

Delivery Guidelines Logistics



Status: 03/2026

1.Scope

The following delivery guidelines apply to all suppliers and their freight forwarding companies delivering to one of the locations of Leinweber Bauzentrum GmbH & Co. KG listed in Chapter

These delivery guidelines are an integral part of our services and must be strictly observed. They ensure proper goods receipt in compliance with legal regulations and enable correct allocation of delivered goods as well as fast transfer into the respective warehouse stock.

These delivery guidelines do not release the customer, supplier, or the carrier/freight forwarder from complying with statutory transport regulations. They solely regulate inbound and outbound goods processes at the locations listed in Chapter 2 of Leinweber Bauzentrum GmbH & Co. KG.

The current version of these delivery guidelines can be viewed and downloaded on our website:

[Delivery Guidelines Logistics](#)

2. Locations and Delivery Addresses

These delivery guidelines apply to the following warehouse locations of Leinweber Bauzentrum GmbH & Co. KG:

Leinweber Bauzentrum in Fulda [8:00 a.m. – 4:00 p.m.]

Habelbergstr. 3

36043 Fulda

Leinweber Bauzentrum in Hosenfeld [8:00 a.m. – 4:00 p.m.]

Blankenweg 2

36154 Hosenfeld

Leinweber Bauzentrum in Neuhof [8:00 a.m. – 4:00 p.m.]

In der Au 20

36119 Neuhof

Stand 03/2026

3. Registration and Scheduling of Deliveries (from 3 pallets)

Deliveries to the locations listed in Chapter 2 must be registered online via the portal avis.lwbc.de by booking a time slot. Registration by email, fax, or phone is generally not permitted (see also Chapter 3). Exceptions may apply only after prior coordination with the scheduling department of Leinweber Bauzentrum GmbH & Co. KG.

Each delivery must be registered at least 24 hours before the planned delivery time.

- This means: If you book a slot now, the earliest possible appointment is at the same time the following day (in 24 hours).

Example:

If you want to book a slot at 9:30 a.m., the earliest available slot is 10–11 a.m. the next day. The 9–10 a.m. slot will not be available or the message will appear:
"No availability on this date. Please choose another."

Please note that a separate time slot must be booked for each vehicle. The same applies if a pickup is to be carried out with the same vehicle after delivery; a time slot must be booked for both delivery and pickup.

Cancellations or rescheduling must also be made at least 24 hours before the new appointment via the online portal avis.lwbc.de. Short-notice changes that do not comply with the 24-hour deadline are only possible after consultation with the Leinweber scheduling department.

Please note that in most cases, time slots must be booked at least 24 hours in advance. If your desired time slot is not listed, it has already been assigned.

Select the desired delivery location (Fulda or Hosenfeld). Then choose an available time slot. After that, enter the delivery details.

The following information is mandatory:

- Name of the supplier or forwarding company
- Total number of pallets
- Contact person including email address

Once all relevant information has been entered, click "Book." Your time slot is now reserved.

You will receive a confirmation email with all provided details.

Changes (e.g., adjustments to the number of pallets or time slot) can only be made by clicking the "Reschedule" button in the confirmation email, cancelling the appointment, and booking a new one. Direct modification of an existing booking is not possible.

Please also pay close attention to the instructions marked with a red asterisk (*) in the booking window.

4. Check-in at the Location

In general, a short check-in at our scheduling office is required upon arrival at our locations.

Please also note that if you arrive before your scheduled loading or unloading time, waiting times may occur. There is no entitlement to early access and/or processing.
