

1. What is Cargoclix?

Cargoclix is an Internet trading platform in the field of transport and logistics, founded in 1999. The provider is Dr. Meier & Schmidt GmbH from Freiburg.

Vitra uses the TimeSlot function from Cargoclix. Logistics service providers can book time windows at our ramps via the Internet.

2. At which locations is Cargoclix used?

Time windows can be reserved at the following Vitra locations/buildings:

- Weil, Building A
- Weil, Building B
- Weil, Building C
- Weil, Building D

3. How do I register?

Refer to the operating instructions, slides 2 to 3.

If you already book time slots with other customers via Cargoclix, please send an e-mail to bettina.binder@cargoclix.com. Ms. Binder will then also activate you for Vitra within a few minutes.

4. What is the latest that I can book a time window?

Time slots can be booked until 8:00am on the day before the desired time slot. This means that a time window on Thursday at 3:00 pm can be booked by the latest on Wednesday before 8:00 am. Time windows on Mondays must be booked by Friday at noon. This is due to internal capacity planning.

5. How long are the time slots that I can book?

With the exception of Weil, Building C, Shipping, all time windows are preset to 30min by Vitra. The time windows can be combined, if required. 2 time windows of 30 mins therefore become one time window of 60 mins.

6. How long should the booked time window be?

Every 3.6 loading metres takes about 30 minutes.

Number of loading metres	Length of time window
up to 3,6	0,5 h
up to 7,2	1,0 h
up to 10,8	1,5 h
up to 14,4	2,0 h

7. Do I have to book time slots for a small number of collis?

As a general rule, yes. However, if it is a small package that can also be handed over personally, this can be handed in personally at the respective receiving office. If no time window is booked and unloading must take place via a ramp, the waiting time is at your own risk.

8. How do I get a time window for urgent deliveries?

In such cases (even after 24h) the respective goods receipt can be contacted. You will find an overview of the e-mail addresses below. For enquiries by e-mail, the following content is still to be sent under point 7.

Building	Contact
Weil, Building A	gebaeude5.wareneingang@vitra.com
Weil, Building B	gebaeude4.wareneingang@vitra.com
Weil, Building D	ansar.khalilahmad.ext@mlisgmbh.de
Weil, Geb. C, Goods Receipt	Contura.WESanaa@vitra.com ; christoph.bopp@vitra.com
Weil, Geb. C, Shipping	Contura.Versand@vitra.com

	Weil Building A	Weil Building B	Weil Building D	Weil, Building C, Goods Receipt	Weil, Building C, Shipping
General data (valid for all buildings)					
Name of the carrier					
Truck registration plate					
Specific data (only valid for one building)					
Date of delivery					
Desired time of delivery					
Order no.					
Supplier					
Number of Colli					
Loading metre					
Comment					
Collection (yes/no)					

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