

Delivery Standards

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1. Introduction

Laverana GmbH & Co. KG (hereinafter referred to as Laverana) put its new logistics centre into operation at the end of 2019. The aim is to reliably handle the constantly increasing shipping volume and to continuously and sustainably increase customer service.

The following delivery standards describe the standards of Laverana's customer deliveries. These standards are subject to change by Laverana only. Unless otherwise agreed in writing or confirmed in writing by Laverana, deliveries shall be carried out in accordance with the standards described in this document. Previous delivery standards hereby lose their validity.

2. Orders

Laverana accepts orders in many different ways. Irrespective of the transmission of an order, an order may only contain one goods' recipient. The purchase quantity is always a packaging unit or a multiple of a packaging unit. Individual consumer units cannot be ordered or delivered.

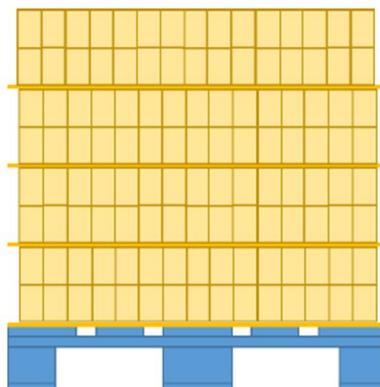
All quantities of an article/ a material number must be combined in one purchase order item. Multiple entries of a material number within an order is not supported.

3. Pallet Delivery

Laverana delivers palletized goods exclusively on Europool pallets. Pallet deliveries can consist of single item full pallets, sandwich pallets or mixed pallets, whereby sandwich and mixed pallets exclude one another.

3.1 Full Pallets

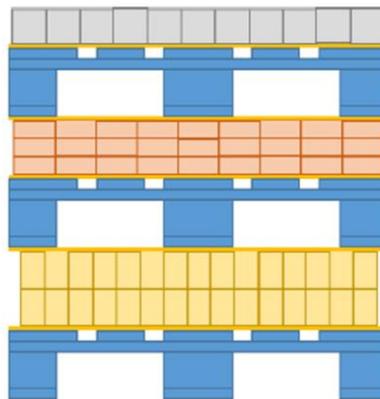
Full pallets are pallets with the maximum quantity of single product items according to master data/ article passes. Laverana makes the data available to its customers via GS1 and can also provide it directly if required.



To ensure stability, intermediate layers of corrugated cardboard are placed between the pallet and the goods and between the layers. The number of intermediate layers used depends on the product.

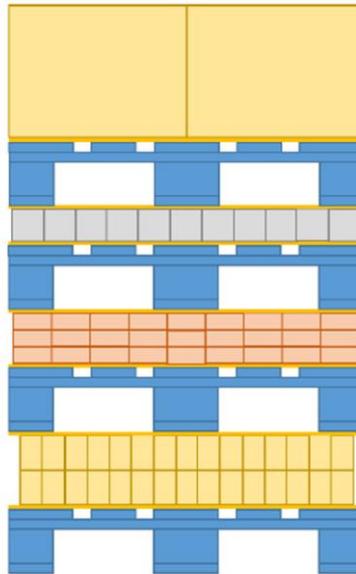
3.2 Sandwich Pallets

Sandwich pallets are stacked single item pallets with at least one complete layer of packaging units. Each individual sandwich pallet can have up to one layer less than a full pallet.



In order to secure the goods, an additional intermediate layer of corrugated cardboard is inserted between the pallet and the goods. A complete stretch wrapping secures the sandwich pallet stacks. It is not possible to wrap the individual sandwich pallets because the stacks would not be safe for transport. An additional individual wrapping is technically not possible as the foils would stick together.

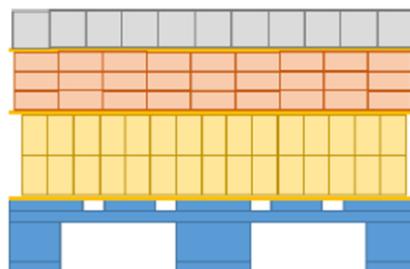
A delivery of sandwich pallets is only possible if the order quantities per article correspond exactly to the quantities of one layer or the multiple of the layer volume. Incomplete layers are delivered in mixed-packed corrugated cardboard boxes on an additional sandwich pallet:



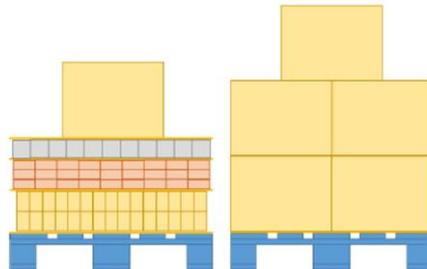
Laverana makes the quantities per layer available to its customers via GS1 and can provide the data also directly upon request.

3.3 Mixed pallets

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



Quantities that cannot be packed in layered quantities are packed in mixedpacked corrugated cardboard cartons and stacked on pallets:



4. Parcel Delivery

In principle, parcel deliveries are packed in corrugated cardboard boxes. The goods are not sorted into the packages by e. g. categories or material groups. The objective is to deliver as few parcels as possible per order. The standard parcel sizes are:

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

For particularly small quantities, individual smaller boxes or envelopes are used.

5. SSCC-Labeling

Laverana applies SSCC labels to its delivery pallets and packages. The labels are 180mm high and 103mm wide. The following illustrations are reduced in size. There are four different label types:

5.1 One Item Pallets

Absender: Laverana GmbH & Co. KG Am Weingarten 4 30974 Wennigsen		Empfänger: <div style="border: 1px solid black; width: 80px; height: 30px;"></div>	
NVE(SSCC) 1 40 21457 001002805 8			
BASIS REGENERI. NACHTCREME 50ML, DT			
GTIN: 0 40 21457 71812 2		Menge/Pal. 440	
MHD 01.04.2022			Charge 213857
PO – Number <div style="border: 1px solid black; width: 80px; height: 20px;"></div>		PO – Date <div style="border: 1px solid black; width: 80px; height: 20px;"></div>	
			
<small>(02) 04021457718122 (27) 0440 (15) 220401 (10) 0000213857</small>			
N V E 			
<small>(00) 140214570010028058</small>			
L 80298680 A 20.11.2019			

5.2 Master Pallets

Absender: Laverana GmbH & Co. KG Am Weingarten 4 30974 Wennigsen		Empfänger: <input type="text"/>	
1 40 21457 001002911 6			
PO-Number <input type="text"/>		PO-Date <input type="text"/>	
Master NVE			
N V E  <small>(00) 140214570010029116</small> <small>L 80298796 A 21.11.2019</small>			

Sandwich pallets receive one master label. It combines the individual SSCC labelled sandwich layers for single item pallets into a single unit for transport.

5.3 Mixed Pallets

Absender: Laverana GmbH & Co. KG Am Weingarten 4 30974 Wennigsen		Empfänger: <input type="text"/>	
1 40 21457 001003237 6			
PO-Number <input type="text"/>		PO-Date <input type="text"/>	
Misch – Palette			
N V E  <small>(00) 140214570010032376</small> <small>L 80298847 A 19.11.2019</small>			

5.4 Parcels



6. Incoterms

Unless otherwise agreed, Laverana delivers ex works (EXW).

7. lavera brand and private label products

lavera brand and private label products are delivered in one shipment if the delivery address and delivery date are identical and the total volume does not exceed the capacity of a truck and unless otherwise agreed.

Of course, separate delivery notes are created, which are also invoiced separately. lavera brand and private label products are never delivered together on a pallet or in a package.

8. Shipping and Pick-up Address

The location of Laverana's logistics centre is:

Laverana GmbH & Co. KG
Laverastrasse 7
30890 Barsinghausen
GERMANY
GLN: 4021457001002

EMLYN GmbH & Co. KG
Laverastrasse 7
30890 Barsinghausen
GERMANY
GLN: 4044049100006

You can reach Laverana and EMLYN logistical/ despatch department via Email: versand@lavera.de or phone: ++49 (0) 511 67541 302.

9. Notification of Pick-ups

Collections are generally possible every working day between 8.00 am and 2.00 pm.

All collections must be notified by e-mail to versand@lavera.de.

In addition to the date, the time of collection must also be indicated. If the date does not fit, Laverana will suggest an alternative date. As far as possible, this will be agreed in advance by telephone with the transport agent.

10. Freight and Delivery Documents

A delivery note is issued for each order and delivery. If a purchase order volume does not fit on one truck, the shipment will be divided into several deliveries for which separate delivery notes will be issued.

If there are more than one delivery to the same ship-to party with the same delivery date they will be sent together if they fit on one truck. Nevertheless, a separate delivery note is created for each individual delivery.

The following image shows an example delivery note:



Delivery Note

Laverana GmbH & Co. KG - Berliner Str. 1-3 - 30952 Ronnenberg		Information Document Number Document Date Customer Number Customer VAT No. Employee Telephone Fax Page 1 of 1		
Purchase Order No. Sales Order Number Delivery Date Inco Terms		Purchase Order Date Sales Order Date Net Weight Gross Weight Total weight		
Item	Mat./ Cust. Mat. No.	Quantity	Weight	Batch No.
10	106618 PoreRefinMoistur Fluid Mint 50ml, it-sp GTIN: 4021457617852 Expiration date: 01.01.2022	8 PC	0,792 KG	207100
<p>Taxfree according to § 4 no. 1b VAT law</p> <p>Made in the Federal Republic of Germany (European Community) Delivery subjects to reservation of propriety rights Valid are the general terms and conditions of Laverana GmbH & Co. KG. These can be found in the retailer login following this link: www.lavera.com or for our IB-Partners in the download portal</p>				
Laverana GmbH & Co. KG, Am Weingarten 4, DE-30974 Wennigsen, Gerichtsstand Hannover Registergericht Amtsgericht Hannover HRA 201478, USt-IdNr.: DE268832075, 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: DE55200300000622968834	BIC: HYVEDEMM300		
Sparkasse Hannover	IBAN: DE87250501800008071748	BIC: SPKHDE2HXXX		
DZ Bank AG, Düsseldorf	IBAN: DE58300600100000226632	BIC: GENODEDDXXX		
Helaba, Düsseldorf	IBAN: DE0550050000020000436	BIC: HELADEFXXX		
Commerzbank AG, A-1130 Wien	IBAN: AT491967500100468600	BIC: COBAATWXXX		

Further freight documents depend on the route of transport and the commissioned transport agent and, in the case of dangerous goods, on material and volume.

11. DDP-Deliveries

If Laverana should deliver DDP, Laverana decides independently on the carrier. Depending on the volume, Laverana will deliver either on pallets by truck or via parcel service.

Delivery dates confirmed by Laverana are generally not binding. Due to transport routes, especially for general cargo and parcel shipments across several depots and hubs, delays may occur.