



Arbeitsanweisung

Delivery guideline Goods receiving department

Dok.- Nr.:	AA-ISAT-0203
Datum:	30.04.2020
Version:	B
Seite:	1 von 3

Purpose	To ensure a smooth receipt and storage of goods and to keep the unloading procedure as short as possible, it is absolutely necessary to comply with this delivery guideline.
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Applicability	Applies to all suppliers, delivering shipping companies and possible sub-forwarders.
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Content	Delivery guideline Goods receiving department
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Applicable documents	-
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Name und Datum

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Erstellung:	Justine Loser 30.04.2020	Formale Prüfung Qualitätssicherung:	Justine Loser 30.04.2020
Inhaltliche Prüfung Prozesspate:	Florian Fässler 29.10.2018	Freigabe Prozessverantwortlicher:	Thomas Depaoli 29.10.2018
Verteiler:	d.3	Ersetzte Version:	A
Dokumentenlink:	d3://d3explorer/GP00029702		

Acceptance hours:

Monday to Friday: 07:30 a.m. – 11:45 a.m.
and by special agreements

For a fast unloading, every delivery has to be carried out by the suppliers or their representative within the hours stated above. Non-advised deliveries outside the agreed acceptance time might be refused.

CAUTION:

In the case of express shipments and scheduled journeys (e.g. for machine spare parts), delivery of the goods is also possible outside these acceptance times.
In the case of shipments organised by us as well as shipments commissioned by external companies, we always ask for prior notice to the contact person listed below.

Contact person:

E-Mail address: Warenannahme@imaschelling.com
Phone: +43 5572 396 268 or +43 5572 396 273

Place of delivery:

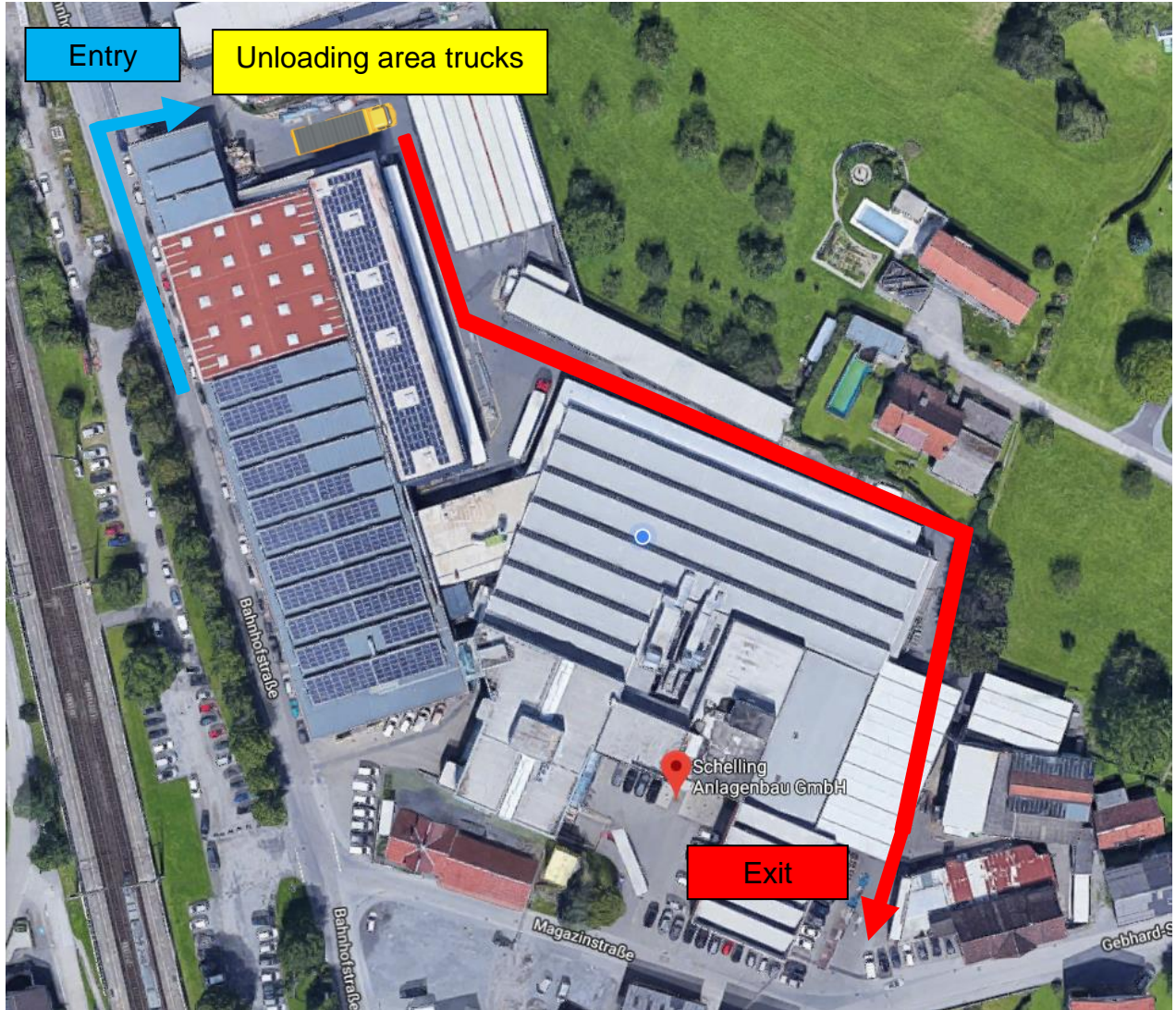
Goods receiving department
IMA Schelling Austria GmbH
Gebhard-Schwärzler-Straße 34
6858 Schwarzach, Vorarlberg
Austria

Delivery guidelines:

The rules of the road traffic regulations (StVO) apply throughout the factory premises. The one-way traffic regulation must be observed. Furthermore, a general speed limit of 10 km/h applies on the factory premises. Each violation will be followed up and reported to the police!



Map Goods receiving :



Parking space for unloading trucks:

