

## TEXTILE SUPPLIER MANUAL

Order information and requirements



Version 29 | October

Salling Group, Textile Buying Department

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## 1 INTRODUCTION

The trade agreement between Salling Group and supplier is the foundation of cooperation, and contains terms and conditions, both parties must adhere to.

The purpose of the Textile Supplier Manual at hand is to gather important information and specific textile requirements and make it easily accessible to suppliers.

We expect that all suppliers will read the manual thoroughly and comply with mentioned requirements and specific standards for Salling Group Textile Department. The supplier is responsible for keeping updated with the Textile Supplier Manual. Any adjustments of the content will be announced by email.

Furthermore the manual at hand should be used for reference, if doubts and questions arise. When “CTRL” key is held down and “F” key is pressed, a pop up box will allow you to search the document for specific words or phrases.

The manual for textile suppliers at hand is not exhaustive. Other documents of special attention, that suppliers are expected to read and be in compliance with:

- Packaging Instructions – Nonfood (applies to textile suppliers)
- Safety in children’s wear
- Policy on animal welfare for textile
- amfori BSCI documents
- Responsible Sourcing Policy

All above documents can be found via this link: <https://sallinggroup.com/en> under Information - Supplier.

Salling Group, Textile Buying Department consists of the following offices:

- Men’s wear
- Women’s wear
- Sport
- Underwear
- Children’s wear
- Accessories
- Shoes

Please feel free to contact Salling Group, Textile Buying Department in case of any doubts or further questions.

## 2 CODE OF CONDUCT

During the term of the Agreement, the Supplier must at all times stay abreast and comply with the requirements of Salling Groups Responsible Procurement Policy. The current version is available at [www.sallinggroup.com](http://www.sallinggroup.com)

### 2.1 THE INTERNATIONAL ACCORD

Salling Group is a member of the International Accord for Health and Safety in the Textile and Garment Industry. The Accord promotes workplace safety through independent safety inspections, training programs, and a complaints mechanism for workers.

If the supplier is sourcing ready-made garment (RMG) from Bangladesh it is important that the supplier contacts Salling Group's Responsible Sourcing Team (via [responsible@sallinggroup.com](mailto:responsible@sallinggroup.com)) before any order is agreed with the buying department.

The supplier is obliged to sign a supplementary agreement concerning the obligations linked to the Accord's, or RSC's work. Once you have contacted the Responsible Sourcing Team this agreement will be shared together with other relevant guidelines.

Note that any RMG producer located in Bangladesh must be pre-approved! The assessment and approval of a producer is carried out by the Responsible Sourcing Team.

It is expected that the supplier takes full responsibility for selected production sites, and that potential non-compliances in relation to Accord/RSC findings are properly acted upon.

If the supplier should need to end a business relationship with an earlier registered/approved RMG Bangladeshi producer, the Responsible Sourcing Team must be duly notified.

The supplier is welcome to contact the Responsible Sourcing Team with questions to the above:

[responsible@sallinggroup.com](mailto:responsible@sallinggroup.com)

## 3 ORDER INFORMATION

### 3.1 TYPES OF ORDERS

#### 3.1.1 NEVER OUT OF STOCK/FORECASTING & REPLENISHMENT ORDER

Never Out Of Stock<sup>1</sup>/Forecasting & Replenishment<sup>2</sup> are order types for garments, that are to be repeated and where SAP will monitor sales of the product and calculate – based on a number of factors – when a new order should be placed.

The NOOS/F&R order will be placed semi-automatically with same price, quality, composition, terms and conditions as previously agreed between Salling Group buyer and supplier.

#### 3.1.2 NEGOTIATED ORDER

For this order type Salling Group Buyer will negotiate with supplier, what terms and conditions should apply. Once an agreement has been made on net price, quantity, quality, composition, etc. buying department and Goodsflow department will manually place the order accordingly.

### 3.2 SAP ORDER SHEET

For both order types supplier will receive SAP order sheet.

For NOOS and F&R orders this is the only order sheet that will be sent.

#### 3.2.1 CONTENT

In the SAP order sheet supplier can find PO number, article number, quantities, price, ETD/ETA, composition, terms and conditions.

Supplier is expected to carefully read the SAP order sheet and comply with the requirements set therein.

If there are any questions in regard to information in the SAP order sheet, supplier must as soon as possible contact relevant buying department.

Supplier should contact buying department without undue delay, if they in any way disagree with the content of SAP order sheet or if they will not be able to keep deadlines or ETD.

#### 3.2.2 ORDER CONFIRMATION

Supplier must confirm receipt of the SAP order sheet via mail to Salling Group Vareflow (Goodsflow) department [vareflow@sallinggroup.com](mailto:vareflow@sallinggroup.com).

### 3.3 PDF ORDER SHEET

When the negotiated order has been placed, it will be sent from Salling Group Vareflow (Goodsflow) in a PDF format. In this order sheet, supplier can find information, specifications and requirements that apply to the specific style.

#### 3.3.1 CONTENT

The PDF document has several sections with different information. In the next paragraph you can find a list of the content that can be found in each section. Not all paragraphs are relevant for all orders.

Supplier is expected to carefully read the PDF order sheet and comply with the requirements set therein.

If there are any questions in regard to information in the order sheet, supplier must as soon as possible contact relevant buying department.

Supplier should contact buying department without undue delay, if they in any way disagree with the content of PDF order sheet or if they will not be able to keep deadlines or ETD.

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<sup>1</sup> Never Out Of Stock is abbreviated to NOOS.

<sup>2</sup> Forecasting & Replenishment is abbreviated to F&R.

### 3.3.2 ORDER INFORMATION

At the top of each page in the PDF order sheet supplier can find:

- Order no.
  - The purchase order number<sup>3</sup> is unique for the order, and in communications between supplier and Salling Group PO will usually be used.
- Article text
  - A text to identify or describe the article. The different buying departments have different standards for this text, in order for stores to easily identify the articles.
- Vendor name
  - Name of supplier
- Style number
  - An unique number generated by Salling Group software, usually used internally in Salling Group to identify a garment.

### 3.3.3 GENERAL INFORMATION

- Brand
  - In Salling Group textile department we have several different private label brands, and the brand will usually be mentioned on the hangtag on the garment.
- Style name
  - The different buying departments have different standards for creating the style name.
- Shipment date
  - The required Estimated Time of Departure (ETD).
- Delivery date
  - The required Estimated Time of Arrival (ETA).
- Net price
  - The net purchase price agreed with buyer and supplier.
- Retail price
  - The retail sales price.
- Vendor Ref no.
  - Only used occasionally, if the vendor has a specific reference number for the style before order placement. Often it will be left blank.
- Breakdown of colour/size split
  - The ordered quantity is split into quantities per colour and sizes, with information about the article number and the EAN<sup>4</sup>/GTIN<sup>5</sup> to be used on the article and/or the carton.
  - Supplier
  - See paragraph [ASSORTMENTS](#).

### 3.3.4 DEADLINES

- Required samples for the specific order and the deadlines for receipt at Salling Group Head Quarters.
  - In the paragraph [SAMPLES - GENERALLY](#) in this manual, the different types of samples are described.
  - It is of great importance that the deadlines for samples is kept. If supplier suspects or sees issues, they must inform buying department at once, in order to find a solution together.
  - As per trade agreement Salling Group is entitled to cancel orders where deadlines are not kept.

### 3.3.5 PLEASE NOTE!

In this paragraph supplier can read about:

- Notes on ORDER INFORMATION / QUALITY REQUIREMENT / SUPPLIER INFO / PACKING INFORMATION INCL. FOLDING INSTRUCTIONS
- Requirements for
  - Foreign suppliers
  - Danish suppliers

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<sup>3</sup> Purchase order number is abbreviated to PO.

<sup>4</sup> EAN is an abbreviation of European Article Number

<sup>5</sup> GTIN is an abbreviation of Global Trade Item Number

### 3.3.6 WORK SKETCH

Depending on the garment, there can be 1 or more pages with instructions and work sketches, that will guide supplier to make the garment. There might be information on required trim, lining, colour of sewing thread, inspirational illustrations or photos etc. in this paragraph. If garment is to have all over print or specific decoration, it will be shown on these pages of the PDF order sheet.

### 3.3.7 MEASUREMENT

- Sketch
  - Depending on the garment this area might be blank or supplier will find a guide to measuring the garment.

- Measurement chart (MMC)

The measurements we expect for the specific garment will be listed here.

In the section [SPECIFICATIONS AND REQUIREMENTS](#) in the manual at hand, supplier will find our general rules on tolerance, manufacturing and workmanship, that applies to all orders.

### 3.3.8 PRODUCT SPECIFICATION

Buying department and/or pattern designers will define what additional specifications should apply to the garment and/or the order.

Supplier will get information on what is required for the order. For instance:

- Is a **hanger** required for the order?
- Which **labels** and **stickers** are needed?
- Which **hangtags** are needed?
- What **specification chart** should apply to the garment?
  - The **specification chart** will also be visible on the last page of the PDF order sheet.
  - Supplier is responsible that the garment
    - has **properties** in accordance with the specification chart
    - can pass mentioned **test methods**
    - can meet the **standards** set in the specification chart

Please see [TESTING](#) for description of testing process.

### 3.3.9 CARE AND CONTENT

- Wash and care
  - It will be defined by buying department, which wash and care symbols should be used on the care label on the garment.
  - If supplier finds that the symbols are not appropriate for the garment, please contact buying department with your valuable input.
  - Please also see [CARE LABEL](#) for more information on requirements for care labels.
- Text on label
  - Buying department will define the text – in Danish – that should be on the care label and the order in which it should be written. In the VRS Label Manual supplier can find the translation from Danish to English

### 3.3.10 SPECIFICATION CHART


- The **specification chart** will show the various requirements Salling Group sets for a specific order, such as:
  - Color fastness to
    - Washing
    - Rubbing
    - Perspiration
  - Tear resistance
  - Abrasion resistance
  - Pilling resistance
- The **specification chart** will also be visible in the section with product specifications in the PDF order sheet.
- Supplier is responsible that the garment
  - has **properties** in accordance with the specification chart
  - can pass mentioned **test methods**
  - can meet the **standards** set in the specification chart

Below is an example of the layout of a specification chart. At the top it is defined what type of garment it applies to.

In this case garments made from woven fabric.

Salling Group expects suppliers to make sure garments can comply with these requirements, and inform us if they suspect any issues with compliance.

Please see [TESTING](#) for description of testing process.

		Revised: 12.07.2023 Construction type: Woven Items: Garments	Specification No:
+			
Properties/Test Methods/Standards	SG Textile Requirements		
Fibre content, qualitative determination EU 1007	Report Actual		*
Fibre content, quantitative determination EU 1007	Single: No tolerance, Blends: +/- 3%		*
Weight per square metre, ISO 3801	As claimed +/- 5% maximum	g/m <sup>2</sup>	*
Colour fastness to washing, ISO 105-C06 Test according to <a href="#">carelabel</a> , (1-5 scale, 5 best rating)	Colour change: min. 4 Colour staining: min. 4 Self-staining / Cross-stain: 4-5 Polyester fleece (only dark colours) min. 3-4		X
Colour fastness to rubbing, ISO 105-X12, (1-5 scale, 5 best rating)	Light to medium shade colour Dry: min. 4 Wet: min. 3-4 Dark colour Dry: min. 4 Wet: min. 3		X
Colour fastness to perspiration, ISO 105-E04 (1-5 scale, 5 best rating)	Colour change: min. 4 Colour staining: min. 4 Microfiber(polyester fleece) dark colours min. 3-4		X
<b>If BABYwear</b> Resistance to saliva and perspiration, DIN 53 160, <a href="#">Oeko-Tex</a> modified (1-5 scale, 5 best rating)	Colour staining: min. 4-5 Polyester fleece (only dark colours) min. 3-4		*
<b>If bath- sheet, rope, wrap</b> Colour fastness to water, BS/EN ISO 105 E01 (1-5 scale, 5 best rating)	Colour staining: min. 4-5 Polyester fleece (only dark colours) 3-4		*
<b>If bath- sheet, rope, wrap with terry fabric</b> Water absorption, ASTM D4772-14 After 3 x wash, Mean. value %	Terry fabric only After 5 minutes: min. 350%		*
<b>If bath- sheet, rope, wrap with terry fabric</b> Pile retention, EN 15598	Pile retention: 2 N		*
Abrasion resistance, EN ISO 12947-2/Cor 1 Under load of 9 kPa	Number of rubs: Delicate fabrics <150g/m <sup>2</sup> : 10.000 Medium fabrics 150-250g/m <sup>2</sup> : min. 15.000 Heavy fabrics >250g/m <sup>2</sup> : min. 25.000 <b>(If trousers test is required)</b>		X
<b>If lingerie</b> Snagging resistance, ASTM D 3939-13 (300 revolutions) (1-5 scale, 5 best rating) (possibly delete)	min. 3		*
Pilling resistance (Martindale) EN ISO 12945-2 Test results for 125, 500, 1000, 2000 revs.	Pilling resistance: min. 3-4 (If corduroy or flannel 3 ok) 2.000 revs. <b>(If trousers test is required)</b>		X
Tear resistance, EN ISO 13937-1/Cor 1	Tearing of warp and weft yarns:		X

## 4 ASSORTMENTS

Please be aware that our orders can be packed in different assortments. The supplier can find the colour/size breakdown under general information in the PDF order sheet.

See examples below

Please follow Salling Group's Nonfood packing instructions – available here:

<https://sallinggroup.com/en/contact/suppliers>.

### 4.1 MIX ASSORTMENTS

In a mix assortment each colour must be packed separately and each size must have its own article no. and EAN barcode.

In a mix assortment the number is often 900,901,902 etc. (see example for article 512416**900**)

EAN for price stickers/care label/hangtag you find in the column "Article EAN."

For mix assortments the column "Carton EAN" (marked with a red cross) should not be used.

The master carton must be marked with the mix assortment number (In this case 512416900) and EAN 5712871389362.

Color Combination	Article no	Article EAN	Carton EAN	98	104	110	116	122	128	134	140										Pcs	Crt	Total
ascut Blue Denim	512416001	5712871389119	5712871389126	1																	1	0	0
ascut Blue Denim	512416002	5712871389133	5712871389140		1																1	0	0
ascut Blue Denim	512416003	5712871389157	5712871389164			2															2	0	0
ascut Blue Denim	512416004	5712871389171	5712871389178				2														2	0	0
ascut Blue Denim	512416005	5712871389195	5712871389202					3													3	0	0
ascut Blue Denim	512416006	5712871389218	5712871389225						3												3	0	0
ascut Blue Denim	512416007	5712871389232	5712871389249							1											1	0	0
ascut Blue Denim	512416008	5712871389256	5712871389263								1										1	0	0
	512416900		5712871389362																		14	120	1680

In the example above the mix assortment has the number 900 and contains number 001,002,003,004,005,006,007 and 008 which are packed in a box with the indicated pieces in each size.

### 4.2 LOGISTICAL DISPLAY


In a logistical display each colour must be packed separately and each size must have its own article no. and EAN barcode.

In a logistical display the number is often 500,501,502 etc. (see example for article 512554**500**)

EAN for price stickers/care label/hangtag you find in the column "Article EAN."

For logistical display the column "Carton EAN" (marked with a red cross) should not be used.

The master carton must be marked with the logistical display number (In this case 512554**500**) and EAN 5712871389379.

Color Combination	Article no	Article EAN	Carton EAN	98/104	110/116	122/128	134/140														Pcs	Crt	Total
19-4024 TCX Dress Blues	512554001	5712871387382	5712871387389	2																	2	0	0
19-4024 TCX Dress Blues	512554001	5712871387382			3																3	0	0
19-4024 TCX Dress Blues	512554001	5712871387382				3															3	0	0
19-4024 TCX Dress Blues	512554001	5712871387382					1														1	0	0
	512554500			5712871389379																	9	40	360

In the example above the logistical display has the number 500 and contains number 001 which is packed in a box with the indicated pieces in each size.

### 4.3 DECANT PACKED ORDER

In a decant packed order each colour and size must be packed separately, and each size must have its own article no. and EAN barcode.

EAN for price stickers/care label/hangtag you find in the column "Article EAN"

EAN for carton you find in the column "Carton EAN" Note that each size has a separate carton EAN which must be put on the master carton.

Color Combination	Article no	Article EAN	Carton EAN	S	M	L	XL	2XL											Pcs	Crt	Total
Ascut Black	461179001	5712871204702	5712871204719	2															2	200	400
Ascut Black	461179002	5712871204726	5712871204733		2														2	450	900
Ascut Black	461179003	5712871204740	5712871204757			2													2	565	1130
Ascut Black	461179004	5712871204764	5712871204771				2												2	595	1190

The articles must be packed separately.

### 4.4 FAKE MIX

In a fake mix you shall pack all sizes in the same colour in one box.

All articles must have the same article number and the same EAN code.

EAN for price stickers/care label/hangtag you find in the column "Article EAN"

EAN for carton you find in the column "Carton EAN"

Color Combination	Article no	Article EAN	Carton EAN	28	29	30	31	32	33	34	35									Pcs	Crt	Total
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817	1																1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817		1															1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817			1														1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817				1													1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817					1												1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817						1											1	0	0

## 5 MASTERDATA - DATA FROM SUPPLIER

Regarding the process of item no. registration and order registration please follow these guidelines:

For each order the supplier must fill in a Masterdata Sheet. Kindly find the sheet via this link

[https://www.dropbox.com/s/t6yelt9o2wv3ogm/DFS\\_ENG\\_TEX.xlsm?dl=1](https://www.dropbox.com/s/t6yelt9o2wv3ogm/DFS_ENG_TEX.xlsm?dl=1)

**It is very important that the Masterdata Sheet containing crucial information about dimensions is forwarded to Salling Group at the same time as the order confirmation.**

- Please forward the order confirmation to Goodsflow as usual via the e-mail address [vareflow@sallinggroup.com](mailto:vareflow@sallinggroup.com)
- Please forward the dimensions to Masterdata via the e-mail address [masterdata.textil@sallinggroup.com](mailto:masterdata.textil@sallinggroup.com)

Always remember to state the specific Purchase Order number (PO) and department/group number in the subject box, when sending above mails.

### Guidance to the Masterdata sheet

- If you have inner carton to be packed in a master carton/outer carton you have to fill in the dimensions for the inner carton in the field called *shipping unit* and the dimensions for the master carton/outer carton in the field called *receiving unit*.

E.g. 3 T-shirts in a polybag in an inner carton and 4 of those in a master carton/outer carton = totally 12 pcs. (Decant)

If not just fill out *shipping unit* with dimensions for the master carton/outer carton.

- Under receiving unit you should write the number of inner cartons and under shipping unit you write pcs. per carton/pcs. in inner carton.
- You can always use the *Guide* in the Masterdata sheet if you need further explanation or press the *question marks* for a simple explanation.

## Decant orders

Please fill out all red marks if the order is decant (this means more than 1 polybag/inner carton inside a carton).

If unpacking is not necessary/the order is not decant only fill out information regarding dimensions and weight for outer carton.

Vendor name:   
 Vendor number:   
 Purchasing group:   
 Order number:

To:  
 D5 Textil, Aarslev  
 Rosbjergvej 35  
 8220 Brabrand  
 Denmark  
[masterdata@dsd.dk](mailto:masterdata@dsd.dk)

Dansk Supermarked Article number:  6 to 11 digits

Attention: If the order is decant, you must fill out receiving and shipping unit. If not, only fill out the shipping unit.

Receiving Unit (Outer Carton)

Number of inner cartons/polybags:

Depth - largest dimension:  MM

Width - 2. smallest dimension:  MM

Height - smallest dimension:  MM

Gross Weight per 1 outer carton:  KGS

Shipping Unit (Inner carton/polybag)

Pcs per 1 colli/polybag:

Depth - largest dimension:  MM

Width - 2. smallest dimension:  MM

Height - smallest dimension:  MM

Gross Weight per 1 carton/polybag:  KGS

To be filled by Masterdata

LY1:  oa

PA1:  oa

LBX:  box

PBX:  box

Size of inner carton:

Number of Innercolli inside carton

Dimensions for Outer Carton

Number of pcs inside Innercolli/polybag

Dimensions of innercolli/polybag

## 6 REQUIREMENTS

### 6.1 QUALITY SPECIFICATIONS

Products must follow quality specifications with test methods and requirements from Salling Group attached as PDF on the order sheet.

### 6.2 MEASURES

Tolerance for measurements:

In general, +/- 1 cm on measurements graded by 1,5 cm or more; +/- 0,5 cm on measurements graded by 0,5-1,5 cm; in all max ½ size.

### 6.3 MANUFACTURING AND WORKMANSHIP

**Sewing thread** must be polyester (or polyester/cotton), size 30 for jeans and size 100 for other garments. Common stitches 15-18 stitches/30 mm, 5 stitches/20 mm for jeans. Same quality of tread in all seams. Colour will be defined in the PDF order sheet. Tread must meet the same requirements to colour fastness to washing as the fabric.

**Deco stitches:** 1-needle or 2-needle lockstitches, 7-8 stitches/20 mm. Corrections are not allowed on deco stitches.

**The machine chosen must be suitable for the specific product.** 1-needle lock stitches, 1-needle over edge stitches and safety lock stitches, 2-needle over lock stitches: 8-9 stitches/20 mm. 3- and 4-needle over lock stitches, 3- and 4-needle over lock stitches combined with safety lock stitches, 2-needle flat seam stitches, 2-needle lock stitch

: 7-8 stitches/20 mm. 4- and 5-tread feed of the arm: 6-7 stitches/20 mm. 2-, 3- and 4-needle interlock stitch machine: 10-12 stitches/20mm. 2-needle chain stitch machine: 9 stitches/20 mm.

**Jeans:** Inseam, back rise, front rise and saddleback must be sewn with fell seam (jeans seam). Front and back rise sewn first, inseam second. Side seam in 5-needle chain stitch. Buttonhole sewn w. eye buttonhole machine. Waist stitching sewn w. 1-needle chain stitch. Hemline sewn w. lockstitch. Button at waist always placed in line w. zipper. Pocket lining made in cotton sheeting.

**T-shirt, sweats, fine knitting and the like:** All inside seams must be sewn w. 4-needle over lock. All 2 needle and flat lock seams must overlap 2 cm at start/end to avoid unravelling. Logo-label must be attached with ground colour tread. Shoulder seam inside must be sewn with silicone tape for stable trivializing.

## 6.4 ACCESSORIES

- All accessories must be attached according to Safety in children's wear (find here: <https://sallinggroup.com/en/contact/suppliers>)
- For **padding or shoulder pads**, the padding must be bonded to prevent fibre migration.
- Elastic** band + elastic insert must retain the elasticity for the lifetime of the product itself.
- Piping, lace and other trimmings made of fabric** must meet the same requirements to dimensional stability and to colour fastness as the garment itself.
- Prints** must be permanently fixed. Dyestuff and fixation processes must be chosen to secure that the print meets the same requirements to colour fastness to washing as set up for the garment in general. Must not contain PVC and phthalates.
- Interlining** must be fused using correct temperature, time and pressure. The material must remain smooth after fusing.
- Bra:** channels for wires under breast cups must be closed and tacked with bar. Hook and eye closure must be tacked to double layer of fabric.
- Technical outerwear or rainwear:** For taped seams we require the tape must be welded on a correct pressure, time and temperature. The tape must remain securely welded after several cleaning treatments. Folds on the outer fabric under the tape are not permitted. Wrinkles on the waterproof tape are not permitted. Bottom hem must not form wrinkles.
- For women's wear a horizontal **hanger loop**, in 0,4 cm sateen band tone-in-tone with main fabric ground colour, must be included in the price for all tops (except roll neck, turtleneck and shirts). Must be attached at shoulder seams and go around hanger. Length must be adjusted to garment and hanger. Please note that you should attach only ONE loop per item.

## 6.5 FINISH

- All **seams and stitches** must run evenly. All seams must be properly attached. Buttonhole tread must be intact in both sides and buttonholes must be properly trimmed. The tread tension on the sewing machines must be correct adjusted to avoid slack or tight stitches/seams. The fabric fibres must not be damaged by the use of damaged or coarse needles. All goods must be properly trimmed. Loose tread ends are not acceptable. Seams must not break when garment is e.g., pulled over the head.
- The garment must be free of dirt, unnatural smells, flaws and stains.
- The garment must be free of pressure marks and glazing.
- The garment must not have any chemicals/enzymes leftovers after washing/finish.
- If extra button for a product is required, this will be mentioned in the PDF order sheet. An extra button must be sewn into the care label.

## 6.6 SAMPLES - GENERALLY

For all orders we need the samples for approval stated under "Deadlines" on the PDF order sheet.

Deadlines	
Description	Date
Lap dip: all colours	13/03/2017
Print	20/03/2017
Photo: 1 pcs in size 152 or 146/152 in all colours	04/04/2017
PPS: 1 pcs in size 140 or 134/140 in all colours	05/05/2017
Shipment samples: One of each colour from bulk production w/labels in size 152 or 146/152	19/05/2017
Accessories	29/12/2009
Size set size 134+158+170 or 134/140+146/152 +170	29/12/2009

All sample deadlines (ETA) stated in the order must be kept. The size range and quantity of samples required must be kept. Failure to comply may result in cancelled orders and claim for lost profits according to our general terms in the trade agreement.

Each individual sample must have sample hangtag with correct PO order number, date, size, which kind of sample, weight, quality etc.

- Please specify what is actual/available on all samples.
- Please specify on sample hangtag/mail what we have to check for: Quality, colour, design, print, finish, weight, dying of fabric.
- This is very important to save time in commenting.
- It is ok to use your own sample hangtags if required information is included:
  - Supplier name
  - Date
  - PO/Purchase Order number
  - Style number
  - Size
  - Type of sample (proto, photo, size-set, PP sample, shipment sample)

Each Salling Group textile department have their own requirement for samples and sample flow. Please contact the relevant buying department if you have questions.

#### 6.6.1 LAB DIPS, DESK LOOMS, PRINT STRIKE OFF., HANDLOOMS

For all orders we need lab-dips/strike off etc. for approval in all colours/ combinations.

We will ask for revised lab-dips/strike off etc. several times if we are not satisfied.

Lab dips will be approved under D65 (daylight), col. white also under UV light.

We will send you “Scotdic” and “As Cut” colours, you must buy your own pantone colours.

Please always write on lab dips/cuttings what we must check for: Quality, colour, design, print, finish, weight, dying of fabric.

#### 6.6.2 SIZE SET

When we ask for a size set it will be described in the PDF order sheet, which specific sizes we need; 2 or 3 different sizes (not the whole range). It is very important that you send these specific sizes.

Size set can be in available colours but must be correct/actual quality, or rarely very similar to the correct quality. All workmanship must be actual. Please follow the style sketch carefully – otherwise the samples will not be approved.

If any details are unclear to you, or if you have suggestions for improved workmanship, please mail photo of details for approval before sending size set samples or photo-samples, to save time.

#### 6.6.3 FITTING SAMPLE

When we ask for fitting sample in deadline overview, please send 1 pcs. in the size according to PDF order sheet. It is very important that you send this specific size.

We will ask for revised fitting sample until we are satisfied with fitting.

The fitting sample can be in available colour and available fabric, but must be same quality/composition, or very similar to the correct quality. Please make it clear on the sample hangtag, what is actual/available on the sample.

All workmanship must be actual. Please follow the style sketch carefully – otherwise the samples will not be approved.

If any details are unclear to you, or if you have suggestions for improved workmanship, please mail photo of details for approval before sending size set samples or photo-samples, to save time.

#### 6.6.4 PHOTO SAMPLE

We need photo samples in sizes and quantity according to PDF order sheet.

Photo samples must be in all correct/actual colour combinations, fabric, trimming, correct hangtags and labels, workmanship and design (or very close). Occasionally we need photo samples in different sizes. We will inform you via mail or PDF order sheet.

All products sold in packaging must be delivered as such. When photographing the product, we keep it in the packaging.

It is VERY important that you always keep deadlines for photo-samples. When you accept the order, you confirm to keep all deadlines given in the PDF order sheet.

If we do not have the photo samples in due time, we will charge you for extra photo shooting USD 400/ DKK 2400, or we can be compelled to cancel the order.

#### 6.6.5 PRE-PRODUCTION SAMPLE

If we ask for Pre-Production sample (PP) you have to deliver in all colour combinations, in sizes according to PDF order sheet or mail from pattern designers.

PP samples must be in bulk fabric, final approved workmanship, with all bulk accessories such as labels, buttons zipper etc.

PP samples must be sent for approval, BEFORE/PRE starting bulk production.

#### 6.6.6 SHIPMENT SAMPLE

We require shipment samples in all colour combinations, in sizes according to PDF order sheet or mail from pattern designers.

Shipment samples must be taken from the actual bulk production.

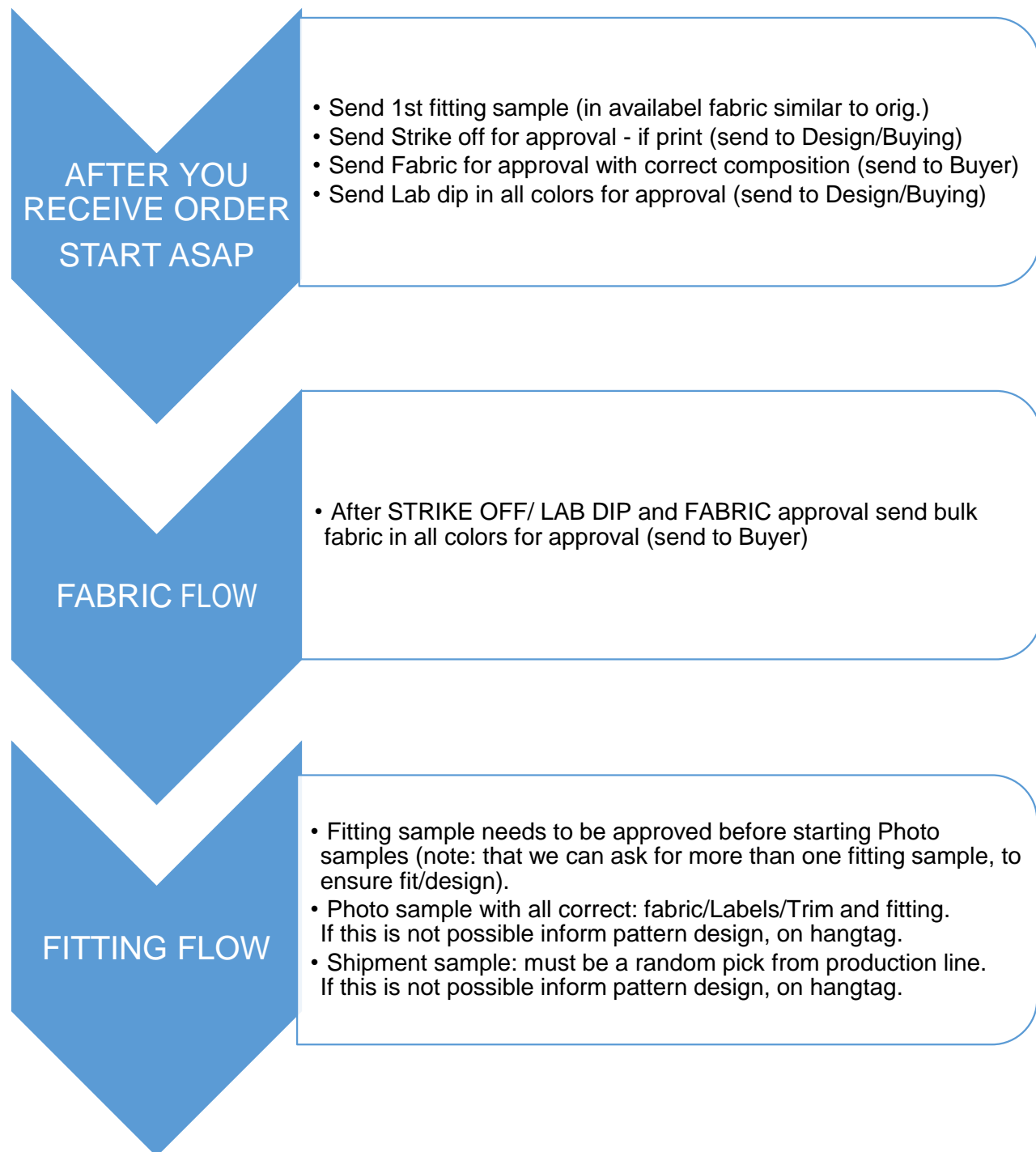
Shipment samples must be correct in every way and must be approved prior to shipment of the goods.

#### 6.7 DELAYS

If supplier is facing a delay for any reason, please inform us AS SOON AS POSSIBLE. Show us alternative solutions, tell us the possibilities, do not ignore delays. We need the best possible garment, and we need it on time.

## 6.8 SAMPLE FLOW FOR WOMES WEAR SUPPLIERS

Suppliers for Womens wear can see the sample flow, they are expected to follow here.



Deadline for sending 1<sup>st</sup> fitting sample is 3 weeks after order is placed and PDF order sheet with PO number is sent to supplier.

Deadline for photo samples is set 18 weeks before garments have to be sent to our Bilka stores and fætex stores.

The time frame between those two deadlines is usually 3 months – supplier must use this time optimally to ensure fitting approval from pattern designers.

ETD is usually 5 weeks after photo sample deadline, so measurement and fitting have to be completely settled in time before making photo samples – there is not time for revised samples after photo sample deadline.

## 7 VRS LABEL MANUAL

All information regarding labels and hangtags on the garment can be found in the PDF order sheet for the specific garment with reference to our VRS Label Manual.

Link and password to VRS Label Manual are also in the PDF order sheet.

If there are any issues in this regard, please contact the relevant buying department.

## 8 CARE LABEL

### 8.1 GENERAL POLICY

By law all text on care labels must be written in Danish.

In the PDF order sheet it will be defined, which care label to use and the information that should be on the label. Quality and layout of care label can be found in the VRS Label Manual. Link and password to VRS Label Manual is in the PDF order sheet.

Directions from order sheet and VRS Label Manual must be followed.

Labels must be made of suitable material capable to withstand several washings corresponding to the lifetime of the product.

Labels must be fastened securely and be legible both in relation to text and symbols during the useful life of the product.

Labels must be fastened so they can be seen, or easily found by consumers at the point of purchase.

None of the symbols or the text on the label are allowed to be covered up.

If you have any questions please reach out to the relevant buying department.

### 8.2 SYMBOLS

In the order sheet buying department will specify the wash and care symbols, we find appropriate for the specific style. Supplier is expected to check and question buying department, if the wash and care instructions in order sheet are not appropriate for the specific quality/fabric.

Printed symbols must be min. 5 mm tall and printed text min. 2 mm tall.

None of the symbols or the text on the label are allowed to be covered up.

Salling Group use the ISO 3758 symbols on care labels.

### 8.3 FIBRE CONTENT / COMPOSITION

Salling Group Textile department require compliance with the Regulation (EU) No 1007 of the European Parliament and of the Council (via link [EUR-Lex - 32011R1007 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/eli/reg/2013/1007/oj)) in regards to textile fiber names and related labelling and marking of the fiber composition of textile products.

At order giving point supplier and Salling Group buying department have agreed on a fiber composition. If, for any reason, supplier need to deviate from this composition, supplier must immediately contact buying department to find a solution or compromise. The composition on the care label must be the same as the actual bulk production.

The composition must always be in Danish, the language of the country in which the product is sold. Please see below translations for common fibers used.

The actual generic fiber content must be stated in care label. Highest percentage must be stated first, and so forth e.g., 90% bomuld, 10% polyester. It is the supplier's responsibility that fiber content is correct.

According to Regulation (EU) No 1007, generic fiber content must be declared as precisely as possible, and must not deviate more than 2% from the declared.

Please note, it is the supplier's responsibility that instructions on care label are correct. If supplier has any questions, relevant buying department should be contacted. More information can be found in **the label manual**.

English	Danish		English	Danish
Acrylic (Polyacrylic)	Polyacryl		Nylon	Nylon
Cotton	Bomuld		Paper	Papir
ECOVERO®	ECOVERO®		Polyamide	Polyamid
Elastane	Elasthan		Polyester	Polyester
Elastomultiester	Elastomultiester		Polyurethane	Polyurethan
Leather	Læder		Rubber	Gummi
Linen	Hør		Silk	Silke
Lurex®	Lurex®		Spandex®	Spandex®
Lycra®	Lycra®		Suede	Ruskind
Lyocell®	Lyocell®		Tencel®	Tencel®
Metallic fibres	Metallisk fiber		Viscose*	Viskose*
Modal	Modal		Wool	Uld
Modacrylic	Modacryl			

\*Rayon is the American name for Viscose, this term must not be used in Europe.

Please note all fibers marked with ® are trademarked and can only be used in agreement with trademark owner.

### 8.3.1 COUNTRY OF ORIGIN

In care label country of origin must be stated. It must be written in Danish, and below you can find the translations of country names from English to Danish. "Produceret i" is the Danish words for "Manufactured in".

The text on the care label should be:

Produceret i \_\_\_\_\_

English	Danish		English	Danish
Albania	Albanien		Malaysia	Malaysia
Austria	Østrig		Netherlands	Holland
Bangladesh	Bangladesh		Norway	Norge
Belgium	Belgien		Pakistan	Pakistan
Bosnia	Bosnien		Portugal	Portugal
Bulgaria	Bulgarien		Romania	Rumænien
China	Kina		Singapore	Singapore
Denmark	Danmark		Slovenia	Slovenien
France	Frankrig		Spain	Spanien
Germany	Tyskland		Sweden	Sverige
Hong Kong	Hong Kong		Taiwan	Taiwan
Hungary	Ungarn		Tunisia	Tunesien
India	Indien		Türkiye	Tyrkiet
Indonesia	Indonesien		Ukraine	Ukraine
Italy	Italien		United Kingdom	Storbritannien
Macedonia	Makedonien			

### 8.3.2 REQUIREMENTS FOR FEATHERS AND DOWN

Vendors must label feathers and down as specified in EN 12934.

Furthermore, vendors of products with feathers or down, must provide one of the following certificates per order:

- DOWNPASS: <https://www.downpass.com>
- Responsible Down Standard certificate: <http://responsibledown.org>

The certificate must be E-mailed to the Salling Group Buying Department.

The E-mail header must contain all Salling Group's order numbers which the certificate is valid for. The documents must be received by the buying department before products are dispatched to Salling Group.

### 8.3.3 REQUIREMENTS FOR LEATHER

MATERIAL	BASIS	DESCRIPTION
Social program/standard for all leather products or leather parts	Salling Group requirement <a href="#">BSCI</a> <a href="#">Sedex: SMETA</a> <a href="#">SAI. SA8000</a> <a href="#">ICS</a>	For existing vendors: The tannery applied must be able to provide documentation on a social standard (BSCI, SMETA, SA8000, ICS) by June 2020.  For new vendors: The tannery applied must be able to provide documentation on a valid social standard upfront.
Environmental program/standard for all leather products or leather parts	Salling Group requirement <a href="#">LWG</a> <a href="#">BEPI</a>	For existing vendors: The tannery applied must be able to provide documentation on an environmental standard (LWG, amfori BEPI) by end 2020.  For new vendors: The tannery applied must be able to provide documentation on a valid environmental standard upfront.
Recycled leather	Salling Group requirement	Full chain of custody. The vendor must be able to document the origin of the leather (tannery level), and provide the required documentation as specified above (both social and environmental program/standard).

### 8.3.4 REQUIREMENTS FOR SPECIAL PRODUCTS WITH TECHNICAL PARAMETERS

Care label must always inform customer how to maintain functionality the longest.

Bionic Finish Eco (PFC free) producer Rudolf has recommendation for care label info.

Salling Group requires documentation of all declarations/assertions, labelling, special requirements on products and in promotion.

- Declarations/assertions e.g., waterproof, water repellant, breathable - according to TECH TEST PROCEDURE.
- Labelling e.g., OEKO-TEX, GOTS, organic cotton, 3M reflex, Bionic Finish Eco, Recycled Polyester - according to SALLING GROUP POLICIES.
- Special requirements e.g., down certificates according to ANIMAL WELFARE POLICY.

## 8.4 PLACEMENT IN GARMENT

Care label must be placed directly on the product or on a sewn in label. If this is not applicable/possible, the information can be printed on the packaging. Please follow the information on the PDF order sheet.

For all upper parts and short skirts/shorts (above the knee) care label must be placed in left side seam 10 cm up from bottom hem.

For all long skirts/shorts (below the knee) care label must be placed in left side seam 20 cm up from bottom hem.

For all pants care label must be placed at left side seam. If no side seam, then place in waistband on the left side.

## 8.5 CONSEQUENCES FOR NON-COMPLIANCE

We do not accept care labels with wrong information in our stores.

If our instructions for lay-out, symbols and text have not been followed, it is suppliers' responsibility to change care labels before shipment.

If production has been shipped out, we can provide contact to Danish production place, to change care labels and forward all the costs to supplier.

# 9 SECURITY TAGS / ALARMS

## 9.1 WHEN TO ATTACH ALARMS – RETAIL PRICE LIMITS

DEPARTMENT	PRODUCT TYPE	RETAIL PRICE
Womens Wear	All Clothing	≥249 DKK
Childrens Wear	All Clothing incl. Outdoor Wear	≥249 DKK
	Branded products	≥149 DKK
Men's Wear incl. Mens' Night Wear	All Clothing	≥299 DDK
	Branded products	≥179 DKK
Sports Wear	All Private Label	≥299 DKK
	Branded products	≥179 DKK
Shoes	All Private Label Shoes	≥349 DKK
	Branded products	≥249 DKK
Underwear	Night Wear	≥199 DKK
	Lingerie	≥79 DKK
	Branded products	≥99 DKK
Accessories	Choice by Heart	≥99 DKK
	Branded products	≥99 DKK

## 9.2 PLACEMENT OF ALARM ON ALL PRODUCTS

No alarms for fine woven silk or cotton, where the heavy alarm might cause holes.

The alarms should be placed on the left-hand side of the garment.

By mounting of alarm tags, kindly make sure that the alarm tag is attached in a seam, to avoid damaging the fabric.

If taped seams, please place alarm in the zipper puller. If no zipper, please place alarm in the pocket bag.

If Supplier does not follow our procedures for security tags, Supplier will be charged. The cost will be 450 DKK an hour for the time spent by us mounting the alarms.

## 9.3 HARD ALARM

Please notice that if security tags are required it will be mentioned in the PDF order sheet.

The security tag must be included in the cost price (also the customs duties).

Make sure to ALWAYS order tags at Sensor Matic via beneath link, since we cannot send the alarms to you.

Link: <https://trspartners.force.com/TycoSourceTags/>

Click on login in the top corner.

New users must follow this link to register: <https://www.sensormatic.com/source-tagging-registration>.

Once registered you will receive an E-mail with Username and Password.

NB! It is extremely important that the alarms are ordered according to above guideline, otherwise we will experience trouble getting the alarm detached.

Please see pictures of the alarm below, which consists of two parts (the pin and the actual devise). This type of alarm is to be applied for our products, unless otherwise is requested by Salling Group, Textile Department.



#### Contact information for handling of alarms

Tyco Fire, Security & Services Pte Ltd

26 Ang Mo Kio Industrial Park 2

Level 1

Singapore

Telephone: (65) 63898286

#### 9.4 SOFT ALARM

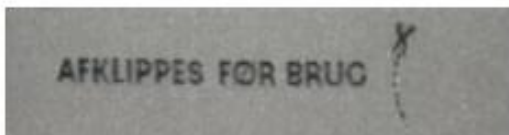
For some products in accessories, underwear, women's and men's wear, we request a soft alarm. Whether a product needs alarm or not depends on the retail price. Please contact relevant buying department for ordering of soft alarm.

See picture of soft alarm below:



Furthermore, supplier must order the bags for the alarm via this link: <http://www.labels-tags.biz/neworder/>

Please find the correct password divided into departments on the PDF order sheet. Please see picture below for picture of alarm bag:



#### 9.5 FOR DANISH SUPPLIERS ONLY

Danish suppliers with a Danish delivery address can order alarms via the following link:

<https://trspartners.force.com/TycoSourceTags/>

Please order the below tags and pins:



AM Gray Tack for SuperTag - Box of 100

SKU: MJ200-G



Non-Deactivatable SuperTag VST-R

SKU: ZLAMT7100R-G

The Alarm Tags will be delivered from Denmark. Leadtime of delivery is approximately 1 week.

## 9.6 FOR BRANDED SPORTS PRODUCTS ONLY

Below supplier can find extra guide for sports products to be followed.

### 9.6.1 ALARM PLACEMENT

Place the alarm as illustrated below:



### 9.6.2 STRIP SHOES TOGETHER

Strip shoes together as shown on photo below:



### 9.6.3 PRICE STICKER

Place price sticker as shown on photo below. Avoid covering the barcode.



## 10 TEXTILE CHEMICAL RESTRICTIONS POLICY

Suppliers must at all times follow and keep updated on Danish and European legislation and the products and packaging must at all times comply with any and all applicable laws and regulations as well as requirements and specifications agreed by Salling Group and Suppliers.

Example of relevant regulations (please note that the list is not exhaustive).

Regulation	Description
<b>REACH (EC) No 1907/2006</b>	<p><u>REACH</u> is a regulation of the European Union, adopted to improve the protection of human health and the environment from the risks that can be posed by chemicals, while enhancing the competitiveness of the EU chemical industry.</p> <p>REACH sets up restriction on the usage of chemical substances and the content of chemical substances in articles – including textiles, accessories and shoes. The restriction of chemical substances for various products and materials are described in the <a href="#">Restriction List</a> in appendix XVII.</p> <p>REACH is also the basis for the <a href="#">Candidate List</a>. The Candidate List encompass Substances of Very High Concern (SVHC) with effects like carcinogenic, mutagenic, toxic for reproduction, persistent, bio accumulative etc.</p> <p>Please note that the Candidate List is updated twice a year and suppliers should always keep updated on the current version of the <a href="#">Candidate List</a>.</p>
<b>Persistent Organic Pollutants (EU) No 2019/1021</b>	The objective of this <a href="#">regulation</a> is to protect human health and the environment by prohibiting or restricting chemical substances subject to the Stockholm Convention on Persistent Organic Pollutants.
<b>Biocidal products (EU) No 582/2012 Including treated articles</b>	The <a href="#">regulation</a> concerns the placing on the market and the use of Biocidal products, which are used to protect humans, animals, materials or articles against harmful organisms like pests or bacteria by the action of the active substances contained in the Biocidal product.

Below You can see an overview of some of Salling Group, Textile Department requirements which you are also required to comply with.

Restriction	Salling Group Requirement
<b>Quality Specifications (physical requirements)</b>	All products must comply with Salling Group, Textile Department quality specifications attached to the individual PDF order sheet. Please contact the Quality Department in order to get a copy or if you have any further questions. <a href="mailto:kvalitetsafd_nf@sallinggroup.com">kvalitetsafd_nf@sallinggroup.com</a>
<b>RSL - Restricted Substances List</b>	Salling Group, Textile Department's Restricted Substances List (RSL) must be followed. This list includes restricted or banned chemical substances. In order to access the RSL please contact the Quality Department, <a href="mailto:kvalitetsafd_nf@sallinggroup.com">kvalitetsafd_nf@sallinggroup.com</a>

<b>Polyvinylchloride (PVC)</b>	Usage ban. Applied to any products including, but not limited to plastic trimmings, plastic print, plastic zippers, plastic soles, plastic covers, bags, wrapping related to packing and shipping.
<b>Per- &amp; polyfluorinated substances (PFC's)</b>	Usage ban Applied to any products, Including packing and shipping.
<b>Nickel release (EN 1811)</b>	Nickel release limit restrictions apply to all products, hangers and alarms.
<b>Phthalates</b>	Danish restriction regarding all phthalates in articles for small children in the age group 0-3 years must be followed ( <a href="#">Statutory Order no. 786 of 11 July 2006</a> ).
<b>Sandblasting</b>	Usage ban Sandblasting as a production method is not allowed.
<b>Regulations applicable to Baby and Kids wear, footwear, accessories</b>	Supplier must comply with the current applicable version of the following standards: Toys standards EN 71-1, EN 71-2, EN 71-3, EN 71-9, EN 71-10, EN 71-11 and EN 71-12; CEN/TR 16792 and EN 14682. Supplier must also follow Salling Group, Textile Department's restrictions for Safety in Children's wear – via link <a href="https://sallinggroup.com/en/contact/suppliers">https://sallinggroup.com/en/contact/suppliers</a> .
<b>Gas in containers</b>	<p>To avoid harmful gas in the containers, the Suppliers must follow Salling Group's</p> <ul style="list-style-type: none"> <li>• Trading Agreement</li> <li>• <a href="#">Packing Instructions</a></li> <li>• Restricted Substances List. Please contact Salling Group for receiving the restricted substances list.</li> </ul> <p>Restricted substances list includes restrictions for:</p> <ul style="list-style-type: none"> <li>• Toluene (CAS no. 108-88-3)</li> <li>• Benzene (CAS no. 71-43-2)</li> <li>• Formaldehyde (CAS no. 50-00-0)</li> </ul> <p><b>The use of chemical substances in production and packaging should be avoided when possible.</b></p> <p>If you use chemical substances in your production:</p> <ul style="list-style-type: none"> <li>• Products containing chemical substances will evaporate after production, and some contamination can be avoided by not packing the goods immediately after production.</li> <li>• To avoid or minimize contamination in the packing, certain products should be delivered in perforated packing. This is especially important for suppliers of shoes and other products containing many chemical substances</li> </ul> <p><b>Avoid unnecessary use of fumigates in the container.</b></p>

## 11 SUBSTANCES OF VERY HIGH CONCERN - SVHC

It is the supplier's obligation and responsibility always to inform Salling Group regarding SVHC. Please note that the packaging is also regarded as a separate article.

Salling Group ban > 0.1 % of any SVHC on the [Candidate List](#) in all private label products including all VRS products

Please note that the Candidate List is updated twice a year and supplier should always keep updated on the current version of the [Candidate List](#).

## 12 CE-MARKED CATEGORIES (UV-PROTECTION, TOY CHARACTER OR PRODUCTS WITH ELECTRIC FEATURES)

For product types with special features e.g. light, sound or UV protection it is required that the products have had a conformity assessments conducted to ensure they meet EU safety, health, and environmental protection requirements. The CE marking is required for goods sold in the European Economic Area (EEA). The rules and directives to follow in this regard are issued by the European Union.

For product types with UV protection claiming sun protection compliance with BS EN 13758 is required. UV Protective clothing is considered as Category 1 Personal Protective Equipment (PPE) under the scope of the EU Regulation for Personal Protective Equipment 2016/425.

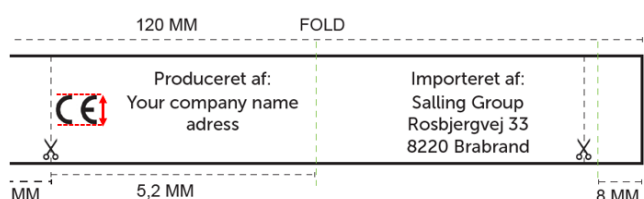
For product types which can be associated with a specific (toy) character, CE marking is required and must meet EU safety, health, and environmental protection requirements for toys, since it will be of play character and used as a toy even though it is a garment. In addition to CE marking technical documentation with a chemical risk assessment (chemical composition of the materials, all dyes and any treatments used on the various parts of the product) and tested according to standard EN 71-1, EN 71-2, EN 71-3 is required.

If the product is of generic character e.g. a dog suit but not a specific dog character "the product is not a toy" needs to be applied to care label.

For product types with electrical features with light sound or alike documentation and tests for the electrical components is required. We need to have RoHS, EMC and DoC and if the product contains a battery a battery test is required. On the product the WEEE trash bin icon needs to be displayed together with the legal electronic waste text.



It is the manufacturer's responsibility to carry out the conformity assessment, set up the technical file, issue the EU declaration of conformity, and affix the CE marking to a product ( **CE** ) of at least 0,5cm high. Only then can this product be traded on the European market.



For Private label styles, the documentation and test reports must be sent to the Quality Department [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com)

For branded styles it is the supplier's responsibility to keep the documentation and Quality Department makes random check to secure due diligence throughout the supply chain.

It is supplier's responsibility that CE marking, affixing and documentation is compliant.

If supplier has any questions or need of guidance in regard to CE marking, they can be directed to [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com).

## 13 MATERIAL CLAIMS

### 13.1 GENERAL POLICY

Any claim made on a product sold in Salling Group stores must be validly documented, this is legally required by Danish Legislation, and The Danish Consumer Ombudsman can issue fines if a company is found to not have sufficient documentation for their claims, or if they are found to mislead consumers.

When negotiating an order with buying department, and agreeing on composition and/or material claims, supplier is subsequently responsible for ensuring that the end product is in compliance with this agreement. This policy applies if a style needs a special fiber claim of properties, e.g.:

- Organic
- GOTS - Global Organic Textile Standard
- Recycled

When the buying department places an order, supplier will be able to see Salling Group deadlines for sending certificates in the PDF order sheet. These deadlines are set with careful consideration to our business flow and have to be kept. If supplier becomes aware of an issue that may cause a delay or any issues with compliance of documentation of claims, the buying department must be contacted immediately in order to ensure the information on the garment is correct and can be documented.

For private label styles Salling Group will require the documentation filed and stored in the Buying Group.

For A-brands it is the suppliers responsibility to keep the documentation and Quality Department makes random check to secure due diligence throughout the supply chain.

If you have any questions please contact buying department or Salling Group Quality Department (QD) [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com).

### 13.2 ORGANIC OR RECYCLED FIBERS DOCUMENTATION AND LABELLING

For styles that claim Organic or Recycled fiber content, Salling Group will always need valid documentation.

Required documentation:

1. Scope certificate (SC)/ Certificate of Compliance (CoC) – from fiber, yarn, fabric or last processor in the supply chain.
  2. Transaction certificate (TC) – from Scope holder to the next step in supply chain.
  3. Vendor Letter (VL) – Buying department have a template for the VL document – from Salling Group supplier, stating the connection between the claimed material and the finished style.
- The buying department must always have valid documentation for each Purchase Order number (PO).
  - Scope, TC and VL documents must be sent to Buying Group in ONE e-mail, with the header of the mail must contain the Salling Group Purchase Order number(s) that the documentation refers to.

- Documentation must be sent before final production and must be received min. 2 weeks before Estimated Time of Departure (ETD).

Salling Group will not accept final shipment until valid documentation is in-house. Payment on orders will be retained until valid documentation is in-house.

Regarding labelling of the style, the supplier must always follow the latest version of the VRS Label Manual.

### 13.3 GOTS FIBERS DOCUMENTATION AND LABELLING

For styles that claim GOTS (Global Organic Textile Standard), supplier are required to follow the standard, and must be certified to GOTS: <https://global-standard.org/>

Required documentation:

1. Scope certificate (SC)/ Certificate of Compliance (CoC) from supplier
  2. Transaction certificate (TC) between supplier and Salling Group with PO number of the finished article.
  3. Vendor Letter (VL) – Salling Group Buying department and Quality Department have a template for the VL document.
- The buying department must always have valid documentation for each Purchase Order number (PO).
  - Scope, TC and VL documents must be sent to Buying Group in ONE e-mail, with the header of the mail must contain the Salling Group Purchase Order number(s) that the documentation refers to.
  - GOTS documentation must be received within 2 weeks after shipment - TC with Salling Group as buyer, and the exact PO numbers in TCs.

Salling Group will not accept final shipment until valid documentation is in-house. Payment on orders will be retained until valid documentation is in-house.

Reading labelling of the product the supplier must always follow the latest version of VRS Label Manual.

### 13.4 GRS FIBERS (GLOBAL RECYCLED STANDARD)

As Salling is not certified to GRS, we are not able to use this logo for any private label textiles.

Please follow procedure for recycled fibers.

### 13.5 OTHER CLAIMS, LABELLING REQUIREMENTS AND DOCUMENTATION

Any other claim made on a product sold in Salling Group stores must also be validly documented.

- OEKO TEX®
- BIONIC FINISH® ECO
- LENZING™ ECOVERO™
- Responsible wool
- Origin of (MERINO) wool

Supplier is responsible for providing valid documentation. The Danish Consumer Ombudsman can issue fines if a company is found to not have sufficient documentation for their claims, or if they are found to mislead consumers.

#### 13.5.1 OEKO-TEX®

Salling Group has their own advertising certificate no. 776-12201 DTI, covering all products sold in all formats in Salling Group.

All articles that claim OEKO-TEX® sold in Salling Group (Bilka, Føtex, Netto, BR, Salling) must be certified and follow the guidelines and standards set by [OEKO-TEX®](https://www.oeko-tex.com/). In order to claim OEKO-TEX® every component of an article (fabric, threads, zipper, buttons and all other accessories), must be tested for harmful substances to obtain a valid certificate. The limit values and other criteria's are updated at least once a year.

This includes:

- Products as a part of the standard assortment
- “SPOT-articles/ limited edition products
- Private label styles e.g. VRS
- Branded products e.g. Sloggi, Sødahl etc.

The supplier must send:

- a valid OEKO-TEX® certificate to Salling Group’s Responsible Sourcing team via [responsible@sallinggroup.com](mailto:responsible@sallinggroup.com) before first shipment
- a list of the specific product(s) Salling Group buy under the certificate
- exact composition(s) according to the care label of the article(s), certified under the certificate
- The supplier is responsible for using the correct OEKO-TEX® logo on hangtag and in carelabels, according to the latest version of the OEKO-TEX® labelling guide.  
The supplier must insert **correct traceability information in care label** – that is; valid OEKO-TEX® certificate number, and the name of the applied testing institute.
- The supplier must check that the OEKO-TEX® logo from shipment sample is in alignment with the valid certificate, and adjust accordingly if needed.
- Continuously FOLLOW-UP
  - Supplier must continuously, check status on all OEKO-TEX® certificates and ensure that the Responsible Sourcing team is provided with the latest certificates and information regarding the certified articles.
  - 2 months before the certificate will expire, it is time to apply for renewal at the OEKO-TEX® institute if the certificate is still in use. When the certificate is updated and valid the supplier must provide this to [responsible@sallinggroup.com](mailto:responsible@sallinggroup.com). Should the renewed certificate be delayed the supplier must provide a processing letter, so the Responsible Sourcing team knows when to expect to have the new certificate in hand.

### 13.5.2 BIONIC FINISH® ECO

[BIONIC FINISH® ECO](#) is a fluorine-free water repellent textile finishing agent, developed by RUDOLF GROUP.

For all products and PO order number placed with BIONIC FINISH® ECO labelling, supplier must provide valid documentation.

This can be obtained via RUDOLF GROUP and must be sent to the buying department, before shipment.

Header of the email must contain all Salling Group PO order numbers. Logos must follow [BIONIC FINISH® ECO guideline](#).

### 13.5.3 LENZING™ ECOVERO™

LENZING™ ECOVERO™ is a viscose derived from certified wood and pulp. We require a product license for all ECOVERO™ fabric.

Documentation process:

1. LENZING™ certification
2. Registration on LENZING™’s e-branding service
3. Order hangtag/swing tickets
4. Vendor letter – Salling Group Buying department and Quality Department have a template for the VL document.

Salling Group will not accept final shipment until valid documentation is in-house. Payment on orders will be retained until valid documentation is in-house.

Regarding labelling of the style, the supplier must always follow the latest version of the VRS Label Manual.

### 13.5.4 ORIGIN OF WOOL E.G. RESPONSIBLE WOOL OR MERINO WOOL

We require documentation for the origin of wool if it has a claim e.g. merino wool or responsible wool claim. A content claim (CCO) is needed to ensure the origin of the wool.

Required documentation:

1. Certificate Of Content Claim (CCO) from authorized third parties

Optional documentation:

1. Transaction certificate (TC) between supplier and Salling Group with PO number of the finished article.
2. Vendor Letter (VL) – Salling Group Buying department and Quality Department have a template for the VL document.

Salling Group will not accept final shipment until valid documentation is in-house. Payment on orders will be retained until valid documentation is in-house.

Regarding labelling of the style, the supplier must always follow the latest version of the VRS Label Manual.

## 14 TESTING

### 14.1 TEST BUREAU AND TEST EXPENCES

All tests should be submitted to Bureau Veritas. By choice of another test bureau supplier must seek written approval from Quality Department before further test arrangements.

Supplier can benefit from Salling Group's special price offers agreed with Bureau Veritas for both individual and package quality testing, nickel release testing, analytical testing according to Textile Department's Restricted Substances List, final inspections and for sample pick. Current price list can be requested at Quality Department.

If Supplier should experience any divergence between unit price stated in invoice and unit price informed by Salling Group, please contact Quality Department.

Supplier must take care of all testing expenses including final inspections and sample pick.

### 14.2 DEADLINES

Supplier must always keep deadline for returning any test report. The deadline is clearly stated in test request forwarded by Quality Department. If it is not possible to meet the deadline Supplier must inform Quality Department and Buying Group immediately.

An exceeded deadline without further agreement with Salling Group entitles Textile Department to cancel the order.

**Final order must not be shipped before test report with PASS in all tested parameters on the final production have been confirmed by Quality Department or Buying Group.**

A FAIL in test without further agreement with Salling Group Quality Department entitles Salling Group Textile Department to cancel the order.

### 14.3 TEST REPORTS

Salling Group only accepts test reports received by mail directly from test lab. This regards all test reports including, but not limited to quality testing, nickel release testing, and test according to Salling Group Restricted Substances List.

Salling Group does not accept older test reports, or test reports on similar products. A valid test report is performed on the requested production order and includes Salling Group Purchase Order number, defined season and a photo of the tested product.

#### 14.4 SPECIFICATIONS FOR TESTING



Our quality specifications involve items such as colour fastness to washing, colour fastness to rubbing, tear resistance, abrasion resistance, dimensional change and change in appearance in washing. Test methods and requirements will clearly be stated on the individual specification sheet attached to the individual PDF order sheet.

Please note that all specifications are updated continuously.

Kindly make sure always to follow the latest updated specification. If any doubt, feel free to contact the Textile Quality Department - [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com).

As per trade agreement supplier is liable for the Products in all respects and warrants that the Products are in accordance with the terms agreed by the Parties and comply with national as well as EU law, regulatory requirements, standards, regulations and/or other legal requirements applicable from time to time concerning – but not limited to – materials, production, safety, labelling, use and delivery of the Products.

Specification requirements must be a part of every order negotiation. Deviations must be discussed/agreed at order giving point and added to the PDF order sheet un “General information”. Supplier is responsible for delivering products complying with our requirements. Noncompliance with the quality specifications entitles Textile Department to cancel the order.

		Revised: 12.07.2023 Construction type: Woven Items: Garments	Specification No:
			
Properties/Test Methods/Standards	SG Textile Requirements		
Fibre content, qualitative determination EU 1007	Report Actual		*
Fibre content, quantitative determination EU 1007	Single: No tolerance, Blends: +/- 3%		*
Weight per square metre, ISO 3801	As claimed +/- 5% maximum	g/m <sup>2</sup>	*
Colour fastness to washing, ISO 105-C06 Test according to <u>carelabel</u> , (1-5 scale, 5 best rating)	Colour change: min. 4 Colour staining: min. 4 Self-staining / Cross-stain: 4-5 Polyester fleece (only dark colours) min. 3-4		X
Colour fastness to rubbing, ISO 105-X12, (1-5 scale, 5 best rating)	Light to medium shade colour Dry: min. 4 Wet: min. 3-4 Dark colour Dry: min. 4 Wet: min. 3		X
Colour fastness to perspiration, ISO 105-E04 (1-5 scale, 5 best rating)	Colour change: min. 4 Colour staining: min. 4 Microfiber(polyester fleece) dark colours min. 3-4		X
<b>If BABYwear</b> Resistance to saliva and perspiration, DIN 53 160, <u>Oeko-Tex</u> modified (1-5 scale, 5 best rating)	Colour staining: min. 4-5 Polyester fleece (only dark colours) min. 3-4		
<b>If bath- sheet, rope, wrap</b> Colour fastness to water, BS/EN ISO 105 E01 (1-5 scale, 5 best rating)	Colour staining: min. 4-5 Polyester fleece (only dark colours) 3-4		*
<b>If bath- sheet, rope, wrap with terry fabric</b> Water absorption, ASTM D4772-14 After 3 x wash, Mean. value %	Terry fabric only After 5 minutes: min. 350%		*
<b>If bath- sheet, rope, wrap with terry fabric</b> Pile retention, EN 15598	Pile retention: 2 N		*
Abrasion resistance, EN ISO 12947-2/Cor 1 Under load of 9 kPa	Number of rubs: Delicate fabrics <150g/m <sup>2</sup> : 10.000 Medium fabrics 150-250g/m <sup>2</sup> : min. 15.000 Heavy fabrics >250g/m <sup>2</sup> : min. 25.000 <b>(If trousers test is required)</b>		X
<b>If lingerie</b> Snagging resistance, ASTM D 3939-13 (300 revolutions) (1-5 scale, 5 best rating) (possibly delete)	min. 3		*
Pilling resistance (Martindale) EN ISO 12945-2 Test results for 125, 500, 1000, 2000 revs.	Pilling resistance: min. 3-4 (If corduroy or flannel 3 ok) 2.000 revs. <b>(If trousers test is required)</b>		X
Tear resistance, EN ISO 13937-1/Cor 1	Tearing of warp and weft yarns:		X

#### 14.5 FINAL INSPECTION, DPI & SAMPLE PICK

Textile Department runs Final Inspections, During Production Inspections and/or requires Sample Pick on random orders.

Bureau Veritas will be picking up the necessary samples at the relevant factory in case of sample pick. Supplier will be informed if this becomes relevant.

*Final inspection including sample pick for Quality testing & testing according to Restricted Substances List on one order per supplier every year – requested by Quality Department.*

#### 14.6 QUALITY TEST

Salling Group requires test on 5-10% of incoming orders on a quarterly basis regarding our quality specifications. Supplier will be informed via e-mail by Quality Department which orders should be submitted to test. A detailed guideline will follow in the test request mail.

Please note – we have a growing concern from customers on our products and to secure quality for future orders we have decided to test all regular assortments every year.

Quality Department cooperates with Supplier and Buying Group to make arrangement to secure test of Regular Assortment covering colours and quality.

#### 14.7 RESTRICTED SUBSTANCES TEST

Salling Group Textile's restricted substances consists of chemical substances that are banned, restricted or of high concern (e.g., REACH, PVC, PFC's, Chromium, SVHC etc.). The purpose of the Restricted Substances List (RSL) is to reduce the use of hazardous chemical substances in our products and packing material. Products and packing material that do not comply with the RSL are not accepted.

To receive latest updated Salling Group RSL on mail, please contact Quality Department [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com).

Salling Group is at any time entitled to arrange analytical tests regarding RSL.

- Suppliers of kids wear, shoes, accessories and sportswear and will be tested **minimum twice a year**.
- Suppliers of adult wear (e.g., women's and men's wear) will be tested **minimum once a year**.
- If suppliers have FAIL in RSL test Salling Group reserve the right to request additional tests or cancel the order.

RSL test is based on test packages in compliance with AFIRM RSL testing matrix. The test package will be sent via mail for the orders chosen for chemical testing. Vendors are welcome at any time to inquire information about the various test packages via mail to [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com).

Please note that nickel release test must also be performed as part of RSL test:

- all metal parts in baby/children's products
- all metal parts with direct skin contact for adult products

Salling Groups requirements for nickel release:

Metal component	Results (µg/cm <sup>2</sup> /week)	EN 12472 & EN 1811	Salling Group limit
Earrings / piercings	$R \leq 0.11$	Pass	Pass
	$0.11 < R < 0.35$		Fail
	$R \leq 0.35$	Fail	
Other components	$R \leq 0.28$	Pass	Pass
	$0.28 < R < 0.88$		Fail
	$R \leq 0.88$	Fail	
Special for Spectacle Frames and Sunglasses	EN 16128		< 0.76 µg/cm <sup>2</sup> /week (EIS (Electrochemical Impedance Spectroscopy) test: Impedance $3.0 \cdot 10^5 \Omega \cdot \text{cm}^2$ )

#### 14.8 SUPPLIER TEST PROCEDURE

TECH Specifications and TECH INTERNAL PROCEDURE:

- must be a part of every order negotiation.
- must be informed/discussed with supplier at order giving point.
- deviations must be added to PDF order sheet under "General information".
- supplier is responsible for delivering products that meet our requirements.

*Please note: Requirements are handed to supplier at order giving point.*

*If any of these requirements cannot be met for some reason, supplier & buyer must discuss this at order giving point. This gives buyer the opportunity to choose another kind of fabric or accept. If buyer accept lower requirements this must be stated under "General information" in PDF order sheet.*

#### 14.8.1 TESTING OF TECHNICAL WEAR (E.G. TREATED WITH BIONIC FINISH®)

Test request is mailed to supplier from Quality Department including info of procedure / relevant specifications / Test Request Form / Salling Group Restricted Substances List / Price lists.

Bulk fabric (2 m) is tested for physical parameters, one test in one colour per fabric quality.

Taped seams: All garments will have seams tested (straight, X and T-seams).

Quality test: 5-10% of all garments are randomly chosen for normal final garment test.

Analytical test: One final garment per season per supplier is chosen for chemical testing according to Salling Group Restricted Substances List.

Nickel release – please see page 24 [Nickel release \(EN 1811\)](#)

Salling Group asks for Final Inspections or DPI (During Production Inspection) or Sample Pick by Bureau Veritas on random orders if we find this necessary.

PASS = go ahead for production

FAIL = all failed parameters must be discussed with Buying Group

#### 14.8.2 TESTING OF OEKO-TEX®

To secure quality assurance of OEKO-TEX® products in Salling Group we follow internal due diligence procedure. To receive latest updated Salling Group OEKO-TEX procedure please ask Quality Department.

#### 14.9 EXCEPTIONS

Products labelled with "Blomsten" or "Svanen" are generally not tested. Regarding these labels Salling Group always requires valid documentation.

A-Brands are generally not tested.

For semi-brands we require written test set-up agreed between buyer and supplier and approved by Salling Group; Textile Department; Quality Responsible person.

Licensed products are tested as any other Private Label textile product.

By signing the Trading Agreement of Salling Group, all suppliers comply to meet the order specific quality requirements.

## 15 HANGER REQUIREMENTS

If hanger is required, it will be noted in the PDF order sheet.

Hangers must be included in the cost price, and you have to source the hangers locally.

All hangers are to be







- grey (**Cool Grey 8C**) for common textile products
- transparent for lingerie
- black for shoes & accessories.

All metal hooks should be rotatable.






Front and back of hanger should be identical.






Kindly be aware that the Textile chemical restrictions policy, also applies for hangers and the metal hook, see [TEXTILE CHEMICAL RESTRICTION POLICY](#) and [SVHC - SUBSTANCES OF VERY HIGH CONCERN](#).



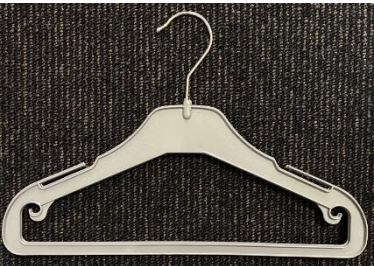

## 15.1 HANGERS FOR MEN, WOMEN, SPORT

<p>OUTERWEAR: MEN, WOMEN, SPORT. JACKIE TOP: (SIZES 48-52).</p> <p>Length 46cm, Width 13mm. Hanger should be identical to picture</p>	
<p>TOP: MEN, WOMEN (SIZE 36-46)</p> <p>Length 41cm, Width 10mm. Hanger should be identical to picture With non-slip and retention hook.</p>	
<p>SET TOP/TROUSER</p> <p>Length 45cm, width 14mm Hanger should be identical to picture</p>	
<p>SET TOP/TROUSER WITH NON-REMOVABLE BAR</p> <p>Length 44cm, width 7mm Hanger should be identical to picture</p>	
<p>PANTS/SKIRTS/SHORTS: WOMAN PANTS/SHORTS: MEN</p> <p>Length 36cm, Width 23mm Hanger should be identical to picture Adjustable soft rubber padded clips.</p>	 

**15.2 HANGERS FOR CHILDREN**

<p><b>OUTERWEAR: JUNIOR/TEEN</b></p> <p>Length: 41 cm. Width: 13 mm. Hanger should be identical to picture</p>	
<p><b>TOPS/DRESSES: JUNIOR/TEEN</b></p> <p>Length: 36 cm. Width: 10 mm. With non-slip and retention hook Hanger should be identical to picture</p>	
<p><b>TOPS/DRESSES: KIDS</b></p> <p>Length: 33 cm. Width: 10 mm. Integrated top notches. Hanger should be identical to picture</p>	
<p><b>TOPS/DRESSES: MINI</b></p> <p>Length: 27 cm. Width: 6 mm. Hanger should be identical to picture</p>	
<p><b>SHORTS, LEGGINGS (EXCEPT 2/99), SKIRTS AND PANTS: JUNIOR/TEEN</b></p> <p>Length: 36 cm. Width: 23 mm. Adjustable soft rubber padded clips Hanger should be identical to picture</p>	

<p><b>SHORTS, LEGGINGS (EXCEPT 2/99), SKIRTS AND PANTS: MINI AND KIDS</b></p> <p>Length: 28 cm. Width: 23 mm. Adjustable soft rubber padded clips Hanger should be identical to picture</p>	
<p><b>LEGGINGS WITH 2/99 STICKER: MINI, KIDS AND JUNIOR/TEEN</b></p> <p>Length: 17 cm. Hanger should be identical to picture</p>	
<p><b>SETS (EXCEPT PYJAMAS): MINI AND KIDS</b></p> <p>Length: 30 cm. Hanger should be identical to picture</p>	
<p><b>SWIMWEAR (EXCEPT SHORTS FOR BOYS – PLEASE USE HANGER FOR PANTS): MINI + KIDS</b></p> <p>Length: 22 cm. Hanger should be identical to picture</p>	
<p><b>SWIMWEAR (EXCEPT SHORTS FOR BOYS – PLEASE USE HANGER FOR PANTS): JUNIOR/TEEN</b></p> <p>Length: 27 cm. Hanger should be identical to picture</p>	

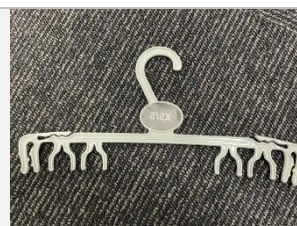
<p><b>UNDERWEAR TOPS AND BOTTOMS (EXCEPT MULTIPACKS): KIDS</b></p> <p>Length: 25 cm. Hanger should be identical to picture</p>	
<p><b>MICROFIBER UNDERWEAR: JUNIOR/TEEN</b></p> <p>Length: 27 cm. Hanger should be identical to picture</p>	
<p><b>PYJAMAS ONLY SETS: MINI</b></p> <p>Length: 25 cm. Hanger should be identical to picture</p>	
<p><b>PYJAMAS ONLY SETS: KIDS</b></p> <p>Length: 30 cm. Hanger should be identical to picture</p>	

### 15.3 HANGERS FOR UNDERWEAR

The supplier will have to order this locally.  
This hanger is used for our basis lingerie.  
The hanger must be with click size pin as in the picture



The supplier will have to order this locally.  
This hanger is used for our basis and fashion underwear. Also this is used for our swimwear.  
The hanger must be with size-sticker.



### Methods for hanging underwear and swimwear

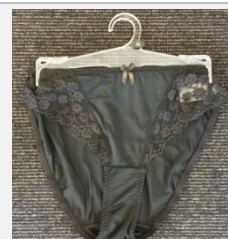
#### BIKINI TOPS



**BRAS**  
To be used for SPORTS BRAS as well as lingerie









#### BRIEFS



#### NIGHTGOWNS & BIG SHIRTS



<b>NIGHTWEAR SET</b>	
<b>NIGHTWEAR WITH HOODIE</b> Please note the hoodie should hang in front and be fasted with a clip.	
<b>JUMPSUITS</b> To avoid jumpsuit being too long, please tie the legs together in the packing process.	
<b>PYJAMAS PANTS</b>	
<b>ROBES</b>	
<b>UNDERWEAR TOPS</b>	

## 15.4 HANGERS FOR ACCESSORIES

ELONGATED HANGER FOR SCARFS



HANGER SOFT GRIB



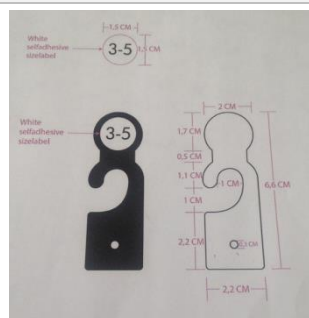
HOOK



HOOK FOR BELTS



NEW SIZE HOOK



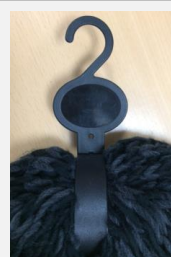
SCARF HANGER



KIDS SCARF HANGER



TUBE SCARF HANGER

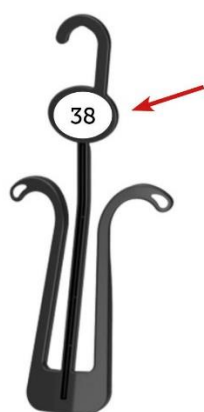


## 15.5 HANGERS FOR SHOES

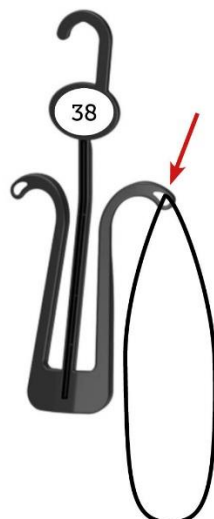
All hangers for shoes must be ordered at:  
<https://phineasgroup.com/stock-products>  
 +44 (0)845 838 633

**IMPORTANT:** Please include the hanger with the counter sample.

**GENEREL INFO:**



Place size stickers  
on the hanger



**Important:**

Please use elastic bands and strap the band to the hanger. The hanger easily gets lost in the store if it is not strapped to the shoe. The elastic band only needs to go through one of the holes in the hanger.

**PP112: for boots and converse style shoes.**



**PP119: clip with a non-rubber grip ideal for walking boots or others with a thick lining.**



**PP154: for flip-flops**


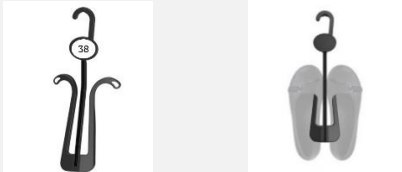


**PP146: Small kids, toddler shoes and ballerinas**



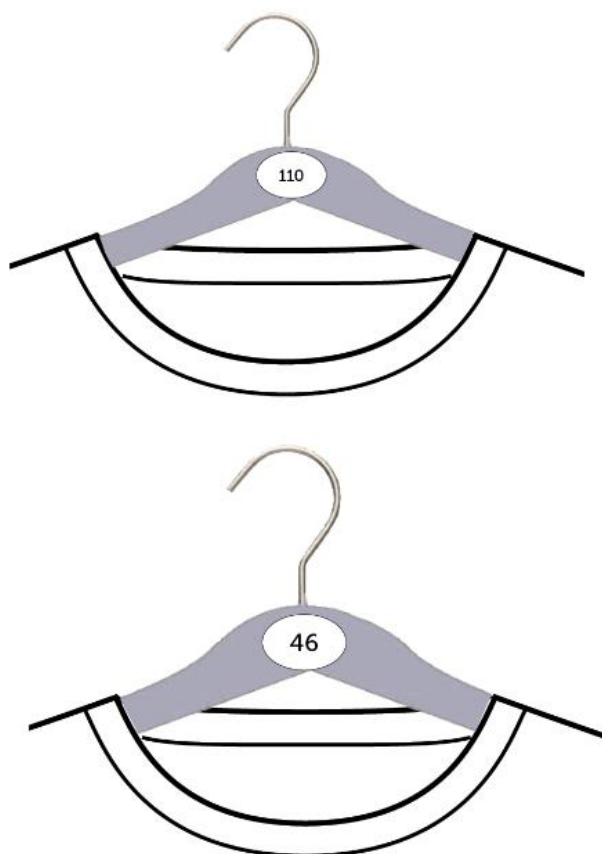
**PP231 (18cm tall, 9cm wide): Women & Kids, slippers, shoes and ballerinas.**



<b>PP232 (21cm tall, 11cm wide): Men &amp; Women for shoes, trainers and slippers.</b>	
<b>PP233 (25cm tall, 11cm wide): Men &amp; Women for shoes, trainers and slippers.</b>	

### 15.6 STICKERS FOR HANGERS

If required on PDF order sheet, please place sticker with size on one side of the hanger.

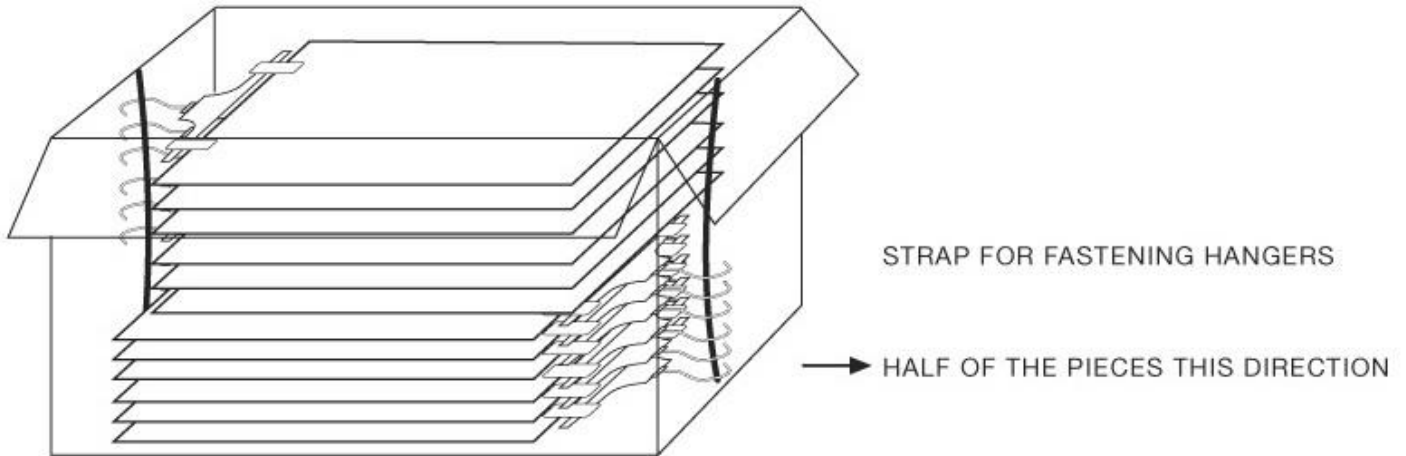


## 16 FOLDING INSTRUCTIONS

Information on packaging of cartons and logistical requirements can be found in the “Packing instructions – Nonfood”, via this link <https://sallinggroup.com/en/contact/suppliers>.

Any questions in regards to logistics and cartons can be directed to [logisticsfeeaaarslev@sallinggroup.com](mailto:logisticsfeeaaarslev@sallinggroup.com).

**For all orders with hanger please make sure to place them in the carton like the illustration:**



Hanger hook must point same as in sketch above.

### IMPORTANT:

- If alarms are required, this will be indicated in PDF order sheet for the individual order
- By mounting of alarm tags, kindly make sure that the alarm tag is attached to a seam, so that the garment fabric is not damaged.
- Hangers are to be fastened by a strong strap at each end of carton
- Each assortment must be packed in one master polybag. No use of single polybags or tissue paper.
- Polybag quality: Polyethylene (PE) or Polypropylene (PP).

In the following section all folding and packing instructions are included.

If any further questions regarding this subject, please contact the relevant buying department.

## 16.1 MENS WEAR

### 16.1.1 MEN'S PANTS WITH HANGER

#### Folding

Each assortment must be packed in one master polybag,

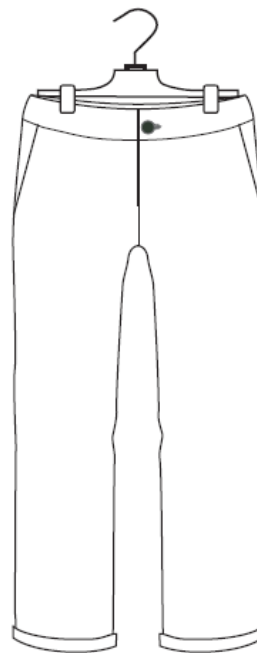
No use of single polybag or tissue paper.

All garments should be packed in the same direction.

Folding measurements:

Width: 24 cm

Length: 37 cm

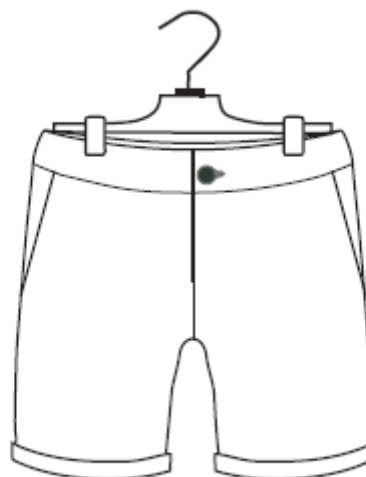


### 16.1.2 MEN'S SHORTS WITH HANGER

Each assortment must be packed in one master polybag,

No use of single polybag or tissue paper.

All garments should be packed in the same direction.



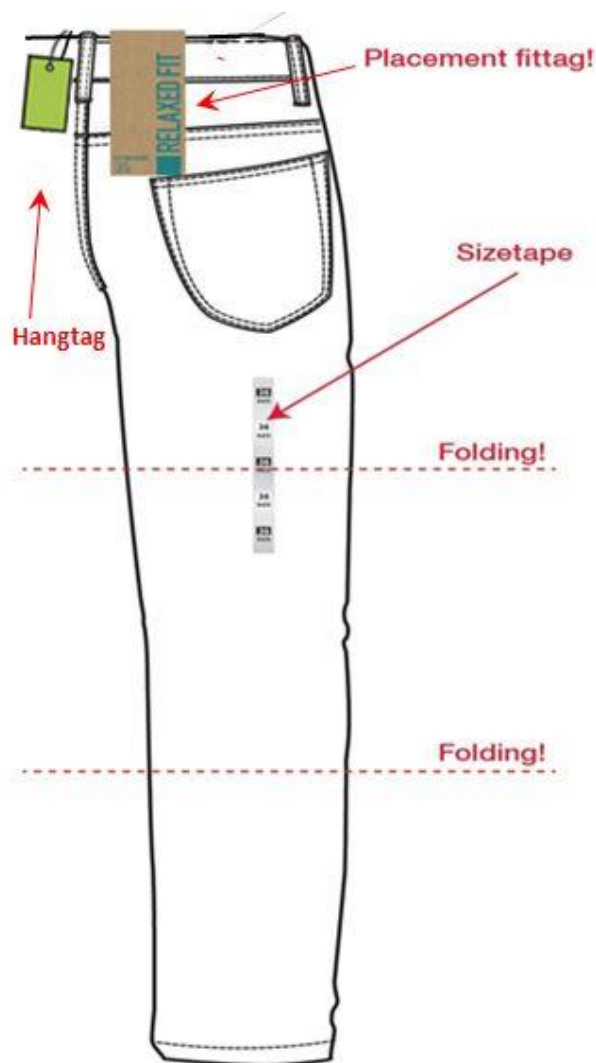
### 16.1.3 MEN'S PANTS WITHOUT HANGER

Back out no size tape and with size tape

The folding shown here are also the one to be applied for Pants no hanger, back out with/no size tape plus fitting flasher

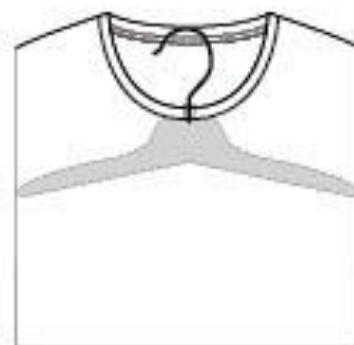
IMPORTANT! Kindly make sure that the pants are folded NO MORE than the two times as shown in the picture

Please make sure that the hangtag is fastened to the Master Label at the back inside the pants.



### 16.1.4 MEN'S TOP WITH HANGER

It is important that the hanger is shoved down in the shirt as in the picture.



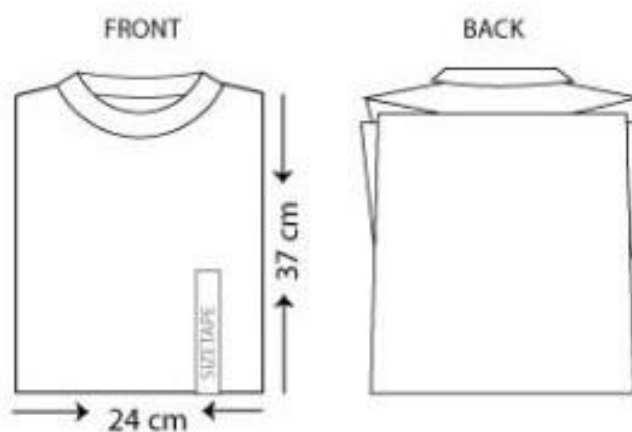
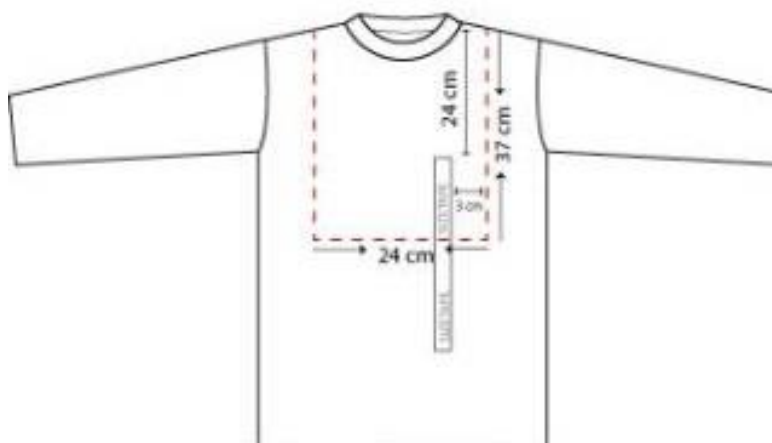
### 16.1.5 MEN'S TOP WITH SLEEVE FOLDED – WITHOUT HANGER

Folding measurement

Width: 24 cm

Length: 37 cm

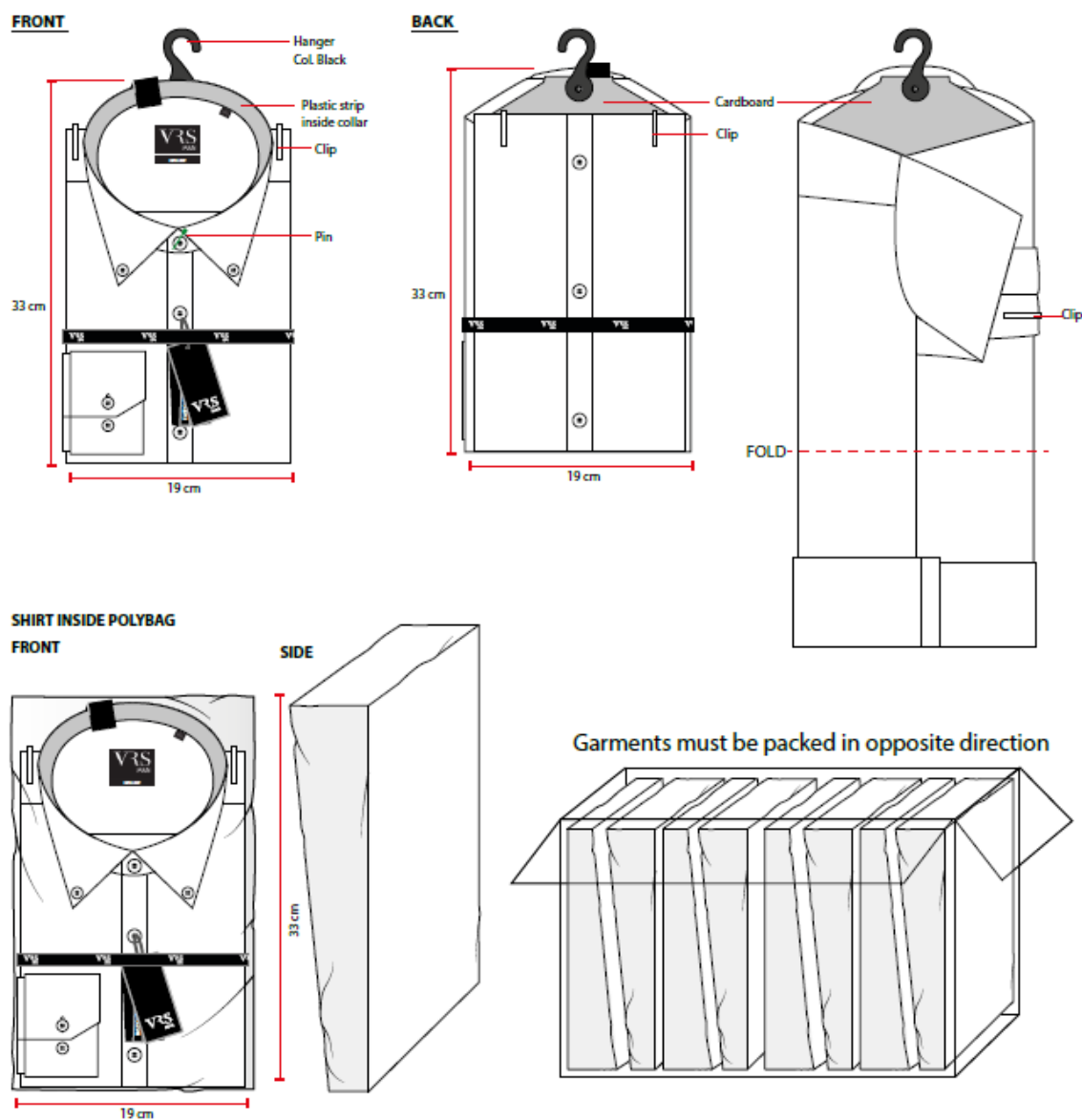
Please attach size tape 24 cm. from top shoulder, 3 cm from folding edge



ALL GARMENTS SHOULD BE FOLDED IN THE SAME DIRECTION

## 16.1.6 MEN'S SHIRT IN POLYBAG

## SHIRT PACKING GUIDE

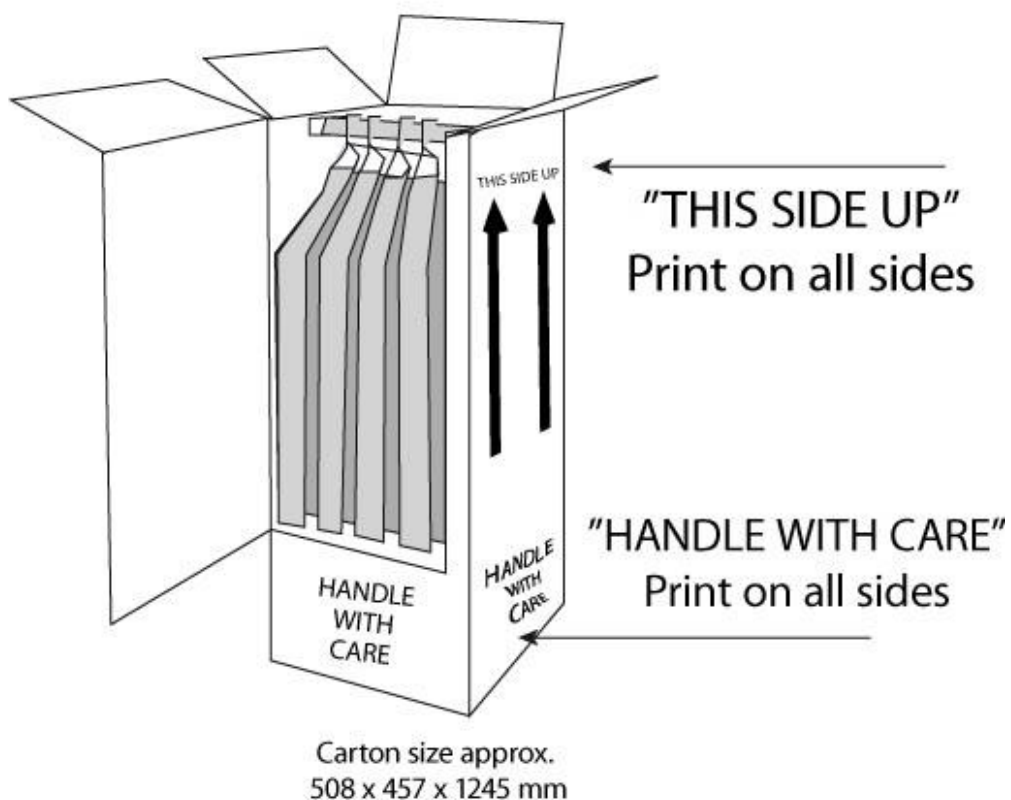
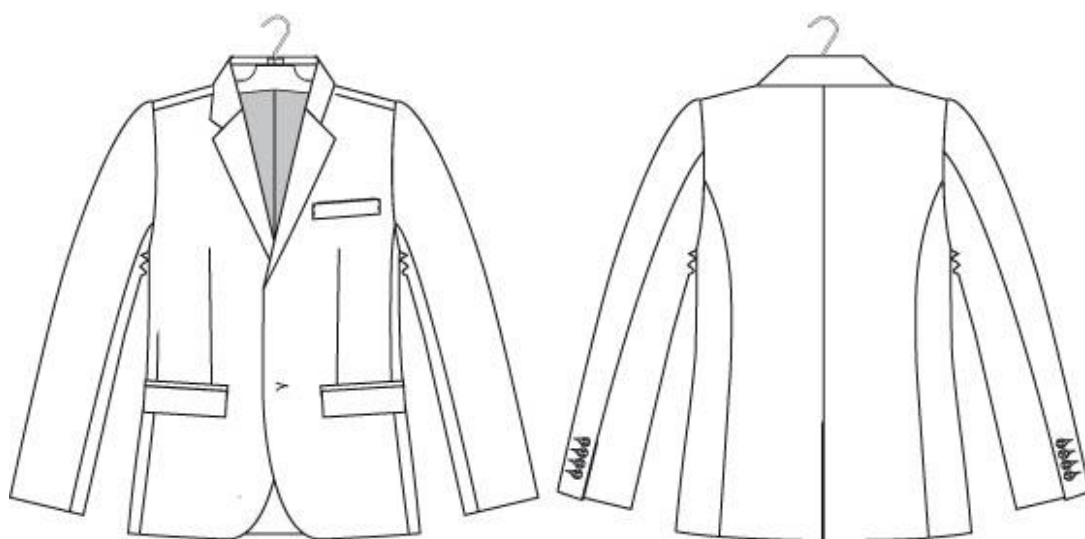


Each assortment must be packed in 1 master polybag. No use of single polybags or tissue paper.

Half of the assortment must be packed in opposite direction.

## 16.1.7 MEN'S HANGING DELIEVERY , SUIT BLAZER WITH HANGER

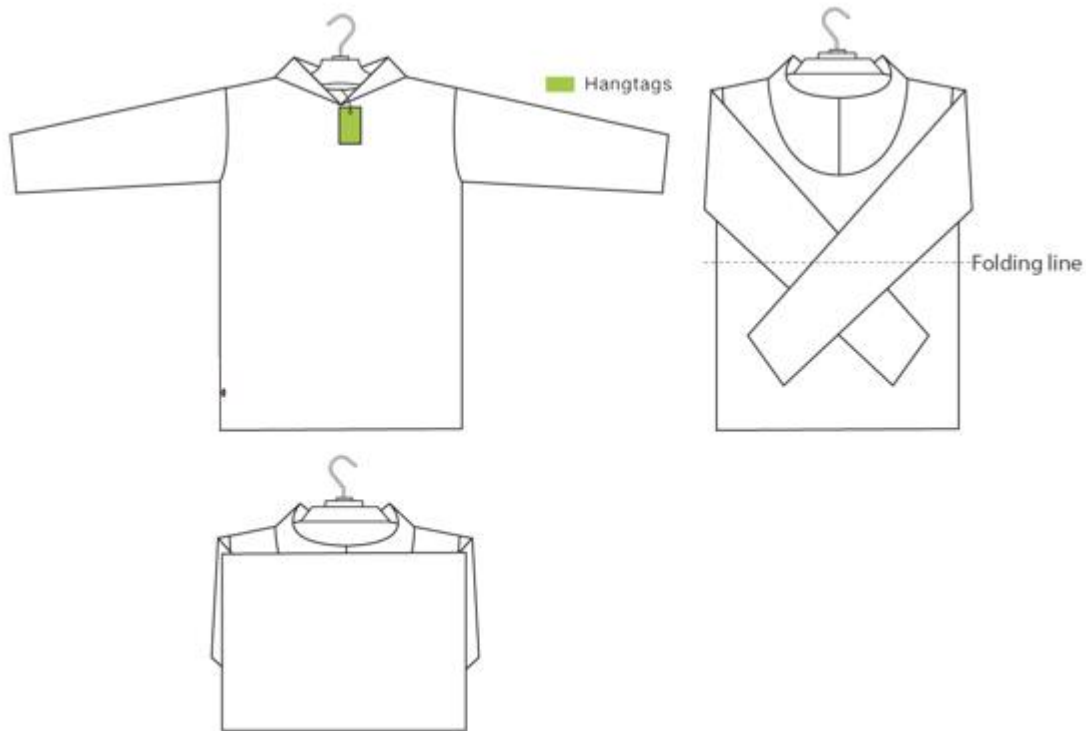
## PACKING INSTRUCTIONS FOR TOP ON HANGER



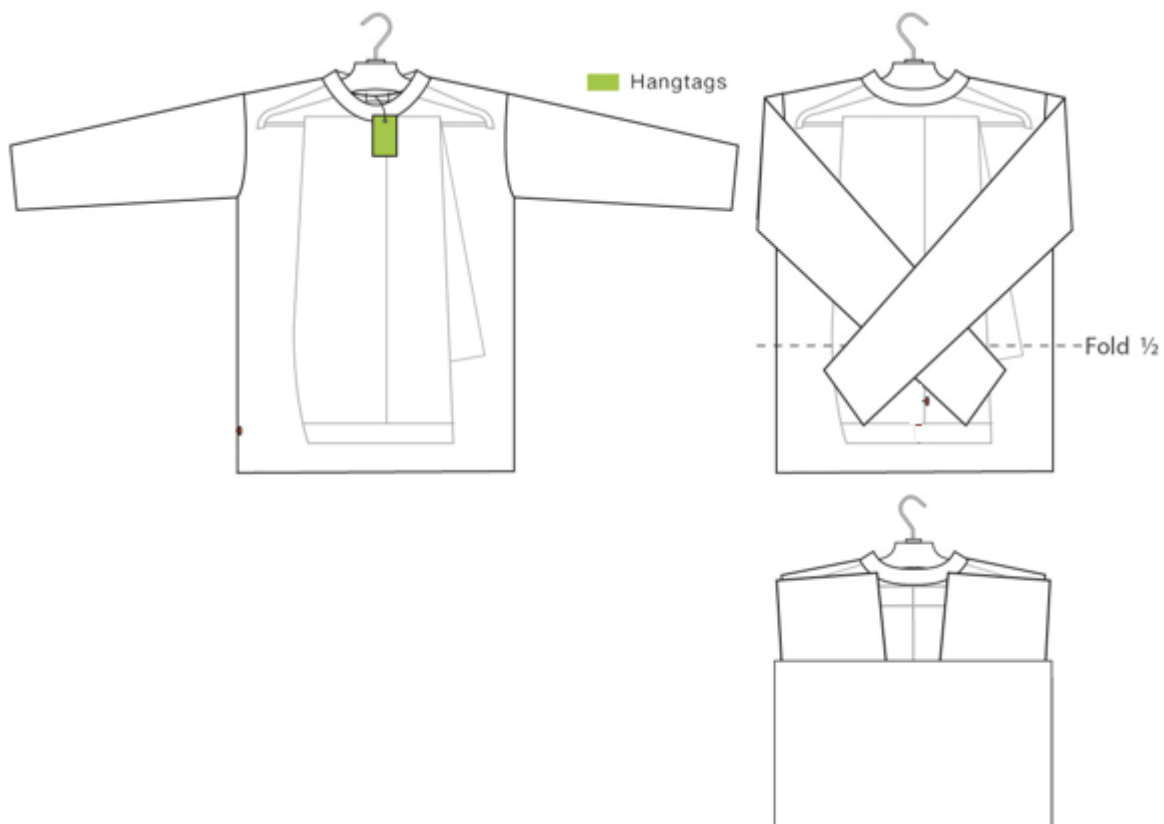
Each garment must be packed in polybags and fastened at hanging rail. Please make sure garments cannot fall off during transport.

Packed in hanging carton, approximate size 508\*457\*1245 mm. Print "handle with care" and "This side up" on all sides.

### 16.1.8 MEN'S JACKET / BLAZER / SWEATER WITH HOOD – WITH HANGER



### 16.1.9 MEN'S NIGHT WEAR / HOME WEAR



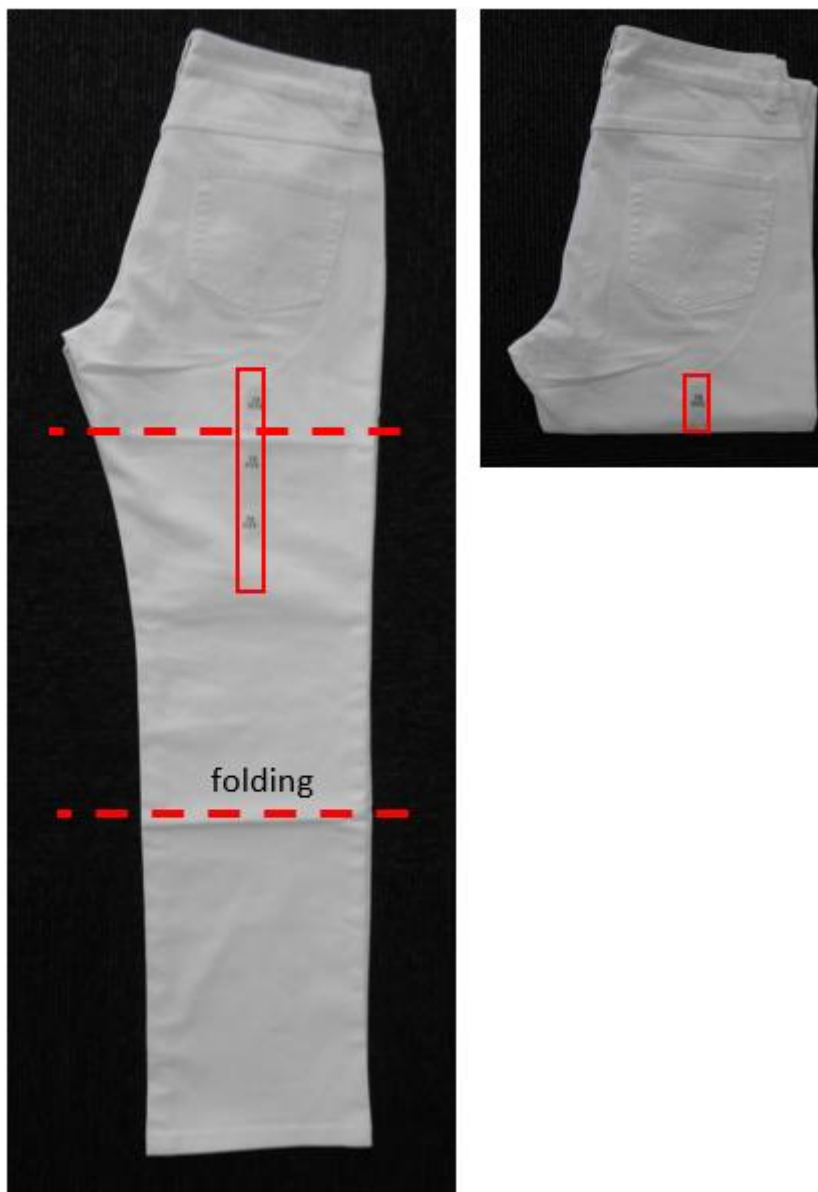
## 16.2 WOMEN'S WEAR

### 16.2.1 WOMEN'S BASIC PANTS, ALL SIZES, WITH OR WITHOUT HANGER, WITH OR WITHOUT SIZE TAPE

Back should be out with or without size tape plus fitting flasher.

IMPORTANT! Kindly make sure that the pants are folded NO MORE than the two times as shown in the picture

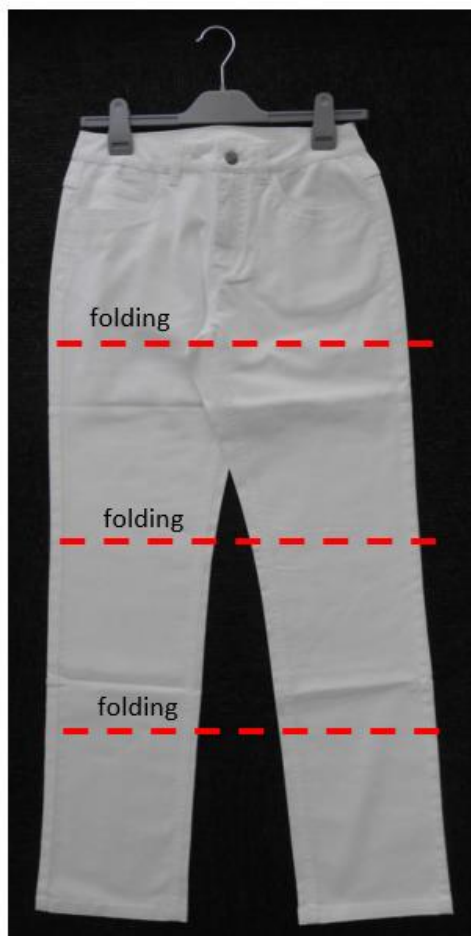
Please make sure that the hangtag is fastened to the Master Label at the back inside the pants.



**16.2.2 WOMEN'S PANTS, WITH HANGER, WITHOUT FITTING FLASHER**

Note that clothespins should only be fastened to the waist band.

Legs must be folded without being fastened.



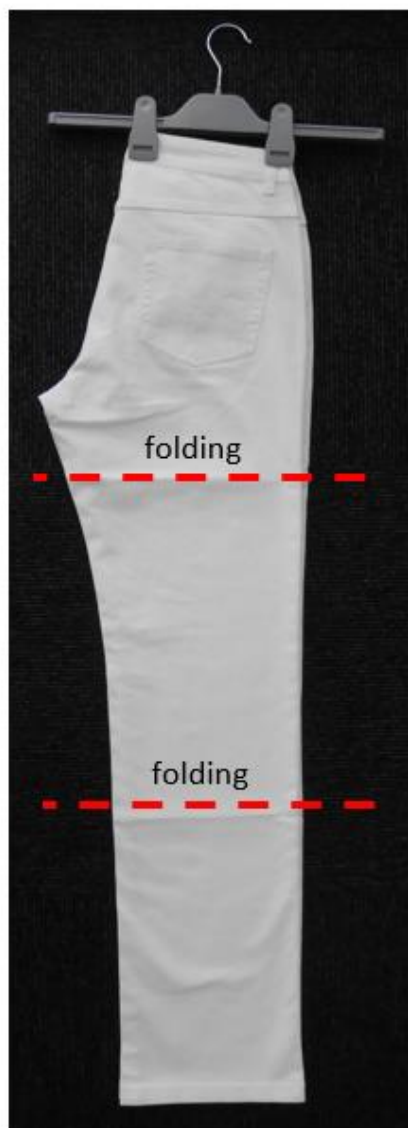
**16.2.3 WOMEN'S JACKIE PANTS, WITH HANGER, WITHOUT FITTING FLASHER**

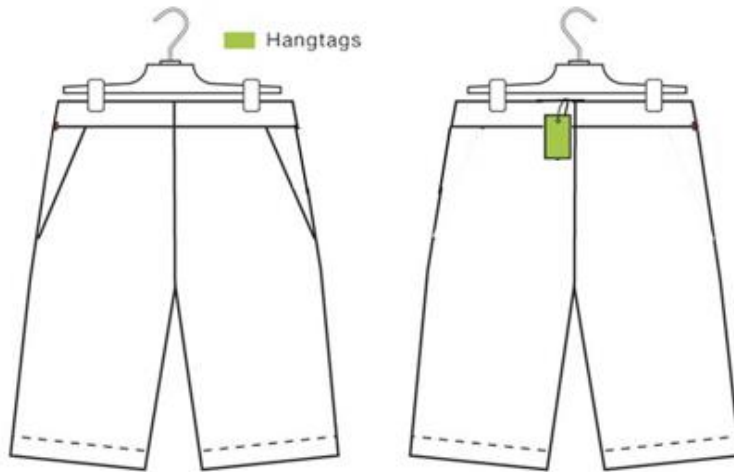
Kindly note that ALL Jackie pants must be on hanger and folded as the picture.

- Back side of pants out as standard – as the picture
- Front side of pants out if there are details on the front of the pants

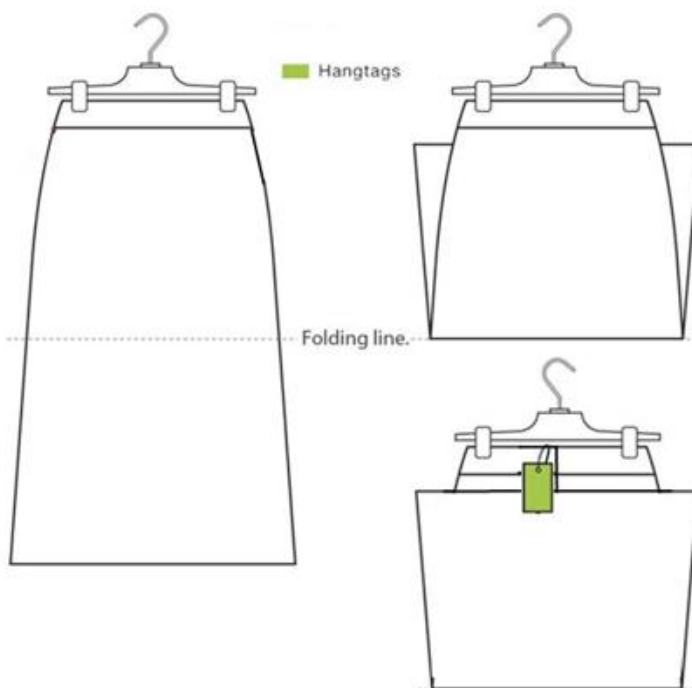
Note that clothespins should only be fastened to the waist band.

Legs must be folded without being fastened.

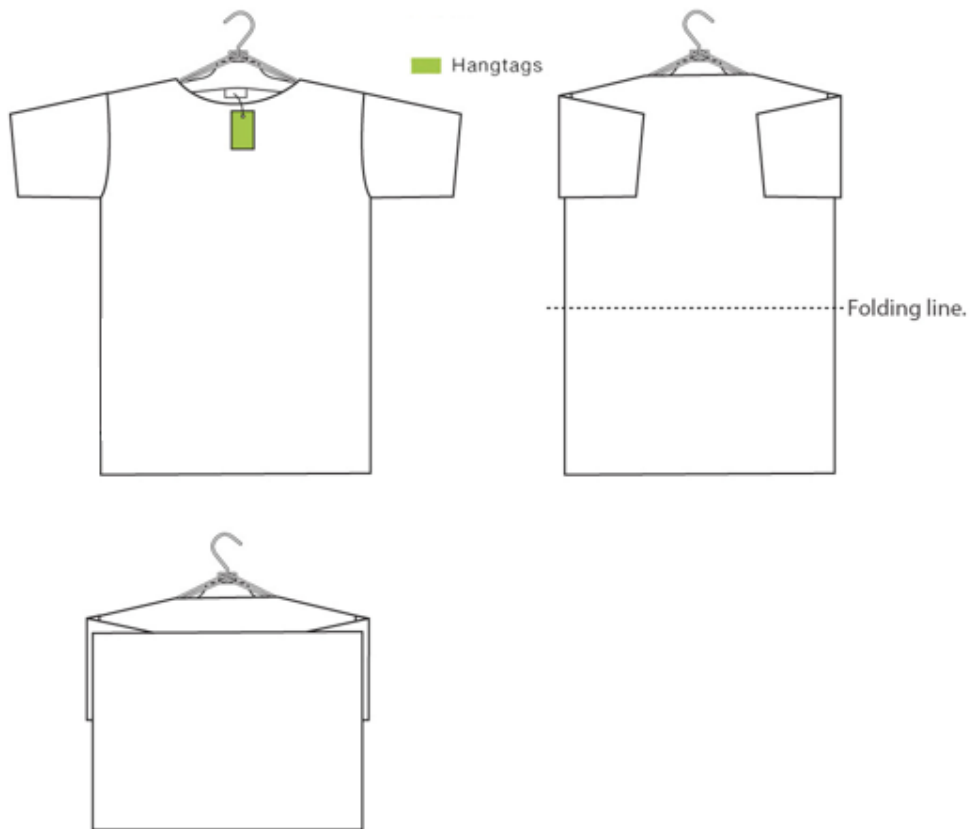


**16.2.4 WOMEN'S SHORTS, WITH HANGER****16.2.5 WOMEN'S SKIRT, WITH HANGER**

Please make sure that the hangtag is fastened to the Master Label at the back inside the skirt.



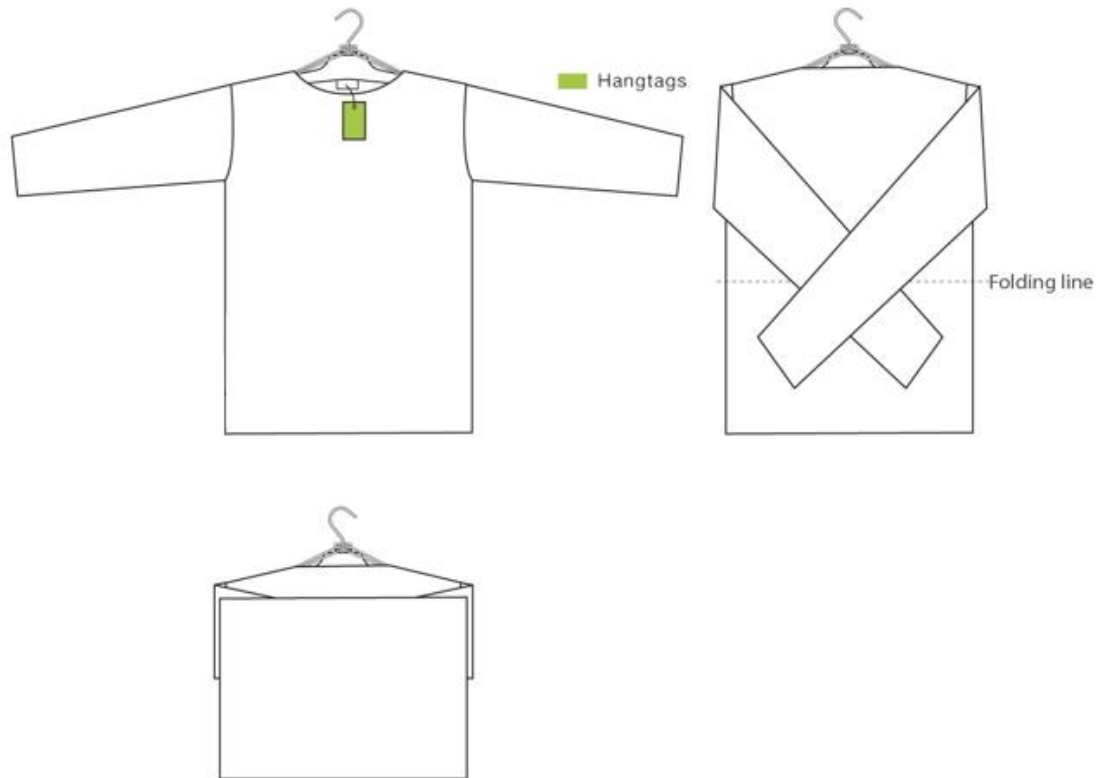
## 16.2.6 WOMEN'S T-SHIRT, WITH OR WITHOUT HANGER



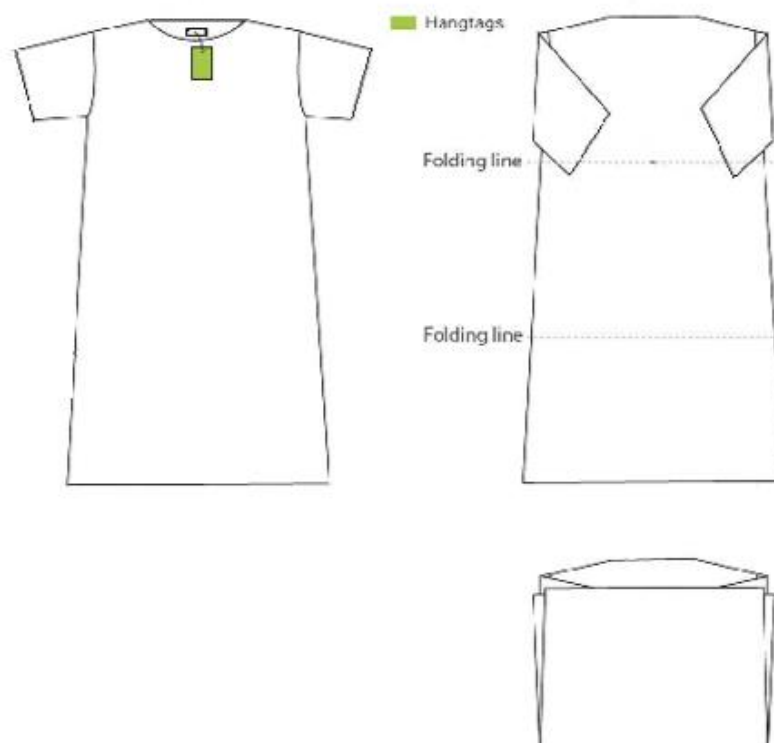
## 16.2.7 WOMEN'S T-SHIRT, WITHOUT HANGER, WITH SIZE TAPE



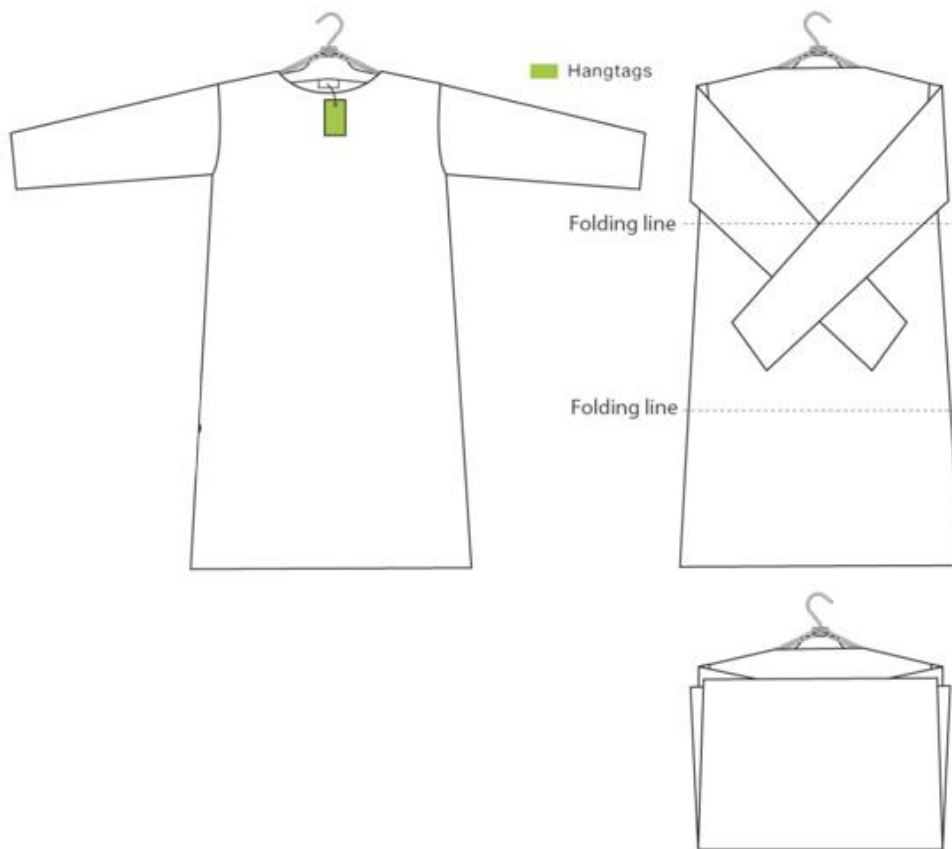
## 16.2.8 WOMEN'S T-SHIRT LONG SLEEVE, WITH OR WITHOUT HANGER



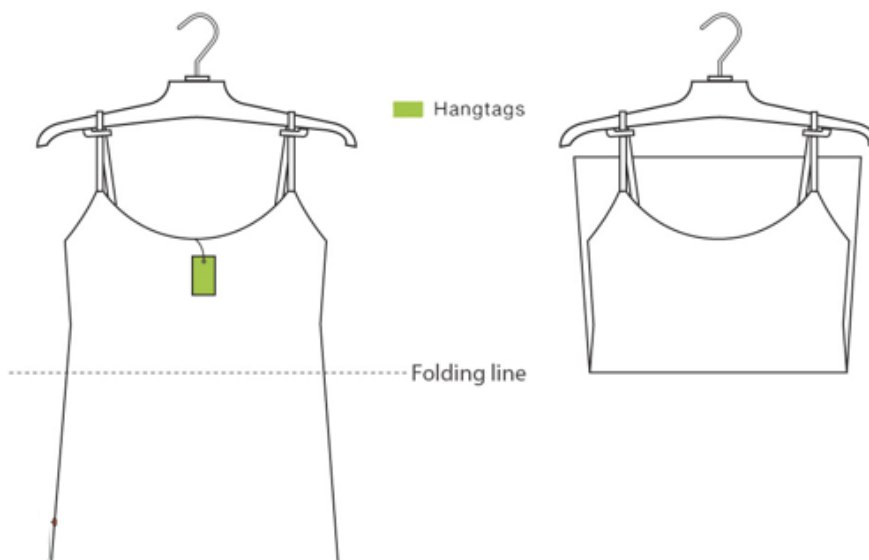
## 16.2.9 WOMEN'S DRESS / LONG T-SHIRT, SHORT SLEEVE, WITHOUT HANGER



## 16.2.10 WOMEN'S DRESS / LONG T-SHIRT, LONG SLEEVE, WITH HANGER

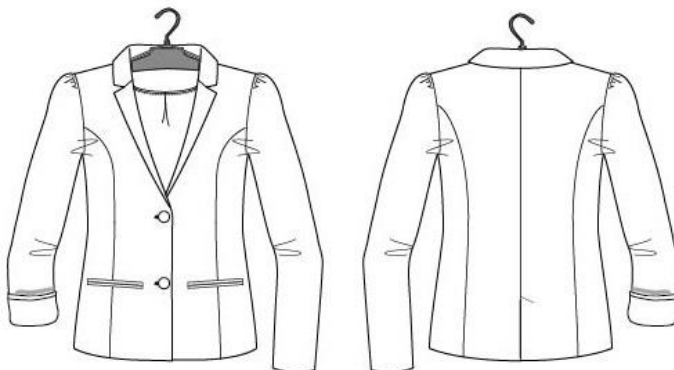


## 16.2.11 WOMEN'S TOP, WITHOUT SLEEVE, WITH HANGER

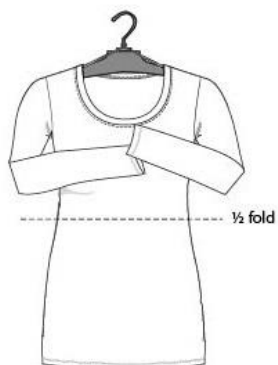


## 16.2.12 WOMEN'S BLAZER WITH HANGER

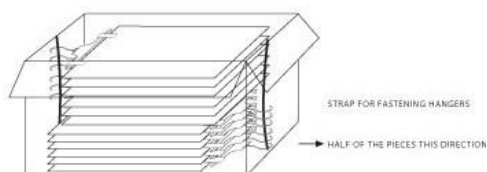
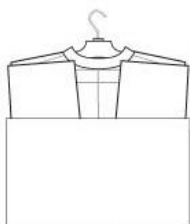
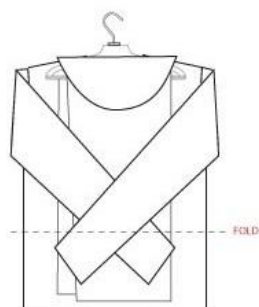
Folding instruction for blazer jacket



Folding - same principle as for a top, shown below



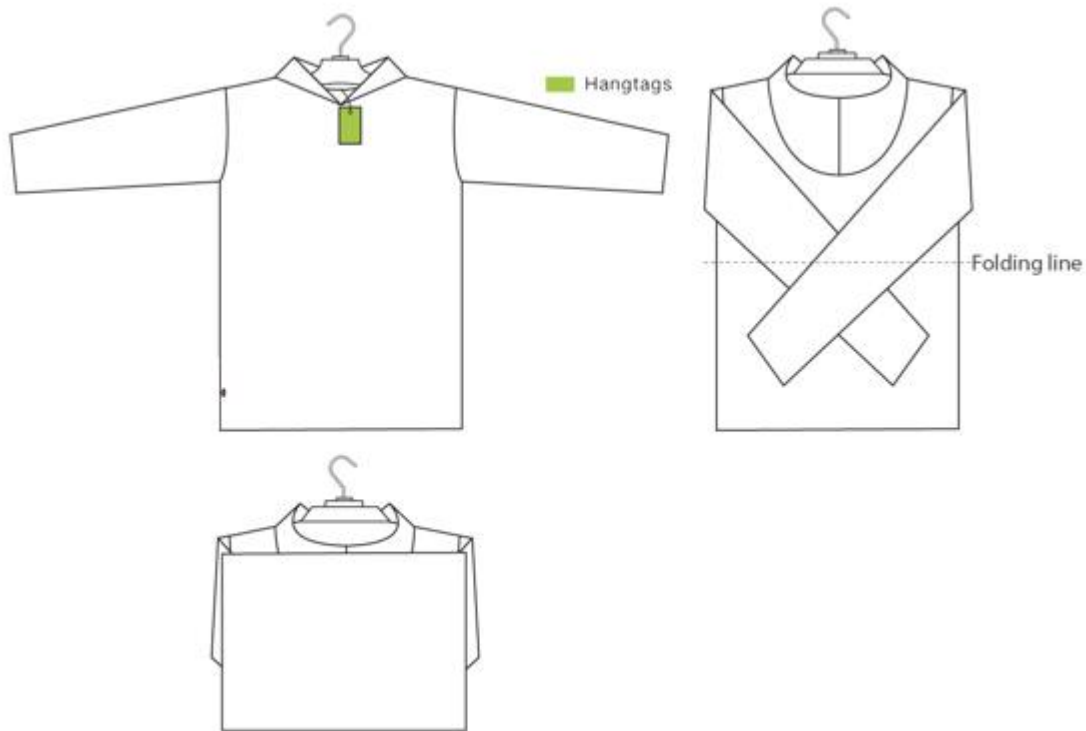
## 16.2.13 WOMEN'S RAINWEAR



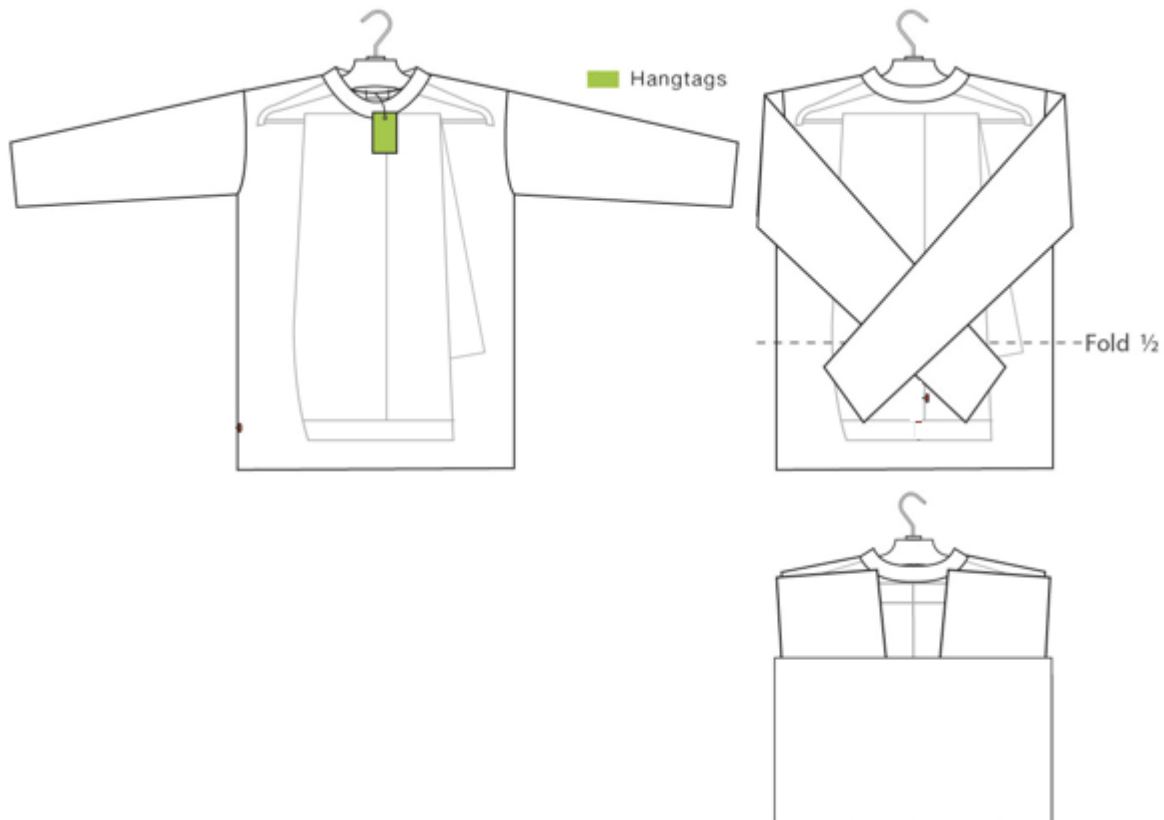
STRAP FOR FASTENING HANGERS

→ HALF OF THE PIECES THIS DIRECTION

## 16.2.14 WOMEN'S JACKET /SWEATER WITH HOOD, WITH HANGER

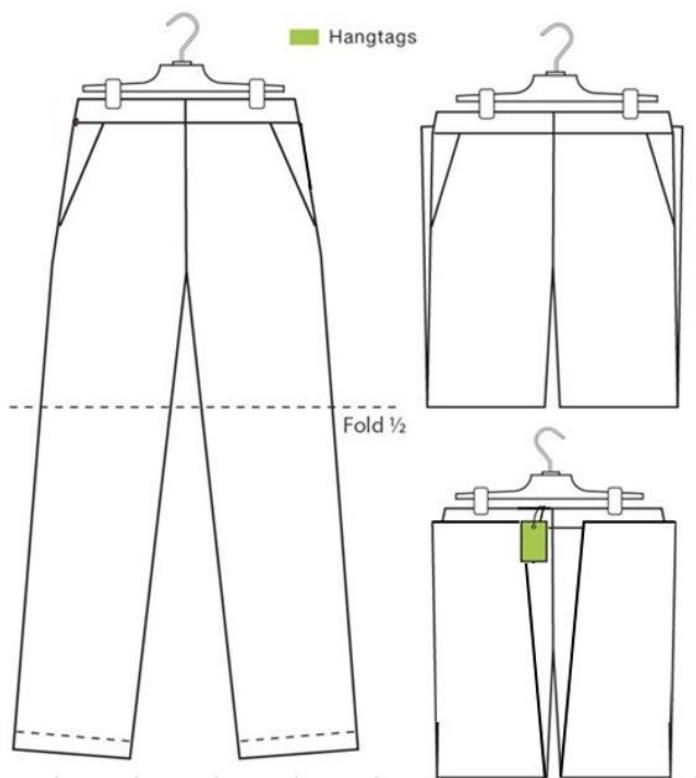


## 16.2.15 WOMEN'S NIGHT WEAR / HOME WEAR



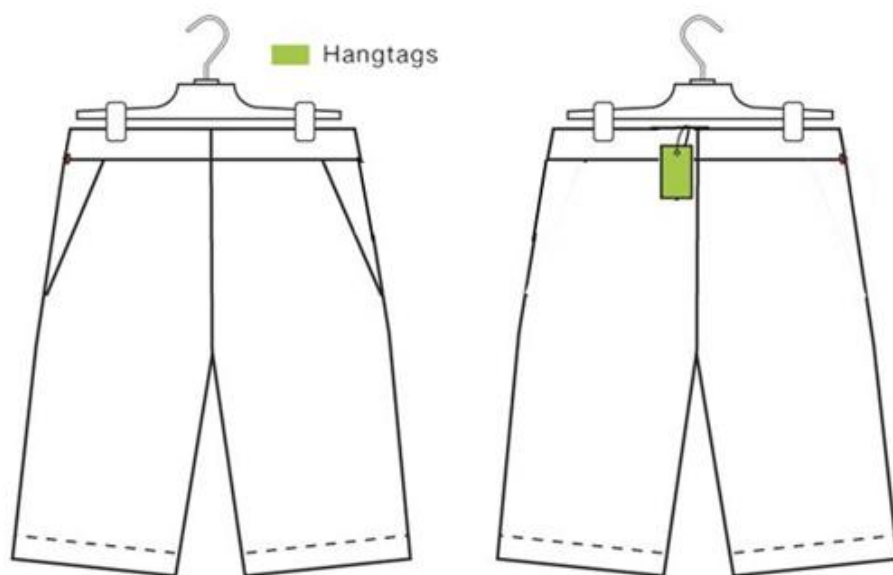
## 16.3 CHILDREN'S WEAR

### 16.3.1 CHILDREN'S PANTS WITH HANGER



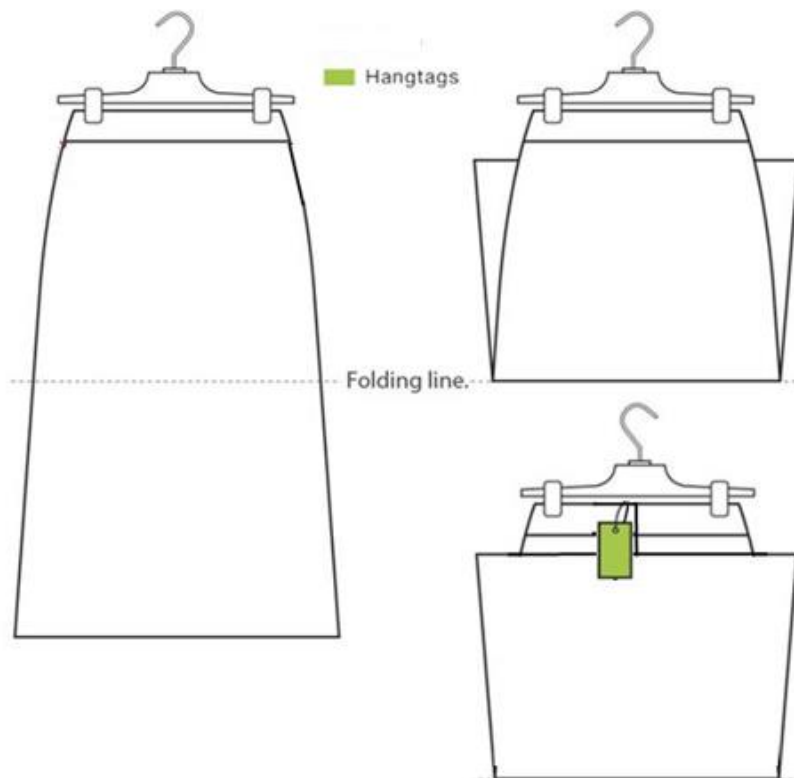
Note that clothespins should only be fastened to the waist band. Legs must be folded without being fastened.

### 16.3.2 CHILDREN'S SHORTS WITH HANGER



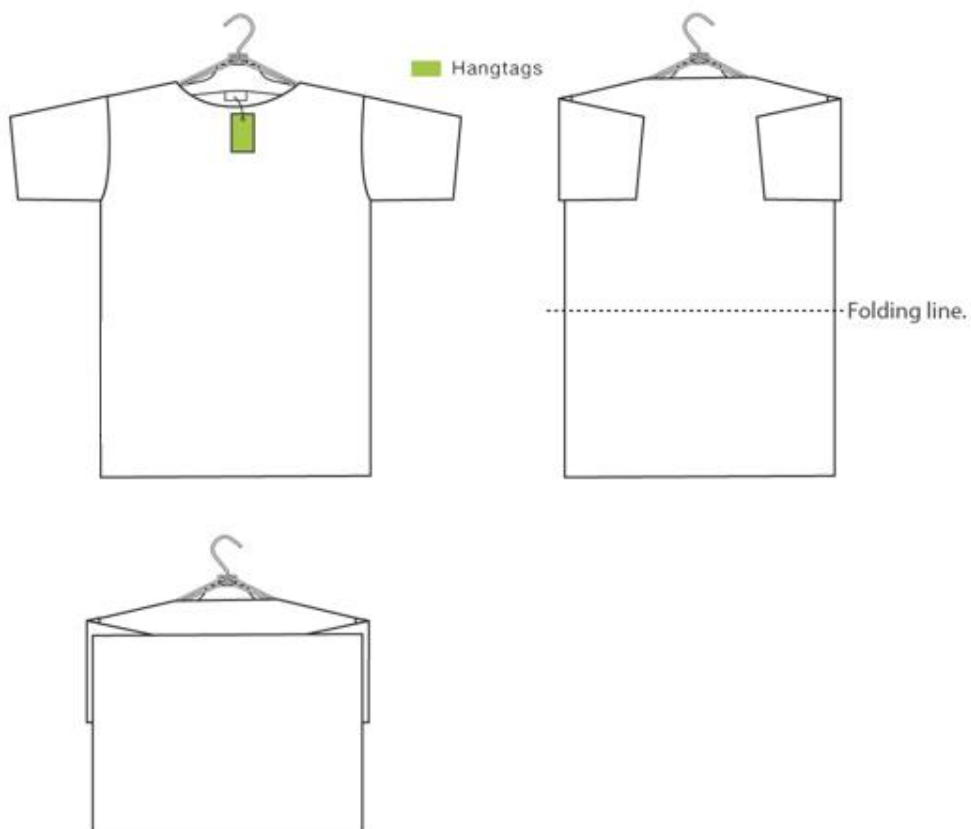
Please make sure that the hangtag is fastened to the Master Label at the back inside the shorts.

### 16.3.3 CHILDREN'S SKIRTS WITH HANGER

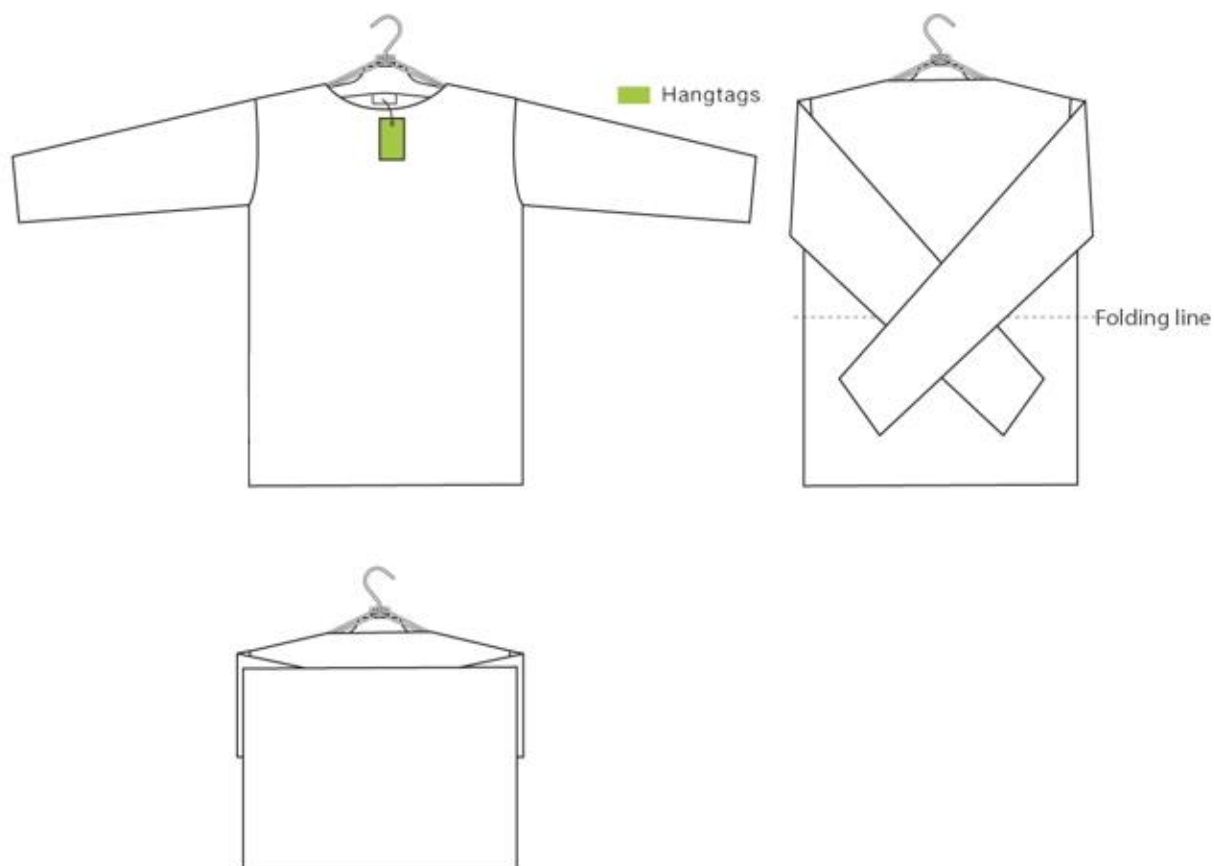


Please make sure that the hangtag is fastened to the Master Label at the back inside the skirt.

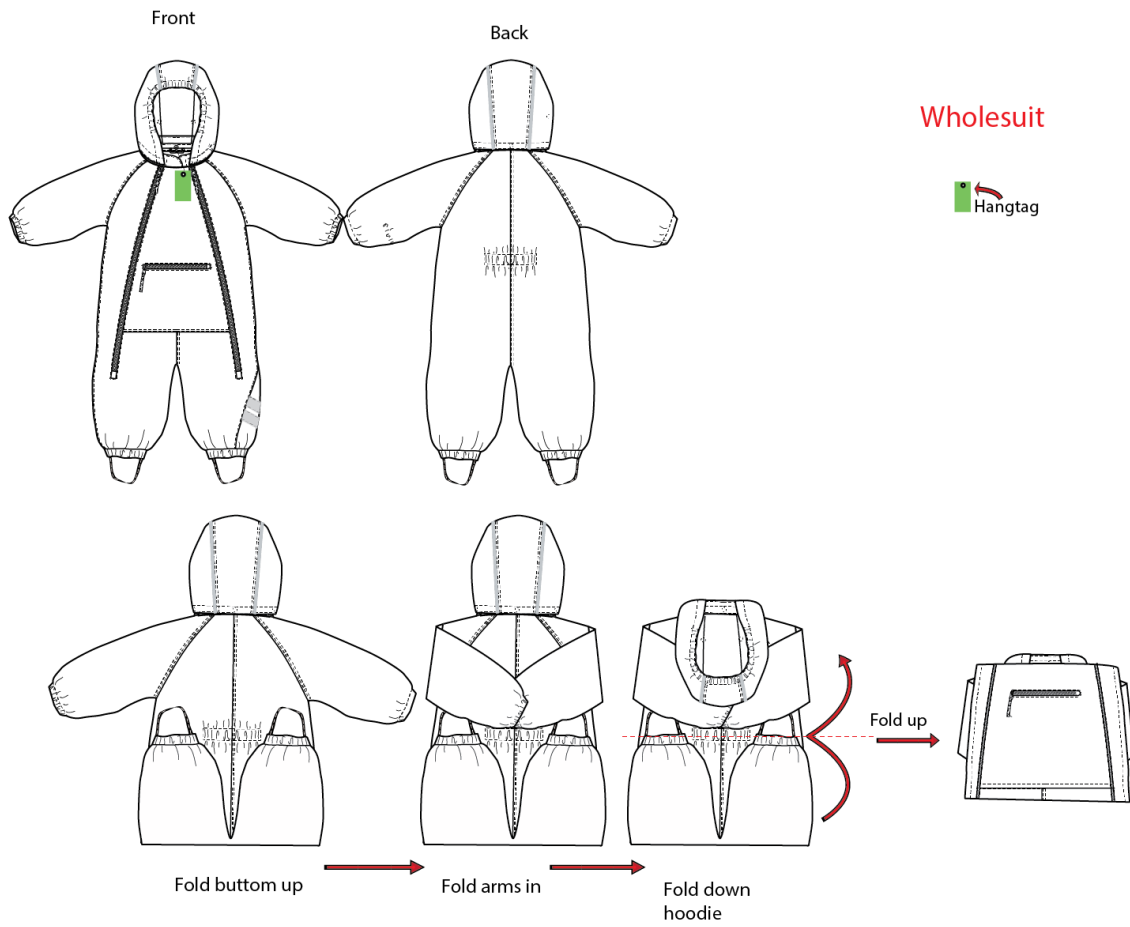
### 16.3.4 CHILDREN'S T-SHIRT- WITH OR WITHOUT HANGER



### 16.3.5 CHILDREN'S T-SHIRT LONG SLEEVE – WITH OR WITHOUT HANGER



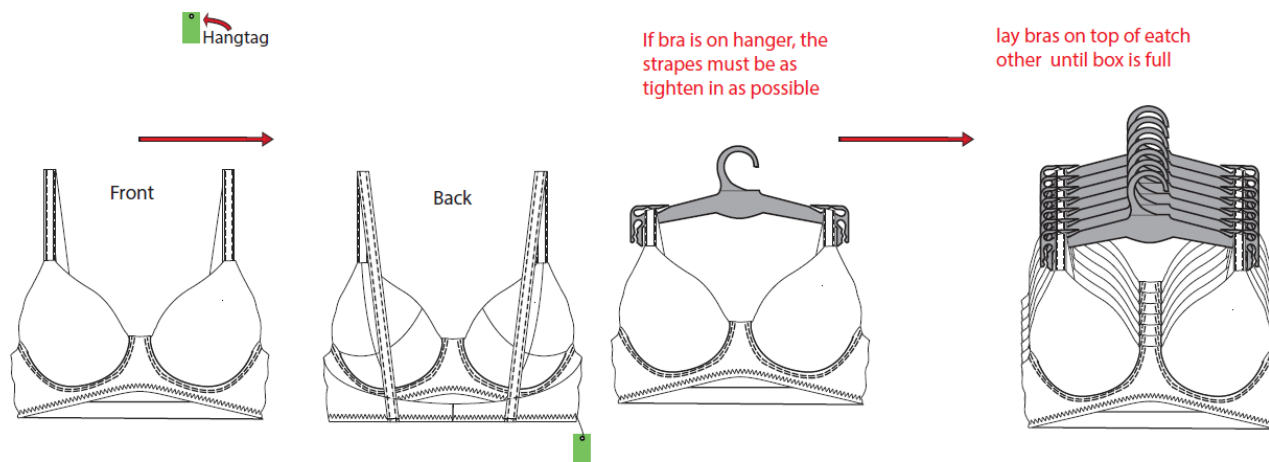
### 16.3.6 BABIE'S WHOE SUIT



## 17 PACKAGING INSTRUCTIONS

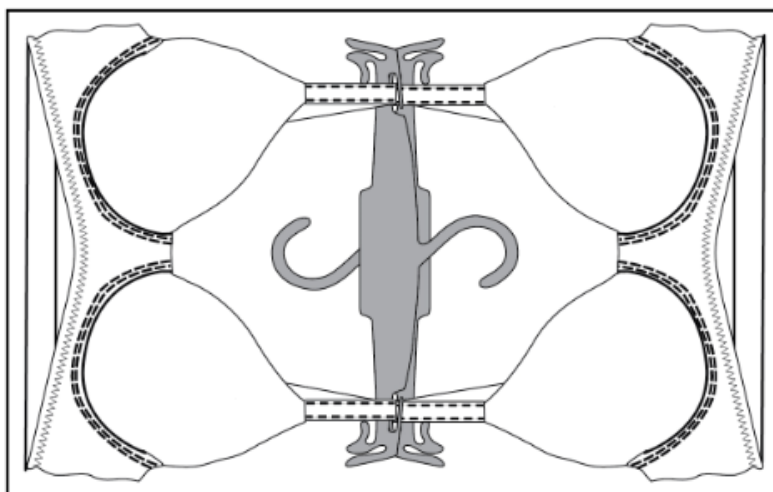
### 17.1 UNDERWEAR

#### 17.1.1 BRA ON HANGER



To save space in the packing process below method might be used. Divide 1 stacks of bras into 2 stacks and fill the box as the picture below:

When laying in box, seen from above, 2 stags in one box.  
Pls. fill the box with the amount that is possible



## 17.2 SHOES

When packing the shoes please keep the boxes as simple as possible for the stores to unpack. Please also keep in mind NOT to use too big boxes when packing the shoes, as it will have high costs both for you and for us.

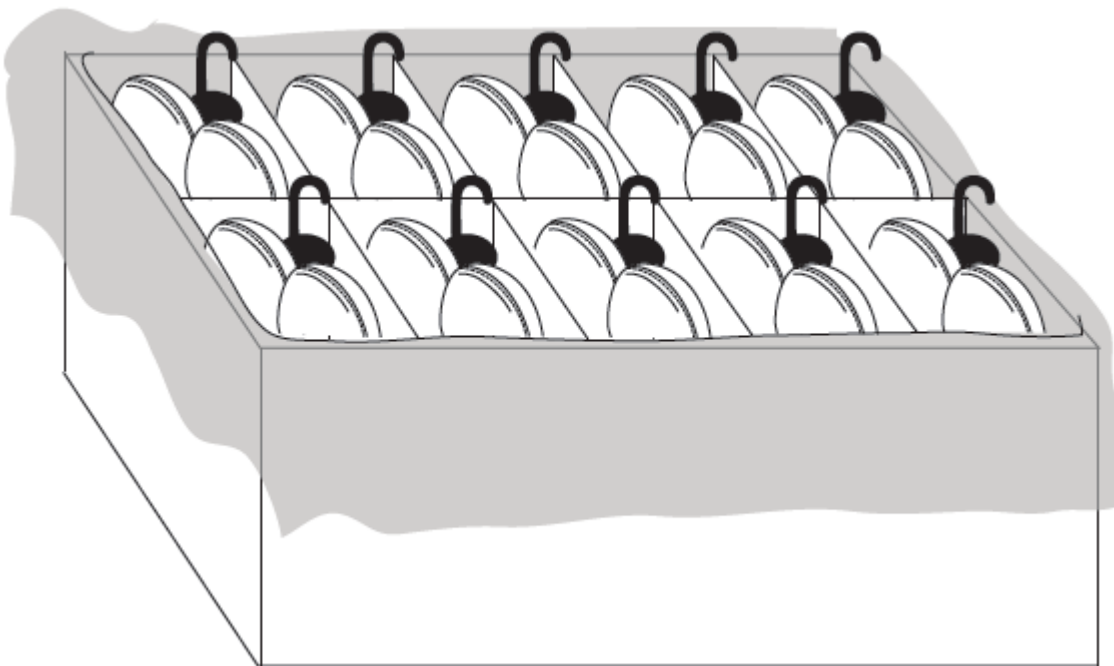
Our requirement is that you pack the shoes in boxes with only one polybag inside of the box (please make sure to fold the polybag. DO NOT tie the polybag).

Afterward you need to divide the box into cells, so each shoe has a compartment for itself. It is also allowed to put 2 pairs of shoes inside one cell if this is better.

When packing the shoes use Micro-Pak® products to ensure that mold doesn't grow on the shoes.

Please also use Micro-Pak® Container Desiccants in the containers during the rainy seasons to further prevent moisture damage.

Please see the picture below for illustration:



Important: Do NOT put any paper inside the shoes. If you fear that this will damage the shoes during transportation, please discuss the matter with the Salling Group shoes buying department.

In case of violation of this term Salling Group, Textile reserves the right to re-invoice any charges to you, which might occur during the remedying process.

NOTE: always make sure that the goods are packed according to PDF order sheet with correct barcodes on the goods and the boxes. Please also check the PDF order sheet for special requirements regarding labeling, packing and so forth.

## 18 TYPICAL MISTAKES - PACKING

For information on correct packaging, kindly see the “Packing instructions – Nonfood”, found via this link <https://sallinggroup.com/en/contact/suppliers>.

Kindly go through the following points thoroughly, in order to avoid these mistakes.

### 18.1 BREACHES UNIT

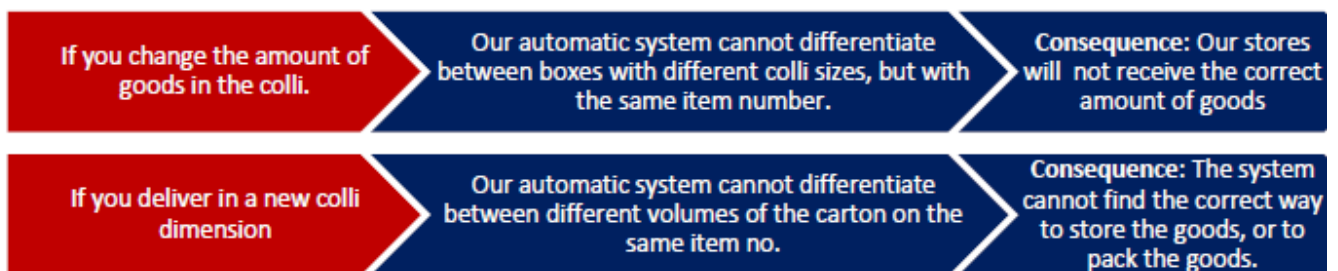
- It is very important that you do not deliver breached units. A breached unit is a unit that does not contain the same amount of goods as the other delivered units on the same item no.

### 18.2 INCORRECT DIMENSION INFORMATION

- It is very important to always be accurate regarding dimensions. Carefully make sure to fill in the Masterdata sheet correct.  
Kindly find the Masterdata sheet via the dropbox link:  
[https://www.dropbox.com/s/t6yelt9o2wv3ogm/DFS\\_ENG\\_TEX.xlsm?dl=1](https://www.dropbox.com/s/t6yelt9o2wv3ogm/DFS_ENG_TEX.xlsm?dl=1)

### 18.3 PRODUCTS IN POLYBAGS

**What happens if you change the master data:**



- It is very important that products packed in polybags are not to exceed the limit of 3 liters. For further information kindly see the packing instructions.

### 18.4 THE SHIPPING CARTON IS SLIGHTLY TOO BIG TO BE MEDIUM

Example: We received some jackets in a carton with the dimensions 630\*470\*200 mm (L\*W\*H). The width of the carton is in this example defined by the width of the hanger. This carton is 3 cm too long and 5 cm too wide and is therefore classified as a large carton. (Large cartons are approximately 2 times more expensive to handle in our warehouse than medium cartons)

Solution: If the jackets had been folded on the middle, the carton would have been the following size 470\*400\*400 mm, and it would now be classified as medium. (The longest side is now equal to the side which was earlier the width because the jackets are now folded)

### 18.5 OUTER PACKAGING / RECEIVING UNIT

- Please note our requirements regarding outer packaging/receiving unit:
  - Should only be used for small export units to reduce handling time and shipping cost
  - Should only be used when the number of export units / shipping units exceeds 5
  - Only one item number per outer carton
  - Only one level of outer packaging is acceptable
  - Kindly see the packing instructions for further information.

Example: We receive 10 t-shirts in a plastic bag with the dimensions 400\*300\*200 mm (L\*W\*H). This product has a volume of 24 liters and will therefore reduce the amount of articles in our shop totes and increase the handling time in the warehouse and our stores.

Consequence: We must handle the product as small even though the measurement indicates that it is medium.

Solution: This type of products should be delivered in a medium carton instead of a plastic bag.

For detailed information concerning subjects such as listed below, kindly see the “Packing instructions – Nonfood”

- Definitions of cartons
- Handling types and dimensions
- Dimensions of the box – recommendations
- Carton & pallets
- Carton marking

## 18.6 RULES TO REMEMBER

### Rules to remember

... Ask the question: how are the articles packed and distributed?



1. Max dimensions: 60 cm x 40 cm x 10-50 cm is your friend



2. Avoid outer packaging– use only if the articles cannot be packed without



3. Avoid polybags if the volume of the article is above 3 liter. Use a carton instead



4. Avoid black cartons and loose lids



5. Remember item number, order number, barcode and items per carton – and double check master data!

## 19 MOLD

### 19.1 POLICY

Supplier is responsible for avoiding mold spores in any product delivered to Salling Group.

Please note: It is banned to import and sell textiles containing DMF (dimethyl fumarate).

Supplier is responsible for correct packing of product and prevention of mold formation.

### 19.2 MEANS FOR PREVENTION OF MOLD

Salling Group Textile prefer the use of Micro-Pak® (<http://www.micropakltd.com>).

- garments – please use Micro-Pak® or Silica Gel Bags
- lambswool – please use Micro-Pak® PE sheets
- shoes and bags – please use Micro-Pak® – Silica Gel Bags are not allowed.

### 19.3 REQUIRED DOCUMENTATION

Supplier must be able to send the following certificates/documents by request:

- Documentation for certainty of original products (e.g., Micro-Pak).
- Material Safety Data-sheet for Silica Gel Bag (to avoid harmful substances inside).

### 19.4 MICRO-PAK® AND MICRO-PAK® PE SHEET

#### USEFUL FOR GARMENTS, SHOES AND BAGS

Micro-Pak® stickers and sheets must exclusively be purchased directly from Micro-Pak or other authorized distributors.

To secure original Micro-Pak® please make sure to choose supplier from Micro-Pak® list.

Please check under "INSTRUCTIONS FOR USE" which Micro-Pak® product (sheet, sticker etc.) is correct for your product and packing – if in doubt please contact Quality Department.

Micro-Pak® Stickers comply with the restricted substance policies of major retailers and brands through the world. Micro-Pak® Stickers have also undergone stringent safety testing as part of our registration with the US Environmental Protection Agency (EPA).

### 19.5 SILICA GEL BAGS

#### USEFUL FOR GARMENTS ONLY

Salling Group Textile accepts the use of Silica Gel Bags for garments, if the above documentation is in hand. Please contact Quality Department if in doubt.

### 19.6 MOLD CLEANING

If mold occur in/on any product sold to Salling Group Erren Recondition BV is to be used for removing mold from received shipments. Link to webpage: [Erren Recondition](#).

For all work (repair, finishing VOC-Volatile Organic Compounds/smell reducing etc.) we send a quotation with a fix-price. Only in mold cases we quote a from/till price.

The reason for this is hat is hard to see how heavy infected a product is through the whole shipment.

Supplier will pay all costs in regard to mold cleaning.

### 19.7 PROCEDURES AFTER CLEANSING

Salling Group accepts products which are cleaned/cleansed, but it is hard to guarantee that all tracks of mold are removed. Mold will be able to grow back under the right temperature and humidity.

Proposed precautions to be taken:

1. Store cleaned / purified products from all orders in all colours in house for observation.  
This will allow us to stay ahead and act sooner, if there is a development of mold on the products.
2. The supplier must pay for any cleaning/cleansing/treatment, transport etc.  
We reserve the right to return the goods - even later if it turns out that the mold is returned.
3. If we accept to continue to do business with the supplier - they must confirm that they will initiate and pay "MOLD-AUDIT" with Micro-Pak® or Bureau Veritas, and afterwards initiate the actions suggested during this audit.

The use of substitute and counterfeit stickers or sheets is not allowed and is subject to charge backs. Use of silica gel packets for shoes/bags or use of counterfeit Micro-Pak® stickers within product packaging is not acceptable.

Breach of any of the above entitles Salling Group to cancel the order or can result in penalties and chargebacks.

## 20 CLAUSE OF TRANSPORTATION

### 20.1 FOB ORDERS

A. For FOB orders except India, transport must be booked via our nominated forwarder Maersk. The Supplier shall contact the local Maersk office.

For China the contact must however be addressed to central service centers. All China bookings will be handled from Chengdu and all bookings from India will be handled from Mumbai

Addresses etc. are available on the following Internet site: <https://www.maersk.com/>.

If goods are to be transported from areas where Maersk is not operating or if shipping with a different carrier or by air freight has been agreed, Salling Group must be consulted about which carrier to use.

FOB India orders transport must be booked via our nominated forwarder Scan Global logistics.

B. Shipping is subject to Salling Group's written approval of a shipping test.

C. Part deliveries, part invoicing and back orders are subject to prior written agreement with Salling Group.

D. If delivery on time proves impossible by vessel, the goods must be transported by air freight at the Supplier's expense.

### 20.2 ALL SUPPLIER'S WITH INCOTERM FOB

- FOB Forwarder Maersk/Scan Global:
  - It is shipper's/supplier's responsibility to book orders with Maersk/Scan Global.
  - Book in Maersk/Scan Global portal – login can be acquired from suppliers local Maersk/Scan Global office.
  - Booking deadline is always 14 days before ETD.
- Supplier's factory and Shipper are required to create profile with Scan Global for Indian suppliers and MyMaersk for all other countries. Below information is required and is to be sent to [bookingexceptions@sallinggroup.com](mailto:bookingexceptions@sallinggroup.com):
  - Shipper's + supplier's name
  - Shipper's + supplier's Address
  - Contact person
  - Telephone number
  - Mail address
- Contact information for Maersk/Scan Global can be acquired from Vareflow or via Booking Exception mailbox: [vareflow@sallinggroup.com](mailto:vareflow@sallinggroup.com) or [bookingexceptions@sallinggroup.com](mailto:bookingexceptions@sallinggroup.com)

### 20.3 SHIPPING BY AIR FREIGHT

When shipping out orders to Salling Group by air freight, transport must always be booked through below forwarder:

**All countries: Scan Global Logistics**

Kindly note that Salling Group's designated transporters must be applied for all consignments. This means that if you are paying the freight charges, the consignment must be booked through Salling Group's transporters. The supplier will be able to ship under Salling Group's rate agreements.

If air freight orders are dispatched through alternative air freight forwarder, Salling Group will charge the Supplier a standard fee of DKK 10.000.

## 20.4 DOCUMENTS

- Original documents + Bill of Lading is required to be sent physically as stated below latest 15 days after the shipment date
  - Payment terms DA and LC to:
    - Nordea (please see full bank name and address under [PAYMENT](#))
  - All other payment terms to:
    - Salling Group  
Rosbjergvej 33  
DK-8220 Brabrand  
Attn: Supply Chain In/Out - Sea & Air
- Original Bill of Lading – Telex releases:
  - Telex releases are not possible if supplier has payment term DA or LC. Salling Group will need all 3 originals via Nordea
  - Telex releases are possible for all other payment terms
- Requirements for document set:
  - Packaging list must show
    - REX No. and declaration
    - the description of the goods shipped (article description, quality/composition, quantities, our article No., sizes, colours, our order No. etc.)
    - gross weight
    - net weight
    - No. of cartons
    - dimensions
    - CBM
  - Bill of lading x all 3 originals – Have to contain Salling Group Purchase Order number (PO)
  - 1 Invoice per order must show
    - the unit prices
    - REX No. and declaration
    - the description of the goods shipped (article description, quality/composition, quantities, our article No., sizes, colours, our order No. etc.)
    - gross weight
    - net weight
    - No. of cartons
    - dimensions
    - CBM
  - Consignee = Salling Group
- Copy of documents should always be sent to [vareflow@sallinggroup.com](mailto:vareflow@sallinggroup.com) and [shippingdocs@sallinggroup.com](mailto:shippingdocs@sallinggroup.com)
  - If the country of origin is China - Copy documents also have to be Uploaded in MyMaersk Document management.

## 21 PAYMENT

A. Payment on L/C and D/A terms are handled via Nordea Bank Danmark A/S.

Salling Group's shipping and documentary requirements are stated in the L/C.

For transactions on D/A terms, all original documents must be sent through Supplier's bank to:

Nordea Danmark, filial af Nordea Bank ABP, Finland  
Attention: Trade Finance  
Gronjordsvej 10  
Dk-2300 Copenhagen S.  
Denmark  
Telephone: +45 5547 3991  
Swift: NDEADKKK

Payment by T/T is not acceptable.

B. Orders are subject to presentation of all the documents required for customs clearance of imports to Denmark.  
within 15 days of departure for sea freight and 2 days before arrival for air freight.

If the documents cannot be presented to Nordea Bank Danmark A/S, and in connection with open-account transactions, all original documents must be sent to:

Salling Group A/S  
Attention: Supply Chain In/Out - Sea & Air  
Rosbjergvej 33  
DK-8220 Brabrand

Salling Group reserves the right to hold the Supplier liable for documents not received, not received on time or not acceptable to the Danish customs authorities.