

**DANGAARD**

PACKAGING & DELIVERING  
INSTRUCTIONS

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## Introduction

You need to use these instructions as a guideline in how to choose the right packing and delivery method for the product, in close cooperation with the Coordinator or Product Manager at Dangaard.

There are many details you have to take into consideration, so please read these instructions thoroughly. This is a tool for both our Product Managers and our suppliers and is the basis of all packaging and delivering discussions.

This document is also available at [www.dangaard.com](http://www.dangaard.com). If you have any questions regarding this material, please get in touch with your contact person at Dangaard Group or send an email to [dangaard@dangaard.com](mailto:dangaard@dangaard.com)

## Warehouses

Dangaard is operating two own warehouses close to the Danish/German Border. The main warehouse is in Handewitt, Germany and our secondary warehouse is in Padborg, Denmark, near to our head-office.

<b>Main Warehouse Germany</b>	<b>Warehouse Denmark</b>
Lecker Chaussee 13A D-24983 Handewitt Germany	Industrivej 8 6330 Padborg Denmark
Opening hours warehouse and receipt of goods:	Opening hours warehouse and receipt of goods:
Monday - Thursday 08.00 am. - 04.00 pm.	Monday - Thursday 08.00 am. - 03.30 pm.
Friday 08.00 am. - 03.30 pm.	Friday 08.00 am. - 03.00 pm.

## VAT

When delivering to Dangaard, please make sure the warehouse/delivery address matches the given information on the purchase order. Moreover, please be aware to invoice with correct VAT.

VAT-number for deliveries in Denmark: DK28328869

VAT-number for deliveries in Germany: DE269016922

If you are in doubt about which VAT-number to use, please contact Dangaard Group before issuing your invoice.

## Product registration and Masterdata

When shipping to Dangaard Group, you must make sure that the correct master data is available to Dangaard Group before delivery. Master data registration is only done for new item numbers and it is done because both our systems and warehouse are highly dependent of correct master data.

If you change masterdata or articles so that Dangaard Groups master data are no longer correct, please inform your contact person at Dangaard Group before delivery.

## Pallets

- We only accept deliveries on euro-pallets pallets.
- The total weight of the pallet may not exceed 1200 kg
- Weight must be distributed evenly across the pallet – horizontally and vertically
- Products must be kept within the pallet dimensions – at the bottom as well as the top, so no carton hang outside the pallet.
- Pallet height maximum 180 cm (including the pallet)
- The items on the pallet must be wrapped in clear foil to ensure stability during transport, as well as dust protection - Foil cannot cover the pallet and cannot be colored
- No individual wrapping of single cartons must be employed, and no part of the wrapping must get in touch with the pallet.
- Pallets must not be foiled together with other pallets.
- Removing foil should not result in collapse – of a single row or the entire pallet.
- One item number per pallet - The pallets should be packed with only one item number.
- The labels of all the boxes must be visible without splitting up the pallet.



## Delivery

When delivering to our warehouses the below requirements must be fulfilled:

- Delivery notes and freight documents must **always** be included for each delivery. Upon arrival the truck driver must hand in the physical documents to an employee.

Delivery notes should contain below informations:

- Supplier name and address
- Dangaard Group PO number
- Article name per article
- Delivered number pieces and colli for each article

## Consequences

If these packaging and delivery instructions are not followed properly, we reserve the right to:

- Refuse the delivery or
- Solve the issue and charge a handling fee, which will be deducted in the payment.
- A full list of our penalty fee can be found on [www.dangaard.dk](http://www.dangaard.dk)