Verlagsauslieferung

Delivery Instructions Checklist

Valid from July 1st, 2024 for deliveries at Kolibri360 in Erfurt and the outer warehouses as well as at warehouses operated by third parties by order of Kolibri360.

Please use this checklist to verify whether critical points of the delivery instructions have been followed.

Notification of Delivery (Point 1 of the delivery instructions)

- ☐ Notification given

E-mail: avis-wareneingang-va@kolibri360.de

Delivery (Point 2 of the delivery instructions)

- ☐ Delivery date noted on bill of lading, or freight carrier informed of the necessity of time slot booking at Kolibri360
- ☐ Unloading by ramp enabled (no unloading from side)
- ☐ Correct address used:

Verlagsauslieferung
<Publisher>
c/o Kolibri 360 GmbH
Ferdinand-Jühlke-Straße 13
99095 Erfurt

Example:
Verlagsauslieferung
Max-Muster-Publishing
c/o Kolibri 360 GmbH
Ferdinand-Jühlke-Straße 13
99095 Erfurt

Delivery and Packaging (Point 3 of the delivery instructions)

- ☐ Item designation specified in the accompanying documents
- ☐ Item undamaged in packaging
- ☐ Written application filed for hazardous goods (only for delivery of hazardous goods)
- ☐ Multi-volume works / sets in slipcase, tied together, or shrink-wrapped
- ☐ Multi-volume works / sets only marked with one EAN for complete item
- ☐ Packaging unit labeled with: publisher / EAN / short title / number of copies
- ☐ Media items (CDs, DVDs, or the like) individually shrink-wrapped or sealed
- ☐ Cardboard boxes recyclable (“Resy” or similar)
- ☐ Cardboard boxes / packages / pallet containers not bent
- ☐ Goods packaged for safe delivery (especially with breakable items)
- ☐ Only admissible filling material used (rolled-up paper, air cushions, bubble wrap)
- ☐ Transparent stretch foil used (only polyethylene / PE)
- ☐ All packing pieces / pallets sent via the same mode of transport
- ☐ Packing pieces belonging together labeled accordingly

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Delivery on Pallet (Point 3.2 of the delivery instructions)

- [ ] Copies bundled in layers or blocks
- [ ] Partially filled boxes labeled with “single item type”
- [ ] Items on the top and bottom of the pallet protected with boxboard inserts
- [ ] Book layers stacked in alternating fashion and held in place by cardboard inserts between them / same number of books per layer
- [ ] Pallet label on narrow outer side with: publisher / title number / short title / edition / quantity
- [ ] Stability of pallet package ensured even without strapping and cover
- [ ] Pallet dimensions / weight: max. 1,200 x 800 x 1,200 mm (length x width x height) / max. 1,000 kg
- [ ] Pallets not overfull / distance from book block to outer pallet edge at least 3 cm
- [ ] “Serviceable” Euro pallet (EPAL or UIC-certified / pursuant to UIC 435-2 / GS1 standard). The quality level must meet Class B according to EPAL/GS1 Germany standard
- [ ] Merchandise firmly attached to carrier (pallet) / no slippage
- [ ] Secured with sturdy cover, stretch foil, edge protection, or strapping
- [ ] Strapping only using plastic straps (no metal bands!)
- [ ] Pallet stackability ensured / wood cover attached (if necessary)

Delivery on Mixed Pallet (Point 3.3 of the delivery instructions)

- [ ] Only for very small quantities, where a single title is not distributed among multiple pallets
- [ ] Pallet content list on front with quantities, EAN, and title numbers besides the delivery note
- [ ] Different titles clearly separated and stacked flush together

Delivery as Package (Point 3.4 of the delivery instructions)

- [ ] Packing piece weight max. 20 kg, stackable, and not bent
- [ ] Max. dimensions 600 x 400 x 300 mm (length x width x height)

Address Label and Accompanying Documents (Point 4 of the delivery instructions)

- [ ] Address label attached to packing piece or pallet
- [ ] Necessary address information present:
  - Sender (complete address with bookseller identification number, if existent)
  - Recipient (address format as described above)
  - Tracking number
  - Packing piece number and packing piece quantity
  - SSCC (serial shipping container code), if arranged
- [ ] Address label attached to the long and narrow sides (with pallet)
- [ ] Delivery note or packing slip contained in every package
- [ ] Necessary information specified in accompanying documents:
  - Sender (complete address with bookseller identification number, if existent)
  - Recipient (address format as described above)
  - Publisher
  - Delivery date
  - Item edition
  - Exact number of delivered pieces, boxes, and pallets
  - Number of pieces per pallet
  - Number of pallets per item
  - ISBN / EAN
  - Item description (short title)
- [ ] Cording not over address label