

	<b>Vetipak documentatie systeem</b>  <b>REGLEMENT</b> <b>Transport regulations</b>	Document code : <b>RL.LO.003</b>
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**We would like to request to forward these rules concerning logistics to your logistic partners that deliver or pick up goods at Vetipak!**

## 1 RULES LOGISTICS

### 1.1 General Rules

1. Pick up / delivery addresses:

<b>Vetipak bv (HQ)</b> <b>Menhirweg 15</b> <b>5342 LS OSS</b> <b>Tel: +31(0) 412 45 58 15</b>	<b>Vetipak Veghel bv</b> <b>Doornhoek 3765</b> <b>5465 TA Veghel</b> <b>Tel: +31(0) 413 388010</b>	<b>Vetipak Petfood bv*</b> <b>Doornhoek 3842</b> <b>5465 TB Veghel</b> <b>Tel: +31(0) 413 388010</b>	<b>Vetipak Personal Care bv</b> <b>p.a. Landweerstraat Zuid 150</b> <b>5349 AK Oss</b> <b>Tel: +31(0) 412 45 58 15</b>
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*\* Announcement at expedition Doornhoek 3765, Veghel.*

2. Drivers are only allowed to enter the office building and some of the warehouse areas (expedition). The production area and canteen are forbidden areas;
3. Drivers are obliged to follow up instructions of Vetipak employees concerning behavior and clothing.
4. Trucks are not allowed to have any leakage, that can influence the quality and/or state of the products delivered (i.e. hole in truck sheets);
5. Temperature during transport needs to be controlled according to the guidelines of the customers and/or Vetipak;
6. Goods, special foodstuffs and their pack materials, are not allowed to be stored with- or in the neighborhood of goods that contains risk for contamination of odor.
7. Goods are not allowed to be stored with- or in the neighborhood of chemicals;
8. Trucks need to be clean (sweep clean) and free of vermin. Also, there should be no strong odor present. This could be risks for the products and/or packaging materials.
9. Vetipak will determine the sequence of unloading/loading at all time based on earlier made agreements and notifications

### 1.2 Notification of freight by customer and/or transport partner

1. Shipments need to be announced to Vetipak administration **via email**, with a minimum of **48 hours in advance**. At notification we would like to receive the following information:
  - A. Slot for loading or unloading (date + time)
  - B. Customer
  - C. Article numbers
  - D. Quantities and number of pallets
 In case a time slot is not available we will suggest a new slot.
2. In case a time slot cannot be met, Vetipak needs to be informed before de actual slot time. Our hours, Monday to Friday, for loading and unloading are:
  - **Vetipak Oss Menhirweg 15** [PlanningOss@vetipak.nl](mailto:PlanningOss@vetipak.nl) : 7.00 h –16.30 h
  - **Vetipak Veghel / Vetipak Petfood** [expeditieveghel@vetipak.nl](mailto:expeditieveghel@vetipak.nl) : 6.00 h – 22.00 h
  - **Vetipak Personal Care, Landweerstraat Zuid Oss** [logistiek.personal.care.LWS@vetipak.nl](mailto:logistiek.personal.care.LWS@vetipak.nl) : 7.00 h–16.00 h
3. Trucks without a confirmed time slot have a chance of delay or may be refused to unload or load goods.

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### 1.3 Unloading goods

#### 1. **Vetipak Veghel – Vetipak Petfood:**

Drivers must report themselves in the office space located in the expedition area (entrance door between the loading docks: use doorbell). Do not drive into a dock before reporting!  
In case the door stays closed call the logistic internal number. A phone is available at the main entrances of the building.

#### **Vetipak Oss, Menhirweg 15:**

Drivers must report themselves in the office located in the expedition (entrance door between the loading docks: use doorbell). Do not drive into a dock before reporting!  
In case the door of the office/ administration is closed, please announce at the desk of the main entrance and wait for help and/or directions.

#### **Vetipak personal Care, Landweerstraat Zuid 150 Oss:**

Drivers must report themselves before entering the expedition area, reports needs to be done at the administration office that you can find in front of the building (the main entrance). Do not drive into a dock before reporting!

#### 2. During your arrival we will ask the following questions:

- Customer details;
- Descriptions of the goods/ articles and article numbers;
- Amount of pallets

3. Only after announcement the driver is allowed to proceed with the truck to the load- unloading docks, here contacting the logistical employee is required (by the door of the expedition).
4. The driver can in agreement with the logistical manager load- and/or unload his/her truck.
5. Our warehouse employees will inform you on our company rules and behavior that are applicable for the driver/ shipments, employees of Vetipak will control execution of these rules (i.e. non-smoking, forbidden areas, etc).
6. Freight will be controlled by Vetipak employees. After clearance of the Vetipak employees signage of the shipment documents will occur and in case needed remarks will be made on the transport documents.

### 1.4 Pick-up/ Loading goods

#### **Vetipak Veghel – Vetipak Petfood:**

Drivers must report themselves in the office space located in the expedition area, address: Doornhoek 3765 Veghel (entrance door between the loading docks: use doorbell). Do not drive into a dock before reporting!  
In case the door stays closed call the logistic internal number. A phone is available at the main entrances of the building.

#### **Vetipak Oss, Menhirweg 15:**

Drivers must report themselves in the office located in the expedition (entrance door between the loading docks: use doorbell). Do not drive into a dock before reporting!  
In case the door of the office/ administration is closed, please announce at the desk of the main entrance and wait for help and/or directions.

#### **Vetipak Personal Care, Landweerstraat Zuid 150 Oss**

Drivers must report themselves before entering the expedition area, reports needs to be done at the administration office that you can find in front of the building (the main entrance). Do not drive into a dock before reporting!

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1. During report we will ask the following questions:

- Customer details;
- Descriptions of the goods;
- Amount of pallets

In case the door of the office/ administration is closed, please announce at the desk of the main entrance and wait for help and/or directions.

2. Only after announcement the driver is allowed to proceed with the truck to the load- unloading docks, here contacting the logistical manager is required (by the door of the expedition).
3. The driver can in agreement with the logistical manager load- and/or unload his/her truck.
4. Our warehouse employees will inform you on our company rules and behavior that are applicable for the driver/ shipments, employees of Vetipak will control execution of these rules (i.e. non-smoking, forbidden areas, etc).
5. Freight will be controlled by Vetipak employees. After control of the loaded shipment the driver can proceed to the office/ administration where we will issue the transport documents. These documents needs to be signed by a Vetipak employee AND driver. In case of abnormalities we will make these as remarks on the transport documents.