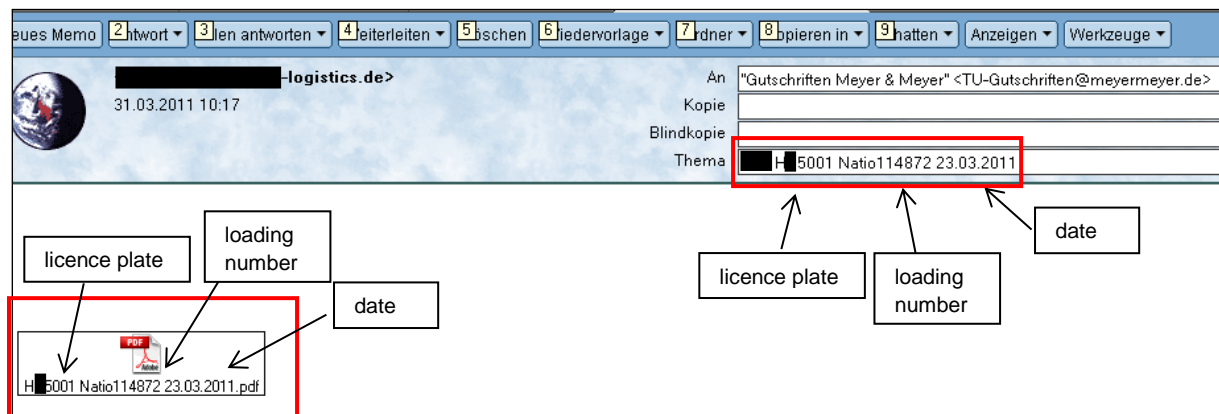


Flyer of information for transport partners - Electronical handing-in of transport documents -

For the reimbursement of your transports it is necessary that all freight documents are submitted completely to Meyer & Meyer. The processing of the incoming documents at Meyer & Meyer is electronical.

The transport document must be sent as follows; otherwise we cannot work with these documents:

1. Scan of the transport documents and sorting of the papers by loading numbers directly after service provision
2. If you have forwarded or not received the delivery receipts due to the transport, it is necessary to provide the transport order with the date, stamp and signature (proof that you have, for example, parked the trailer) in addition to the storage / delivery address.
3. Saving of the scans per loading number as PDF data in black and white
4. Pallet notes are to be attached at the appropriated tour
5. Loading number, plate number and date must be included in the name of the PDF data (see the attached screenshot below)
6. This data must be sent to TU-MMTL-Gutschriften@meyermeyer.com
7. Loading number, plate number and date must be written in the subject line of the email (see the attached screenshot below)



The transport documents must be on hand at Meyer & Meyer in complete and correct form latest 4 months after service provision. For all loadings of which the transport documents are handed in after the end of the deadline, Meyer & Meyer cannot ensure the reimbursement. Additionally per case of transgression of the deadline, we will charge € 250,00 administrative fee.

Originals

Please do not send us any invoices, original CMR or other originals by post! In case of violation we charge € 50,00 for handling costs. Please send all papers electronically to the credit department. If necessary, original papers will be requested from us.

Please archive all original proofs of delivery within the scope of the legal safekeeping period of 5 years in your company. As necessary we will request these documents from you.

