



tegut... gute Lebensmittel GmbH & Co. KG

Logistics manual

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1 Foreword

This Logistics manual applies to all suppliers of tegut... gute Lebensmittel GmbH & Co. KG, whose logistics service is carried out by tegut... Logistik GmbH & Co. KG. Consequently, this Logistics manual applies to all deliveries of goods to the logistics sites of tegut... Logistik GmbH & Co. KG.

There are a few requirements for suppliers / freight forwarders / service-providers to ensure sustainable process improvements, which are described below. The objective is to create a transparent, reliable and complete order and delivery process.

Please contact the person responsible for you if you have any queries.

2 Logistics concept

tegut... Logistik GmbH & Co. KG operates in Germany with two central warehouses, to which the relevant deliveries are made. The branches are sites for the distribution of goods. Orders for goods to the central warehouses are triggered by central schedulers. Ordered goods are delivered to each central warehouse or distribution centre, which is communicated as the recipient in the order.



The precise delivery addresses of the relevant tegut... logistics centres are shown in the table below.



Site	Company name	Invoice address	Delivery address
Fulda	tegut... Logistik GmbH & Co. KG	Gerloser Weg 72 36039 Fulda	Hermann-Muth-Str. 36039 Fulda
Seebergen	tegut... Logistik GmbH & Co. KG	Gerloser Weg 72 36039 Fulda	Dr.-Bube-Straße 6 99869 Drei Gleichen, Seebergen

The times for receipt of goods at both sites and per distribution centre are shown below.

Site	Distribution centre	Acceptance day & time
Fulda	Dry range	Mon. - Thurs. 5 am - 8 pm, Fri. 5 am - 7 pm
	Bread and bakery products	Mon. - Thurs. 5 am - 8 pm, Fri. 5 am - 7 pm
	SS	Mon. - Fri. 6 am - 1 pm
	Fresh goods	Mon. - Fri. 10 pm - 6 am, Sat. 9 pm - 6 am
	Fruit & vegetables	
Seebergen	Dry range	Mon. - Thurs. 6 am - 1 pm, Fri. 6 am - 10 am
	Fresh goods	Mon. - Fri. 4 am - 12.3 pm
	Ultra-fresh - Convenience	Sat., Mon., Weds. 10 pm - 2 am
	Ultra-fresh - Meat	Sun., Tues., Thurs. 2 am - 6 am

In order to ensure frictionless processing, suppliers / freight forwarders must book a time-window in advance of the delivery via Mercareon.com.

By booking the time-window, unloading at the booked time is guaranteed. The duration of unloading depends on the items and number of pallets being delivered. Planning of the delivery times for fruit & vegetables and Ultra-fresh – Convenience as well as Ultra-fresh –

Meat are regarded as exceptions. The delivery times for the latter are firmly agreed with suppliers and not processed via Mercareon.com.

There is a reference in the General Conditions of Purchase to the information in this Logistics manual regarding various penalty categories and the distribution centres which belong to them. In the following table you will therefore find a list of the assignment of distribution centres including GLN to a certain penalty category.

Penalty category	Distribution centre & site	Distribution centre number & GLN
Dry range	Fulda Dry range Seebergen Dry range	9700; 4305720097009 9800; 4305720098006
Fresh goods	Fulda Bread and bakery products SS Fulda Fresh products Seebergen Fresh products	9730; 4305720097306 9720; 4305720097207 9820; 4305720098204
Ultra-fresh	Fulda - Fruit & vegetables Seebergen Ultra-fresh - Convenience Seebergen Ultra-fresh - Meat	9721; 4305720097214 9821; 4305720098211 9821; 4305720098211

External warehouses will also be rented in individual cases and above all to process the year-end business. The address of these external warehouses will always be notified by fax-order. The following distribution centre numbers might also appear on the order for this purpose: 9772, 9773, 9774, 9776, 9777.

In addition, there is a disposal company with the number 9765 at both logistics sites. This becomes relevant for example when returning products with deposits.

3 Requirements of load carriers

3.1 General requirements

The following regulations must be observed when making a delivery:

- The delivery must not be made on jumbo vehicles, vans and gigaliners.
- Half and quarter displays must be delivered on a carrier pallet with measurements of 1.20 m x 0.80 m x 0.144 m.
- The goods must be secured so that they don't slip.
- It is absolutely necessary to comply with the packaging unit; the goods are always to be delivered in the packaging content that has been ordered.
- No delivery of several pallets that are not full for one item.
- If several items are delivered on one lorry parking bay, then depending on the quantity, an intermediate pallet is to be used if possible (creation of sandwich pallets (definition see 3.3))
- If it is necessary to create a mixed pallet owing to the order quantity (definition see 3.4), (not possible to use an intermediate pallet), then the individual order units for one item are always to be placed on the pallet in a logical packing format.
- It is not possible to accept goods without a delivery note. The delivery note must be enclosed with the freight papers (not on the goods) and include the tegut... order number.
- On delivery, the means of conveyance for loading and unloading must be secured against unintentional movement at the unloading or loading point by the vehicle driver with wedges. DIN standard 76051-1 "Wedges for vehicles and trailers" applies.
- Access to the buildings of tegut... Logistik is permitted only with safety boots (at least standard S1).
- As part of the delivery process, the goods delivered must be able to be transported with normal industrial trucks.
- The size of the packaging cartons is to be guided by GS1 standard modules.

- In the event of deviations from our delivery conditions, we reserve the right to refuse acceptance or to invoice any additional logistics expenditure incurred. In normal cases any goods about which we have a complaint will be sent back to you directly on delivery. Any arrangements which deviate from this are to be agreed with the relevant warehouse department.

The support of the freight forward service-provider in the goods inwards process must under no circumstances exceed the unloading of the lorry and the provision of the pallets delivered near the gate. In particular the transport of collected pallets to materials handling equipment is forbidden.

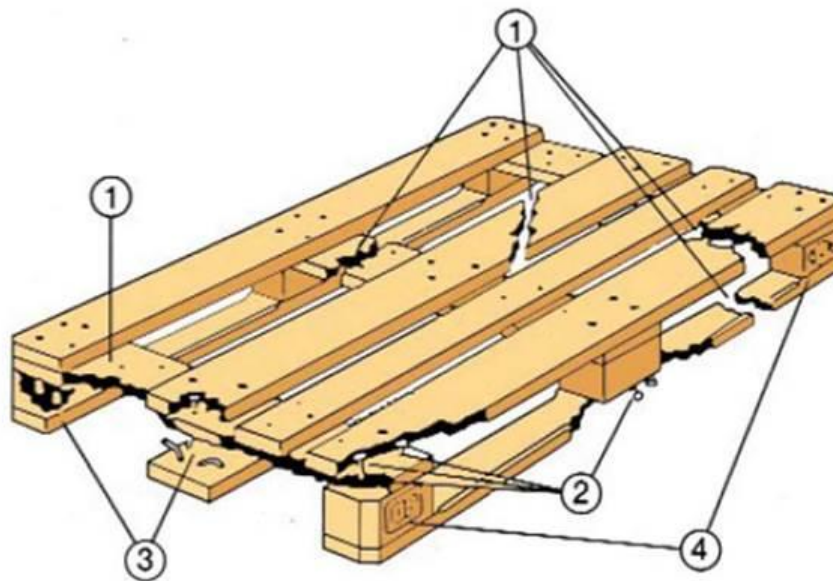
3.2 Pallet quality

The preferred loading and transport aids are Euro-pallets or CHEP-pallets. Also solely pallets with basic measurements of 1.20 m x 0.80 m will be accepted. Possible quality deficiencies are if:

- A board is missing, has disappeared or is broken diagonally (1)
- More than two bottom edge, top edge or diagonal boards are splintered in such a way that per board more than one nail or screw shank is visible (2)
- A block is missing, or is broken or splintered in such a way that more than one nail or screw shank is visible (3)
- The main labelling is missing or is illegible (4)
- Obvious forbidden components have been used for repairs (too thin, too narrow, too short boards or blocks)
- The general condition is so poor that the load-bearing capacity is no longer ensured (decayed, rotten or several splintered boards or blocks)

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In these cases tegut... is entitled to refuse the pallet or to refuse the pallet exchange. Any repairs must be carried out taking account of the UIC 435-4 repair standard.

tegut... leaves it up to the supplier / freight forwarder whether a pallet exchange takes place concurrently or whether a credit is issued from the pallet pooling service-provider. In addition, tegut... guarantees the exchange of functional pallets of quality class C as part of the conditions of the Bonn pallet exchange scheme. If no exchange pallets are available at tegut... Logistik at the time of the delivery, the service-provider's pallet records will be issued.

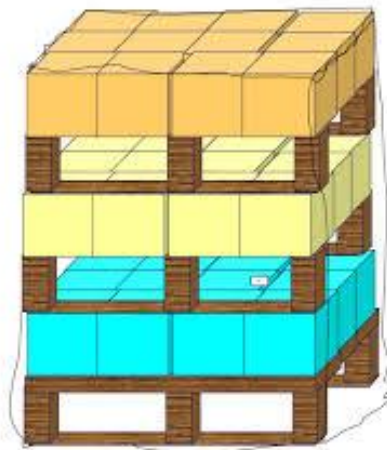
The following loading carriers are accepted by tegut...:

- Euro-pallet from EPAL and UIC
- Düsseldorf-pallet

- CHEP-pallet (quarter-, half-, full pallet)
- LPR (half-, full pallet)
- Arpack (quarter-, half-pallet)
- PAKI-pallet (= IPP Logipal; quarter-, half-pallet)
- DPL half-pallet
- H1-pallet

3.3 Sandwich pallet

A sandwich pallet consists of layers with a homogeneous load, which are separated from each other by loading carriers, but are connected to each other using foils or tapes. The individual partial pallets are to be equipped with their own label for the purpose of collection.

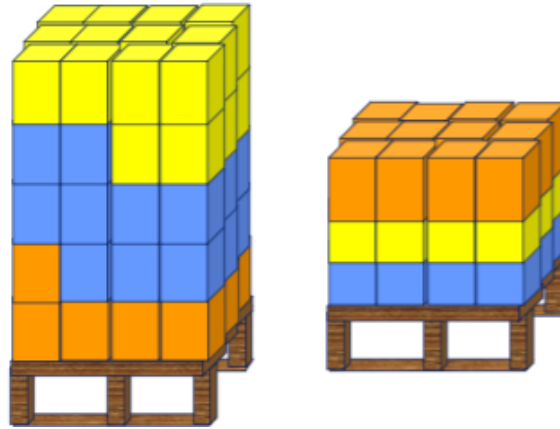


3.4 Mixed pallets

One or more items can be found on a mixed pallet, which are not separated by a loading carrier. The order units of an item on the packing format are always to be placed logically, if possible on one homogeneous layer.

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4 Key performance indicators

tegut... gute Lebensmittel GmbH & Co. KG assesses the delivery reliability of a supplier using the following key performance indicators. When doing so, the following percentages represent the minimum requirement to be reached.

Key performance indicator	Target achievement
1) Delivery date satisfied (On Time)	98.50 %
2) Delivery quantity (In Full)	98.50 %
3) OTIF performance percentage (Average value from 1) and 2))	98.50 %

These key performance indicators will be sent automatically to the supplier every month in writing by e-mail to an e-mail address to be provided by the supplier and are a component of the internal tegut... supplier assessment