

Shipping regulations

Rev.: June 2022

Zöllner-Wiethoff GmbH – Röntgenstraße 3 – D-96465 Neustadt / Coburg

1. Notification

The notification must be sent two working days before delivery.

Depending on the delivery address, the registration must be sent to one of the following e-mail addresses:

Avisierungen-ZW@zoewie.com (plant Neustadt)

Avisierungen-PPA@zoewie.com (plant Sonneberg)

The notification must contain the following information:

- Order number
- Article number(s)
- Name of the item(s)
- Quantity
- Number of rolls/ pallets/ cartons
- Name of the carrier

Incomplete notifications lead to delays in the incoming goods department. This might lead to machine downtimes. The resulting costs shall be borne by the supplier.

The confirmed unloading period of the notification must be met. Non-compliance with the notified date must be reported immediately to one of the two e-mail addresses mentioned above.

2. Period of delivery acceptance

Plant Neustadt: Monday to Friday from 6am to 2pm

Zöllner-Wiethoff GmbH

Röntgenstraße 3

D-96465 Neustadt/ Coburg

Contact person: Stephan Größl

Phone: +49 (0) 9568/ 84968

Plant Sonneberg: Monday to Friday from 6am to 2:30pm

Zöllner-Wiethoff GmbH

Betriebsstätte Sonneberg

Dr. Hans-Popp-Straße 1

D-96515 Sonneberg

Contact person: Jürgen Pakull

Phone: +49 (0) 3675/ 4264283

3. Regulations of the incoming goods department

The delivery note for each truck must be shown in advance of each delivery.

Without the delivery note Zöllner-Wiethoff GmbH cannot guarantee the unloading. The delivery must be in unmixed condition. In case of a contractually agreed, unpalletized delivery, the various items must be placed clearly separated. Paper rolls shall be delivered on the Joloda loading systems only.

If the goods do not comply with the mentioned terms, this generally leads to a refusal of the entire delivery. The delivery will only be accepted in exceptional cases, depending on the capacity. In case of a contravention against our shipping regulations we will charge a fee of EUR 150. The additional expenses will be charged to the supplier.

4. Pallet exchange

The pallet exchange must be immediately done after the delivery, so it is not necessary to run a pallet exchange account. If Zöllner-Wiethoff GmbH cannot proceed the pallet exchange, a receipt will be provided by the supplier and filled in by Zöllner-Wiethoff GmbH.

5. Pallet specifications

The delivered pallets must comply with the EURO standard.

The pallets must at least belong to EURO class B.

The following link leads to the official standard for EURO pallets:

[QUALITY CLASSIFICATION \(epal-pallets.org\)](http://www.epal-pallets.org)

If the delivered pallets do not comply with the defined request, we deny a pallet exchange.