

General Conditions

- Bergendahls Food AB (BFAB) buys all goods according to DDP as stated in Incoterms 2010 unless otherwise agreed. The transporter unloads the goods at the agreed terminal no matter the transporters point of origin.
- If possible the goods must be notified electronically.
- Date and time for unloading will be decided according to the logistics contract.
- "Klipp" deliveries are not part of the regular throughput, times for unloading are therefore decided by the supplier/purchaser and the BFAB coordinator.
- BFAB's coordinator must be notified at least 1 week in advance in the occurrence of irregular deliveries
- All goods must during transport and upon delivery at BFAB meet the required temperature demands.
- It is the suppliers responsibility to make sure that the transporter is aware and follows the regulations of this document

Waybill and delivery notes

- Delivery document and waybill (Original) must be two separate documents and must be handed over to BFAB upon delivery of the goods
- The delivery note must contain the following information
 - BFAB order number (the supplier will be informed of this when the order is placed)
 - Suppliers article number
 - Name of goods
 - Number of ordered items (cart, pcs or kilo)
 - Number of consumer packs or cartons
 - Number of delivered items in cart, pcs or kilo (if goods is specified in kilo, the number of cart must also be specified.)
 - Best before date or Batch number (If more than one bbd/batch No occurs on the same article act in accordance with directions from this link http://www.gs1.se/sv/GS1-i-praktiken/Streckkodsmarka-forpackningar/Marka-pallen/Regler-och-rekommendationer1/#product_919)
 - If possible BFAB article number (may be acquired from BFAB)
 - Packaging must be declared separately
 - Ordered items which are not delivered must be a declared separately

The way bill must be filled out correctly and contain the following information.

- Name of distributer/supplier
- Suppliers number/costumer no at the carrier company
- Total amount of pallets
- Type of pallet
- Number of Approved EUR-pallets
- Pallet registration number if connected to PÖS
- If pallets are to be swapped this must be clearly stated on the way bill
- Date and time for unloading must be stated on the way bill
- BFAB's order number (the supplier will be informed of this when the order is placed)

All goods that are on the same waybill must be delivered at the same time

Goods

- Goods must be packed, labelled and delivered according to the GS1 standards. For more information please visit www.gs1.se and ECR packingguide :<http://www.ecr.se/publikationer/forpackningsguiden>
- Packaging may not cover the tunnels of the pallet or protrude from the pallet.
- Pallet balance may be adjusted in three different ways: PÖS, pallet swap or SRS. This will be agreed through separate agreement with the person in charge of load carriers at BFAB.
- If the order contains half pallets, these must always be delivered standing on approved EUR/CHEP/SRS/LPR pallets.
- We **do not** handle disposable pallets
- Pallets may only contain *one* type of goods if the amount exceeds one layer.

Unloading

- Pallets that are unloaded at BFABs central warehouse in Hässleholm must be unloaded in such a manner that the EAN128-label is facing towards the warehouse.
- All transporters who unloads must have a truck license and wear safety shoes.
- All transporters must always contact the consignee before initiate unloading.
- If any goods have been optimized for transportation the goods must be placed back in original order when unloaded.
- The transporter must always respect local traffic regulations.
- The goods must always be placed in the assigned row or line.
- Only goods assigned for Bergendahls Food may be unloaded at the cargo terminal (no transshipment)
- All goods must always be unloaded from the rear of the vehicle through the assigned docking gate.

Cross docking/Transit goods

- This type of goods must be delivered to BFAB as close to customers dispatch as possible (dispatch schedule may be obtained from BFAB's transport division by email)
- Prior notice (number of pallets/items per customer and the weight) must be e-mailed to BFAB's transport division **12 am the day before arrival at the latest**. Emails: transport@bergendahls.se and flodesplanering@bergendahls.se

Waybill and Delivery note

- The goods must always be delivered with a waybill and delivery note.
- A delivery note must always be packed with the items going to the customer. A copy of this delivery note and the *original* waybill must be handed over to BFAB.
- The waybill must contain the customer's name and customer ID number at BFAB, name of article, number of delivered items per article, and also a total of items per customer contained within the delivery.

Packaging and labeling

- Every item must be labeled with BFAB customer ID number and name
- Every item/pallet must be labeled with the total amount of delivered items/pallets per customer. This will ensure that the correct items go to the right customer during transshipment.
- Every customer's delivery must be packed on separate pallet. If this is not possible due to small deliveries, the customer with the largest order shall be at the bottom on a mix pallet. If possible the customers' orders should be divided by pallets.