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1. GENERAL

This instruction is applied to deliveries of people protective equipment to Lindström corporation 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 unit

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

2.3 Transport package

Package for the duration of the transport, formed from (usually several) product sales unit(s), e.g. box, crate.

2.4 Transport unit

Package that can be handled mechanically in transportation of the product, e.g. pallet, container.

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. Lindström provides product marking specification separately.

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

3.2 Product sales unit

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

Product sales unit must contain the following information:

- Lindström logo
- Lindström name, address and web address
- Lindström product code and product name
- Article's size and size range. If no size, use - (dash) in both.
- CE marking: pictograms, levels of protection etc.
- GTIN code (formerly EAN code) and bar code
- Number of product basic units that the product sales unit contains (e.g. 12 pairs)
- Supplier's production batch number and production month & year
- Lindstrom purchase order number.

Example label of a product sales unit (ca. 11,5cm x 5,5cm):

1,1cm	 Lindström	Product code: 4P0123	 5 901234 123456 >	3,3cm
2,2cm	Lindström Group P.O.Box 29 FI-00581 Helsinki, Finland www.lindstromgroup.com Tel. +358 20 111 600	Product name: LINDSTRÖM SAFETY PRODUCT S3456		
2,2cm	 EN ISO 20345:2011 S3 SRC	Quantity: 12 pairs	Production month/year: 01/2018	1,1cm
	4cm	Purchase order: 123456	Production batch number: 123/45/2018	1,1cm
		3,5cm	4cm	

Product sales unit label must comply with the following specifications:

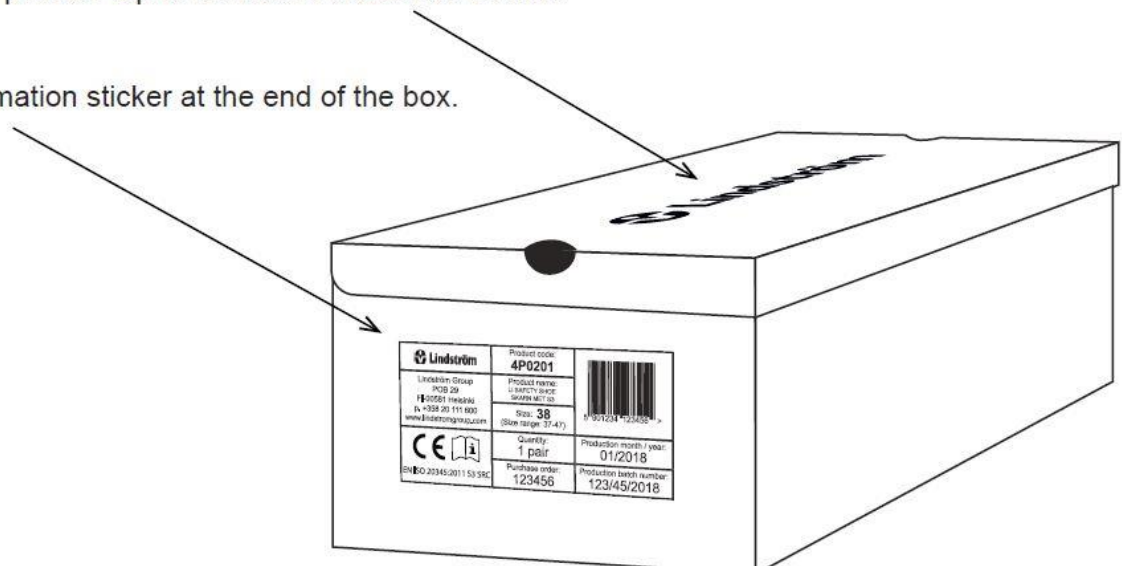
- Font: Arial Regular, Arial Bold
- Font size: 7, 9, 10, 15
- Print color: PMS Black

All the red parts in the example label vary depending on the product.

Boxes and equivalent product sales units: label must be placed on the narrow end to ensure visibility on a warehouse shelf:

Logo print on top of the box in the center middle.

Information sticker at the end of the box.





3.3 Transport package

Product sales unit(s) must be packed in transport package if so required to safely handle and transport the products. Transport package must be dimensioned so that product sales units are compactly packed. The goods inside the transport package must be enclosed in plastic to protect the goods from humidity. Transport package must endure normal strain from handling and transportation and it must be made of such cardboard that can withstand humid and wet conditions.

Transport package must be labelled with a shipping mark that contains at least Lindström Oy's product number (and size) as well as respective purchase order number. 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 may contain products of only one Lindström purchase order.

Example of a shipping mark (size depends on the size of the carton):

 Lindström			
Purchase order number:	123456	 <small>*123456*</small>	
Lindström product code:	4P0123	Lindström size:	8
	 <small>*4P0123-8*</small>		
Quantity of sales units:	100	 <small>*100*</small>	
Number / total of transport packages:	65 / 98		
Packed / checked by:	NN		

Transport packages are combined into transport unit if so required to safely handle and transport 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.

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

- Lindström purchase order number number(s).
- Lindström article number(s) and size(s) (for example 4P0123-8).
- Ordered quantity in the same unit of measurement as on purchase order (for example pair / polybag / box).
- 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 must send a pre-alert of a leaving shipment to Lindström Oy. The pre-alert is for example an email that is sent to supplier's contact person at Lindström or to a third party if so instructed by Lindström. The pre-alert must contain the following information:

- Electronic copy of the delivery list, commercial invoice and bill of lading, as applicable.

If it has been separately agreed, an electronic shipment notice has been made of the delivery via the Lindström Supply Management system, and the print thereof functions as the delivery's freight list.

In addition, the shipping documents should include all possible product operational safety bulletins as well as the safety cards of dangerous goods included in the ADR / RID / IMDG code.