



Inbound conditions for deliveries to Oriola

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Inbound conditions for deliveries to Oriola

In order to enable a smooth and efficient handling of incoming shipments, Oriola has established the following Delivery and Receipt Instructions setting forth the requirements on incoming goods and received pallets.

All incoming deliveries which do not fulfill the Delivery and Receipt Instructions will be subject to re-packaging and/or re-palleting and such work will be charged in accordance with the Oriola Price list for such additional services.

Pallets

Oriola requires all deliveries on approved EUR (standard SS-EN 13698-1) or CHEP pallets measuring 1200 x 800 mm (L x W). Oriola practice pallet exchange via external pallet exchange pools. Pallet exchange pools are Schenker, DHL, Bring, DSV and CHEP.

Oriola requires pallets to meet all requirements of the international standard ISPM 15.

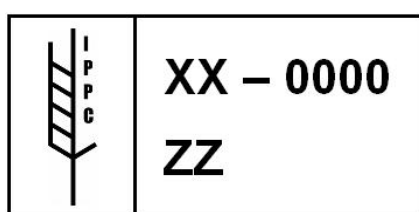


Figure 1 ISPM 15 marking

XX - indicates a two letter ISO country code.

0000 - the next series of letters/numbers is the unique identification mark of the wood treatment agent or packaging manufacturer. The number of letters or digits may vary according to each country.

The country code and treatment agent or manufacturer code must be separated by a hyphen.

ZZ - This indicates the type of treatment and must be HT (Heat Treatment).

Oriola can only accept pallets that are Heat treated. Methyl bromide (MB) fumigation is not accepted as treatment type for pallets delivered to Oriola.

The pallets must be clean and undamaged.

Unmixed full-size pallet (Swedish: Sortren pall)

Unmixed full-size pallet is loaded with the same item number on all outer packages. Maximum height of 1250 mm, including the pallet height.

Layered pallet (Swedish: Lavpall)

The layer pallet is a split unmixed full-size pallet, which is loaded with one or more layers with the same item number on the outer packages. Several different items may also be stacked on top of one another to create a layer pallet; what is important is that there is always a load carrier between the layers of various items (see image). Just as for other pallets, the layer pallet should be labelled in accordance with the GS1 standard, where every pallet should have two identical labels. See further down.

Supplier decides appropriate pallet height due to transport stability.

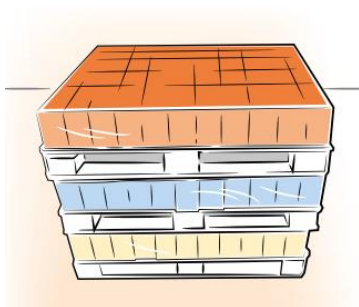


Figure 2 Layered pallet

Marking of pallet (Swedish: Märkning av pall)

Oriola requires the pallet, both Unmixed full-size pallet and Layered pallet to be marked by a GS1-128 pallet label (GS1 Logistic Label) for a more efficient delivery process. The label should contain both Plain text information and Barcoded information:

- Unique SSCC number of the pallet
- GTIN, on case level
- Amount of cases on the pallet
- Batchnumber or Lotnumber
- Best before/expiry date

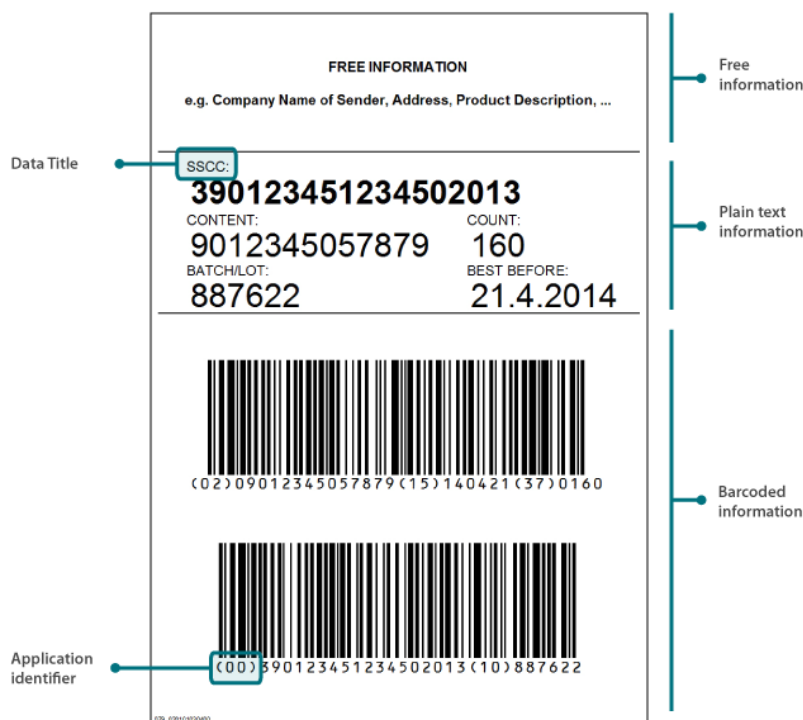


Figure 3 GS1 Logistic Label

For more information see <http://www.gs1.se/en/GS1-in-practice/Barcode-labelling/mark-ing-pallets/>

The pallet should always be labelled with two GS1 Logistic Labels (pallet labels). There should be two identical labels, including bar codes and plain text information, placed as shown in the image.

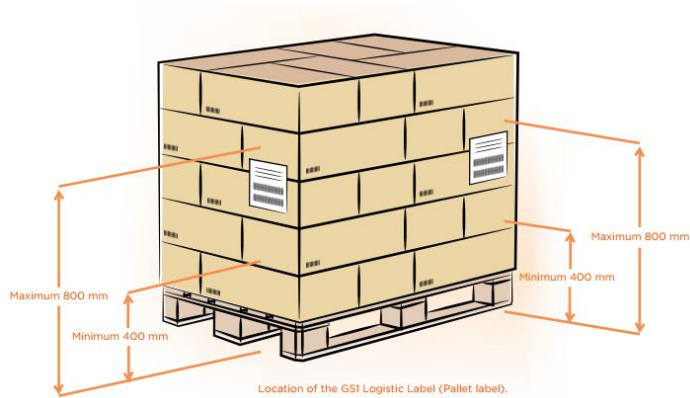


Figure 4 Labelling on the pallet

Bar code label location on the pallet

- The pallet must be labelled on two connected sides – one short side and the long side to its right.
- The bar codes on the label should be at least 400 mm, and at most 800 mm, from the bottom.
- The label should be placed as high as possible within this range, but if required, leave space for the shipping label above the GS1-128 pallet label.
- The pallet label should be placed on the outside of the plastic wrapping. However, if the pallets are mixed, the pallet label should be placed on top of the load under the plastic wrapping.
- No label must be closer than 50 mm to the edge of the pallet.

Quantities smaller than one layer

For quantities where no item has sufficient volume for one layer, there are two options. 1. Smaller quantities can be packed upon a pallet, which is to be placed on top of a One product pallet or a Layered pallet.

2. If option no 1 is not viable then items can be packed in a transport package. It is important that the transport package is clearly marked on two sides if it contains several products. The label must be in Swedish or English. See example below.



Figure 2 Label of incomplete transport package quantity

Packages, where the weight exceeds 25 kg, is classified as heavy lift and should be delivered on a pallet.

If it is more than four packages they should be delivered on a pallet.

Incomplete transport package quantity (Swedish: Bruten transportkartong)

If a delivery consists of one item packed in a transport package, but the transport package is not full, then the transport package should be clearly marked with "Bruten" on two sides of the transport package.

Marking of outer package (Swedish: Märkning av ytterförpackning)

Oriola requires that the outer package should be marked by a GS1-128 label with the following information;

- Vendor item number
- GTIN
- Product name
- Quantity of consumer units in the outer package
- Batch number
- Expiry date/best before

Name of the manufacturer Logo etc.	
PRODUCT NAME	
GTIN 17350053850016	Supplier's art. no. 5001
Best before 12. 12. 2010	Batch no. 12345
 (01)17350053850016(15)101212(10)12345	

Figure 6 A example of outer package labelling (GS1-128)

For more information see <http://www.gs1.se/en/GS1-in-practice/Barcode-labelling/mark-ing-outer-packages/>

Bar code label location on the outer package

- There must be a bar code label or a bar code printed directly on the package. Labelling on at least one side is recommended but labelling on more than one side is preferred.
- In case of one-sided labelling, the outer packages should be placed on the pallet so that the label is on the same side as one of the pallet labels.
- The bar code must not be placed on the bottom of the package.
- The bar code must be placed so that the lower edges of the lines are 32 mm +/- 3 mm from the bottom of the package.
- Avoid printing the bar code on brown corrugated packaging as it results in poor legibility. Adhesive labels are preferred.

If the outer package contains hazardous goods, a specific label should be used. See example.



Figure 7

Examples of labels of hazardous goods

Marking of cold chain items (Swedish: Märkning av kylvaror)

In accordance with GDP, pharmaceuticals that require special storage should be prioritized and immediately transferred to appropriate storage areas as soon as appropriate controls have been carried out. In order to be able to identify the goods at goods reception, a clear marking is essential. With a clear visual marking of cold products, we can prevent risks of incorrect handling at the goods reception and prevent any temperature deviations. Cold chain items are to be clearly marked according to the following guidelines:

- The pallet or package must be marked with KYL or COLD 2-8°C.
- The label or tape must be placed on the outside of plastic on wrapped pallets
- Cold product shall be on separate pallets or boxes and not mixed with ambient products.

Guidelines when using label or tape

- The label color is not to be white, and the font must be large and readable from a distance.
- The label must be in Swedish or English and visible on two connected sides of the outer package/pallet.
- The tape shall be around the entire pallet/box.



Figure 8 Example of a Cold chain item label



Figure 9 Example of a Cold chain item tape

Other packing instructions

Items are to be packed with sufficient protection as to avoid damage to products during transportation and handling. Packing shall also be sufficient to prevent unnecessary risks to staff when handling pallets or packages. Oriola may re-pack or return goods at supplier's expense with insufficient or unsafe packaging.

Different batch numbers for the same item must be put in separate packages.

Only transparent film may be used as wrapping.

Documentation

Advance notice

Advance notice of inbound deliveries must be sent a least 48 hours prior to delivery with the notification of delivery time, amount of pallets and/or packages. **For articles that are classified as Controlled Drugs, specify product name.** If possible, enclose the Delivery note with the Advance notice. For contact information see further down in this document.

Bill of lading/Consignment note (Swedish: Fraktsedel)

Oriola requires the following information on the bill of lading;

- Number of cold and ambient pallets and/or packages per delivery
- Amount of pallets per pallet type; EUR, CHEP
- For cold chain items, state the number of temperature loggers
- Sealing ID if applicable
- Bill of lading should be accompanied by a delivery note

Delivery note (Swedish: Följesedel/Packlista)

The delivery note should also be sent by mail for deliveries to the Central Warehouse in Mölnlycke, warehouse.clh@oriola.com and for deliveries to the Distribution center in Enköping, warehouse.dce@oriola.com before the truck arrives.

Oriola requires the following information on the delivery note;

- Oriolas purchase order number
- GTIN
- Vendor item number
- Oriola item number (if possible)
- Product name
- Batch number
- Expiry date
- Quantity
- Cold or frozen product

Control of cold item deliveries

Oriola requires measuring actual temperature in the truck at arrival to the warehouse. The information should be collected by Oriola.

Batch certificate

A Batch certificate should be uploaded to the Oriola web page. <http://batchcertificate.oriola.se>

See instruction, "Vägledning uppladdning av frisläppningscertifikat", on the Oriola supplier portal. <http://www.oriola.com/se/leverantor>

The Batch certificate must be uploaded before the delivery arrives at the warehouse.

Deviations from ordered quantity

For deliveries where the delivered quantity greatly differs from ordered quantity, Supplier will be contacted. Supplier must thereafter collect surplus quantities within 5 days. If Supplier prefers items to be destructed, destruction fees in accordance with Oriola's price list will apply.

Oriola reserves the right to invoice Supplier for extra labour costs, storage or other costs incurred by Oriola as a result of Supplier's non-compliance with the above. Charges will be in accordance with Oriola's price list.

Invoicing

Invoices shall be sent to: levfakt@oriola.com and shall include:

- A unique and sequential identifying invoice number
- The date of the invoice and expiry date
- The Suppliers' company registration numbers, full supplier company names and addresses, including Supplier's contact information
- A clear description of the quantity and type of Products delivered, with a unit price - excluding VAT. Bonuses and discounts (if applicable and not deducted from the unit price)
- The amount being charged and VAT amount specified
- As a reference, state Oriola's Purchase order number and Oriola's supplier ID (GROxxx)

Contact information

Oriola Distribution warehouse in Enköping

Notification address mail: Warehouse.dce@oriola.com

Delivery address:

Oriola AB
Kvartsgatan 7
749 40 Enköping

Opening hours: weekdays 07-17

Oriola Central warehouse in Mölnlycke

Notification address mail: Warehouse.clh@oriola.com

Delivery address:

Oriola AB
Fibervägen
435 25 Mölnlycke

Opening hours: weekdays 08-16