

Trunk transport logistics kit

Purchasing & Logistics Department

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Physical preparation of trunks

1.packaging

- In metal trunks, maximum dimensions: 120x80x60, maximum gross weight: 60 kg each.
- **To be locked** by snap hook or padlock, with duplicate keys attached to trunk no. 1.
- Exception made for musical instruments packed in specially adapted crates.

2.Contents

- Authorized products are defined in the DRH G.O Villages Monde memo to which this kit is attached.
- **Do not pack products that are prohibited for the transport of dangerous goods, or that are regulated** (any device containing a battery, weapons, alcohol, cosmetics, sprays, cleaning products, lighters, medicines, pornographic items, etc.), on pain of a fine to be paid in full by the G.O., delay and destruction.

3.Labeling

- *Label trunks (as per model on last slide).*
- Remove all obsolete inscriptions from each trunk.

4.Inventory

- Draw up 1 detailed inventory in French and English for each trunk, in 3 copies (see sample inventory on last slide): 1 copy attached to the inside of each trunk lid, the second on the outside in a plastic envelope, and the 3rd copies for each trunk inserted in a closed envelope attached to trunk no. 1.
- Inventories must include the following information: Owner's first and last name, trunk number (*e.g. 1/3, 2/3, 3/3*), pagination of each inventory page (*e.g. page 1/2, 2/2*) and contents of each trunk (*detailed list with value for personal effects, brands with serial numbers and country of manufacture for musical instruments*).

Each G.O. is responsible for the contents of his trunks, the quality of the packaging, his effects, the accuracy of his inventories and the accuracy of labeling.



Trunk transport process

1. Transport process

- Ask the Village Logistics Supervisor to ship or receive his trunks.
- The SLV checks the conformity of packaging, documents and quotas, palletizes and films the trunks. He then organizes transport with the Purchaser or Flow Controller.
- In the off-season, please contact the Purchaser or the Flow Manager directly for transport of your trunks. For all other requests, please contact Christophe Poirier: export flow pilot & platform manager.
- Additional documents (*declaration of contents, work permit, copy of passport, etc.*) will be required depending on the country of destination.

2. Delivery time

- Given the import conditions required by customs authorities, delivery times vary from 6 days to 10 weeks depending on the country.

3. Special conditions to Turkey/Tunisia/Morocco/Senegal

- **Return trunks under ATA carnet from these countries** to France within a maximum of one year, preparing them exactly as they arrived in the village: same name, same number of trunks, same contents, same weight.
- **Do not create trunks in the villages of these countries**, otherwise you will be permanently blocked in the country concerned and risk destruction with no possibility of recourse.

4. Collection and delivery of personal effects to your home

- Send home address, local telephone contact, number of trunks, village of future assignment, copy of inventories to the Purchaser or Flux Pilot
- Trunks are collected from the doorstep or delivered to the truck. Drivers are not movers and do not enter private premises (gardens, apartments, etc.).
- Professional effects are the property of Club Med and are not delivered to the customer's home (stored during the off-season at a Group logistics platform).

Failure to comply with these rules will result in the trunks not being delivered.

Example of a shipping trunk: labeling and inventory list



All other packaging will be refused
(except musical instruments).

FIRST NAME:	XXXXXXXXXXXXXXXXXX
LAST NAME :	XXXXXXXXXXXXXXXXXX
Place and address of delivery (if you use the Lyon logistics platform) : BOLLORE SOLUTIONS LOGISTIQUES 9/11 Chemin de la Fonderie – Quai porte 33 69740 GENAS France	
Village and address of final destination Resort Address	
Number of trunks 1 / n (if 3 trunks, each label will be marked 1/3 then 2/3 then 3/3)	

Trunk N°	2/3	Function	Sales Manager
Last name	DURAND	First name	LUCIE
<u>Trunk contents</u>			
<ul style="list-style-type: none">• 09 pairs of trousers• 05 shorts• 03 skirts• 11 dresses• 03 skirts• 04 shirts• 03 t-shirts• 25 tops tanks• 03 sarongs• 05 bikinis• 01 pyjama• 02 coats• 02 flannels• 07 bags• 09 books• 01 box• 1 concert flute – Yamaha – Serie number 1245787F1813 – Made in Japan• 01 pair of sunglasses			
Page N°	1/2		