

**Contents**

Appointment Scheduling .....	1
Consequences of late delivery or no show .....	1
Delivery dates .....	2
Contacts.....	2
Delivery procedure, entry RDC yard .....	2
Shipping terms, conditions and billing information .....	2
Packing list:.....	3
CMR:.....	3

**Appointment Scheduling**

All shipments are to be authorized for delivery to the Runners Point Recklinghausen Distribution Center (RDC) by the Coordinator Inbound Planning. He / She will contact the vendor to make a delivery appointment by providing a delivery date, delivery time and shipment number.

A shipment number is an authorization and access number to the Runners Point RDC yard and must be mentioned on the shipping documents. A shipment number is created per truck and may contain multiple PO numbers. Without a shipment number the truck will not get access to the Runners Point RDC yard.

The delivery date and time agreed with the Coordinator Inbound Planning must be respected; should there be any problem observing the appointment date, the vendor is required to contact the Coordinator Inbound Planning to make a new delivery appointment.

**Consequences of late delivery or no show**

In case a truck is delayed more than half an hour without 2 hours notification we cannot guarantee immediate off-load once it arrives, it will be parked at the yard until there is time for unloading. This will result in a cross-charge of € 75.00 per hour, maximum € 350.00, starting from appointment time + 30 min until actual time of arrival.

When a truck is not showing up at the agreed appointment day, a new appointment date needs to be settled and it results in a cross-charge of € 400.00.

It's the vendor responsibility to keep the Coordinator Inbound Planning informed in case there are any issues or concerns regarding the on time arrival of any deliveries.

**Delivery dates**

The expected delivery date of the purchase order is not the fixed delivery date, the expected delivery date may change based on decisions by the planning department at the Runners Point Headquarters.

The Supply Chain department will contact the vendors to make a delivery appointment once they have received the information from the planning department to request a delivery of the PO(s).

**Contacts**

To make a delivery appointment you can contact the Supply Chain department at the Recklinghausen Distribution Center:

Michael Makowski	<a href="mailto:michael.makowski@runnerspoint.com">michael.makowski@runnerspoint.com</a>	+49 2361 99 000-14
Pierre Ermel	<a href="mailto:pierre.ermel@runnerspoint.com">pierre.ermel@runnerspoint.com</a>	+49 2361 99 000-09

Please make sure you have the PO number available, without this we will not be able to make a delivery appointment.

**Delivery procedure, entry RDC yard**

All persons who enter the RDC yard via the gatehouse will be registered on a “driver controlled list” for security, health and safety procedures. It is therefore mandatory to show valid identification for registration. This is also applicable for the co-driver. Children who accompany the driver are not allowed to leave the vehicle and should remain in the truck.

Drivers will get instructions from Runners Point staff and must follow these instructions. During unloading the truck the driver should remain in his vehicle or go to the driver’s room at the gatehouse. It is not allowed to enter the RDC building, unless he will be accompanied by a Runners Point employee.

After unloading the driver will be logged out from the drivers list.

It is not allowed to leave a container/truck overnight on Runners Point premises. It is strongly recommended to find a “secured” area to stay overnight.

**Shipping terms, conditions and billing information**

Runners Point may reject or return all or part of a shipment when a shipment was not authorized for delivery or when the delivery does not meet the delivery standards.

Runners Point requests a complete overview of all open orders with accurate information about the status of the Purchase Order in an EXCEL file which needs to be updated on a weekly base. This needs to be send to the assigned contacts within Runners Point Planning and Logistics.

This overview should include:

- Runners Point purchase order number
- Runners Point SKU number
- Vendor style number
- Quantity ordered
- Quantity available
- Vendor status
- Product description
- Desired delivery date or availability date
- Expected time of arrival at vendor
- Expected delivery date to Runners Point
- Total number of cartons
- Condition of load: number of pallets, floor loaded
- Container number
- Packaging type

**Packing list:**

As soon as the delivery is confirmed we prefer to get the packing list at least one day prior to the delivery via email (please email to: [rdc.inboundadmin@runnerspoint.com](mailto:rdc.inboundadmin@runnerspoint.com)).

**CMR:**

A complete and accurate CMR is required for each shipment received by the Runners Point RDC. The appointment information provided by the Supply Chain department such as **shipment number, appointment date and appointment time** must be clearly mentioned on the CMR, besides of course the shipment details. Please notice that **PO numbers must be mentioned on the CMR**. Incomplete information may result in delay of unloading.

When a shipment is divided over more than 1 trailer or container, we require a clear overview of what has been loaded in which container/trailer. Per truck one CMR is required.