

## SUMMARISED DELIVERY PROCEDURE FOR GOODS

This document shows the brief delivery specifications. Note: It is a summary that outlines the most common situations.

### 1.1. DELIVERY TIMES AND LOCATION

On working days from 8:00 am to 5:00 pm, at Energielaan 3, 5405 AD in Uden (entrance Vlijtstraat).

### 1.2. PRE DELIVERY NOTIFICATION

The pre-registration must be submitted in the customer portal at least 48 hours prior to delivery (weekends and holidays not included).

Please note: Deliveries larger than 33 pallets or container deliveries will only be accepted after written approval from Sidekix. Sidekix will send a response with planning within 24 hours after pre-registration (not including weekends and public holidays).

### 1.3. SHIPPING DOCUMENTS / PACKING SLIP

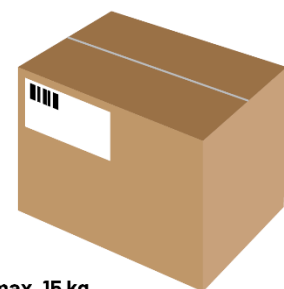
A delivery must always be accompanied by a consignment note. Info on consignment note:

- Concrete article description;
- Number of goods in total;
- Number of boxes and/or pallets in total;
- Quantity per item box and/or pallet;
- If applicable: Expiry date;
- If applicable: Partial delivery.

### 1.4. DELIVERY IN BOXES

Goods must be packed in sturdy boxes. The following info must be stated on each box:

1. Article description and article number;
2. ID codes;
3. Total goods per box.



**max. 15 kg**

Different types of goods must always be delivered in separate boxes. If the delivery consists of 6 boxes or more, the goods will be delivered on a pallet.

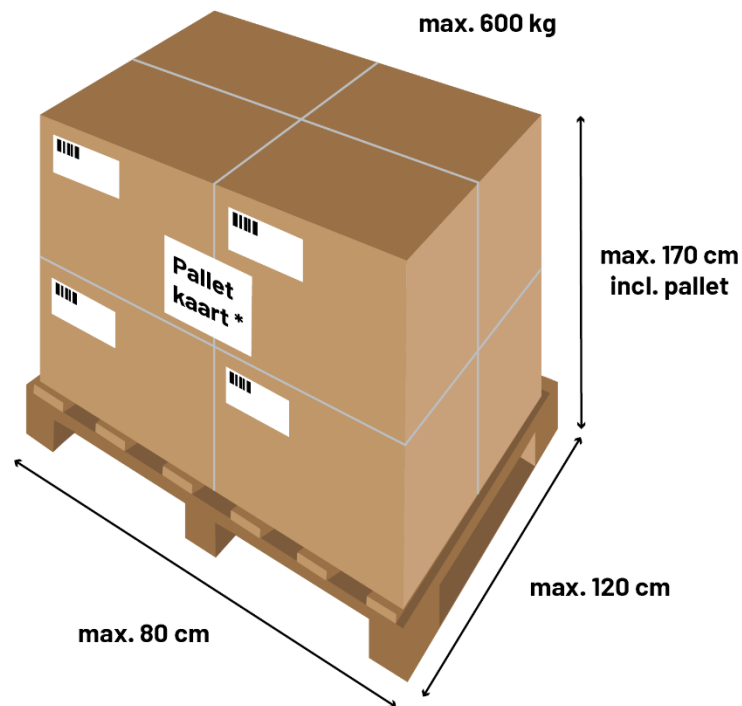
Similar types of goods may be packed in large boxes, preferably pallet size boxes (80x120). Of course, taking into account matters such as separation of the goods by, among other things, expiration date.

## 1.5. DELIVERY ON EURO PALLETS

Euro pallets are used, upon delivery they must be changed immediately. From 33 pallets, the possibility can be discussed with the production manager prior to delivery to pick up the pallets (or have them picked up) later.

All pallets must be provided with 2 pallet cards, both on the short side. All pallet cards are numbered (pallet number/total pallets). The pallet cards state:

1. Article description;
2. Quantity of boxes, bundles or items;
3. Total number of goods.



In case of large numbers, max. 1 mix pallet is allowed, provided that the goods are placed separated on the pallet and the pallet card contains clear information.

## 1.6. GENERAL

1. Goods must always be labeled with an ID code, regardless of the indication on the outer packaging, so that they can be scanned by Sidekix;
2. Goods delivered in similar/indistinguishable packaging must be marked with an external characteristic;
3. Goods may not be defective (e.g., damaged, crooked/curved/sticky or not easy machine processable);
4. Outer packaging / Goods must always be labeled with the correct (danger) symbols;



5. Sidekix signs upon delivery exclusively for receipt of goods and bears no responsibility or liability for accuracy of content and numbers on the delivery note, and deviations / damages.

## 1.7. CONTACT

### **Sidekix Head Office**

Loopkantstraat 19  
5405 NB Uden

+31 88 623 70 00

[www.sidekix.nl](http://www.sidekix.nl)

### **Sidekix Warehouse Location**

Energielaan 3 (entrance Vlijtstraat)  
5405 AD Uden