

**1. GENERAL**

These general instructions are to be applied to all product deliveries to Comforta Oy. The instructions are completed with product-specific special instructions when necessary.

**2. PACKAGES**

The products shall be packed in a box for the transportation. The package shall endure normal exertion during handling and transportation.

The transport package is a box. Standard box sizes are:

- A) 400 x 600 x 320 (depth x width x height)
- B) 400 x 300 x 320 (1/2 box)
- C) 400 x 300 x 170 (1/4 box)

Measurements are in Millimetres.

The products are to be packed in one inner poly wrapper per box. The poly wrapper must be sealed.

Products shall NOT be packed in individual polybags unless separately requested on the Purchase Order.

The products must be dry before being packed.

**2.1. Delivery in Transport Package**

The products delivered are to be packed, as instructed on the purchase order. Whenever a special export package is needed it shall be separately agreed upon. Only one product (SKU) is packed into a transport package. and it is to be equipped with the following markings:

- Comforta product number (product size when necessary) e.g. 762
- Purchase order number
- Quantity of products package
- Consecutive package number / total number of packages of respective purchase order

An example of transport package markings

<b>Comforta Oy</b>			
<b>Purchase order nr:</b>	<b>10386</b>		
<b>Product code:</b>	<b>762</b>	<b>Size</b>	
<b>Number pcs</b>	<b>50</b>		
<b>Consecutive nr / Total:</b>	<b>1/20</b>		
<b>Controller:</b>			

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To make identification easier, the package can be equipped with the supplier's product code or EAN code.

The marking is to be printed on both the short and the long side of the box.

**3.2. Packing on Pallet / Combination and Markings**

The transport packages are combined for transportation on a transport unit, e.g. a solid EUR pallet. Also other pallets enabling forklift handling can be used.

All transport packages containing same SKU and/or SKUs on same Purchase Order shall be loaded on same transport unit.

The packed products shall not exceed the overall dimensions of the transport unit. The transport unit shall be fastened so that it endures normal strain caused by transportation and handling.

The pallet has to be equipped with the following markings, including all products combined onto it:

- Comforta Oy purchase order number/numbers
- Consecutive number of the transport units/total amount
- Despatch List, location of which clearly marked in the transport unit, attached to the transport unit number 1.

Transport packages shall be loaded on the transport unit so that the box-specific markings are visible on the transport unit.

**3.3. Loading of containers without pallets**

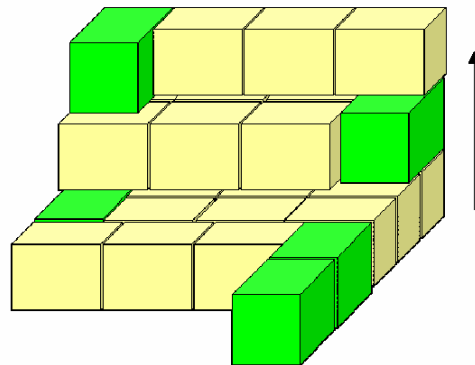
Container is loaded from the floor to the roof as per picture below. E.g. 7 layers of 320 mm boxes can be fitted in a container.

All transport packages containing same SKU and/or SKUs on same Purchase Order shall be loaded next to each other in the container.

The markings on the transport packages shall be visible from the direction of unloading. I.e. the marking is to be printed on both the short and the long side of the package.

In case the container is not filled up to 100 % the transport packages shall be loaded so that the risk for them to collapse during the transport in the container is prevented.

*No pallets shall be used in transportation of products in containers.*



#### **4. SHIPPING DOCUMENTS**

Each delivery must contain a despatch list that can be accessed without dismounting the delivery. The Despatch List shall include following markings:

Comforta Oy purchase order number

Comforta Oy product number and product size marking (e.g. 752)

Delivered quantity

Total number of packages in the delivery

The shipping documents, e.g. invoice, despatch list, way bill / B/L, certificate of origin, etc. shall be sent to Comforta as agreed in contract or on Purchase Order for the delivery.