

Shipping, packaging & routing guideline



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Description of change

Date	Change
Date	Change

Introduction

Dear suppliers,

The reason for this document is that the supply organization at BK Medical, is changing the freight carriers moving forward.

This means that our preferred carriers is:

FedEx & TNT

DSV

In this document you will find information about shipping to BK Medical in Denmark and how to pack and route to our side in Herlev.

This document will only cover inbound shipments to BK Medical in Denmark.

1 Choosing correct carrier

Inbound to BK medical DK in Herlev.

	FedEx	TNT	DSV air	DSV sea
Restrictions	0 m3 – 0,5 m3 0 – 50 KG	0,5 m3 – 1 m3 51 – 100 KG	1 m3 - > 101 - >	SEA 3 m3 > 1500 - >

1.1 Package / parcel shipments

For deliveries of **up to 50 kg** the shipment must be done via FedEx

The following service at FedEx and account number must be used:

432640205 (account number)

FedEx priority overnight

FedEx Standard overnight

FedEx ground level

1.2 Air freight

Air freight is the preferred mode of shipment, in order for BK Medical to keep the supply chain in our production at a constant flow, for now.

1.3 Sea freight

The processing of the sea freight for Less Container Load (LCL), is based on an routing order following an optimal cost and lead time variant. However, supplier must always be agreed in advance with responsible BK Medical buyer. Sea Freight shipments are to be handled by BK Medical DK transport service provider named above.

3 Invoicing information & requirements

Invoice information:

BK Medical
Mileparken 34
2730 Herlev
Denmark (DK)

CVR/VAT: 15731176

Invoices: accounting@bkmedical.com

Forward all invoices to above mentioned accounting mail.

For any other inquiries regarding shipping/logistics please write to mochristense@bkmedical.com

Requirements

- Delivery address
- Delivery date (according to incoterms)
- BK Medical purchase order number
- BK Medical material number
- Number of units (qty)
- Unit (e.g. pieces, cbm, dimensions, etc.)
- Suppliers name, address & order number
- Incoterms – with place of delivery
- Country of origin/made in
- Tariff number (HS Code)
- Value of the product

4 Packing document

1 copy of the invoice and 1 copy of the packing list/delivery note must always be placed on the outer packaging of the shipment.

Packaging list/ delivery note requirements

The packaging list must include the following information:

1 General information

- Delivery address
- Delivery date (according to agreed incoterms)
- Incoterms – incl. place of delivery
- Supplier name, address & order number

2 Information per material /item

- BK Medical order number
- BK Medical material number
- Number of units (Qty)
- Unit (e.g. pieces, meters, liters, etc)
- Unit price, total price & currency
- Quantity, weight and measurements (L x W x H) per item
- Country of origin ('Made in:...')
- Tariff number/HS Code

5 Label requirements

All packages, being the outer box and any minor boxes inside, must have a label stating:

BK Medical PO number(s), Qty(s) & country of origin.

See below examples:



A. One item type packed in a single box

An item delivered in a single box must be labelled with the following information:

BK Medical PO number(s):
Qty: 20 pcs
Country of Origin: Made in CN

B. Multiple item packed in a single box

Multiple item delivered in a single box must be labelled with the following information:

BK Medical PO number(s)
Qty: 20 PCS
Country of Origin: Made in CN

BK Medical PO number(s)
Qty: 25 pcs
Country of Origin: Made in CN

C. Consolidated boxes

If multiple boxes are consolidated each box must have its own label with the above described information:



Please note, that the marking must **not** be placed directly on the products/material.

Special conditions. When