

## **Delivery Instructions (PM 2.5.1)**

### Table of contents

1. GENERAL
2. TERMINOLOGY
  - 2.1. Product basic unit
  - 2.2. Product sales lot
  - 2.3. Transportation package
  - 2.4. Transport unit
3. DELIVERIES
  - 3.1. Product basic unit
  - 3.2. Product sales lot
  - 3.3. Transport package
  - 3.4. Transport unit
4. PRE-ALERT
5. DELIVERY TIME

## **1. GENERAL**

This instruction is applied to deliveries of Personal Protective Equipment to Lindström Group or its customers.

## **2. DEFINITIONS**

### 2.1 Product Basic Unit

The basic unit of a product, e.g. piece, pair, metre, bottle.

### 2.2 Product Sales Lot

The smallest separate handling batch of the product, formed from the product basic unit, e.g. piece, bundle, bag, box or roll. Product Sales Lot can be the same as product basic unit.

### 2.3 Transport Package/Box

The Transport Package/Box includes a combination of several Product Sales Lots loaded in to a larger handling lot, e.g. box.

### 2.4 Transport unit

A package, e.g. a pallet or container, which can be handled mechanically during transportation.

### 3. DELIVERIES

#### 3.1 Product Basic Unit

Product basic unit must be packaged if its shelf life, functionality and/or sensitivity so requires.

Product basic unit must be marked in a manner that fulfils laws and regulations, e.g. CE marking, size, manufacturer etc.

If product basic unit is equal to product sales lot, instructions in 3.2 apply.

#### 3.2 Product Sales Lot

Product sales lot must be packed / tied to prevent the product(s) from getting dusty/dirty and to segregate one product sales lot clearly from another. Packaging must endure normal exertion during handling and transportation.

Each product sales lot must be labelled. Each label must contain following information:

- Lindström article number in numeric and bar code format ([Code39](#)).
- Lindström product size (if applicable) in numeric and bar code format ([Code39](#)).
- Number of product basic units in the product sales lot
- Supplier's production batch number or Lindstrom's purchase order number.
- GTIN code (formerly known as EAN code).

Example label of a product sales lot:

Article number: <b>452036</b>	 *452036*	 5 901234 123457 >
Size: <b>8</b>	 *8*	
Basic units: 12 pairs	Production batch number:	

(Dimensions: width ca 12 cm, height ca 5 cm)

The package must also contain supplier's article number

### 3.3 Transport package/Box

Product sales lots must be packed in transport package.  
The products/sales lots shall be packed in one inner poly wrapper per box. The poly wrapper shall be sealed.

The box size shall be selected according to a modular system e.g. be 400 x 300 x 320 (depth x width x height). Measurements are in millimetres.

Transport package must endure normal exertion during handling and transportation.

Each transport package/box must have a shipping mark (either a delivery list or a label) with the following information:

- Lindström Oy purchase order number in numeric and bar code format ([Code39](#)).
- Lindström Article number in numeric and bar code format ([Code39](#)).
- Lindström product size (if applicable) in numeric and bar code format ([Code39](#)).
- Amount of product sales lots inside the transport package in numeric and bar code format ([Code39](#)).
- Consecutive number of the transport package and total number of transport packages.

Example shipping mark of a transport package:

<b>Lindström Oy</b>			
Purchase order number	<b>89383</b>		
Article number	<b>452036</b>	Size	<b>8</b>
			
Product sales units in carton	<b>20</b>		
Carton number / Total	<b>65 / 98</b>		
Packed by:	<b>AH</b>		

In case transport package contains more than one product or size, it must to be labelled with multiple labels, one per product and size.

Each transport package shall contain products of only one Lindström purchase order.

### 3.4. Transport Unit

Transport packages are combined into a transport unit if required to safe handling and transportation the products. The transport packages can be combined onto a EUR or FIN pallet system sized solid pallet to enable forklift handling of the transport unit. Also

other pallets enabling forklift handling can be used. In any case, the transport packages must not exceed the overall dimensions of the pallet.

For deliveries from suppliers overseas no pallets shall be used.

A delivery note/despatch list must be included in the transport unit. The delivery note/despatch list must contain at least the following information:

- Lindström purchase order number number(s).
- Lindström article number(s) and size(s) (for example 452036-7).
- Ordered quantity in the same unit of measurement as on purchase order (for example bundle).
- Delivered quantity in the same unit of measurement as on purchase order.
- Number of transport packages in the transport unit.

#### **4. PRE-ALERT**

The supplier shall send a pre-alert of a leaving shipment to Lindström Oy. The pre-alert is e.g. an email sent to supplier's contact person at Lindström or to a third party if so instructed by Lindström. The pre-alert shall contain following information:

- Electronic copy of the delivery note/despatch list of each transport package.
- Information about the carrier of the shipment and tracking number.

If separately agreed, an electronic shipment notice is made of the delivery via the Lindström Supply Management system, and the print thereof functions as the delivery note/despatch list.

The shipping documents shall include all product operational safety bulletins as well as the safety data sheets of dangerous goods included in the ADR / RID / IMDG code.

#### **5. DELIVERY TIME**

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