



LOGISTICS PROTOCOL

1. ACCESS TO THE SITE

1.1. ADDRESS / CONTACT DETAILS

GTT SA

1 route de Versailles

78470 Saint-Rémy-lès-Chevreuse

GPS coordinates: 02°04'58"E, 48°42'47"N

Reception: 01.30.23.47.89

Logistics Department: Ms Chollet at 01.30.23.42.68 or via e-mail: schollet@gtt.fr

1.2. HOURS

The opening hours of the site for delivery / removal of goods (during business days) are as follows:

- Monday to Thursday:
 - o 8.30 a.m. to 12 p.m.
 - o 1.30 p.m. to 4.30 p.m.
- Friday:
 - o 8.15 a.m. to 12 p.m.
 - o 1.30 p.m. to 3.45 p.m.

Limited exceptions may be granted on an exceptional basis, subject to prior agreement with the Maintenance department, General Services, Real Estate & Logistics.

1.3. SITE EQUIPMENT

The site has no loading dock. This must be kept in mind when loading goods and any failure as regards this provision may result in the goods being refused (cf. §2.3).

The following equipment is available on-site:

- Front forklift trucks (residual capacity: ~1.5T)
- On an exceptional basis, front forklift trucks with residual capacity of ~4.5T
- Stacker
- Pallet trucks

This equipment is to be used by GTT's logistics department and no loading/unloading equipment may be made available to the driver.



1.4. TRAFFIC ON THE SITE

1.4.1.1. Specific instructions

The following limits are applicable on-site:

- Maximum tonnage: 44T
- Maximum length: 19m
- Maximum speed limit: 30km/h

All signs indicating, in particular, work in progress must be heeded.

No parking of vehicles is authorised past the access barriers outside the site's opening hours (in particular between 12 a.m. and 1.30 p.m.).

1.4.1.2. Entering the site

When arriving on site, trucks shall temporarily park as indicated on the traffic plan (see APPENDIX 1.).

The driver reports to the guard post and the guard notes:

- Driver's name
- Time of entry (and exit)
- Vehicle registration
- Name of the shipping company and / or the dispatcher

The guard at the guard post will contact the logistics department and then tell the driver where he should park for unloading.

In all cases, the driver must comply with the traffic areas and adjust his speed (see APPENDIX 2).

2. DELIVERY PROCEDURE

2.1. APPOINTMENTS

The logistics department must receive an e-mail at least 48 hours beforehand notifying it of the arrival of a truck, specifying:

- Name of the carrier
- The recipient (name of the contact person)
- The sender (company)
- Number of pallet(s) and their approximate dimensions
- For orders placed by GTT, the number of said order
- Expected arrival time (allowable tolerance: $\pm \frac{1}{2}$ hour)
- In the event of a check upon delivery: the amount of the requested check
- The contact details for exchanges regarding the terms of said delivery

The logistics department reserves the right to propose a new delivery time in the event of unavailability or too many deliveries during the same time slot.

In the event of delay or schedule change, contact the logistics department (if no reply by phone, try reception at 01.30.23.47.89 which will contact logistics by walkie-talkie).

For the record, GTT receives no deliveries from 25 December to 1 January inclusive (and holidays).



2.2. PACKAGING OF GOODS

2.2.1. PACKING

- ✓ For packages >20kg, the package must be placed on a pallet so that it may be moved with a pallet truck or forklift.
- ✓ Each package must be legibly identified indicating:
 - Sender
 - Recipient (name of the contact person)
- ✓ Preferably, deliver on an expendable pallet (we cannot guarantee that Europe pallets will be exchanged)

2.2.2. ACCOMPANYING DOCUMENTS

For delivery of chemical or dangerous products, safety data sheets must be attached to the goods (in some specific cases, a security protocol may be signed between GTT and the deliverer/supplier).

The logistics department will sign the consignment note acknowledging receipt of the goods. In the absence of a consignment note, the requested signature of a delivery note shall not be deemed to constitute a verification of the goods' conformity. In any event, the recipient shall validate the conformity of the goods under the conditions specified in the General Terms and Conditions of Purchase or the agreement.

2.2.3. UNLOADING

If it is planned/expected that several individuals will be necessary for unloading, this must be notified when making an appointment (otherwise GTT reserves the right to refuse delivery, cf. §2.3).

2.3. REFUSAL OF DELIVERY

GTT reserves the right to refuse delivery in the following cases:

- Logistics department not notified 48 hours beforehand
- Failure to observe the scheduled time slot
- Packaging not suitable for secure unloading

3. LOADING PROCEDURE

Each package shall be identified in a legible manner:

- Sender (name of the contact person)
- Recipient (company, address and name of the contact person)
- Package weight
- Order number (or reference of the exchange)

Information needed by the carrier shall be provided when placing the transport order (e.g. lateral loading, trucks with tailgates, etc.).

It is essential that appointments be scheduled: the logistics department must receive an e-mail (or phone message) at least 48 hours beforehand notifying it of the arrival of a truck, indicating:

- Carrier name



- Recipient (company, address and name of the contact person)
- Sender (GTT, name of the contact person)
- Number of pallets and their approximate dimensions
- Expected arrival time (allowable tolerance: $\pm \frac{1}{2}$ hour)

GTT reserves the right to refuse loading in the following cases::

- Logistics department not notified 48 hours beforehand
- Failure to observe the scheduled time slot
- Packaging not suitable for secure loading or carriage (e.g. weight and volume not suited to the carrier's capacity)

APPENDIX 1. GTT ENTRANCE



(Keep left)

Stop area for reporting to the guard post

APPENDIX 2. COMPREHENSIVE TRAFFIC PLAN

