



# Transport Guidelines

## WE|DO CZ s.r.o.

### 1. INTRODUCTORY PROVISIONS

- 1.1. This Transport Guidelines (hereinafter as “**Transport Guidelines**” deals with the procedures for packing and labeling of Shipments handed over to WE|DO CZ s.r.o., ID No: 08313628, residing at Pražská 180, 250 66 Zdiby, registered in the Commercial Register kept by the Municipal Court in Prague, Section C, register inlay number 316771 (hereinafter as the „**Forwarder**“).
- 1.2. Capitalized terms not defined herein shall have the meaning ascribed to them in the Forwarder’s General Terms and Conditions (hereinafter referred to as „**GTC**“).

### 2. SERVICE ORDERING

- 2.1. Service ordering shall especially include:
  - 2.1.1. Identification of the Customer (in case of a natural person, name and surname, in case of a legal person, registered office including postcode, ID number, VAT number and bank specifications);
  - 2.1.2. The exact date and address of the collection point (receipt of the Shipment for transport), including the postcode, as well as the contact person and their telephone number;
  - 2.1.3. The number of Shipments for collection, including the number of Packages belonging to the Shipment;
  - 2.1.4. Specification of individual Shipments:
    - 2.1.4.1. Identification of the Recipient (including a person acting on behalf of the Recipient, if relevant), mobile phone number and e-mail address of the Recipient;
    - 2.1.4.2. Place of Delivery address, including postcode;
    - 2.1.4.3. The scope of the requested Service (product within the Forwarding Services and any Additional Services);
    - 2.1.4.4. Methods of Delivery;
    - 2.1.4.5. In case of a Cash on Delivery Shipment: (i) the amount of Cash on Delivery (ii) marking the Shipment as a Cash on Delivery Shipment and (iii) bank account details to transfer the amount of Cash on Delivery;
    - 2.1.4.6. The weight of the Shipment and each individual Package (in case of non-standard dimensions, the exact dimensions of each Package and the type of packaging);
    - 2.1.4.7. For international transportation, delivery conditions according to INCOTERMS 2020 shall apply.

### 3. LABELING OF SHIPMENTS WITH SHIPPING LABELS

- 3.1. The Customer is obliged to attach the Forwarder's shipping label to the longest lateral side to the lower right corner of the Shipment handed over for transportation, which is placed on a flat surface outside the packaging joints so that the barcode (BARCODE) is clearly legible. The Customer is obliged to label each individual Package in this way.
- 3.2. The Customer is entitled to use the Application to print the labels or, with the Forwarder's prior approval, its own software. In case of the Additional Services Direct Delivery and Return Delivery, the Shipment shall be labeled by the Forwarder.
- 3.3. The Customer is entitled to label a Package with shipping labels printed by the Customer using the Customer's software only if the following conditions are met:
  - 3.3.1. The design of the shipping labels has been approved in writing in advance by the Forwarder; and
  - 3.3.2. The data required on the shipping labels are regularly updated.
- 3.4. **The Customer is obliged to specify the following information on the shipping label:**
  - 3.4.1. If the Recipient is a natural person, his/her name and surname;
  - 3.4.2. If the Recipient is a legal entity, its name and the name and surname of the natural person authorized to accept the Shipment on behalf of the Recipient;
  - 3.4.3. The exact Delivery address, including postcode and state;
  - 3.4.4. The adequate Forwarding Services product according to the Forwarder's Price List and the ordered Additional Services;
  - 3.4.5. Unique number and barcode of the Package;
  - 3.4.6. Classification code;
  - 3.4.7. In case of Cash On Delivery shipments, the amount of cash on delivery
- 3.5. **The legibility of shipping labels, especially barcodes, must not be affected in any way. It is also unacceptable to cover them with a transparent adhesive tape.**
- 3.6. The Customer is obliged to use only the number series, format and barcode structure of the Package, assigned by the Forwarder.
- 3.7. The Customer is obliged to ensure that every Package carries only one Shipping Label. The Customer is obliged to ensure that no two different Shipments shall bear a Shipping Label having the same number.
- 3.8. The Customer is obliged to remove any misleading signs or designations. In particular, the Customer is obliged to remove previously used labels that are not connected to the transportation of the shipment.
- 3.9. In particular, the Customer must pay increased attention to the accuracy of the Place of delivery address, especially the postcode and the country. The Customer acknowledges that the Forwarder does not verify that the postcode shown on the shipping label corresponds to the Delivery address.

## 4. LABELING OF SHIPMENTS REQUIRING SPECIFIC HANDLING

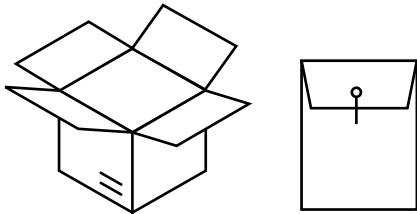
- 4.1. If the Customer requires a specific handling of the Shipment, it is obliged to mark the Shipment with additional labels, which the Customer shall procure from the Forwarder for that purpose. The price for additional labels is listed in the Price List.
- 4.2. Marking the Shipment with additional labels in no way relieves the Customer from the duty to pack the Shipment accordingly.
- 4.3. If the Customer marks the Shipment with an additional label that has not been provided by the Forwarder, such label will be disregarded.
- 4.4. In case of Shipments marked with the “Fragile” labels, the Forwarder shall ensure that the Shipment with such label is handled with increased care.
- 4.5. In case of Shipments marked with the „This Side UP“ labels, the Forwarder shall ensure that the Shipment with such label is not turned or tilted more than necessary during loading and unloading by the Forwarder.
- 4.6. In case of ordering the surcharge services „Documents Return“ or „Identity Verification“, the Forwarder shall place the additional label „Documents Return“ or „Identity Verification“ on the Shipment, unless otherwise agreed with the Forwarder. The use of the „Documents Return“ or „Identity Verification“ additional labels in no way replaces the obligation to order the individual Additional Service with the Shipment in the Order and is a required component for the performance of the Additional Service.
- 4.7. If the marking of the Shipment with additional labels is not unambiguous, in particular if there are several additional labels on the Shipment whose meaning is not compatible with each other, the Shipment shall be deemed not to require specific handling.
- 4.8. In case of Additional Service Return Delivery, Direct Delivery and Exchange Delivery, where the Customer has no possibility to affix an additional label provided by the Forwarder to the Shipment, the Customer may use its own distinct marking to make it abundantly clear how to handle the Shipment. This marking in no way relieves the Customer from the obligation to pack the Shipment accordingly.

## 5. SHIPMENTS PACKAGING

- 5.1. The Customer acknowledges that the transportation of the Shipment requires packaging which protects the contents against damage caused by road transport and against the stresses caused by automatic sorting equipment and mechanical handling (drop height of 80 cm on the edge, corner or side), as well as against various climatic and/or atmospheric pressure conditions.
- 5.2. The packaging must allow safe one man manipulation with the Package, its transport on a roller conveyor and must secure the Package for the purposes of systematic road transportation so that it can be handled in a basic way without the risk of damage.
- 5.3. The packaging of the Shipment must not permit access to the contents of the Shipment without leaving any trace of the opening of the Shipment.
- 5.4. It is not allowed to bundle or otherwise tie the Packages together, unless otherwise agreed in the Contract. Each Package must have an integral base.
- 5.5. The individual components of the Package shall be separated by cardboard, PE material (miralon) or similar suitable material.
- 5.6. The packaging must be able to withstand the weight of the Package, up to five times of its weight. The corners and edges of the Package shall be reinforced with polystyrene, cardboard reinforcement or similar suitable material. Deformation zones must be created on all edges of the Package. The Package must be completely filled with fixing material so that the contents of the Package are secured against shifting and movement.
- 5.7. The Customer that ships tires in the Czech Republic is obliged to pack them properly, maximum two pieces at a time up to and including size 18" and weight max. 30 kg. In case of sizes bigger than 18", the Customer is obliged to pack one piece at a time, with a maximum weight of 30 kg per one tire. The transport applies only to passenger car and motorcycle tires. The Customer that ships tires including rim is obliged to pack one piece at a time irrespective of the tire size.
- 5.8. The Customer is obliged to pack the bottles using at least a five-layer cardboard. The individual bottles must be separated by lining. The free space between the bottles and the space between the packaging and the bottles shall be filled with polystyrene, paper or other material. A maximum of 6 bottles with a total weight of 9 kg may be transported in one Package.
- 5.9. Suitable packaging materials are listed in Annex 1 to this Transport Guidelines.

**This Transport Guidelines will take effect on November 11, 2020.**

# The transportation process and potential risks



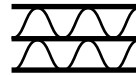
Corrugated cardboard boxes, security envelopes

- Lightweight products
- little sensitive products
- bulky products



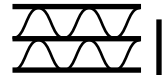
Loading capacity up to approx. 15 kg

- fragile products
- robust products
- sensitive products
- heavy products



Loading capacity up to approx. 30 kg

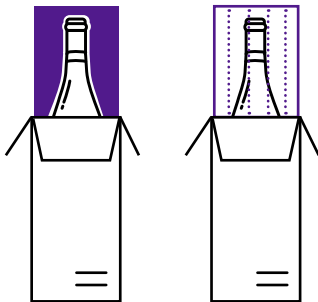
- extra heavy products
- extra sensitive products
- sharp-edged products
- shipping abroad



Loading capacity up to approx. 30 - 50 kg

## Types of corrugated cardboards

3-layer, 5-layer or 5-layer with reinforcements.



## Polystyrene packaging, FuchsBag

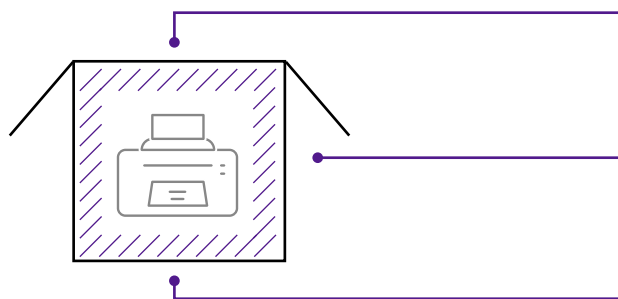
An alternative is the packaging of bottles specified on page 5.

## Separation of products



Use of grids, lining, void fills:

- bubble wrap and bags,
- miralon,
- crumpled paper,
- fixing PU foam,
- polystyrene,
- and others.



## Deformation zones

Creation of deformation zones, use of fixing and filling materials.

### Lid

- firm fixation from above
- load protection

### Sides, edges

- preventing sideways movement
- distance between the product and the packaging

### Bottom

- strongest fixation
- deformation zone for impacts

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