

# Suppliers guide – Light version

## English

## Introduction

The business area "Tools and supplies", is found within the Momentum Group Group and consists of the following companies, Tools, Swedol and Gigant, from now on called "Momentum Group". We are the multispecialist who offers quality goods and services in a simple and professional way. Through customized concepts, professional users get efficient supply of goods at an attractive price. In addition to helping the customer find the right tool for their task, we also want to help by contributing knowledge and advice.

## Purpose

The purpose of this simplified guide is to make you, as a supplier to the companies within the Momentum group, aware of the requirements and expectations we have for order, invoice handling and deliveries to our central warehouses.

Our goal with this guide is that the order and invoice management and delivery should take place as safely and efficient as possible, so that we, in turn, can maintain high quality and delivery precision towards our customers.

*Please note that this is a live document, to get the latest version of this guide, please go to Tools or Swedol's website.*

## Order

### Order handling

Purchase orders from MG can be sent to you via email or EDI. We ask you to never allow orders without receiving a purchase order number from us. It is very important that our purchase order number is always included in all correspondence between Momentum and the supplier.

### Order confirmations

MG's order must be processed promptly, and order confirmation must always be emailed to responsible buyer or common mailbox for order confirmations or via EDI. Order responses must be received no later than the weekday after the order has been sent to the supplier. Items ordered in the agreed purchasing multiple must as far as possible be avoided from being partially delivered, this also applies to order items and special items.

Order confirmations must contain

<ul style="list-style-type: none"> <li>• Order date</li> <li>• Supplier order number</li> <li>• Customer order number</li> <li>• Supplier product number</li> <li>• Customer product number</li> <li>• Delivery adress</li> </ul>	<ul style="list-style-type: none"> <li>• Product description/name</li> <li>• Price per pc, line total and total</li> <li>• Any discounts</li> <li>• Confirmed delivery date</li> <li>• Information regarding part deliveries</li> </ul>
---	---

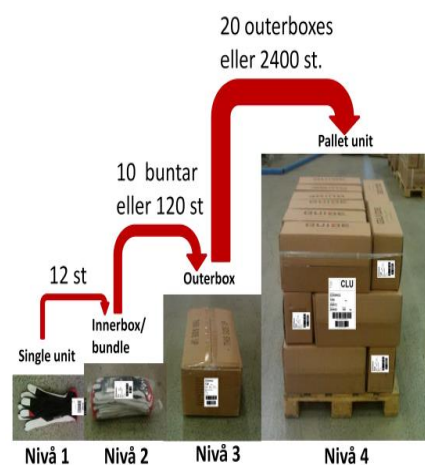
## Delivery and shipping note

- The delivery note must always reflect what is actually in the physical *delivery*
- The delivery note must be divided into two parts, main information, and a description of the goods
- Delivery note can be mailed to the respective warehouse (see email address under delivery addresses)
- Delivery note must always accompany goods to be transited
- Our order numbers must be sorted in our number sequence
- The consignment note must always come with the goods, except on those occasions when goods are scanned with a mobile device.

Delivery note – content	Shipping note – content
<p><i>Main information</i></p> <ul style="list-style-type: none"> <li>• Supplier - name and address</li> <li>• Recipient - name and address and</li> <li>• Any contact person.</li> <li>• Shipping number</li> <li>• Delivery date</li> <li>• Delivery city</li> <li>• Shipping method</li> </ul> <p><i>Description of the goods</i></p> <ul style="list-style-type: none"> <li>• Our order number</li> <li>• Supplier's article number</li> <li>• Our article number</li> <li>• Article description</li> <li>• Quantity (number of single units)</li> </ul>	<ul style="list-style-type: none"> <li>• Our order number</li> <li>• Supplier - name and address</li> <li>• Recipient - name and address</li> <li>• Number of packages</li> <li>• Weight and volume</li> </ul>

## Packaging instructions

- We use four packaging levels, **Single unit, inner box / bundle, outer box and pallet unit.**
- All items associated with a purchase order number must be packed together and addressed according to our purchase order.
- Different article numbers must be clearly separated in lichen on a pallet, in a bag or carton and clearly marked with article number and name
- If several orders are packed in the same package, these must be clearly separated in the package
- Purchase orders to be transited must be separated from stock items and sent in different packages
- Purchase orders with different addresses may under no circumstances be co-packed
- All packaging units must be delivered with visually legible labels.
- Labels may not be affixed over logos.



## Packaging levels

### Pallet Unit

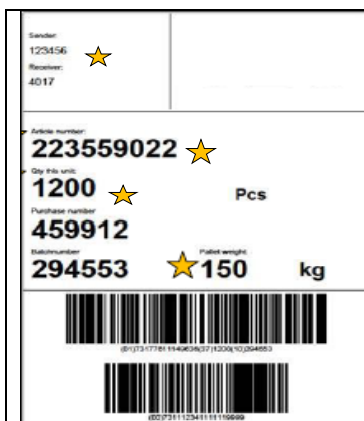
- Consists of several outer boxes or single units with one and the same article number, placed on a pallet.
- Packed with plastic for safe transport
- Label is clearly marked with;
  - Order number ★
  - Product number ★
  - Quantity ★
  - Weight ★

### Mixed pallet

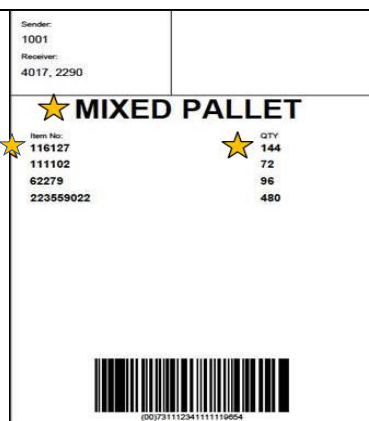
- Consists of several outer boxes with different article numbers, placed on a pallet
- Packed with transparent plastic for safe transport
- Packed as much as possible in levels with the same product numbers
- Distinguish article number clearly with e.g. cardboard sheets
- Label is clearly marked with;
  - "Mixed pallet" on the label ★
  - Product number ★
  - Quantity of each product number ★

### Mixed box

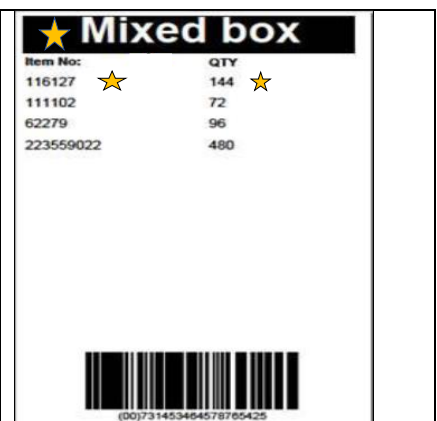
- Consists of different items in the same box
- Packed as much as possible in levels with the same product numbers
- Distinguish article number clearly with e.g. cardboard sheets
- Packed with transparent plastic for safe transport
- Label is clearly marked with;
  - "Mixed box" ★
  - Product number ★
  - Quantity of each product number ★



Example of a "pallet unit" label. Information marked with a star is a requirement from Momentum Group



Example of a "Mixed pallet" label. Information marked with a star is a requirement from Momentum Group



Example of a "Mixed box" label. Information marked with a star is a requirement from Momentum Group

## Maximum dimensions and weights

<b>Tools Sverige AB - Alingsås</b> Measure: 1200X800X1050 (pallet unit) Measure: 1200X800X2300 (mixed pallet) Weight: 1000kg per pall	<b>Swedol - Örebro</b> Measure: 1200X800X1200 Weight: 750kg per pall
<b>Swedol AS/Univern - Skedsmo</b> Measure: 1200x800x1600 (pallet unit) Measure: 1200x800x2300 (mixed pallet) Weight: 550kg per pallet	<b>TOOLS AS - Rosenholm</b> Measure: 1200x800x1200 (pallet unit) Measure: 1200x800x2300 (mixed pallet) Weight: 750kg per pallet
<b>TOOLS AS - Stavanger</b> Measure: 1200x800x750 (pallet unit) Measure: 1200x800x2300 (mixed pallet) Weight: 1000kg per pallet	<b>Gigant AB – Alingsås</b> Measure: 1200X800X1050 (pallet unit) Measure: 1200X800X2300 (mixed pallet) Weight: 1000kg per pall
<b>TOOLS OY – Kotka</b> Measure: N/A Weight: N/A	<b>Gigant AB – Alingsås</b> Measure: 1200X800X1050 (pallet unit) Measure: 1200X800X2300 (mixed pallet) Weight: 1000kg per pall

## Packaging

- Packaging must be so strong and durable that it protects the contents
- Deliveries must be well and structured, packaged and secured delivery.
- Preferably use transparent plastic so that recipients can most easily identify the goods.

## Dangerous goods

- Deliveries of goods that are classified as dangerous goods must take place in accordance with current legislation, the UN's recommendations on the transport of dangerous goods.
- When delivering chemicals, for example, safety data sheets must always accompany the goods.

## Sustainability

Sustainability is important for MG and we are constantly working to be sustainable within our processes. That is why we want suppliers to work to minimize waste, which can be done, among other things, by reducing the amount of packaging, filling materials and consolidating shipments to us.

## General requirements for sustainability

- Cellulose in cardboard and corrugated packaging must be completely based on unbleached pulp, pulp bleached without chlorine gas or hypochlorite and / or recycled pulp.
- Plastic in the packaging should not contain PVC.
- Plastic packaging must be marked in accordance with the standard DIN 6120 with the associated symbol, depending on the choice of material.

## Freight

The supplier must follow the instructions that are first and foremost stated in the contract, secondly the order. Suppliers may not use MG's accounts for recipient freight with MG's carriers on their own initiative. In cases where deliveries take place on the supplier's freight agreement, the freight cost shall be invoiced with the goods and clearly stated on the goods invoice, unless the freight is free or included in the price.

## Pallets

Load carriers in form of approved EUR pallets are transferred to MG's pallet account for deliveries to our central warehouse.

## Pallet account numbers

<b>TOOLS Sverige AB</b> Schenker - 71725410 DHL – 121142	<b>Swedol AB</b> Schenker – 13636022 DHL - 167783	<b>Gigant AB</b> Schenker - 53460887
TOOLS AS <b>TBD</b>	Univern/ Swedol AS <b>TBD</b>	TOOLS OY <b>TBD</b>

## Delivery address

<b>TOOLS SVERIGE AB</b> Alingsås Centrallager <b>Stock items:</b> TOOLS Sverige AB – CL Centrallagret Kristineholmsvägen 35B 441 39 Alingsås Mail: godsplanering@momentum.group	<b>TOOLS SVERIGE AB</b> Alingsås Centrallager <b>Transit &amp; ordered goods:</b> TOOLS Sverige AB – Transit Transitlagret Kristineholmsvägen 35B 441 39 Alingsås Mail: godsplanering@momentum.group
<b>SWEDOL AB</b> Swedol Logistikcenter Pilängsgatan 1 70236 Örebro Mail: inlev.orebro@swedol.se	<b>Swedol/ Univern AS</b> Industriveien 22B 2020 SKEDSMOKORSET N-Norway Mail: varemottak@univern.no
<b>TOOLS AS</b> Rosenholmveien 20 1252, Oslo Mail: Varemottak.rosenholm@tools.no	<b>TOOLS AS Stavanger</b> Finnestadsvingen 29 4029 Stavanger Mail: Varemottak.stavanger@tools.no
<b>TOOLS OY – TBD</b>	<b>Gigant AB</b> Kristineholmsvägen 35B 441 39 Alingsås Mail: godsplanering@momentum.group

## Invoice Instructions

### Invoice Instructions

- Invoicing must be done with one invoice per purchase order, collective invoicing is not allowed.
- The price of the invoice must correspond to what has been delivered.
- PDF invoices are preferred and must be sent to the specified email address.
- Each attached document in an email is counted as one (1) unique invoice. This also means that any attachments must be in the same PDF file as the invoice.
- Any messages or other information is sent to the respective order department.

### Important information regarding invoicing

The invoice must contain;

- Our order number
- Product number
- Delivered quantity
- Invoiced amount per product and total amount

If the invoice is for an overhead cost, the first and last name of the customer must be stated under the heading "Your reference". An invoice can only refer to one order, ie collective invoices are not accepted. Invoice must be issued to the correct company name. Your invoices must be designed in such a way that each information item is recurring in the same position on the invoice. Invoices that do not meet the specified criteria will be returned.

Invoice address

<p><b>TOOLS SVERIGE AB</b>          PDF-invoices: faktura.tools@tools.se           E- invoices: www.pagero.se/bbtools           Papper invoices: TOOLS Sverige AB          FE5936,          838 77 Frösön          Sweden</p>	<p><b>TOOLS AS</b>          PDF-fakturor: regnskapsenter@tools.no or          invoice@tools.no           E-faktura: NO 980341097 MVA via Peppol BIS           Pappersfaktura: TOOLS AS          Postboks 686,          1411 Kolbotn          Norway</p>
<p><b>SWEDOL AS</b>          PDF- invoices: invoice@swedol.no           E- invoices: 991446567 via Logiq</p>	<p><b>SWEDOL AB</b>          PDF- invoices:          faktura@swedol.se           E- invoice:          GLN-nummer 7365561276183 via Logiq</p>
<p><b>TOOLS OY – TBD</b></p>	<p><b>Gigant AB</b>          PDF- invoices:          faktura@gigant.se or invoice@gigant.se           Papper invoices: Gigant AB          FE5937,          838 77 Frösön          Sweden</p>