# Shipping, packaging & routing guideline





March, 2022



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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.

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### 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.

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For our heavy weight suppliers, routing order instructions have been shared.

The following account number must be used:

DSV 6402099458

## 2 Routing

Relevant information for routing of shipments can be found below.

Delivery address

BK Medical Mileparken 34 2730 Herlev Denmark (DK)

CVR/VAT: 15731176

All account numbers are strictly confidential and are only to be used for BK Medical shipments according to the instructions presented in this guideline.

If you have any questions to the instructions for shipments presented in this material, please contact:

Morten Christensen

Mochristense@bkmedical.com

Phone: +45 3121 3243



## 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

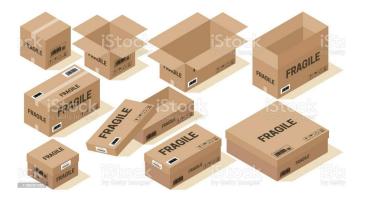
#### 2 Information per material /item

- 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

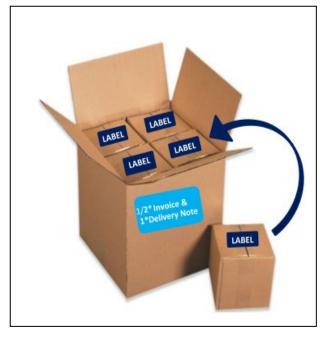
**BK Medical PO number(s)** 

**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 **<u>not</u>** be placed directly on the products/material.

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Special conditions. When