



GRANNGÅRDEN

ETABL.1880



Specification of requirements for delivery
to Felleskjøpet's and Granngården's
warehouses

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Requirements concerning deliveries to Felleskjøpet's warehouse

General provisions:

1. The Supplier's disclosure obligation

It is the Supplier's responsibility to ensure that Felleskjøpet's warehouse always has information concerning products with special handling requirements (e.g. dangerous goods) at the warehouse and during transport, and that these are marked in accordance with statutory and regulatory provisions. For further information and requirements, see www.dsb.no or www.msb.se

2. Deliveries

The Parties have agreed on the terms of delivery to Felleskjøpet. The Supplier is responsible for all deliveries to Felleskjøpet being made in accordance with the agreed terms, and the applicable statutory and regulatory provisions for the products concerned.

3. Working environment

If it has been agreed that the Supplier is responsible for freight to the Felleskjøpet warehouse, the Supplier is responsible for ensuring that:

- the transport contractor performing work in Felleskjøpet's premises and areas fulfils the requirements in applicable statutory and regulatory provisions; and that
- the transport contractor's personnel use protective equipment (such as safety footwear and high-visibility clothing) in accordance with the Working Environment Act and applicable regulations.

4. Use of forklift trucks

If the Supplier needs to use its own or a borrowed forklift truck, the Supplier's representative must present an approved licence to operate the forklift truck in question. Felleskjøpet's on-site representative will grant permission to operate a forklift truck in Felleskjøpet's premises.

Specific provisions:

1. Freight documents

All deliveries must be accompanied by approved bills of lading

The bill of lading must at least state:

- The freight consignor's address, Supplier name, and any subcontractor
- Bill of lading no.
- Freight recipient's address
- Felleskjøpet's purchase order no.
- Number of items and pallets
- Total volume and weight of the consignment
- Special transport instructions as required
- ADR marking as required
- Agreed unloading time at the receiving Felleskjøpet warehouse
- Signature of the consignor

2. Delivery slip/packing list

The packing list must at least state:

- Customer name and customer number
- Delivery address
- Delivery date
- Felleskjøpet's purchase order no.
- Supplier name and contact person
- Supplier's article number, description and quantity
- Best-before date
- Batch number

Any lacking/missing packing list will be invoiced at NOK 1,200

3. Delivery

When the Supplier handles consignment to Felleskjøpet's warehouse, the Supplier must book/order a time-slot for delivery. For deliveries over 3 m³ or 1,000 kg, a time-slot must always be booked. This must take place by email to varemottak.gardermoen@felleskjopet.no or using Granngården's advice form.

It must be possible to unload the delivery from the rear of the vehicle, backed up to the ramp. Felleskjøpet's pallets must be available so that other customers' pallets do not have to be moved in order to access them.

Deliveries without a booked time-slot will be invoiced at NOK 1,200.

Any change to or cancellation of an unloading time-slot on the same day as the agreed delivery was to have taken place will be invoiced at NOK 1,200.

4. Import

In the case of imports, the Supplier must adhere to Felleskjøpet's and Felleskjøpet's forwarding agent's customs clearance procedures.

In the case of imports, the Supplier must assist with the correct (customers tariff number) intrastat number to facilitate Felleskjøpet's reporting to SSB.

Fees for lack of compliance with the customs clearance procedures, and/or infringement of Norwegian customs regulations, may be re-charged to the Supplier.

Documents that must always be sent to Felleskjøpet's warehouse:

1. Invoice
2. Bill of lading
3. Packing list
4. Certificate of origin

5. Labelling of items

The Supplier will be obliged to apply the recommendations and guidelines for consumer packaging (F-Pak) and retail packaging (D-Pak) that are described in STAND. STAND states how the items are to be packaged and labelled. More information:

<https://www.stand.no/prosess/leveranse/plukke-pakke-og-merke-leveransen/#top>

www.gs1.se

The Supplier must ensure that Felleskjøpet has information about products subject to special requirements for handling, storage and transport, and that these are labelled in accordance with the applicable provisions and requirements. If this does not take place, a fee of NOK 2,500 will be payable for each delivery.

6. Order confirmation

Confirmation of receipt of orders must be given within 24 hours. Within 48 hours there must be a complete order confirmation via PDF. Felleskjøpet generally wishes to receive order confirmations via EDI. Order confirmations solely as PDFs must be approved by Felleskjøpet's representative.

An order confirmation must at least include:

1. Delivery location/pick-up location
2. Invoice address
3. References
4. Felleskjøpet's order number
5. Article number
6. Item description
7. Number
8. Price
9. Delivery terms
10. Payment terms
11. Planned delivery day on delivery to Felleskjøpet by the Supplier, and pick-up day if Felleskjøpet is to undertake transport

Updating/adjustment of the delivery day/pick-up day must be sent to Felleskjøpet as soon as possible and no later than 24 hours before the item is to be shipped. Any wasted journeys as a consequence of incorrect information concerning the pick-up time will be invoiced to the Supplier.

7. Pallets

Felleskjøpet uses only two sizes of load carriers. This is a 1/1 pallet with the dimensions of 1,200 x 800 mm, and a ½ pallet with the dimensions of 600 x 800 mm. The pallets must be of approved EUR pallet quality, or be equivalent disposable pallets of the same quality as EUR pallets.

There may not be any overhang on the pallets beyond the pallet's external dimensions.

The load carriers must be approved for a weight equivalent to the total weight of the freight. It must be possible to document the load carrier's payload.

Half-pallets should always be placed on a full pallet (two half-pallets per full pallet)

The maximum pallet height is 1,250 mm including the pallet.

Felleskjøpet is entitled to reject pallets that are moist, or covered with snow or dirt. This is for the account of the Supplier.

Granngården uses a PÖS (pallet transfer system) at Schenker and DHL. Physical pallet replacement is not used at Granngården.

See STAND for the correct stacking of pallets.

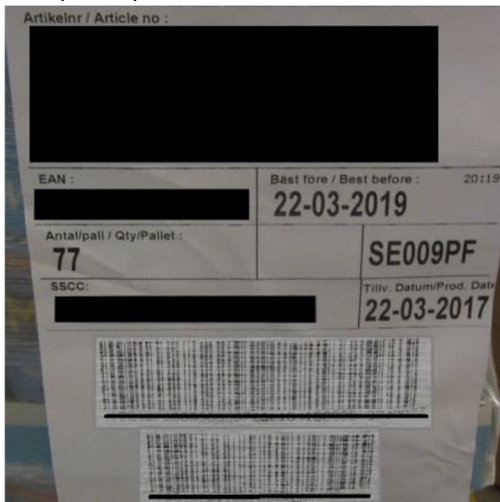
<https://www.stand.no/prosess/leveranse/plukke-pakke-og-merke-leveransen/#top>

www.ecr.se/forpackningsguiden

8. Nature of the freight.

The Supplier is obliged to follow the packaging recommendations described in the latest version of the ECR Packaging Guide (www.ecr.se/forpackningsguiden).

A pallet that solely contains one article number must be labelled with article number, EAN (bar code and digit), and quantity. The best-before date must also be displayed if this is relevant for the item.



Different articles must be packed in separate cartons. If this is mixed in the same external packaging, the sorting of these items will be invoiced at the current rates for extra working hours.



ADR/dangerous goods must be correctly labelled and clearly visible.



Both full and half-pallets must be sealed with plastic. The plastic must be PVC-free and anchored in the pallet. It should be made of soft polythene (LPDE, LLDPE) and adhere to the guidelines for collection for recycling.

9. Best-before date

Products with a best-before-date must have a remaining shelf life of at least 75% on arrival at the warehouse. If the remaining shelf life is lower, Felleskjøpet will be entitled to return these items at the Supplier's expense.

10. Pests, excrement and fumigation of containers

If the goods have been fumigated, a *Fumigation Certificate* must be sent with the consignment, and also be sent by email to logistikk.gardermoen@felleskjopet.no or dc@granngarden.se. A safety data sheet describing which fumigant was used must accompany the consignment. This information must also be given when booking a time-slot for delivery.

Containers must be fully processed and aired, and any residual treatment agent must be removed, so that the container is safe to handle without any need for safety equipment on unloading at our warehouses.

If the consignment contains dirt and faeces from animals, it will be rejected and any return/scraping will take place at the Supplier's expense.

Between 1 April and 30 September, moth indicators/traps must be placed outside the plastic for deliveries of compound feeds, supplementary feeds, pet feed and bird feed. If these are lacking, the consignment will be rejected.

If the consignment has a *Health Certificate* this must be sent to logistikk.gardermoen@felleskjopet.no or dc@granngarden.se

If the consignment has been inspected by a veterinary surgeon, the report must be sent to logistikk.gardermoen@felleskjopet.no or dc@granngarden.se before delivery takes place.

11. Other terms

All exemptions from the aforementioned rules must be approved in writing by the Felleskjøpet logistics representative and attached to the main agreement with the Supplier.

For the Supplier:

Place/date: _____

Company: _____

Signature: _____

Name in block capitals: _____

For Felleskjøpet:

Place/date: _____

Signature: _____

Name in block capitals: _____