PACKING AND SHIPPING INSTRUCTIONS - HL GROUP OY

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1. General instructions

Automatization in logistic handling of goods will increase significantly in the near future. In these Packing Instructions, the focus is on optimized handling of packages and pallets in a modern logistics center.

HL Group requires that all shipments will be delivered on wooden pallets. The Pallets that you use, and other packing, must also be strong enough to take machine handling, transportation and storage.

The sender must ensure that the goods cannot move inside the package and are protected against damage during transport. Packages must be well sealed with tape.

In the ADR consignments the sender must take into consideration its legal responsibility when shipping dangerous goods, products and restricted (LQ) quantities and when marking the packing and transportation documents.

HL Group Oy has the right to invoice all costs arising from non-compliance with these instructions. Shipments that cannot be delivered within the scope of this guide due to, for example, shape, weight or other factors must be agreed separately with the recipient before shipment.

2. Pallet requirements

Preferred pallet to be used is EUR sized pallet (800 x 1200 mm). Max weight on EUR sized pallet is 750 kg and for FIN pallet 1000 kg. The goods must be stocked clearly inside the pallet´s edging, crossing of edges is not permitted and the goods must be stocked evenly. Marking of packages on the pallets must be clearly visible and readable.

Packaging material must be strong enough for mechanical logistics handling. The empty space inside the packages must be kept to a minimum (compact packing). Recyclable and environmentally friendly materials should be used and amount of waste should be minimized.

3. Packing materials

Appropriate packaging material must be selected for all shipments. Small products such as (nuts / screws / washers <10 mm) must be packed in plastic bags in a cardboard box. Larger products are packed in a cardboard box that must withstand mechanical handling and storage.

4. Packing of the Shipment

Bulk goods must be delivered in packed units in sufficiently strong boxes weighing not more than 25 kg. Information on the number and contents of the units must be found in each box.

The dispatch must be packed in a manner that enables mechanical handling of the packages and ensures that the packages withstand normal stress of transportation. The purpose of the package is to

- protect the goods and speed up the handling of goods for dispatchers, logistics service providers as well as the receiver´s operations and
- provide sufficient information of the content of the dispatch.

The dispatcher must ensure the legal specifications of the loading, e.g.mounting of the goods.

Appropriate packing of goods includes required handling and process markings if the dispatch includes fragile or frozen goods or goods that require moisture protection. If stacking of packages is not permitted, it must be clearly marked

- Products weighing more than 100 kg must be packed individually on a pallet.
- Products weighing less than 100 kg can be packed on a mixed pallet.

5. Packaging identification and packing list with product markings

The packing list must include the following information:

- consistent labelling with the product
- product location (e.g. pallet number, carton number or other similar information.)
- product numbers and packaging quantities
- purchase order number agreed by the parties to the transaction

In case of express orders:

- consistent labelling with the product
- product numbers and packaging quantities
- purchase order number agreed by the parties to the transaction
- express orders must have a clear indication of urgent delivery (e.g. EXPRESS ORDER, URGENT etc.)

6. Address label

Usage of clear and complete address labels speeds up the transportation process due to the electronical identification, improves delivery accuracy and decreases additional work and related costs due to insufficient information and misinterpretations.

In each package the following information must be listed:

- receivers name and street address, door number or equivalent. Receiver and delivery address can be different addresses; therefore, the delivery address must be clearly marked. Pay special attention to the street address.
- senders name, address and phone number
- waybill number
- purchase Order number
- weight of the packages and quantity information
- the regulations of transportation of dangerous goods must be fulfilled (ADR)

7. Sender's liabilities

The sender is liable for the following:

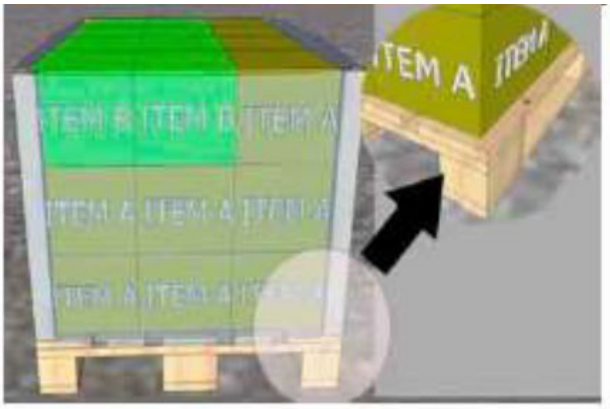
- durability and sustainability of the packages (durability during transportation)
- address and identification labels
- handling and warning labels/signs
- waybill content
- transportation instructions
- markings according to valid ADR instructions/requirements
- environmental responsibility concerning logistics

8. Partial loads

- The pallet must have an address identifier and a purchase order number
- Shipment documents must be on the pallet (packing list)
- Content labels to be found on packages (products and quantities)

Dividing products into partial loads between several pallets and packages should be avoided. In the case of mixed pallets items with smaller quantities should be on top. See the pictures below.

RIGHT:



WRONG:

9. Further information

For packaging and shipping issues, please contact us by email at purchasing@hlgroup.fi.

10. Shipping addresses

HL Group Oy
Hiekkakiventie 5
00710 Helsinki
marko.laiho@hlgroup.fi

HL Group Oy
Tähtäinkuja 9
01530 Vantaa
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