salling group

PACKAGING INSTRUCTIONS

NONFOOD / CROSS-DOCK

Revision 7.0
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Revision control

Revisions version 6.0, valid from 1st of March 2023

- "Introduction" has been updated (page 4)
- "Handling symbols" has been updated (page 8)
- "Packing of pallets" has been updated (page 9 - 11)
- "Special requirements for Cross-dock deliveries" has been added (page 11
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- "Pallet vouchers & swapping of pallets" has been updated (page 15)
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Revisions version 7.0, valid from 1st of March 2024

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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 logisticsfeeaarslev@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:

- The box remains stable during transportation.
- The box can be stacked in stores, even when a number of products has been removed from the box.
- The box can support the weight of stacking the cartons up to a height of 2.5m during transport.
- Lids / perforations of large boxes can withstand vacuum suction.
- The box fits the goods.
- Boxes are never too full, thus creating round and unstable boxes.
- 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 item number per outer box.
4. Only one level of outer packaging is acceptable:
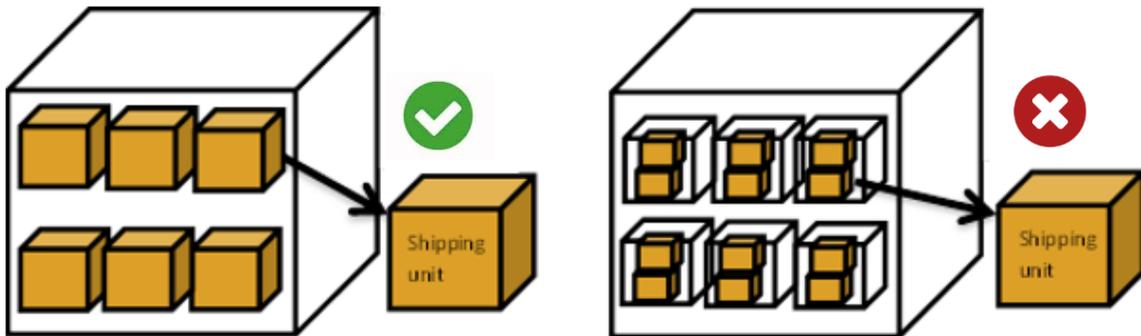
Please mark how many cartons that are packed in each outer box

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.

Labeling of cartons

Salling Group warehouses in Skejby and Aarslev only accept EAN 13 barcode on boxes/cartons.

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 centre of the box; at least 30 mm away from the edge; on *two opposite sides (GS1 requirement)*	

EAN 13
 5 760932 903439
Must be the EAN of the ordering unit
If the shipping unit contains 1 retail unit, the Order EAN and the retail EAN are the same
If the shipping unit contains more than one retail unit, the Order EAN will be different from the retail EAN

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

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

Handling

Carton weight limits

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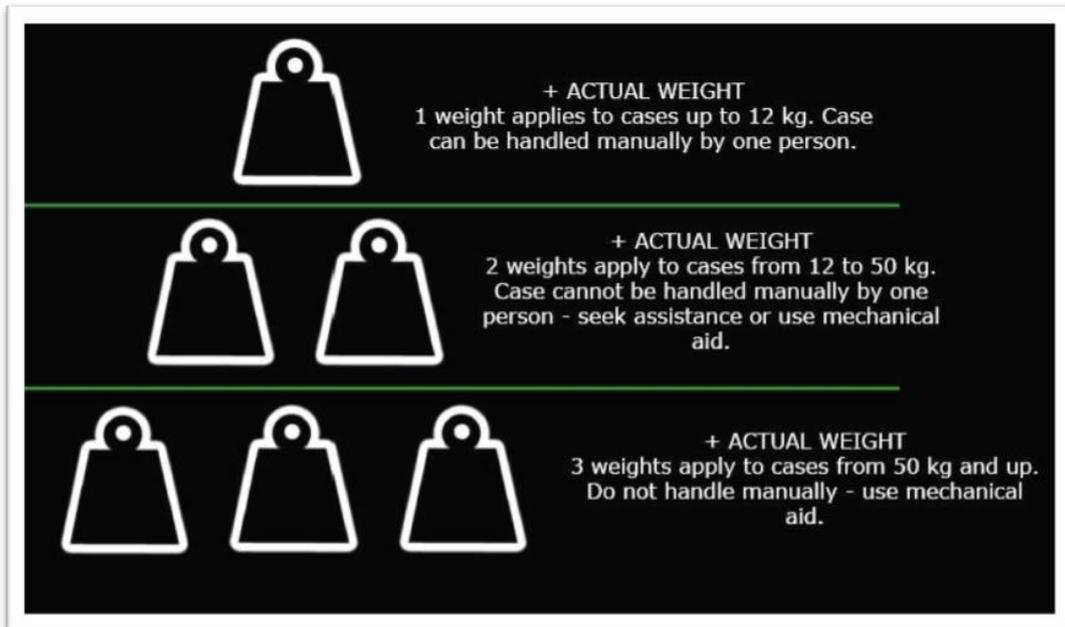
Heavy or bulky products

- 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**.**

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 warehouse are highly dependent on correct masterdata.

Changes to masterdata

If you change the articles and the masterdata is no longer correct, please apply to 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. **Weight must be distributed evenly across the pallet** – horizontally and vertically. No boxes must be placed on the side or vertically.

3. **Slip-sheet can be used between each layer to stabilize pallet with heavy goods.**

4. **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.

5. **Pallet must not exceed max. height including pallet(s) -** *See Appendix A for more information.*

6. **The total weight of the pallet may not exceed 1200 kg.**

7. **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.
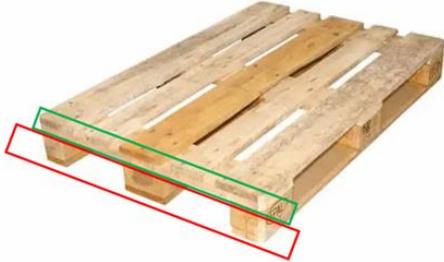
8. **No individual wrapping of single boxes** is allowed, and no part of the wrapping must get in touch with the pallet.

9. **Wrapping pallets** together using strips, foil or tape is not permitted.

10. **Removing foil around the pallet should not result in collapse** of a single row or the entire pallet.

11. **Pallet label must be placed outside the foil - between 40-80 cm from the bottom of the pallet –** *See section Labelling of pallets.*

12. **Base pallets are required under ½ pallets and ¼ pallets – p**lease refer to Appendix A for overview of warehouse specific pallet requirement.

13. **¼ and ½ display pallets –** display must be attached to the 1/4 or 1/2 pallet by use of strips. Please refer to 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 exception under "Avoiding mixed pallets"

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 cases 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 of all the 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.**

Special requirements for Cross-dock deliveries

1. **Mix of orders on pallets to Bilka, føtex and BR** is not permitted. Each pallet must only contain orders to either Bilka or føtex - We want to receive clean Bilka or føtex order to avoid mixing the store orders.
2. **Only one store delivery day per pallet**. The pallets should be packed with only one store delivery date - We want to receive clean units in order to avoid mixing store orders.

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 vertically as illustrated in *picture 2.*

All labels should have PO number and delivery address in the text.

Picture 1
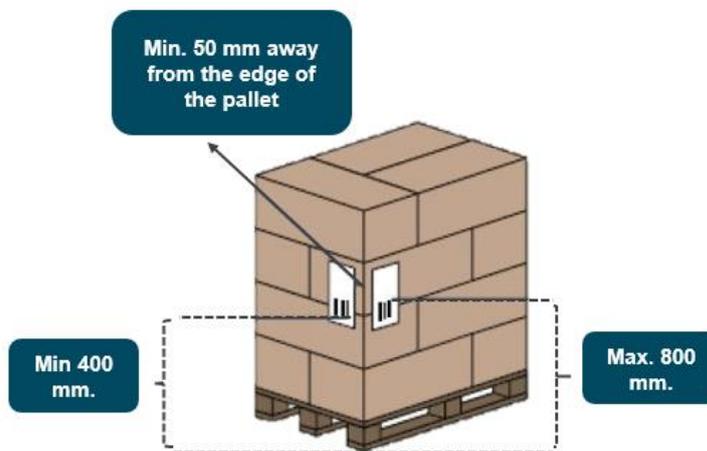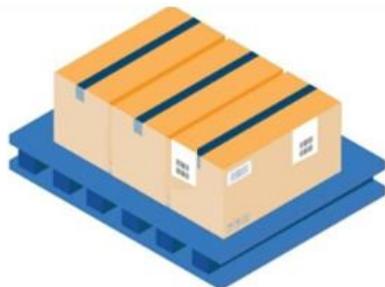
Special requirements for EXW/FCA deliveries

All below information must 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.

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 instructed location informed by the warehouse employee(s).

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

4. 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 over to the driver upon pickup.

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

6. If the driver delivers products for several order numbers, all order numbers must be stated.

7. 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 on both consignment note and delivery note.

8. 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 are being partly delivered and how many of each article is required.

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

10. 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.

11. 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 per 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 per 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 with the requirements in this manual by suppliers 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 handlings costs can be found.

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.

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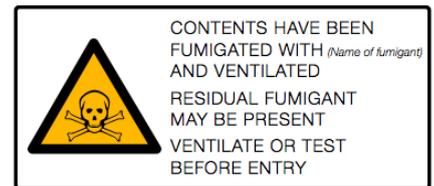
At Salling Group we will test container shipments according to current legislation if we suspect that a container is contaminated. Contact Salling Group if you need to know for which fumigates and chemicals we test.

If you use chemicals in your production:

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 go to 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 – Nonfood instructions

Box size

Handling types and dimensions

We operate with four handling types / shipping units in our warehouse; Small, Medium, Large and Maxi .
If you are in doubt about, which dimensions the boxes should have, please call your Salling Group contact person.
Most of the goods delivered to the non-food warehouse in Aarslev, should be able to fit into one of the below mentioned box sizes.

<table>
<tr><td colspan="3">Small</td></tr>
<tr><td colspan="3">Measurements (mm)</td></tr>
<tr><td>Volume</td><td>Largest side</td><td>Volume outer packaging</td></tr>
<tr><td>3 L</td><td>520</td><td>70 L</td></tr>
<tr><td colspan="3">Description</td></tr>
<tr><td colspan="3">Examples of small products are; sunglasses, underwear & kitchen utensils. These type of products normally arrive at the warehouse in outer packaging, which should not exceed a volume of 70L, as this is the maximum capacity of our warehouse totes.</td></tr>
</table>

Preferable
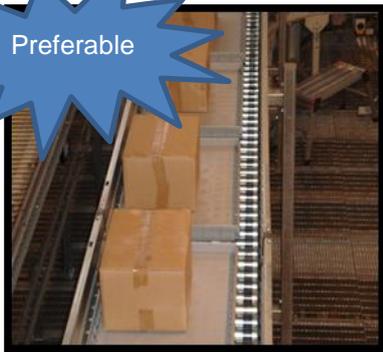
<table>
<tr><td colspan="3">Medium Box</td></tr>
<tr><td colspan="3">Measurements (mm)</td></tr>
<tr><td>Smallest</td><td>2nd smallest</td><td>Largest</td></tr>
<tr><td>50-320</td><td>100-420</td><td>150-600</td></tr>
<tr><td>320-420</td><td>max: smallest * 1,3 (max 530)</td><td>max 600</td></tr>
<tr><td colspan="3">Description</td></tr>
<tr><td colspan="3">Medium box is the most cost effective way of handling goods at our warehouse. These products are the ones that we can handle most automatically, and most of our products should be able to fit in this type of box. (Medium boxes should min. weigh 250 g and maximum 12 kg)</td></tr>
</table>

<table>
<tr><td colspan="3">Large</td></tr>
<tr><td colspan="3">Measurements (mm)</td></tr>
<tr><td>Smallest</td><td>2nd smallest</td><td>Largest</td></tr>
<tr><td>420 – 800</td><td>530 – 800</td><td>600 – 1200</td></tr>
<tr><td colspan="3">Description</td></tr>
<tr><td colspan="3">Box / perforation should be able to withstand vacuum suction

If you believe that your products could fit into a medium box by making adjustment to packaging or changing the colli size, please contact your contact person at Salling Group</td></tr>
</table>

Maxi
Description
Maxi goods are larger than the dimensions of the large box on at least one side, and therefore cannot fit on a EUR pallet.
Box / perforation should be able to withstand vacuum suction

Most of the goods delivered to the nonfood warehouse in Aarslev should be able to fit into one of the below mentioned box sizes.

Special instructions for textile suppliers

Textile can be folded in different ways, so that it can fit into a medium-sized box. Normally your contact person at Salling Group will send you instructions on how to fold the clothes, if special folding is necessary.

If the textile when folded cannot fit into a medium-sized box, you should call your contact person at Salling Group to find an individual solution for that specific product.

For further specific textile instructions please see the *Manual for textile supplier* which can be found here https://www.sallinggroup.com/en/contact/suppliers.

Delivery on pallets

Delivery on pallets

All European suppliers should deliver our goods on EUR pallets, if the goods can fit on an EUR pallet. One-way pallets must only be used by suppliers outside Europe, or for those goods that cannot fit onto a EUR pallet.

Height of pallets and stacking height

A pallet must never be so high, that it cannot support itself. 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 single boxes are not allowed.

Packaging must be of sufficient quality to support the weight of stacking the boxes up to a height of 2400 mm including an extra pallet in the middle, in order to double-stack pallets during transportation.
At the warehouse in Skejby and Aarslev the use of slipsheets is allowed instead of an extra pallet in the middle when stacking, but base pallet must be used.

The pallets must also be packed ensuring that no articles weighing from 12 kg and up are being stacked higher than 1400 mm. The total weight of the pallet must not exceed 1200 kg

Even though there is a max. allowed height of the pallet, it is very important to pack the pallet as efficient as possible in order to use all space on the pallet.

EUR pallets		One-way pallets	
REMEMBER Pallet + Goods = MAX 1800 mm	If you pack on EUR 1/1 the maximum allowed height of pallets is 1800 mm including the pallet. If you pack on 1/2 EUR pallets the maximum allowed height of pallets is 1000 mm including the pallet	**REMEMBER** Pallet + Goods = MAX 1800 mm	If you pack on 1/1 one-way pallets the maximum allowed height of pallets is 1800 mm including the pallet. If you pack on ½ one-way pallets the maximum allowed height of pallets is 850 mm including the pallet

Avoiding mixed pallets

If the order includes more than one item number, they should be packed on different pallets. Low colli/box quantity of each item number can be placed in the corners on a pallet, which is then stacked on top of another pallet, to ensure that each layer contains only one item number. Please note that each separate pallet should have its own GS1 pallet label and pallets must not be foiled together.

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

Exception - Salling Group orders less than 3 colli/master cases per item number (*only applies for deliveries to Nonfood Aarslev*)

  a. The pallet is packed with clear separation of the item number by use of plastic or colour bombs on the box, clearly showing that it is a different item number than the other box on the pallet.
  b. The pallet must be marked with a sticker that states MIX PALLET.

Delivery in container

Delivery on slip-sheets

Delivery on slip sheets is the preferred way to deliver our goods to the warehouse in Aarslev and Skejby, 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.

Warehouse Skejby can handle goods delivered in blocks on slip sheets since the container can be emptied using a clamp truck. However, it is important to adhere to the dimensions mentioned below.

Slip sheets specifications

- ***The slip sheet must be stable enough to carry the goods*** – For most products a slip sheet made of coated carton can be used, but for very heavy products (combined weight of goods on slip sheet: 800 kg) a slip sheet made of plastic must be used.
- ***The slip sheet must be stable enough to endure the transportation (and humidity), as well as being handled after the transportation.***
- ***The slip sheet must have a max. dimension of 760 mm x 1170 mm***. This is to ensure, that when we unload a container or truck, each unit of goods will fit on an EUR pallet.
- ***Delivery to warehouse Skejby the slip sheet must have a max. dimension of 1000 mm x 1400 mm***. This is to ensure, that when we unload a container or truck, each unit of goods will fit on an EUR pallet.
- ***Delivery to warehouse Skejby in blocks must be placed on slip sheets with maximum dimensions of 1300 mm x 1400 mm.*** This ensures that unloading containers or trucks can be done using a clamp truck
- ***The grip-edge of the slip sheet, must have an additional width of 180 mm*** (the part where the mount, as shown below, grips and pulls the slip sheet).

Packing slip sheets

- ***Each layer of slip sheet must not exceed 1650 mm*** (If the goods are larger than 1650 mm please make the slip sheet fit the goods).
- ***Heavy articles (12kg +) must not be placed higher than 1400 mm*** – otherwise insert extra layer
- ***Products must be kept inside the boundaries of the slip sheet*** – at the bottom as well as at the top, so that no boxes exceed the size of the slip sheet / hang outside the slip sheet.
- ***If possible the container should be loaded in two layers*** – to optimize the filling of the container
- ***Slip sheets must be packed evenly*** – so weight is distributed evenly across the slip sheet both horizontally and vertically.
- ***The slip sheet must be wrapped in foil*** to ensure stability during transport, as well as dust protection (No. individual wrapping of single boxes must be used).

- ***The cartons on the slip sheet should not collapse when removing foil.***
- ***All labels should be visible without splitting up the slip sheet*** if possible.
- ***If possible there must only be one product type per layer, and different types must always be clearly divided by cardboard.***

Using slip sheets

1. This is the empty slip-sheet. Please ensure that the chosen fabric and the dimensions fit the type of goods, you aim to pack on it. 	**2.** The cases are placed on the slip-sheet like this. Two layers are needed when the height exceeds 1650 mm, or division is needed due to multiple different articles.
3. A perfect stacking of cases on a slip-sheet. 	**4.** The corners of the slip-sheet are cut off, to ensure that two slip-sheets do not overlap.
5. Corner-protection must be added, only when the nature of the goods demands this. 	**6.** The goods must be wrapped. Multiple loads must not be wrapped together, and foil must not get around the slip-sheets. Please remember to turn the adhesive side inwards, otherwise goods will stick together at arrival at our warehouse.
7. The edges must be folded either up or down, to ensure they will not be crushed by the next pallet . 	**8.** The slip-sheet and the goods on it are now ready for loading.
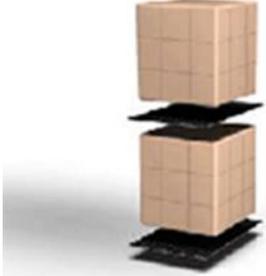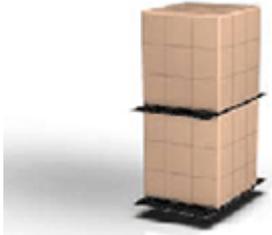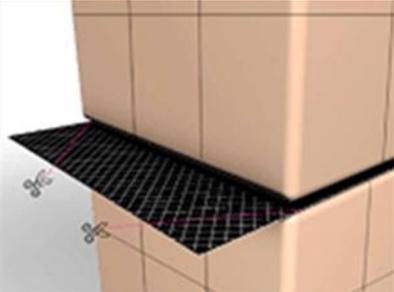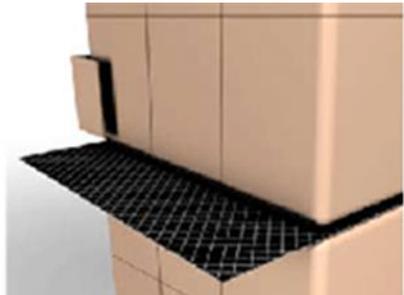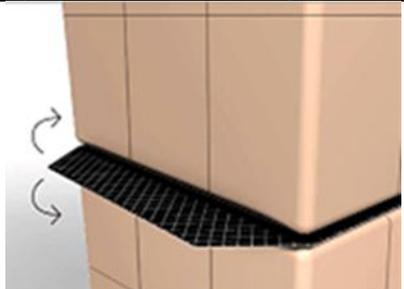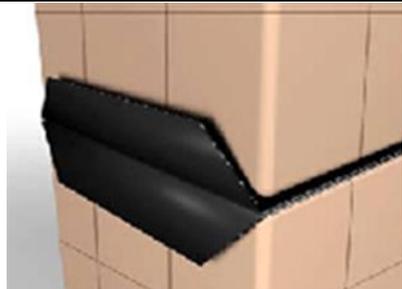
Loosely packed

If you cannot deliver our products on a slip sheet, we prefer that you deliver the goods loosely packed in the container.

At our warehouse in Aarslev we have installed boom-conveyors which we use when we empty loosely packed containers.

When we empty a container through this system the boxes will either go through a barcode scanner and directly into our high-bay storage area until we need to pack it, or it will be packed onto EUR pallets if the boxes are large. Hereafter it will go into the high-bay storage area until we need to pack it.

At both our warehouses in Aarslev and Skejby max. weight must not exceed 1 kg per box. If weight of a box is exceed 12 kg goods must be packed on pallets, in a cage or slipsheet EUR pallet size.

We empty loosely packed containers by using boom-conveyors.

Packing of a container

When the loose export boxes are stacked in the container, it is important to do it carefully so that the goods cannot tumble around during transportation. When container is loosely packed the use of container safety net is required.

Perfectly packed container   Example of how not to pack a container

Be sure not to place heavy articles (exceeding 12 kg) higher than 1400 mm. If you deliver heavy articles you should instead deliver on a slip-sheet or on a pallet.

If you intend to deliver a mix container comprising two or more articles, you should make sure to separate these articles from each other, and to make some kind of punctuation mark, which indicates where an article stops and a new one begins. This punctuation mark could for instance be a cardboard or something similar.

Information required upon shipment

To ensure efficient communication between the supplier and Salling Group, a complete shipping list must be faxed or sent as an email to the purchaser no later than on the day of shipment. The list must embed the following information:

- Salling Group Order Number	- Total volume of shipment (m3)
- Container number	- Total weight of shipment (kg)
- Bill of lading number	- Total number of export cases in shipment
- Name of vessel (if ship)	- Delivered on pallets or slip-sheet
- Date of departure	- ..If "yes" then number of pallets for sheets
- Consignor/Shipper	- Information about hazardous materials
- Consignor's/shipper's contact person	- Information about master data for goods

Appendix A – Pallet Overview per warehouse

Requirements per warehouse:

Type of pallets that can be handled	Warehouse	Årslev	Årslev Cross - Dock	Skejby
	Automatic or manual	*Automatic*	*Manual*	*Manual*
EURO type	1/1 pallets 80 x 120	180 cm	180 cm	180 cm
	1/2 pallets 80 x 60	160 cm	160 cm	160 cm
	1/4 pallets 40 x 60	140 cm	140 cm	140 cm
	UK 100 x 120		180 cm	
CHEP (blue 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			
LPR (Red 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			
One way pallets	1/1 pallets 80 x 120		180 cm	180 cm
	1/2 pallets 80 x 60		160 cm	160 cm
	1/4 pallets 40 x 60		140 cm	140 cm
	UK 100 x 120		180 cm	
Special requirement for the use of 1/2 and 1/4 pallets		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.	No special requirements	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.

All pallet heights are including the pallet

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	Årslev	Automatic	**Terminal nonfood Årslev** Rosbjergvej 35 8220 Brabrand Denmark	07:00 - 14:30 Monday - Friday	N/A	11:00 - 14:00
Blue	DK	Årslev Cross-Dock	Manual	**Terminal nonfood Årslev** Rosbjergvej 35 8220 Brabrand Denmark	08:00 - 18:00 Monday - Friday	N/A	15:00 - 18:00
Blue	DK	Skejby	Manual	**Terminal Skejby** Graham Bells Vej 22 8200 Aarhus N Denmark	07:00 - 14:30 Monday - Friday	N/A	N/A

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 closed for deliveries. If any questions please. contact your contact person in Supply chain.

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"

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Received With Reservations

Foil		CMR / Delivery Note	
Pallet		Wrapped Together	
EAN		Wrong BBD	
Other		Breached Units	

The various error types can be categorised into the following:

Foil	Pallet	EAN	Other
Foil covering the pallet	1/4 or 1/2 pallets placed on 1/1 EUR	EAN label placed behind foil	ASN
Foil loosely hanging from the pallet	Defective pallet	Errors on EAN label	Not described by other boxes
Missing foil on pallet	Item numbers mixed on pallet	Missing product information on boxes	
Non-transparent foil around pallet	Pallet too broard or unstable	Mulitple EAN labels on same pallet	
Strips around boxes or pallet	Pallet too heavy	Missing EAN label	
Pallets foiled together	Pallet too tall	Wrinkled EAN label	
	Pallets loaded incorrectly in truck	Wrong placement of EAN label	
	Wrong pallet type		

CMR/DN	Wrapped Together	Wrong BBD	Breached Units
Missing CMR	1/4 or 1/2 pallets wrapped together	Wrong best before date	Breached units
Missing Delivery Note			
No order number On CMR			
Wrong/missing information on delivery note			

Appendix E – 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!

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