

Ordering and delivery guideline GGP Media GmbH

1. Order/order confirmation

For each order we need a timely, but no later than three days after the order, written order confirmation. This must be sent to us by e-mail as PDF attachment directly to the ordering purchaser or to the following address: ggp.ab-einkauf@bertelsmann.de

The order confirmation must contain at least the following informations:

- Our order number
- Order items with specification if necessary (under specification of our material number)
- Quantity per item (in order unit)
- Prices per position and in total
- Delivery Date (s) / Release Date (s)
- Shipping or production instructions

If, for whatever reason, changes in the confirmed dates arise, we expect to be actively informed by our suppliers.

In addition, we rely on notifications to secure our ramp and production planning for deliveries of roll and format paper.

2. Delivery notification

The delivery notification has become mandatory as in the past there were regular deviations between planned and actual delivery dates and quantities.

These deviations cause immense problems in the processes of logistics and production.

Who: The notification of delivery is carried out by the supplier or by his assigned forwarding agent by means of the specified form or a copy of the delivery note.

When: The form, the copy of the delivery note, must be sent to the GGP no later than 15:00 for deliveries of the next working day.

For shorter-term orders, the delivery notification will be sent as soon as the dispatching of the materials to be delivered has taken place.

Where: The completed form or the delivery note copy should be sent as a PDF to the email address lieferavisierung.ggp@bertelsmann.de. For us, the confirmed dates are planning basis for production planning and logistics. The associated notifications represent for us the release of the shift schedules of the following day. Justified exceptions must be agreed with the contact person by calling ++49 (0)3647 430-0.

3. Delivery address:

GGP Media GmbH
07381 Pößneck
Karl-Marx-Straße 24
Germany

4. Acceptance times and registration:

Monday to Friday **7:00** to **15:00**

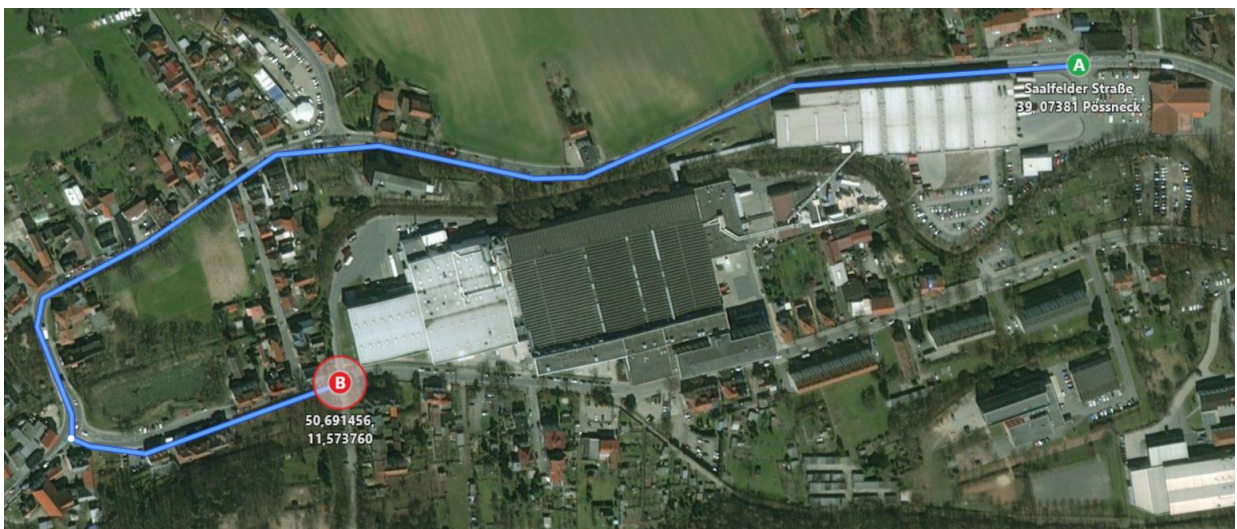
All vehicles with a payload of more than 7.5 t have to approach the notification of goods acceptance GGP, Saalfelder Straße 41, on the company premises PSC . **A**



Truck parking after registration



No Truck parking (day and night)



6. Delivery note

Each consignment must be accompanied by a delivery note with the following information in addition to the consignment note:

- Delivery address (GGP Media or PSC)
- Supplier, delivery date
- Client, contact person, telephone number
- Order number GGP
- Delivered quantity per article with single roll installation and pallet number per article with quantity of articles per pallet

The delivery note including the bill of lading must be submitted by the carrier prior to unload at the receiving department.

The invoices are sent separately as PDF attachment to invoice-exp.ggp-media@bertelsmann.de or by post to:

GGP Media GmbH
PO Box 170981
33317 Gütersloh

or

PSC Print Service Center GmbH
PO Box 170240
33317 Gütersloh

7. Delivery vehicles

The unloading for vehicles from 7.5 t at GGP Media GmbH takes place exclusively on ramps with dock levellers. Accordingly, it must be delivered with ramp-capable vehicles:

- Height of cargo area: at least 120 cm
- Width (clear width) of the loading area: at least 220 cm

Jumbo trucks / mega trailers, vans / Sprinters and mini trucks usually do not meet the requirements for a ramp unloading! A discharge of such vehicles cannot be done.

8. Truck loading

The goods intended for GGP Media GmbH must be freely accessible and must not be obstructed by foreign goods. In the case of obstacles to unloading, acceptance is denied. A support surface of 10-15 cm for a transfer bridge must be present. Likewise, a necessary residual height of at least 10 cm is necessary to lift the pallets. When supplying several trucks on the same day, they should be sorted according to type.

9. Packaging on pallet, pallets and pallet exchange

The pallet exchange takes place only with Euro pallets. Accepted are EPAL or UIC certifications. The pallet dimensions must be 1,200 mm (length) x 800 mm (width). The pallets must comply with quality standard UIC 435-2 / GS1 standard, class B.

Each pallet, each container must have a label / pallet label containing the following information:

- Material
- amount

Mixed pallets are usually not permitted. For small quantities of different articles, mixed pallets are possible under the following conditions:

- Marking as a mixed pallet
- separate label / pallet label per material
- Separation in the mixing pallet by means of interleaving boards
- Unmixed documents

All pallets are to be packed at a height including pallet of maximum 1450 mm for warehousing high-bay warehouses. The weight per pallet must not exceed 800 kg. The maximum height of the pallet is to be used. When delivering sheet paper, the pallet height of 1200 mm must not be exceeded.

The pallets should be packed evenly. If necessary, lay a strong cardboard between each layer. The pallets must not be overpacked at any point. The pallets must be secured for transport.

When pallet exchange is returned accordingly in usable quality. If the corresponding number of empty pallets is not in stock, the return takes place within a reasonable period of time and balancing via a pallet account.

Non-usable Euro pallets (rotten, missing components, breakage, visible nails, Verun-cleaning, which can be delivered to cargoes, etc.) cannot be exchanged.

10. Transport packaging & assurance

The goods must be secured according to the respective transport request. The packaging must comply with the protection of the goods to be conveyed and the stress on the transport route. At the same time, the packaging must take into account the latest findings of the environmental protection concept.

The following requirements must be met:

Packaging material	default
Cardboard boxes:	recyclable cardboard boxes with recycling guarantee
Strapping:	strapping, PE, PP, without metal sleeves
Deck boards:	Natural wood
Foils:	Sheets made of PE, PP, colorless
Stickers:	Stickers must not hinder material recycling
Fillers:	paper, corrugated board or products resulting from it

11. Verification of the consignment

GGP Media accepts the broadcast with reservation. Only the number of delivered units (collis, pallets, etc.) is acknowledged to the carrier. The quantity and article inspection takes place later on the basis of the delivery note. External damage is indicated by GGP Media on the bill of lading.

12. payment of duty

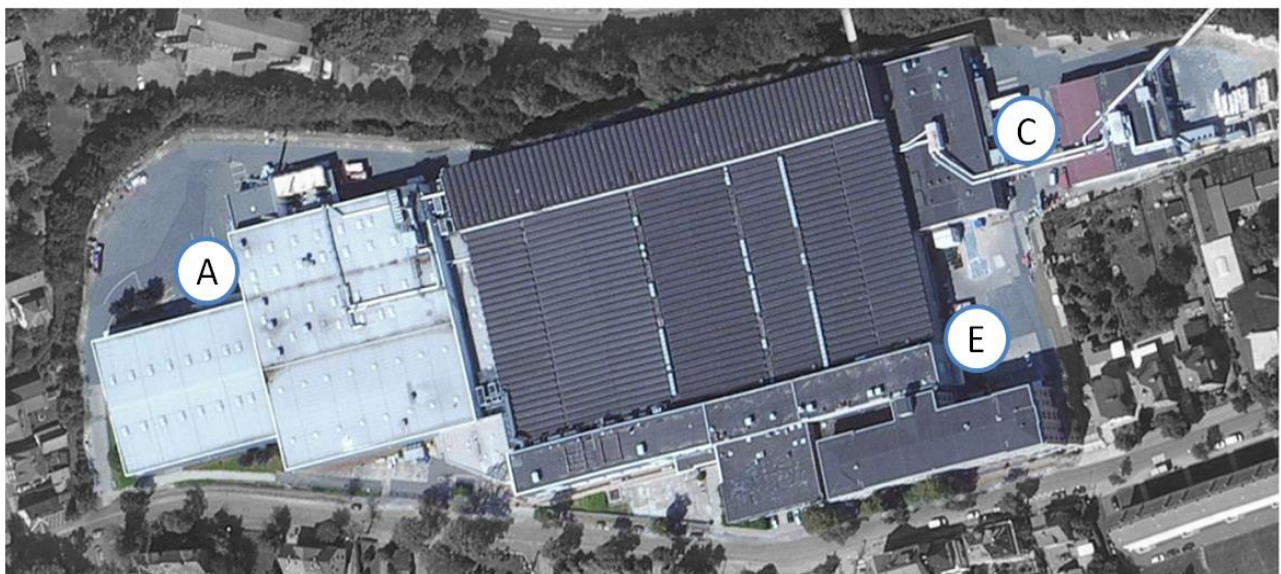
All shipments from abroad must be delivered duty paid.

13. Non-compliance with the delivery regulations

In the event of non-compliance with these delivery terms, GGP Media reserves the right to charge the additional costs incurred with lump sums in accordance with our list of "delivery violations".

The delivery conditions come into force on 01.08.2018 and are valid in the current version (<http://www.ggp-media.de/service/>) of the website GGP Media GmbH.

What	Goods Receipt	Unload	Contact Person	direct dialing ++49(0)3647- 430-...
Roll and format paper	A	A	Mr. Bodenbinder	620
printing ink				
Packages	E	E	Logistik Services	200
Cardboard	E	C		
Glue				
Others				



Ordering and delivery violations

Missing order confirmation	We ask for every order an order confirmation according to the above guideline	€ 15.00 per missing order confirmation
Notification of a deviation from the confirmed delivery date up to 3 days before the scheduled delivery date *	If the supplier notifies us of a change in the confirmed delivery or call-off appointment up to 3 working days before the confirmed deadline, we incur additional costs in the order planning.	€ 20.00 per different order item
Notification of a deviation to the confirmed date within 3 days before scheduled delivery date *	If a change to the confirmed delivery or call date is not communicated within three days before the originally confirmed date, we incur additional costs in order planning and logistics.	€ 50.00 per different order item
Missing notification *	The notification of paper deliveries by the supplier is absolutely necessary for a fast processing of the ordered goods.	€ 80.00 per order item
Non-delivery at the announced date *	If the goods do not arrive at the scheduled delivery date within the goods acceptance times to the delivery address, we incur significant additional expenses in material management, order planning and logistics.	€ 150.00 per different order item or no unloading if delivery is too early
Delivery outside delivery times	If deliveries reach us after the deadline (15:00), GGP Media GmbH reserves the right not to unload the truck or charge for the additional costs, if the unloading ramp is still occupied by our staff.	No unloading, or 100 € per delivery
Missing pallet backup, exceeding the specified dimensions	GGP Media GmbH invoices the supplier for the additional costs due to non-compliance with the specified pallet securing, stacking of articles with resulting damage, non-compliance with weight or dimensional specifications or delivery on damaged pallets, or reserves the right to reject the delivery.	€ 30.00 per defective container
Missing or incorrect goods accompanying documents	Failure to comply with the requirements for content or in the absence of the corresponding accompanying documents, an identification of the goods can be made only at considerable additional expense.	€ 25.00 per faulty accompanying paper
Invoice included in the shipment instead...	If an invoice is attached to the shipment, this can be charged to the supplier for each incident.	€ 10.00 per enclosed invoice
Delivery with non-compliant vehicles over 7.5 to	Deliveries with non-compliant vehicles > 7.5 to cannot be unloaded. Resulting delivery delays may be charged additionally.	No discharge

* only applies to roll and format paper deliveries