

Delivery of goods

DELIVERY ADDRESS FULFILMENT & WEB LOGISTICS

Drivers, couriers and carriers with goods for **Nic. Oud, Fulfilment & Weblogistics** should deliver these at Incoming Expedition e-Fulfilment: Copernicusstraat 21; 1704 SV Heerhugowaard, cargo doors 10 through 12 – (across from the Vers Unie)

OPENING TIMES RECEPTION OF GOODS & EXPEDITION

- Loading and unloading is only possible on working days between 08:00 and 17:00 o'clock. Deliveries outside the standard opening times are only possible after consultation with the Customer Service department.
- The goods should be delivered on the delivery date stated in the pre-arrival notification. Any deviations should be reported to our Customer Service department at least 24 hours before the original delivery date at <mailto:cs@nicoud.nl>

PRE-ARRIVAL NOTIFICATION

- Deliveries should be registered 48 hours (in working days) before delivery in the Nic. Oud portal by means of the "pre-arrival notification" module
- Or 48 hours (in working days) before delivery with a filled out notification file (CSV) by e-mail to prealert@nicoud.nl.
- In the CSV (Microsoft Excel Comma Separated Value File) notification file, the following information should be entered in the columns : **expected delivery date ; unique reference ; article code ; quantity**
- In the case that goods are delivered without pre-arrival notification, these should still be reported in the Nic. Oud portal using the "pre-arrival notification" module within 24 hours
- In the case of container deliveries, the delivery should be separately registered at the Customer Service department at cs@nicoud.nl in addition to the pre-arrival notification, due to the safety procedures to be followed.

Do you have any questions regarding the pre-arrival notification of your delivery at Nic. Oud? Feel free to contact our Customer Service department via e-mail at cs@nicoud.nl.

DELIVERY REGULATIONS

- The deliveries should always come with a complete consignment note and delivery note
- These should come with an ADR transport document in compliance with Dutch law, if applicable
- Deliveries preferably take place on Euro-pallet size: 80 x 120 cm
- Maximum pallet height: 130 cm (including pallet)
- Pallets should be packaged in the correct manner, wrapped in foil and provided with corner pieces and straps
- Pallets should come with (numbered – quantity / of) pallet cards, including article description, article number and specification of quantity of boxes or copies
- Pallets should come with pallet cards on the long side and on the short side of the pallet
- Articles should come with a scannable code and packaged in sturdy boxes
- Boxes should come with (numbered – quantity / of) labels, including article description, article number and specification of quantity per box



- The article number on pallet card and box label should correspond to the article number mentioned in the pre-arrival notification
- Maximum weight per box: 15 kg
- Boxes should come with a label on a visible location
- Specification of the number of copies per box
- Different types of articles may only be delivered in separate boxes with clear indication on the label

In the case that delivery in this manner is not possible, then please consult with the Customer Service department at cs@nicoud.nl.

SAFETY PRESCRIPTIONS

- The Safety Information Sheet (ViB) should be present at Nic. Oud 48 hours before the receipt of the goods. This is in compliance with the Dutch PGS15 directives.
- At delivery, consignment note or delivery note should come with an ADR transport document, if applicable.
- All received transport containers are subjected to an air quality measurement according to the safety prescriptions. Transport containers are only opened if the measurement is in accordance with the air quality regulation.