

# Deliveries to Swiss Post Warehousing Locations Requirements

Certain requirements apply to deliveries to Swiss Post warehouses. These concern, among other things, labelling of goods, containers, delivery times and safety. By complying with the following requirements, you contribute significantly to the smooth functioning of the logistics process.

## Contents

- Terms and abbreviations
- Notification of the delivery
- Data transmission
- Delivery
- Delivery documents
- Partial deliveries
- Labelling of goods
- Transport containers
- Packaging
- Exchange containers
- Provisional acceptance, damage
- Debit for additional expenses
- Contact

## Terms and abbreviations

Term, Abbreviation	Explanation
CARGOCLIX	CargoClix Time Slot is an online tool for time management. It makes it possible to optimize booking and ramp processes.
EAN	European Article Number – the old name for what is now known as the Global Trade Item Number (GTIN).
EAN 13	European Article Number 13 – a 13-digit GTIN in accordance with the GS1 standard.

EAN 128	European Article Number 128 or GS1-128. Code 128 is a neutral barcode in accordance with the GS1 standard which can record various data.
EDI	Electronic Data Interchange.
GS1	Global Standards One is an organization which drafts and implements global standards to improve value chains. GS1 is responsible for assigning Global Trade Item Numbers (GTIN) for products and other unique identifiers to label equipment, containers, documents and other objects used in business.
GTIN	Global Trade Item Number.
IBC	Intermediate Bulk Container – a 1000-litre capacity plastic tank.
LC	Logistics center.
BBD	Best before date.
SSCC	Serial Shipping Container Code The code is a unique global number for identifying a shipping unit.
TU	Transport Unit.
UIC factsheet 435-2 / 435-4	Union internationale des chemins de fer – International Union of Railways, which sets quality standards and evaluation criteria for the exchange and manufacture of standardized Euro pallets.



## Notification of the delivery

### Dintikon, Mägenwil, Oftringen, Pfungen and Villmergen

Deliveries of more than four pallets must be notified at least 24 hours in advance via the CARGOCLIX online portal.

Access for booking time slots:  
[www.cargoclix.com/postlogistics](http://www.cargoclix.com/postlogistics)

#### Details required for notification

- Supplier / forwarder (sender of the goods)
- Storage customer (recipient of the goods)
- Number of containers (trading units/pallets)
- Sender's order number / third party delivery note number
- Delivery time slot
- Delivered Duty Paid/Delivered Duty Unpaid

Swiss Post can suggest an alternative delivery time slot. If the agreed time is not adhered to, waiting times are to be expected. Preferential treatment will be given to notified deliveries. Non-notified deliveries may be rejected.

For information about notifications with CARGOCLIX and for training documents for the web portal, please contact the customer service department at the applicable location. No booking fee for time slots is incurred by suppliers.

## Data transmission

In order to handle incoming goods efficiently, Swiss Post requires delivery note information at least 24 hours before delivery to the ramp. We recommend data transfer by EDI. If this is not possible, the delivery note can be sent by e-mail by arrangement with Swiss Post.

## E-mail addresses of the warehousing locations

<b>Dintikon</b>	welzdintikon@post.ch ksdintpl@post.ch
<b>Mägenwil</b>	wemaegenwil@post.ch
<b>Oftringen</b>	ks.oftringen@post.ch
<b>Pfungen</b>	lager.pfungen@post.ch
<b>Villmergen</b>	we.villmergen@post.ch

## Acceptance of international consignments

When delivering international consignments, it must be ensured that the goods have been cleared through customs before unloading. Customs clearance can be carried out by PostLogistics Ltd or another customs service provider. The acceptance of goods is refused by the warehousing locations if undeclared goods, incomplete customs documents or a removed or damaged seal is found on the lorry. Customs clearance can be proved using a customs clearance certificate or a valid and stamped CMR document.

## Delivery

### Opening times for incoming goods (Monday to Friday)\*

<b>Dintikon</b>	8 a.m. – 11.45 a.m.	1 p.m. – 4 p.m.
<b>Mägenwil</b>	8 a.m. – 11.45 a.m.	1 p.m. – 4 p.m.
<b>Oftringen</b>	8 a.m. – 11.45 a.m.	1 p.m. – 4 p.m.
<b>Pfungen</b>	8 a.m. – 12 a.m.	1 p.m. – 4 p.m.
<b>Villmergen</b>	7.45 a.m. – 11.30 a.m.	1.15 p.m. – 4 p.m.

\*excluding national and regional public holidays.

Deliveries outside of opening times are accepted by prior arrangement only.

### Directions

Directions to the Swiss Post warehousing logistics center are detailed at the following link:

[www.swisspost.ch/en/business/storage/warehousing/warehousing-logistics](http://www.swisspost.ch/en/business/storage/warehousing/warehousing-logistics)

### Safety

The driver must follow the instructions of the logistics staff and the safety regulations posted on site. It is the carrier's responsibility to bring the appropriate safety equipment.

- The wearing of protective shoes and high visibility vests is compulsory in the handling area.
- When using floor-level conveyors (forklifts, pallet trucks, etc.), ID recognized by SUVA (the Swiss National Accident Insurance Fund) and protective footwear are mandatory.
- If the delivery contains dangerous substances, the dangerous substances ramp must always be used.
- When loading and unloading freight, the truck must be secured (wedge under the wheels, handbrake).

## Delivery documents

A clearly legible delivery note is required in order to identify the delivery easily. The delivery note must be attached to the pallet so it is immediately visible from the outside. If a signed copy is requested in return, the delivery note must be available in at least duplicate form.

The following details must be included in full in the delivery documents:

- Supplier / sender of the goods
- Name of the forwarder / carrier
- Delivery address/recipient
- Delivery note number
- Customer order number (if known)
- Customer item number (if known)
- Supplier item number
- Item name
- Best before date (BBD) (if available)
- Order quantity, delivery quantity and delivery date for subsequent deliveries (for partial deliveries)
- Delivery completed indicator (if available)
- Quantity/packing units (if available)
- Total number of trading units / pallets
- Statutory information for dangerous goods (documentation)

## Partial deliveries

Partial deliveries should be avoided if possible. If orders are still nevertheless split into several deliveries, each consignment must include delivery documents which contain full details as listed in the "Delivery documents" section.

Sending deliveries in several parcels should also be avoided. In the case of multiple parcels, each parcel must include a full set of delivery documents as outlined in the "Delivery documents" section.

The delivery documents must refer to the current delivery only.

## Labelling of goods

Labelling of the different packing levels is made in accordance with GS1 standards, which can be viewed at: [www.gs1.ch](http://www.gs1.ch)

<h1>Muster AG</h1> <h2>Artikelbezeichnung</h2>	
Artikel AAV200	Charge/Batch/Lot 255621
Anzahl 40	Produktionsdatum 2015.07.15
SSCC 376123450000007893	MHD 2015.12.30
 (02)122121979	 (11)20150715
 (10)255621(15)20151230	
 (00)376123450000007893	

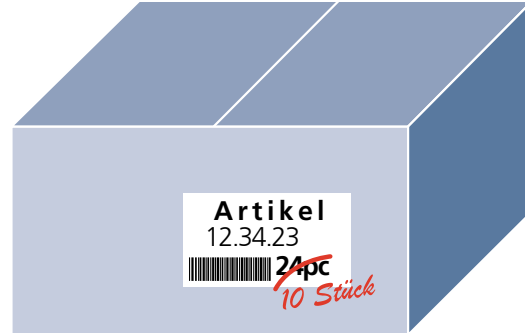
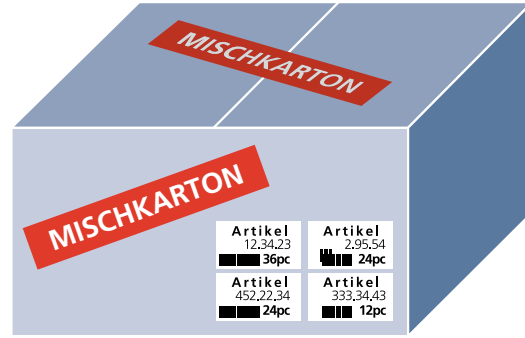
Example for an SSCC label

## Labelling of the transport unit (pallet/IBC)

Single item pallets can be labelled with an SSCC label. This assists the logistics team to identify the goods and to enter them into the live warehouse management system.

## Labelling of the repacking unit

The repacking unit must be labelled with the item number and the repacking unit EAN code. The number of sale units contained in each repacking unit must also be clearly visible. If repacking units contained mixed items (not TU) or if the repacking quantity is not met, this should be clearly marked.



Identification of mixed repacking units

## Labelling of the sales unit

The sales unit must be labelled with an item number, EAN code and a description (preferably using EAN-13). Depending on the nature of the item, the batch number, serial number, date of manufacture and expiry date, as well as the EAN code 128 must be included. Dangerous substances must be identified in accordance with statutory regulations.

## Transport containers

Goods should generally be delivered on a standardized Euro flat pallet measuring 120 cm x 80 cm (see UIC leaflet 435-2) to ensure trouble-free unloading and onward transport.

Disposable pallets are accepted as load carriers. Disposal costs will be passed on to the storage client.

## Stacking of pallets

Boxes on the pallet must be stacked neatly together. Goods on the pallet must be stacked tidily to ensure items can be identified and quantities verified as quickly as possible. For this purpose, the labels on the packing units must be placed on the outside.

Pallets must in general be sorted and not mixed in terms of order and item.

Items should also be sorted by different best before dates. Mixed pallets must be delivered with single item layers and are to be clearly labelled in a way that is externally visible as a "Mixed pallet".



“Mixed pallet” labelling

It is not permitted to exceed the floor space of the EUR-pallet. The goods and packaging may not extend over the edge of the pallet.

	Maximum height	Maximum weight
<b>Dintikon</b>	2.00 m	700 kg
<b>Mägenwil</b>	1.80 m	700 kg
<b>Oftringen</b>	1.90 m	700 kg
<b>Pfungen</b>	2.00 m	700 kg
<b>Villmergen</b>	1.60 m	700 kg

### Packaging

The pallet should be packed securely so that the goods being transported do not fall or slip during transport. Stretch film used may extend a max. 3 cm over the pallet feet.

The packaging chosen for the sales unit offers protection against external influences and light damage. The type and quantity of the packing should be used in a way that is environmentally conscious and efficient.

### Exchange containers

Swiss Post does not maintain credit accounts for exchange containers. If the exchange is not completed at the time of delivery, any entitlement shall lapse.

For EUR pallets, the exchange criteria in accordance with the provisions in UIC leaflet 435-4 shall apply. If EUR pallets show any of the damage described in the leaflet, the pallets will no longer be exchangeable.

### Provisional acceptance, damage

Swiss Post performs purely visual and quantity inspections for deliveries. This means only the number of transport units and external damage is checked. Consignments are accepted provisionally until they have been received completely. Swiss Post reserves the right to reject hidden defects even after delivery or to completely refuse acceptance in the event of substantial damage.

### Debit for additional expenses

If delivery regulations are not adhered to, the additional expenses will be invoiced.

### Contact

Warehousing location	Address, e-mail, telephone
<b>Dintikon</b>	PostLogistics AG Dintikon logistics center Lagerstrasse 12 5606 Dintikon Switzerland  <a href="mailto:ksdintpl@swisspost.ch">ksdintpl@swisspost.ch</a> +41 58 341 33 30
<b>Mägenwil</b>	PostLogistics AG Mägenwil logistics center Almüsenacherstrasse 4 5506 Mägenwil Switzerland  <a href="mailto:ksmaegenwil@swisspost.ch">ksmaegenwil@swisspost.ch</a> +41 58 341 21 21
<b>Oftringen</b>	PostLogistics AG Oftringen logistics center Roggenstrasse 5 4665 Oftringen Switzerland  <a href="mailto:ks.oftringen@swisspost.ch">ks.oftringen@swisspost.ch</a> +41 58 667 76 30
<b>Pfungen</b>	PostLogistics AG Pfungen logistics center Wanistrasse 5 8422 Pfungen Switzerland  <a href="mailto:lager.pfungen@swisspost.ch">lager.pfungen@swisspost.ch</a> +41 58 453 62 16
<b>Villmergen</b>	PostLogistics AG Villmergen logistics center Allmendstrasse 8 5612 Villmergen Switzerland  <a href="mailto:ks.villmergen@swisspost.ch">ks.villmergen@swisspost.ch</a> +41 58 386 67 66

