

# Delivery Standards

**Laverana GmbH & Co. KG**  
Am Weingarten 4  
30974 Wennigsen  
Germany

**Status:** 01.2023

## Content

1. Introduction.....	3
2. Orders.....	3
3. Pallet delivery .....	3
3.1. Solid pallets .....	3
3.2 Sandwich pallets.....	4
3.3 Mixing pallets .....	5
4. Package delivery.....	6
5. NVE labeling.....	6
5.1 Pure grade pallets.....	7
5.2 Master pallets.....	7
5.3 Mixing pallets .....	8
5.4 Shipping packages .....	8
6. Incoterms.....	9
7. Shipping and collection address.....	9
8. Notification of collections .....	9
9. Freight and delivery documents.....	9
10. requirements for sprinter bus pickup .....	11

## 1. Introduction

Laverana GmbH & Co KG (hereinafter referred to as Laverana) is a manufacturer of natural cosmetics under the lavera natural cosmetics brand.

The following delivery standards describe the standards of Laverana's customer deliveries. Laverana reserves the right to change these standards exclusively.

Unless special deviating provisions have been agreed in writing or confirmed in writing by Laverana, deliveries shall be made in accordance with the standard described in this document.

Previously issued delivery standards hereby lose their validity.

## 2. Orders

Laverana accepts orders in a wide variety of ways. Regardless of how an order is transmitted, an order may only contain one.

Goods recipient include. The purchase quantity is always a packaging unit or a multiple of a packaging unit. Individual end user units cannot be ordered and cannot be delivered.

An order in whole layers is aimed at, ideally in whole pallets. If this is not possible, it is agreed that delivery may be made in mixed cartons.

It is explicitly stated at this point that Laverana strives to optimize delivery quantities/shipment structures. The reasons for this are efforts to reduce quality, transport time and CO2 emissions.

## 3. Pallet delivery

Laverana delivers palletized goods exclusively on Europool pallets. Pallet deliveries can consist of article-only full pallets, sandwich pallets or mixed pallets, whereby sandwich and mixed pallets are mutually exclusive.

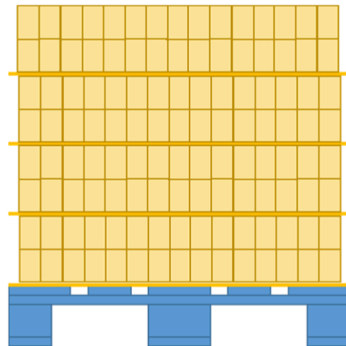
Laverana uses only wooden Euro pallets type B. If not participating in the Euro pallet exchange system, it is agreed that the pallets will be sold. The price is agreed individually and is based on quality and market price.

As of 01.01.2023, each pallet will be invoiced at the notified market price, unless otherwise agreed. The calculation will be made when the goods are invoiced.

### 3.1. Solid pallets

Full pallets are pallets with the maximum quantity according to the master data. Laverana makes the data available to its customers via GS1 and also directly on request.

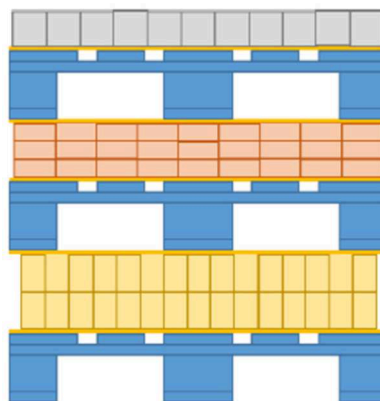
To ensure stability, intermediate layers of corrugated board are placed between the pallet and the goods and between the layers. How many intermediate layers are used depends on the product.



In terms of ecological logistics, the aim should be to dispense with shipping sandwich pallets as a separating medium between layers.

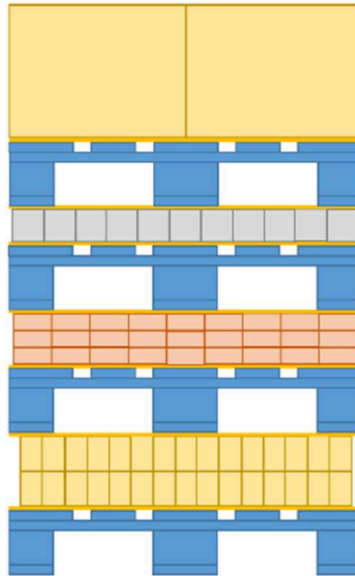
### 3.2 Sandwich pallets

Sandwich pallets are understood to be stacked pallets, each with a single article, with at least one complete layer. Each individual sandwich pallet can have up to one layer less than a full pallet.



To secure the goods, an additional intermediate layer of corrugated cardboard is inserted between each pallet and the goods. To secure the sandwich pallet stack, it is stretch wrapped as a whole. It is not possible to wrap the individual sandwich pallets, because the stacks would then not be secure for transport. Additional individual wrapping is also technically not possible because the film would stick together.

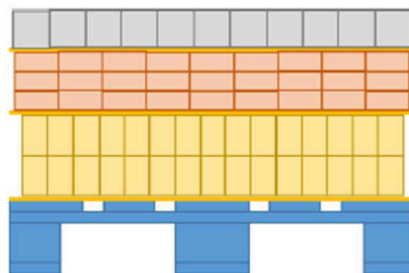
Delivery of sandwich pallets is possible only if the order quantities per item correspond to exactly one layer or the multiple of exactly one layer. Incomplete layers are delivered in mixed packed boxes made of corrugated cardboard on an additional sandwich pallet:



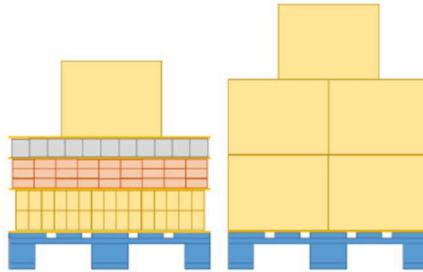
Laverana makes the quantities per layer available to its customers via GS1 and also directly on request.

### 3.3 Mixing pallets

As mixed pallets Laverana delivers all quantities that do not correspond to a full pallet and are not ordered on sandwich pallets. In this case, layers are packed on the pallets as far as the ordered quantities allow. Different materials are separated by intermediate layers of corrugated cardboard.



Quantities that cannot be packed in layer quantities are packed in mixed packed boxes made of corrugated cardboard and stacked on pallets:



#### 4. Package delivery

Parcel deliveries are always packed in boxes made of corrugated cardboard. The goods are not sorted into the packages, e.g. according to product groups. The objective is to deliver as few packages as possible for one order.

The standard package sizes are:

- 600 x 400 x 300mm (LWH)
- 400 x 300 x 225mm (LWH)

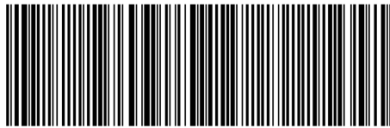
For particularly small quantities, smaller boxes or shipping bags are used individually.

#### 5. NVE labeling

Laverana provides its pallets and packages to be delivered with NVE labels. The Labels are 180 mm high and 103 mm wide. The following illustrations are reduced in size. Four label variants are distinguished:

## 5.1 Pure grade pallets

<b>Absender:</b> Laverana GmbH & Co. KG i.A. Laverana Interna. AG Laverastrasse 7 D – 30890 Barsinghausen, OT Bantorf		<b>Empfaenger:</b>
NVE(SSCC) 1 40 21457 100084100 8		
BA.SEN.G.C.PFLE.SEIFE 250ML,E/F/I/D		
GTIN: 0 40 21457 71987 7	Menge/Pal. 36	
MHD 01.05.2023	Charge 242367	
PO – Number 4500000055	PO – Date 26.01.2022	



(02) 0402145719877 (37) 36 (15) 230501 (10) 0000242367



(00) 140214571000841008

L 80351410 A 07.02.2022

## 5.2 Master pallets

<b>Absender:</b> Laverana GmbH & Co. KG i.A. Laverana Interna. AG Laverastrasse 7 D – 30890 Barsinghausen, OT Bantorf		<b>Empfaenger:</b>
1 40 21457 100084102 2		
PO – Number 4500000055	PO – Date 26.01.2022	

**Master  
NVE**



(00) 140214571000841022

L 80351410 A 07.02.2022

The master label then includes all associated sandwich pallets. It combines the respective (sandwich) pallets already marked with NVE labels into one unit for transport.

### 5.3 Mixing pallets


<b>Absender:</b> Laverana GmbH & Co. KG i.A. Laverana Interna. AG Laverastrasse 7 D – 30890 Barsinghausen, OT Bantorf		<b>Empfänger:</b>	
1 40 21457 100084102 2			
<b>PO – Number</b> 4500000055		<b>PO – Date</b> 26.01.2022	

# Misch – Palette

N  
V  
E



(00) 140214571000841022  
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### 5.4 Shipping packages

Produktname: **Deplutat – 4. Quar**

Netto: **2,80 KG**

Gewicht: **2,80 KG**

0130 5146 9067 86<sub>3</sub>

**X DE-0130**

D005 136 – DE – 30173 B444

XD

Service



0008 173 0130 5146 9067 86 136 205 1



## 6. Incoterms

Laverana shall deliver Ex Works (EXW), unless otherwise agreed.

## 7. Shipping and collection address

The location of the logistics center of Laverana is:

Laverana GmbH & Co KG  
Lavera street 7  
D - 30890 Barsinghausen  
Germany

GLN: 4021457001002

Laverana's shipping department can be reached by phone at +49 (0) 511 67541-311 / -312 between 8:00 am and 2:30 pm or at [versand@lavera.de](mailto:versand@lavera.de).

Office hours: Monday to Friday from 8.00 to 14.30.

## 8. Notification of collections

Collections are generally possible Monday to Friday between 8:00 and 14:00. The reference number (number of the order confirmation) must be provided.

### **Please note:**

Each pickup must be announced at least 24 hours in advance; at the latest by 2:30 p.m. the day before by e-mail to [versand@lavera.de](mailto:versand@lavera.de) with the desired pick-up date (day/time).

The pick-up date will be confirmed to you by mail. If the desired pick-up date is not possible, we will give you an alternative date (day/time).

**Please also note that orders cannot be brought forward.**

**After Laverana has advised the that the shipment can be collected, the transport should preferably be organised within max. 3 days in order not to block the collection area.**

## 9. Freight and delivery documents

A delivery bill is created for each order and delivery. If the quantity of an order does not fit on one truck, the order is divided into several deliveries, for which separate delivery bills are then created. Deliveries to the same consignee with the same delivery date are shipped together if they fit on one truck. Nevertheless, a separate delivery bill is created for each delivery.

**Delivery bills and invoices are only sent after collection.**

The following figure shows an exemplary delivery bill:



## Lieferschein

<p>Lavera GmbH &amp; Co. KG - Berliner Str. 1-3 - DE-30952 Ronnenberg</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 5px 0;"></div> <p>GLN <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px;"></span></p>	<p><b>Information</b></p> <p>Belegnummer 80298841          Belegdatum 18.11.2019          Kundennummer 106080          Ust.-ID.-Nr.          Bearbeiter <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>          Telefonnummer          Faxnummer          Seite 1 von 2</p>
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<b>Information</b>			
Bestellnummer	7031242288	Bestelldatum	15.11.2019
Auftragsnummer	1050256294	Auftragsdatum	15.11.2019
Lieferdatum	22.11.2019	Nettogewicht	130,560 KG
Lieferbedingungen	CPT Frachtfrei	Bruttogewicht	153,984 KG
		Gesamtgewicht	209,900 KG

Pos	Mat./ Kund.Mat.Nr.	Menge	Gewicht	Charge
10	110209 AP ZAHNCREME CO.FLUORIDFR. 100ML,DT GTIN 4021457719761	92 VPE		
		60 VPE	34,560 KG	211088
		32 VPE	18,432 KG	211384
20	110207 AP PFLEGEDUSCHE HIGH VITA. 225ML,DT GTIN 4021457719747	96 VPE		
		96 VPE	100,992 KG	206717

Sehr geehrte Kundin, sehr geehrter Kunde,  
 leider sind folgende Artikel aktuell nicht verfügbar und werden<<NICHT>> automatisch nachgeliefert. Wir bemühen uns, die nicht lieferbaren Artikel so schnell wie möglich wieder bereit zu stellen. Bitte berücksichtigen Sie dies bei Ihrer nächsten Bestellung.  
 Es erfolgt zudem keine Nachlieferung von Restmengen zu den Positionen dieser Auslieferung.  
 Wir bitten um Ihr Verständnis.

Material Nr.	Alte Material Nr.	Fehlmenge	Material
104660		20,00 VPE	Sun Lippenpflege LSF 10 4,5g, d/e/ff/i

Lieferantennummer (428400)

Es bestehen Rabatt- und Bonusvereinbarungen

Die Warenlieferung erfolgt ausschließlich unter verlängertem Eigentumsvorbehalt. Es gelten unsere

Lavera GmbH & Co. KG, Am Weingarten 4, DE-30974 Wennigsen, Gerichtsstand Hannover		
Registriergericht Amtsgericht Hannover HRA 201478, USt-IdNr.: DE266832075, Steuer-Nr.: 23/202/00805		
persönlich haft. Gesellschafterin/Gesellschaft: 1. Claudia Haase 2. Haase Verwaltungs GmbH, Registergericht Hannover HRB 202460, diese vertr. durch den Geschäftsführer Thomas Haase		
Commerzbank AG, Hannover	IBAN: DE56250800200109923100	BIC: DRESDEFF250
Hypo Vereinsbank, Hannover	IBAN: DE5520030000622968634	BIC: HYVEDE33000
Sparkasse Hannover	IBAN: DE87250501500008071748	BIC: SPKHDE33HAN
DZ Bank AG, Düsseldorf	IBAN: DE5830050010000226532	BIC: GENODE33XXX
Helaba, Düsseldorf	IBAN: DE250050000020000436	BIC: HELADEF3333
Commerzbank AG, A-1130 Wien	IBAN: AT491967500100469600	BIC: COBAAT33XXX

Depending on

- the transport route
- the contracted carrier
- and for dangerous goods of material and quantity

further shipping documents are handed out.

## 10. requirements for sprinter bus pickup

- The Sprinter bus should be a rear loader
- The loading width in the Sprinter bus must be greater than 800 mm
- The payload must be at least equal to the gross weight of the total load + 250 kg
- The internal height must be at least 1800 mm
- The loading area width for placing the ramp must be at least 1100 mm
- The doors must be completely openable on both sides
- The loading area of the vehicle must be aligned with the number of pallets
- The pallets are loaded lengthwise only
- Loading must be possible with hand pallet truck
- The driver must bring sufficient material for securing the load (tension belts, anti-slip mats)