notification must contain at least the following information:
 - Manufacturer / supplier name
 - Client name
 - Carrier
 - Order number (PO number of the client to which the goods receipt booking is to be made)
 - Packing list/delivery note as PDF
 - Planned delivery day including time (not applicable for locations with Cargoclix slot booking)
 - Please note the notification information of the respective location as described under point 2.2.
- A corresponding number of pallets will be exchanged for each delivery- the pallet exchange will be noted on the consignment note.
- It is not possible to purchase pallets from NPL.

2.1.3. Shipping documents

Flawless delivery documents are a basic prerequisite for fast and smooth processing of incoming goods deliveries:

1. Consignment note (CMR-/forwarding waybill)

- a. Carrier
- b. Client
- c. Name of recipient of goods
- d. Weight of shipment
- e. Full details of the loading equipment
- f. Description of the cargo

2. Delivery note

- a. Manufacturer / Supplier name
- b. Date of delivery
- c. Name of recipient of goods
- d. Order number (PO number of the client to which the goods receipt booking is to be made)
- e. Article number (under which NPL manages the goods in the WMS)
- f. Article description
- g. Overview of packaging materials (number of pallets, cartons, total quantities)
- h. Total quantities in units per
 - i. article
 - ii. batch and expiry date

The delivery note must be attached to the goods in a clearly visible position.

2.1.4. Refusal of acceptance

NextPharma Logistics will (only after consultation with the client) refuse to accept goods if there are irregularities in the delivery, e.g:

- A high number of damaged goods
- Deliveries of unpalletized goods
- Deliveries not notified or not notified on time
- Goods with a strong odour
- Goods with detected pest infestation

2.2. Site-specific Conditions

2.2.1. Site Werne (Germany)

Site Werne (Germany)	
Address	Eichenbusch 1, 59368 Werne
Opening hours	Monday – Friday 8 AM – 5 PM
Processing	<p>Please notify your deliveries via bookings in the Cargoclix slot (https://start.cargoclix.com/de/slot/)</p> <p>If you have any questions, please contact the responsible department via the following e-mail address: reception-logistics-werne@nextpharma.com.</p>
Optimum carton size	length = 550 mm, width = 300 mm, height = 200 mm
Maximum carton size	length = 600 mm, width = 350 mm, height = 250 mm
Maximum carton weight	25,- kg
Maximum palett dimensions	length = 1.200 mm, width = 800 mm, height = 1.200 mm - 1.600 mm, >1.800 mm depending on agreement
Maximum pallet weight	500,- kg / 800,- kg depending on agreement
Additional notes	The pallets with data loggers must be properly labelled. Furthermore, boxes for samples are to be delivered separately and labelled accordingly - these are also not to be delivered within one pallet.

2.2.2. Site Holzwickede (Germany)

Site Holzwickede (Germany)	
Address	Schäferkampstraße 48, 59439 Holzwickede
Opening hours	Monday – Friday 8 AM – 5 PM
Processing	<p>Please notify your deliveries via bookings in the Cargoclix slot (https://start.cargoclix.com/de/slot/)</p> <p>If you have any questions, please contact the responsible department via the following e-mail address: reception-logistics-holzwickede@nextpharma.com</p>
Optimum carton size	length = 550 mm, width = 300 mm, height = 200 mm
Maximum carton size	length = 600 mm, width = 350 mm, height = 250 mm
Maximum carton weight	25,- kg
Maximum palett dimensions	length = 1.200 mm, width = 800 mm, height = 1.200 mm - 1.600 mm, >1.800 mm depending on agreement
Maximum pallet weight	500,- kg / 800,- kg depending on agreement
Additional notes	The pallets with data loggers must be properly labelled. Furthermore, boxes for samples are to be delivered separately and labelled accordingly - these are also not to be delivered within one pallet.

2.2.3. Site Garching by Munich (Germany)

Site Garching by Munich (Germany)	
Address	Daimlerstrasse 16, 85748 Garching
Opening hours	Monday – Friday 8 Am – 4 PM
Processing	Goods can only be accepted if prior notification of the goods delivery has been received, i.e. if the corresponding delivery note has been sent by the manufacturer in advance via email to reception-logistics-garching@nextpharma.com or a delivery notification has already been transmitted via the interface. The delivery notification must always contain the article, the batch and the expected delivery quantity.
Optimum carton size	length = 400 mm, width = 300 mm, height = 230 mm
Maximum carton size	length = 600 mm, width = 400 mm, height = 500 mm
Maximum carton weight	25,- kg
Maximum palett dimensions	length = 1.200 mm, width = 1000 mm (Industrial pallet), height = 1.600 mm or 1.900 mm depending on agreement
Maximum pallet weight	500,- kg / 800,- kg depending on agreement
Additional notes	The pallets with data loggers must be properly labelled. Furthermore, boxes for samples are to be delivered separately and labelled accordingly - these are also not to be delivered within one pallet.

2.2.4. Site Großebersdorf (Austria)

Site Großebersdorf (Austria)	
Address	Julius-Raab-Str. 26, 2203 Großebersdorf
Opening hours	Monday - Thursdays 8 Am – 12 PM / 12:30 PM – 4 PM Friday 8 AM – 2 PM
Processing	Please notify your deliveries via bookings in the Cargoclix slot (https://start.cargoclix.com/de/slot/) If you have any questions, please contact the responsible department via the following e-mail address: reception-logistics-grossebersdorf@nextpharma.com
Optimum carton size	length = 365 mm, width = 230 mm, height = 200 mm
Maximum carton size	length = 570 mm, width = 370 mm, height = 230 mm
Maximum carton weight	25,- kg
Maximum palett dimensions	160 cm
Maximum pallet weight	500,- kg
Additional notes	The pallets with data loggers must be properly labelled. Furthermore, boxes for samples are to be delivered separately and labelled accordingly - these are also not to be delivered within one pallet.

2.2.5. Site Schaffhausen (Switzerland)

Site Schaffhausen (Switzerland)	
Address	Solenbergstr. 21, 8207 Schaffhausen
Opening hours	monday - friday 8 AM – 4 PM
Processing	Goods can only be accepted if prior notification of the goods delivery has been received, i.e. if the corresponding delivery note has been sent by the manufacturer in advance via email to reception-logistics-schaffhausen@nextpharma.com or a delivery notification has already been transmitted via the interface. The delivery notification must always contain the article, the batch and the expected delivery quantity.
Optimum carton size	length = 360 mm, width = 230 mm, height = 205 mm
Maximum carton size	length = 565 mm, width = 365 mm, height = 225 mm
Maximum carton weight	25,- kg
Maximum pallet dimensions	160 cm
Maximum pallet weight	500,- kg / 800,- kg depending on agreement
Additional notes	The pallets with data loggers must be properly labelled. Furthermore, boxes for samples are to be delivered separately and labelled accordingly - these are also not to be delivered within one pallet.

3. Non-compliance

As explained in the preamble, compliance with the above regulations is a prerequisite for smooth and GDP-compliant processing of incoming goods. Violations often result in costs for NextPharma Logistics that were not previously taken into account. NextPharma Logistics therefore reserves the right to charge the respective client for the additional costs incurred.