

LOGISTICS REQUIREMENT DESCRIPTION

Suppliers



Orkla Group Logistics

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1 Purpose of document

This Business Requirement Description (BRD) document is an overview of the general logistics requirements Orkla Group has for the Supplier. It's basically a description of Orkla's logistics requirements that is expected to be fulfilled by a Supplier.

Not all requirements will be applicable for all set-up; it might vary depending of the type of services, type of products, Orkla company set-up or Contract.

2 Package and marking the goods

2.1 Product labels – SSCC

Orkla has a general requirement on suppliers to mark the products with Serial Shipping Container Code (SSCC) according to GS1 standard.

The GS1 standards can be found here:

<https://www.gs1.org/>

A guideline of the SSCC label has been created by GS1 and it can be found here:

https://www.gs1.org/docs/tl/GS1_Logistic_Label_Guideline.pdf

The supplier has to register themselves in GS1 to receive a unique company-number which is used together with other numbers in the SSCC-code to make the code unique.

2.2 The Concept of SSCC

The core of the concept is labelling every pallet with a unique SSCC code to track and trace the pallet through the complete value-chain. If the products are defined as food, the SSCC-code will also make it easy to track all food products (raw/finished-goods) one step back and forward, according to the regulation in EU-Food law (food-safety, traceability, labelling and product withdrawals and recalls).

2.2.1 What is an SSCC-code

It is a unique barcode used to track and trace Logistic units. The code must be printed on the label as a barcode so it is possible to read with a scanner. The barcode is also often printed as text (numbers) on the label (see example) so it is possible to use without scanner.

2.2.2 How is the SSCC code build up

Use the company-code received from GS1, and the fields explained below;



Application Identifier (AI)

The AI "00" indicates the SSCC-18 data structure will follow.

Extension Digit

The Extension Digit has no defined logic and is used to increase the capacity of the Serial Reference

GS1 Company Prefix

GS1 Company Prefixes are 7-10 digits. Serial Reference Numbers are 6-9 digits.

Serial Reference

The Serial Reference number is assigned by the holder of the GS1 Company Prefix to uniquely identify a shipping container (logistic unit). A Serial Reference cannot be reused for a minimum of 12 months. The combined length of the GS1 Company Prefix and Serial Reference is always 16 digits.

The **Check digit** is normally incorporated in the production-system e.g., but calculators are available on the web.

2.2.3 Assumptions

- The company is registered as a GS1 member
- Barcode-quality at least equal with ISO- 15416 B
- Label-format A5 (preferable)
- Paper quality of label must be consistent with product-type (frozen, chilled..)
- Barcode standard . GS1-128 SSCC.
- Use standard field-format «AI» from GS1-128
- The pallet should be marked on two sides with two pair labels containing product/transport-information

2.2.4 Product label - content and layout

Label content differs between type of product, and must be agreed upon with each Orkla-company. It must at least include: GTIN number, Batch, Expiry Date, Quantity on pallet and SSCC-code. The SSCC-code is unique for each Logistic Unit.

- Each pallet must contain two types of labels; one with product information and one with transport-data
- Print Barcode-quality with at least equal with ISO- 15416 B
- Label-format A5
- Paper quality of label must be consistent with product-type (frozen, chilled..)




Orkla		
Article: 123456		
Article name: Article 222222222		
GTIN no. D-pack: 999999		
Quantity D-pack:	SSCC no.:	
212	888888888	
Quantity F-pack:	Net weight:	Batch:
1000	555 kg	4444
Exp. date:	Gross weight:	Top weight:
31.12.2019	600 kg	1000 kg
Temperature Conditions:		Classification:
XX		ABCD
 (02)999999(15)191231(37)212		
 (10)4444		
 (00)88888888		

Figure 1 Example of a Pallet label

Orkla	
From: Orkla Foods Norway Street 11 111 City	
Location No.:	11111111
To:	Partner Name Street 11 111 City
Location No.:	33333333
Via:	Partner Name Street 11 111 City
Location No.:	22222222
Gross Weight:	Top Weight:
100.00 kg	200.00 kg
Order No.:	Pallet no. (SSCC):
12345	123456
Shipping Conditions:	
XX	
 (412)1111111(410)333333(400)12345	
 (00)123456	

Figure 2 Example of a Transport label

2.2.4.1 Product label – details

The upper section contains free text; for example company

The middle section contains the barcoded information in text

The lower section contains the barcoded information, readable



Article: **123456**

Article name:
Article 222222222

GTIN no. D-pack **999999**

Quantity D-Pack:	SSCC no.:	
212	888888888	
Quantity F-Pack:	Net weight:	Batch:
1000	555 kg	4444
Exp. date:	Gross weight:	Top weight:
31.12.2019	600 kg	1000 kg
Temperature Conditions:		Classification:
XX		ABCD



(02)999999(15)191231(37)212



(10)4444



(00)88888888

GTIN128-Barcodes for scanning

(02) GTIN D-Pack
(15) Expiry date
(37) Quantity on pallet

(10) Batch number
(≤ 10 characters)

(00) SSCC Serial
Shipping
Container Code

The product information labelling guidelines for standard pallets:

Data	Human readable	GS1-128 (bar code)	AI	Format
SSCC code (Licence Plate) ¹⁾	Must be labelled	Must be labelled	00	n2 + n18
GTIN for pallet ²⁾	Can be labelled	Can be labelled	01	n2 + n14
GTIN for D-pack (Trading Unit) on pallet	Must be labelled	Must be labelled	02	n2 + n14
Number of D-packs (Trading Units) on pallet	Must be labelled except when the pallet is defined as a D-pack (Trading Unit)	Must be labelled except when the pallet is defined as a D-pack (Trading Unit)	37	n2 + n..8
Article description	Must be labelled	Not labelled		
Batch or lot number ³⁾	Must be labelled	Must be labelled	10	n2 + an..20
Best before date ⁴⁾	Must be labelled if F-pack (Consumer Unit) has printed best before date	Must be labelled if F-pack (Consumer Unit) has printed best before date	15	n2 + n6
Net weight	Must be labelled for goods with variable weight	Must be labelled for goods with variable weight	3103	n4 + n6
Gross weight	Must be labelled	Can be labelled	3300	n4 + n6
Max. stacking weight	Must be labelled	Not labelled		
Temperature requirements	Must be labelled if the product has temperature requirements	Not labelled		

1) SSCC code must be written on the product label, but can be used on both labels providing exactly the same number is used.

2) Can be used temporarily in special circumstances.

3) If batch/lot no. is omitted on D-packs, or different batch/lot nos. on D-packs (Trading Units), must not be labelled on the pallet.

4) Alternatively, the expiration date GS1-128 AI 17 can be used for best before labelling.

2.2.4.2 Placement of the labels

- The pallet must be labelled on two connected sides – one short side and the long side to its right.
- The bar codes on the label should be at least 400 mm, and maximum 800 mm, from the bottom.
- The label should be placed as high as possible within this range, but if required, leave space for the shipping/transport label above the pallet label.
- The pallet label should be placed on the outside of the plastic wrapping. However. If the pallets are mixed, the pallet label should be placed on top of the load under the plastic wrapping.
- No label must be closer than 50 mm to the edge of the pallet
- Standard size label is recommended, minimum size 148 x 210 mm (A5 size)



2.3 Packing requirement

The product should be packed in a way so it can withstand a transport to the Orkla site. General requirement is that pallet should be clean and of good quality. As default EUR-pallets are used (standard size within Orkla is L1200 x W800 x H1250 mm), but exemptions do occur.

However, the detailed requirement is documented in the contract.

2.4 Shipping documents

The supplier must enclose the below document with the shipment.

- Commercial Invoice
- Packing List
- Waybill/CMR/Bill of Lading

For some shipments, depending on the requirements in the receiving country, other documents, like Certificate of Origin, Certificate of Conformity etc., must accompany the shipment.

2.4.1 Packing List

The suppliers Packing List can be in Portrait or Landscape A4-format. Standard information required on the Packing List document:

Header	Shipper (Supplier), Header "Packing List", date of the order execution, Waybill-number, delivery address, shipping instruction (free text), number of packages**, Orkla's reference, Orkla's order number
Order Lines	Product number, product description, SSCC , batchnumber, expire date(best before date) , delivered quantity and type of unit.

***/ Number of packages can be in the header or footer of the documnet*

2.5 Advance Shipping Notification (ASN)

Orkla's intention is to receive an Advance shipping notification (ASN) from the supplier. Depending on the set-up with each supplier this can be sent in different ways and this will be agreed in the contract between Orkla and Supplier.

Based on what has been agreed with Orkla and Supplier, the ASN could be communicated in different ways:

- EDI set-up with the supplier
- Using a Supplier portal
- Other

2.5.1 What is ASN?

An ASN, (Advance Shipping Notification) which is usually sent over the Internet in an electronic data information (EDI) or extensible markup language (XML) format, provides information about :

- When an order will be shipped
- Which items are being shipped
- How many of each item is being shipped
- Physical characteristics about the shipment such as the shipment's weight, the number of boxes
- Description of how the shipment units are packaged.

An ASN also tells the customer which mode of transportation is being used for shipping and provides carrier information.

3 Supplier managed transport

If the supplier is responsible for the transport of the products to an Orkla site, there are some requirements that applies for the supplier's transport in terms of vehicle, driver and customs procedures.

3.1 Customs procedure

3.1.1 Transit declarations

The supplier must use transporters that are familiar with customs procedures when shipping to Orkla companies outside the European Union. Whenever a transit document is necessary the document must be issued to the transporter's trusted partner outside EU, not Orkla.

3.1.2 Border crossing

The supplier must provide the customs documents needed for export purposes. The supplier, or the supplier's transporter, must also know how to handle the customs procedures when entering a country outside EU, i.e. Norway. All customs documents must be presented upon bordercrossing.

3.1.3 Incoterms

The supplier must fulfil their responsibilities according to Incoterms 2010 unless otherwise stated in the contract. For FCA deliveries Orkla will arrange and pay for the transport but the suppliers must provide the export documents. For DAP deliveries the supplier must arrange and pay for any transport related costs until delivery has taken place. Orkla will be responsible for any customs duties and VAT.

3.2 Driver and vehicle

The following requirements applies for the driver and of the vehicle:

- The driver must be able to communicate the essential information related to the shipment and location
- If supplier is responsible for unloading of the vehicle at an Orkla site, the driver must have forklift drivers licence or a certificate from transporter guaranteeing that the driver is capable of driving and managing a forklift and other tools for loading and unloading of pallets, and upon request be able to show the license / documentation.
- The driver needs to be able to comply with local security regulations such as speed limits, smoking policy etc., and follow regulations such as visibility clothing, safety shoes with steel toecaps (Personal Protective Equipment (PPE)), which is required according to the shipment they are transporting. The inside of the vehicle shall be clean, dry and free from smell, dirt, dust and other contamination and free from damages or any object that might damage the goods.

Orkla may refuse to let the driver unload the vehicle if any or all above is not fulfilled.

3.2.1 Transport in Norway

For transport in Norway, The Norwegian Public Roads Administration has issued a document describing the requirements on vehicles for professional transports, especially during winter conditions. A truckers guide can be found here:

<https://www.vegvesen.no/en/vehicles/professional-transport>

Orkla's intention is to participate in "Trygg Trailer" which is a joint venture between the Norwegian Public Roads Administration (NPRA) and buyers of freight transport services. The transport purchasing companies receive information about requirements for winter tyres and chains from the NPRA and can make a simple inspection of "their" vehicle combinations. Vehicles that are not well enough equipped when they arrive at the company can be rejected as carriers.

<https://www.vegvesen.no/en/vehicles/professional-transport/trygg-trailer>

4 Checking conditions of the goods

Orkla is always checking the conditions of the packing and goods when receiving suppliers goods. In addition, the quantity should be checked against the freight document and/or invoice. If there is damaged or missing goods, a remark must be written on the freight document; both on the carriers's copy of the document as well as the receiver's (Orkla's) own copy. The remark should specify:

- Number of missing and/or damaged package unit (pallet, ½ pallet, D-pack, box etc)
- Type of damage (broken, wet, torn contents, leakage etc)
- Cause of damage if known (package unit overturned, wet due to torn/damaged tarpaulin etc)
- Date and signature

In case of goods receipt of containers, the container and seals shall be inspected immediately by responsible staff. Any damage/broken seals/different seal from what is agreed, this should be marked on the delivery receipt.

End of document