



**PROCESS GUIDELINES FOR DELIVERIES TO K&N BELGIUM AND CZECH REPUBLIC  
OBLIGATORY FOR ALL VENDORS**

The following instruction is valid for ALL deliveries with delivery address Kuehne+Nagel Eindhoven and Kuehne+Nagel Teplice.  
It is essential that you follow the instruction otherwise goods receipt of your delivery will not be enabled for respective warehouse.

**Note, that the two numbers (UNLOADING SLOT Reference and PRE-ADVICE Number) have to be available before the delivery. Otherwise the truck will not be unloaded.**

INFORMATION/DOCUMENTS REQUIRED																									
Unloading slot/reference from warehouse & Pre-advice from W&D team	<p>1/ Always <b>announce</b> the shipment to <b>K&amp;N warehouse</b> and <b>WD_Team_Warehouse@Edgewell.com</b> (<b>hereinafter W&amp;D team</b>) by email <b>at least 3 days prior to delivery</b></p> <p>2/ In the subject of the email <b>enter</b> name of supplier + ETA of delivery + Purchase Order number</p> <p>3/ Email <b>must contain</b> Delivery note - see the details below</p> <p>4/ <b>Agree</b> with K&amp;N planning team date and time of delivery for each truck. Upon that you will <b>obtain</b> from K&amp;N the Unloading slot reference number.</p> <p>5/ Only upon the details of provided Delivery note, the W&amp;D team <b>can provide</b> pre-advice number</p> <p>6/ At arrival to K+N warehouse the driver <b>must check-in</b> himself presenting the unloading reference number.</p>																								
<b>! IMPORTANT ! TRUCK WILL NOT BE UNLOADED WITHOUT UNLOADING REFERENCE and PRE-ADVICE NUMBER</b>																									
Delivery Note obligatory content	<p><b>Delivery Note must contain:</b></p> <p>1/ Supplier's name</p> <p>2/ <b>Purchase Order number (245xxxxxx)</b></p> <p>3/ Name of the Purchase Order initiator (sender)</p> <p>4/ <b>Storage location (SL20 or SL30)</b></p> <p>5/ Estimated date and time of delivery arrival</p> <p>6/ Detailed list of SAP codes&amp;quantities in CUS/# of pallets/dimensions/weight</p> <p>7/ Lot (batch) number</p>																								
LOGISTICAL REQUIREMENTS																									
packaging and labeling	<p>1/ All goods must be properly packed and clearly identified by supplier</p> <p style="background-color: #ffff00;">2/ <b>Please make sure each parcel is marked with printed label/paper - EDGEWELL</b></p> <p>2/ ID label on each pallet/parcel and one SKU per pallet/parcel only</p>																								
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COURIER DELIVERIES (Fedex/DHL/TNT etc.)	<p>1/ <b>Contact</b> K&amp;N planning department as soon as you have planned such shipment</p> <p>2/ K&amp;N <b>will provide</b> delivery reference in return</p> <p>3/ <b>Provide</b> this reference to courier and <b>ensure</b> it will be part of the shipment</p>																								
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; background-color: #cccccc;">K+N BELGIUM</th> <th style="width: 50%; background-color: #cccccc;">K+N CZECH REPUBLIC</th> </tr> </thead> <tbody> <tr> <td> <b>Kuehne + Nagel Logistics NV</b>  Eindhoutseheide 1  2430 Laakdal (Eindhoven)  Belgium </td> <td> <b>Kühne+Nagel, spol. s r.o.</b>  Kateřinská 106  417 12 Nové Modlany  Czech Republic </td> </tr> <tr> <td> <b>Opening hours</b>  6:00 to 22:00 (Monday to Friday) </td> <td> 6:00 to 20:30 (Monday to Friday) </td> </tr> <tr> <td> <b>Maximum weight limit</b>  1000 kg </td> <td> 800 kg finished goods (SL20)  600 kg copacking material (SL30) </td> </tr> <tr> <td> <b>Maximum height limit</b>  2000 mm including pallet </td> <td></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc; text-align: center;"><b>SL20 - MAIN WAREHOUSE</b></td> </tr> <tr> <td> <b>Contact details SL20</b>  <b>Booking and Planning Department</b>  <a href="mailto:beeht.bookings@kuehne-nagel.com">beeht.bookings@kuehne-nagel.com</a>  <a href="mailto:beeht.planning@kuehne-nagel.com">beeht.planning@kuehne-nagel.com</a>  Tel: + 32 (0)14 28 65 20  Fax: + 32 (0)14 21 85 92 </td> <td> <b>Booking and Planning Department</b>  <a href="mailto:knep.booking@kuehne-nagel.com">knep.booking@kuehne-nagel.com</a>  <a href="mailto:knep.planning@kuehne-nagel.com">knep.planning@kuehne-nagel.com</a>  Tel: + 420 472 704 721 </td> </tr> <tr> <td colspan="2" style="background-color: #cccccc; 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