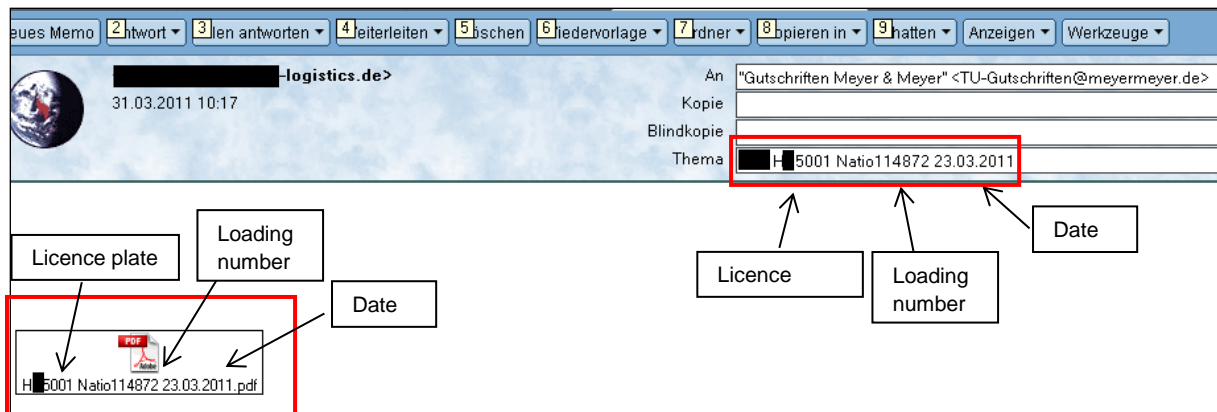


## Flyer of information for transport partners - Electronical handing-in of transport documents -

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 documents 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
2. Saving of the scans per loading number as PDF data in black and white
3. Pallet notes are to be attached at the appropriated tour
4. Loading number, plate number and date must be included in the name of the PDF data (see below the attached screenshot)
5. This data must be sent to [TU-Gutschriften@meyermeyer.com](mailto:TU-Gutschriften@meyermeyer.com)
6. Loading number, plate number and date must be written in the subject line of the Email (see below the attached screenshot)



## 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.

