

# Logistical conditions of delivery of goods to SPORTISIMO central warehouses for suppliers

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## 1. Sportisimo central warehouses

### I. Addresses of SPORTISIMO warehouses since January 15th, 2024

The warehouse assignments for each supplier are determined by SPORTISIMO.

#### a. Ostrava- Hrusov (CZ-S913) / central warehouse

SPORTISIMO s.r.o.  
Central warehouse / CZ-S913  
CONTERA PARK OSTRAVA D1- hall A  
Zizkova 221/17, Ostrava-Hrusov, 711 00, CZ

#### b. Zlín (CZ-S910) / external warehouse

Alpine logistik a.s.  
external warehouse SPORTSIMO s.r.o. / CZ-S910  
areal Svit, building 34th  
Vavreckova 5657 , 760 01 Zlin, CZ

## 2. Reservation of the unloading window – TIMESLOT

- a. Suppliers must reserve a specific date and time window for unloading for each delivery of goods to the Sportisimo central warehouse in the TIMESLOT reservation system (the only exception is external warehouse in Zlin).
- b. Access to the Timeslot web application is provided by SPORTISIMO on the basis of a written request sent to hraskova@sportisimo.cz. The request must include user identification, user's company and email address.
- c. The reservation must be made **at least 24 hours before** the scheduled **delivery**.
- d. Sportisimo only approves **reservations that meet the following criteria** as a minimum:
  - i. filled in **number of handling units** (pallet/carton/container)
  - ii. filled in **carrier**
  - iii. filled in **container number** (applies to FCL shipments only)
  - iv. completed **supplier**
  - v. reservation **made at least 24 hours prior** to requested delivery
- e. for parcel unloading reservations is designated directly at each warehouse ramp for parcel carriers
- f. **Sportisimo central warehouses will only unload shipments** meeting the following minimum conditions:
  - i. **arrival on time** as booked
  - ii. an **approved reservation**
  - iii. available delivery note via EDI including SSCC codes
  - iv. a **completed truck registration number\***
- g. Driver will report to the receiving office 30 minutes prior to the confirmed unloading window, then receive an unloading ramp number.
- h. Driver identification on arrival at the warehouse premises is based on the car registration number or the booking number in the Timeslot system.
- i. Suppliers who do not deliver on time according to the reserved time window will be unloaded later only if there is available capacity in the central warehouse\* - determined by the receiving hall manager. In case of refusal by the warehouse, they must book a new unloading window.
- j. In the event of failure to meet the delivery date, the Supplier shall bear all costs and penalties associated with the delay in delivery.

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- k. In case of delivery of goods on EUR pallets and request for exchange, the supplier (carrier) must indicate this request in the unloading reservation

*\* does not apply to parcel shipments, which will always be unloaded if the conditions in 2.e.ii. and 2.e.iii. are met.*

### 3. Supplies of goods from the EU

#### 3a. Handling (transport) packaging = carton

The Supplier is obliged to deliver goods packaged as follows:

- i. If the ordered quantity allows then:
  - a. pack and deliver as a homogeneous pallet
  - b. pack as a homogeneous carton
  - c. in the case of small quantities, as a mixed carton/pallet
- ii. in the case of deliveries for the ECOM "**Marketplace**" sales channel, the supplier shall:
  - a. individual SKUs shall always be packed together in the same carton.
  - b. cartons containing "Marketplace" merchandise must be labeled "**Marketplace**" alternatively "**Marketplace Cross Dock/CD**"
  - c. the goods must be listed on a separate supplier delivery note containing only goods for the **Marketplace ECOM channel**
  - d. the supplier must always send a delivery note including SSCC codes (hereinafter referred to as "DN") in advance via EDI
- iii. The marking of the goods must fully correspond to the DN
- iv. in the case of deliveries of goods for the SPORTISIMO stores as a "**CROSSDOCK**" shipments, the Supplier is obliged to:
  - a. pack the goods for each specific outlet separately - i.e. 1 handling unit (CARTON) = 1 store.
  - b. the cartons so packed shall be marked with a label/inscription "**CROSSDOCK**".
  - c. each handling unit(CARTON) carton shall be so marked:
    - i. destination store code (e.g., CZ-S026)
    - ii. delivery note number: (e.g. 123654123)
    - iii. supplier name or brand name: (e.g. LOAP)
  - d. in each shipment for a specific outlet (e.g. 5 cartons for CZ-S026), a delivery note including SSCC via EDI must be sent in advance
- v. Delivery of goods in a carton outside of the above rules is subject to the approval of the Sportisimo Purchasing Department and the Sportisimo Logistics Manager .

#### 3b. Size of (transport) handling packaging = carton

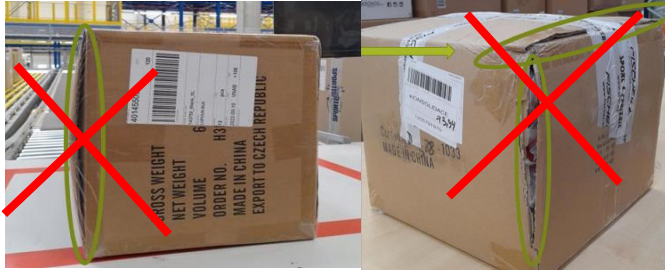
- i. Allowed carton sizes:
  - a. **Minimum** carton size:
    - length: 310 mm
    - width: 220 mm
    - height: 140 mm
  - b. **Maximum** carton size:
    - length: 650 mm
    - width: 400 mm
    - height: 550 mm

Carton height should not exceed width by more than ~35%.

- ii. Carton weight: btto **max. 20 kg/ carton**
- iii. Other carton dimensions are allowed only in case of delivery of assortment whose size alone exceeds the above carton dimensions
- iv. Carton must not be fitted with additional binding tape

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- v. Cartons must not be overfilled to avoid bulging sides.



- vi. Delivery of goods in a carton not meeting the above limits and rules is subject to the approval of the Sportisimo Purchasing Department and the Sportisimo Logistics Manager.

### 3c. Identification of the (transport) handling packaging = carton = "LABEL"

- i. Label type: standard logistic label containing the SSCC barcode
- ii. Location of the label on the carton:
  - a. 1 x on the shorter + 1 x on the longer side of the carton
  - b. the label must be stuck at least 8 cm from the edge of the carton

Label on 2 sides of the carton:

- 1 x shorter side
- 1 x longer side



#### iii. Label:

- Label size: A6 format (148 mm x 105 mm) - possibility of +/- 10% variation in size
- The SSCC code of the carton refers to the contents of the carton sent by the supplier in DESADV before delivery of the goods
- Technical parameters of the code (SSCC):
  - a) 18-digit barcode including application identifier (00) with black stripes on white background and high print quality
  - b) The code is visible and NOT covered by other materials such as transparent film or tape
  - c) Print contrast: min. 90%
  - d) Barcode type: Code: GS1-128 C
  - e) Code quality: A or B/ANSI Standard
  - f) Min. bar width: 0.4 mm
  - g) Quiet zone: min. 5 mm
  - h) Bar length: 30 mm
  - i) Orientation: fence (vertical bars)
- Rotation: max. 10°
- Label content:
  - a) Eye-readable numerical representation of the code
  - b) Number of pieces/carton (in case of homogeneous carton)
  - c) Number of cartons/shipment : e.g. 1/10 (1st carton out of 10)

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- d) Content designation: S or SL = homogeneous carton, SM = mix carton
- e) Item name and number of pieces, in case of mix cartons may be replaced by "MIX"
- f) Additional text designation for
  - o market place
  - o CROSSDOCK + store number + delivery note number (only if this packaging method is used)

### 3d. Packing goods on pallets

- i. The Supplier is obliged to pack individual SKUs only on one-way pallets 1200 x 800 mm with a maximum height of 1,8 m.
- ii. **Maximum pallet weight ≤ 500 kg**
- iii. In case of **delivery of goods on EUR pallets and request for exchange**, the supplier (carrier) must indicate this request in the unloading reservation (TIMESLOT)!
- iv. Exchange of EUR pallets is only possible immediately after unloading!
- v. Sportisimo does not keep pallet accounts with individual suppliers and in the event of a refusal to exchange pallets by the carrier immediately after unloading, they become the property of Sportisimo without any right to compensation at a later date
- vi. It is not permitted to pack SKUs haphazardly and randomly on individual pallets. Cartons with individual SKUs must always be packed together on one or more pallets.
- vii. Cartons must be placed on the pallet in such a way that the carton labels are legible without having to unfold the pallet.
- viii. Only accept mixed pallets with less than 50% of the quantity of a homogeneous pallet. Pallets can only be mixed at the item level! (i.e. color, size). Individual SKUs must be stacked together on the pallet in individual layers separated by interleaving.
- ix. Merchandise delivered to the central warehouse in **CROSSDOCK** mode must be palletized to specific stores - i.e. 1 store = 1 pallet, or 1 carton = 1 store, marked **MIX CROSSDOCK**

### 3e. Packaging & Goods Identification

- i. Each item must be packed in a separate logistics or sales package
- ii. Each piece of goods or sales packaging of goods or dispensing unit (in the case of Consumables) of goods must have the correct EAN barcode visibly displayed.
- iii. In the case of textiles, the correct EAN must be placed on the logistics packaging - e.g. bag or carton.
- iv. Delivery of goods not meeting the above requirements is subject to the approval of the Sportisimo Purchasing Department and the Sportisimo Logistics Manager.
- v. In the event of non-compliance with the conditions set out in i.-iii. above, the goods will be returned to the supplier or Sportisimo will, in agreement with the supplier, correct the error at the supplier's expense.

### 3f. Delivery note / Packing list

- i. 1 delivery to Sportisimo central warehouse = 1 Delivery Note (hereinafter "DN")
- ii. Supplier is required to send a delivery note via EDI communication prior to delivery to Sportisimo central warehouse. For more information and troubleshooting help, please contact [edi consultants \[edi.consultant@sportisimo.cz\]\(mailto:edi.consultant@sportisimo.cz\)](mailto:edi.consultant@sportisimo.cz).
- iii. The electronic delivery note must contain the data according to the implementation guideline available for DESADV here [portal.sportisimo.com](http://portal.sportisimo.com), in case of using SIMO WEB EDI then the mandatory fields according to this application and the instructions available in it. These are in particular:
  - 1) the delivery note number
  - 2) the supplier's designation

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- 3) the designation of the customer, and in the case of **CROSSDOCK** shipments, the designation of the end customer (**store code**)
  - 4) Sportisimo purchase order number
  - 5) SSCC carton code
  - 6) Carton contents with SSCC code:
    - i. SKU name
    - ii. EAN code
    - iii. Number of pieces
    - iv. item number, match code, size
    - v. number of pieces at SKU level
- iv. The **delivery note must not explicitly include information about the price of the goods**. Nor shall the goods or their packaging be marked in such a way that the purchase price of the goods can be ascertained from this information.

## 4. Import supplies of goods (outside the EU)

- delivery to central warehouses via FCL/LCL or FTL/LTL)
- The supplier is obliged to deliver to the warehouse **only goods that have already been released at his expense into the EU free customs market**

### 4a. Handling (transport ) packaging = carton

The Supplier is obliged to deliver goods packaged as follows:

- i. If the ordered quantity allows then:
  - a. pack and deliver as a homogeneous pallet
  - b. pack as a homogeneous carton
  - c. in the case of small quantities, as a mixed carton/pallet
- ii. The marking of the goods must fully correspond to the DN
- iii. Delivery of goods in a carton outside of the above rules is subject to the approval of the Sportisimo Purchasing Department and the Sportisimo Logistics Manager.

### 4b. Size of (transport) handling packaging = carton

- i. Allowed carton sizes:
  - a. **Minimum** carton size:
    - length: 310 mm
    - width: 220 mm
    - height: 140 mm
  - b. **Maximum** carton size:
    - length: 650 mm
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Carton height should not exceed width by more than ~35%.

- ii. Carton weight: btto **max. 20 kg/ carton**
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- v. Cartons must not be overfilled to avoid bulging sides.



- vi. Delivery of goods in a carton not meeting the above limits and rules is subject to the approval of the Sportisimo Purchasing Department and the Sportisimo Logistics Manager.

#### 4c. Identification of the (transport) handling packaging = carton = "LABEL"

- i. Label type: standard logistic label containing the SSCC barcode
- ii. Location of the label on the carton:
  - 1 x on the shorter + 1 x on the longer side of the carton
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Label on 2 sides of the carton:

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- iii. **Label:**
  - Label size: A6 format (148 mm x 105 mm) - possibility of +/- 10% variation in size
  - The SSCC code of the carton refers to the contents of the carton sent by the supplier in DESADV before delivery of the goods
  - Technical parameters of the code (SSCC):
    - a) 18-digit barcode including application identifier (00) with black stripes on white background and high print quality
    - b) The code is visible and NOT covered by other materials such as transparent film or tape
    - c) Print contrast: min. 90%
    - d) Barcode type: Code: GS1-128 C
    - e) Code quality: A or B/ANSI Standard
    - f) Min. bar width: 0.4 mm
    - g) Quiet zone: min. 5 mm
    - h) Bar length: 30 mm
    - i) Orientation: fence (vertical bars)
  - Rotation: max. 10°
  - Label content:
    - a) Eye-readable numerical representation of the code
    - b) Number of pieces/carton (in case of homogeneous carton)
    - c) Number of cartons/shipment : e.g. 1/10 (1st carton out of 10)
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#### 4d. Packing goods on pallets

- i. The Supplier is obliged to pack individual SKUs only on one-way pallets 1200 x 800 mm with a maximum height of 1,8 m.
- ii. Maximum pallet weight ≤ 500 kg
- iii. In case of delivery of goods on EUR pallets and **request for exchange**, the supplier (carrier) **must indicate this request in the unloading reservation (TIMESLOT)!**
- iv. Exchange of EUR pallets is **only possible immediately after unloading!**
- v. Sportisimo does not keep pallet accounts with individual suppliers and in the event of a refusal to exchange pallets by the carrier immediately after unloading, they become the property of Sportisimo without any right to compensation at a later date
- vi. It is **not permitted to pack SKUs haphazardly and randomly on individual pallets**. Cartons with individual SKUs must always be packed together on one or more pallets.
- vii. Cartons must be placed on the pallet in such a way that the carton labels are legible without having to unfold the pallet.
- viii. Only accept **mixed pallets** with less than 50% of the quantity of a homogeneous pallet. Pallets can only be mixed at the item level! (i.e. color, size). Individual SKUs must be stacked together on the pallet in individual layers separated by interleaving.

#### 4.e Packaging & Goods Identification

- i. Each item must be packed in a separate logistics or sales package
- ii. Each piece of goods or sales packaging of goods or dispensing unit (in the case of Consumables) of goods must have the correct EAN barcode visibly displayed.
- iii. In the case of textiles, the correct EAN must be placed on the logistics packaging - e.g. bag or carton.
- iv. Delivery of goods not meeting the above requirements is subject to the approval of the Sportisimo Purchasing Department and the Sportisimo Logistics Manager.
- v. In the event of non-compliance with the conditions set out in i.-iv. above, the goods will be returned to the supplier or Sportisimo will, in agreement with the supplier, correct the error at the supplier's expense.

#### 4f. Delivery note / Packing list

- i. 1 delivery to Sportisimo central warehouse = 1 Delivery Note (hereinafter "DN")
- ii. Supplier is required to send a delivery note via EDI communication prior to delivery to Sportisimo central warehouse. For more information and troubleshooting help, please contact edi consultants [edi.consultant@sportisimo.cz](mailto:edi.consultant@sportisimo.cz).
- iii. The electronic delivery note must contain the data according to the implementation guideline available for DESADV here [portal.sportisimo.com](http://portal.sportisimo.com), in case of using SIMO WEB EDI then the mandatory fields according to this application and the instructions available in it. These are in particular:
  - 1) the delivery note number
  - 2) the supplier's designation
  - 3) the designation of the customer
  - 4) Sportisimo purchase order number
  - 5) SSCC carton code
  - 6) Carton contents with SSCC code:
    - SKU name
    - EAN code

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- Number of pieces
  - item number, match code, size
  - number of pieces at SKU level
- v. The **delivery note must not explicitly include information about the price of the goods**. Nor shall the goods or their packaging be marked in such a way that the purchase price of the goods can be ascertained from this information.

## 5. Terms used – explanation

- **Hardware** = all goods that are not in the catalogue of the company SPORTISIMO categorized as textiles or footwear (for example bikes, helmets, ski, bags, etc.)
- **Article** = specific goods defined at category/type/name/color level
- **SKU** = specific goods defined at category/type/name/color/size level, each SKU has its own EAN
- **Homogeneous carton** = contains only 1 SKU
- **Homogeneous pallet** = contains only 1 SKU
- **Mix carton** = contains > 1 SKU
- **Mix pallet** = contains > 1 SKU
- **TIMESLOT** = SW available to suppliers via web interface after prior registration provided by SPORTISIMO, used to book unloading windows in SPORTISIMO central warehouses
- **FCL** = sea container shipments, 20' or 40' containers
- **Prepack** = a carton pack containing a full range of sizes of goods from a single item within the range defined by the company. SPORTISIMO
- **Crossdock** = goods packed in 1 carton / pallet and intended for a specific store of the company SPORTISIMO
- **Match code** = internal supplier code
- **CONSUMABLES** = consumable material other than goods e.g. cartons, packaging, marketing material, etc.
- **ML** = Logistic Manager
- **SSCC** = Serial Shipping Container Code, Logistics Unit Serial Number, most commonly coded in GS1 128 format. In the case of SPORTISIMO it is required at carton level. Exceptions are logistics units containing oversized goods, where individual cartons on a pallet always contain one piece of goods.
- **Package shipment** = 1 delivery of goods =1 supplier/ 1 delivery note in 1 term = contained in max. 10 packages (i.e. carton, or similar packaging weighing up to 20 kg/shipping unit) by 1 delivery

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