



DELIVERY TERMS AND CONDITIONS **CEBEO DISTRIBUTION CENTRE BLANDAIN**

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1. THE CEBEO DISTRIBUTION CENTRE IN BLANDAIN (CDC)

In November 2023, Cebeo opened its new distribution centre (CDC) in Blandain. The new site replaces our current business premises in Mouscron. Every day, the CDC receives approx. 150 consignments for 4,000 product lines.

This document details the Cebeo terms and conditions for suppliers reporting to and making deliveries to the CDC. Strict compliance with these terms and conditions facilitates the smooth transport of goods from the supplier to Cebeo.

We hope that these terms and conditions will facilitate a smooth and efficient flow of goods for our suppliers. We are convinced that these instructions will equally benefit the suppliers and transport companies, as well as Cebeo. Corrective measures will be taken if these terms and conditions are repeatedly breached.

2. HOW TO FIND US

2.1 ADDRESS DETAILS

Cebeo Distribution Centre (CDC)

Rue de l'Arbrisseau 1
7522 Blandain

GPS: 50.6176933, 3.3147662

E. cdc.reception@cebeo.be

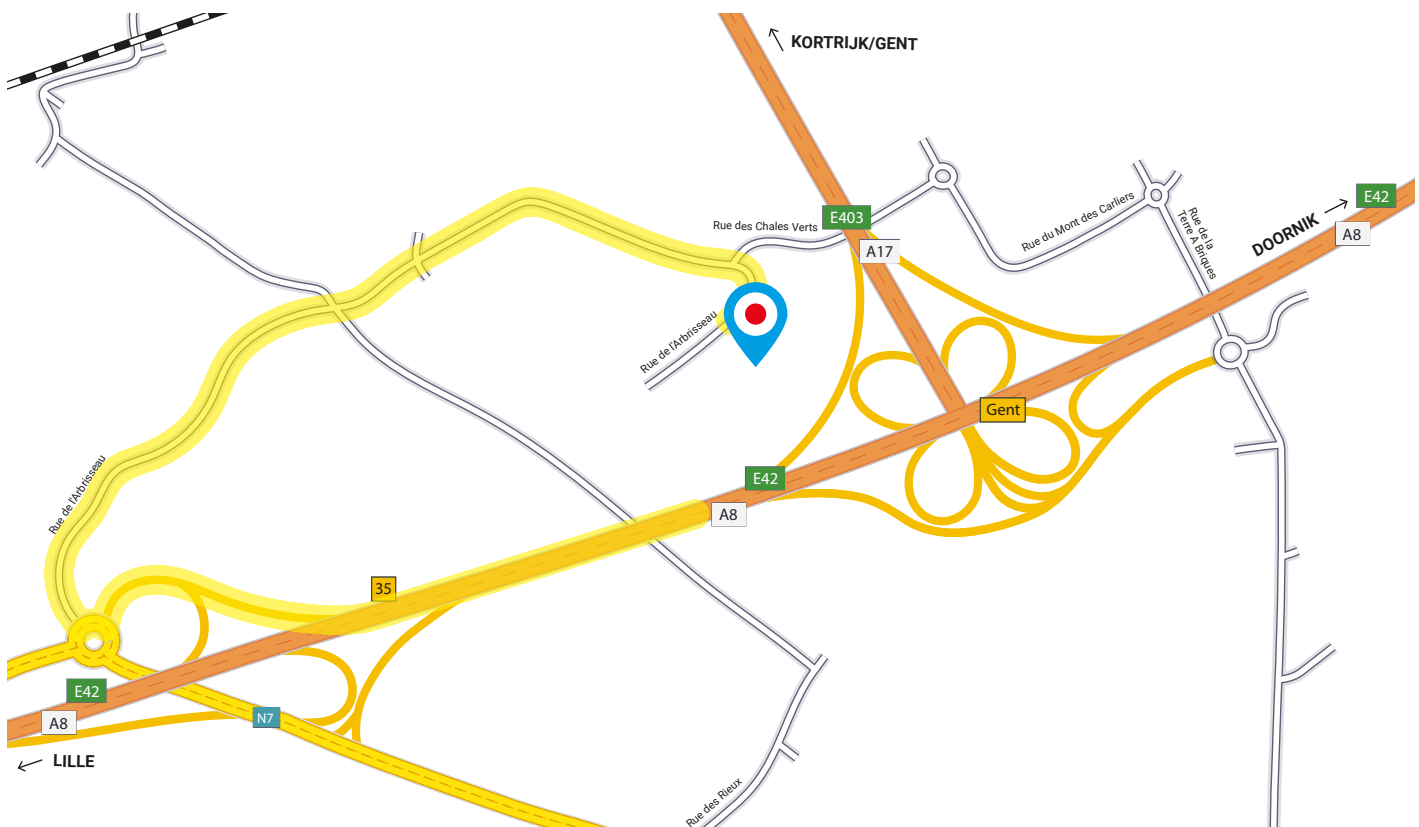
2.2 ROUTE

2.2.1 FROM GAND/GENT (GHENT):

- Exit the E403 at the junction for the E42 in the direction of Lille(Rijsel)/ Marquain/Paris(Parijs)/Aéroport Lesquin. Then immediately take exit 35. At the roundabout, take the first exit and continue along Rue de l'Arbrisseau.

2.2.2 FROM TOURNAI/DOORNIK:

- Take the E42 up to exit 35. At the roundabout, take the first exit and continue along Rue de l'Arbrisseau.



3. BOOK AN APPOINTMENT ON STREAMLINER

All deliveries to the CDC must be booked in advance using the Streamliner tool. All suppliers have access to this and receive user instructions through a webinar.

Only parcel deliveries (UPS, TNT, DPD, etc.) are exempt from making prior appointments.

Fixed delivery slots enable Cebeo to ensure a smooth delivery process and reduce waiting times. These are the fixed delivery times:

- From Monday-Thursday (inclusive) from 5.00 hrs until 12.45 hrs
- On Friday from 5.00 hrs until 11.45 hrs

Streamliner is a platform used by all the parties involved in placing purchase orders and completing the goods inwards process.

This platform is used both for booking a delivery time slot, as well as communicating with all the parties involved, and to gain insight into the entire supply chain process.

Is your company account not yet registered on Streamliner?

Then visit <https://www.Cebeo.be/nl-be/static/streamliner> to report to the Cebeo Supply Chain Community. There you can also find additional information on how to use the platform.

From now on, transport companies are required to book their time slots on Streamliner. This will also enable them to combine their journeys and thus reduce their CO₂ emissions.

Any questions?

Please do not hesitate to e-mail us on streamliner@cebeo.be

4. REPORT TO THE SITE ON PERIPASS

Access to the Blandain distribution centre is restricted by barriers. All drivers must report on the registration screen of the Peripass application. They will then receive further instructions for unloading their goods.

The drivers must park and wait in the car park provided. Drivers can report to the kiosk providing they have a Streamliner reference.

Without this reference, drivers cannot report or deliver their consignment.

When reporting, drivers can select their own language from the 15 language options available and must provide their mobile telephone number.

Finally, drivers will receive a text message containing instructions in the language of their choice.

Subsequently, drivers can pass through the barrier by using the pin code received.



5. THE DIFFERENT AREAS ON THE SITE

All deliveries are made to the same site located in Blandain, but the site does have different areas. Cebeo issues different purchase orders for each specific area, and each area must be considered as a different ship-to address. Orders for different areas must not be mixed up with each other on the pallets. Does the truck contain goods destined for different areas? Then these goods must definitely be separated per area, and delivered separately. Drivers must first unload the goods from the rear of the truck, and will subsequently be despatched to the different areas.

Streamliner always clearly states the order destination. Suppliers also receive these orders with their own specific ship-to address. Even though these orders must not be mixed up on the pallets, they may nevertheless be reported under 1 booking.

Please find below an overview of the different areas.

The main address is:

Cebeo Distribution Centre (CDC)
Rue de l'Arbrisseau 1
7522 Blandain

The various delivery areas are identified by the following GLN codes:

Description	GLN code
OSR	5414523012009
LNB	5414523022008
VNA	5414523032007
HBW	5414523042006
OUT	5414523052005
ADR	5414523062004

6. GOODS PACKAGING

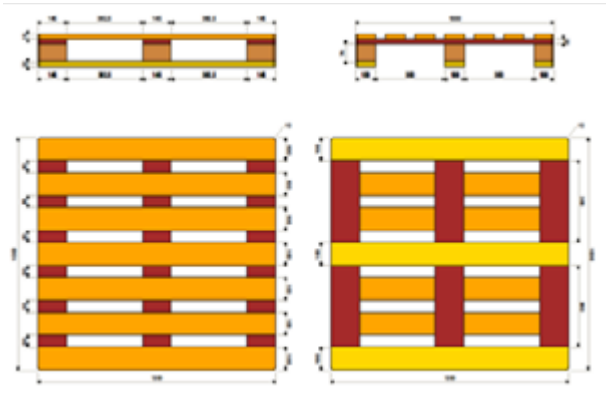
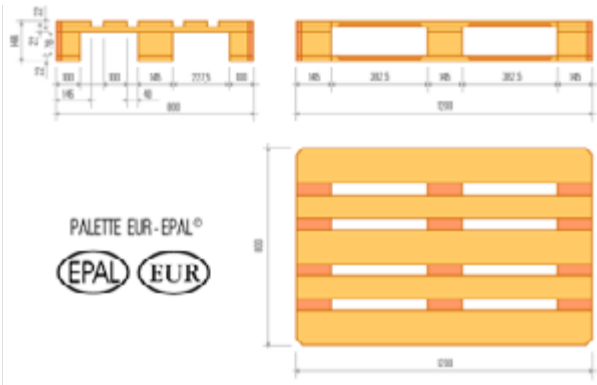
6.1 DELIVERY OF LOOSE PACKAGES

- For deliveries of max. 10 packages, the packages may be delivered loose. For more than 10 packages, these must be delivered together on a pallet.
- As soon as the driver has reported to the goods inwards department, a pallet will be ready and waiting on the unloading ramp.
- The package weight must be max. 20 kg. If the package weighs more than 20 kg, this must be delivered on a pallet. If necessary, the goods inwards department will have a pallet ready for the driver to unload the parcel.

- Maximum weight: 1,000 kg
- Euro-pallet (EPAL): 80 x 120 cm. For Euro-pallets there is an exchange system. Damaged and/or broken pallets cannot be exchanged. In the case of frequent use of damaged pallets, the entire consignment will be refused.
- Standard pallet: 100 x 120 cm. Special arrangements regarding types of pallets and delivery methods can be made with individual suppliers, e.g. for longer goods. To make such arrangements, please contact the Inbound Team.

6.2 DELIVERY OF GOODS ON PALLETS

Larger consignments must be delivered on Euro- or Standard pallets in good condition.



- Wider pallets are not permitted, except with the prior permission of Cebeo.

7. STACKING ONTO PALLETS

In order to ensure that the delivery to the CDC proceeds quickly and efficiently, it is important to deliver correctly. That is why we ask you to always comply with the following instructions.

7.1 GENERAL INFORMATION

- The packages must be stacked within the dimensions of the pallet.
- Maximum pallet weight = 1,000 kg. Variations for specific goods are allowed subject to prior permission from the Cebeo Inbound Team.
- Maximum weight of a mixed box or package = 20 kg.
- The boxes or packages must carry one or several labels stating the EAN number and the EAN bar code.
- If the EAN number is not available, the product reference of the supplier must be clearly mentioned. This reference must match the product reference mentioned on the packaging list.
- The pallet or package must be labelled clearly and visibly on the outside. Preferably on multiple sides of the packaging.
- In case of assembled products, these must be packed together into 1 box as much as possible, clearly stating their numerical order (1/3 – 2/3 – 3/3).
- Products supplied on one same pallet must be grouped together as much as possible by product reference. To avoid mixed pallets and depending on the quantities ordered by Cebeo, the product references must be delivered on a mono-pallet as much as possible.

7.2 EXCEPTIONS

Any variations in terms of overhang or stacking outside the dimensions of the pallets are subject to the prior permission of the Cebeo Inbound Team. This may be the case of goods of exceptional or large dimensions, for example, long goods or strip lighting profiles. Any variation or change is subject to prior permission.

7.3 MONO-PALLET

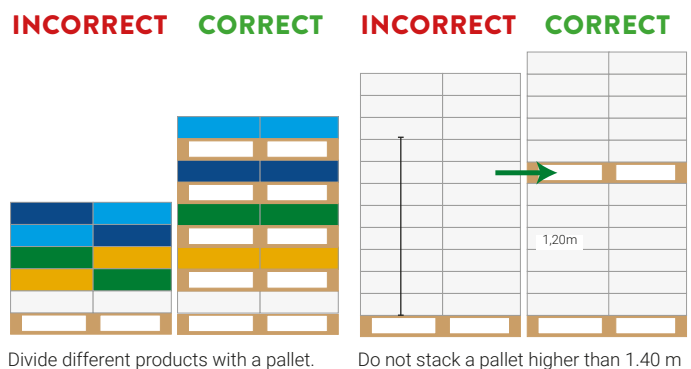
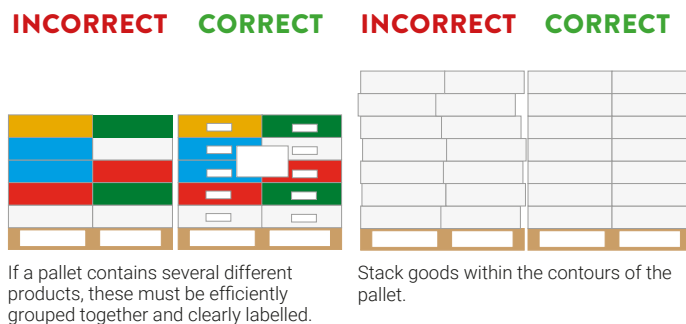
- A mono-pallet contains only one product reference.
- Maximum height = 180 cm.
- Maximum height for cable products = 140 cm (*).
- If the height is restricted to 120 cm, 2 pallets may be stacked one on top of the other and delivered in this Cebeo Distribution Centre.
- The pallet must clearly state that it is a mono-pallet.

- Several full pallets with one product reference must always contain an identical quantity of packages per pallet.

(*) Cable products refer to products delivered either on reels or in fixed reel lengths, not the prewired cable.

7.4 MIXED PALLET

- A mixed pallet contains several product references.
- Maximum height = 140 cm.
- Maximum height for cable products = 140 cm.
- If the height is restricted to 120 cm, 2 pallets may be stacked one on top of the other and delivered in this condition to the CDC.
- References on a mixed pallet must be grouped together as much as possible on the pallet (grouped, possibly by layer) and must be clearly distinguishable from each other.



8. COVERING DOCUMENTS

8.1 WAYBILL

- The goods being delivered must be accompanied by a waybill that meets the requirements of the CMR contract, and must therefore mention the total number of packages and/or pallets so that this can be checked by the Cebeo store personnel.
- The Cebeo store personnel will sign the waybill to confirm receipt, but subject to inspecting the contents of the packages. Any discrepancies will be communicated to you within 4 working days.
- Any damaged goods and/or packaging will be refused upon arrival. This will be mentioned on the waybill; see below.

8.2 PACKING LIST OR DELIVERY NOTE

In addition to the waybill, the goods must also be accompanied by a packing list or delivery note, even if these have already been sent in advance by email. No goods will be accepted without a packing list. Preferably, all the goods delivered should be accompanied by one packing list

The packing list must at least contain the following details:

- Cebeo purchase order number **1**
- Cebeo order line number **2**
- Cebeo product reference and/or supplier reference **3**
- The number of items delivered per order line **4**
- If the product consists of several components, this must be mentioned on the packing list. In addition, this fact should also be mentioned on the goods themselves, in the case of large packages (mentioning 1/3 – 2/3 – 3/3)
- The number of packages/mixed pallets/mono-reference pallets/reels/etc.

Sorting of the information on the packing list must firstly be based upon the Cebeo purchase order number, and secondly based upon the order line number.

The packing list must always be clearly attached to the outside of the packaging (pallet or package), or can also be handed over together with the goods.

VAN :

CEBEO NV

EUGENE BEKAERTLAAN 63

8790 WAREGEM

Tel : +3256238142

BTW/TVA : BE 0405318953

VOOR :

P 1

550774

INKOOPORDER		NR 2116384	DATUM 17/11/2023				
LEVERADRES :Cebeo CDC Blandain Magazijn Zone VNA Rue de l'Arbrisseau 1 7522 Blandain		FACTURATIE :CEBEO NV ADRES EUGENE BEKAERTLAAN 63 8790 WAREGEM	MUNT : EUR				
LYN	GAM	ARTIKELNUMMER	R/B OMSCHRIJVING	LEV.WK	AANTAL	EH	EH.PRIJS
1						St	
2						St	
3						St	

9. REFUSAL OF CONSIGNMENTS

In the following circumstances, any goods delivered will be refused by the Cebeo Distribution Centre:

- In case of damage to the packages, pallets or any other packaging
- If the number of packages to be delivered does not match the quantities mentioned on the waybill (CMR)
- If the goods are not accompanied by a waybill or delivery note
- If the goods cannot be unloaded safely
- In case of non-compliance with the arrangements made for delivery/reporting on Streamliner (See item 6)
- If the driver reports after 12.45 hrs without the prior permission of the Inbound Team (See item 6)
- If packages weighing more than 20 kg are not delivered on a pallet or if the transport company refuses to place those on the pallet prepared by the goods inwards team



However, if the supplier does take all the necessary steps to resolve any non-compliance, e.g. restacking the goods or sending on the necessary documentation, and if this is performed within the CDC delivery times, then the goods can still be unloaded that same day.



10. CONTACT

Cebeo Distribution Centre (CDC)

Rue de l'Arbrisseau 1
7522 Blandain

GPS: 50.6176933, 3.3147662

E. cdc.reception@cebeo.be

OPENING HOURS

Monday – Thursday: 5.00 - 12.45 hrs
Friday: 5.00 - 11.45 hrs

RETURNS & REPAIR

E. returns@cebeo.be