ahlsell
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Delivery instructions for deliveries to Ahlsell central warehouses.

1. Intro

There is a signed agreement between your company and Ahlsell that also includes a logistics contract. As an extra help for your staff of outgoing goods, we have produced this document which contains some parts of the logistics contract with instructive text and photos that shows how the goods should be packed and labelled. Ahlsell handles hundreds of trucks every day regarding incoming and outgoing goods. For us to handle this volume in an efficient manner, it is very important that you pack and label the goods as shown below.

2. Carriage

Europallets according to standard SS-EN 13698-1 shall always be used.

All wooden packaging arriving to Ahlsell AB must be approved according to international standard ISPM 15. This applies in the first place to pallets and pallet collars of wood.

Goods that will not fit on standard pallets shall be packed in disposable packaging in a manner that protects the gods to the necessary extent and that the pallet/packaging can be handled by forklift trucks.

The pallet/packaging must be of a suitable quality to cope with storage in pallet racks.

A single pallet may have a maximum weight of:

- **Sweden** 950 kg and a maximum height of 1100 mm for pallets including one kind of item only, and maximum 1600 mm for mixed pallets.
- **Finland** 750 kg and a maximum height of 1200 mm for pallets including one kind of item only, and maximum 1600 mm for mixed pallets.
- **Norway** 600 kg and a maximum height of 1250 mm for pallets including one kind of item only, and maximum 1600 mm for mixed pallets.

Euro pallet

3. Packinstructions

3.1 One article pallet (no mixed pallet)

One article pallet (no mixed pallet) can have a maximum height of 1100 mm for Sweden, 1200mm for Finland and 1250mm for Norway.

Pallets shall be One article pallet (not mixed) where applicable, for example if one product cover at least a layer on a pallet it should be delivered on it's own pallet, several layers can be stacked on each other and then wrapped with stretch film (see picture below).

Cartons shall only include items of same item number One article pallet. No mixed items are allowed in one carton.

3.2 Mixed pallet

Mixed pallet can have a maximum height of 1600mm for Sweden, Finland and Norway.

Mixed pallet is a mix of products on one pallet which not fulfill the demand for a One article pallet (no mixed pallet).

Products of same item number shall, when they fit on a pallet, be packed together with clear demarcation to other items.

3.3 ASL goods

Shall be packed as a mixed pallet on a separate pallet, separated from other stock goods but with a maximum height of 1100 mm.

3.4 Complete product

Items comprising several components must be packed together on the same pallet so that a complete item is obtained. Only complete items may be delivered.

3.5 Big products and pipes

This section is valid for all types of pipes.

Bundles of pipes must be of single types and marked with the relevant item number, quantity and charge number.

Maximum weight per bundle is

- 1500 kg for Sweden and Finland
- 1200kg for Norway

The bundles must rest on three intermediate sheets. The dimensions of these must be at least 75 * 75 mm (see pictures below).

Large items that cannot be loaded onto pallets must be equipped with lifting eyes.

Example pictures:

3.6 Small goods

Products shall be packed in separate packages. If several different items are packed together in one package/box there must be a clear marking to the next item to avoid any misunderstanding when unpacking the goods.

3.7 Transit goods

Transit goods (products that are not stock items and ordered by sales person within Ahlsell with delivery through Hallsberg Logistics Center) must be packed separately and that orders are kept together in the delivery.

3.8 Acquisition orders

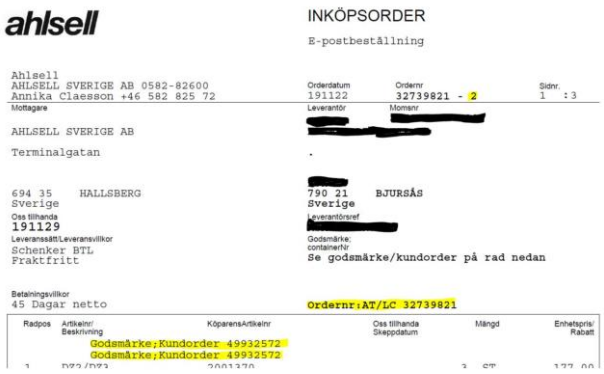
Acquisition goods(transit goods ordered by buyers at Ahlsell with delivery through Logistics Center Hallsberg) must be packed per customer and separately packed on a separate transit pallet.

4. Labeling of goods

- All products/packaging shall be labelled with supplier's item number or Ahlsell's item number.
- On the short side of each One article pallet (no mixed pallet)/packaging it must be a clear marking/label including:
  - Supplier's part number or Ahlsell's part number
  - Quantity

- ASL goods must be marked with ASL
- Mixed pallets which include several products must be marked with "MIXED PALLET"
- Transit goods must be marked with "TRANSIT" and Ahlsell Purchase Order number, see yellow marking on example picture of transit order. If a transit order includes only one item delivery note shall be placed on outside of the goods. If a transit order includes several items/packages, only one of them shall have a delivery note outside the goods and the other ones shall be marked with purchase order number.
- Acquisition goods must be marked with "TRANSIT" and all packages/boxes shall be marked with Ahlsell Customer Order number see yellow marking on example picture of acquisition order. Delivery note shall be placed at the short side of the goods.

Example of different order types:



Acquisition order

Transit order

Direct order

Stock order

One article pallet (No mixed pallet)

MIXED Pallet

ASL

Transit

5. Fixed delivery days

When supplier deliver at least one stock delivery per week, then all transit goods and any rest orders shall be delivered together with the stock delivery.

6. Waybill and delivery note

Waybill documents must include the sender, package type, quantities and goods description.

Delivery note documents must include Ahlsell's order number and Ahlsell's item number. Delivery note shall only include products from one order number. Delivery note must be attached to the goods. Digital delivery note can be setup in cooperation with responsible buyer.

7. Certificates

For those items where Ahlsell requires certification/attestation, such documentation must be sent in enough time to be received at Ahlsell in advance of the goods.

Documents to be sent to Sweden use this email address: cert@ahlsell.se

Documents to be sent to Norway use this email address: cert.industry@ahlsell.no

Documents to be sent to Finland use this email address: ainestodistukset@ahlsell.fi

Certificates must be marked with purchase order number. The certificate must state which item it applies to. It must also clearly state the charge, batch and heat number. The charge number must be clearly stamped on each item.

8. Campaign

Campaign products shall follow the ordinary packaging and labeling instructions and have a clear marking that says "Campaign".

9. Purchase Order & Purchase Order Confirmations

Please be aware of the requested delivery dates on our purchase orders:

"Delivery date at consignee" is the ETA, when gods are expected to reach our warehouse in Sweden.

"ShipDate" is the ETD, when gods are expected to be sent out from supplier.

Purchase order confirmation shall always be sent by email or EDI when applicable. If any deviation against requested delivery date or changes of earlier confirmed dates, the responsible buyer should always be informed with new delivery date.

If a product has expired or is temporary out of stock at supplier, it's forbidden to send a replacement product. A message with explanation to the responsible buyer need to be sent immediately.

10. Leadtime and performance follow up

If there are occasional delivery delays of all products or parts of products regarding supplier assortment, the responsible purchaser at our central warehouse shall be continuously informed of the situation.

11. Questions about how the goods should be packed

In case of any questions about how the goods should be packed or suggestions for improvements, please contact your ordinary contact person at Ahlsell or contact:

Jonas Wenell

Purchasing manager

Ahlsell central warehouse Hallsberg, Sweden

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