

**DANGAARD**

PACKAGING & DELIVERING  
INSTRUCTIONS

**DANGAARD**

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# **DANGAARD**

## Introduction

You need to use these instructions as a guideline in how to choose the right packing and delivery method for the product, in close cooperation with the Coordinator or Product Manager at Dangaard.

There are many details you have to take into consideration, so please read these instructions thoroughly. This is a tool for both our Product Managers and our suppliers and is the basis of all packaging and delivering discussions.

This document is also available at [www.dangaard.com](http://www.dangaard.com). If you have any questions regarding this material, please get in touch with your contact person at Dangaard Group or send an email to [dangaard@dangaard.com](mailto:dangaard@dangaard.com)

## Warehouses

Dangaard is operating two own warehouses close to the Danish/German Border. The main warehouse is in Flensburg, Germany and our secondary warehouse is in Padborg, Denmark, near to our head-office.

<b>Main Warehouse Germany</b>	<b>Warehouse Denmark</b>
Schleswiger Straße 103 D-24941 Flensburg Germany	Industrivej 8 6330 Padborg Denmark
Opening hours warehouse and receipt of goods:	Opening hours warehouse and receipt of goods:
Monday - Thursday 08.00 am. - 04.00 pm.	Monday - Thursday 08.00 am. - 03.30 pm.
Friday 08.00 am. - 03.30 pm.	Friday 08.00 am. - 03.00 pm.

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## VAT

When delivering to Dangaard, please make sure the warehouse/delivery address matches the given information on the purchase order. Moreover, please be aware to invoice with correct VAT.

VAT-number for deliveries in Denmark: DK28328869







VAT-number for deliveries in Germany: DE269016922

If you are in doubt about which VAT-number to use, please contact Dangaard Group before issuing your invoice.

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## Handling symbols

The following international handling symbols must be used if your products require special handling during transport or at the warehouse. Symbols may only be used when required.

	<p><b>Fragile: Handle with care</b></p>
	<p><b>This side up.</b> Symbol only to be used if: Important for transport stability. Direction has implication for stability due to directional reinforcement in cases. Important for product stability. If product can be damaged/broken when packed in wrong direction. Please also use when liquids are transported.</p>
	<p><b>Maximum stack (here shown as "7")</b>  Some goods have a stacking limit. If this limit is exceeded, the compression from excess weight of overlaying boxes may damage the goods underneath. Use this symbol if the product has a stacking limit.</p>
 <p style="text-align: center;"><b>DO NOT STACK</b></p>	<p><b>Use when products cannot be stacked.</b></p>
	<p><b>Use symbols like this if the products are under the ADR regulation.</b></p>
	<p><b>Chemicals</b> Use symbols like this if the container is fumigated or contains chemicals.</p>

## Product registration and Masterdata

When shipping to Dangaard Group, you must make sure that the correct master data is available to Dangaard Group before delivery. Master data registration is only done for new item numbers and it is done because both our systems and warehouse are highly dependent of correct master data.

If you change masterdata or articles so that Dangaard Groups master data are no longer correct, please inform your contact person at Dangaard Group before delivery.

## Cartons

The carton quality must ensure:

- That the box remains stable during transportation.
- That the box can support the weight of stacking the cartons up to a height of 2.4m during transport.
- That lids / perforations of large cartons can withstand vacuum suction.
- That the box fit the goods.
- That boxes are never too full, thus creating round and unstable boxes.
- That no stacking pins, glue or wax is necessary (or used) to create a stable pallet.

## Pallets

- We only accept deliveries on euro-pallets pallets.
- The total weight of the pallet may not exceed 1200 kg
- Weight must be distributed evenly across the pallet – horizontally and vertically
- Products must be kept within the pallet dimensions – at the bottom as well as the top, so no carton hang outside the pallet.
- Pallet height maximum 180 cm (including the pallet)
- The items on the pallet must be wrapped in clear foil to ensure stability during transport, as well as dust protection - Foil cannot cover the pallet and cannot be colored
- No individual wrapping of single cartons must be employed, and no part of the wrapping must get in touch with the pallet.
- Pallets must not be foiled together with other pallets.
- Removing foil should not result in collapse – of a single row or the entire pallet.
- One item number per pallet - The pallets should be packed with only one item number.
- The labels of all the boxes must be visible without splitting up the pallet.



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## Delivery

When delivering to our warehouses the below requirements must be fulfilled:

- Delivery notes and freight documents must **always** be included for each delivery. Upon arrival the truck driver must hand in the physical documents to an employee.
- Dangaard Groups order number must always appear on all documents related to the delivery (including CMR, consignment note and delivery note.) The order information must be available to the driver and therefore must not solely be attached to the products/pallets in the form of delivery notes or the like.
- Only papers covering products actually delivered may accompany the products.
- If the driver carries products for several order numbers, all order numbers must be advised.
- In case of part delivery, it must appear clearly from the papers which order number the delivery concerns. The order number must appear at both consignment note and delivery note.
- If the delivery note does not cover the entire order, it must be stamped "Part delivery". A copy of the delivery note must be attached to each consignment note. Further a clear indication of which products is being partly delivered and how many of each article is required.

Delivery notes should contain below informations:

- Supplier name and address
- Dangaard Group PO number
- Article name per article
- Delivered number pieces and colli for each article

## Unloading

Before goods can be successfully and safely unloaded at Dangaard Groups warehouse, please make sure:

- These packaging and delivery instructions are carefully followed.
- Goods are stacked on pallets, maximum height 180cm. including pallet.
- When the loose export cases are stacked in the container, it is important to do it carefully so that the goods will not tumble around during transportation. For deliveries without pallets it is mandatory to book a time-slot for delivery. Please contact your contact person at Dangaard, to get a time slot for unloading.
- Be sure not to place heavy articles (exceeding 12 kg) higher than 1400 mm. above the ground. If you deliver heavy articles you should instead deliver on a slip-sheet or on a pallet.
- If you intend to deliver a mix container comprising two or more articles, you should make sure to separate these articles from each other, and to make some kind of punctuation mark, which indicates where an article stops and a new one begins. This punctuation mark could for instance be a cardboard or something similar.



## Consequences

If these packaging and delivery instructions are not followed properly, we reserve the right to:

- Refuse the delivery or
- Solve the issue and charge a handling fee, which will be deducted in the payment.