



Correct preparation of the shipment for transport

Keeping of basic operational rules of our cooperation influences efficient flow and security of your shipments:

- 1. If your company sets time windows for shipment's pick-up e.g. between 12 am and 4 pm, remember that the goods should be prepared for pick up to 12 am.**
- 2. Remember that the Sender is responsible for filling in a waybill and loading the shipment on the vehicle.**
- 3. Waybill should include complete data:**
 - sender's name together with exact address and telephone number
 - recipient's name together with exact address and telephone number
 - payer's data and Tax Identification Number (NIP)
 - number of packagings, weight, measurements and how the shipment is secured
 - other requirements defined by laws, e.g. ADR
- 4. Changes in the waybill are to be done by the Sender and confirmed with a legible signature on each page of the waybill or by Schenker if any discrepancies between a factual state of the shipment and data included in the waybill are discovered.**
- 5. Check if all accompanying documents included in the waybill are enclosed, e.g. WZ or invoice.**
- 6. Address label should include complete data:**
 - sender's name together with exact address and telephone number
 - recipient's name together with exact address and telephone number
 - 10-digit number of the waybill

Schenker has right to refuse acceptance of the shipment if the waybill is filled in incorrectly, shipment is not labeled or secured adequately, content or parameters of the shipments are not in accordance with the description in the waybill.

Transport of inadequately secured shipment shall be performed for account and risk of the Ordering Party.

Schenker Sp. z o.o. reserves the right to extend the delivery time and charge extra if the shipment does not fulfill the definition of a product within the scope of which it was sent.

Correct preparation of a parcel shipment



1. Remember about securing goods inside the packaging!
2. Stick parcel label in the upper right corner of the longer side of the parcel.
3. Mark the shipment in a visible place with information labels.
4. Properly secure the shipment, e.g. with company tape, stretch foil.

Measurements:

Maximum length of each side of the parcel **1,5 m**
 Maximum weight of the parcel **30kg**
 Maximum volume of the parcel **0,2m³**

Preparation of the shipment on the pallet



1. Stick label in the upper right corner of the longer side of the pallet.
2. Mark the shipment in a visible place with information labels, e.g. ADR, HACCP, KS.
3. Properly secure the shipment, e.g. with company tape, stretch foil.
4. Goods cannot project beyond the outline of the pallet.
5. Use stretch foil to secure the shipment on the pallet.

Measurements:

maximum height of goods together with the packaging **1,8m**
 maximum width of goods together with the packaging **2,2m**
 maximum length of goods together with the packaging **4m**
 maximum weight of goods together with the packaging **1500kg**

Errors in the preparation of a parcel shipment



1. Label stuck in a wrong way.



2. Improper security measures.



3. Markings stuck in a wrong way.



4. Goods inadequately secured inside the packaging.

Errors in the preparation of shipment on the pallet



1. Shipment labeled incorrectly.



2. Lack of appropriate security measures.



3. Goods project beyond the outline of the pallet.