salling group

PACKAGING INSTRUCTIONS

FOOD/NEARFOOD

føtex

Bilka
DIT HYPERMARKED

Revision 7.0
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Revision control

Revisions version 6.0, valid from 1st of March 2023:

- “How to use this manual” has been updated (page 4)
- “Approval procedure” has been added (page 6)
- “Labelling of cartons” has been updated (page 7)
- “Handling symbols” has been updated (page 9)
- “Packing of pallets“ has been updated (page 10 - 12)
- “Labelling of pallets” has been updated (page 12)
- “Special requirements for EXW/FCA deliveries” has been added (page 13)
- “Pallet vouchers & swapping of pallets” has been added (page 15)“Goods reception control” has been updated (page 15)
- “Requirements to freshness” has been updated (page 16)
- “Destruction and/or return to suppliers” has been added (page 16)
- “Packaging & Cadmium Directive - REACH” has been updated (page 18)
- “Food warehouses” has been updated (page 19-20)
- “Pallet specification” has been updated (page 21)
- Appendix A – pallet overview per warehouse has been updated (page 25)
- Appendix B – general warehouse information has been updated (page 26)
- Appendix C - Handling cost overview has been updated (page 27)

Revisions version 7.0, valid from 1st of March 2024:

- “Approval procedure” has been added (page 6)
- “Packing of pallets“ has been updated (page 10 - 11)
- “Labelling of pallets” has been updated (page 12)
- “Special requirements for EXW/FCA deliveries” has been updated (page 13)
- “Delivery deadlines” has been added (page 13)
- “Requirements upon arrival” has been updated (page 15)
- “Delivery note information" has been updated (page 15)
- “Chemicals” has been updated (page 17)
- “Food warehouses” has been updated (page 20)
- Appendix A – pallet overview per warehouse has been updated (page 25)
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Introduction

How to use this manual

This manual sets forth Salling Group's general logistical requirements and administrative procedures concerning suppliers' deliveries to its warehouses and/or stores.

You need to use this manual as a guideline on how to choose the right export carton/box, packing method and delivery method for the product, in close cooperation with the buyer. The manual is divided into two parts:

- Part 1 a general overview of requirements for all warehouses
- Part 2 an overview of requirements for føtex / Bilka Food warehouses

Both parts are important for all suppliers to read.

There are many details you have to take into consideration, so please read this manual thoroughly. This manual is a tool for both our buyers and our suppliers and is the basis of all packaging discussions.

This document is always available on www.sallinggroup.com. If you have any questions regarding this manual, please get in touch with your contact person at Salling Group or send an e-mail to logisticsfeebf@sallinggroup.com

The packaging instructions will be reviewed once a year.

Part 1 – General instructions

Carton specifications

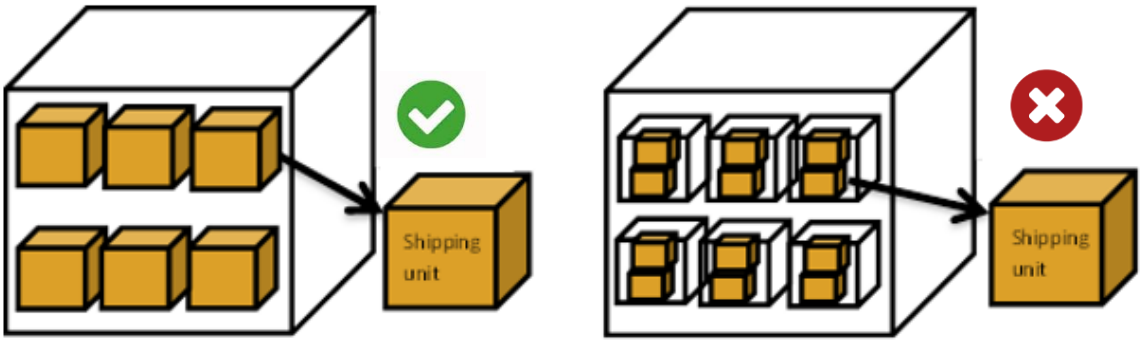
Carton quality

The carton quality must ensure, that:

1. The box remains stable during transportation.
2. The box can be stacked in stores, even when a number of products has been removed from the box.
3. The box can support the weight of stacking the cartons up to a height of 2.5m during transport.
4. Lids / perforations of large boxes. can withstand vacuum suction.
5. The box fits the goods.
6. Boxes are never too full, thus creating round and unstable boxes.
7. No stacking pins, glue or wax is necessary (or used) to create a stable pallet.

Outer packaging / Receiving unit

1. Should only be used for small export units to reduce handling time and shipping cost.
2. Should only be used when the number of export units / shipping units exceeds five.
3. Only one items number per outer box.
4. Only one level of outer packaging is acceptable:



Please mark how many cartons that are packed in each outer box

5. Volume of the outer packaging should not exceed 70 L, as this is the volume of our warehouse totes.
6. Weight of the receiving unit must not exceed 12 kg.

Specifications for outer box

1. Outer box shall protect the products throughout the entire supply chain.
2. Ensure a stable outer box.
3. Outer box shall be easy to open without the use of tools.
4. Ensure a presentable outer box to increase sales (not necessary for frozen products and wine).
5. Optimize the outer box size to shelf space.
6. Outer box shall be easily disposable.

To sum up, the ideal outer box is the one that passes through the warehouse and the store with the least possible handling.

Approval procedure – *Only for the warehouses in Holme, Vejle, Taulov and Taastrup*

When a supplier starts the delivery of a new regular assortment article or makes a change in the packaging of a regular assortment product (carton quality, dimensions, weight), regardless of whether the sales unit changes or not, a test colli must be sent for approval before deliveries begin. All approvals are done in collaboration with the warehouses.

All test colli must be sent to below address:

Warehouse Holme – deadline latest 1 week before first delivery
Att: Pakkeri Holme
Terminal Holme
Axel Gruhnsvej 7
8270 Højbjerg

Warehouse Vejle – deadline latest 3 weeks before first delivery
Terminal Vejle
Englandsvej 2
7100 Vejle

Warehouse Taulov – deadline latest 1 week before first delivery
Terminal Taulov
Prinsessens Kvartér 1
7000 Fredericia

Warehouse Taastrup – deadline latest 1 week before first delivery
Terminal Taastrup
Litauen allé 4
2630 Taastrup

Labelling of cartons

Salling Group accepts two types of barcodes on boxes; the preferred EAN 128 / GS1 128 and EAN 13. All boxes must contain one of below barcodes. For rules regarding barcodes on pallets see page 10.

General requirements	
• Label must be white • Must be as big as possible • Text must be dark • Standard office fonts only • No underlining text	• Only machine written text • All text at least 8 mm high if possible • Text must be aligned • Characters must not touch each other
Placement	
Label must be placed in the center of the case; at least 30 mm away from the edge; on ***two opposite sides***	

EAN 128 / GS1 128		**EAN 13**
Application identifier	Always ***(400)***	Must be the EAN of the ordering unit
Salling Group order number (10 digits)	Ex. ***4001234567***	If the shipping unit contains 1 retail unit the Order EAN and the retail EAN are the same
Application identifier	Always ***(97)***	If the shipping unit contains more than one retail unit the Order EAN will be different from the retail EAN
Salling Group article number (6-12 digits)	Ex. ***123456789012***	

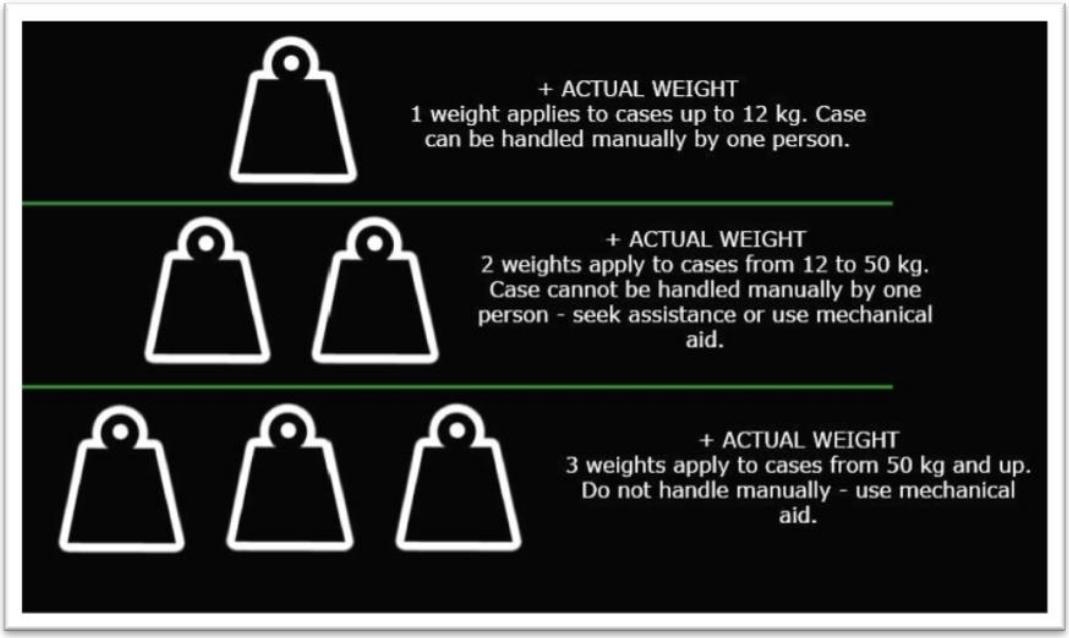
Besides the barcode the following information could also be marked on the box:

Information on the box			
	Information	***Description***	***Example***
1	Order number	Salling Group order number (10 digits) **(optional)**	4001234567
2	Article number	Salling Group article number (6-12 digits) **(optional)**	123456789012
3	Product	Description of product **(optional)**	Jackets
4	Quantity	Number of sales units in box **(optional)**	12
5	Gross weight	Total weight of box + content **(optional)**	13 kg
Nonfood			
7	Colour	Colour of product **(optional)**	Green
8	Product range	If the box contains an assortment of different sizes or colours **(optional)**	S - M - L - Total 2 - 2 - 2 - 6
Food Products			
9	Prod. date	Production Date & Best-before-date **(optional)**	2014-12-02 (YEAR.MM.DD)
11	EAN number	EAN number of the product **(optional)**	5701050212850

Handling

Box weight limits

1. Weight limit for a box stipulated by Danish authorities, is a ***gross weight of max 12 kg.***
2. Gross weight must be printed on the label to inform employees of the correct way to handle the box.
3. Salling Group introduces a special handling symbol, which is weight specific, and must be placed on each box (or the shipping mark):



Heavy or bulky products

- If the product itself is heavier than 12 kg or bulky (larger than 1 m^3) grip holes should be added either on both sides / opposite ends (suggested size 30 x 100 mm)
- If the product weight exceeds 20 kg, the box has to be handled by two persons and thus grip holes must be added to the box to facilitate this.

- If grip holes are not possible to add due to packaging (e.g. no air / room around articles) external handles must be applied (plastic handles), or the packaging must be altered to meet the requirements.

Handling symbols

The following international handling symbols must be used, if your products require special handling during transport, at the warehouse or in the stores. ***Symbols may only be used when required.***

	Maximum stack (here shown as “8”) Goods like video monitors and glassware have a stacking limit. If this limit is exceeded, the compression from excess weight of overlaying boxes may damage the goods underneath. Use this symbol if the product has a stacking limit.
	Fragile: handle with care
	Fragile: handle with care - glass
	This side up Symbol only to be used if: Important for transport stability. Direction has implication for stability due to directional reinforcement in cases. Important for product stability. If product can be damaged/broken when packed in wrong direction.
	Do not stack
	Chemicals Use symbols like this if the container is fumigated or contains chemicals**.**
	Box weight

Product registration

When delivering to Salling Group, you must make sure, that the correct masterdata is available to Salling Group. The procedure depends on the type of product you are delivering, hence textile, food or non-food products.
Masterdata registration is only done for new item numbers and it is done because both our systems and warehouses are highly dependent on correct masterdata.

Changes to masterdata

If you change the articles and the masterdata is no longer correct, please contact your contact person at Salling Group. Changes in GS1 (including updates to durability/shelf life of perishables) should be confirmed by Salling Group, as they are not updated automatically.

Packing of pallets

1. **Products must be kept within the pallet dimensions** – at the bottom as well as the top. No boxes must extend beyond the edges of the pallet.

2. **¼ and ½ pallets are only accepted (without handling cost), if pallets are created in masterdata as ¼ or ½ pallets and registered as "ready for sale".** Creation must be made in cooperation with Salling Group.

3. **Weight must be distributed evenly across the pallet** – horizontally and vertically. No boxes must be placed on the side or vertically.

4. **Slipsheet can be used between each layer to stabilize pallet with heavy goods.**
5. **Cardboard can be used to stabilize a pallet with heavy goods –** it is important that the cardboard does not cover the pallet in any way.
6. **Pallet must not exceed maximum height incl. pallet(s) –** *see Appendix A for more information*
7. **The total weight of a 1/1 pallet must not exceed 1000 kg.**

8. **The items on the pallet must be wrapped in clear foil** to ensure stability during transport, as well as dust protection. Foil is only allowed to cover green marked area on the pallet as illustrated in the picture below. The folie must not be colored.

9. **No individual wrapping of single boxes** is allowed, and no part of the wrapping must get in touch with the pallet.
10. **Wrapping pallets together** using strips, foil or tape is not permitted**.**
11. **Removing foil around the pallet should not result in collapse** of a single row or the entire pallet.
12. **Pallet label must be placed outside the foil - between 40-80 cm from the bottom of the pallet –** *See section Labelling of pallets.*
13. **Base pallets are not accepted in all warehouses –** *Please see Appendix A for overview of warehouse specific pallet requirement.*
14. **One item number per pallet** - The pallets should be packed with only one item number. We want to receive clean units in order to avoid mixing the articles. See below examples of how to pack pallets.

Illustration – Pallets must be wrapped in foil as shown in picture to the right.

15. **No mixing of PO numbers** on a pallet is permitted - We want to receive clean units in order to avoid mixing the articles and orders.
16. **One best-before-date per pallet** – In case of a product recall, we need to be able to identify which best-before-dates are on which pallets (perishables only). In case of more than one best-before-date on articles on mixed display pallets (RFS display), the shortest best-before-date must be the one on the pallet label.
17. **The labels on all boxes** must be visible without splitting up the pallet**.**
18. **There must not be strips/tape of any material** around the individual boxes or individual 1/1 pallets.
19. **Do not place any loose papers/packaging material inside or outside the foil.**

Labelling of pallets

Upon arrival to the warehouse the pallets will be registered by barcode scanning, and therefore there must be a GS1-128 pallet label on each pallet. For the full list of application identifiers and quick guide please see below links*.

https://www.gs1.org/standards/barcodes/application-identifiers

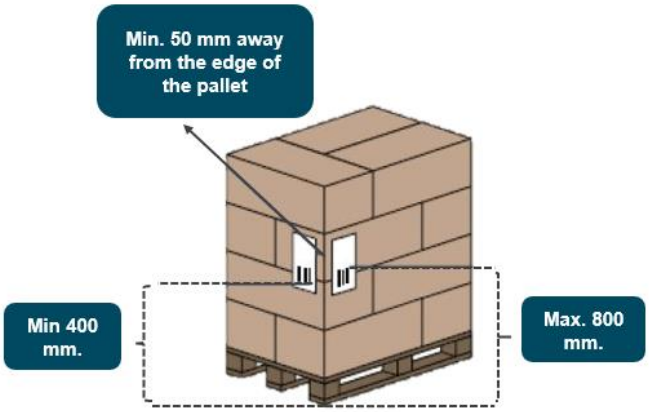
https://www.gs1.dk/vejledninger/quick-guide-to-the-gs1-128-pallet-label

The labelling concept and further information can be obtained by contacting GS1 Denmark, or it can be downloaded from GS1 Denmark's website https://www.gs1.dk/. GS1 Denmark also supports testing of labels, which we highly recommend.

The GS1-128 pallet label must be placed on the pallet as illustrated in *picture 1* (GS1 requirement). Labels must always be placed vertically. On 1/1 pallets a label must be placed on both sides of the pallet, hence one label in front of the pallet and the other on the long side as illustrated below. On ½ and ¼ pallets the label must be placed on the top of the pallet and on the short side. When single layer pallet is less than 400 mm high, place the label as high as possible and with the barcode turning vertical as illustrated in *picture 2.*

All labels should have PO number and delivery address in the text field and fresh meat should also have TARA added in text field.

Picture 1



Picture 2

Special requirements for EXW/FCA deliveries

All below information must be added on a separate pallet label or in free text field in GS1-128 pallet label. Pallet label should be in the form of a sticker to prevent interference with warehouse equipment.

1. Salling Group PO number.
2. Salling Group warehouse name.
3. Salling Group delivery address.
4. **No** barcode must be included in pallet label if use of an separate label beside the GS1-128 pallet label.

Delivery

Delivery deadlines

Our warehouse is staffed based on the planned deliveries each day and the supply chain depends on orders delivered in time as agreed. If the order cannot be delivered on the agreed date, it is important that you notify us of this *no later than 12 PM the day before the day of delivery*, and preferably before that, so the date can be changed in our system before it is too late. Notification must be made for Bilka/føtex deliveries to Goodsflow and for Netto deliveries to Supply Chain Netto.

Opening hours can be found under *Appendix B*

Loading of pallets on truck / container

In order to prevent damaged boxes and to facilitate the handling during receipt in our warehouse, it is important to arrange the packing of the truck / container according to the following instructions:

1. 1/1 pallets must be placed 3 and 3 in the truck/container i.e. the short side of the pallet must always be placed towards the loading platform.

2. If you deliver in containers on slip-sheets the grip handle must always be placed towards the loading platform.

3. 1/4 pallets must be in rows of three (600* 1200).

If you deliver our goods by truck, you should not use the type 'High-cube' or vans. High-cubes and vans have a low unloading level, which we are not able to handle.

Requirements upon arrival

When arriving to our warehouses the below requirements must be fulfilled:

1. The driver must at all times comply with the rules, that appear on the entrance door of the warehouse and always follow warehouse employees' verbal or written instructions.

2. The driver must by him-/herself unload the goods at the place informed by the warehouse employee(s).

3. The driver must by him-/herself unload the goods at the instructed location informed by the warehouse employee(s).

4. The driver must wear high visibility vest and safety shoes, when entering the warehouse and while unloading

5. The Salling Group 10-digit order number must always appear on all documents related to the delivery (incl. consignment note and delivery note.) The order information must be available to the driver, and therefore must not solely be attached to the pallets in the form of delivery notes etc. For EXW/FCA/FOB deliveries, the documents with the required information, must be handed to the driver upon pickup.

6. Only documents relevant for the products actually delivered must accompany the pallets.

7. The driver must state, whether the order number is delivered via central warehouses, warehouse hotel or has been transhipped to another carrier in transit.

8. If the driver delivers products for several order numbers, all order numbers must be advised.

9. In case of part delivery of an order number, it must appear clearly on the documents, which order number that specific delivery concerns. The order number must appear at both consignment note and delivery note.

10. If the delivery note does not cover the entire order, it must be stamped "Part delivery". A copy of the delivery note must be attached to each consignment note. Further a clear indication of which products that are being partly delivered and how many of each article is required.

11. The delivery note must state the exact amount of ordered units delivered.

12. A consignment note indicating the precise part consignment delivered in EUR 1/4, 1/2 or full (1/1) pallets must be made out for each delivery.

13. Delivery notes and freight documents must **always** be included for every delivery. Upon arrival the truck driver must hand in the physical documents to a warehouse employee. Kindly note digital freight letters are not accepted as a valid document and are therefore not proof of delivery.

Delivery note information

Delivery notes must contain below information:

1. Header: “Følgeseddel” or “Delivery note”
2. Supplier name and address
3. Delivery address
4. Delivery date
5. PO number
6. Article name pr article
7. Total delivered quantity per article number in the ordering unit
8. Weight for each article if the article is catchweight

We accept combined delivery notes/CMR’s, if they contain below information:

1. Header: “Fragtbrev og følgeseddel” or “CMR/delivery note”
2. Supplier name and address
3. Delivery address and date
4. PO number
5. Field for signature and stamp
6. Document creation date
7. Article name pr article
8. Total delivered quantity per article number in the ordering unit
9. Delivered pallet quantity

Pallet vouchers & swapping of pallets

Please notice that all pallets will be handled directly as they come in. This means, if pallets are not purchased, the driver will either receive return pallets or receive a pallet voucher. With a pallet voucher the pallets can be picked up within 60 days. The driver is responsible for receiving the voucher in physical form, before leaving the warehouse. Vouchers cannot be passed on to other suppliers or forwarded.

Goods reception control

In order to ensure the compliance of deliveries our “Goods In” department will check every delivery.

Non-compliance by suppliers with the requirements in this manual will likely cause Salling Group to incur costs as a result of delays, additional work/handling and/or administration.

Suppliers that do not comply with the requirements of this manual will, to the extent Salling Group incurs costs as a result, be charged handling costs. In *Appendix C* a complete list of handling costs can be found.

Note! Not all warehouses accept base pallets or ¼ pallets - *Please refer to Appendix A for warehouse specific information on pallets.*

Requirements to freshness

With reference to Salling Group’s order, the products shall be at Salling Group’s disposal as agreed with Commercial.

Salling Group does not accept delivery of products with an expiry date earlier than that of similar products previously delivered by the Supplier.

Without prejudice to any other rights of Salling Group in connection with the order, Salling Group is entitled to accept or reject, in its discretion, the delivered order if the aforementioned concerning expiry date of the products is not complied with.

In case of rejection, the goods will be returned at the Supplier's account and risk.

Destruction and/or return to suppliers

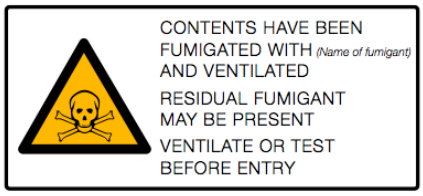
Goods, which are identified as damaged or otherwise do not comply with the agreement, in goods receipt processes or later in our warehouse, must be returned to the supplier. The supplier is informed about pick-up of the goods from our warehouse. If the supplier does not come and pick up the goods within the informed deadline, our warehouse will destruct the goods. The extra handling costs occurring from this is on the supplier’s expense, and an invoice will be send to the supplier.

If it is agreed, that Salling Group should destruct the goods due to the damage or other errors, an invoice will be issued to the supplier for the handling in our warehouse and destruction - *See Appendix C*

Chemicals & Fumigation

Chemicals

Fumigation of the containers must always be coordinated with your contact person at Salling Group.
If you use fumigates in the containers:



- You must send a certificate with the contents that have been used to fumigate the container to Salling Group at nflvm@sallinggroup.com
- You must send a certificate that the container has been ventilated and is now fumigant free to Salling Group at nflvm@sallinggroup.com.
- Furthermore you must label your container with warning symbols, so that we can take the necessary precautions at our warehouse. The containers should as a minimum be labeled with the following information: A warning symbol, Name of the fumigant; Date of fumigation; Information about ventilation (Yes/No); Date of ventilation.

At Salling Group we will test container shipments according to current legislation if we suspect that a container is contaminated. Contact Salling Group if you need to know for which fumigates and chemicals we test.

If you use chemicals in your production:

Products containing chemicals will evaporate after production, and some contamination can be avoided by not packing the goods immediately after production.

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 chemicals.

You must keep updated with the European chemical legislation REACH – Regulation (EC) No 1907/2006 with all applicable amendments – concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals including restriction (Annex XVII) and substances of very high concern (SVHC substances on the candidate list). The candidate list of SVHC substances is the first step in the procedure for restriction of use of a chemical. You can find the list by following this link:
http://echa.europa.eu/web/guest/candidate-list-table

REACH concerns substances in both the articles and the packing material.

The candidate list of SVHC substances is updated twice a year. The suppliers of any articles containing such a substance in a concentration above 0.1% (weight by weight) have to provide enough information to allow the safe use of the article to the recipients of the article.

If you need further help regarding how to avoid the use of chemicals and fumigates, or to find alternatives to forbidden chemicals or fumigates, Salling Group can support you in finding technical assistance.

Shipping of wooden pallets from outside EU

If you are shipping goods on wooden pallets from outside the EU, all pallets must be fumigated or have a cleared certification mark on them.

Packaging & Cadmium Directive

All suppliers to Salling Group must at all times keep informed of relevant Danish and European legislation and the products as well as the packaging must at all times comply with any and all applicable rules and regulation.

The following rules, regulations and requirements are not a complete list, but example of applicable requirement for packaging materials.

Packaging Directive
Suppliers to Salling Group must meet the requirements of the Packaging Directive 94/62/EC with any amendments - on packaging and packaging waste (implemented in Danish law in BEK nr 1455 of 07/12/2015 with any amendments).
Harmonised relevant standards: EN 13427, EN 13428, EN 13429, EN 13430, EN 13431, EN13432.

According to the Packaging Directive packaging and packaging components may only be placed on the market provided that the sum of concentration levels of lead, cadmium, mercury and hexavalent chromium does not exceed 100 ppm by weight.

How to find the Packing Directive for elaborating details:
Go to https://eur-lex.europa.eu. and enter year (1994) and number (62).

REACH
Suppliers to Salling Group must meet the requirements of Regulation (EC) No 1907/2006 with any amendments – concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH).
Annex XVII contains restrictions on the manufacture, placing on the market and use of certain dangerous substances, mixtures and articles – including packaging.

If desiccants (silica, calcium chloride, etc.) are used when wrapping and/or packing products for Salling Group, the supplier is obligated to ensure the desiccants have an adequate registration in accordance with Regulation (EC) No 1907/2006 with any amendments (REACH). Desiccants exempted from registration according to Regulation (EC) No 1907/2006 with any amendments (REACH) are accepted (e.g., bentonite (clay) based desiccants).

How to find REACH for elaborating details:
Go to https://eur-lex.europa.eu and enter year (2006) and number (1907). For further guidance please see the website of the European Chemicals Agency (ECHA) on https://echa.europa.eu

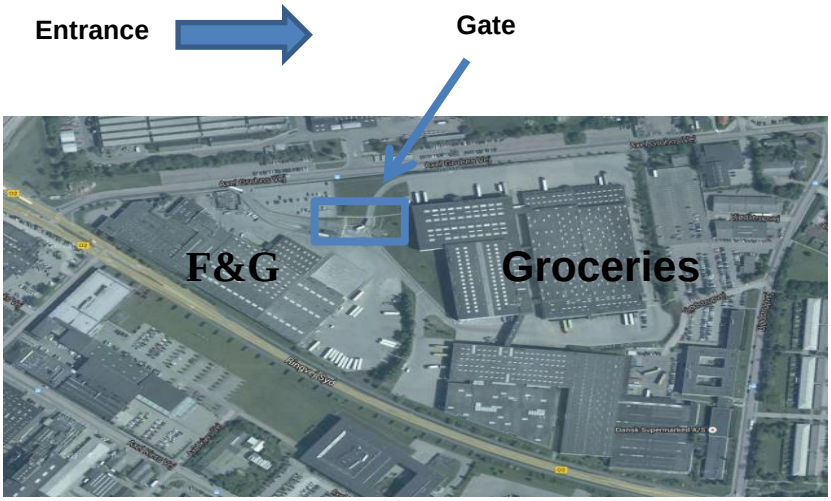
Danish Cadmium Restriction
Suppliers to Salling Group must meet the requirements stipulated in the Danish cadmium act (BEK 858 of 05/09/2009).
According to the cadmium act import, sale and manufacture of cadmium-containing products are prohibited. Cadmium-containing products mean products in which cadmium is used with more than 75 ppm in the homogeneous components of products not included in the restriction for cadmium in Annex XVII of Regulation (EC) No 1907/2006 with any amendments – concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

Part 2 – føtex / Bilka Food instructions

Delivery

Food warehouses

Salling Group has six warehouses, which provide Bilka and føtex with food products. The warehouses are located in Ishøj, Holme, Taastrup, Taulov and in Vejle and one external warehouse Lineage Vejle. They each store different type of goods. Following is our internal warehouses:



Holme

The food warehouse in Holme is both an automated warehouse, which handles groceries and a manual warehouse for fruit & vegetables.

Gate 101-108	Fruit & veg.
Gate 112	Inventory Department
Gate 208-212	Bakery
Gate 201-206	Grocery
Gate 301-304	Grocery
Gate 306-312	Grocery ¼ pl RFS + cross dock
Gate 332-334	Return goods
Gate 401-403	Packaging department

Vejle

The food warehouse in Vejle handles products in cool storage.

Gate 1-3	Inbound – Closed until April 2023
Gate: 4-5	Return goods
Gate 6-11	Inbound
Gate 18-21	Inbound
Gate: 12-21	Outbound

Ishøj

The food warehouse in Ishøj handles fruit, vegetables and groceries.

Gate 1-9	Wine dispatch Jylland
Gate 10-15	Grocery receiving Cross-dock
Gate 18-30	Dispatch Sjælland
Gate 31-35	Dispatch Sjælland
Gate 36-42	Fruit & veg. Receiving
Gate 43-47	Return goods
Gate 49-58	Wine receiving

Taastrup

The food warehouse in Taastrup handles bread and groceries (ready-for-sales pallets incl. paper).

Gate 15-16	Driver entrance
Gate 25-27	Cross-dock inbound
Gate 32-34	Bread inbound
Gate 32-34	Loading/unloading of return goods / empty bread cases
Gate 35-39	Bulk (paper) and RFS pallets

Taulov

The food warehouse in Taulov handles bread and groceries (ready-for-sales pallets incl. paper)

Yellow Arrow:	Main entrance
Gate 11-19	RFS pallets inbound
Gate 21-29	RFS pallets and bread inbound
Gate 31-39	RFS pallets and bread inbound
Gate 41-49	Bulk pallets inbound
Gate 53-59	Loading/unloading of return goods and empty breadboxes

Pallet specification

The pallet specifications for the food terminals is different from terminal to terminal. Please refer to *Appendix A* for further details, and for an overview of which type of pallets is accepted by which terminal.

Please notice: ¼ and ½ pallets are only accepted, if pallets are created as ¼ or ½ pallets and registered as "ready to sale". Creation must be made in cooperation with Salling Group.

Height of pallets and stacking height

Salling Group aims to optimize processes and strives to create the best possible working conditions in warehouses and stores. This is done in close collaboration with suppliers and buyers.

All pallets	
	If you pack on EUR 1/1 pallet the max allowed height of pallets is 1800 mm incl. the pallet. If you pack on 1/2 EUR pallets the max allowed height of pallets is 1600 mm incl. the pallet If you pack on 1/4 EUR pallets the maximum allowed height of pallets is 1400 mm including the pallet

In terms of stacking a pallet must never be so high, that it cannot support itself, otherwise the products may be damaged. This includes ensuring that the edge stiffness is sufficiently high. You should only use corner protection and similar when it is absolutely necessary. Straps or foil around any single box is not allowed.

The pallets must also be packed ensuring that no articles with a weight from 12 kg and higher are stacked higher than 1400 mm.

The total weight of a pallet must not exceed 1000 kg.

Delivery of Wine in containers to Ishøj warehouse

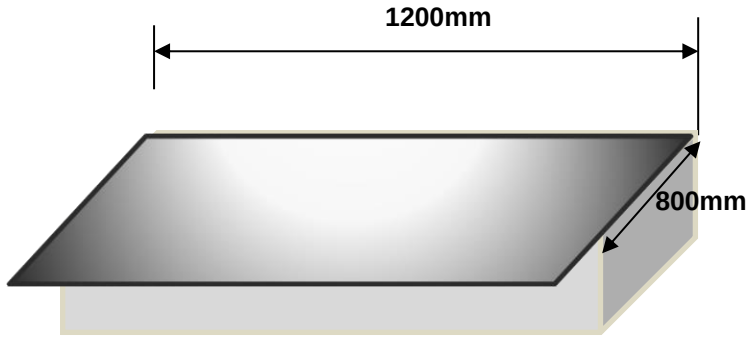
Packaging instructions for wine

Delivery on slip sheets is the preferred way to deliver our goods when you deliver in a container.
When you deliver on slip sheets, we can easily place the goods on an EUR pallet in our warehouse.

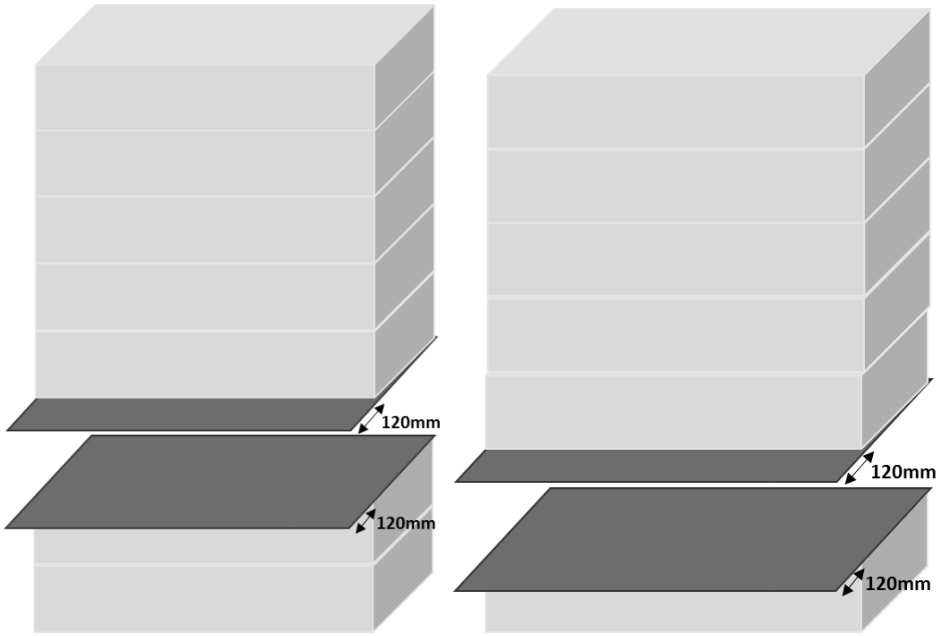
Slip sheet specifications

- The slip sheet should have dimensions of around 920 mm x 1200 mm.
- The additional grip-edge on the long side of the stacked wine should be 120 mm.

Note that the short side and the back of the long side <u>do not</u> have grip-edges.

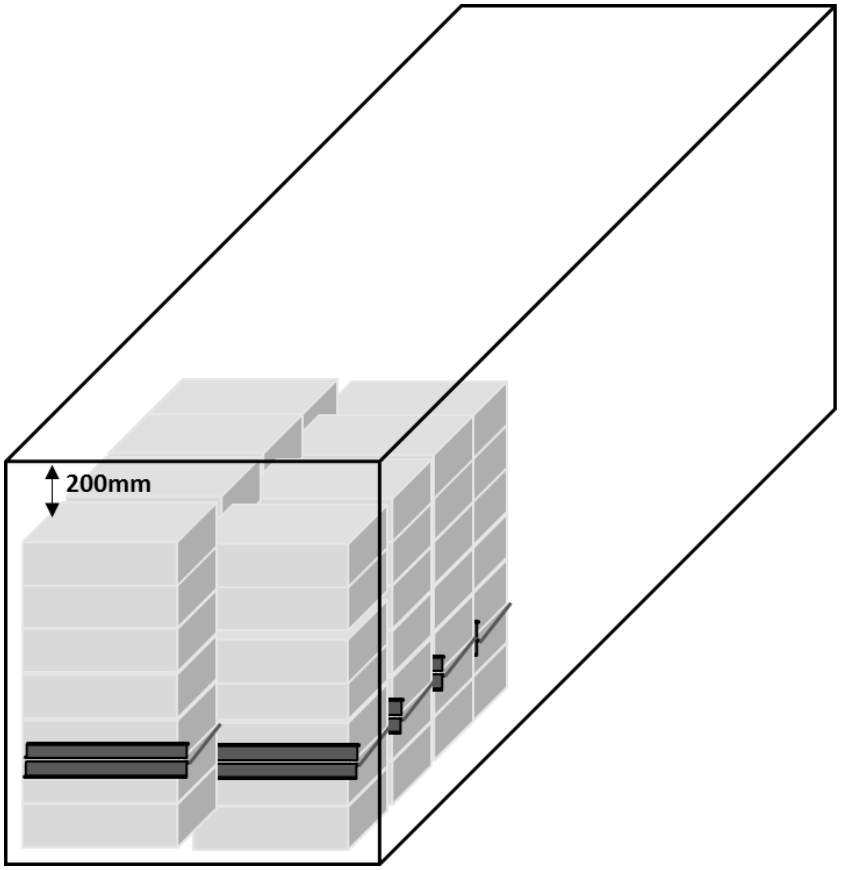


- Please stack wine boxes in such a way that there are two layers below and five layers above, or one layer below and five layers above. The layers should be separated by slip-sheets.



Loading arrangement of wine into shipping containers

The height between the roof panel and the top of the stacked wines must be with a minimum of 200 mm. Please load the stacked wine with the long side outward. Note: Air pillows should be placed between stacks.

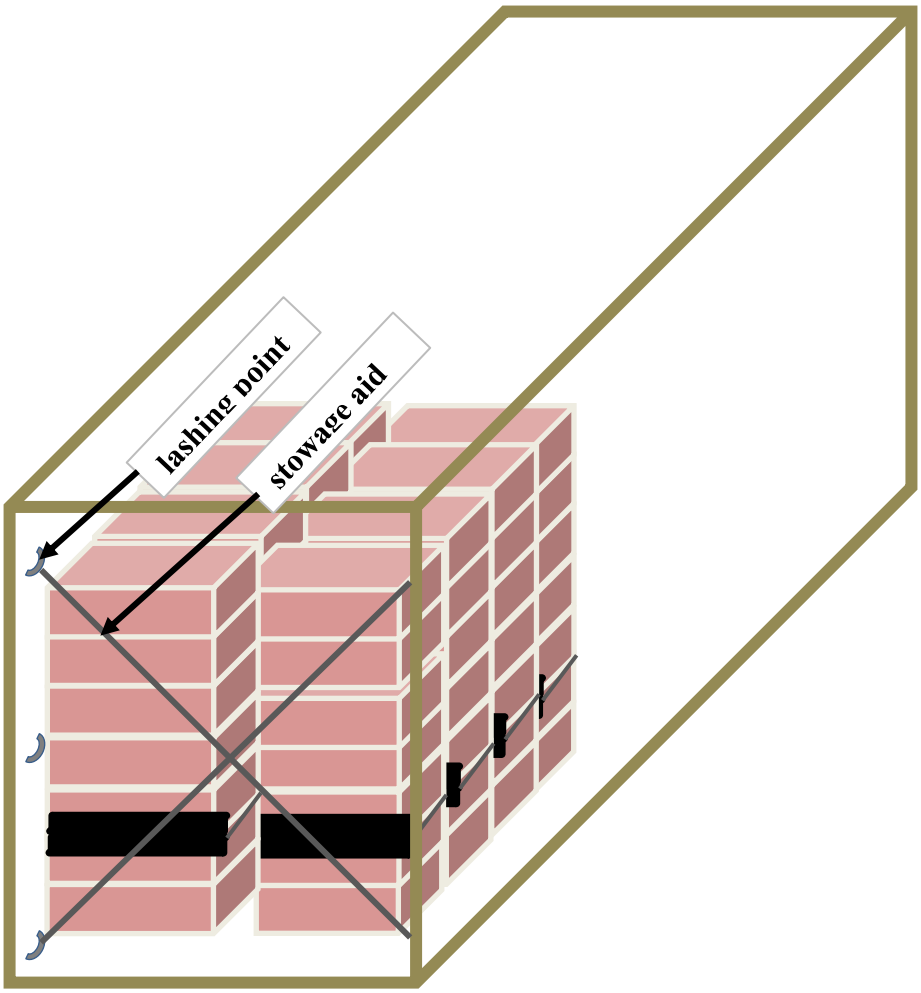


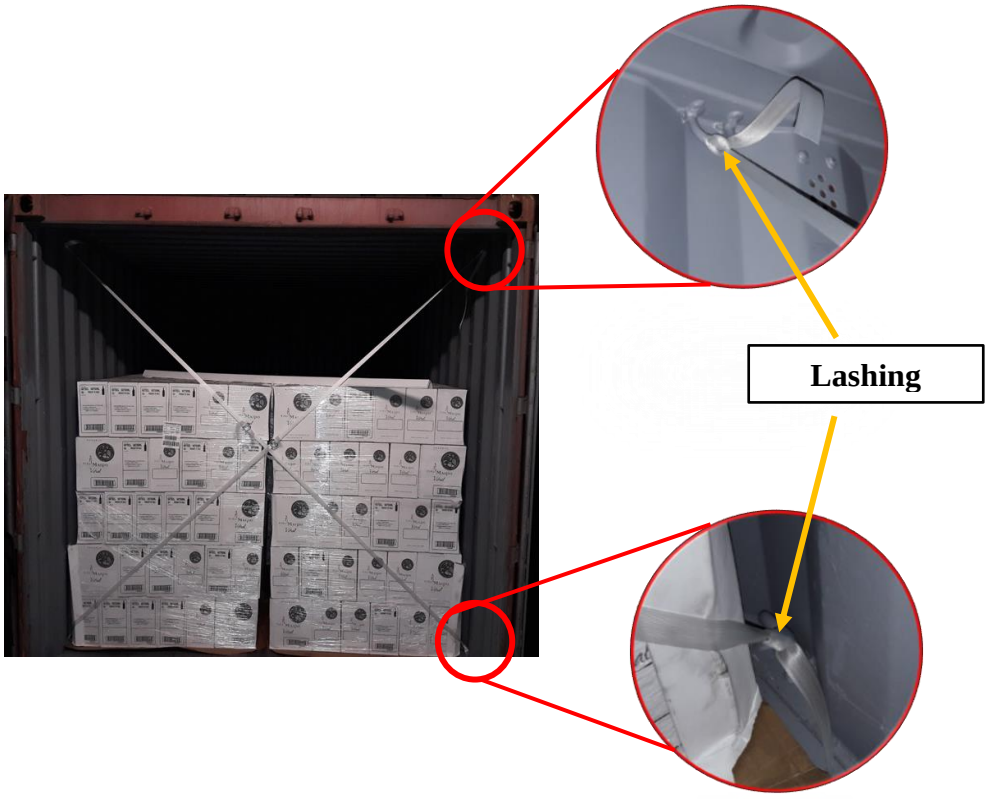
Size of stacks loaded horizontally

Please also take into consideration, that there are only 233 cm horizontally in a container, when two EUR pallets 240 cm. The boxes have to be packed in a square of 116/80 cm to both fit the EUR pallet and match the container.

Securing load to lashing points

Goods that are stacked in more than five levels should be secured to minimize falloff during driving to dock ramp. We recommend using ropes, wire, nylon tape, belts, tensioners or any other stowage aid. The stowage aid should be attached diagonally to the lashing ring of the container.


lashing point
stowage aid


Lashing

Appendix A – Pallet Overview per warehouse

Requirements per warehouse:

Type of pallets that can be handled	Warehouse	Ishøj	Vejle	Holme - F&V	Holme - Grocery	Lineage Vejle	Taulov (Bread Netto)	Taastrup (Bread Netto)
	Automatic or manual	*Manual*	*Manual*	*Manual*	*Automatic/Manual*	*Manual*	*Manual*	*Manual*
EURO type	1/1 pallets 80 x 120	**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**
	1/2 pallets 80 x 60	**160 cm**	**160 cm**	**160 cm**	**160 cm****		**160 cm**	**160 cm**
	1/4 pallets 40 x 60		**140 cm**	**140 cm**	**140 cm****		**160 cm**	**160 cm**
	UK 100 x 120							
CHEP (blue pallets)	1/1 pallets 80 x 120	**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**
	1/2 pallets 80 x 60	**160 cm**	**160 cm**	**160 cm**	**160 cm****		**160 cm**	**160 cm**
	1/4 pallets 40 x 60	**140 cm***		**140 cm**				
	UK 100 x 120							
LPR (Red pallets)	1/1 pallets 80 x 120	**180 cm**		**180 cm**	**180 cm**	**180 cm**	**180 cm**	**180 cm**
	1/2 pallets 80 x 60	**160 cm**		**160 cm**	**160 cm****		**160 cm**	**160 cm**
	1/4 pallets 40 x 60	**140 cm***		**140 cm**				
	UK 100 x 120							
One way pallets	1/1 pallets 80 x 120			**180 cm**				
	1/2 pallets 80 x 60			**160 cm**				
	1/4 pallets 40 x 60			**140 cm**				
	UK 100 x 120							
Special requirement for the use of 1/2 and 1/4 pallets		Do not place 1/4 or 1/2 pallets on top of 1 EURO pallet	4 x 1/4 - pallets must be stacked on top of 1 EURO pallet. 2 x 1/2 pallets must be stacked on top of 1 EURO pallet.	Do not place 1/4 or 1/2 pallet on top of 1 EURO pallet	Do not place 1/4 or 1/2 pallet on top of 1 EURO pallet	NB: Pallet quality must be either A or B standard	Do not place 1/4 or 1/2 pallet on top of 1 EURO pallet	Do not place 1/4 or 1/2 pallet on top of 1 EURO pallet

All pallet heights are including the pallet

****Holme only accepts ¼ and ½ pallets as ready-for-sale. For storage pallets, only 1/1 pallets are accepted. 1/4 pallets have to match standard shown on picture below***

***For terminal Ishøj: LPR, CHEP and EUR pallets. 1/4 pallets have to match standard shown on picture below:"**

Appendix B – General Warehouse information

General Warehouse information:

Format	Country	Warehouse	Automatic or manual	Terminals addresses	Opening hours (deliveries) Order must be fully unloaded before closing time	Contact information	Peak hours Expect waiting time in inbound
Blue	DK	Ishøj	Manual	**Terminal Ishøj** Industrigrenen 4-6 2635 Ishøj Denmark	F&V: Every day of the week 06:00 - 11:00 Wine/Grocery: 06:00 - 14:00 Monday - Friday Return goods: Monday to Saturday 06:15 - 14:00	N/A	06.00-10.00 09.00-13.00 06.00-12.00
Blue	DK	Vejle-Fresh	Manual	**Terminal Vejle** Englandsvej 2 7100 Vejle Denmark	The goods receipt is within the agreed delivery window. Terminal Goods: 06:00 - 17:00 Sunday to Friday Storage Goods: Sunday 22:00 to Saturday 05:00	inbound_vejle@sallinggroup.com	N/A
Blue	DK	Holme	Automatic / Manual	**Terminal Holme** Axel Gruhnsvej 7 8270 Højbjerg Denmark	Goods receipt: Sunday 23:00 to Friday 18:00 Bakery: 07:00 - 14:00 Monday - Thursday Bakery: Friday 07:00 - 13:00 F&V: Every day of the week 06:00 - 11:00	N/A	07.00 - 13.00
Blue	DK	Lineage Vejle	Manual	**Lineage Vejle** Kristian Skous Vej 6 7100 Vejle Denmark	Booking of time, at least 48 hours before delivery by mail Booking contact time: 07:00 - 15:00 Monday - Friday Goods receipt: Sunday 22:00 to Friday 14:00	After opening hours: 0045 40 88 73 70 Booking by mail: dk.vejle.booking@lineagelogistics.com	N/A
Blue (bread incl. yellow)	DK	Taulov	Manual	**Terminal Taulov** Prinsessens kvarter 1 7000 Fredericia Denmark	Bread: 12:00 - 22:00 Monday - Sunday Terminal Goods: 07:00 - 15:00 Monday - Friday	9041leaders@sallinggroup.com	N/A
Blue (bread incl. yellow)	DK	Taastrup	Manual	**Terminal Taastrup** Litauen Allé 4 2630 Taastrup Denmark	Bread: 12:00 - 22:00 Monday - Sunday Terminal Goods: 07:00 - 15:00 Monday - Friday Return goods / empty bread cases: 02:00 - 17:00 Monday - Sunday	9042vm@sallinggroup.com	N/A 14.00 - 15.00

Public holidays /Bank closing days:

If the delivery date on the PO is on a Danish public holiday/bank day, kindly note our warehouse is open for deliveries. If any questions pls. contact Goodsflow department.

Appendix C – Handling cost overview

Appendix C - Handling costs overview
Valid from 1st March 2024

Types of errors	Min. handling cost (DKK)	Handling cost per pallet, per error (DKK)	Min. handling cost (EUR)	Handling cost per pallet, per error (EUR)
1/4 or 1/2 pallets placed on 1/1 EUR	2100	105	280	14
1/4 or 1/2 pallets wrapped together	2100	105	280	14
ASN error	2100	105	280	14
Breached units	2100	105	280	14
Defective pallet	2100	105	280	14
EAN label placed behind foil	2100	105	280	14
Errors on EAN label	2100	105	280	14
Foil covering the pallet	2100	105	280	14
Foil loosely hanging from the pallet	2100	105	280	14
Item numbers mixed on pallet	2100	105	280	14
Missing CMR*	2100	N/A	280	N/A
Missing delivery note*	2100	N/A	280	N/A
Missing foil on pallet	2100	105	280	14
Missing product information on boxes	2100	105	280	14
Mulitple EAN labels on same pallet	2100	105	280	14
Missing EAN label	2100	105	280	14
No order number on CMR*	2100	N/A	280	N/A
No order number on delivery note*	2100	N/A	280	N/A
Non-transparent foil around pallet	2100	105	280	14
Pallet too broad or unstable	2100	105	280	14
Pallet too heavy	2100	105	280	14
Pallet too tall	2100	105	280	14
Pallets foiled together	2100	105	280	14
Pallets loaded incorrectly in truck*	2100	105	280	14
SPOT - Wrong delivery date or time**	25000	N/A	3334	N/A
Strips around boxes or pallet	2100	105	280	14
Wrinkled EAN label	2100	105	280	14
Wrong best before date***	2100	1050	280	140
Wrong delivery date or time*	5250	N/A	700	N/A
Wrong/missing information on delivery note*	2100	N/A	280	N/A
Wrong pallet type	2100	105	280	14
Wrong placement of EAN label	2100	105	280	14
Bilka, føtex and BR orders mixed on pallets (Only Cross-dock Aarslev)	2100	105	280	14
One store delivery day (Only Cross-dock Aarslev)	2100	105	280	14

Types of errors	Min. handling cost (DKK)	Handling cost per KG (DKK)	Min. handling cost (EUR)	Handling cost per KG (EUR)
Destruction and/or return to suppliers	2100	10	280	1,33

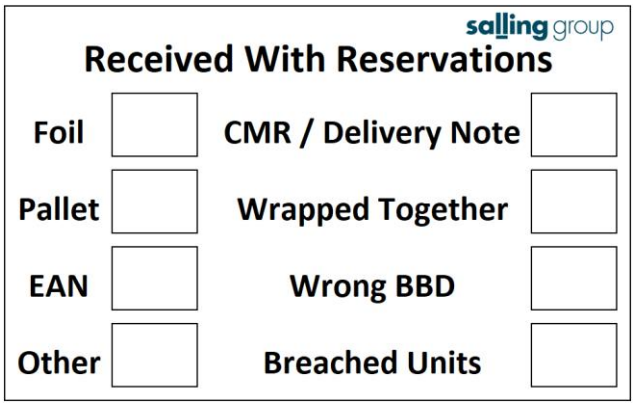
**Each "Types of errors", will be given as an extra handling cost, no matter any previous handling costs on same PO*
***Handling cost is per article number on PO and will be given, no matter any other previous handling costs on same PO*
****Will be given as an extra handling cost, no matter any previous handling costs on same PO*

The aforementioned examples of handling costs are exclusive of VAT and constitute genuine pre-estimates of the costs that Salling Group is likely to incur as a result of the stated non-compliance.

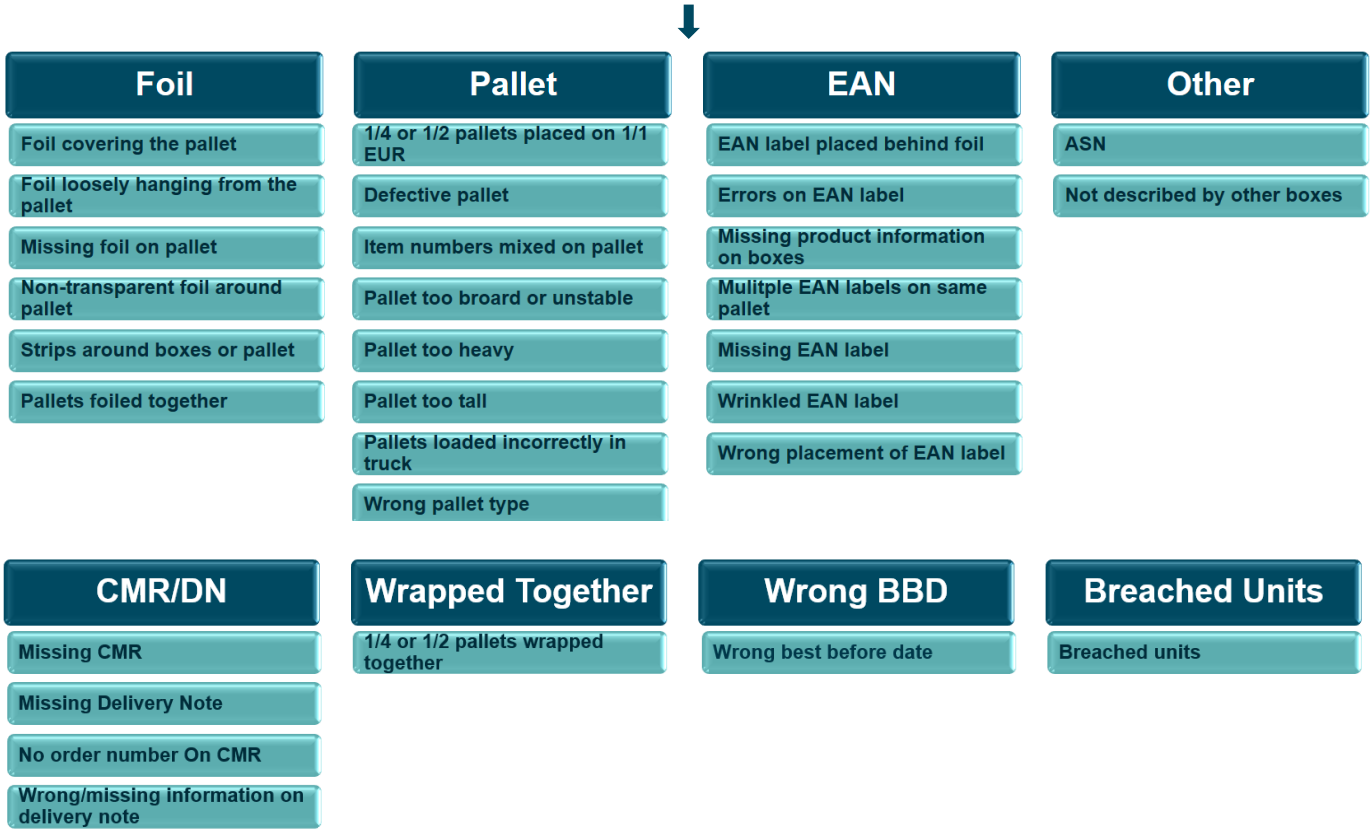
The above is not an exhaustive list and Salling Group reserves its right to claim additional damages in accordance with the provisions of Danish law.

Appendix D – Received with reservations overview

A visual view of the “Received with reservations” stamp from Salling Group warehouses.
The type of error box is marked with “X”



The different error types can be categorised into the following:



Appendix E – Special requirements for deliveries to Lineage Vejle (Coldstar Vejle)

Lineage Vejle is our external freezer warehouse, which handles all frozen articles to føtex and Bilka stores. On top of the requirements described in previous paragraphs, the following applies for Lineage in Vejle:

1. One purchase order per truck. Lineage cannot handle more than one truck per order.
2. The total weight of the pallet may not exceed 850 kg.
3. If orders are delayed, Lineage must be advised as soon as possible.
4. Unloading of pallets – Salling Group goods must be placed in the front of the trailer
5. Requirements regarding box dimensions (all numbers in cm.)
    a. Max: 60X40X40
    b. Min 15X10X01

6. **Carton quality**
    a. No sharp edges
    b. Boxes must be sufficiently closed

7. **Consignment notes must contain below information**
    a. Supplier name and address
    b. Supplier number
    c. PO number
    d. Article name pr article
    e. EAN code for each article
    f. Delivered number of pallets and total quantity of ordered unit for each article
    g. Weight for each article