

Dear Supplier,

As part of our traceability measures, we will now be checking the accompanying documents for goods more thoroughly to ensure they are complete.

- The goods are accompanied by a **loading note** on which the delivered goods are correctly named. i.e. if the goods are approved by the supplier by an Verband, the goods from the Article description (e.g. Bioland, Demeter, Biokreis recognised, Naturland approved or similar)
- The **ÖKO inspection point** number of the supplier/loading point must be noted on the delivery note.
- The last **three pre-loads with the completed cleaning** must be documented



### FLOW OF GOODS

- After loading the goods, a **loading note** with product, weight, lot number, DDS n° and advice must be sent immediately to [abwicklung@partnerbio.eu](mailto:abwicklung@partnerbio.eu)
- Questions about transport/truck should be directed to + 49 6831 16520 42 or +49 172 6165 498.



**INVOICES** and requests regarding payments should be addressed to:  
[buchhaltung@partnerbio.eu](mailto:buchhaltung@partnerbio.eu)

Your invoices must be accompanied by your corresponding **loading note** and must contain the following information, otherwise they can NOT be processed.

- Contract number
- Bill of lading number
- Lot number
- Truck license plates
- Certification (organic inspection body)
- Bank details (name of the bank, IBAN, Swift/BIC code)

We accept calculations of up to 5 loads per invoice.



### QUALITY

In case of quality problems, contact Maximilien **L'Hyver directly by phone +49 152 34 65 37 99** or +49 6831 165 2020 and send a written report - including documents, analyses and photos – to [quality@partnerbio.eu](mailto:quality@partnerbio.eu)

We thank you in advance for complying with these requirements.

Your Partnerbio Team