

# Supplier instructions / Delivery instructions

These instructions apply to all deliveries from our suppliers to our logistics centre in Möhlin. It serves to ensure the efficient and safe handling of the goods.

## 1. Delivery address

Weita Service AG  
Güterstrasse 4  
CH-4313 Möhlin

Opening hours:  
Monday – Friday 06.30 h to 17.00 h

## 2. Registration of goods delivery

The driver reports to the "incoming goods" box and presents the delivery note there.

Only Weita AG logistics personnel are allowed to enter the warehouse.

The truck must have standard height in order to dock backwards at the adjustment ramps.

Unloading of pallets from parcel vans (Sprinter) is not possible.

The truck must comply with the current safety and hygiene standards.

## 3. Unloading date

Suppliers with fixed unloading dates/days are requested to adhere to them. Deviations are to be reported as soon as possible to the responsible dispatcher or to the following address:  
[disposition@weita.ch](mailto:disposition@weita.ch).

## 4. Unloading Truck

The pallets are unloaded from the rear and must be accessible from there.

In following cases, acceptance is refused and the truck is not unloaded:

- The truck is too low and cannot dock at the docking ramp
- Goods which are destined for another customer are not getting touched/ transferred
- Pallets are stacked on top of other goods or long goods and have to be unstacked in the truck
- Truck can only be unloaded from the side
- The loading area of the truck is damaged and does not meet the safety standards
- Transport damage (pallets tipped over) which makes it impossible to unload the pallets with the forklift

## 5. Documents

The shipping documents must contain the following minimum information:

- Order number Weita AG
- Supplier / sender of goods
- Delivery note number
- Article description
- Order quantity/delivery quantity
- Total number of collis/pallets
- Expiry date (if available)
- Legal information for dangerous goods (documentation)

## 6. Marking of goods

Each collis must be labelled so that each unit can be assigned to the consignment.

Dangerous goods must be labelled in accordance with applicable regulations.

## 7. Transport unit

The goods are to be delivered palletised on standard dimensions (120 x 80 cm), clean and in perfect condition.

The base area of the pallet must not be exceeded - the goods/packaging must not overhang the edge of the pallet.

The large/heavy collis are at the bottom, the small/light ones at the top.

Please mark samples separately and place them on top.

Maximum pallet height is 240 cm, max. 900 kg per pallet.

All EUR pallets in exchangeable condition must be taken back by the driver immediately with each delivery, otherwise they become the property of Weita AG. Weita AG does not manage third-party pallets.

One-way pallets are accepted as long as they comply with the standard dimensions and are fit for transport. All units on the pallet (cartons, bundles, etc.) must be stacked clearly so that item identification and quantity checks can be carried out (labelling to the outside).

Individual collis of the same article must not be mixed with other articles and distributed on several pallets.

## 8. Acceptance with reservation

Weita AG accepts the goods as long as there are no immediately visible external defects. Consignments are accepted with reservation until complete receipt. Weita AG reserves the right to object to hidden defects even after delivery or to refuse acceptance in the event of significant irregularities (damage, missing papers, etc.).

## 9. Non-compliance with specifications

Our delivery instructions are part of our purchasing conditions.

Weita AG reserves the right to invoice the supplier for any additional expenditure incurred in the event of non-compliance.

Weita AG  
Aesch, 1. März 2021