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Packaging Regulations and Delivery Conditions for Palletized Goods

Status: February 2025

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Contact Person:

Email:

avisierung@cosmetic-service.com

Phone:

06071-61847 -42

06071-61847 -34

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Packaging Regulations:

1. General Information:

Packaging planning must be carried out considering logistics, quality assurance, environmental compatibility, and cost-effectiveness.

Packaging must be completely emptyable and easy to clean, if necessary equipped with inliners. Material combinations or connections should be avoided or kept to a minimum. They should be easy to separate after use (e.g., nails or metal clamps in wood).

Important: Packaging must be dimensioned to ensure sufficient protection of goods during transport. Packaging material and packaged goods must not exceed the outer contour of the load carrier.



2. Reusable and Disposable Load Carriers:

- Only Euro Pallets are accepted. **Pallets from other deposit systems (Chep, LPR, etc.) are not accepted.**
- Other load carriers must be approved case-by-case by Cosmetic Service GmbH's logistics department (with dimensions and weight).
- No fees will be covered for the exchange or provision of load carriers (Euro pallets, mesh boxes, reusable containers, etc.).

Exchange of load carriers takes place strictly on a one-to-one basis

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3. Labeling of Goods:

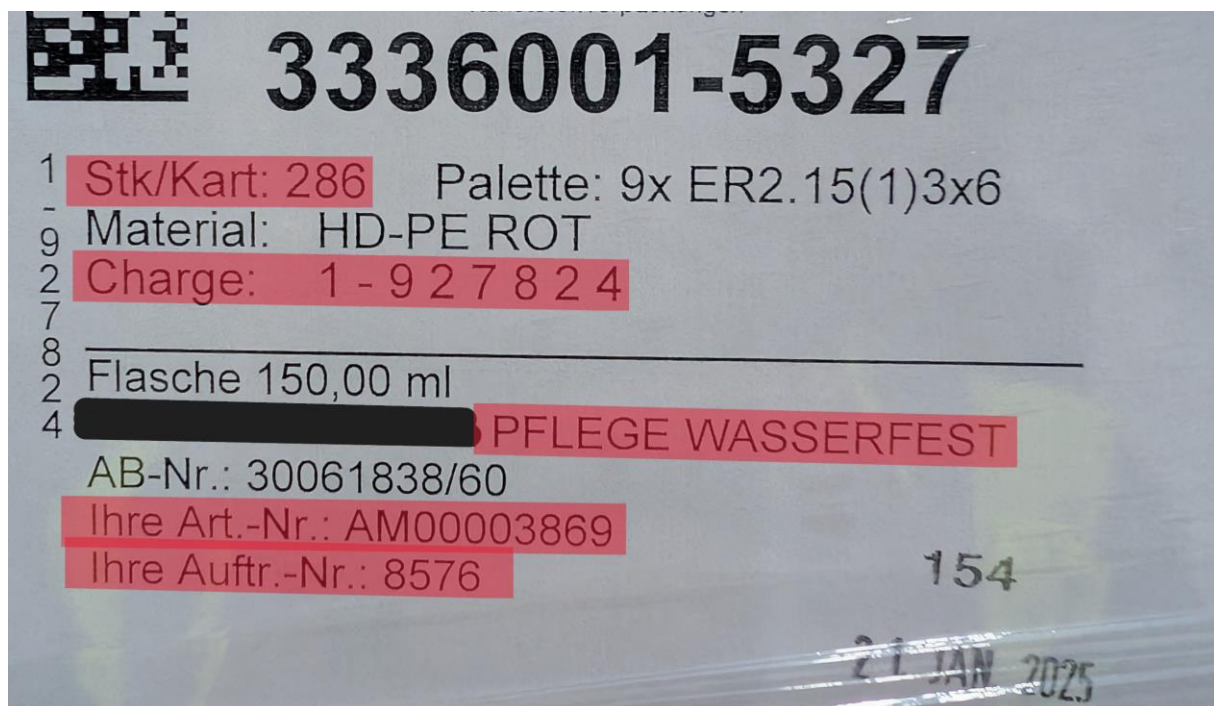
a. Hazardous Goods:

Packaging materials must bear legally required symbols and substance numbers. The sender, as distributor, is responsible for the declaration, classification, and labeling of hazardous goods during transport and is liable for damages resulting from non-compliance with legal regulations.


b. Labeling of Packaging:

Each packaging unit (carton, canister, drum, etc.) must be labeled in accordance with regulations:

- Cosmetic Service article number
- If applicable: Cosmetic Service order number
- Product name
- Quantity per packaging unit
- Batch number and/or best-before date (BBD)



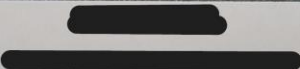
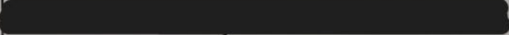



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c. Labeling of Pallets:

Each pallet must be labeled on at least one narrow side with an identification label containing:

- Cosmetic Service article number
- Product name
- Number of pieces on this pallet
- Batch number and/or BBD

			
ODBIORCA. CLIENT.		Cosmetic Service GmbH Im Weißen Holz 3 64859 Eppertshausen	
WYRB. PRODUCT.		 2091327	
Nr zlecenia: Order No:	32510	KG:	222
Ilość. Quantity	14.880		
Data produkcji: Date of production:	03/03/2025	Nr Partii: LOT No	32510/1
Nr Palety: Pallet No		2023011	
Nr Rap KJ: Quality Control Report:		Liczba kartonów: Quantity of outers:	
 (30) 0 (10) 32510/1 (11) 03.03.2025  2023011			
Zaakceptowane: 11911			

Open cartons or cartons with differing quantities must be clearly marked.

Mixed pallets with several items should be avoided as much as possible. If unavoidable, the items must be clearly distinguishable.

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Delivery Conditions:

1. Scope:

These delivery conditions apply in addition to the above-mentioned "Packaging Regulations" of Cosmetic Service GmbH.

2. Delivery Addresses:

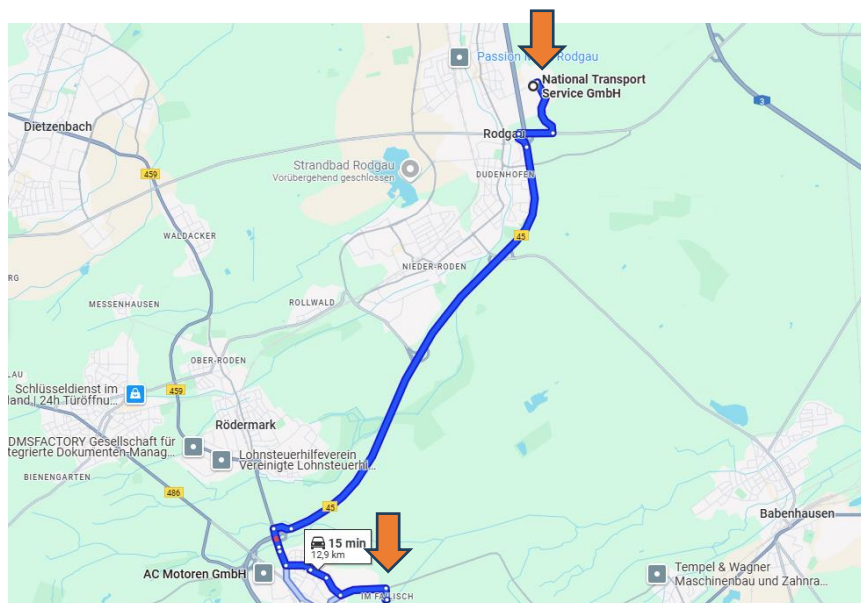
Standard deliveries go to:

Cosmetic Service GmbH
Im Weißen Holz 3
64859 Eppertshausen

Depending on capacity, deliveries may be directed to our external warehouse:

NTS – National Transport Service
Ferdinand-Porsche-Ring 3
63110 Rodgau

In individual cases, forwarding to the external warehouse may also be ordered. In this case, the supplier/forwarder is obliged to deliver the goods there at no extra cost.



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3. Advance Notice (Notification):

All deliveries by truck must be registered **in writing 2 days in advance** at: avisierung@cometic-service.com

The following information is mandatory:

- Supplier/sender
- Number and type of pallets
- Height and weight of pallets
- Product name
- Delivery quantity per product
- Desired time window

Deliveries without advance notice are not guaranteed to be unloaded and may face waiting times.

4. Time Windows:

The following time windows are available for delivery:

- **Groupage/local traffic or deliveries up to 5 pallets:** Mon - Friday, 9:00 - 12:00
- **More than 5 pallets:** Mon - Fri, 6:00 - 8:30 and 12:30 - 14:30

Time window coordination also takes place via avisierung@cometic-service.com


5. Shipping Documents:

Each shipment must include a delivery note and all legally required accompanying documents (hazardous goods documents, analysis certificates, etc.) in a clearly visible place, or handed over to incoming goods staff before unloading.

a) Delivery note must include:

- Order number
- Article number
- Batch number
- BBD (minimum 12 months unless otherwise agreed)
- Supplier name
- Number of pallets
- Number of packages (cartons, drums, etc.) per pallet
- Number and quantity of open cartons
- Net and gross weight of shipment
- Delivery note number

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6. Delivery Condition:

Only transport units and packaging in perfect condition are accepted. If transport units (e.g., damaged/dirty pallets) or goods are visibly damaged, acceptance may be refused. Any resulting downtime costs in production may be charged to the supplier/forwarder.

7. Delivery Dimensions:

Unless otherwise agreed, max. dimensions (incl. pallet): 80 cm x 120 cm x 180 cm (no overhang). Pallets exceeding these dimensions (height/overhang) cannot be stored in our high-bay warehouse. They will either be refused or repacked by Cosmetic Service GmbH staff to be suitable, with additional costs charged to the supplier.

8. Delivery Weight:

Max. load capacity must be observed;;
Euro pallet: max. 800 kg


9. Delivery Disruptions:

If the supplier realizes shortly before delivery that the date cannot be met, they must immediately notify Cosmetic Service GmbH.

For same-day delays with in the booked time slot, immediate notification is also required.

It may still be possible to deliver the goods later the same day, but Cosmetic Service GmbH does not guarantee this.

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10. Incoming Goods Inspection:

- Cosmetic Service GmbH inspects incoming goods for obvious quality/quantity deviations immediately after receipt. Notice of such defects is timely if sent within 3 working days after delivery.
- Hidden defects are reported as soon as they are discovered in normal business operations. Notice is timely if sent within 3 working days after discovery.
- Cosmetic Service GmbH expects all goods to be pre-checked by the supplier through in-process and/or outgoing goods controls.
- Cosmetic Service GmbH performs only random checks, not 100% inspection.
- If defects later cause production downtime and were not detectable by random checks, Cosmetic Service GmbH reserves the right to charge resulting costs to the supplier (with evidence).


11. Loading Regulations:

The supplier must properly secure goods in the truck/container in compliance with all valid regulations, ensuring appropriate load distribution.

Load securing must comply with national regulations and international requirements (for cross-border transport).

Quantities must be packaged per Cosmetic Service GmbH packaging regulations, loaded onto suitable vehicles, and secured safely for transport. Packaging must withstand normal stresses of the chosen transport method.

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12. Access to Warehouse and Unloading:

The driver is required to:

- Register upon arrival at the ramp or warehouse office (follow signs)
- Wear proper safety shoes (S3/S1P) upon entering the premises
- Wear a safety vest on the premises
- Comply with site rules:
 - No entry for children, minors, or animals
 - No smoking
 - No unauthorized use of electric pallet trucks
 - Handle all property of Cosmetic Service GmbH with care and immediately report any damages caused during docking/unloading
 - Be aware that premises are under video surveillance; by entering, the supplier/driver consents to recording. This is for theft prevention.

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