



Logistic requirements Biovegan GmbH

Attachment 1 to delivery contract

(Version 1: July 2025)

§1 Introduction and purpose of the document

This document defines binding logistic and quality requirements of Biovegan GmbH for all parties involved in the supply chain: suppliers, service providers / producers, co-packers and customers with reverse logistic or with their own collection-management. The goal is to ensure efficient, safe and sustainable processes along the entire value chain in compliance with legal regulations, internal quality standards and food as well as environmental requirements.

§2 Scope of the requirements

This document applies to:

- Suppliers / service providers of raw materials, packaging, operating supplies and purchased items
- Co-packers / contract manufacturers on behalf of Biovegan
- Customers who organize or reverse logistics themselves

§3 Pallet requirements

3.1 General required pallet quality

- Only exchangeable EURO pallets in accordance with the EPAL standard (UIC 435-2) – New, Class A and B pallets
- Pallets must be:
 - Dry, clean and free of any foreign odors
 - No loose, broken or overhanging boards
 - Fully ISPM 15 treated (heat treatment, no chemical wood preservatives)
- One-way pallets only accepted with written approval in advance

3.2 Pallet height & weight

- Maximum height: 1,800 mm incl. pallet
- Minimum weight: 1,000 kg per pallet

§4 Packaging and labelling

4.1 Packaging

- Undamaged and food-safe packaging
- No pallet overhang (only accepted with written approval in advance for delivery of cardboard packaging)
- Stretch film only transparent, no black film
- Cardboard interlayer between the pallet and the first layer of pallet



4.2 Labelling

- Each pallet and unit have to be labeled with a delivery note label that contains the following information:
 - Lot / batch number and date of production
 - Shelf-life
 - Number of units on pallet
 - Supplier and / or producer
- For raw materials and purchased items: Allergen information and, if applicable, organic certification number

§5 Requirements of documentation

5.1 Supplier / Service Provider / Co-Packer

- For each delivery it is obliged to provide the following delivery documents:
 - Delivery note (including lot / batch(es), item number, quantity, shelf-life)
 - CoA / Certificate of Analysis (for raw materials and critical / sensitive products)
- The following documents must be provided upon request:
 - Organic certificate
 - Declaration of conformity (packaging materials, if applicable)

5.2 Clients (applicable when items will be collected)

- The forwarder must book a collection slot with vehicle details at least 24 hours prior to collection (Portal we are using: Cargoclix, slot booking possible one day in advance until 12:00)
- Documents for collection must be checked and signed at our warehouse and returned in full

§6 Conditions of delivery and delivery announcement

6.1 Delivery

- Delivery slot at warehouse in Bonefeld: Monday–Friday 07:00 - 18:00
- Delivery slot at warehouse in Ransbach-Baumbach: Monday - Friday von 07:00 - 15:00
- Delivery slot at warehouse in Vettelschoss: Slot booking urgently necessary, deliveries are only possible with confirmation from Biovegan purchase team in advance
- Slot booking for delivery mandatory: until 12:00 one day in advance

6.2 Delivery delays / changes

- If there are any changes / delays, please contact Biovegan purchase team immediately via e-mail (einkauf@biovegan.de)
- Deliveries can be rejected if no delivery slot was booked in advanced

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§7 Quality requirements

- The truck must be dry, clean, odor-free and suitable for food transport
- No hazardous materials or strong-smelling goods should be transported with our goods

§8 Sustainability and environment

- Use of recyclable packaging material is preferred
- Reusable systems should be preferred, if possible
- Obligation of empties / pallet exchange (according to an agreement)

§9 Violations and penalties

Violations of these logistic requirements will result in operational delays, quality risks and increased costs. Biovegan therefore reserves the right to take the following measures in case of non-compliance:

9.1 Levels of penalties

Type of violation	Example	Consequence
Irregularities of documents	Missing documents	Rejection of delivery or processing costs will be charged at 25 € per case
Quality issues concerning pallets	Damaged pallets, wrong pallet height, wrong pallet type used	Rejection of delivery, reloading costs of 50 € per pallet, or additional work / rework costs of 38 € / h
Delivery issues	Unannounced or delayed deliveries	Rejection of delivery or additional work / rework costs of 38 € / h

§10 Final provision

This document stands for a legally binding attachment to the supply or cooperation agreement with Biovegan. It takes effect upon signing the agreement. Changes and additions to this attachment require the written form and consent of both parties.

Contact & communication

Please send all enquiries and deviations to the following teams:

Purchasing, logistics, quality management

logistik@biovegan.de, einkauf@biovegan.de, qm@biovegan.de

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