# Logistics conditions for delivery of the goods to SPORTISIMO warehouses by vendors

**version 1.11**

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# Home

Dear Supplier,

This document sets out the logistical conditions for the delivery of goods to the central warehouses of SPORTISIMO s.r.o. (hereinafter referred to as "SPORTISIMO"). Compliance with these conditions is essential to ensure the smooth and efficient receipt of goods and their timely distribution to our stores. Please read this document carefully and do not hesitate to contact us in case of any doubts.

**Failure to comply with these conditions may result in refusal to accept the goods, recharging of the extra costs incurred, or the application of contractual penalties.**

Thank you for your cooperation.

With friendly regards

Tomas Seget

Director of Logistics SPORTISIMO s.r.o.

# 1. Addresses and contacts

| Warehouse | Address | Contact person | Email | Note |
|---|---|---|---|---|
| Ostrava-Hrušov (**CZ-S913/891**) | CONTERA PARK OSTRAVA D1- hall A, Žižkova 707/11, Ostrava-Hrušov, 711 00, CZ | Petra Hrašková | vendors.logistics @sportisimo.com | Central warehouse |
| Zlín (**CZ-S910**) | Alpine logistik a.s., Areál Svit, 34th building, Vavrečkova 5657, 760 01 Zlín, CZ | Petra Hrašková | vendors.logistics @sportisimo.com | External warehouse - only for specific products* |

* Product specifications for the Zlín warehouse will be communicated to suppliers individually.

# 2. Reservation of the unloading window- TIMESLOT

a. For deliveries to the central warehouse Ostrava-Hrušov (CZ-S913), it is mandatory to reserve an unloading window in the TIMESLOT system.

b. Reservations for the Zlín warehouse (CZ-S910) are not demanded.

c. Access to TIMESLOT will be provided by SPORTISIMO upon written request (email is sufficient) sent to vendors.logistics@sportisimo.com. In the request please specify:

i. name and surname of the user
ii. Company
iii. the user's email address

d. Reservations must be made **at least 1 business day prior to** scheduled delivery. e.

1 **booking = 1 delivery = 1 vehicle** (truck, van, container).

f. SPORTISIMO only approves reservations that meet these criteria:
   - Correctly filled in **number of handling units** (pallets OR cartons).
   - Completed **carrier**.
   - Completed **container number** (for FCL shipments only).
   - Completed **supplier**.
   - Completed **delivery note number**.

g. The Ostrava-Hrušov warehouse has a ramp for unloading parcel shipments: '**Parcel service only**'. h.

The supplier is obliged to ensure the **timely arrival of** the vehicle according to the booked time window. On-time arrival is considered to be at least 30 minutes before the confirmed unloading time. i.

Driver identification is based on the vehicle registration number or reservation number.

j. The driver reports to the reception office **30 minutes before the** confirmed unloading time.

k. Suppliers who do not keep the reserved time will be unloaded later, only in case **of free warehouse capacity**. Unloading/non-unloading is decided by the reception manager.

l. Only shipments that meet these conditions will be unloaded:
   - approved reservation
   - arrival on time according to reservation
   - electronic delivery note available from the supplier including SSCC codes
   - completed truck registration

m. In case of refusal to unload, the supplier must book a new window in the TIMESLOT system.

n. SPORTISIMO **shall not be liable** for any extra costs incurred by the Supplier in connection with the non-observance of the booked time.

o. All costs and penalties associated with delays in delivery due to failure to meet the delivery date shall be borne by the Supplier.

p. The request to exchange EUR pallets (if applicable) must be specified in the booking. The exchange takes place immediately after unloading

***** *does not apply to parcel shipments.*

# 3. Deliveries from the EU

## 3a. Handling (transport) packaging = carton

a. The Supplier is obliged to deliver the goods packed in **cartons** as follows:
   a. **Homogeneous pallet:** if the ordered quantity allows, pack the goods on a homogeneous pallet (1 SKU per pallet).
   b. **Homogeneous carton:** if the ordered quantity allows, pack the goods in a homogeneous carton (1 SKU per carton).
   c. **Mix carton/pallet:** In case of small order quantities, mix carton/pallet can be used. Mixed pallets are only accepted with quantities less than 50% of the homogeneous pallet quantity. Pallets can only be mixed at the item level! (i.e. color, size). Individual SKUs must be stacked together on the pallet in individual layers separated by interleaving.
   d. All cartons on the pallet must be packed in such a way as to ensure the legibility of the carton labels.
   e. Cartons must be stacked on the pallet in such a way that they do not extend beyond the pallet's perimeter.

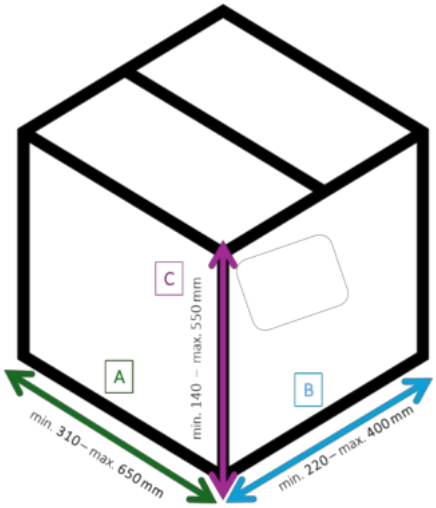
b. Specific requirements for the "Marketplace":
   a. Individual SKUs must always be packed together in one carton.
   b. Cartons of Marketplace merchandise must be labeled "Marketplace" or **"Marketplace Cross Dock/CD"**.
   c. Goods for the Marketplace must be listed on a separate delivery note. c. Specific

requirements for Crossdock:
   a. Goods for individual stores must be packed separately - 1 handling unit (carton) = 1 store.
   b. Cartons must be labeled/inscribed **"CROSSDOCK"**. c. Each carton must be labelled:
      i. Target store code (e.g. CZ-S026).
      ii. The delivery note number (e.g. 123456789).
      iii. The name of the supplier or brand (e.g. LOAP).

d. Delivery of goods in packaging other than cartons, or in cartons that do not comply with the above requirements, is subject to written approval by the Head of Dispatch, Petra Hrašková.

## 3b. Size of (transport) handling packaging = carton

i. Allowed carton sizes:




| dimensions | minimal | maximum |
|---|---|---|
| A -length | 310 mm | 650 mm |
| B - width: | 220 mm | 400 mm |
| C - height | 140 mm | 550 mm |

a. The height of the carton must not exceed the width by more than 35%. b.

Maximum gross carton weight: **20 kg**.

c. Other carton dimensions are only permitted if the dimensions of 1 piece of goods exceed the permitted carton dimensions.

d. Cartons **must not** be additionally taped or wrapped with foil.

e. Cartons must be **regular in shape**, not **damaged** (dents, cracks) and not **overfilled**

Examples of inappropriate carton shapes:




ii. The delivery of goods in a carton that does not meet the above limits and rules is subject to the approval by the Head of Dispatch, Petra Hrašková.

## 3c. Identification of (transport) handling packaging = carton = "LABEL

i. Label type: standard logistics label containing SSCC barcode

ii. Each individual carton containing more than 1 sale item must be individually marked with an SSCC code (e.g. 50 T-shirts in a carton).

iii. In case of oversized products - i.e. goods that cannot be delivered in standard size cartons - see 3bi (usually when they are larger than 650x400x550 mm) please contact vendors.logistics@sportisimo.com

iv. Placing the label carton:

a. 1 x on the shorter + 1 x on the longer side of the cardboard

b. the label must be glued at least 8 cm from the edge of the carton




v. Label:

- Label size: format A6 (148 mm x 105 mm) - possible variation in size +/- 10%
- The SSCC code of the carton refers to the contents of the carton sent by the supplier in DESADV before delivery of the goods
- Technical parameters of the code (SSCC):
  a) 18-digit barcode including application identifier (00) with black stripes on white background and high print quality
  b) The code is visible and NOT covered by other materials such as transparent film or tape c) Print contrast: min. 90%
  d) Barcode type: Code: GS1-128 C
  e) Code quality: A or B/ANSI Standard f)
  min. bar width: 0.4 mm
  g) quiet zone: min. 5 mm h)
  Bar length: 30 mm
  i) Orientation: fence (vertical stripes)
- Rotation: max. 10°
- Label content:
  a) Eye-readable numerical representation of the code
  b) Number of pieces/ carton (in case of homogeneous carton)
  c) Number of cartons/shipment: e.g. 1/10 (1st carton out of 10)
  d) Contents designation:S or SL = homogeneous carton, SM = mix carton
  e) Item name and number of pieces, in case of mix cartons can be replaced by "MIX" or "PREPACK"
  f) Another textual designation for
    - market place
    - CROSSDOCK + store number + delivery note number (only if this packaging method is used)

vi. In the event of non-compliance with the aforementioned marking requirements, SPORTISIMO is automatically entitled to charge the supplier for the extra costs incurred for the repair of the marking in cartons according to the required parameters.

## 3d. Packing of goods on pallets

i. The Supplier is obliged to pack individual SKUs only on single-way pallets 1200 x 800 mm with a maximum height of 1.8 m and a maximum pallet weight of ≤ 500 kg.

ii. Cartons on pallets must be sufficiently fixed with stretch film to prevent them from sliding off the pallet during transport and handling

iii. In case of delivery of goods on EUR pallets and request for exchange, the supplier (carrier) **must** indicate this request **in the unloading reservation** (TIMESLOT)!

iv. EUR pallets can **only** be exchanged immediately **after unloading**!

v. SPORTISIMO does not keep pallet accounts with individual suppliers and in the event of refusal to exchange pallets by the carrier immediately after unloading, they become the property of SPORTISIMO without any claim for subsequent compensation

vi. **It is not** permitted to **pack SKUs** randomly on individual pallets. Cartons of individual SKUs must always be packed together on one or more pallets.

vii. Cartons must be placed on the pallet in such a way that the carton labels are legible without having to unfold the pallet.

viii. We only accept **mixed pallets** with less than 50% of the quantity of a homogeneous pallet. Pallets can only be mixed at the item level! (i.e. color, size).

ix. Goods delivered to the central warehouse in the CROSSDOCK mode must be palletized to specific stores - i.e. 1 store = 1 pallet, or 1 carton = 1 store, with the MIX CROSSDOCK marking.

x. In the event of non-compliance with the above requirements, SPORTISIMO is automatically entitled not to accept the goods packed in this way or to take over and subsequently recharge the resulting extra costs for repacking the goods according to the required parameters to the supplier.

## 3e. Packaging & Goods Identification

i. Each item must be packed in a separate logistics or sales package

ii. **Every single piece of** goods or sales packaging of goods **must have the** correct **EAN barcode** of the piece **visibly displayed**.

iii. In the case of textiles, the correct **EAN** must be **placed on the logistics packaging** - e.g. bag or carton.

iv. Delivery of goods not meeting the above requirements is subject to the approval of the SPORTISIMO Logistics Manager.

v. In the event of non-compliance with the conditions set out in points i.-iii., the goods shall be returned to the supplier at the supplier's expense, or SPORTISIMO shall, in agreement with the supplier, correct the defect at the supplier's expense.

## 3f. Delivery list / Packing list

i. 1 delivery to the central SPORTISIMO warehouse = 1 Delivery Note (hereinafter "DL")

ii. The Supplier is obliged to send the delivery note via EDI communication before delivery to the SPORTISIMO central warehouse. Further details are available and troubleshooting is provided by the edi consultants SPORTISIMO ( edi.consultant@SPORTISIMO.cz . )

iii. The electronic delivery note **must** contain the data according to the implementation guide available for DESADV here sportisimo.cz/pro-dodavatele and in case of using SIMO WEB EDI, the mandatory fields according to this application and the instructions available in it.

iv. The delivery note **must not** explicitly contain information about the price of the goods. Neither the goods nor their packaging must be marked in such a way that the purchase price of the goods can be ascertained from this information.

# 4. Import deliveries of goods (outside the EU)

- Import deliveries must, in addition to all the rules mentioned above in Chapter 3. Supplies of goods from the EU must meet additional conditions:
    - delivery to central warehouses via FCL/LCL or FTL/LTL),
    - The supplier is **only** obliged to deliver **goods** to the warehouse that have already been **released** at his expense **into the EU free customs market.**

# 5. Terms used - interpretation

- **Item** = specific goods defined at category/type/name/colour level
- **SKU** = specific goods defined at category/type/name/colour/size level, each SKU has its own EAN
- **Homogeneous carton** = contains only 1 SKU
- **Homogeneous palette** = contains only 1 SKU
- **Mix carton** = contains> 1 SKU
- **Mix palette** = contains> 1 SKU
- **Supplier** = a natural or legal person who sells its goods to SPORTISIMO on the basis of SPORTSIMO purchase orders and is listed as the selling party on the delivery note and commercial invoice
- **TIMESLOT** = an application available to suppliers via a web interface after prior registration provided by SPORTISIMO, used to book unloading windows in 's central warehouses
- **FCL** = sea container shipments, 20' or 40' containers
- **LCL =** sea collection shipments - i.e. a smaller quantity than a whole single container
- **PREPACK=** carton package containing a full range of sizes of goods from one item in the range defined by the company. SPORTISIM
- **Crossdock** = goods packed in 1 carton / or 1 pallet and destined for a specific store of the company. SPORTISIMO, 1 crossdock shipment = 1 store = 1 delivery note
- **Match code** = internal supplier code
- **SSCC** = Serial Shipping Container Code, Serial number of the logistics unit, encoded in GS1 128 format. Exceptions are logistics units containing oversized goods, where individual cartons on a pallet always contain one piece of goods.
- **Parcel shipment**= 1 delivery of goods =1 supplier/ 1 delivery note in 1 term = contained in max. 10 packages (i.e. carton or similar packaging weighing up to 20 kg/shipping unit)/ 1