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## 6 General Delivery Instructions

Kid/Hemtex are constantly in need to improve quality and have a cost-efficiency of our logistical operations. The packaging and transport method of goods are among the most important factors influencing the cost-efficiency and quality of logistics. In addition, by choosing the right packaging material we can decrease the amount of package waste without jeopardizing the basic functions of a package regard to distribution, durability and cleanness of the product.

Packing Instructions are to be taken into consideration when delivering goods to Kid/Hemtex. First and foremost, it is the suppliers who are responsible for the development of matters concerning packaging, because the easiest point where packaging materials etc. can be influenced is at the beginning of the supply chain.

### 6.1 Packaging restrictions

#### Restricted substances

6.1.1 Kid/Hemtex requires the following in accordance with the European Community Regulation on chemicals and their safe use, EC 1907/2006 (REACH):

- Restricted substances may only be used in accordance with the provisions in Annex XVII (restricted substances).
- Chemical mixtures, articles, and packaging shall not contain substances of very high concern, SVHC, published in the REACH Candidate list and Annex XIV (authorization substances
- Substances introduced on the REACH Candidate list shall be phased-out from chemical mixtures, articles and packaging. To ensure this phase-out period, suppliers shall phase-out such substances within 12 months from when introduced on the REACH Candidate list.
- Other substances of very high concern according to REACH criteria should be avoided to the greatest extent possible.
- Products and packaging shall not contain flame retardants penta-BDE, octa-BDE or deca-BDE. Other halogenated flame retardants shall be avoided to the greatest extent possible.
- Products and packaging shall not contain triclosan.
- Packaging and products shall not contain PVC
- Additional chemical requirements are given in PSRs

Suppliers shall within 20 calendar days upon request provide Kid/Hemtex with complete and valid documentation, stating possible substances regulated in REACH in chemical mixtures, articles or packaging.

All chemical fumigants are in some way toxic to its surrounding and fumigated cargo containers can therefore pose a serious health hazard. It is harmful to humans and the environment, especially for those who receive goods, there is also a high risk for the person performing the treatment and handling the chemicals. It will also have a negative impact on the environment.

Fumigation of products shall only be used up on Kid/Hemtex request and be initiated by supplier.  
**Avoid chemical treatment and as far as possible use Heat Treatment.**

On natural untreated material/wooden products (and if the taric/custom code legally demands treatment) pest control might be necessary. When chemical treatment cannot be avoided, following shall be followed:

1. Only on identified material/product and in consultation with Kid/Hemtex.
2. Supplier shall notify Kid/Hemtex which kind of treatment that will be used.
3. Supplier shall send all related document to Kid/Hemtex/Logistic dept. (this is when treatment have been performed in the container.)

All forms of wood packaging material that may serve as a pathway for pests shall follow the requirements set out in **ISPM 15 - Regulation of wood packaging material in international trade**. The standard describes internationally accepted measures that may be applied to wood packaging. Approved phytosanitary measures (treatments) that significantly reduce the risk of pest introduction and spread via wood packaging material consist of the use of debarked wood (with a specified tolerance for remaining bark) and the application of approved treatments (as prescribed in Annex 1 of ISPM 15). The application of the recognized mark (as prescribed in Annex 2 of ISPM 15) ensures that wood packaging material subjected to the approved treatments is readily identifiable. Commission implementing regulation (EU) 2021/127 shall be followed.

## 6.2 Packing instructions

All goods shall be appropriately marked and packed in accordance with the specific instructions stated in the purchase order and with the following general instructions.

All export carton and retail pack containing fragile items should be marked with fragile. Individual consumer items should be packed and packaged in accordance with separate instructions. This instruction is only intended for the packing, packaging and marking of retail packs and export cartons.

Both Export carton and retail pack shall contain one article/SKU and never be packed together with other article/SKU.

All transport packages must be provided with a CARTON LABEL.

All labels must be approved by KID purchasing coordinator before shipment, please send a picture of each label per article/purchasing order to the coordinator.

***Kid/Hemtex reserves the right to debit the supplier for any reasonable costs or losses caused by failure to comply with these instructions. With a fee based on 65 USD per hour.***

Packing instructions - Retail pack ***Kid/Hemtex AB only accepts whole and complete (unopened) retail packs.***

Number of pieces of a **retail pack** is always stated in the purchase order.

- A retail pack can only contain one specific article number which stated in the purchase order.
- The type of retail packaging to be used is dependent upon the item being packed.
- A retail pack should be either a corrugated cardboard carton or a plastic (poly) bag.
- Cartons should be of suitable strength and design to minimize the risk of damage, injury or misshaping of the goods during the transport.
- Protect the goods but do not overuse plastic materials.
- Plastic (poly) bags should comply with the latest EU packaging directive for plastics.
- One solid item must not be packed in separate polybag if not requested.

**Packing instruction Fragile items**

6.2.1



All individual carton, retail cartons and export cartons must be **5 ply corrugated** wall for fragile items. Both retail pack and export carton **MUST BE LABELLED** with a visible sticker showing a glass symbol and saying “FRAGILE” with an arrow as well to show which side of the carton is the topside.

- All fragile items shall be secured and fitted tight into its package (individual carton for each pcs or retail pack) to manage the drop test.
- Drop tests shall be performed by supplier, during an inspection the QC will also require a drop test. The drop test should be performed according to instruction;
  - Drop the package at 3 faces, 2 edges, and 1 corner and at a height of 100cm to ensure that none of the fragile products will break after ensuring that the products are packed as required above.
- To ensure that the product manage the drop test and are secured and fitted inside its packing, packing can be done according to but not limited to one or several instructions bellow.
  - Wrap individual product with bubble plastic place the individual product in an individual carton or retail pack.
  - If several pcs in retail pack, place the products with a 5ply corrugated divider.
  - Use an mold Styrofoam packing around the individual product before but the pcs in an individual carton.

**6.2.2 Packing instructions - Export carton Kid/Hemtex order**

***The export cartons should always contain the same number of retail packs. Kid/Hemtex AB only accepts whole and complete Export Cartons.***

All cartons should be carefully and suitably packed and strength to avoid any risk of breakage, injury or misshaping of the goods during the transit process from the supplier’s warehouse to Kid/Hemtex retail unit. To enable handling no export carton may exceed a total gross weight of **20 kg** and base measurements of **60cm length x 40cm width x 30cm height**. If not possible the carton must fit the Euro pallet (80 cmx120cm). See section 6.2.3 for guideline.

All export cartons should be firmly taped on both sides. The taping should be of sufficient strength and quality to ensure that the boxes do not come open when they are lifted.

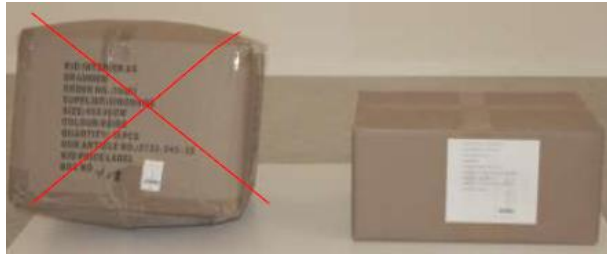
Banding of export is **not** permitted exceptions need be approved by the Purchasing department.

For textile products, cut protection in retail cartons should be on top of each carton to protect the goods when open the cartons at warehouse or shop.

All cushions must be properly vacuum-packed, unless other instructions are given in the order.

Cartons should be an absolute minimum of 2-ply corrugated cardboard and of a suitable thickness and strength to ensure that they are not malformed or easily damaged when being reasonably handled or packed together with other goods during transport.

Ball shaped and collapsed cartons in delivery is considered not been according to instructions and can be a reason for claim.

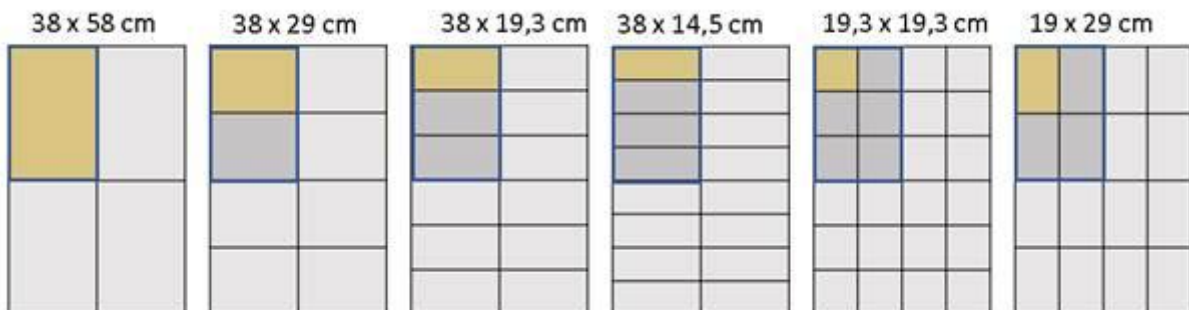


### 6.2.3 Carton/ Inner unit measurement guideline

The carton measurements should optimally not exceed the size of **60 cm (length) x 40cm (width) x 30 (height)**. The measurements respond to our demand of enabling storage in the Autostore bins that are used in Kid/Hemtex warehouse. If a specific product can't apply with these measurements exceptions can be allowed shall be approved by Purchasing department.



Further the carton measurements should follow the bellow modular system which is based on storage on EUR pallets (120cm x 80cm). Examples of sizes that is used and which is customized to basic module:



Yellow: Carton size. Grey rectangle: EUR pallet. Blue rectangle: Autostore bin.

### Inner carton/ polybag measurement guideline

The measurement requirements are applied for inner cartons or polybags and shall not exceed size of 58 cm (length) x 38cm (width) x 28,6 (height). In general, it is this unit which is stored in the Autostore bins.

The inner carton/ polybag should always contain the same number of retail packs and each must be the same size. To fully optimize an export carton different positioning of the inner carton/ polybag may be used.

**Key point:** To maximize fill rate, increasing or decreasing number pcs in inner unit/ polybag should be evaluated together with Purchasing department.

### **Example**

#### Optimal packaging example:

Number of pcs in polybag: 4

Number of pcs in carton: 12.

Number of polybags in carton: 3.

Number of pcs in Autostore: 12. **100%** fill rate.



### *Example:*

Not optimal packing. If this is the situation when packing please contact Purchase Department for evaluation.

Number of pcs in polybag: 6

Number of pcs in carton: 12.

Number of polybags in carton: 2.

Number of pcs in Autostore: 6. **50%** fill rate.



### 6.2.4 Marking instructions of Cartons

Retail pack and Export carton for Kid/Hemtex orders must be marked with Kid/Hemtex transport label; which is produced in Hemlabel - a software provided by KID/Hemtex for printing transport labels. **No other** label and sizes are accepted.

All information to the transport label is picked from Kid/Hemtex Business system. If there are any incorection on the label Hemtex Purchasing Office need to be contacted directly. It is the supplier's responsibility to make sure that the transport label is correct.

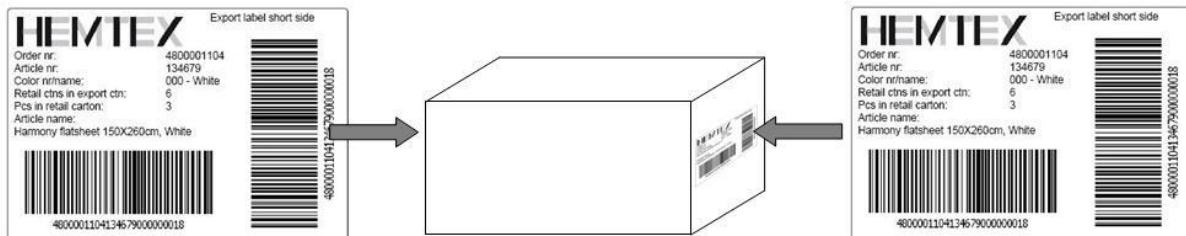
If incorrect marking, Kid/Hemtex has the right to charge the supplier with the extra charge which has been caused by incorrectness.

Use the program Hemlabel/Kidlabel to create correct marking labels. See separate manual for Hemlabel/Kidlabel.

### 6.2.5 Retail Pack

In case of fragile goods, the export carton should be marked accordingly to avoid damage during transport.

Place label on Retail pack on both short sides; two labels on every retail pack. As showed below.



In case that the retail pack is the same as export carton (number of retail packs in the export carton = 1) the export label should be used.

### Export cartons

In case of fragile goods, the export carton should be marked accordingly to avoid damage during transport.

Place label on Export carton on both long side and short side; four labels on every export carton, as showed below.

6.2.2





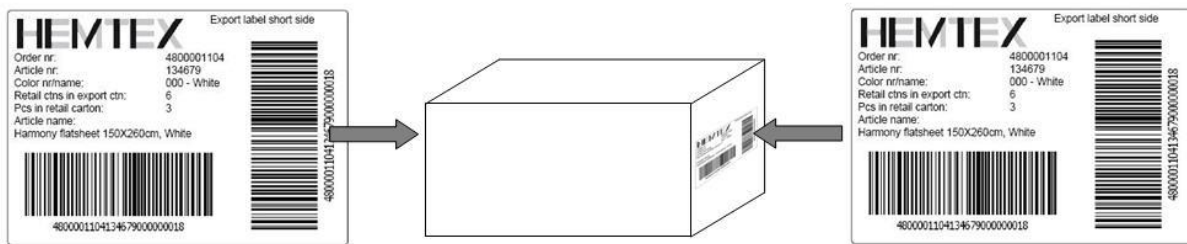
### Pre-Pack (retail pack)

A Pre-Pack is a different type of retail pack. Instead of containing only one type & colour of an article it contains a predetermined mixture of different sizes and/or colours.

Same as Retail pack transport label is to be used; no other label for Pre-Pack.

#### 6.2.3

Place label on Pre-Pack on both short sides; two labels on every Pre-Pack. As showed below.



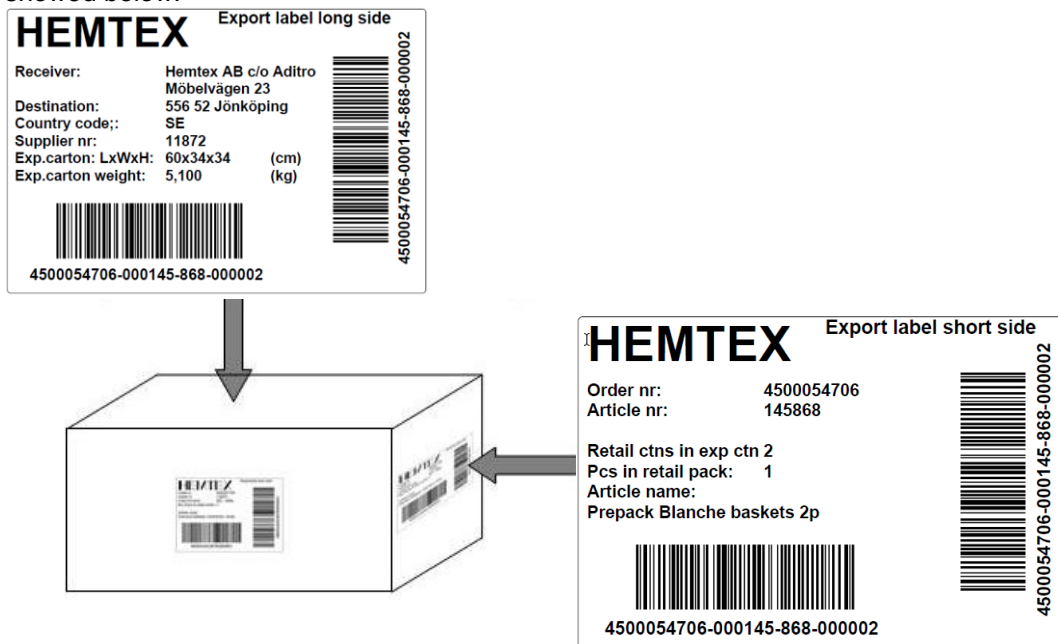
In case that the Pre-Pack is the same as export carton (number of retail packs in the export carton = 1) the export label should be used.

#### 6.2.4 Export cartons when Pre-Pack

A Pre-Pack is a different type of retail pack for a few articles. Instead of containing only one type & colour of an article it contains a predetermined mixture of different sizes and/or colours.

Same transport label is to be used for Pre-Pack that is used for the Retail packs.

Place label on Export carton on both long side and short side; four labels on every export carton, as showed below.



## 6.3 Booking Routine Kid/Hemtex

### General

KID/Hemtex order information, sent on EDI, is the basis for the freight forwarders follow-up to the suppliers/agents. The freight forwarder undertakes to treat such information confidentially. For the very first order/shipment from a supplier/agent, KID/Hemtex will provide the freight forwarders name, address and other necessary information.

- 6.3.1 If a supplier/agent books a shipment and the booked order number is unfamiliar for the freight forwarder, KID/Hemtex has to confirm the booking before it is accepted.

The freight forwarder is obliged to contact the supplier/agent no later than 1 month before the shipment date. If the freight forwarder receives an order with shipment date within the next upcoming month, the forwarder has to contact the supplier/agent immediately to arrange shipment. The freight forwarder must follow up each booking and require the supplier to confirm shipment date approximately 2 weeks before shipping. The supplier/agent has to report any nonconformities to KID/Hemtex immediately.

### 1. EDI- Electronic Data Interchange

Every day, KID/Hemtex and the freight forwarders are continuously transmitting EDI information through the system.

- The transmitted EDI information is according to the “Functionality specifications” and formats.
- Status 0 - this is a status automatically returned from the freight forwarder shortly after the received assignment. The status is a confirmation of the assignment.
- Status 1 – expected ETD, (by supplier's clear date) - min 2-3 weeks prior to shipment date.
- Status 2 – Booking, ETD, confirmed, with expected ETA.
- Status 3 – Verified ATD and ETA.
- Status 4 – ATA, ready for delivery.

**Important changes**, such as non-delivery of goods, delay in transport, etc., must be continuously informed by mail to the responsible person at KID/Hemtex, inbound (see separate list of distribution of suppliers) and customs responsible. All inquiries with information must contain our order number and container no.

- 6.3.2 If an arrival date, ETA, that for instance applies next week, changes close until arrival date, Inbound must be notified by e-mail at doc-inbound@kid.no. The forwarder will also update the EDI according to the changes/feeder delay.

### Conditions

- Adjustment to full containers if possible, within the limit of +/- 5% in quantity.
- Consolidation of orders shipped in the same period, for both the same supplier and several suppliers.
- Consolidation of containers from different suppliers per port, to reduce costs and avoid LCL, only KID/Hemtex orders in the same container.
- Upon confirmed payment, our bank will send the original B/L recommended to the freight forwarder, and the freight forwarder informs the shipping company.
- The freight forwarder sends the arrival notices to inbound by mail, for customs clearance, before the goods are ready for pick-up at port, and unloading.

## Invoice/Arrival and Delivery Notification

### Invoice/arrival notification

Invoice/arrival notification must contain:

- Order number(s)
- 6.3.3 • Freight information, including CAF + BAF, must be stated on the arrival notice (for customs clearance).

### Delivery notification Hemtex

The delivery notification should be sent by email at the very latest 12.00 (noon) **two days** before arrival to Hemtex central warehouse.

Delivery notification should be sent by email;

**To;** Hemtex Warehouse [warehouse@hemtex.se](mailto:warehouse@hemtex.se)  
**Cc;** Hemtex AB [inbound@hemtex.se](mailto:inbound@hemtex.se)

The Delivery Notification should contain the following information:

- Name of supplier
- Receiver (Hemtex )
- Hemtex order number/s and article numbers
- Delivery date and time
- Name of forwarder
- Forwarder's contact details (telephone number, fax number and e-mail address)
- Number of cartons
- Gross weight
- Volume
- Tracking No

**Note:** Truck deliveries are **not** permitted at our central warehouse after 15.00 unless by prior arrangement directly with our central warehouse.

**Note:** Hemtex warehouse reserve the right to change the time and date of the delivery if it is not possible to unload the delivery at the time and date notified. In the event Hemtex warehouse will take immediate contact upon receipt of the Delivery Notification.

**Note:** In the event of failure to notify Hemtex AB / Hemtex warehouse reserve the right to refuse or delay unloading until a suitable time. Any such resulting costs are to be the supplier/forwarders responsibility.

### Delivery notification KID Interiør

There is no need to send delivery notification for KID orders as all orders are tracked by EDI.

Note that truck deliveries are **not** permitted at our central warehouse after 13.00 unless by prior arrangement directly with our central warehouse. Truck deliveries may be done between 06:00 and 13:00 on working days.

## 6.4 Documentation

### Orders for KID Hemtex

Suppliers shall send draft/copies to Kid Hemtex via email of the following documents before departure

- Invoice
- Packinglist
- B/L, Seaway Bill, FCR
- Certificate of origin

KID Hemtex will check the documents and confirm before original documents are created and will respond on the email sent by supplier,

Send all documents to : [doc-inbound@kid.no](mailto:doc-inbound@kid.no)

All orders should be sent separately to Kid Hemtex.

The subject in the email shall be KID Hemtex order number.

KID Hemtex require that all relevant paper documentation, as determined under the terms of the purchase agreement, is sent by courier immediately upon departure of the goods. Dependent upon the terms of payment the original documents should either be directly sent to the relevant bank or to KID (the address may be found on the purchase order). The address to the bank is as follow

<b>HEMTEX BANK INFO</b>	<b>KID Interiør BANK INFO</b>
<p>Nordea Bank Abp, filial i Sverige Trade Finance Gothenburg</p> <p>Visiting and courier address: Kilsgatan 4, 411 04 Göteborg</p> <p>Postal address: Kilsgatan 4, 405 09 Göteborg</p> <p>Telephone:+46 (0)10-1569488</p> <p>Email: <a href="mailto:tradefinance.goteborg@nordea.com">tradefinance.goteborg@nordea.com</a></p> <p>Nordea Bank Abp, filial i Sverige, reg.no. 516411-1683, Swedish Companies Registration Office</p> <p>Swift address: NDEASESS</p>	<p>Nordea Bank Abp</p> <p>Visiting and courier address: Essendrops gate 7, 0368 Oslo</p> <p>Postal address: Postboks 1166, Sentrum, 0107 Oslo</p> <p>Telephone: +47 46931615</p> <p>E- mail: <a href="mailto:tfdocuments.norway@nordea.com">tfdocuments.norway@nordea.com</a></p> <p>Nordea Bank Abp, filial Norge reg.no 920 058 817, Norwegian Company Registration Office</p> <p>Swift address : NDEANOKK</p>

The cost of the courier is to be paid by the supplier. Please note that goods entering Sweden from outside the European Union must be cleared by customs upon entry.

All goods entering Norway must be cleared by customs upon entry, this is also applies to good from the European Union.

It is of critical importance that all documentation is received in original form in time to comply with customs regulations.

KID Hemtex purchase goods in accordance with the rules and regulations stated in the International Chamber of Commerce's INCOTERMS 2020. The relevant Incoterm is stated in the purchase order.

**It is expected that the supplier will be familiar with the rules and principles laid out in Incoterms 2020 and will ensure that they provide the relevant documentation expected under these rules and relevant for their respective country.**

**Note:** Kid/Hemtex purchase order number/s should **always** be stated on **all** correspondence.

**Invoice**

Kid/Hemtex require an invoice per delivery, one original should be sent. Invoices should be issued and made out to Kid or Hemtex (the address to be found on the purchase order).

The delivery address (the address to be found on the purchase order) should be stated on the Invoice.

6.4.1 The invoice should be written in English and contain the following information:

Supplier (name and address) *
Invoice number
Invoice address *
Delivery address *
Kid/Hemtex Order Number *
Kid/Hemtex Article Number *
Kid/Hemtex Article Name
Tariff Number
Number of pieces per order
Number of cartons per order
Price per unit *
Total amount
Terms of payment *
Terms of delivery *
Total number of export cartons
Total gross weight (kgs)
Total net weight (kgs)
Total volume (cbm)
Currency

**Note:** \*As stated on the Purchase Order.

Please do not use currency coverage in front of numbers ex. US\$

For invoices between European Union countries, Kid/Hemtex 's VAT / ID number should be stated on the invoice:

**Kid**

Org.nr: 958 467 095 MVA

**Hemtex**

SE 556132705601

**Please see the following page for template that should be used for Kid/Hemtex Invoice. Make sure you use correct info in yellow fields for KID Interiør AS and Hemtex AB.**

# Suppliername

## Invoice

SUPPLIER ADDRESS:

PHONE:  
E-MAIL:  
BANK NAME:  
BANK ADDRESS:  
ACCOUNT NO:  
SWIFT:  
IBAN:

DELIVERY ADDRESS:

TERMS OF DELIVERY:  
TERMS OF PAYMENT:  
DRAWN ON:  
SHIPMENT DISPATCH:  
DESCRIPTION OF GOODS:  
COUNTRY OF ORIGIN:

INVOICE NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
CONTRACT NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
BIL NO: \_\_\_\_\_ DATE: \_\_\_\_\_

INSURANCE EFFECTED BY:  
INVOICE ADDRESS/RECEIVER:

VAT/ID NO:

ORDER NO	ARTICLE NO	COLOUR NAME	ARTICLE NAME	HS CODE/TARIFF NO	NUMBER OF ARTICLES	PRICE PER	AMOUNT USD
70000	145526000	WHITE	Smooth ECO 150x210 50x60cm beds	6302210089	17 PCS	11,60	197,20
70000	145526900	BLACK	Smooth ECO 150x210 50x60cm beds	6302210089	17 PCS	11,60	197,20
70000	145526500	PINK	Smooth ECO 150x210 50x60cm beds	6302210089	17 PCS	11,60	197,20
70000	145526400	RED	Smooth ECO 150x210 50x60cm beds	6302210089	17 PCS	11,60	197,20
<b>68 PCS</b>							<b>788,80</b>

**TOTAL US\$ NINE THOUSAND FOUR HUNDRED SIXTY FIVE AND CENTS SIXTY ONLY.**

TOTAL GROSS WT: 4896,00  
TOTAL NET WT: 1047,20  
VOLUME: 999,60  
TOTAL NO. OF CARTONS: TOTAL:

Received date: \_\_\_\_\_

For and on behalf of,

Due Date: \_\_\_\_\_

AUTHORIZED SIGNATURE

6.4.1

### REX stated on the invoice

When applicable, (i.e. Countries within the European Union, European Free Trade area, countries with preferential and/or free trade status with the European Union) the following declaration of origin should be stated on the invoice.

"The exporter of the products covered by this document (customs authorisation no. ....) declares that, except where otherwise clearly indicated, these products are of .....(state land) preferential origin."

If supplier is connected to REX information should be stated on the invoice according to the organisation guideline.

"The exporter...(Number of Registered Exporter) of the products covered by this document declares that, except where otherwise clearly indicated, these products are of... [1] preferential origin according to rules of origin of the Generalized System of Preferences of the European Union and that the origin criterion met is .....[2].

[1] country of origin

[2] State P or W+HS-no. For produced product state "P". For products that are refined, or processed state "W" followed by HS-number (i.e "W9618").

**Packing list**

Kid/Hemtex require one packing list per delivery. Packing lists should be issued and must contain the following information.

6.4.2

Supplier (name and address) *
Delivery address *
Invoice number
Kid/Hemtex order number *
Kid/Hemtex article number *
Kid/Hemtex article name *
Colour (number & name) *
Number of Cartons (per article number)
Number of pieces in one Retail Pack *
Number of Export Cartons (per article number)
Gross weight (total per article number)
Net weight (total per article number)
Volume (total per article number)
Total Number of export cartons
Total gross weight (kgs)
Total volume (cbm)
Container number

**Note:** \*As stated on the Purchase Order

Please see the following page for template that should be used for Kid/Hemtex packing list. Make sure you use correct info in yellow fields for KID Interiør AS and Hemtex AB.

Suppliername			Packing list									
SUPPLIER ADDRESS:				INVOICE NO:			DATE:					
PHONE:				CONTAINER NO:			DATE:					
E-MAIL:												
THE DELIVERY ADDRESS HAS TO BE STATED												
DELIVERY ADDRESS:												
DESTINATION:												
SHIPMENT DISPATCH:												
SHIPPED BY:												
DESCRIPTION OF GOODS:												
ORDER NO	ARTICLE NO	COLOUR NAME	ARTICLE NAME	EXPORT CARTON NO	PCS IN INNER CARTON / RETAIL PACK	RETAIL PACKS IN OUTER CARTON / EXPORT CARTON	NUMBER OF CARTONS	NUMBER OF ARTICLES	GROSS WEIGHT	NET WEIGHT	VOLUME	
70000	145526000	WHITE	Smooth ECO 150x210 50x60cm bedset	1 - 17	12	6	17	1224	261,80	249,90	0,71	
70000	145526900	BLACK	Smooth ECO 150x210 50x60cm bedset	18 - 34	12	6	17	1224	261,80	249,90	0,71	
70000	145526500	PINK	Smooth ECO 150x210 50x60cm bedset	35 - 51	12	6	17	1224	261,80	249,90	0,71	
70000	145526400	RED	Smooth ECO 150x210 50x60cm bedset	52 - 68	12	6	17	1224	261,80	249,90	0,71	
<b>TOTAL:</b>							<b>68</b>	<b>4896</b>	<b>1047,20</b>	<b>999,60</b>	<b>2,84</b>	
							<b>CARTONS</b>	<b>PCS</b>	<b>GROSS WT.</b>	<b>NET WT.</b>	<b>CBM</b>	



### Container/ trailer packing instructions

Whenever the container is loaded by the supplier Kid/Hemtex require a container loading plan per container/trailer. If it is loaded by nominated forwarder, they need to make the loading plan.

It should be clearly identified exactly which items have been loaded in which container/trailer and the container/trailer's identity noted.

6.4.3 The Container/Trailer Loading Plan should always be forwarded together with the packing list.

Make sure to also follow section 4.1.6.8 – Moist Prevention Instruction

#### Packing Container:

- Please note that the goods must be sorted when put into the container. All cartons containing the same item (size and colour) must be placed together inside the container.
- Example illustrated in figure 1: Same item placed together inside the container. A cloth can be placed on the top of the row to emphasize the start of a new item no. (If possible, please make a small-scale map of the content in the container.)
- We will accept a layer of different cartons/products on the top, if this helps filling the container properly.
- Make sure that the information on the cartons is facing the container door.



#### Documents in the container

- A packing list stating the content of the container must follow the goods. NB! The packing list must include the article no. and name of each product placed in the container, in addition to order no. container no. and number of cartons in the container.
- When you ship in container, the packing list must always be placed inside or near the container door (figure 3). This is important so we easily will find the documents when opening the container.



### Certificate of Origin

If a certificate of origin is required, the original stamped certificate should be sent by courier (dependent upon the terms of payment) either directly to the relevant bank or to Kid/Hemtex prior to the arrival of the shipment in Norway / Sweden.

### General System of Preferences (GSP) certificate or REX

6.4.4 If a GSP certificate is required, the original stamped certificate should be sent by courier (dependent upon the terms of payment) either directly to the relevant bank or to Kid/Hemtex (depending the terms of payment) prior to the arrival of the shipment in Norway / Sweden. If the supplier is connected to the REX system (The Registered Exporter system (see link).

6.4.5 Kid Hemtex accepts GSP and REX certificates sent electronically.

[https://ec.europa.eu/taxation\\_customs/business/calculation-customs-duties/rules-origin/general-aspects-preferential-origin/arrangements-list/generalised-system-preferences/the\\_register\\_exporter\\_system\\_en](https://ec.europa.eu/taxation_customs/business/calculation-customs-duties/rules-origin/general-aspects-preferential-origin/arrangements-list/generalised-system-preferences/the_register_exporter_system_en)

### EUR 1 (Europe) or ATR certificate (Turkey)

6.4.6 If a EUR 1 or ATR certificate is required, the original stamped and signed in the ATR form. The certificate should be sent by courier (dependent upon the terms of payment) either directly to the relevant bank or to Kid/Hemtex prior to the arrival of the shipment in Norway / Sweden.

Kid Hemtex accepts EUR 1 and ATR certificates sent electronically.

### Transport Documents

6.4.7 To reduce cost and improve efficiency, Kid Hemtex prefer the use of Sea Waybill and B/L telex released.

All transport documents are to be sent from the supplier as soon as the goods are shipped.

- Forwarders Certificate of Receipt (FCR)
- Seaway bill (SWB)
- Bill of Lading (B/L) telex release (Sea)
- Bill of Lading (B/L) (Sea), all three originals
- Combined (multi-modal) Transport Document (CTD)(Sea/Air)
- Air Way Bill (AWB)(Air)
- CMR (Road)

All transport documents should state purchase order number/s and the following size details of the delivery;

Number of export cartons, gross and net weight in kilograms (kgs) and the volume of the sending in cubic metres (cbm).

If Bill of Lading are issued a full set of original stamped bill of lading should be sent by courier directly to Kid/Hemtex prior to the arrival of the shipment in Norway / Sweden. Please note that we prefer the use of Sea Waybill and B/L telex released for sea shipments.

All other transport document types should be sent in original form in accordance with the terms of delivery and freight forwarders requirements.

If a shipment is delayed to our warehouse due to the late reception of documents from the supplier, the actual additional port fee will be charged.

## 6.5 Transport Insurance

When the supplier is responsible for the insurance of the goods during transport (dependent upon the terms of delivery) a copy of the goods insurance certificate/policy should be sent by courier to Kid/Hemtex together with the Invoice, packing list etc.

## 6.6 Pallet handling

Goods are generally delivered loose loaded. The delivery of goods on approved EUR pallets or one-time only pallets is greatly appreciated for goods from Europe and Scandinavia.

Kid/Hemtex does not have any registered pallet handling system and is unable to accept invoicing for pallet costs therefore the supplier/forwarder need to state on the notification to the warehouse if they need pallets in return upon delivery.

## 6.7 Incorrect goods

If deviations or damaged goods upon arrival, Kid/Hemtex is entitled to charge the supplier for the costs incurred caused by:

- The goods haven't been packed contrary to contract
- Defective markings
- Defective packing
- Damaged goods

The cost is based on hourly fee of USD 65 per hour if our packing and marking instructions have not been followed.

All claims will be communicated via KID to the supplier.

## 6.8 Packing instruction Hemtex24h

Packing instruction Hemtex24h Export carton  
Hemtex24h are shipping orders to different customer and the packing instruction are sent out with order and are specific for Hemtex24h customer.

6.8.1

### Fumigation Hemtex24h

- All chemical fumigants are in some way toxic to its surrounding and fumigated cargo containers can therefore pose a serious health hazard. It is harmful to humans and the environment, especially for those who receive goods, there is also a high risk for the person performing the treatment and handling the chemicals. It will also have a negative impact on the environment. Fumigation shall only be used up on Hemtex request and be initiated by supplier.

**Avoid chemical treatment and as far as possible use Heat Treatment.**

On natural untreated material/wooden products (and if the tarif/custom code legally demands treatment) pest control might be necessary. When chemical treatment cannot be avoided, following shall be followed:

6.8.2

4. Only on identified material/product and in consultation with Hemtex.
5. Supplier shall notify Hemtex which kind of treatment that will be used.
6. Supplier shall send all related document to Hemtex/Logistic dept. (this is when treatment have been performed in the container.)

### Documentation Orders Hemtex24h

Suppliers shall send draft/copies to Hemtex via email of the following documents before departure

- Invoice
- Packinglist
- B/L, Seaway Bill, FCR
- Certificate of origin

Shall be sent to: [order@hemtex24h.com](mailto:order@hemtex24h.com)

Hemtex24h will check the documents and confirm before original documents are created and will respond on the email sent by supplier

The subject in the email shall be Hemtex24h order number.

Hemtex24h require that all relevant documentation, as determined under the terms of the purchase agreement, is sent by courier immediately upon departure of the goods. Dependent upon the terms of payment the original documents should either be directly sent to the relevant bank or to Hemtex24h (the address may be found on the purchase order). The address to the bank is as follow;

<p><b>HEMTEX24h BANK INFO</b></p> <p>Nordea Bank Abp, filial i Sverige Trade Finance Gothenburg</p> <p>Visiting and courier address: Kilsgatan 4, 411 04 Göteborg</p> <p>Postal address: Kilsgatan 4, 405 09 Göteborg</p> <p>Telephone:+46 (0)10-1569488</p> <p>Email: tradefinance.goteborg@nordea.com</p> <p>Nordea Bank Abp, filial i Sverige, reg.no. 516411-1683, Swedish Companies Registration Office Swift address: NDEASESS</p>
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The cost of the courier is to be paid by the supplier. Please note that goods entering Sweden from outside the European Union must be cleared by customs upon entry. All goods entering Norway must be cleared by customs upon entry.

It is of critical importance that all documentation is received in original form in time to comply with customs regulations.

KID Hemtex purchase goods in accordance with the rules and regulations stated in the International Chamber of Commerce's INCOTERMS 2020. The relevant Incoterm is stated in the purchase order.

**It is expected that the supplier will be familiar with the rules and principles laid out in Incoterms 2020 and will ensure that they provide the relevant documentation expected under these rules and relevant for their respective country.**

6.8.3

**Note:** Kid/Hemtex purchase order number/s should **always** be stated on **all** correspondence.

**Invoice Hemtex24h**

Kid/Hemtex require an invoice per delivery, three originals should be sent. Invoices should be issued and made out to Kid or Hemtex (the address to be found on the purchase order).

The delivery address (the address to be found on the purchase order) should be stated on the Invoice.

The invoice should be written in English and contain the following information:

Supplier (name and address) *
Invoice number

Invoice address *
Delivery address *
Kid/Hemtex Order Number *
Kid/Hemtex Article Number *
Kid/Hemtex Article Name
Tariff Number
Number of pieces per order
Number of cartons per order
Price per unit *
Total amount
Terms of delivery *
Terms of delivery *
Total number of export cartons
Total gross weight (kgs)
Total net weight (kgs)
Total volume (cbm)

**Note:** \*As stated on the Purchase Order.

Please do not use currency coverage in front of numbers ex. US\$

For invoices between European Union countries, Kid/Hemtex 's VAT / ID number should be stated on the invoice:

**Hemtex**

SE 556132705601.

6.8.4 **Packing list Hemtexas24h**

Kid/Hemtex require a packing list per delivery. Packing lists should be issued and must contain the following information.

REX should always be stated on the packing list for Hemtexas24h.

Supplier (name and address) *
Delivery address *
Invoice number
Kid/Hemtex order number *
Kid/Hemtex article number *
Kid/Hemtex article name *
Colour (number & name) *
Number of Cartons (per article number)
Number of pieces in one Retail Pack *
Number of Export Cartons (per article number)
Gross weight (total per article number)
Net weight (total per article number)
Volume (total per article number)
Total Number of export cartons
Total gross weight (kgs)
Total volume (cbm)

**Note:** \*As stated on the Purchase Order

### REX stated on the invoice and packlist

When applicable, (i.e. Countries within the European Union, European Free Trade area, countries with preferential and/or free trade status with the European Union) the following declaration of origin should be stated on the invoice.

6.8.4 "The exporter of the products covered by this document (customs authorisation no. ....) declares that, except where otherwise clearly indicated, these products are of .....(state land) preferential origin."

If supplier is connected to REX information should be stated on the invoice according to the organisation guideline.

"The exporter...(Number of Registered Exporter) of the products covered by this document declares that, except where otherwise clearly indicated, these products are of... [1] preferential origin according to rules of origin of the Generalized System of Preferences of the European Union and that the origin criterion met is .....[2].

[1] country of origin

[2] State P or W+HS-no. For produced product state "P". For products that are refined, or processed state "W" followed by HS-number (i.e "W9618").

### General System of Preferences (GSP) certificate or REX Hemtex24h

6.8.5 If a GSP certificate is required, the original stamped certificate should be sent by courier (dependent upon the terms of payment) either directly to the relevant bank or to Hemtex24h (depending the terms of payment) prior to the arrival of the shipment in Norway / Sweden. If the supplier is connected to the REX system (The Registered Exporter system (see link).

[https://ec.europa.eu/taxation\\_customs/business/calculation-customs-duties/rules-origin/general-aspects-preferential-origin/arrangements-list/generalised-system-preferences/the\\_register\\_exporter\\_system\\_en](https://ec.europa.eu/taxation_customs/business/calculation-customs-duties/rules-origin/general-aspects-preferential-origin/arrangements-list/generalised-system-preferences/the_register_exporter_system_en)

6.8.6

### EUR 1 (Europe) or ATR certificate (Turkey) Hemtex24h

6.8.7 If a EUR 1 or ATR certificate is required, the original stamped and signed in the ATR form. The certificate should be sent by courier (dependent upon the terms of payment) either directly to the relevant bank or to Hemtex24h prior to the arrival of the shipment in Norway / Sweden.

### Transport Documents Hemtex24h

- Forwarders Certificate of Receipt (FCR)
- Bill of Lading (B/L) (Sea), all three originals
- Combined (multi-modal) Transport Document (CTD)(Sea/Air)
- Air Way Bill (AWB)(Air)
- CMR (Road)

All transport documents should state purchase order number/s and the following size details of the delivery;

Number of export cartons, gross and net weight in kilograms (kgs) and the volume of the sending in cubic metres (cbm).

If Bill of Lading are issued a full set of original stamped bill of lading should be sent by courier directly to Kid/Hemtex prior to the arrival of the shipment in Norway / Sweden.

All other transport document types should be sent in original form in accordance with the terms of delivery and freight forwarders requirements.

**Incorrect goods Hemtex24h**

If deviations or damaged goods upon arrival, Hemtex24h is entitled to charge the supplier for the costs incurred caused by:

- The goods haven't been packed contrary to contract
- Defective markings
- Defective packing

6.8.8 Damaged goods

**6.9 Change log. V 1.4, 2023**

6.3	Documentation
6.3.3	Contact information to Hemtex warehouse changed
6.4.3	Added "Make sure to also follow section 4.1.6.8 – Moist Prevention Instruction"
6.4.5	General System of Preferences (GSP) certificate or REX
6.4.6	EUR 1 (Europe) or ATR certificate (Turkey)
6.4.7	Transport documents