

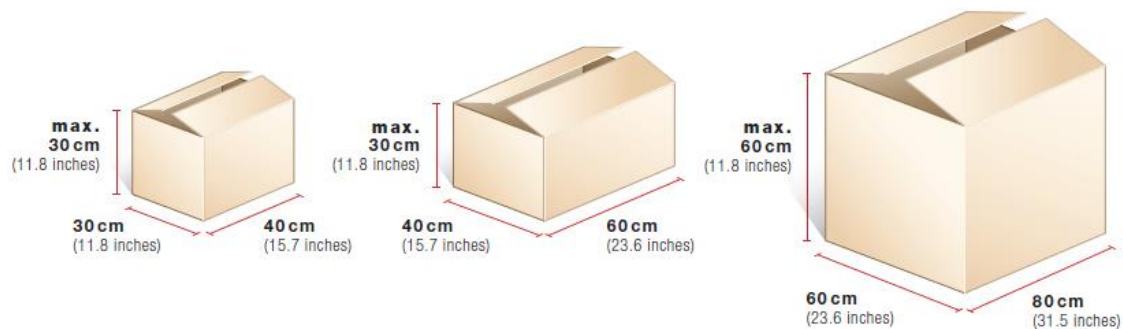
Manor AG, Supply Chain, 4005 Basel, Switzerland

# Packaging and shipping specifications

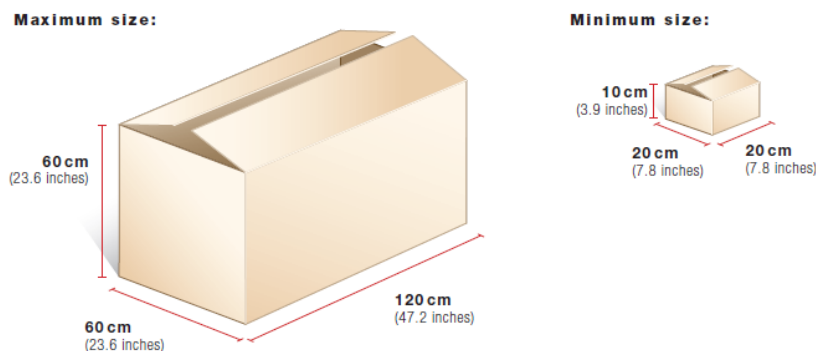
These packaging and shipping specifications serve as an overview only. Please also refer to the detailed instructions in the documents at <https://www.manor.ch/de/u/suppliers-en>

## PACKAGE SIZES

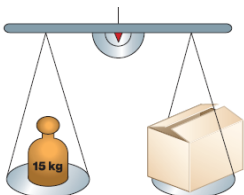
The following standard package sizes should be used:



Intermediate sizes are permitted to optimally utilize the available space and to protect and secure the goods. The following minimum and maximum sizes apply at all times:



## WEIGHT



The maximum gross weight per package is 15 kg. This can be increased to a maximum of 25 kg only under exceptional circumstances and in consultation with Manor. The weight must be recorded on the documentation and label.

## DURABILITY



The packaging must be suitable and strong enough to protect the goods from damage during transportation (seaworthy packaging is required for goods sent from the Far East). If fragile goods are being shipped, then they must be clearly marked as Fragile on the outside of the packaging. If necessary, the contents should be additionally protected by a wooden or metal frame.

## PACKING

### Transit and cross-docking I:

The goods for each store should be packed in one or more boxes, with individual orders kept together and separate from others.

- If the delivery volume is too small and deliveries for more than one store need to be packed in one box, these must be clearly separated from each other using additional packaging. All such packages must be labelled in the same way as the external boxes. However, items for the same store must not be packed in different multi-packs. Items from different orders must never be packed in the same box.

### Repartition, cross-docking II and stock:

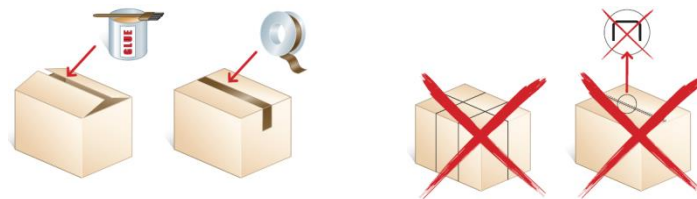
The goods are to be packed into the boxes with the different orders and product variants kept separate.

- If the delivery volume is very small and thus several items need to be packed in one box, these must be clearly separated from each other using additional packaging. All such packages must be labelled in the same way as the external boxes. Items from different orders must never be packed in the same box.

If plastic bags are used as additional packaging, these must be made of the following materials and declared as such:

01 PET	02 PE-HD	04 PE-LD	05 PP
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## CLOSURES



## LABELLING

Each package must have a label on two sides bearing the following information as per the relevant goods flow:



Information	Goods flow	Stock	Crossdocking 1	Transit	Crossdocking 2	Repartition
Supplier name (without adresse)		x	x	x	x	x
Goods flow		x	x	x	x	x
Manor order number (P00XXXXX)		x	x	x	x	x
Manor group		x	x	x	x	x
Manor department			x	x		
Manor product variant number		x			x	x
DESADV Number		x	x	x	x	x
Serial Shipping Container Code (SSCC)		(x)	(x)	(x)	(x)	(x)
Quantities in box per product variant		x			x	x
Numbering of boxes (1/3, 2/3, 3/3)		x	x	x	x	x
Store			x	x		
Gross weight in kg		x	x	x	x	x

(x) = if agreed

To ensure correct labelling, label templates for all goods flows are available under "Logistik" at <https://www.manor.ch/de/u/suppliers-en>

## PALLET PACKING

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Delivery should be on individual pallets for each order. If this is not possible due to the size of the order, the individual orders must be separated on the pallet. Unless otherwise agreed, exchangeable europallets or CHEP pallets are to be used.

The maximum pallet height is 1.90m for the Hochdorf distribution centre and 1.70m for Möhlin.

## SHIPPING DOCUMENTS

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On delivery of the goods to the distribution centre we require the following documents, which must include the following information in addition to sender and recipient details:

Information Document	Created by	No. pallets & boxes	Goods category	Manor order number	Manor product variant number	Total no. of product variants	Quantities in box per product variant	Gross weight in kg
Consignment note	Carrier	X	X	X				X
Delivery note	Supplier	X	X	X	X	X		
Packing list/distribution list*	Supplier		X	X	X		X	

\*All deviations from the requested delivery amount must be recorded on this list (distribution list for transit and cross-docking I, packing list for repartition, cross-docking II and stock).

The documents must be included with the delivery and clearly visible.

## PARTIAL DELIVERIES

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Partial deliveries are not permissible. However, if a partial delivery is unavoidable, this must be authorized by the relevant purchasing department. A partial delivery must be clearly marked with "Partial delivery" on the delivery note.

## NOTIFICATION (by carrier)

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The notification, must be sent not later than 24 hrs beforehand for one truck and 48 hrs for two trucks, stating the time of delivery and the number of pallets of a delivery. Should the delivery require more than two trucks, the request must be aligned directly with the concerning distribution centre at an earlier stage.

Notification has to be sent to the following e-mail address:

- Deliveries to the Möhlin distribution centre: [jpu\\_we@manor.ch](mailto:jpu_we@manor.ch)
- Deliveries to the Hochdorf distribution centre: [we\\_hov@manor.ch](mailto:we_hov@manor.ch)

## ADDITIONAL COSTS

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Additional expenses and damages that arise because our packaging and shipping specifications have not been adhered to will be borne by the supplier. If additional costs are incurred repeatedly, Manora AG reserves the right to charge these additional costs to the supplier.