



SCHOELLERSHAMMER

DELIVERY/INBOUND RECOVERED PAPER

1. SIGNING IN

Incoming deliveries of recovered paper are only possible in an allocated quantity contract and in a time slot to be booked by the supplier.



2. TIME OF ARRIVAL

Cancellation, postponement, exchange or change of time slot possible up to 12 hours prior to the planned arrival time.



3. ARRIVAL

After arrival of the vehicle in the truck waiting area by Gate 3, the driver must report the delivery at the registration terminal (important! registration number of the time slot).



4. WEIGHBRIDGE

When the vehicle is called up, it moves to the weighbridge and then on to the unloading zone assigned by the gatekeeper.



5. QUALITY CHECK / UNLOADING

After quality check and unloading comes a second weighing. At the weighing terminal, the driver is handed out a weighing slip.



6. DEPARTURE

The vehicle then leaves the Company's premises without delay.





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INCOMING DELIVERIES/ INBOUND FOR RECOVERED PAPER; STRENGTH AND COLLECTION OF RESIDUES

Time-slot management TSM by Transporeon

Handling the daily high number of deliveries requires glitch-free logistics. For this purpose, we make use of time-slot management. Starting on 23.05.2016, we switched to the new TSM system from Transporeon, the aim being to unload incoming goods efficiently and minimize vehicle waiting times.

- Incoming deliveries of recovered paper are only possible in an allocated quantity contract and in a time slot to be booked by the supplier.
 - Cancellation, postponement, exchange or change of time slot possible up to 12 hours prior to the planned arrival time.
- 01.** After arrival of the vehicle in the truck waiting area by Gate 3, the driver must report the delivery at the registration terminal (important! registration number of the time slot).
 - 02.** After the vehicle is called up, it drives on to the weighbridge and is weighed automatically. The vehicle then moves to the allocated unloading zone.
 - 03.** After quality check and unloading comes a second weighing. At the weighing terminal, the driver is handed out a weighing slip.
 - 04.** The vehicle then leaves the company premises without delay.
- ➡ Owing to this automatic handling of vehicles, you need a number at the registration terminal. You receive this registration number from the Time Slot Management system after booking a time slot!



SCHOELLERSHAMMER

GENERAL RULES OF BEHAVIOURAL FOR EXTERNAL DRIVERS

on the premises of SCHOELLERSHAMMER

- Any instructions issued by our internal employees must be followed without fail.
- On the premises of SCHOELLERSHAMMER, **no** breaks may be taken in principle. It must be possible to move the vehicle **at all times**.
- The wearing of safety boots and HV vests is obligatory.
- On the premises of SCHOELLERSHAMMER, a speed limit of 10 km/h may not be exceeded.
- Bringing along passengers is strictly prohibited.
- Wherever possible, do not leave the vehicle.
- The vehicle may be left only for signing in at the Gate and/or terminal, going to welfare facilities (WC, beverage dispenser), and loading/unloading.
- Smoking on the premises is strictly prohibited, although specially marked areas are available for smokers. Only these areas may be used!
- The consumption of food is only permitted in the vehicle or in the personnel recreation room.
- Any litter/rubbish dropped must be disposed of in the appropriate bins or taken away.
- In the loading and unloading area, only vehicles and their drivers are permitted. Pedestrian traffic in this area is strictly prohibited.
- All vehicles must leave the mill immediately after handling.

OPENING TIMES:

DEPOT OPENING TIMES

Mon - Thu: 07:00 - 14:00 hrs
Fri: 07:00 - 12:00 hrs

OUTBOUND (new paper)

Mon - Sat: 00:00 - 24:00 hrs
Sun: 22:00 - 24:00 hrs

INBOUND (recovered paper)

Mon - Thu: 07:00 - 19:00 hrs
Fri: 07:00 - 18:30 hrs