

DELIVERY INSTRUCTIONS

These general instructions are to be applied to all product batches delivered to Lindström Oy or Comforta Oy. The instructions are completed with product-specific special instructions as necessary.

CONCEPTS

Product basic unit = storage unit

The basic unit of the product, for example piece, metre.

Product ME (can be the same as the storage unit)

The smallest separate handling batch of the product, formed from the product basic unit = ME, for example piece, roll, bag.

Transport package = wholesale package

The package size for the duration of the transportation formed from the product ME, for example a box.

Transport unit

The package unit being handled mechanically in the transportation of the product, for example pallet.

DELIVERY

Product ME (can be the same as the storage unit) NOTE! This chapter does not concern the WWS product group.

The delivered products are packed as necessary to handling batch sizes, i.e. ME packages that endure handling. Only one product type is packed into the packages and they are equipped with the following markings:

- Lindström Oy's or Comforta Oy's product number and product size marking with the **Code39** (for example 10259-M)
- Purchase order number with the **Code39**
- Product amount in the package with the **Code39**
- Consecutive package number included in the purchase order per total amount of packages

Below is an example of wholesale package markings.

Lindström Oy			
Purchase order nr:	89383	 *89383*	
Product code:	10259	 *10259-M*	Size: M
Amount (pcs/box):	20	 *20*	
Consecutive nr / Total:	65 / 98		
Controller:	AH		

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

Transport package / formation and markings

The delivered products are packed as agreed to product-specific packages that endure handling. The packages contain the same amount of one product / size equipped with the following markings:

- Lindström Oy's or Comforta Oy's product number and product size marking with the **Code39** (for example 10259-M)
- Purchase order number with the **Code39**
- Product amount in the package with the **Code39**
- Consecutive package number included in the purchase order per total amount of packages

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

If it has been separately agreed that more than one product can be packed into one transport package, all the previously mentioned markings need to be marked outside the product package product-specifically. In addition, the package has to be clearly marked = MIXED BOX.

Product/transport packages should be located in the cargo space so that the total ordered amount of one product is in the same place of the cargo space and, in addition, the package-specific markings are visible from the unloading direction.

Transport unit / formation and markings

The transport packages are combined for the duration of the transportation into a transport unit, if the handling and transportation of the products so requires.

To enable forklift handling of the transport unit, the packages must be combined onto a EUR or FIN pallet system sized solid pallet.

Also other pallets enabling forklift handling can be used.

The products cannot exceed the overall dimensions of the pallet.

The transport unit must be attached so that it will endure normal strain caused by transportation and handling.

The transport unit has to be equipped with the following markings with relation to all products combined into it:

- Lindström Oy's or Comforta Oy's purchase order number/numbers
- Consecutive number of the transport units per total amount
- Freight list with its location clearly marked in the transport unit, located in the transport unit number 1.

Product/transport packages should be located in the transport unit so that the box-specific markings are visible from outside the transport unit.

Shipping documents

Each delivery must contain a freight list that can be accessed without dismounting the delivery. The freight list must include the following markings:

- Lindström Oy's or Comforta Oy's purchase order number with the **Code39**
- Lindström Oy's or Comforta Oy's product number and product size marking (for example 10259-M)
- Ordered amount as ME
- Delivered amount as ME
- Total package amount of the delivery

If it has been separately agreed, an electronic shipment notice has been made of the delivery via the Lindström Supply Management system, and the print thereof functions as the delivery's freight list.

In addition, the shipping documents should include all possible product operational safety bulletins as well as the safety cards of dangerous goods included in the ADR / RID / IMDG code and UN number.

Delivery time

The delivered product batch is delivered according to the delivery term of the purchase order following the agreed delivery time of the purchase order.