

# GOODS DELIVERY INSTRUCTIONS TO SLO'S LOGISTICS CENTER



Persons responsible for logistics and transportation at SLO's supplier companies are to be given or forwarded these delivery instructions for information.

Supplier is to ensure that their subcontractors and hauliers are aware of these instructions and comply with:

1. approved delivery methods and scheduling (page 2);
2. the delivery instructions to the various unloading points (page 2); and
3. the detailed packing and sorting definitions (pages 3-4).

SLO will not receive deliveries to wrong unloading points or deliveries packed contrary to these delivery instructions.

For more information on deliveries to SLO's Logistics Center, please contact:

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## 1. APPROVED DELIVERY METHODS AND DELIVERY SCHEDULES

- 1.1. SLO's Logistics Center receives both warehouse replenishment and transit deliveries. SLO forwards transit deliveries to customers. Transit purchase orders bear a transit marking.
- 1.2. **Direct deliveries are not to be sent to SLO's Logistics Center.** Delivery address in direct deliveries is something other than the Logistics Center.
- 1.3. Deliveries are to arrive at SLO's Logistics Center during weekdays between 0700 and 1400 hrs. SLO will not receive deliveries outside the time window.

## 2. TRANSPORTATION TO THE CORRECT UNLOADING POINT

- 2.1. Goods are to be delivered to the unloading point stated in the purchase order. A single door may also be an unloading point. The unloading points in the SLO's Logistics Center are [\(Image 1\)](#):

**OUTDOOR 1**

**OUTDOOR 2**

**OUTDOOR 3**

**DOORS 3-6**

**DOORS 24-26**

- 2.2. Products destined for different unloading points cannot be shipped to us as a joint delivery. Each delivery must have its own waybill.
- 2.3. In unloading points OUTDOOR 1-3, the unloading takes place from the side of the truck or trailer. In DOORS 3-6 and DOORS 24-26, the unloading takes place from the rear of the truck or trailer.



*Image 1: The unloading points in the Logistics Center.*

### 3. PACKING AND SORTING

3.1. Delivery note and purchase order numbers are to be located on the surface of the delivery unit (*Images 2 and 3*).

3.1.1. Delivery note must quote the following:

- SLO's purchase order number
- Supplier's delivery note number
- Product lines as per SLO's order
- Electrical number (whenever available)
- GTIN code (whenever available)
- Product name and SLO's purchase order line number
- Quantity of products delivered
- Gross weight and volume of the entire consignment (whenever available)
- Delivery date



Image 2: Delivery note on the surface of the delivery unit

3.2. Shipping label (*Image 3*) must quote the following:

- SLO's purchase order number
- SLO's purchase order line number
- Electrical number (whenever available)
- GTIN code (whenever available)
- Quantity



Image 3: Shipping label on the surface of the package

3.3. Warehouse replenishment deliveries

3.3.1. Warehouse replenishment deliveries are to be packed onto EUR pallets, the maximum height of which is 120 cm. Deviations from the 120 cm height restriction have to be separately agreed upon.

3.3.2. One delivery unit may only contain products destined for a single unloading point.

3.3.3. One delivery unit primarily contains products of a single purchase order number only.

3.3.4. Pallets containing different products (with the same purchase order number) are to be packed and labelled by product to individual packages (*Image 4*).

3.3.5. Packages containing different products are to be sorted primarily onto their own individual layers (*Image 5*).

3.3.6. Reels containing non-standard measure of cable (overlong or short) must be marked clearly either by a coloured sticker or a coloured string on the flange or a tape around the reel.



Image 4: No mixed packages – each package to contain only one type of product

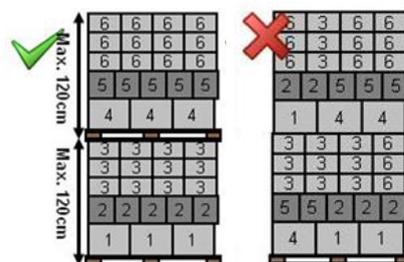
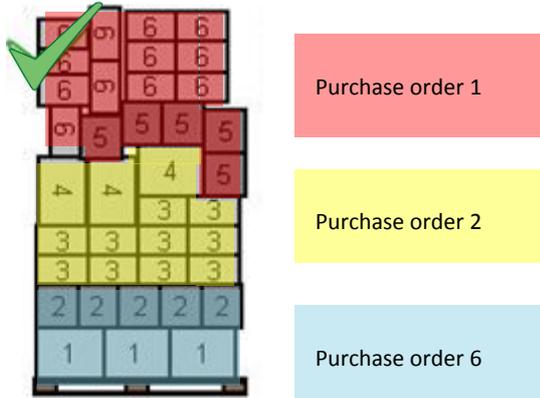


Image 5: No mixed product layers – each layer stacked with only one type of product

- 3.3.7. Mixed pallets (comprising more than one purchase order number) are to be packed in the order of purchase order numbers as well as by the product in question (*Image 6*).
- 3.3.8. Should a single delivery unit contain products with several SLO purchase order numbers they must be packed and marked by product and by purchase order into separate packages or layers.
- 3.3.9. One crate must not contain products from several different purchase order numbers.
- 3.3.10. Mixed pallet attention tape or an A4 sheet with a text "mixed pallet" attached to all sides of the pallet must always be used for identification (*Image 7*).



*Image 6: Mixed pallet purchase orders*



*Image 7: Mixed pallet attention tape identifier*

### 3.4. Transit deliveries

- 3.4.1. Transit delivery products are to be sorted into their own delivery units as per their purchase order number.
- 3.4.2. If using a dedicated individual delivery unit is not practical (e.g. the volume of goods is very low) the mixed pallet guidance is to be applied, please see Paragraphs 3.3.7 - 3.3.10 above.
- 3.4.3. Pallet height of transit deliveries may exceed 120 cm.
- 3.4.4. Pallets (delivery units), which contain transit deliveries are to be identified with red tape or with an A4 sheet with a text "transit" attached to all sides of the pallet.
- 3.4.5. SLO delivers transit deliveries to the customer as they stand. SLO does not disassemble packages or carry out any additional processing.

### 3.5. Position identification markings

- 3.5.1. If upon ordering SLO has required the supplier to provide position identification marking on the products, such identification is to be clearly marked on each product or package.
- 3.5.2. Should position identifications be missing SLO shall charge the costs incurred from the supplier.
- 3.5.3. Pallet height of position ID marked deliveries may exceed 120 cm.

### 3.6. Pallets and packaging material

- 3.6.1. EUR pallet is a reimbursable pallet. Other pallets are regarded as single use disposables.
- 3.6.2. The use of pallet collars must be agreed upon separately with SLO's Purchasing Department.
- 3.6.3. Further treatment costs of packaging material classed as hazardous waste (e.g. PVC) is the responsibility of the supplier.