

# Logistics requirements

## To Sanistål's suppliers

Sanistål has formulated a number of requirements for labelling, packing and delivering goods. These requirements are intended to make the identification and handling of incoming goods for Sanistål's warehouses and terminals more efficient and free of errors. Sanistål considers these requirements extremely important for good management of product flow from the suppliers to Sanistål. That is why it is imperative to adhere to these to minimise the time spent dealing with errors and exceptions and improve our service to end customers. This will also help avoid many unnecessary enquiries from Sanistål to its suppliers.

As one of our suppliers, please read the enclosed logistics requirements and arrange for them to be implemented to ensure compliance for all future product dispatches to Sanistål. It is important that all personnel involved in deliveries to Sanistål, including production, picking, packing and dispatch of goods to Sanistål, are familiar with the requirements.

The aim of this letter is to build a stronger working relationship with our suppliers. You are welcome to get in touch with your contact at Sanistål or send an email to [layersupport@sanistaal.dk](mailto:layersupport@sanistaal.dk)

Contact Goods Reception at [centrallager.billund@sanistaal.dk](mailto:centrallager.billund@sanistaal.dk)

Best regards,  
Sanistål A/S

Sine Hansen  
Operations Manager, Billund Central Warehouse

# MINIMUM REQUIREMENTS FOR LABELLING, PACKING AND DELIVERY

## 1 LABELLING

Product unit	Example	All product units must be clearly labelled with the following information
<b>1.1 Sales unit</b> Unit, pair, kg., metre	 <p>Pair of gloves</p>	The label must at least include Sanistål's product no. and/or the supplier's product no. and information about whether it is a unit/ pair/metres/kilos (hereafter referred to as unit).
<b>1.2 Retail unit</b> Contains one or more sales units	 <p>Package containing several pairs of gloves</p>	As a minimum requirement, Sanistål's and/or the supplier's product no. must be stated on the sales unit and retail unit, along with the number of units.
<b>1.3 Wholesale unit</b> Contains one or more retail units	 <p>Box of gloves</p>	As a minimum requirement, Sanistål's and/or the supplier's product no. must be stated on the sales, retail and wholesale unit, along with the number of units.
<b>1.4 Logistics unit Shipment unit:</b> Package/box, pallet (1/1, 1/2, 1/4)	 <p>Pallet of gloves</p>	<p>As a minimum requirement, Sanistål's purchase order number must be stated on the pallet label.</p> <p>+</p> <p>As a minimum requirement, Sanistål's and/or the supplier's product no. must be stated on the sales, retail and wholesale unit and the pallet, along with the number of units.</p>
<b>1.5 Labels must be visible</b> Products must be stacked so that the label is visible on the pallet. If the products are packed in transport packaging, the labelling must be visible on it.		
<b>1.6 EAN-13 barcode</b> The EAN-13 barcode must be visible on all packages and the EAN-128 (Code128) must be used on pallets/transport packaging. Note: the requirements for labelling and packaging in accordance with applicable standards (EAN Denmark/GS1 Denmark) are described on pages 3 and 4.		
<b>1.7 Delivery note</b> All delivery notes must state Sanistål's full order number and the unique product number the unit is labelled with (Sanistål's and/or the supplier's product number)		

## 2 Packing

### 2.1 Bundling of purchase orders 45XXX and 65XXX is not allowed

Bundling of different purchase orders 45XXX and 65XXX from Sanistål, including back orders, is strictly prohibited. 45XXX and 65XXX orders **must** be physically separated and labelled separately.

### 2.2 Visible delivery note

The delivery note must be stapled onto the outside on the pallet/box so it can be found easily.

### 2.3 Same number of units in the same types of product units

Each retail unit must contain the same number of sales units, and each wholesale unit must contain the same number of retail units.

### 2.4 Physical separation in packages

If there are different product numbers in the same package, they must be physically separated and the box must be clearly labelled as a "mix box".

### 2.5 Same packaging for the same product numbers

A product number must be packed in the same type of packaging in the same consignment.

### 2.6 Distribution of one product number across different pallets

The same product number may not be distributed across different pallets unless there are too many products to fit on one pallet.

### 2.7 Pallets

Use EUR pallets where possible.

All goods must normally be delivered on pallets.

### 2.8 Pallet height

The total height of the pallet must not exceed 1.8 m (unless the individual product is physically larger)

### 2.9 Pallet weight

Boxes or products weighing more than 20 kg must not be stacked more than 1.5 m high.

The weight of a pallet must not exceed 1,000 kg unless the individual product weighs more.

## 3 Delivery

### 3.1 Consignments must be delivered with matching CMR consignment notes.

The consignment note must state how many packages and how many 45XXX and 65XXX orders to be received.

### 3.2 No loose parts

All products must be delivered in a complete and saleable state, i.e. without the need for Sanistål to assemble or disassemble the delivered products.

### 3.3 Delivery note

A delivery note matching Sanistål's 45XXX and 65XXX order number.

### 3.4 Opening hours

Opening hours between 7 am and 2 pm. All deliveries must be unloaded before 2 pm.

### 3.5 Notification

Lorries must be referred to the goods reception/ramp no later than 6:30 am on the day of delivery via <https://transwide.wktransportservices.com> or alternatively by email to: [centrallager.billund@sanistaal.dk](mailto:centrallager.billund@sanistaal.dk) or by phone on tel. +45 22 70 48 48 the day before. You have to register as a user to use the Transwide website. To register, email to: [centrallager.billund@sanistaal.dk](mailto:centrallager.billund@sanistaal.dk)

Deliveries of water and drainage goods must be booked by phone or email at least one day before unloading.

Goods delivered by post or courier should not be reported, as these consignments are dealt with in another flow.

### 3.6 Delivery to ramp

Deliveries are made to the ramp at Sanistål's central warehouse in Billund. This means the pallets must be loaded next to each other and must be ready for unloading from the rear of the lorry. Pallets for Sanistål must always be placed so they can be emptied without having to move other pallets. Goods longer than 3 m may be unloaded from the side, but only when booking via Transwide.

Ramp goods must not be mixed with water and drainage goods.

For mixed ramp and water and drainage goods, times must be booked in the order the goods have been loaded for unloading.

Water and drainage goods must be grouped together in the truck.

## GTIN 13 barcode (previously called EAN-13)

GTIN product numbers (GTIN – Global Trade Identification Number) are used for identification of retail units, sales packages and pallets. To find out more about how the numbers are structured and used, visit [www.ean.dk](http://www.ean.dk) (<http://gs1denmark.net.dynamicweb.dk/Default.aspx?!D=333>)

### GTIN-13 barcode symbol

A GTIN-13 (EAN product number) is expressed as an EAN-13 barcode. The GTIN can be seen in numerical form below the barcode. The main part of a GTIN product number consists of a GS1 prefix, a company reference number, a product number that the company itself assigns, as well as a check digit.



Each unit has a unique EAN product number. If a unit has two or more packages, it is given its own EAN-13. EAN-13 is normally only used for retail units.



EAN item No. 5712345000014



EAN item No. 5712345000021  
= 6 pieces of EAN item No.  
5712345000014




EAN item No.  
5712345000038 = 12  
pieces of EAN item No.  
5712345000021

## BARCODE GS1-128 (PREVIOUSLY CALLED EAN-128)

GS1-128 (EAN-128) is usually used on pallets. Each unit is given a unique ID number (SSCC) which is used to identify individual pallets. In addition to SSCC, the barcode/label usually also includes other information.

The barcode/pallet label must include the EAN number. Sanistål would prefer the pallet label to also include the SSCC and the quantity.

<b>Sanistål A/S</b> Rugmarken 1, DK-7190 Billund	
<b>Nails</b> 24 packing units containing 6 boxes of 250 pieces each	
<hr/>	
<b>SSCC</b> 35712345000000244	
<b>EAN identification</b> 5712345000168	<b>Number of packing units</b> 24
<b>Batch</b> 63B7X	
<hr/>	
 (02) 05712345000168 (37) 24 (15) 031208 (10) 63B7X  (00) 35712345000000244	

## 4 Various information

### 4.1 Bank

Danske Bank  
Prinsensgade 11  
DK-9000 Aalborg

### 4.2 Bank account number

4368 3694 1038 63

### 4.3 Swift code

DA BA DK KK

### 4.4 IBAN code

DK2130003694103863