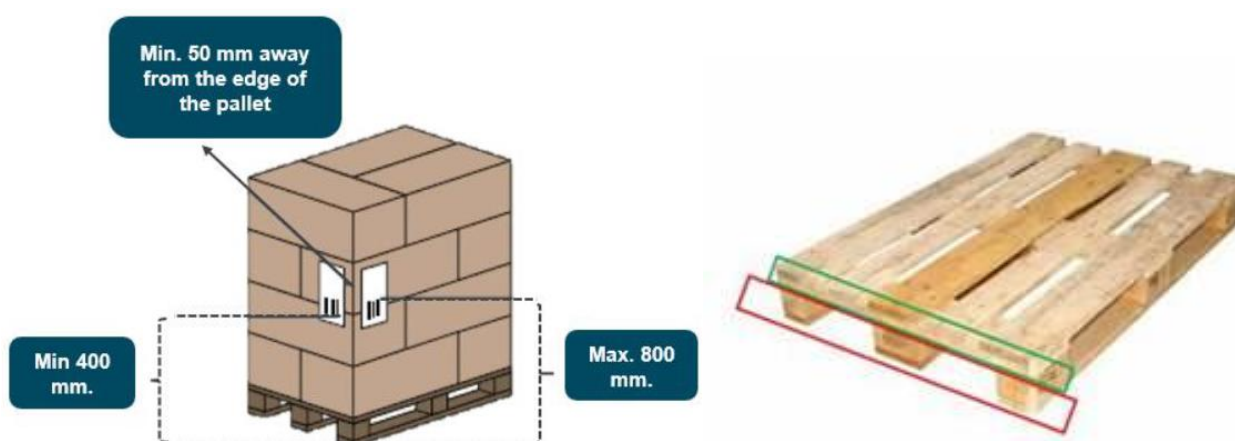


## Logistical sum-up guide:

For each delivery, the following requirements must be met:

- **Pick-up confirmation e-mails from the transporter (DSV, DHL or other)** must be replied to ASAP on all deliveries.
  - **Reference number and order number** must be provided on all logistical documents including delivery note and CMR document.
  - **North Retails delivery note** must be included for each purchasing order (Please note: North Retail customers may pick up more PO's on one truck) and handed over to the driver.
  - **CMR document** must be included for each purchasing order (Please note: North Retail customers may pick up more PO's on one truck) and handed over to the driver.
  - **If more PO's on same truck**, please attach reference number clearly on the pallets.
  - **No invoices and PO's handed over to the driver or included in the order**
- 
- **Wrapping the items on the pallet:** Items on the pallet must be wrapped in clear foil to ensure stability during transport, as well as dust protection. Foil cannot be colored. The foil may cover only the top board of the wooden pallet, marked with green in below illustration.
  - **Labelling of pallets:** The GS1-128 pallet label must be placed on the pallet and outside the foil. The bottom of the EAN code must be minimum 400 mm. from the bottom of the pallet and the top of the EAN code must be maximum 800 mm. from the bottom of the pallet. The EAN code must be minimum 50 mm. away from the edge of the pallet (as shown below). Further, at a full pallet, a label must be placed on both sides of the pallet.
  - **Palletization:** The agreed palletization must be kept. If needed to adjust, North Retail must be informed before packing. All products must be kept within the pallet dimensions. No cartons must extend the edges of the pallet.



\*Please note that this logistical guide is a sum-up of typical problems and should not reduce the importance of the logistical guide of the North Retail customer.