

# Delivery and shipping introductions

The delivery of the book wholesaler Libri and its clients is subject to the following provisions:

## 1. Delivery

### 1.1 Delivery time

Monday to Saturday from 5 a.m. to 1 p.m. Acceptance of goods beyond the aforementioned delivery times is impossible.

### 1.2 Delivery address for book wholesale consignments

Please take into account and note the correct street address and postal code as set forth in clause 1.3 when delivering consignments to Libri's book wholesale.

Libri GmbH	Example: Libri GmbH
Description as specified under 1.3	Novelties
Street as specified under 1.3	Europaallee 1
Postal code, place as specified under 1.3	36244 Bad Hersfeld

Place of commission is Bad Hersfeld. Consignments via BOOXpress are equally subject to the routing and shipping regulations of BOOXpress GmbH Bad Hersfeld.

### 1.3 Libri book seller identification numbers (Verkehrsnummern, VN) and correct addresses

VN 23680: Novelties	Europaallee 1	36244 Bad Hersfeld
VN 25700: additional supply	Europaallee 1	36244 Bad Hersfeld
VN 26460: Instalments	Europaallee 1	36244 Bad Hersfeld
VN 29040: Special order	Europaallee 1	36244 Bad Hersfeld
VN 29160: Fast track	Europaallee 1	36244 Bad Hersfeld
VN 30060: XL_WE Gate 16	Europaallee 2	36251 Bad Hersfeld

### 1.4 Delivery address for consignments to client's warehouse

Examples for correct addressing:

Libri GmbH	Example:	Libri GmbH
Central warehouse client		Central warehouse Hugendubel
Europaallee 1		Europaallee 1
36244 Bad Hersfeld		36244 Bad Hersfeld

## 2. Delivery and packaging

### 2.1 General delivery requirements

Address labels must bear the information about the client and / or VN as contained in the order. For example:

VN 23680 "Novelties", VN 29160 "Fast track", VN 29040 "Special order"

Packages shall be delivered sorted according to client / VN and consignment. In case of mixed goods, Libri reserves the right to pass

on the costs incurred by sorting to the supplier. The delivery dates and / or dates for the supply of goods as specified by Libri must be adhered to.

Ordered media articles, such as software, DVD, CD or similar shall be delivered individually welded or sealed and licensed according to the dual system. In case of deviations, Libri reserves the right to seal the items and to pass on the costs incurred thereby to the supplier.

Multi-volume works and sets, insofar as they are released together and are not delivered as instalments, are to be supplied in cohesive or closed form (tied together, sealed, in slipcases or similar). In case of deviations, Libri reserves the right to pack and to pass on the costs incurred thereby to the supplier. The copies of a title are to be bundled and marked within a consignment / package.

Packages of a consignment shall not to be sent via different modes of transport.

### 2.2 Delivery on pallets

In order to avoid additional packaging, all deliveries have to be generally carried out on Euro pallets (palletisable goods). Only damage-free, EPAL-certified Euro pallets will be accepted for exchange. Other or damaged pallets will not be exchanged.

The pallet goods must be protected against slipping and falling by means of appropriate covering boxes (pallet containers) or by films (stretch film) and plastic laces. An additional edge protector is recommended. Pallets shall be arranged safe for transport and stackable.

Solely stretch films made of polyethylene shall be used. PVC-containing films will be disposed of at the expense of the supplier at a flat rate of EUR15 plus VAT per procedure.

Euro pallets shall not be overloaded and shall not exceed 750 kg. The maximum stacking height of 1,400 mm per Euro pallet must be adhered to.

Damaged cargo and / or pallets are not accepted. Libri reserves the right to reject this delivery and invoice the additional costs incurred thereby to the supplier.

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## 2.3 Delivery as a package

The number of packages per consignment must be reduced to a minimum. Daily orders shall be summarised by type and client. Cardboard boxes must be packed in such a way that the sides, bottom or cover do not bulge. Hollows within the cartons shall be filled with filling material. Only paper-based filling material shall be used. Max. unit weight 15 kg. Each package shall be packed safe for transport.

## 3. Accompanying documents

### 3.1 Address label

Each package must be clearly addressed. The shipping label must contain the following clearly identifiable information:

Verlag/Lieferant: xx ..... ABC - Stadt	
Verlagsverkehrs-Nr:	12345
Rechnungs-Nr:	12122101
Rechnungs-Datum	02.01.01
ELS-Nr:	00000011
PO#	0238604092
Sendungs-Nr:	1234
Anzahl Packstücke	3
Packstück-Nr.	1 von 3
Rechnung an Packstück Nr. xx	
Gewicht in KG	15 KG
	<b>Mandant: (z.B.: Libri HEF</b>
	z.B.: ZL *Mandant*)
	c/o Libri GmbH)
	<b>Europaallee 1</b>
	<b>36244 Bad Hersfeld</b>
Packstücknummer	
	
3023062822	

### Publisher/supplier: xx .....ABC city

Publisher identification number: 12345

Invoice no.	12122101	
Invoice date	2 January 01	Client: (e.g.: Libri HEF)
ELS no.	00000011	
PO#	0238604092	e.g. CW *client*
Consignment no.	1234	c/o Libri GmbH
Number of packages	3	
Package no.	1 of 3	Europaallee 1
Invoice attached to package no. xx		
Weight in kg	15 kg	

Package number 36244 Bad Hersfeld

(Bar code)

3023062822

If a consignment consists of several packages, the total number of packages of the respective consignment shall be indicated on each individual package. The invoice package shall be marked. Each package shall be delivered with an address label. The label must be placed on the package in such a way that it is always visible when stacked. A lacing must not take place above the bar code. The barcode refers to a package-specific ELS. The indication of the publisher identification number is not applicable to suppliers who are not publishers.

### 3.2 Delivery note

The delivery note must contain a clear reference to the order number (PO #). In addition to quantity, complete ISBN, author and short title, the delivery note must always contain the currency and the retail price. In case of free-price articles, the delivery note must contain the RRP clearly marked as non-binding. In case of a delivery note replacement, an invoice copy must always be enclosed, if possible. The delivery note / invoice must be attached clearly visible on the outside of the package.

### 3.3 ELS and package number (if ELS is possible)

Libri shall be notified about each shipment via ELS prior to the arrival of the goods. Each consignment shall have a unique, supplier-related consignment number. Each consignment may consist of n packages, which, in turn, have unique package numbers. Each ELS shall have accounting and publishing-related advices. Each advice item, in turn, shall contain the package number, so that the goods can be collected and returned by package, if necessary.

## 4. Guidelines for remissions and returns

Returned copies from the warehouse shall be returned to the publisher stating the return number on the delivery note. The attachment of publisher return documents and special stickers shall be waived.