

## Guide – Photo documentation of handling costs (for suppliers)

1. On the invoice you have received you find the following text:

<sup>3.</sup> PO4123000000 delivered to <sup>4.</sup> 9023 Netto Køge - <sup>6. / 7. / 8. / 9.</sup> 5 \* Error on EAN label + 10 \* Foil covering the pallet To request photo documentation, please submit your request on the following link: <https://forms.office.com/e/0CqmtrTXBq>.

Your confirmation ID for this invoice is <sup>2.</sup> 02f515.

Article No.	Article EAN	Article Description	Amount	VAT
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2. Go to the link in the text above (<https://forms.office.com/e/0CqmtrTXBq>) or scan the QR code below



3. Fill in the forms as follows (point 2, 3, 4, 6, 7, 8, 9 can be found in the invoice – see example above):

1. E-mail of recipient
  - a. The e-mail listed here will be the one receiving the photo documentation
  - b. You can add more than one e-mail address by separating with “;” - example:
    - i. [abc@abc.com](mailto:abc@abc.com); [def@def.com](mailto:def@def.com); [ghi@ghi.com](mailto:ghi@ghi.com)
2. Confirmation ID
3. PO number
4. Warehouse
5. Language
  - a. Pick whether you want your response in Danish or English
6. Error type 1
7. Error type 2
8. Error type 3
9. Error type 4

You should only fill in question 7, 8, and 9 in case the invoice is concerning more than one error type.

4. After pressing “Send” you will receive the photo documentation within a few hours.

In case one of the error types are “Wrong best before date” or “Wrong delivery time/date” the request will end up in our manual flow and a longer response time should be expected.

If you have any questions or issues with above please contact [logisticsfeebf@sallinggroup.com](mailto:logisticsfeebf@sallinggroup.com)