

Delivery Guidelines

Neptun Werft GmbH & Co KG

1. Delivery Notification (48 hours prior to delivery)

[**Download delivery notification Neptun Werft**](#)

Deliveries without prior notification may be refused!

Delivery address:

Neptun Werft GmbH & Co. KG
Werftallee 13
18119 Rostock, Germany

Delivery hours (closed on public holidays):

Monday – Thursday: 6:15 – 13:30 Uhr
Friday: 6:15 – 11:45 Uhr



2. Delivery Documentation

2.1 General Requirements

- The supplier is responsible for the completeness of all delivery documents.
- A consignment note / CMR with complete information must be carried by the carrier.
- All delivered items must be listed on the delivery note.
- Delivered quantities must match the order.
- Attachments must be clearly marked -> "Attention: Attachment".
- Only one vessel per delivery note.
 - However, one delivery note may include multiple purchase orders for the same vessel.
- Materials with special storage requirements (temperature, protection, etc.) must be clearly identifiable from the outside.


The delivery note must be attached to the goods and contain the following information:

Distribution Authorizations:

- internal owner
 supplier class

RESTRICTED

acc. OR 00139

	Organizational Rule Delivery Guidelines (NEPTUN WERFT)	Dok-Nr. OR 00856
		Ausgabe 21.05.2026
		Rev. 1

Supplier:

- Supplier address
- Contact details for inquiries/complaints
- Delivery note number
- Delivery date
- Page number and total number of pages

Consignee:

- Consignee address
- NW order number, purchase order or call-off number
- Goods accompanying document or work package
- contact details of NW contact person

Item Information:

- Material description
- Quantity
- NW purchase order/sub-item
- NW material/article/identification number

2.2 Additional Requirements by Vessel Type (on delivery note)**NEPTUN WERFT vessels (BIFA)**

- PO
- SAP material number per item
- Ship number

MEYER WERFT vessels (MBV, Carnival, Disney etc.)

- Purchase order number
- JLM material number (if available)

Marking of component/packaging (outer packaging):

- SAP material number
- JLM number

3. Packaging & Labelling**3.1 General Principles**

Packaging must be suitable for weather conditions.

Labels for special storage conditions must be applied.

Lifting points and center of gravity must be clearly and permanently marked.

Packaging must be stable and suitable for handling by forklift and crane (for further transport).

3.2 Colli / Load Units

Each package (colli) must include the following information:

- Supplier
- Consignee
- Delivery note number
- Package numbering (e.g. "2 of 4")
- Description of contents
- Hazardous goods label (if applicable)

3.3 Load Structure

Only one vessel per container (crate, box, pallet).

A load carrier (e.g. mixed pallet) may contain goods for multiple vessels if:

- It is marked as a mixed pallet
- The different containers are separately identified
- Materials are externally identifiable for inspection
- Long goods are delivered in bundles, separated by wooden spacers

4. Unloading & Safety

Standard unloading is carried out by forklift.

For packages exceeding 8 tons, crane unloading is required.

Loose goods in trucks may not be unloaded.

Load securing must comply with legal regulations.

Distribution Authorizations:

- internal
- owner
- supplier
- class

RESTRICTED

acc. OR 00139