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# Delivery conditions

updated 12/2019

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## 1. Delivery address, contact details and opening hours

PharmLog GmbH, Siemensstraße 1, 59199 Bönen

- Receiving area  
Monday – Friday: 6:00 a.m. – 6:00 p.m.  
Phone 02383 930 652    Mail [we@pharmlog.de](mailto:we@pharmlog.de)

PharmLog GmbH, Edisonstraße 25, 59199 Bönen

- Receiving area:  
Monday – Friday: 7:00 a.m. – 4:30 p.m.  
Phone 02383 930 676    Mail [lze-wewa@pharmlog.de](mailto:lze-wewa@pharmlog.de)
- Narcotic warehouse  
Monday – Friday: 08:00 a.m. – 4:30 p.m.  
Phone 02383 930 541    Mail [btm@pharmlog.de](mailto:btm@pharmlog.de)

## 2. Registration of consignments

From 20.01.2020, we will introduce a time window booking system for our two locations. This system will then be used by the carrier to book time slots for unloading the trucks at Pharmlog.

If the carrier is not yet registered with Cargoclix Timeslot, he can arrange this with our partner CARGOCLIX via the following link:

<http://www.cargoclix.com/pharmlog>

## 3. Administrative information

- Delivery papers: The truck driver has to present the complete and relevant delivery documents for the registration in the incoming goods office.  
The delivery documents have to include the following information:  
Client, article number, article name, batch, quantity in units, expiry date, quantity pallets, information on production site.

Geschäftsführung:	Hans-Peter Meid
Sitz der Gesellschaft:	59199 Bönen
Registergericht:	Amtsgericht Hamm HRB 3673
Bankverbindung:	Deutsche Bank Dortmund, BLZ 440 700 50, Kto.-Nr. 171331200 IBAN: DE94 4407 0050 0171 3312 00, BIC Code: DEUTDEDE440
Ust-IdNr:	DE174756985

**PharmLog** ist ein Gemeinschaftsunternehmen der Unternehmensgruppen:

Bayer Vital · Boehringer Ingelheim · GlaxoSmithKline · Meda · Merck · Novartis

- Advice note: All incoming goods have to be advised in advance via the client's system. We need one advice note per article/batch/delivery. Without an advice note, unloading the truck is not possible.
- In case of new articles, the client has to send an article telegram and the safety data sheets before the goods are delivered.
- All goods have to have customs clearance when delivered.
- The deliveries should be distributed evenly throughout the week.
- The unloading of the trucks will be done in the order of their arrival.

#### 4. Delivery information

- Truck: The truck has to be loading ramp compatible and forklifts must be able to enter the truck (no side unloading).
- Double-decked deliveries are possible.
- Pallets: The goods have to be delivered on exchangeable, intact euro pallets  
Packing pattern:
  - Height: The max. height per pallet is 1.20 m (incl. height of pallet).
  - Measurements: The goods may not protrude over the edges of the pallet.
  - Weight: The max. weight per pallet is 1,000 kg.
  - Mixture of goods: All pallets must be single-batched, i.e. only one item and one batch per pallet.
- Specialities:
  - Partial cartons: There has to be only 1 carton with remaining quantities per batch. That one has to be marked and packed in a clearly visible position on the top layer of the pallet.
  - Data loggers: Data loggers have to be marked and placed clearly visible on the pallet.
  - If small quantities are delivered, these are to be marked as mixed pallets. The smallest unit is one carton (only one type of article and one batch per carton).

#### 5. Labeling:

The following issues are necessary to be marked:

Cartons, pallets, partial cartons, prepackaged samples and data loggers.

- Carton label: Every carton has to be marked with the following information: client, article, batch and quantity.
- Pallet label: Every pallet has to be marked with two labels (one for each long side of the pallet). The following data should be written down in clear type and also in barcode type 128 B:
  - Information in clear type:  
Client, article no., article name, batch, expiry date, quantity/carton and quantity/pallet.
  - Information in barcode (type 128 B):  
Client no., article no., batch


## 6. Pallet barcode

The barcode used at PharmLog is a type 128 B code. This means that numbers and letters can be used in any order. The barcode type also permits the use of special characters, such as full-stops, commas, equals signs or umlauts. However, PharmLog's warehouse management system cannot process these characters. Agreed special characters are hyphens, slashes and spaces. Ideally, the length of the barcode should be between 95 and 125 mm and the height at least 10 mm.

As incoming goods at PharmLog are recorded in a paperless process via radio data transmission, the fields for the article number and the batch in the barcode must contain the same information as the corresponding fields in the delivery advice note.

### Hints and example for a barcode

Client number	the 2. and 3. Digit of the client number, numerical.
Article number	max. 12-digit, numerical, left-aligned, missing characters up to the 12th digit are filled with blanks.
Batch number	max. 15-digit, numerical or alphanumerical, left-aligned, missing characters are filled with blanks.

Client	377 sample client
Article number	001245OKF7
Article name	sample article 0,5 mg
Batch	ABC77-1
Expiry date	09.2021
Packaging units / carton	360 single units
Packaging unit / pallet	4320 single units
	
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