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## 6. General Delivery Instructions

These general delivery instructions are valid for Kid ASA and all its subsidiaries. All references to Kid ASA include all its subsidiaries.

Kid ASA is 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 ASA. 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

#### 6.1.1 Restricted substances

Kid ASA 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 ASA 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 ASA 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 ASA.
2. Supplier shall notify Kid ASA which kind of treatment that will be used.
3. Supplier shall send all related document to Kid ASA 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 another article/SKU.

All transport packages must be provided with a CARTON LABEL.

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

***Kid ASA 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 ASA 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.

### **6.2.1 Packing instruction Fragile items**



To ensure fragile products withstand handling and transportation without damage, both the packaging materials and methods must meet high standards. Below are the guidelines and recommendations to meet these requirements, including how to pass the drop test.

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

Place the label on both the long side and in the corner on top of the export carton.

### **6.2.2. Packaging Materials**

All individual cartons, retail packs, and export cartons for fragile items must be made of 5-ply corrugated board. The cartons must be strong and rigid enough not to collapse during transport.

Retail and export cartons must be clearly labeled with:

- A visible sticker showing a glass symbol.
- The word "FRAGILE".
- An arrow indicating the top side of the carton.

### **6.2.3 Securing the Product Inside the Package**

To pass the drop test and protect the product during transport, each item must be securely fitted and immobilized within its packaging. The following methods can be used—individually or in combination:

- Bubble wrap: Wrap each product in multiple layers of bubble wrap to absorb shocks.
- Corrugated dividers: If multiple items are packed in the same retail pack, use 5-ply corrugated dividers between each unit.
- Molded protective packaging (e.g., Styrofoam or foam inserts): If packing only one fragile item in a carton, use molded inserts around the product before placing it in the carton to minimize movement and protect against pressure and impact.

#### 6.2.4. Drop Test – Requirements and Procedure

To verify that the packaging protects the product adequately, a drop test must be performed as follows:

- Conducted by the supplier before shipment.
- Quality Control (QC) will also require the test during inspection.

Test procedure:

- Drop the package from a height of 100 cm.
- Drop on 3 faces, 2 edges, and 1 corner.
- After the test, no product should be damaged.

#### 6.2.5 How to Safely Pack a Ceramic Pot for Shipping

To safely pack a ceramic pot for shipping, start by wrapping the entire pot in bubble wrap, paying extra attention to the edges and any handles. Fill the inside of the pot with crumpled packing paper to reinforce its structure. Prepare a cardboard box that is slightly larger than the pot and place a cushioning layer of paper or foam at the bottom. Carefully place the wrapped pot in the center of the box and fill all empty spaces around it with soft packing material to prevent movement.

For added protection, especially during long-distance transport, you can build a simple wooden frame around the pot, ensuring there is padding between the wood and the ceramic. Finally, seal the box securely with strong packing tape and label it clearly with “Fragile” and “This Side Up” to ensure careful handling during transit.



#### 6.2.6 Packing instructions - Export carton Kid ASA order

##### Consistent Contents

All export cartons must contain the same number of retail packs. Kid ASA only accepts full and complete export cartons.

##### Packing and Protection

Cartons must be carefully and appropriately packed to prevent any risk of damage, deformation, or injury during transport from the supplier's warehouse to Kid ASA's retail units.

Each carton must be made of at least double-wall corrugated cardboard, with sufficient thickness and strength to withstand normal handling and stacking with other goods.

##### Sealing

All cartons must be securely taped on both the top and bottom.

The tape must be of high quality and strong enough to ensure the carton does not open during lifting. Strapping or banding of cartons is not allowed unless specifically approved by the Purchasing Department.

### Textile Products

For textile items, cut protection must be placed on top of each retail carton to protect the goods when opening the carton at the warehouse or in the store.

### Cushions

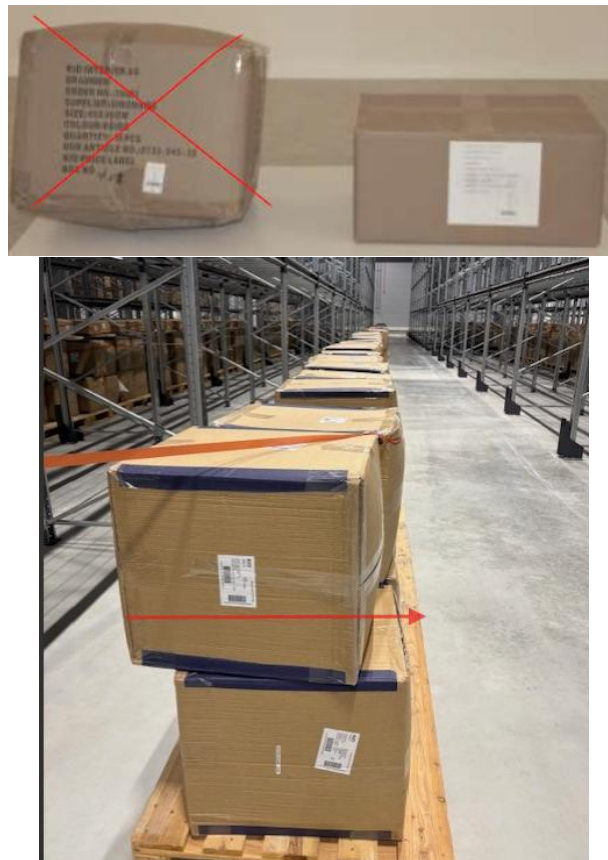
All cushions must be vacuum-packed unless otherwise specified in the order.

### Shape and Handling

Cartons must not be rounded or collapsed upon delivery. Such cartons are considered non-compliant and may be subject to claims.

If there is a risk that a carton may become rounded, a larger and more stable carton must be used.

Rounded cartons cannot be handled within Kid ASA's logistics system.



### Heavy Cartons

Export cartons weighing more than 20 kg must be labeled with a "HEAVY" sticker on at least three sides.

### 6.2.7 Carton compliance

To ensure efficient handling and accurate processing of incoming goods, it is essential that all cartons are packed according to the following guidelines:

Each carton must contain only one specific type of item. Mixing different items within the same carton is not permitted. Additionally, the quantity of items in each carton must exactly match the number stated on the barcode label.

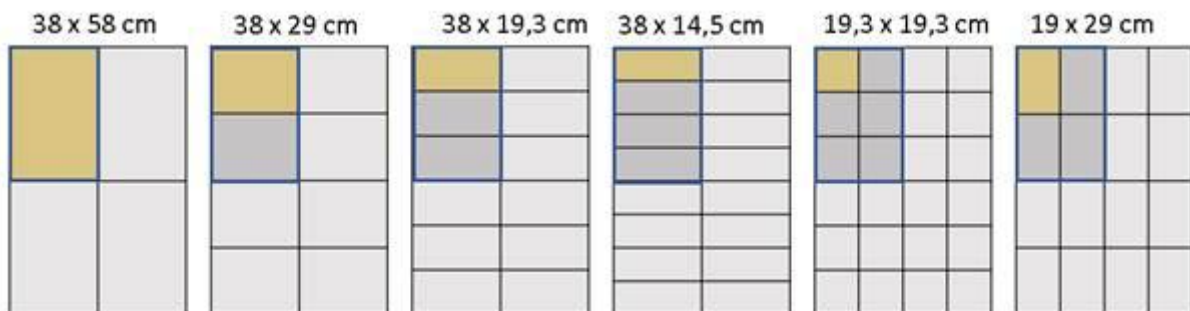
Please note that we do not have the capacity to handle cartons that do not comply with these requirements.

### 6.3 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 ASA 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 the number of 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 an 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.





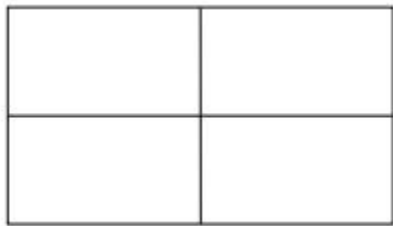
### 6.3.1 Marking instructions of Cartons

**General marking instructions.** All goods marking labels are issued through the Kid ASA Business system. To gain access, please contact the responsible Kid ASA Purchase Coordinator who will setup a active user account.

Provided labels must be kept in original format and size. Its not allowed to reshape, deform or in any other way deviate the original labels size and or format.

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

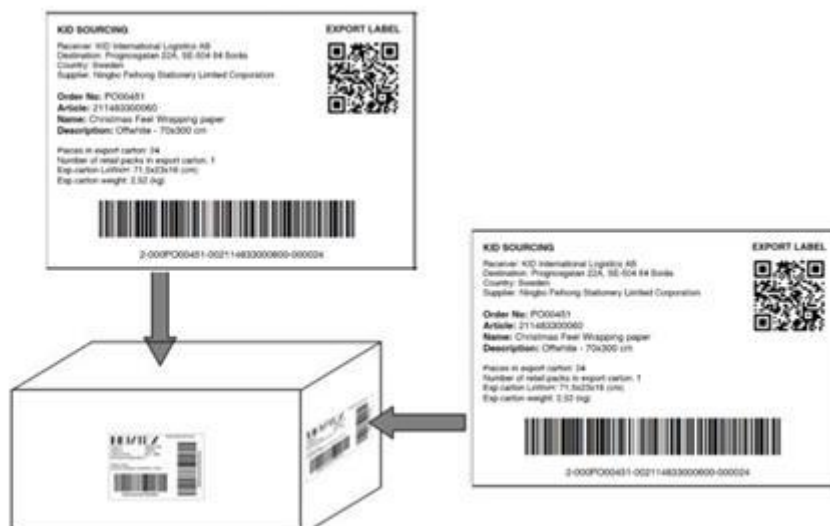
Each label shall measure 13.5 x 9 cm. Standard paper formats such as A4 (210 x 297 mm) or Letter (8.5 x 11 inches) shall be used. The paper must be divided into four equal sections, each corresponding to the specified label dimensions.



### 6.3.2 Marking instructions 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.



The diagram illustrates the relationship between two retail boxes and a central cube. The left box is labeled 'KID SOURCING' and 'RETAIL INNER'. It contains a QR code, order details (PO00491, 21210000000, Name: Candy Case, Description: Pink - 70cm x 3m), and a barcode. The right box is identical. A central cube has arrows pointing to it from both boxes, indicating it is the source or a related item.

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

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](mailto:doc-inbound@kid.no). The forwarder will also update the EDI according to the changes/feeder delay.

#### **6.4.3 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 ASA 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.

#### **6.4.4 Invoice/Arrival and Delivery Notification**

##### **Invoice/arrival notification**

Invoice/arrival notification must contain:

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

##### **Delivery notification Kid ASA for Hemtex AB and Kid Sourcing AS**

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; "Slot Booking - Kid Logistic" <[slotbooking@kidlogistic.com](mailto:slotbooking@kidlogistic.com)>**

##### **Kid Sourcing delivery adress**

Kid Sourcing AS  
Prognosgatan 22A  
504 64 Borås  
Sweden

The Delivery Notification should contain the following information:

- Name of supplier
- Receiver
- 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 scheduled between 07:00 and 14:30. No truck deliveries are permitted at our central warehouse after 15.00 unless by prior arrangement directly with our central warehouse.

**Note:** 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 warehouse will take immediate contact upon receipt of the Delivery Notification.

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

## 6.5 Documentation

Suppliers shall send drafts or copies of the following documents to Kid ASA via email prior to departure:

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

Please note:

- Both the invoice and the packing list must be submitted in **PDF format**.
- There must be **one separate packing list per container**.

Kid ASA will review the documents and provide confirmation before the original documents are created. The response will be sent to the same email from which the supplier submitted the documents.

All orders should be sent separately to Kid ASA

The subject in the email shall be Kid ASA order number.

Kid ASA 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 ASA (the address may be found on the purchase order). If applicable to the payment term, Kid ASA prefer TELEX Release Bill of Lading and accepts original documents to be received via above e-mail address. The address to the bank is as follow

<b>HEMTEX BANK INFO</b>	<b>KID Interior BANK INFO</b>	<b><u>Kid Sourcing AS</u></b>
Nordea Bank Abp SA, Collection Services PL Team.	Nordea Bank Abp SA, Collection Services PL Team.	Nordea Bank Abp SA, Collection Services PL Team.
<b>Visiting and courier address:</b> al. Marsz . Edwarda Śmigłego Rydza 20, 93 281 Łódź Poland	<b>Visiting and courier address:</b> al. Marsz . Edwarda Śmigłego Rydza 20, 93 281 Łódź Poland	<b>Visiting and courier address:</b> al. Marsz . Edwarda Śmigłego Rydza 20, 93 281 Łódź Poland
<b>Postal address:</b>		<b>Postal address:</b>

al. Marsz . Edwarda Śmigłego Rydza 20, 93 281 Łódź Poland  Telephone: +46 (0)10-1569488 +48-668881962  Email: <a href="mailto:tfcollectionteam@nordea.com">tfcollectionteam@nordea.com</a>  Nordea Bank Abp, filial i Sverige, reg.no. 516411-1683, Swedish Companies Registration Office  Swift address: NDEASESS	<b>Postal address:</b>  <b>Visiting and courier address:</b> al. Marsz . Edwarda Śmigłego Rydza 20, 93 281 Łódź Poland  Telephone: +47 46931615 +48-668881962  E- mail: <a href="mailto:tfcollectionteam@nordea.com">tfcollectionteam@nordea.com</a>  Nordea Bank Abp, filial Norge reg.no 920 058 817, Norwegian Company Registration Office  Swift address: NDEANOKK	al. Marsz . Edwarda Śmigłego Rydza 20, 93 281 Łódź Poland  Telephone: +47 46931615 +48-668881962  Email: <a href="mailto:tfcollectionteam@nordea.com">tfcollectionteam@nordea.com</a>  Nordea Bank Abp, filial Norge reg.no 920 058 817, Norwegian Company Registration Office  Swift address: NDEANOKK
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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, 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 ASA 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 ASA purchase order number/s should **always** be stated on **all** correspondence.

### 6.5.1 Invoice

Kid ASA require an invoice per delivery, one original should be sent. Invoices should be issued and made out to Kid Interiør,Hemtex or Kid Sourcing AS (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 ASA Order Number *
Kid ASA Article Number *
Kid ASA 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 ASA 's VAT / ID number should be stated on the invoice:

**Kid Sourcing AS**  
**Org.nr: 934 018 877 MVA**

**Kid Interiør AS**  
**Org.nr: 958 467 095 MVA**

**Hemtex**  
**SE 556132705601**

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



# 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:**
**CONTRACT NO:**
**B/L NO:**
**DATE:**
**DATE:**
**DATE:**
**INSURANCE EFFECTED BY:**
**INVOICE ADDRESS/RECEIVER:**
**VAT/D 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>
<b>TOTAL US\$ NINE THOUSAND FOUR HUNDRED SIXTY FIVE AND CENTS SIXTY ONLY.</b>							

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

**Received date:**
**Due Date:**
**For and on behalf of,**
**AUTHORIZED SIGNATURE**

### 6.5.2 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").

### 6.5.3 Packing list



Kid ASA require one packing list per delivery. Packing lists should be issued and must contain the following information. **Important Notice: KID ASA always requires one packing list per container.**

Supplier (name and address) *
Delivery address *
Invoice number
Kid ASA order number *
Kid ASA article number *
Kid ASA 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
Seal number

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

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

Use the following template when preparing a packing list. Please ensure that all required fields are completed accurately. Additionally, a new field labeled "Seal Number" must be added at the bottom of the packing list.

PACKING																					
EXPORTER:-  EMAIL : ARN NO. : AD060124008102Y- DATED -20/01/2024 GSTIN : 06ABGFM5668P1ZH CONSIGNEE KID Sourcing AS						INVOICE NO. & DATE MO/068/2024-25.. DTD: 20/01/2025			PAN # ABGFM5668P												
						BUYER'S ORDER NO. & DATE 96764			OTHER REF. OTHER REF.												
						NOTIFY: HEMTEX / KID International Logistic AB Prognosgatan 22 50464 Borås SWEDEN															
Pre carriage By BY TRUCK						Place of Receipt GHARAUNDA (KARNAL)		Country of Origin of Goods INDIA		Country of Final destination SWEDEN											
Vessel Flight No. SEA						Port of Loading NAVASHEVA		Terms of delivery and Payments SHIPMENT TERMS : F.O.B.													
Port of Discharge SWEDEN						Final Destination SWEDEN															
Mark & Nos.No. & Kinds of Pkgs.						Description of Goods HANDWOVEN POUFFE					TOTAL	TOTAL									
CARTON MARKING	CARTON	CBM	DESCRIPTION	ITEM NUMBER	DESIGN	COLOR	SIZE IN CM	CARTON DIAMENSION	QUANTITY	NET WT.	GROSS WT.										
1 TO 100	100	19.6625	HANDWOVEN POUFFE	190162060	HENRY POUFFE	OFF WHITE/BLACK	50X50X45	55X55X65	100.00	420.00	480.00										
101 TO 303	203	29.6526	HANDWOVEN POUFFE	300000898	ZIGGY POUFFE	OFF WHITE	55X55X22	62X62X38	203.00	812.00	933.80										
		303.00	49.32						303.00	1232.00	1413.80										
									PCS	KGS	KGS										
<b>SUMMARY</b> <table border="1"> <tr> <td>TOTAL</td> <td>303.00 PCS</td> </tr> <tr> <td>TOTAL CARTONS</td> <td>303.00 BALES/BOXES</td> </tr> <tr> <td>VOLUME</td> <td>49.32 CBM APPROX</td> </tr> <tr> <td>NET WEIGHT</td> <td>1232.00 Kgs Approx</td> </tr> <tr> <td>GROSS WEIGHT</td> <td>1413.80 Kgs Approx</td> </tr> </table>												TOTAL	303.00 PCS	TOTAL CARTONS	303.00 BALES/BOXES	VOLUME	49.32 CBM APPROX	NET WEIGHT	1232.00 Kgs Approx	GROSS WEIGHT	1413.80 Kgs Approx
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NET WEIGHT	1232.00 Kgs Approx																				
GROSS WEIGHT	1413.80 Kgs Approx																				
IEC CODE NO. ABGFM5668P						<b>REX DECLARATION</b> The exporter [INREXABGFM5668P7CD21] of the products covered by this document declares that, except where otherwise clearly indicated, these products are of Indian preferential origin according to rules of origin of the Generalized System of preferences of the [European Union / Germany] and that the origin criterion met is [P].															
This is to certify that the goods are <b>"INDIAN ORIGIN"</b> PAN NO. : ABGFM5668P Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct All the disputes subject to (Panipat) India Jurisdiction E.&O.E.						Signature & date <b>MICHAEL OVERSEAS</b>  <b>MICHAEL OVERSEAS</b> AUTH: SIGNATORY															
						Authorized Sign.															

Each article must appear on a separate row, and no article should be listed more than once.

The invoice must also state the number of pieces per carton.

## 6.6 Container/ trailer packing instructions

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

Splitting a purchase order (PO) across multiple containers is not permitted. If the full purchase order (PO) doesn't fit into one container, the supplier must contact the responsible buyer to split the order. A new PO number will then be created for the remaining items, using the original PO number with an added suffix (e.g. -1, -2) to indicate the split.

Updated shipping documents must then be issued with the correct quantities and PO references.

It should be clearly identified exactly which items have been loaded in which container/trailer and the

container/trailer's identity noted.

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

### 6.6.1 Packing Container

It is the supplier's responsibility to ensure that the container is in proper condition and seaworthy prior to loading. The container must be clean, dry, and free from any unpleasant odors, mold, holes, or other damages that could compromise the integrity of the goods during transport.

All containers must be inspected internally and externally to ensure they are:

- Seaworthy
- Free of odour, dirt, sand, litter, and insects
- Without holes (perform a light test), dents, or excess rust
- Equipped with intact door seals and a fully functional locking mechanism

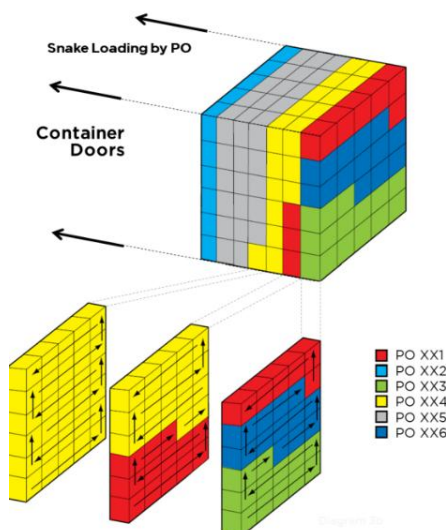
If any of these conditions are not met, the container must be rejected and returned to the carrier for replacement.

Before loading begins, each container must be photographed to document its condition. These photos should clearly show the interior and exterior of the container, including the container number.

Kid ASA may request these photos in the event that damage is discovered upon arrival—such as a hole that has led to goods being spoiled or destroyed. This documentation is essential for tracing and identifying where and when the damage may have occurred.

Make sure to also follow section 4.1.6.8 – Moist Prevention Instruction

The container should be loaded in an optimized manner using the snake loading technique. This involves arranging cartons in the order of their purchase orders (POs), ensuring that each PO is kept together and loaded consecutively. All items belonging to the same PO must be grouped and placed as a complete unit within the container.



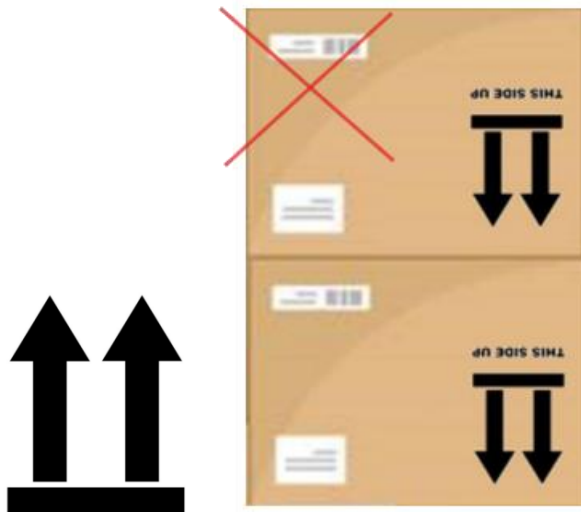
- Please note that the goods must be sorted when put into the container. All cartons containing the same item (size and colour) must be placed together inside the container.
- Example illustrated in figure 1: Same item placed together inside the container. A cloth can be placed on the top of the row to emphasize the start of a new item no. (If possible, please make a small-scale map of the content in the container.)

- Make sure that the information on the cartons is facing the container door.

**Figure 1**



- When loading different products into the same container, always start by placing the heaviest cartons at the bottom. Lighter or more fragile items should be positioned on top to avoid damage during transport.
- Cartons marked with fragile goods and must not be stacked upside down to avoid damage.



To prevent cartons from falling out during unloading, every container must be secured with a **safety net**. This precaution is crucial for protecting both the goods and the personnel involved, as it minimizes the risk of damage caused by cargo shifting during transport.

### 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.





## 6.7 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 ASA prior to the arrival of the shipment in Norway / Sweden.

In addition for products made of steel and/or iron:

On the 1<sup>st</sup> of October 2023, a requirement for documentation of the country of origin was introduced. This requirement indicates that Importers must, at the time of import, provide documentation on the country of origin for iron and steel input materials used in processing the product in a third country.

The importer/customs representative is obliged to document that the goods do not contain input materials of **Russian** origin. Approved documentation must be available at the time of declaration.

Approved documentation that describes the origin of the goods is **at least** one of the following:

- MTC (Mill test certificate)
- Invoice Declaration – Stamped and Signed
- Delivery note
- Supplier declaration
- Production description

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

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 ASA (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).

Kid ASA 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)

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

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 ASA prior to the arrival of the shipment in Norway / Sweden.

Kid Hemtex accepts EUR 1 and ATR certificates sent electronically.

### **6.7.3 Transport Documents**

To reduce cost and improve efficiency, Kid ASA 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 ASA 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.

### **6.8 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 ASA together with the Invoice, packing list etc.

### **6.9 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 ASA 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.

### **6.10 Incorrect goods**

If deviations or damaged goods upon arrival, Kid ASA 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.

## 6.11 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.

### 6.11.1 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 Hemtex24h 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:

4. Only on identified material/product and in consultation with Hemtex24h.
5. Supplier shall notify Hemtex24h which kind of treatment that will be used.
6. Supplier shall send all related document to Hemtex24h/Logistic dept. (this is when treatment have been performed in the container.)

### 6.11.2 Documentation Orders Hemtex24h

Suppliers shall send draft/copies to Hemtex24h via email of the following documents before departure

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

**Shall be sent to:** h24hdocuments@hemtex.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;

## HEMTEx BANK INFO

Nordea Bank Abp SA, Collection Services PL Team.

### Visiting and courier address:

al. Marsz . Edwarda Śmigłego Rydza 20,  
93 281 Łódź  
Poland

### Postal address:

al. Marsz . Edwarda Śmigłego Rydza 20,

93 281 Łódź  
Poland

Telephone: +46 (0)10-1569488

Email: [tfcollectionteam@nordea.com](mailto:tfcollectionteam@nordea.com)

Nordea Bank Abp, filial i Sverige,  
reg.no. 516411-1683, Swedish Companies Registration Office

Swift address: NDEASESS

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 ASA 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 ASA purchase order number/s should **always** be stated on **all** correspondence.

### 6.11.3 Invoice Hemtex24h

Kid ASA 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 ASA Order Number *
Kid ASA Article Number *
Kid ASA 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 ASA 's VAT / ID number should be stated on the invoice:

**Hemtex**

SE 556132705601.

#### 6.11.4 Packing list Hemtex24h

Kid ASA 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 Hemtex24h.

Supplier (name and address) *
Delivery address *
Invoice number
Kid ASA order number *
Kid ASA article number *
Kid ASA 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

#### 6.11.5 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.

“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").

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

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)

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

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.

#### **6.11.8 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 ASA prior to the arrival of the shipment in Norway / Sweden. Always send tracking number for the document to [h24hdocuments@hemtex.com](mailto:h24hdocuments@hemtex.com)

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

#### **6.11.9 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
- Damaged goods



## 6.12 Change log.

### V 2.2 - 2025

	Revised and corrected table of content
	6.2.6 Added requirement of Heavy Cartons

### V 2.0 - 2025

	6.6.1 Packing Container
	6.2.7 Carton compliance
	6.2 Packing instruction
	6.5 Documentation
	6.3.1 Marking instructions of Cartons