

## TEXTILE SUPPLIER MANUAL

Order information and requirements



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Salling Group, Textile Buying Department

Rosbjergvej 33

DK-8220 Brabrand



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# INTRODUCTION

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Dear Supplier.

The purpose of this Manual is to gather important order information and specific textile requirements in one document, and make it easy accessible to our Suppliers.

We expect that all Suppliers will read through the Manual and comply with mentioned requirements and Salling Group, Textile Department specific standards.

The Supplier is responsible for keeping updated with the Salling Group, Textile Supplier Manual. Any adjustments of the content will be announced by email.

Other documents of special attention:

- Packaging Instructions - nonfood
- Safety in children's wear
- Policy on animal welfare for textile
- amfori BSCI documents

All documents can be found via this link:

<https://en.sallinggroup.com/contact-us/suppliers/>

Scroll down and you find all the above documents.

Please feel free to contact Salling Group, Textile Buying Department in case of any doubts or further questions.

Thank you for your cooperation.

Salling Group, Textile Buying Department.



# TEXTILE CHEMICAL RESTRICTIONS POLICY

Suppliers must at all times follow and keep updated on Danish and European legislation and the products and packaging must at all times comply with any and all applicable laws and regulations as well as requirements and specifications agreed by Salling Group and Suppliers.

Example of relevant regulations (please note that the list is not exhaustive).

Regulation	Description
<b>REACH (EC) No 1907/2006</b>	<p><u>REACH</u> is a regulation of the European Union, adopted to improve the protection of human health and the environment from the risks that can be posed by chemicals, while enhancing the competitiveness of the EU chemical industry. It also promotes alternative methods for the hazard assessment of substances in order to reduce the number of tests on animals.</p> <p>Kindly always be abreast with the <u>Candidate List</u> of Substances of very High Concern.</p>
<b>Persistent Organic Pollutants (EU) No 2019/1021</b>	The objective of this Regulation is to protect human health and the environment by prohibiting or restricting substances subject to the Stockholm Convention on Persistent Organic Pollutants.
<b>Biocidal products (EU) No 582/2012 Including treated articles</b>	The <u>regulation</u> concerns the placing on the market and the use of Biocidal products, which are used to protect humans, animals, materials or articles against harmful organisms like pests or bacteria by the action of the active substances contained in the Biocidal product.

Below You can see an overview of some of Salling Group, Textile Department requirements which you are also required to comply with.

Restriction	Salling Group Requirement
<b>Quality Specifications (physical requirements)</b>	All products must comply with Salling Group, Textile Department quality specifications attached to the individual order enquiry. Please contact the Quality Department in order to get a copy or if you have any further questions. <a href="mailto:kvalitetsafd_nf@sallinggroup.com">kvalitetsafd_nf@sallinggroup.com</a>
<b>RSL - Restricted Substances List</b>	Salling Group, Textile Department's Restricted Substances List (RSL) must be followed. This list includes restricted or banned substances. In order to access the RSL please contact the Quality Department, <a href="mailto:kvalitetsafd_nf@sallinggroup.com">kvalitetsafd_nf@sallinggroup.com</a>
<b>Polyvinylchloride (PVC)</b>	Usage ban. Applied to any products including, but not limited to plastic trimmings, plastic print, plastic zippers, plastic soles, plastic covers, bags, wrapping related to packing and shipping.



<b>Per- &amp; polyfluorinated substances (PFC's)</b>	Usage ban Applied to any products, Including packing and shipping.
<b>Nickel release (EN 1811)</b>	Nickel release limit restrictions apply to all products, hangers and alarms.
<b>Phthalates</b>	Danish restriction regarding phthalates in toy and articles for small children in the age group 0-3 years must be followed ( <a href="#">Statutory Order no. 786 of 11 July 2006</a> ).
<b>Sandblasting</b>	Usage ban Sandblasting as an production method is not allowed.
<b>Regulations applicable to Baby and Kids wear, footwear, accessories</b>	Supplier must comply with the current applicable version of the following standards: Toys standards EN 71-1, EN 71-2, EN 71-3, EN 71-9, EN 71-10, EN 71-11 and EN 71-12; CEN/TR 16792 and EN 14682. Supplier must also follow Salling Group; Textile Department's restrictions for Safety in Children's wear. A manual for this is found <a href="#">here</a> .
<b>Gas in containers</b>	<p>To avoid harmful gas in the containers, the Suppliers must follow Salling Group's</p> <ul style="list-style-type: none"> <li>• Trading Agreement</li> <li>• <a href="#">Packing Instructions</a></li> <li>• Restricted Substances List o Please contact Salling Group for receiving the restricted substances list.</li> </ul> <p>Restricted substances list includes restrictions for:</p> <ul style="list-style-type: none"> <li>• Toluene (CAS no. 108-88-3)</li> <li>• Benzene (CAS no. 71-43-2)</li> <li>• Formaldehyde (CAS no. 50-00-0)</li> </ul> <p><b>The use of chemicals in production and packaging should be avoided when possible.</b></p> <p>If you use chemicals in your production:</p> <ul style="list-style-type: none"> <li>• Products containing chemicals will evaporate after production, and some contamination can be avoided by not packing the goods immediately after production.</li> <li>• To avoid or minimize contamination in the packing, certain products should be delivered in perforated packing. This is especially important for suppliers of shoes and other products containing many chemicals</li> </ul> <p><b>Avoid unnecessary use of fumigates in the container.</b></p>



# SVHC - SUBSTANCES OF VERY HIGH CONCERN

It is the Vendors obligation and responsibility always to inform Salling Group regarding SVHC. Please note that the packaging is also regarded as a separate article.

**If it is not possible to exclude SVHC in the product please fill in the below statement and return to the relevant Salling Group buying department as soon as possible and at the latest 14 days after order confirmation.**

If the product or the packaging contains SVHC an elaboration on why elimination is not possible should be provided by the Vendor.

## USE OF SVHC IN THE ARTICLE OR PACKAGING MATERIALS<sup>1</sup>

Even if the Vendor estimates, that exposure to health or environment can be excluded during normal or reasonably foreseeable conditions of use, the use of substances must be listed. Salling Group wants to notify all use of SVCH regardless exposure or not.

**Note that the packaging is considered as an article in itself.**

A. Does the article containing SVHC from the Candidate List issued by ECHA (European Chemicals Agency)?

No ☐

Yes ☐ above 0,1% (w/w)

Comments:

B. Does the packaging containing SVHC? (Obligations are the same as for the articles).

No ☐

Yes ☐ above 0,1% (w/w)

Comments:

**If your answer is "yes" in part A, all SVHC in the article must be specified.**

Chemical name/ INCI name	CAS No.	EC No.	In which component(s) are the SVHC present?	Weight %	Weight of the component in the article	State function of component (dye, pre-servative, softener etc.)

**If your answer is "yes" in part B, all SVHC in the packing materials must be specified.**

Chemical name/ INCI name	CAS No.	EC No.	In which component(s) are the SVHC present?	Weight %	Weight of the component in the article	State function of component (dye, pre-servative, softener etc.)

**Information according to consumer about safe use on request <sup>2</sup>**

<sup>1</sup> Regulation (EC) No 1907/2006, Article 57 and 59. Find the list of SVHC: <https://echa.europa.eu/candidate-list-table>

<sup>2</sup> Regulation (EC) No 1907/2006, Article 33 (2)



<p>If there is any use of the SVHC in the article or the packaging, the Supplier must determine whether safety information is required (consider how the article is used, which exposures and risks are relevant). If it is relevant the Supplier must provide information to consumer to ensure safe use.</p> <p>Is information to guide consumer about safe use necessary? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p><u>If yes, please state safety information:</u></p> <p>Examples could be: Contains substance X, which is harmful to environment or health. Keep out of reach of small children. Handle waste as hazardous waste.</p>
<p><b>Registration and notifications on substances <sup>3</sup></b></p>	
<p>Are the listed SVHC substances under the scope in Regulation (EC) No 1907/2006, Article 7 (3): "Exposure (health/environment) can be excluded during normal or reasonable foreseeable conditions of use"?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If yes, on request documentation for "no exposure" must always be completed and forwarded.</p>
<p><b>VENDOR'S SIGNATURE</b></p>	
<p>The undersigned Vendor to Salling Group <u>guarantees</u> that the information given in this Declaration is correct. Changes in the product data given in the Declaration must be agreed and approved by Salling Group Quality Assurance Division in advance, and a new Declaration (included new documentation if possible) must then be completed and forwarded.</p> <p>Salling Group reserves the right to use the information in this Declaration as a basis for documentation towards the authorities, for product labelling, for consumers requirements according to article 33 and to demand further documentation. The undersigned Supplier to Salling Group accepts this.</p>	
<p>Supplier's full formal name: _____</p> <p>REACH contact person: _____</p> <p>E-mail of contact person: _____</p> <p>Phone of contact person: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	

<sup>3</sup> Regulation (EC) No 1907/2006, Article 7 (3)



# QUALITY REQUIREMENTS

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## QUALITY SPECIFICATIONS

Our quality specifications involve items such as colour fastness to washing, colour fastness to rubbing, tear resistance, abrasion resistance, dimensional change and change in appearance in washing. Test methods and requirements will clearly be stated on the individual specification sheet attached to the individual order.

Please note that all specifications are updated continuously.

Kindly make sure always to follow the latest updated specification. If any doubt feel free to contact the Textile Quality Department.

## MEASURES

Tolerance for measurements:

In general +/- 1 cm on measurements graded by 1,5 cm or more; +/- 0,5 cm on measurements graded by 0,5-1,5 cm; in all max ½ size.

## MANUFACTURING

**Sewing thread** must be polyester (or polyester/cotton), size 30 for jeans and size 100 for other garments. Common stitches 15-18 stitches/30 mm, 5 stitches/20 mm for jeans. Colour must be tone-in-tone with fabric colour. Same quality of tread in all seams. Tread must meet the same requirements to colour fastness to washing as the fabric.

**Deco stitches:** 1-needle or 2-needle lockstitches, 7-8 stitches/20 mm. Corrections are not allowed on deco stitches.

**The machine chosen must be suitable for the specific product.** 1-needle lock stitches, 1-needle over edge stitches and safety lock stitches, 2-needle over lock stitches: 8-9 stitches/20 mm. 3- and 4-needle over lock stitches, 3- and 4-needle over lock stitches combined with safety lock stitches, 2-needle flat seam stitches, 2-needle lock stitch : 7-8 stitches/20 mm. 4- and 5-tread feed of the arm: 6-7 stitches/20 mm. 2-, 3- and 4-needle interlock stitch machine: 10-12 stitches/20mm. 2-needle chain stitch machine: 9 stitches/20 mm.

**Jeans:** Inseam, back rise, front rise and saddleback must be sewn with fell seam(jeans seam). Front and back rise sewn first, inseam second. Side seam in 5-needle chain stitch. Buttonhole sewn w. eye buttonhole machine. Waist stitching sewn w.1-needle chain stitch. Hemline sewn w. lockstitch. Button at waist always placed in line w. zipper. Pocket lining made in cotton sheeting.

**T-shirt, sweats, fine knitting and the like:** All inside seams must be sewn w.4-needle over lock. All 2 needle and flat lock seams, must overlap 2 cm at start/end to avoid unravelling. Logo-label must be attached with ground colour tread. Shoulder seam inside must be sewn with silicone tape for stable trivializing.

## ACCESSORIES

- All accessories must be attached according to Safety in children's wear (find here: <https://en.sallinggroup.com>)
- For **padding or shoulder pads**, the padding must be bonded to prevent fibre migration.
- **Elastic** band + elastic insert must retain the elasticity for the lifetime of the product itself.
- **Piping, lace and other trimmings made of fabric** must meet the same requirements to dimensional stability and to colour fastness as the garment itself.
- **Prints** must be permanently fixed. Dyestuff and fixation processes must be chosen to secure that the print meets the same requirements to colour fastness to washing as set up for the garment in general. Must not contain PVC and phthalates.
- **Interlining** must be fused using correct temperature, time and pressure. The material must remain smooth after fusing.
- **Bra:** channels for wires under breast cups must be closed and tacked with bar. Hook and eye closure must be tacked to double layer of fabric.
- **Technical outerwear or rainwear:** For taped seams we require the tape must be welded on a correct pressure, time and temperature. The tape must remain securely welded after several cleaning treatments. Folds on the outer fabric under the tape are not permitted. Wrinkles on the waterproof tape are not permitted. Bottom hem must not form wrinkles.
- For ladies wear a horizontal **hanger loop**, in 0,4 cm sateen band tone-in-tone with main fabric ground color, must be included in the price for all tops (except roll neck, turtleneck and shirts). Must be attached at shoulder



seams and go around hanger. Length must be adjusted to garment and hanger. Please note that you should attach only ONE loop per item.

## FINISH

- All **seams and stitches** must run evenly. All seams must be properly attached. Buttonhole tread must be intact in both sides and buttonholes must be properly trimmed. The tread tension on the sewing machines must be correct adjusted to avoid slack or tight stitches/seams. The fabric fibres must not be damaged by the use of damaged or coarse needles. All goods must be properly trimmed. Loose tread ends are not acceptable. Seams must not break when garment is e.g. pulled over the head.
- The garment must be free of dirt, unnatural smells, flaws and stains.
- The garment must be free of pressure marks and glazing.
- The garment must not have any chemicals/enzymes leftovers after washing/finish.
- If extra button for a product is required, this will be mentioned in the order enquiry. An extra button must be sewn into the care label.

## SAMPLES - GENERALLY

For all orders we need the samples for approval stated under "Deadlines" at the order enquiry front page, and the number of samples required :

Deadlines	
Description	Date
Lap dip: all colours	13/03/2017
Print	20/03/2017
Photo: 1 pcs in size 152 or 146/152 in all colours	04/04/2017
PPS: 1 pcs in size 140 or 134/140 in all colours	05/05/2017
Shipment samples: One of each colour from bulk production w/labels in size 152 or 146/152	19/05/2017
Accessories	29/12/2099
Size set size 134+158+170 or 134/140+146/152 +170	29/12/2099

- All sample deadlines(ETA) stated in the order must be kept. Failure to comply may result in cancelled orders and claim for lost profits according to our general trading terms.
- Each individual sample must have sample hangtag with correct order number, date, size, which kind of sample, weight, quality etc.
  - Please specify what is actual/available on all samples.
  - Please specify on sample hangtag/mail what we have to check for: Quality, colour, design, print, finish, weight, dying of fabric.
  - This is very important to save time in commenting.
  - It is ok to use your own sample hangtags if required information is included:
    - Supplier name
    - Date
    - Order number
    - Style number
    - Size
    - Type of sample (proto, photo, size-set, PP sample, shipment sample)

## SIZE SET

- We need size set according to order sheet; 2 or 3 different sizes (not the whole range). It is very important that you send these specific sizes.
- Size set can be in available colours but must be correct/actual quality, or rarely very similar to the correct quality. All workmanship must be actual. Please follow the style sketch carefully – otherwise the samples will not be approved.
- If any details are unclear to you, or if you have suggestions for improved workmanship, please mail photo of details for approval *before* sending size set samples or photo-samples, to save time.

## LAB DIPS, desk looms, print strike off., handlooms

- We need lab-dips/strike off etc. for approval in all colours/ combinations.
- We will ask for revised lab-dips/strike off etc. several times if we are not satisfied.
- Lab dips will be approved under D65 (daylight), col. white also under UV light.
- We will send you "Scotdic" and "As Cut" colours, you must buy your own pantone colours.
- Please always write on lab dips/cuttings what we have to check for: Quality, colour, design, print, finish, weight, dying of fabric.



## PHOTO SAMPLE

- We need photo samples in sizes according to order sheet.
- Photo samples must be in all correct/actual color combinations, fabric, trimming, correct main label, workmanship and design (or very close). Occasionally we need photo samples in different sizes. We will inform you.
- All products sold in packaging must be delivered as such. When photographing the product we keep it in the packaging.
- It is VERY important that you always keep deadlines for photo-samples. When you accept the order, you confirm to keep all deadlines given in the enquiry.
- If we do not have the photo samples in due time, we will charge you for extra photo shooting USD 400,- / DKK 2400,- , or we can be compelled to cancel the order.

## PRE-PRODUCTION SAMPLE

- We need PP samples in all colour combinations, in sizes according to order sheet.
- PP samples must be in bulk fabric, final approved workmanship, with all bulk accessories such as labels, buttons zipper etc.
- PP samples must be sent for approval, BEFORE/PRE starting bulk production.

## SHIPMENT SAMPLE

- We need shipment samples in all colour combinations, in sizes according to order sheet.
- Shipment samples have to be sent 14 days before shipment and have to be taken from the actual bulk production.
- Shipment samples have to be correct in every way and must be approved prior to shipment of the goods.

## DELAYS






- If you are facing delay due to changes from our side, please inform us BEFORE it is too late. Show us alternative solutions, tell us the possibilities, do not ignore delays. We need the best possible garment, but we need it on time.



# HANGER REQUIREMENTS

- If hanger is required, it will be noted in the order enquiry.
- Hangers must be included in the cost price.
- All hangers are to be grey (**Cool Grey 8C**) for common textile products, transparent for lingerie, black for shoes & accessories.
- All metal hooks should be rotatable.
- Front and back should be identical.
- Kindly be aware that the Textile chemical restrictions policy, also applies for hangers, see [OVERVIEW](#)

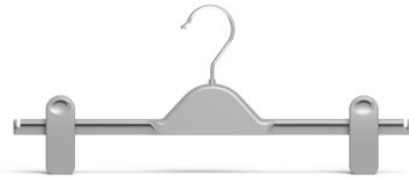
## HANGERS FOR MEN, WOMEN, SPORT

<p>OUTERWEAR: WOMEN, MEN, SPORT. TOPS: JACKIE (SIZES 46-54).</p> <p>Length 46cm, Width 13mm. Hanger should be identical to picture</p>	
<p>SPORTS BRA: JACKIE (SIZES 46-54).</p> <p>Length 41cm, width 10mm. Hanger should be identical to picture</p>	
<p>TOP: WOMEN (SIZE 36-46), MAN</p> <p>Length 41cm, Width 10mm. Hanger should be identical to picture With non-slip and retention hook.</p>	
<p>SET TOP/TROUSER</p> <p>Length 45cm, width 14mm Hanger should be identical to picture</p>	
<p>SET TOP/TROUSER WITH NON REMOVABLE BAR</p> <p>Length 44cm, width 7mm Hanger should be identical to picture</p>	








PANTS/SKIRTS/SHORTS: WOMAN  
PANTS/SHORTS: MEN

Length 36cm, Width 23mm  
Hanger should be identical to picture  
Adjustable soft rubber padded clips.

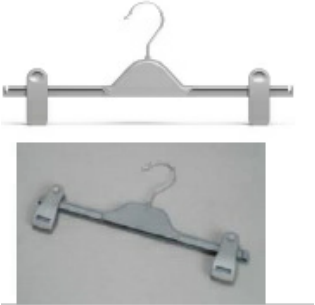











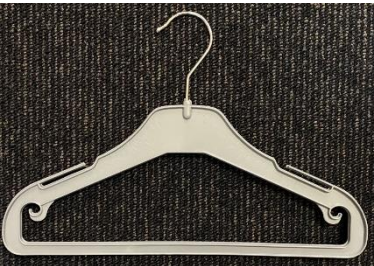

**HANGERS FOR CHILDREN**

<p><b>OUTERWEAR: JUNIOR/TEEN</b></p> <p>Length: 41 cm. Width: 13 mm. Hanger should be identical to picture</p>	
<p><b>TOPS/DRESSES: JUNIOR/TEEN</b></p> <p>Length: 36 cm. Width: 10 mm. With non-slip and retention hook Hanger should be identical to picture</p>	
<p><b>TOPS/DRESSES: KIDS</b></p> <p>Length: 33 cm. Width: 10 mm. Integrated top notches. Hanger should be identical to picture</p>	
<p><b>TOPS/DRESSES: MINI</b></p> <p>Length: 27 cm. Width: 6 mm. Hanger should be identical to picture</p>	
<p><b>SHORTS, LEGGINGS (EXCEPT 2/79), SKIRTS AND PANTS: JUNIOR/TEEN</b></p> <p>Length: 36 cm. Width: 23 mm. Adjustable soft rubber padded clips Hanger should be identical to picture</p>	



<p><b>SHORTS, LEGGINGS (EXCEPT 2/79), SKIRTS AND PANTS: MINI AND KIDS</b></p> <p>Length: 28 cm. Width: 23 mm. Adjustable soft rubber padded clips Hanger should be identical to picture</p>	
<p><b>LEGGINGS WITH 2/79 STICKER: MINI, KIDS AND JUNIOR/TEEN</b></p> <p>Length: 17 cm. Hanger should be identical to picture</p>	
<p><b>SETS (EXCEPT PYJAMAS): MINI AND KIDS</b></p> <p>Length: 30 cm. Hanger should be identical to picture</p>	
<p><b>SWIMWEAR (EXCEPT SHORTS FOR BOYS – PLEASE USE HANGER FOR PANTS): MINI + KIDS</b></p> <p>Length: 22 cm. Hanger should be identical to picture</p>	
<p><b>SWIMWEAR (EXCEPT SHORTS FOR BOYS – PLEASE USE HANGER FOR PANTS): JUNIOR/TEEN</b></p> <p>Length: 27 cm. Hanger should be identical to picture</p>	



<p>UNDERWEAR BODIES (EXCEPT MULTIPACKS): MINI</p> <p>Length: 25 cm. Hanger should be identical to picture</p>	
<p>UNDERWEAR TOPS AND BOTTOMS (EXCEPT MULTIPACKS): KIDS</p> <p>Length: 25 cm. Hanger should be identical to picture</p>	
<p>MICROFIBER UNDERWEAR: JUNIOR/TEEN</p> <p>Length: 27 cm. Hanger should be identical to picture</p>	
<p>PYJAMAS ONLY SETS: MINI</p> <p>Length: 25 cm. Hanger should be identical to picture</p>	
<p>PYJAMAS ONLY SETS: KIDS</p> <p>Length: 30 cm. Hanger should be identical to picture</p>	



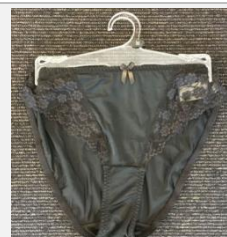
**HANGERS FOR UNDERWEAR**

The supplier will have to order this locally.  
The hanger must be with click size pin as in the picture

Suggested hanger supplier:  
IPM Industry (M) Sdn Bhd  
Contact person: Mr. Chong  
E-mail: [ipm\\_industries@hotmail.com](mailto:ipm_industries@hotmail.com)

**BIKINI TOPS****BRAS**

To be used for SPORTS BRAS as well as lingerie

**BRIEFS****NIGHTGOWNS & BIG SHIRTS****NIGHTWEAR SET**



PYJAMAS PANTS








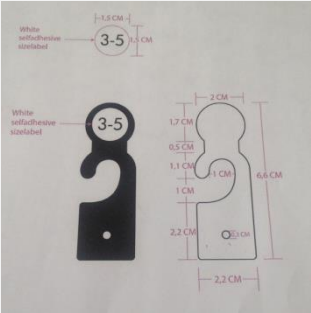




ROBES



UNDERWEAR TOPS





HANGERS FOR ACCESSORIES	
ELONGATED HANGER FOR SCARFS	
HANGER SOFT GRIB	
HOOK	
HOOK FOR BELTS	
NEW SIZE HOOK	<div></div>
SCARF HANGER	
KIDS SCARF HANGER	
TUBE SCARF HANGER	<div></div>



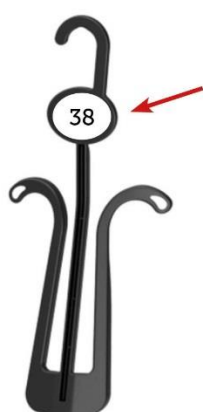
## HANGERS FOR SHOES

All hangers for shoes must be ordered at:  
<https://phineasgroup.com/stock-products>  
 0845 838 6333

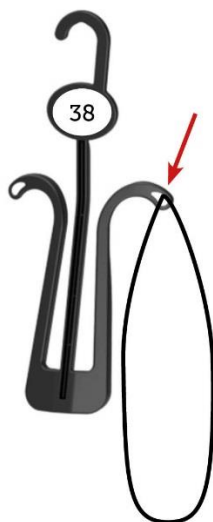
Please find applied shoes hangers below.

**IMPORTANT:** Please include the hanger with the counter sample.

### GENEREL INFO:



Place size stickers  
on the hanger



**Important:**  
Please use elastic bands and strap the band to the hanger. The hanger easily gets lost in the store if it is not strapped to the shoe. The elastic band only needs to go through one of the holes in the hanger.

**PP112:** for boots and converse style shoes.



**PP119:** clip with a non-rubber grip ideal for walking boots or others with a thick lining.








**PP154:** for flip-flops



**PP146:** Small kids, toddler shoes and ballerinas





<b>PP231 (18cm tall, 9cm wide): Women &amp; Kids, slippers, shoes and ballerinas.</b>			
<b>PP232 (12cm tall, 11cm wide): Men &amp; Women's for shoes, trainers and slippers.</b>			
<b>PP233 (25cm tall, 11cm wide): Men &amp; Women's shoes, trainers and slippers.</b>			

### STICKERS FOR HANGERS

If required on orders please place sticker with size on one side of the hanger.

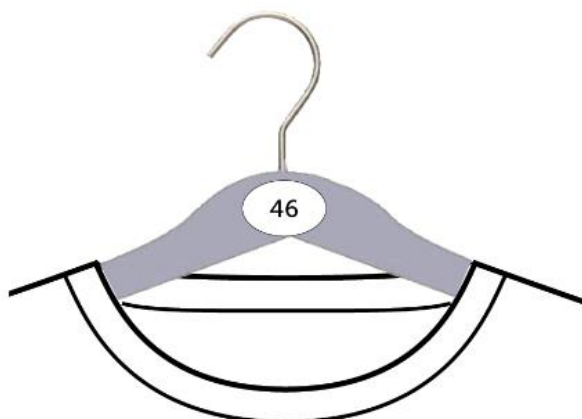
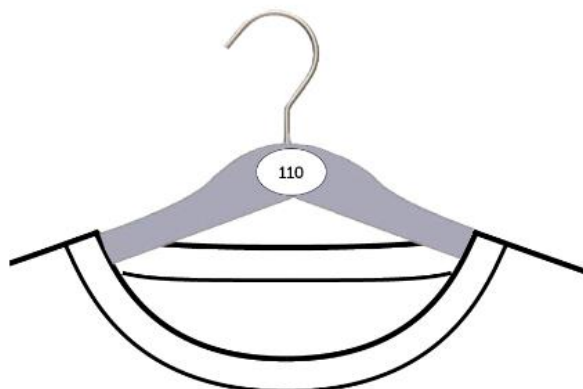
Find layout here:

VRs Label Manual

<https://file.envision.dk>

Username: VRsdesignmanual

Password: VRsxnD2uv





# LABELS

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Please follow the link to access our VRS Label Manual:

<https://file.envision.dk>

Username: VRSdesignmanual

Password: VRSxnD2uv



# SECURITY TAGS / ALARMS

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## HARD ALARM

Please notice that if security tags are required it will be mentioned in the order enquiry.

The security tag must be included in the cost price (also the customs duties).

Make sure to ALWAYS order tags at Sensormatic via beneath link, since we cannot send the alarms to you.

Link: <https://trspartners.force.com/TycoSourceTags/>

Click on login in the top corner.

New users must follow this link in order to registrate: <https://www.sensormatic.com/source-tagging-registration>.

Once registered you will receive an E-mail with Username and Password.

NB! It is extremely important that the alarms are ordered according to above guideline, otherwise we will experience trouble getting the alarm detached.

Please see pictures of the alarm below, which consists of two parts (the pin and the actual devise). This type of alarm is to be applied for our products, unless otherwise is requested by Salling Group; Textile Department.

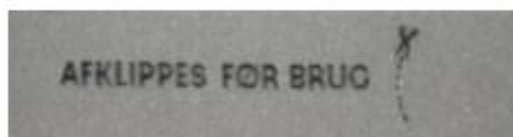


## Contact information for handling of alarms

Tyco Fire, Security & Services Pte Ltd  
26 Ang Mo Kio Industrial Park 2  
Level 1  
Singapore  
Tel : (65) 63898286

## SOFT ALARM

For some products in accessories, underwear, ladies and men's wear, we request a soft alarm.



The Supplier must order the bags for the alarm via this link: <http://www.labels-tags.biz/neworder/>

Please find the correct password divided into departments below:

Lingerie; Password: foetex8ks3

Ladies wear; Password: bilkax17k

Mens wear; Password: bilkayt62

## PLACEMENT OF ALARM ON ALL PRODUCTS

No alarms for fine woven silk or cotton, where the heavy alarm might cause holes.

The alarms should be placed on the left side of the garment.

By mounting of alarm tags, kindly make sure that the alarm tag is attached in a seam, to avoid damaging the fabric.

If taped seams please place alarm in the zipper puller. If no zipper please place alarm in the pocket bag.

If Supplier does not follow our procedures for security tags, Supplier will be charged. The cost will be 450 DKK an hour for the time spend by us mounting the alarms.



**BRANDED SPORTS PRODUCTS**

Extra guide for sports products to be followed.

**Alarm**

Place the alarm as illustrated below:

**Strips**

Strip shoes together as shown on photo below:

**Price sticker**

Place price sticker as shown on photo below. Avoid covering the barcode.





**WHEN TO ATTACH ALARMS – RETAIL PRICE LIMITS**

AREA	PRODUCT TYPE	RETAIL PRICE
Ladies Wear	All Clothing	≥249,- DKK
Children's Wear	All Clothing incl. Outdoor Wear	≥249,- DKK
	Branded products	≥149,- DKK
Men's Wear	All Clothing	>199,- DDK
	Branded products	ALWAYS and with ink
Sports Wear	All Private Label	>299,- DKK
	Branded products	>149,- DKK and with ink
Shoes	All Private Label Shoes	NO ALARMS
	Branded products	ALWAYS
Underwear	Night Wear	≥199,- DKK
	Lingerie	≥79,- DKK
	Branded products	≥99,- DKK
Accessories	Choice by Heart	≥99,- DKK
	Branded products	≥99,- DKK

**FOR DANISH SUPPLIERS ONLY**

Danish suppliers with a Danish delivery address can order alarms via the following link:

<https://trspartners.force.com/TycoSourceTags/>

Please order one of the below tags and pins:



**AM Gray Tack for SuperTag - Box of 100**

SKU: MJ200-G



**Non-Deactivatable SuperTag VST-R**

SKU: ZLAMT7100R-G

Please note that for branded products in the men and sports category we require security pin with ink:



**Sensor-Ink Mini Tag**

SKU: MJRMIN-G

The Alarm Tags will be delivered from Denmark. Time of delivery is approximately 1 week.



# TESTING

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## TEST BUREAU AND TEST EXPENCES

All tests should be submitted to Bureau Veritas. By choice of another test bureau Supplier must seek written approval from Quality Department before further test arrangements.

Supplier can benefit from Salling Group's special price offers agreed with Bureau Veritas for both individual and package quality testing, nickel release testing, analytical testing according to Textile Department's Restricted Substances List, final inspections and for sample pick. Current price list can be requested at Quality Department.

If Supplier should experience any divergence between unit price stated in invoice and unit price informed by Salling Group, please contact Quality Department.

Supplier must take care of all testing expenses including final inspections and sample pick.

## DEADLINES

Supplier must at all times keep deadline for returning any test report. The deadline is clearly stated in test request forwarded by Quality Department. If it is not possible to meet the deadline Supplier must inform Quality Department, and Buying Group immediately.

An exceeded deadline without further agreement with Salling Group entitles Textile Department to cancel the order.

**Final order must not be shipped before test report with PASS in all tested parameters on the final production have been confirmed by Quality Department or Buying Group.**

A FAIL in test without further agreement with Salling Group; Quality Department entitles Salling Group; Textile Department to cancel the order.

## TEST REPORTS

Salling Group only accepts test reports received by mail directly from test lab. This regards all test reports including, but not limited to quality testing, nickel release testing, and test according to Salling Group Restricted Substances List.

Salling Group does not accept older test reports, or test reports on similar products. A valid test report is performed on the requested production order and includes Salling Group order no., defined season and a photo of the tested product.

## SPECIFICATIONS

Specification requirements must be a part of every order negotiation. Deviations must be discussed/agreed at order giving point and added to the FPLM order in "vendor info". Vendor is responsible for delivering products complying with our requirements. Noncompliance with the quality specifications entitles Textile Department to cancel the order.

## FINAL INSPECTION, DPI & SAMPLE PICK

Textile Department runs Final Inspections, During Production Inspections and/or requires Sample Pick on random orders.

Bureau Veritas will be picking up the necessary samples at the relevant factory in case of sample pick. Supplier will be informed if this becomes relevant.

*Final inspection including sample pick for Quality testing & testing according to Restricted Substances List on one order per supplier every year – requested by Quality Department.*

## QUALITY TEST

Salling Group **requires test on 5-10%** of incoming orders on a quarterly basis in regard to our quality specifications. Supplier will be informed via e-mail by Quality Department which orders should be submitted to test. A detailed guideline will follow in the test request mail.

Please note – we have a growing concern from customers on our products and to secure quality for future orders we have decided to test all regular assortments every year.

*Quality Department cooperates with Supplier and Buying Group to make arrangement to secure test of Regular Assortment covering colours and quality .*



## RESTRICTED SUBSTANCES TEST

Salling Group Textile's restricted substances consists of chemicals that are banned, restricted or of high concern (eg. REACH, PVC, PFC's, Chromium etc.). The purpose of the Restricted Substances List (RSL) is to reduce the use of hazardous substances in our products and packing material. Products and packing material that do not comply with the RSL are not accepted.

To receive latest updated Salling Group RSL on mail please ask Quality Department.

Salling Group is at any time entitled to arrange analytical tests in regard to RSL.

- Suppliers of kids wear, shoes, accessories and sportswear and will be tested **minimum twice a year**.
- Suppliers of adult wear (e.g. ladies and mens wear) will be tested **minimum once a year**.
- If suppliers have FAIL in RSL test Salling Group reserve the right to request additional tests or cancel the order.

RSL test is based on test packages

- Simple garment: T-shirts, skirts, underwear & scarves without print
- Medium garment: T-shirts, skirts, underwear and scarves with print, sweaters, sweat shirts, jeans
- Most complex: Jackets, coats
- Tech jacket: Technical jackets
- Shoes/access: Indication of the material types must be done by the Supplier in the Test Request Form

Please note that nickel release test must also be performed as part of RSL test:

- all metal parts in baby/kids products
- all metal parts with direct skin contact for adult products

Salling Groups requirements for nickel release:

Metal component	Results (µg/cm <sup>2</sup> /week)	EN 12472 & EN 1811	Salling Group limit
Earrings / piercings	$R \leq 0.11$	Pass	Pass
	$0.11 < R < 0.35$		Fail
	$R \leq 0.35$	Fail	
Other components	$R \leq 0.28$	Pass	Pass
	$0.28 < R < 0.88$		Fail
	$R \leq 0.88$	Fail	
Special for Spectacle Frames and Sunglasses	EN 16128		< 0.76 µg/cm <sup>2</sup> /week ( EIS (Electrochemical Impedance Spectroscopy) test: Impedance $3.0 \cdot 10^5 \Omega \cdot \text{cm}^2$ )

## SPECIAL PRODUCTS WITH TECHNICAL PARAMETERS

### Carelable

Carelable must always inform customer how to maintain functionality the longest.

Bionic Finish Eco (PFC free) producer Rudolf has recommendation for carelabel info.

### Documentation

Salling Group requires documentation of all declarations/assertions, labelling, special requirements on products and in promotion.

- Declarations/assertions e.g. waterproof, water repellent, breathable - according to TECH TEST PROCEDURE.
- Labelling e.g. oeko-tex, GOTS, organic cotton, 3M reflex, Bionic Finish Eco, Recycled Polyester - according to SALLING GROUP POLICIES.
- Special requirements e.g. down certificates according to ANIMAL WELFARE POLICY.

### Vendor test procedure

TECH Specifications and TECH INTERNAL PROCEDURE:



- must be a part of every order negotiation.
- must be informed/discussed with vendor at order giving point.
- deviations must be added to FPLM order in vendor info.
- vendor is responsible for delivering products that meet our requirements.

*Please note: Requirements are handed to vendor at order giving point.*

*If any of these requirements cannot be met for some reason, vendor & buyer must discuss this at order giving point. This gives buyer the opportunity to choose another kind of fabric or accept. If buyer accept lower requirements this must be stated in vendor info at FPLM order.*

Bionic Finish Eco (PFC free) Vendor Processing mill must ask Rudolf China for technical support: (Mrs. Haw Li [haw.li@rudolfchina.com](mailto:haw.li@rudolfchina.com) located in Shanghai).

Test request is mailed to vendor from Quality Department including: info of procedure / relevant specifications / Test Request Form / Salling Group Restricted Substances List / Price lists.

Bulk fabric (2 m) are tested for physical parameters, one test in one colour per fabric quality.

Taped seams: Only straight seams are tested on Final Garment (no X or T-seams).

Quality test: 5-10% of all garments are randomly chosen for normal final garment test.

Analytical test: One final garment per season per vendor is chosen for chemical testing according to Salling Group Restricted Substances List.

Nickel release – please see page 24

Salling Group asks for Final Inspections or DPI (During Production Inspection) or Sample Pick by Bureau Veritas on random orders if we find this necessary.

PASS = go ahead for production

FAIL = all failed parameters must be discussed with Buying Group

## OEKO-TEX®

To secure quality assurance of OEKO-TEX® products in Salling Group we follow internal due diligence procedure. To receive latest updated Salling Group Oeko-tex procedure please ask Quality Department.

## EXCEPTIONS

Products labelled with “Blomsten” or “Svanen” are generally not tested. In regard to these labels Salling Group always requires valid documentation.

A-Brands are generally not tested.

For semi-brands we require written test set-up agreed between buyer and supplier and approved by Salling Group; Textile Department; Quality Responsible person.

Licensed products are tested as any other Private Label textile product.

By signing the Trading Agreement of Salling Group, all suppliers comply to meet the order specific quality requirements.



# MOLD

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## POLICY

Supplier is responsible for avoiding Mold Spores in any Products delivered to Salling Group.

Please note: It is banned to import and sell textiles containing DMF (dimethyl fumarate).

## ORDER GIVING POINT

Vendor is responsible for correct packing of product and prevention of mold formation.

Breach of any of the above entitles Salling Group to cancel the order or can result in penalties and chargebacks.

The use of substitute and counterfeit stickers or sheets is not allowed and is subject to charge backs. Use of silica gel packets for shoes/bags or use of counterfeit Micro-Pak® stickers within product packaging is not acceptable.

## REQUIRED DOCUMENTATION

Supplier must be able to send the following certificates/documents by request:

- Documentation for certainty of original products (e.g. Micro-Pak).  
Please find distributors list here <http://www.micropakltd.com/distributor/>
- Material Safety Data-sheet for Silica Gel Bag (to avoid harmful substances inside).

## MICRO-PAK®

**USEFUL FOR GARMENTS, SHOES, BAGS** (NOT LAMBSWOOL – Please use PE sheets)

Salling Group Textile prefer the use of Micro-Pak® (<http://www.micropakltd.com>).

Micro-Pak® stickers and sheets **MUST EXCLUSIVELY** be purchased directly from Micro-Pak or other authorized distributors.

To secure original Micro-Pak® please make sure to choose supplier from Micro-Pak® list.

Please check under “INSTRUCTIONS FOR USE” which Micro-Pak® product (sheet, sticker etc.) is correct for your product and packing – if in doubt please contact Buying Office or Quality Department.

Micro-Pak® Stickers comply with the restricted substance policies of major retailers and brands through the world. Micro-Pak® Stickers have also undergone stringent safety testing as part of our registration with the US Environmental Protection Agency (EPA).

**SHOES & BAGS:** Please use Micro-Pak® for Mold protection – Silica Gel Bags are not allowed.

**GARMENTS:** Please use Micro-Pak® for Mold protection

## SILICA GEL BAGS

**USEFUL FOR GARMENTS (NOT SHOES & BAGS)**

Salling Group Textile accepts the use of Silica Gel Bags for garments, if the above documentation is in hand. Please contact Quality Department if in doubt.

## PLANT PACK

Salling Group Textile accepts the use of Plant Pack <http://www.plantpack.net/>.

## MOLD CONTROL and CLEANING

ERREN - Used by SHOES Buying Group for removing Mold from received shipments.

Erren Recondition BV, P. Calandweg 28, NL 6827 BK Arnhem

Tel. +31 26 363 58 37 Fax. +31 26 364 39 12

Mail: [p.erren@erren.com](mailto:p.erren@erren.com) (Peter Erren)

Website: [www.erren.com](http://www.erren.com)

A member of SATRA Technology Centre





Prices: For all work (repair, finishing VOC-Volatile Organic Compounds/smell reducing etc.) we send a quotation with a fix-price. Only in mold cases we quote a from/till price.

The reason for this is that it is hard to see how heavy infected a product is through the whole shipment. Our actual pricing for mold cleaning is from Euro 1,25 till 1,95 per pair for shoes.

**BUREAU VERITAS** – Used by Quality Department, held internal seminar for Buying Groups. Offers Mold audit at suppliers: Price per man-day in China is USD 750 + OPEN (= all other expenses, like travel cost, any applicable tax etc).

Bureau Veritas has created a mold prevention program; check ([https://www.bureauveritas.com/services+sheet/mold\\_prevention\\_program](https://www.bureauveritas.com/services+sheet/mold_prevention_program)).

### PROCEDURES AFTER CLEANSING

Salling Group accepts products which are cleaned/cleansed, but it is hard to guarantee that all tracks of mold are removed. Mold will be able to grow back under the right temperature and humidity.

Proposed precautions to be taken:

1. Store cleaned / purified products from all orders in all colors in house for observation.  
This will allow us to stay ahead and act sooner, if there is a development of mold on the products.
2. The supplier must pay for any cleaning/cleansing/treatment, transport etc.  
We reserve the right to return the goods - even later if it turns out that the mold is returned.
3. If we accept to continue to do business with the supplier - they must confirm that they will initiate and pay "MOLD-AUDIT" with Micro-Pak® or Bureau Veritas, and afterwards initiate the actions suggested during this audit.



# CARELABEL

Salling Group; Textile follows the instructions in:

- EN ISO 37582 (Latest standard must always be applied.) Textiles - Care labeling code using symbols (Can be bought at Dansk Standard. Newest standard at QD).
- If the product is sold in other countries besides Denmark, current legislation of this country must be followed.

## COUNTRY OF ORIGIN

For all orders Salling Group; Textile Department demands origin in Carelabel info, on hangtag, sticker, directly on packing depending on the product type. This will be specified in the individual order enquiry.

- The Supplier must also advise country of origin (produced in.....) at the order confirmation or Pro forma invoice sent to our Goods flow department, at all orders. We suggest to add this information at the top of the document with the additional seller details.
- In this context we kindly remind you about the importance of the order confirmation – Salling Group requires a forwarded order confirmation on ALL orders.
- **The wording regarding country of origin must always be in the language of the country in which the product is sold.** Example, if the goods are produced in China the exact wording must be : Produceret i Kina (translation: Produced in China). Please follow below list for correct translation of country name. Exception: Branded goods are not affected by the requirement regarding country of production.

English	Danish	English	Danish
Albania	Albanien	Malaysia	Malaysia
Austria	Østrig	Netherlands	Holland
Bangladesh	Bangladesh	Norway	Norge
Belgium	Belgien	Pakistan	Pakistan
Bosnia	Bosnien	Portugal	Portugal
Bulgaria	Bulgarien	Singapore	Singapore
China	Kina	Slovenia	Slovenien
Denmark	Danmark	Spain	Spanien
France	Frankrig	Sweden	Sverige
Germany	Tyskland	Taiwan	Taiwan
Hong Kong	Hong Kong	Tunisia	Tunesien
Hungary	Ungarn	Turkey	Tyrkiet
India	Indien	Ukraine	Ukraine
Indonesia	Indonesien	United Kingdom	Storbritanien
Italy	Italien	Romania	Rumænien
Macedonia	Macadonien		

## FIBRE CONTENT / COMPOSITION

- The actual fiber content must be stated in care label. Highest percentage must be stated first, and so forth e.g. 90% cotton, 10% polyester. It is the supplier's responsibility that fiber content is correct.
- The wording regarding quality must always be in the language of the country in which the product is sold.
- Please note: it is the suppliers responsibility that instructions on care label are correct.
- Any use of animal material (leather, suede, skin etc.) must be clearly marked in care labels/stickers: "indeholder ikke-tekstildele af animalsk oprindelse" (= contains non-textile parts of animal origin).
- Felt and hats of felt is no longer exempt from compulsory labeling, but must be marked with fiber content. Socks and stockings: Elasthane in toe, heel, cuff and waist are exempt from mandatory fiber labeling.
- According to legislation fiber content must be declared as precise as possible and must not deviate more than 3% from the declared.



English	Danish		English	Danish
Acetate	Acetat		Nylon	Nylon
Acrylic	Akryl		Other fibers	Andre fibre
Angora	Angora		Paper	Papir
Cashmere	Kashmir		Polyamide	Polyamid
Cotton	Bomuld		Polyester	Polyester
Elasthane	Elastan		Polyurethane	Polyurethan
Hemp	Hamp		PU	PU
Leather	Læder		Rubber	Gummi
Linen	Hør		Silk	Silke
Metal	Metal		Suede	Ruskind
Metallic fibers	Metalliske fibre		Lyocell	Lyocell
Mohair	Mohair		Viscose*	Viskose*
Modale	Modal		Wool	Uld
Spandex	Spandex		Lycra	Lycra

\*Rayon is the USA name for Viscose, this term must not be used in Europe.

## SYMBOLS

Please follow latest standard DS/EN ISO 3758 Textiles for symbols etc. Sequence of symbols must be:

### WASHING/ BLEACHING/ DRYING/ IRONING/ PROFESSIONAL DRY CLEANING



- All 5 symbols must be added.  
If more than one drying or cleaning symbol is needed the sequence must be: **WASHING / BLEACHING / DRYING / NATURAL DRYING / IRONING / PRO DRY CLEANING / PRO WET CLEANING**
- If no additional info is stated than the 5 symbols, all cleaning covered by these symbols can be used. Min. 5 symbols – max. 7 symbols.
- Cleaning according to the symbols applies to the whole of the product unless otherwise added.
- If drying symbol is “do not tumble dry”, you can add text for natural Drying, instead of adding an extra symbol.

Below please find the most common symbols used in Denmark supported by written explanation in both Danish and English. Please note: All care label content must always be in the language of the country in which the product is sold.



WASHING / VASK

Wash at max 30°C.  
/ Alm. Vask max 30°C.



**Gentle wash at max 30°C.**  
Skåne vask max 30°C.



Very gently wash at max 30°C.  
Ekstra skåne vask max 30°C.



Wash at max 40°C.  
Alm. Vask max 40°C



Gentle wash at max 40°C.  
Skåne vask max 40°C.



Very gently wash max 40°C.  
Ekstra skåne vask max 40°C.



Wash at max 50°C.  
Alm. Vask max 50°C.



Gentle wash at max 50°C.  
Skåne vask max 50°C.



Wash at max 60°C.  
Alm. Vask max 60°C.



Gentle wash at max 60°C.  
Skåne vask max 60°C.



Wash at max 70°C.  
Alm. Vask max 70°C.



Wash at max 95°C.  
Alm. Vask max 95°C.



Hand wash.  
Håndvask.



Do not wash.  
Tåler ikke vask.

BLEACHING / BLEGNING

Bleaching allowed.  
Al blegning tilladt.



Non-chlorine bleach only.  
Kun oxygen/ikke-klor blegning tilladt.



Do not bleach.  
Tåler ikke blegning.

DRYING / TØRRING

Tumble dry, low heat, max 60°C.  
Tørretumbler, lav varme, max 60°C.



Tumble dry, medium heat, max 80°C.  
Tørretumbles ved høj varme, max 80°C.



Do not tumble dry.  
Må ikke tørretumbles.



Dry flat.  
Liggetørre.



Dry flat in shade.  
Liggetørre i skyggen.



Drip dry flat.  
Dryp liggetørre.



Drip dry flat in shade.  
Dryp liggetørre i skyggen.



Line dry.  
Hængetørre.



Line dry in shade.  
Hængetørre i skyggen.



Drip dry.  
Dryp hængetørre.



Drip dry in shade.  
Dryp hængetørre i skyggen.



Iron at low temp., max 110°C, no steam.  
(Steam can cause irreparable damage).  
Strygning ved lav varme, max 110°C, uden damp.  
(Damp kan forårsage uoprettelig skade).



Iron at medium temp., max 150°C.  
Strygning ved middel varme, max 150°C.



Iron at high temp., max 200°C.  
Strygning ved høj varme, max 200°C.



Do not iron.  
Må ikke stryges.

PROFESSIONAL DRY CLEANING / RENS

Dry clean, hydrocarbon solvent only (HCS).  
Professionel rens i kulbrinte.



Gentle cleaning with hydrocarbon solvents.  
Professionel skånerens i kulbrinte.



Dry clean, PCE only.  
Tetrachloroethylene.  
Professionel rens i tetrachloroethen og opløsningsmidler omfattet af F.



Gentle cleaning with PCE.  
Tetrachloroethylene  
Professionel skånerens i tetrachloroethen og opløsningsmidler omfattet af F.



Professional wet cleaning.  
Professionel våd rens.



Gentle wet cleaning.  
Professionel våd skånerens.



Very gentle wet cleaning.  
Professionel våd ekstra skånerens



Professional wet cleaning is not allowed.  
Tåler ikke vådrens.



Do not dry clean.  
Tåler ikke rensning.



## ADDITIONAL TEXT

Dansk Standard has made suggestions. Always keep the additional text to a minimum. All text must be in the language of the country in which the product is sold.

Salling Group: Textile suggestions for common text in Danish	Explanation in English
Vaskes før brug.	Should be washed before use.
Brug vaskemiddel uden blegemiddel.	Use detergent without bleach.
Brug vaskemiddel uden enzymer.	Use detergent without enzymes.
Vaskes med lignende farver.	Wash with similar colours.
Ved stærke farver kan forekomme afsmitning.	By deep and dark colours bleeding might occur.
Badetøj bør skylles op efter brug, må ikke vrides	Swimwear should be rinsed after use, do not twist.
Vaskes med vrangen ud.	Turn inside out for washing.
Vi anbefaler vask i vaskepose.	We recommend washing in a laundry bag.
Denne vare indeholder overskudsfarve.	This product contains excess dye.
Skal vaskes med lignende farver.	Wash with similar colours.
Der kan forekomme afsmitning på lyse materialer.	Bleeding on light colours might occur.
Skyllemiddel må ikke anvendes.	Do not use fabric softener.
Vi anbefaler vask med åbne trykknapper.	We recommend to wash with press buttons open.
Vaskes med lynlås, velcro og knapper lukket.	Close zipper, velcro and buttons before washing.
Vi anbefaler rensning.	We recommend professional cleaning.
Skal tørres i tørretumbler med tennisbolde	Tumble dry with tennis balls.
Krymp max....%	Shrinkage max ....%.
Brug uldvaskemiddel.	Use wool detergent.
Produceret i.....	Produced in.....
Fjern .....før vask.	Remove ....before washing.
Vaskes separat.	Wash separately.
Undlad at vride eller sno.	Do not wring or twist.
Aftørres med en fugtig klud.	Wipe with a damp cloth
Udtages af maskinen straks efter brug	Remove from machine immediately after wash.
Stryges på vrangen	Iron on reverse side.
Undlad at stryge dekorationen	Do not iron on decoration.
Brug ekstra klud under strygning	Use extra cloth while ironing.
Brug ekstra klud under strygning, for at undgå skinnende effekt samt gulning af overfladen.	Use extra cloth while ironing, to avoid shiny effect and yellowing of the surface.
Undgå dampstrygning	Do not use steam during ironing.
Dampstrygning anbefales	Ironing with steam is recommended.
Tåler kun dampstrygning.	Will only endure steam-ironing.
Undgå iblødsætning	Do not soak.
Undgå direkte varme ved tørring.	Do not use direct heat while drying.
Strækkes i facon i våd tilstand.	Reshape when wet.
Strækkes i facon og liggetørres.	Reshape and drip dry flat.

- Detergents: in general we do NOT recommend liquid/fluid detergent on Care label.
- Wool-products we add the text "Brug uld-vaskemiddel" (use wool-detergent).
- For Children's clothing which are flammable, the text **"Keep away from fire"** – in Danish **"Tøjet er brandfarligt og må ikke komme i nærheden af åben ild"** - must be added on a separate label together with care label!
- For clothing, for which consumers are usually NOT using dry-clean – like t-shirts, leggings etc. – we recommend "Wet cleaning" instead of "Dry Clean", due to the use of chemicals in "Dry clean". "Wet Clean" is a more sustainable option.
- Down and feathers content, please use "Skyllemiddel må ikke anvendes", "Brug vaskemiddel uden enzymer" and "Skal tørres i tumbler med tennisbolde"



## LAYOUT/PLACEMENT

In general we ask for soft satin printed labels for care info. Please follow **VRS label manual** for lay-out, and follow text, symbols, price, art.no., order no., barcode, origin according to order and VRS label manual.

- Care info must be placed directly on the product or on a label. If this is not applicable/possible, the information can be printed on the packaging. Please follow the information on the order.
- Labels must be made of suitable material capable to withstand several washings corresponding to the lifetime of the product.
- Labels must be fastened securely and be legible both in relation to text and symbols during the useful life of the product.
- Labels must be fastened so they can be seen or easily found by consumers at the point of sale.
- None of the symbols or the text on the label must be covered up.
- Printed symbols must be min. 5 mm tall and printed text min. 2 mm tall
- For all upper parts + skirts care label must be placed in left side seam 10 cm up from bottom hem.
- For all pants care label must be placed at left side seam. If no side seam then place in waistband left side – see picture



## CONSEQUENCES

We do not accept care labels with wrong information in our stores.

If our instructions for lay-out, symbols and text have not been followed, it is suppliers responsibility to change care labels before shipment.

If production have been shipped out, we can provide contact to Danish production place, to change care labels and forward all the costs to supplier.



## CE-MARKED CATEGORIES (UV-PROTECTION OR PRODUCTS WITH ELECTRIC FEATURES)

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For a number of product types it is required that the products have had a conformity assessment conducted to ensure they meet EU safety, health, and environmental protection requirements. It is the manufacturer's responsibility to carry out the conformity assessment, set up the technical file, issue the EU declaration of conformity, and affix the CE marking to a product. Only then can this product be traded on the European market.

For the following product please keep updated with relevant information in Salling Groups [Nonfood Vendor Manual](#):

- UV protective garments, hats and sunglasses
- Product with electronic features, e.g. light or sound features
- Watches



# ORGANIC MATERIALS

## POLICY

All organic materials sold in Salling Group stores must be certified, if the final product has a hangtag claiming this. This is legally required by Danish Law.

For Private Label products we require valid documentation filed and stored in Buying Group.

For A-brands we ask vendor to keep documentation and Quality Department makes random check to secure due diligence throughout the supply chain.

## ORDER GIVING POINT

Buyer must inform vendor at order giving point of Salling Group requirements according to Organic Cotton orders, and GOTS orders.

Vendor is responsible for providing valid documentation (see Required Certificates):

- We need documentation for each group of orders placed.
- These 3 documents must be send by mail to Buying Group in ONE mail where the header of mail must contain all Salling Group o.no.'s included.
- Documentation must be sent before final production and must be received min. 2 weeks before ETD.
- Salling Group will not accept final shipment until valid documentation is in-house.

Exception: GOTS documentation must be received within 2 weeks after shipment - TC with Salling Group as buyer.

Vendor is responsible for correct labelling of product (carelabel, hangtag, packing etc.)

Breach of any of the above entitles Salling Group to cancel/reject the order.

## REQUIRED CERTIFICATES

Vendor must submit the following 3 certificates/papers as documentation for Buying Group (Please see flowchart below):

### 1. Certificate of compliance (CoC)

Organic cotton claim

CoC on cotton fibre or yarn or fabric according to Organic Content Standard (OCS), Global Organic Textile Standard (GOTS) or similar, stating farmer of organic cotton on the certificate.

GOTS claim

CoC on trader/exporter according to GOTS, stating the name of the seller to Salling Group on the certificate.

We will check validity by Certification Body.

*Note: CoC's for GOTS claim **must** indicate garment as the traded product - earlier stages in production chain are not valid for your GOTS goods.*

### 2. Transaction Certificate (TC)

Organic cotton claim

TC must state farmer as seller, include CoC no., invoice no. and all other relevant info.

GOTS claim

It is accurate that TC for GOTS claim is not required until 2 weeks after shipment.

TC must state trader/vendor to Salling Group as seller and Salling Group as buyer, include CoC no., Salling Group order no., invoice no. and all other relevant info.

*Note: TC's from the earlier stages in production chain are not valid for your GOTS goods.*

### 3. Vendor Letter (VL)

Organic cotton claim

Vendor letter must be issued by vendor/supplier selling to Salling Group, and must state that organic fibres from this farmer with CoC no. has been used for these Salling Group order no.'s

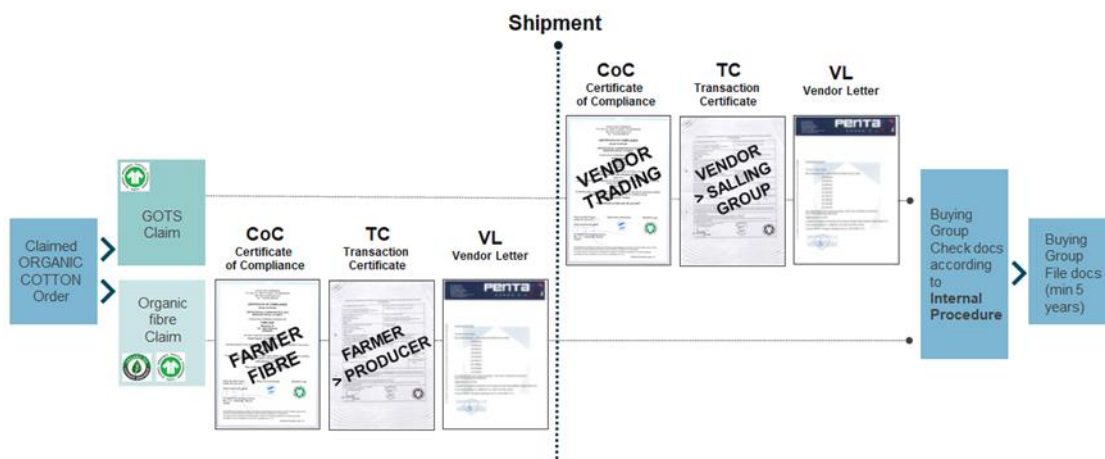


Letter must include invoice no. from TC (farmer to producer), all Salling Group order no.'s regarded and all other relevant info.

GOTS claim

VL from vendor/supplier selling to Salling Group, that last processor of garment CoC no. (same as on hangtag of final product), has sold GOTS garments to Salling Group o.no's. Letter must include CoC of seller/vendor, invoice no.(last processor to vendor), amount of traded yarn, and all other relevant info.

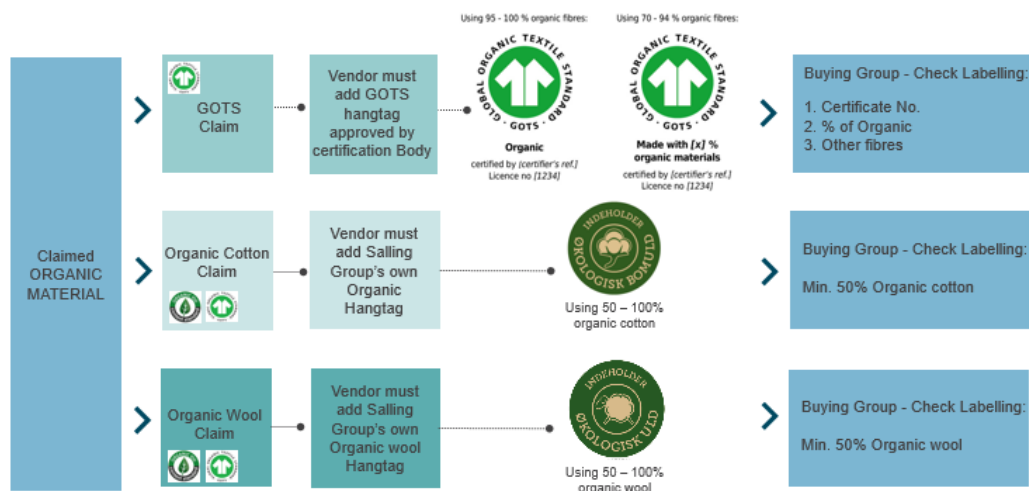
## ORGANIC COTTON – Due Diligence - Certificates



## LABELLING (ON PRODUCT)

Supplier must ask certifying Institute for correct logo artwork to ensure that all organic materials sold to Salling Group have correct logo on the product with vendor Certificate No. and name of the Certifying Institute.

## ORGANIC MATERIALS – Due Diligence – Labelling



Contains organic cotton Internal VRS “Indeholder Økologisk Bomuld” labelling can only be applied to the product/packaging if we have all the above valid documents in hand.

If a product is to be labelled Organic, the product must contain min. 50% organic cotton.

NOTE: Salling Group advises to use "indeholder økologisk bomuld" even when the products contain 95-100% organic cotton.





Contains organic wool Internal VRS "Indeholder Økologisk uld" labelling can only be applied to the product/packaging if we have all the above valid documents in hand.

If a product is to be labelled Organic, the product must contain min. 50% organic wool.

NOTE: Salling Group advises to use "indeholder økologisk uld" even when the products contain 95-100% organic wool.

## CORRECT AND COMPLETE GOTS LABELLING

The GOTS logo always must be accompanied by the applicable label grade "organic" or "made with (x %) organic materials".

Using 95 - 100 % organic fibres:



Using 70 - 94 % organic fibres:



A reference to the Approved Certifier who has certified the marked goods (e.g. certifier's name, short form and/or logo) and the licence number of the Certified Entity/Vendor (as provided by the Approved Certifier) is mandatory.

For Salling Group, the last certified entity (vendor) must be the last certified trader (seller of the finished garment to Salling Group).

Find latest updated information regarding GOTS labelling here: [https://global-standard.org/images/GOTS\\_Documents/Licensing\\_and\\_Labelling\\_Guide\\_08May2017.pdf](https://global-standard.org/images/GOTS_Documents/Licensing_and_Labelling_Guide_08May2017.pdf)

## REQUIREMENTS FOR GOTS FIBRE CONTENT

### Additional fibre materials

The following are the requirements for the accepted remaining 30% on the label "made with organic" and 5% on the label "organic" (extracted from the GOTS Standard 5.0, pages 16-17).

ALLOWED	NOT ALLOWED
All fiber must meet the GOTS <b>chemistry requirements</b> . The remaining fibers can be mixed with the organic fibers in the fabric or used for details.	<b>Mixing of organic and conventional fibers of the same type in the same product is <u>NOT</u> allowed.</b>
Natural fibres: <ul style="list-style-type: none"> <li>- all non-GMO <b>vegetable</b> fibres (eg flax)</li> <li>- alle <b>animal</b> fibres (eg wool)</li> </ul>	Natural fibres: <ul style="list-style-type: none"> <li>- conventional cotton</li> <li>- conventional angora hair (prohibited in Salling Group)</li> </ul>
<b>Regenerated</b> fibres (chemical process) max.30%: <ul style="list-style-type: none"> <li>- from certified <b>organic</b> raw materials non-GMO</li> </ul>	



<ul style="list-style-type: none"> <li>- from raw materials certified according to sustainable principles eg. FSC (fx lyocell)</li> </ul> <b>Conventional regenerated</b> fibres (chemical process): <ul style="list-style-type: none"> <li>- from raw materials non-GMO max.10% (eg viscose, modal)</li> <li>- stockings, leggings, sportswear max.25%</li> </ul>	
<b>Recycled synthetic</b> fibres: <ul style="list-style-type: none"> <li>- Eg. polyester, polyamide, polypropylene, elastan max.30%</li> </ul> <b>Virgin/conventional synthetic</b> fibres: <ul style="list-style-type: none"> <li>- polyamide, polypropylene, elastane max.10%</li> <li>- stockings, leggings, sportswear max.25%</li> </ul>	Virgin/conventional synthetic fibres: <ul style="list-style-type: none"> <li>- Polyester (= <b>all polyester used <u>MUST</u> be recycled</b>)</li> </ul>
<b>Mineral</b> fibres: Eg stainless steel fibres max.10%	Mineral fibres: asbestos, carbon fibre and silver fibres (filament)

## GOTS APPROVED DOCUMENTATION for ADDITIONAL FIBER MATERIALS:

Organic Content Standard **OCS** certification of the fiber supplier/manufacturer is sufficient documentation on organic raw materials for regenerated fibers.



**FSC & PEFC** are accepted as documentation for sustainable use of forests.



Certification of the fiber supplier / manufacturer and the fiber material through:

Recycled Claim Standard **RSC** (Textile Exchange),  
Global Recycled Standard **GRS** (Textile Exchange) eller  
Recycled Content Standard **RCS** (Scientific Certification Systems) are accepted as documentation.



## Accessories

ALLOWED	NOT ALLOWED
All fiber must meet the GOTS <b>chemistry requirements</b> .	
<b>This applies to:</b> applications, ribbons, buckles, buttons and press-studs, cords, edgings, elastic bands and yarns, embroidery yarns, velcro og hæfter, hatbands, laces, linings, inlays, labels, pockets, stitching, sewing thread, shoulder pads, trimming, zippers and so on...	Asbestos, Carbon fibre, silver fibre (filament), Chromium as part of metal, or in tanning (stainless steel is allowed), Nichel as component of metal (stainless steel is allowed), Materials fom threatened animals,



	<p>plants and timber, Chlorinated plastic (eg. PVC*)</p> <p><b>*Prohibited in Salling Group.</b></p>
<p>Filling and padding (eg. outerwear) of textile fibres is not considered an accessory and must therefore comply with all the above.</p>	<p>Virgin/conventional synthetic fibres:</p> <ul style="list-style-type: none"> <li>- Polyester (= <b>all polyester used <u>MUST</u> be recycled</b>)</li> </ul>
<p>Non-textile filling &amp; padding must be natural materials:</p> <ul style="list-style-type: none"> <li>- from <b>certified organic</b> production, if available for the product (eg. Grain spelt/plant-based materials, feathers/animal materials)</li> <li>- organic certified latex foam</li> <li>- latex foam certified according to sustainable principles eg. FSC</li> </ul>	



# BIONIC FINISH ECO

## POLICY

For all Private Label products with BIONIC-FINISH® ECO treatment, vendor must show a valide certificate signed from Rudolf Group (See *Required Documentation*) for each order placed.

This goes for products manufactured directly for Salling Group.

Please follow all instructions in Textile Supplier Manual here: <https://sallinggroup.com>

- Click “Contact” and “Supplier”
- Download **Textile supplier manual**

## ORDER GIVING POINT

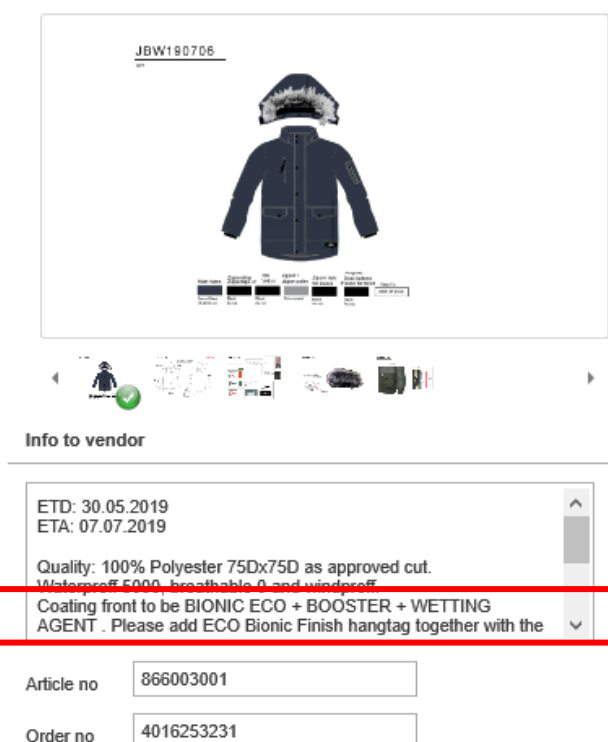
Buyer must inform vendor at order giving point of Salling Group requirements according to BIONIC-FINISH® ECO procedure.

Vendor is responsible for correct labelling of product (carelabel, hangtag, packing etc.)

Breach of any of the above entitles Salling Group to cancel the order.

At order giving point, buyer need to specify and state the following:

*“Coating front to be BIONIC-FINISH® ECO + BOOSTER + WETTING AGENT . Please add BIONIC-FINISH® ECO hangtag together with the VRS hangtag”*. See example below:



JBW190706

Material	Color	Size	Weight	Length	Sleeve length	Chest width	Waist width	Hem width	Collar width

**Info to vendor**

ETD: 30.05.2019  
ETA: 07.07.2019

Quality: 100% Polyester 75Dx75D as approved cut.  
Waterproof 5000, breathable 0 and windproof

Coating front to be BIONIC ECO + BOOSTER + WETTING AGENT . Please add ECO Bionic Finish hangtag together with the

Article no: 866003001

Order no: 4016253231

## REQUIRED DOCUMENTATION

Vendor is responsible for providing valid documentation for Buying Group:

- We need documentation for each order placed
- Header of mail must contain all Salling Group order no.'s included
- Documentation must be received before shipment samples
- Salling Group will not accept shipment until valid documentation is in-house

Valid certification can be obtained by filling in the proper info in the Verification tool by Rudolf Group (<https://www.rudolf.de/en/support/verification/>). When filled in properly, a valid document with Rudolf stamp and signature will be issued after approval.

The document contains the following information:



- Name of the supplier
- That correct and enough Rudolf chemicals were purchased by supplier
- That the purchased chemicals were used for a Salling Group's order
- Produced article amount/pieces
- That the level of performance requested by Salling Group is achieved
- Stamp and signature from Rudolf Group

## BIONIC FINISH ECO– Due Diligence - Documentation



### RUDOLF TREATMENT

To reach rating 3 after 5x wash, supplier of fabric (fabric mill) must add the below three chemicals in the same dosage.

1. BIONIC-FINISH® ECO: FC free chemical which provide water repellency function;
2. RUCO-GARD XCR: booster which provide wash durability function to water repellency;
3. RUCOWET FN: wetting agent which can help the fabric to absorb FC free chemical easier.

If fabric need to add PU coating after water repellency treatment, the PU coating treatment will have bad influence on water repellency, the dosage of FC free chemical on PU fabric will be higher than on general fabric which only need water repellency (no PU treating) .

RUDOLF has two versions FC free chemicals of BIONIC-FINISH® ECO (same price in China):

- RUCO-DRY ECO
- RUCO-DRY ECO PLUS (the upgrade version of ECO)

### LABELLING (ON PRODUCT)

The BIONIC FINISH® ECO label can only be applied to the product/package if we have all the above valid document in hand.

This labelling can only be applied to the product/package by the supplier and must have been approved by Rudolf Group in advance of its application.

Salling Group:

- Is entitled to order from BIONIC-FINISH® ECO authorized suppliers goods made with BIONIC-FINISH® ECO treatment and labelled accordingly.

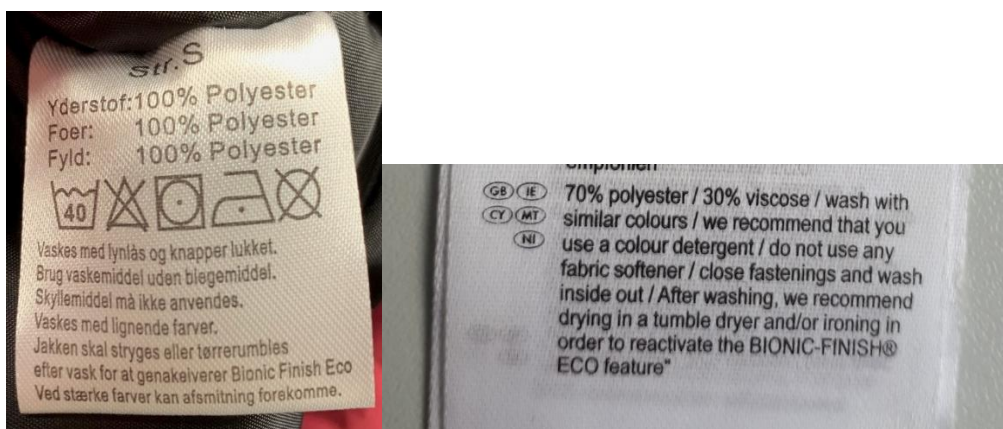


**EXAMPLE of LABEL:****CARELABEL**

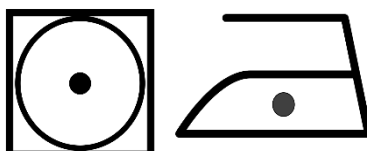
Rudolf Group has advised specific guidelines for carelabel, to ensure the longest product lifecycle and best performance.

Following statements must be included in the carelabel (See example below):

- Skyllemiddel må ikke anvendes (English: Do not use fabric softener)
- Jakken skal stryges eller tørretumbles efter vask for at genaktiverer BIONIC-FINISH® ECO (English: After washing, tumble drying and/or ironing is required in order to reactivate the BIONIC-FINISH® ECO feature)



**NOTE:** In order to ensure correct reactivation, use the following symbols on carelabel.  
Tumble drying at min. 55°C (1 dot) and/or irones at lowest temperature (1 dot - 110°C).





# RECYCLED POLYESTER

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## POLICY

All recycled fibers sold in Salling Group stores must be certified, if the final product has a hangtag claiming this. This is legally required by Danish Law.

For Private Label products we require valid documentation filed and stored in Buying Group.

For A-brands we ask vendor to keep documentation and Quality Department makes random check to secure due diligence throughout the supply chain.

## ORDER GIVING POINT

Buyer must inform vendor at order giving point of Salling Group requirements according to Recycled materials claim and Global Recycled Standard (GRS) orders.

Vendor is responsible for providing valid documentation (see Required Certificates):

- We need documentation for each group of orders placed.
- These 3 documents must be send by mail to Buying Group in ONE mail where the header of mail must contain all Salling Group o.no.'s included.
- Documentation must be sent before final production and must be received min. 2 weeks before ETD.
- Salling Group will not accept shipment until valid documentation is in-house.

Vendor is responsible for correct labelling of product (carelabel, hangtag, packing etc.) Breach of any of the above entitles Salling Group to cancel/reject the order.

## REQUIRED CERTIFICATES

Vendor must submit the following three certificates/papers as documentation for Buying Group:

### 4. Certificate of compliance (CoC)

#### Recycled material claim

CoC on recycled fibre/yarn or fabric according to GRS, RCS, RSC or similar, stating the recycled fiber producer on the certificate.

#### GRS claim

According to GRS for the final product from our vendor/supplier (the vendor Salling Group is buying from - not from their sub-supplier factory).

The product must be GRS certified up through the seller in the last business-to-business transaction.

CoC on trader/exporter, stating the name of the seller to Salling Group on the certificate.

We will check validity by Certification Body.

### 5. Transaction Certificate (TC)

#### Recycled material claim

TC for recycled material claim must include the yarn/fabric producer as seller, include CoC no., invoice no. and all other relevant info.

#### GRS claim

For textile processed and labelled according to the Global Recycled Standard (GRS), TC must state fabric producer as seller and trader/vendor to Salling Group as buyer. Must include invoice No. and all other relevant info – including Salling Group order No. if possible.

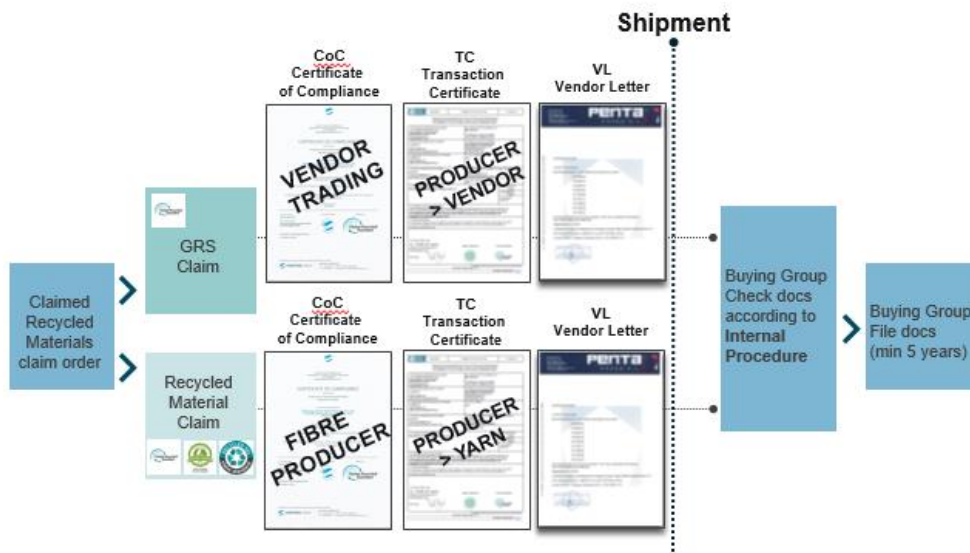


## 6. Vendor Letter (VL)

Must be issued by vendor/supplier selling to Salling Group and state Salling Group's order no. following the TC (if Salling Group o/no. are not included in TC). This list must be linked to the other documents:

- TC by invoice No. & amount of traded yarn/fabric.
- CoC by reference No.

## RECYCLED MATERIAL – Due Diligence - Certificates



## LABELLING (ON PRODUCT)

The 'Recycled Material' claim can only be applied to the product/packaging if we have all the above valid documents in hand.

Supplier must ask certifying Institute for correct logo art work to ensure that all recycled materials sold to Salling Group have correct logo on the product with Certification No. of the certified supplier and name of the Certifying Institute.

## RECYCLED MATERIAL – Due Diligence – Labelling







Recycled Material Internal logo can only be used in promotion if we have all the above valid documents in hand.

Salling Group's lower limit requirement is min. 50% recycled material to be allowed to label with this logo.



GRS logo: logo and text must be approved by Certification Body.

Only products with at least 50% GRS certified material qualify for product-specific GRS labeling. This labelling can only be applied to the product/packaging by a Certified Entity and must have been approved by an Approved Certifier in advance of its application.



When the GRS Logo is used **ON PRODUCT** its required that:

- The % of recycled content (If lower than 95%)
- The Certification Nr. of the certified supplier stated below logo.
- “Certified by” (not necessary if percentage is indicated and the certification body’s code/reference is indicated in front of the certification no.)



Note: It is requested that the color logo be used if possible. In all cases the logo shall be clear and recognizable. Guidelines have been provided for color and greyscale. No other colors are permitted (See image below).

GRS Color Logo



Find latests updated informantion regarding GRS labelling here: [https://textileexchange.org/wp-content/uploads/2017/12/RCS\\_GRS-Logo-Use-and-Claims-Guide.pdf](https://textileexchange.org/wp-content/uploads/2017/12/RCS_GRS-Logo-Use-and-Claims-Guide.pdf)



# OEKO-TEX

## POLICY

Salling Group has own advertising certificate no.776-12201 DTI covering all products sold in all formats in Salling Group.

All OEKO-TEX® products both Private Label products and Branded products (Sloggi, Hummel, Sødahl etc.) sold through Salling Group must therefore be certified (we need a valid certificate in Quality Department), if the final product has a hangtag or labelling claiming this.

This is required by the international OEKO-TEX® institute.

## REQUIRED DOCUMENTATION

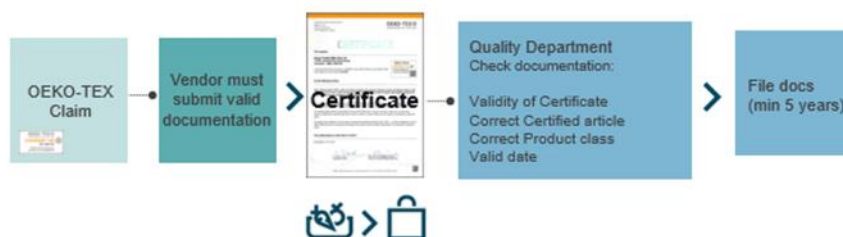
We need the following certificate:

1. Supplier/vendors valid OEKO-TEX® certificate. We will check validity by Certification Body. Please see attached example in *Appendix*.

Supplier must provide the above certificate first time we place an order with OEKO-TEX®, and then he must mail the yearly updated certificate as soon as he have this in hand. The certificate must be send by mail to [kvalitetsafd\\_nf@sallinggroup.com](mailto:kvalitetsafd_nf@sallinggroup.com).

All documents must be received min two weeks before ETD.

## OEKO-TEX – Due Diligence - Documentation



## LABELLING (ON PRODUCT)

The OEKO-TEX® claim can only be applied to the product/packaging if we have the above valid document in hand.

Supplier must ask certifying Institute for correct logo art work to ensure that all OEKO-TEX® products sold to Salling Group have correct logo on the product with supplier certificate no. and name of the certifying Institute.

- After authorization has been granted, the supplier is entitled to mark the product with the STANDARD 100 by OEKO-TEX® logo.
- The final product has to be certified in order for it to be labelled as OEKO-TEX® certified (earlier stages in production eg. yarn are not valid for OEKO-TEX® labelling).

OEKO-TEX® Product-Specific Claims shall include the following:

1. OEKO-TEX® Logo: When the OEKO-TEX® Claim is intended for the consumer, it is required that the logo appear.
2. Reference to the Certification number.
3. Reference to the Certifying Institute.





## Allowed



## Not Allowed



The OEKO-TEX® logo may be sewn-in-label or affixed to the hangtag or packaging.

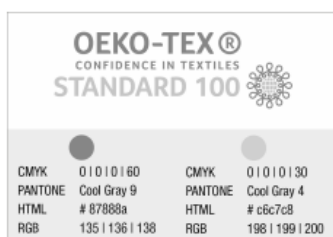
Note: If an embroidered mark is used, the label with the woven or printed OEKOTEX® mark itself must also meet the STANDARD 100 by OEKO-TEX® requirements, ie. the same requirements as the rest of the item (certification no. + certifying institute – See example above).

- It is not allowed to change the OEKO-TEX® logo, nor the text of the logo.
- In the design of the logo, the following colors MUST be used:



If, for any particular reasons, the label can only be in two colors or variations have to be applied, it is necessary to request an extra authorization from the certifying institute.

If this happens exceptionally, the below grayscale should be used as a replacement of the colors listed above, and can only be done with the permission of the certifying institute.



Please find latest updated guidance of Marketing & Labeling of OEKO-TEX® certified products here:

<http://www.okotex.dk/media/1038/faktaark-markedsfoering-og-maerkning-af-oeko-tex-certificerede-varer-dec-2016.pdf>



# ASSORTMENTS

Please be aware that our orders can be packed in different assortments. The supplier can find this information in colour/size breakdown.

See examples below:

## MIX ASSORTMENTS

In a mix assortment each colour must be packed separately and each size must have its own article no. and EAN barcode.

In a mix assortment the number is often 900,901,902 etc. (see example for article 512416**900**)

EAN for hangtags you find in the column "Article EAN."

For mix assortments the column "Carton EAN" (marked with a red cross) should not be used.

The master carton must be marked with the mix assortment number (In this case 512416900) and EAN 5712871389362.

Color Combination	Article no	Article EAN	Carton EAN	98	104	110	116	122	128	134	140										Pcs	Crt	Total
ascut Blue Denim	512416001	5712871389119	5712871389126	1																	1	0	0
ascut Blue Denim	512416002	5712871389133	5712871389140		1																1	0	0
ascut Blue Denim	512416003	5712871389157	5712871389164			2															2	0	0
ascut Blue Denim	512416004	5712871389171	5712871389188				2														2	0	0
ascut Blue Denim	512416005	5712871389195	5712871389201					3													3	0	0
ascut Blue Denim	512416006	5712871389218	5712871389225						3												3	0	0
ascut Blue Denim	512416007	5712871389232	5712871389249							1											1	0	0
ascut Blue Denim	512416008	5712871389256	5712871389263								1										1	0	0
	512416900		5712871389362																		14	120	1680

In the example above the mix assortment has the number 900 and contains number 001,002,003,004,005,006,007 and 008 which are packed in a box with the indicated pieces in each size.

Please follow Salling Group's packing instructions – available here:

<https://en.sallinggroup.com>, press "Contact us" and "Supplier". Scroll down and you find all the above documents.

## LOGISTICAL DISPLAY

In a logistical display each colour must be packed separately and each size must have its own article no. and EAN barcode.

In a logistical display the number is often 500,501,502 etc. (see example for article 512554**500**)

EAN for hangtags you find in the column "Article EAN."

For logistical display the column "Carton EAN" (marked with a red cross) should not be used.

The master carton must be marked with the logistical display number (In this case 512554**500**) and EAN 5712871389379.

Color Combination	Article no	Article EAN	Carton EAN	98/104	110/116	122/128	134/140														Pcs	Crt	Total
19-4024 TCX Dress Blues	512554001	5712871387382	5712871387399	2																	2	0	0
19-4024 TCX Dress Blues	512554001	5712871387382			3																3	0	0
19-4024 TCX Dress Blues	512554001	5712871387382				3															3	0	0
19-4024 TCX Dress Blues	512554001	5712871387382					1														1	0	0
	512554500		5712871389379																		9	40	360

In the example above the logistical display has the number 500 and contains number 001 which is packed in a box with the indicated pieces in each size.

Please follow Salling Group's packing instructions – available here:

<https://en.sallinggroup.com>, press "Contact us" and "Supplier". Scroll down and you find all the above documents.



**DECANT PACKED ORDER**

In a decant packed order each colour and size must be packed separately and each size must have its own article no. and EAN barcode.

EAN for hangtags you find in the column “Article EAN”

EAN for carton you find in the column “Carton EAN” Note that each size has a separate carton EAN which must be put on the master carton.

Color Combination	Article no	Article EAN	Carton EAN	S	M	L	XL	2XL											Pcs	Crt	Total
Ascut Black	461179001	5712871204702	5712871204719	2															2	200	400
Ascut Black	461179002	5712871204726	5712871204733		2														2	450	900
Ascut Black	461179003	5712871204740	5712871204757			2													2	565	1130
Ascut Black	461179004	5712871204764	5712871204771				2												2	595	1190

The articles must be packed separately.

Please follow Salling Group's packing instructions – available here:

<https://en.sallinggroup.com>, press “Contact us” and “Supplier”. Scroll down and you find all the above documents.

**FAKE MIX**

In a fake mix you shall pack all sizes in the same colour in one box.

All articles must have the same article number and the same Ean code.

EAN for hangtags you find in the column “Article EAN”

EAN for carton you find in the column “Carton EAN”

Color Combination	Article no	Article EAN	Carton EAN	28	29	30	31	32	33	34	35										Pcs	Crt	Total
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817	1																	1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817		1																1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817			1															1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817				1														1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817					1													1	0	0
19-3923 TCX Navy w/orange details	481032001	5712871269800	5712871269817						1												1	0	0

Please follow Salling Group's packing instructions – available here:

<https://en.sallinggroup.com>, press “Contact us” and “Supplier”. Scroll down and you find all the above documents.



# MASTERDATA - DATA FROM SUPPLIER

Regarding the process of item no. registration and order registration please follow these guidelines:

At every order the Supplier must fill in a Masterdata Sheet. Kindly find the sheet via this link

[https://www.dropbox.com/s/t6yelt9o2wv3ogm/DFS\\_ENG\\_TEX.xlsm?dl=1](https://www.dropbox.com/s/t6yelt9o2wv3ogm/DFS_ENG_TEX.xlsm?dl=1)

**It is very important that the Masterdata Sheet containing crucial information about dimensions is forwarded to Salling Group at the same time as the order confirmation.**

- Please forward the order confirmation to Goodsflow as usual via the e-mail address [vareflow@sallinggroup.com](mailto:vareflow@sallinggroup.com)
- Please forward the dimensions to Masterdata via the e-mail address [masterdatatextil@sallinggroup.com](mailto:masterdatatextil@sallinggroup.com)

Always remember to state the specific order number and department/group number in the subject box, when sending above mails.

You will still have to send all information regarding the products to the relevant Buying Department.

## Guidance to the Masterdata sheet

- If you have inner carton to be packed in a master carton/outer carton you have to fill in the dimensions for the inner carton in the field called *shipping unit* and the dimensions for the master carton/outer carton in the field called *receiving unit*.  
E.g. 3 T-shirts in a polybag in an innercarton and 4 of those in a master carton/outer carton = totally 12 pcs. (Decant)  
If not just fill out *shipping unit* with dimensions for the master carton/outer carton.
- Under receiving unit you should write the number of inner cartons and under shipping unit you write pcs. per colli/pcs. in inner colli.
- You can always use the *Guide* in the Masterdata sheet if you need further explanation, or press the *question marks* for a simple explanation.

## Decant orders

Please fill out all red marks if the order is decant (this means more than 1 polybag/innercolli inside a carton).

If unpacking is not necessary/the order is not decant only fill out information regarding dimensions and weight for outercarton.

The image shows a screenshot of the Masterdata Sheet form. It includes fields for Vendor name, Vendor number, Purchasing group, and Order number. Below these are fields for To: (DS Textil, Aarslev, Rosbjergvej 35, 8220 Brabrand, Denmark) and a link to masterdatatextil@dg.dk. The main section is divided into two parts: Receiving Unit (Outer Carton) and Shipping Unit (Inner carton/polybag). Each part has fields for Number of inner cartons/polybags, Depth - largest dimension, Width - 2. smallest dimension, Height - smallest dimension, and Gross Weight per 1 outer carton/polybag. There are also fields for Dimensions of innercolli/polybag. Red arrows point to the 'Number of inner cartons/polybags' and 'Dimensions of innercolli/polybag' fields, with a red box highlighting the 'Number of innercolli inside carton' field. A red text box says: 'Attention: If the order is decant, you must fill out receiving and shipping unit. If not, only fill out the shipping unit.'



# TYPICAL MISTAKES - PACKING

Kindly go through the following points thoroughly.

## BREACHES UNIT

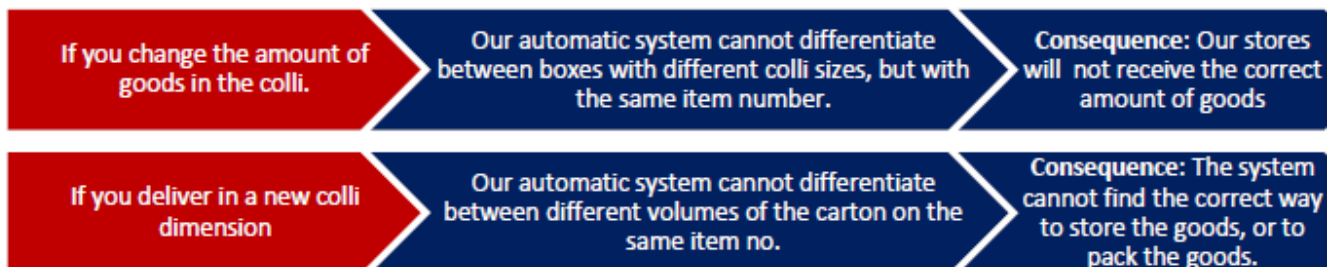
- It is very important that you do not deliver breached units. A breached unit is a unit that does not contain the same amount of goods as the other delivered units on the same item no. For further information kindly see page 8 in the packing instructions.

## CORRECT DIMENSION INFORMATION

- It is very important to always be accurate regarding dimensions. Carefully make sure to fill in the Masterdata sheet correct.  
Kindly find the Masterdata sheet via the link on page 36 in this manual.

## PRODUCTS IN POLYBAGS

**What happens if you change the master data:**



- It is very important that products packed in polybags are not to exceed the limit of 3 litres. For further information kindly see page 11 in the packing instructions.

## THE SHIPPING CARTON IS SLIGHTLY TOO BIG TO BE MEDIUM

Example: We received some jackets in a carton with the dimensions 630\*470\*200 mm (L\*W\*H). The width of the carton is in this example defined by the width of the hanger. This carton is 3 cm too long and 5 cm too wide and is therefore classified as a large carton. (Large cartons are approximately 2 times more expensive to handle in our warehouse than medium cartons)

Solution: If the jackets had been folded on the middle, the carton would have been the following size 470\*400\*400 mm, and it would now be classified as medium. (The longest side is now equal to the side which was earlier the width because the jackets are now folded)

## OUTER PACKAGING / RECEIVING UNIT

- Please note our requirements regarding outer packaging/receiving unit:
  - Should only be used for small export units to reduce handling time and shipping cost
  - Should only be used when the number of export units / shipping units exceeds 5
  - Only one item number per outer carton
  - Only one level of outer packaging is acceptable
  - Kindly see the packing instructions for further information.

Example: We receive 10 t-shirts in a plastic bag with the dimensions 400\*300\*200 mm (L\*W\*H). This product has a volume of 24 litres, and will therefore reduce the amount of articles in our shop totes, and increase the handling time in the warehouse and our stores.

Consequence: We have to handle the product as small even though the measurement indicates that it is medium.



Solution: This type of products should be delivered in a medium carton instead of a plastic bag.

For detailed information concerning subjects such as:

- Definitions of cartons
- Handling types and dimensions
- Dimensions of the box – recommendations
- Carton & pallets
- Carton marking

Kindly look into the Packing Instructions via this link

<https://en.sallinggroup.com>, press “Contact us” and “Supplier”. Scroll down and you find all the above documents.



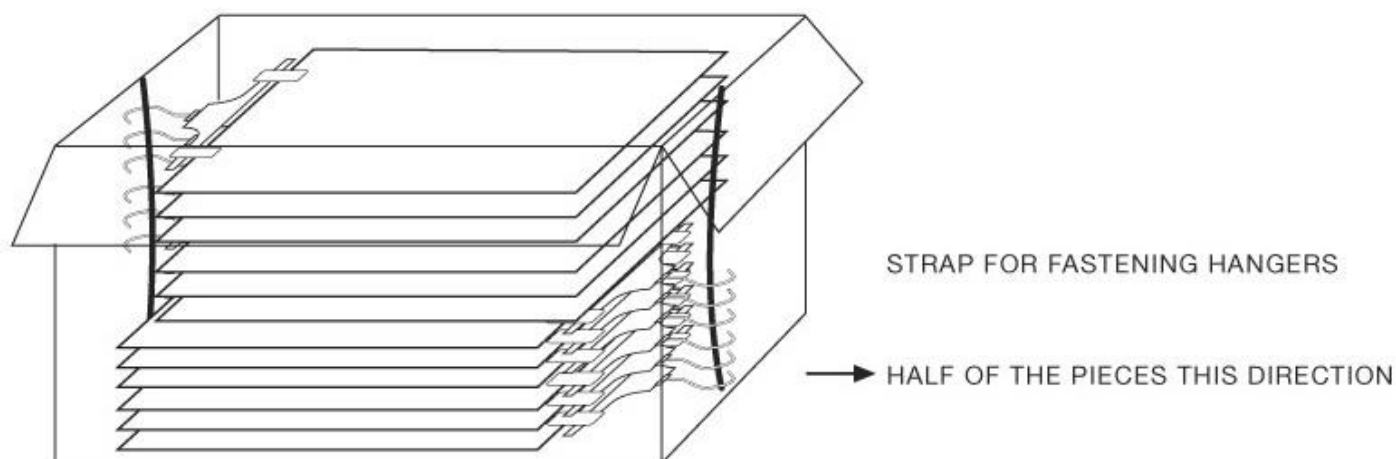
# PACKING AND FOLDING INSTRUCTIONS

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In the following section all folding and packing instructions are included.

If any further questions regarding this subject, please contact the relevant Purchase Department within Salling Group Textile.

**For all orders on hanger please make sure to place them in the carton like the illustration:**



Hanger hook must point same as in sketch above.

Please always regard the information in the “Packing Instructions” via this link:

<https://en.sallinggroup.com>

Please mail all carton labels to our logistic department for approval. Mail to [logistics.dsn@sallinggroup.com](mailto:logistics.dsn@sallinggroup.com)

**IMPORTANT:**

- If alarms are required, this will be indicated at order sheet for the individual order
- By mounting of alarm tags, kindly make sure that the alarm tag is attached to a seam, so that the garment fabric is not damaged.
- Hangers are to be fastened by a strong strap at each end of carton
- Each assortment must be packed in one master polybag. No use of single polybags or tissue paper.
- Polybag quality: PolyEthylene (PE) or PolyPropylene (PP).



**MENS WEAR****Mens pants w. hanger****Folding**

Each assortment must be packed in one master polybag,

No use of single polybag or tissue paper.

All garment should be packed in the same direction.

Folding measurements:

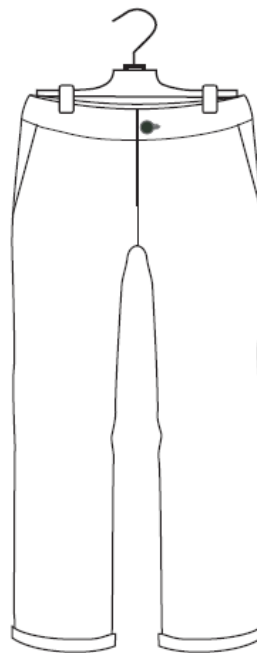
Width: 24 cm

Length: 37 cm

Please attach size tape 3 cm. from folding edge

Security tags are required for all orders

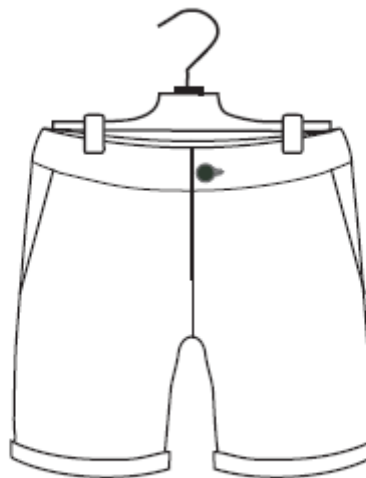
with retail price over 199 DDK unless else is agreed.

**Mens shorts w. hanger**

Each assortment must be packed in one master polybag,

No use of single polybag or tissue paper.

All garment should be packed in the same direction.





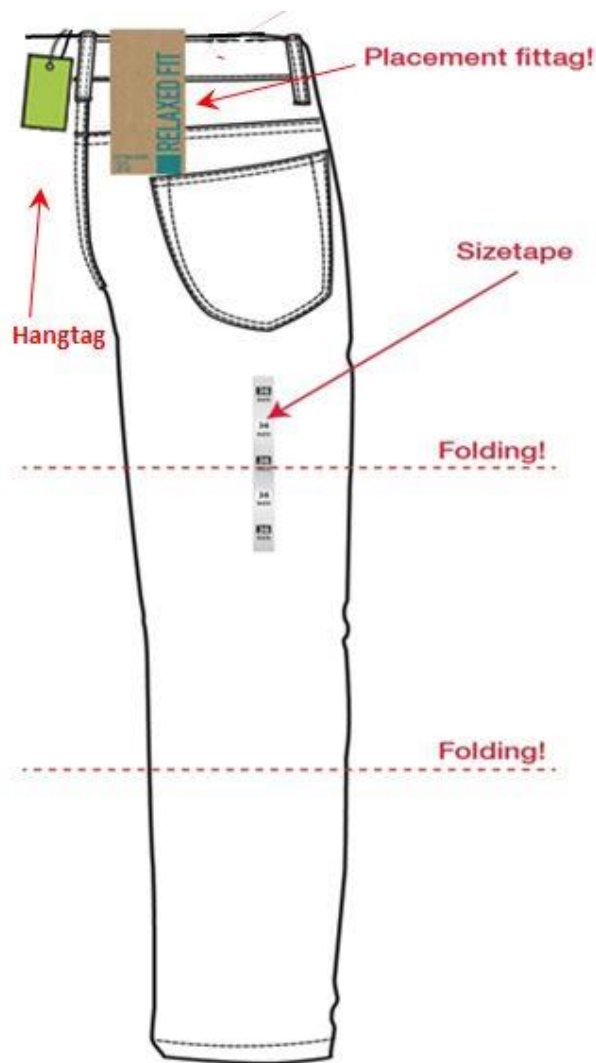
**Mens pants no hanger**

Back out no size tape and with size tape

The foldings shown here are also the one to be applied for Pants no hanger, Back out with/no size tape plus fitting flasher

IMPORTANT! Kindly make sure that the pants are folded NO MORE than the two times as shown in the picture

Please make sure that the hangtag is fastened to the Master Label at the back inside the pants.





**Mens top with hanger**

It is important that the hanger is shoved down in the shirt as in the picture.

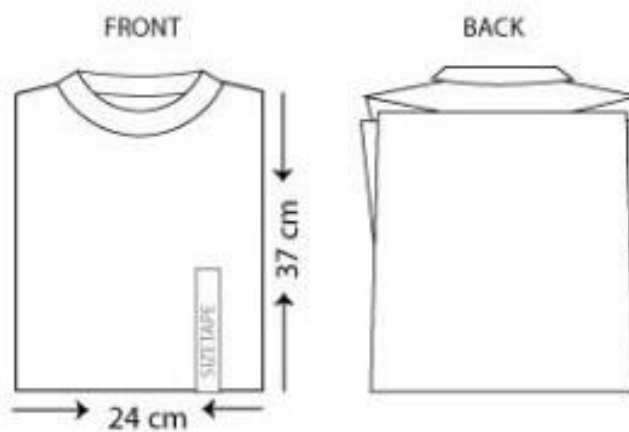
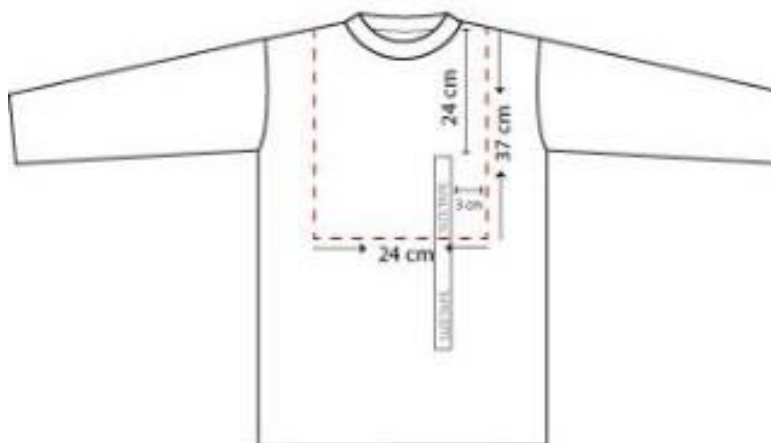
**Mens top with sleeve folded, no hanger**

Folding measurement

Width: 24 cm

Length: 37 cm

Please attach sizetape 24 cm. from top shoulder, 3 cm from folding edge



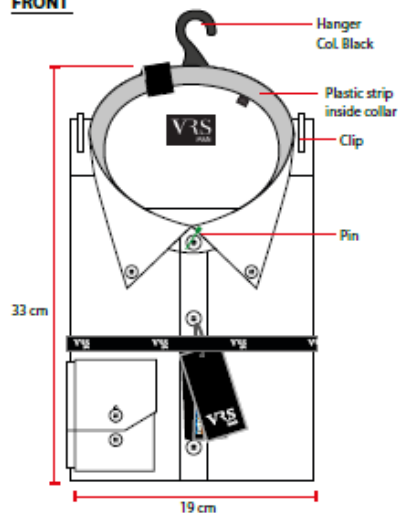
ALL GARMENTS SHOULD BE FOLDED IN THE SAME DIRECTION



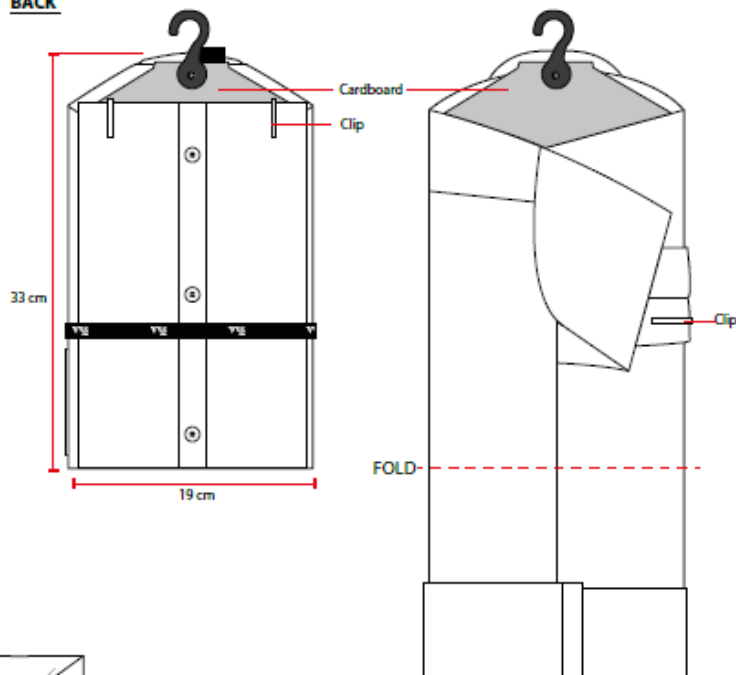
## Mens shirt in polybag

## SHIRT PACKING GUIDE - PLAIN

## FRONT

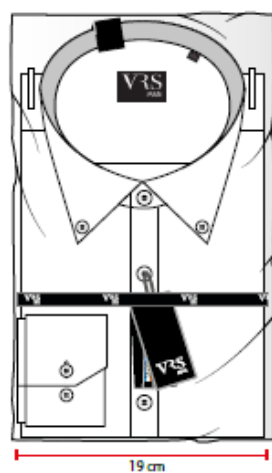


## BACK

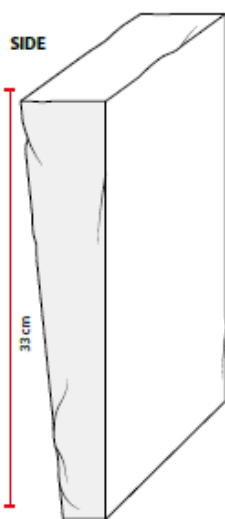


## SHIRT INSIDE POLYBAG

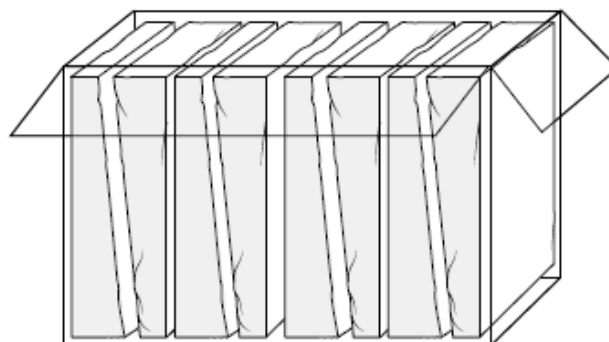
## FRONT



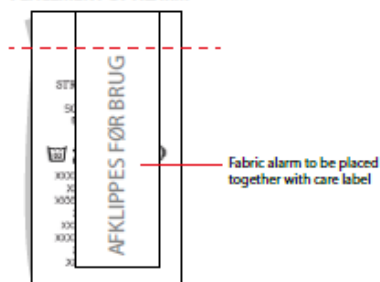
## SIDE



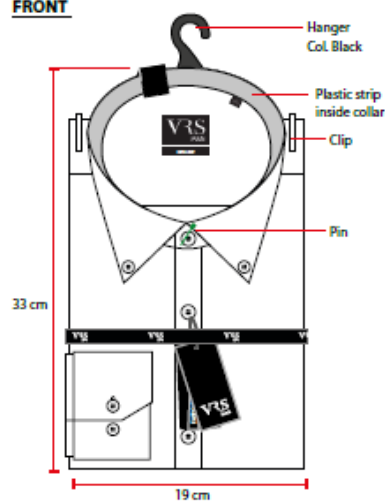
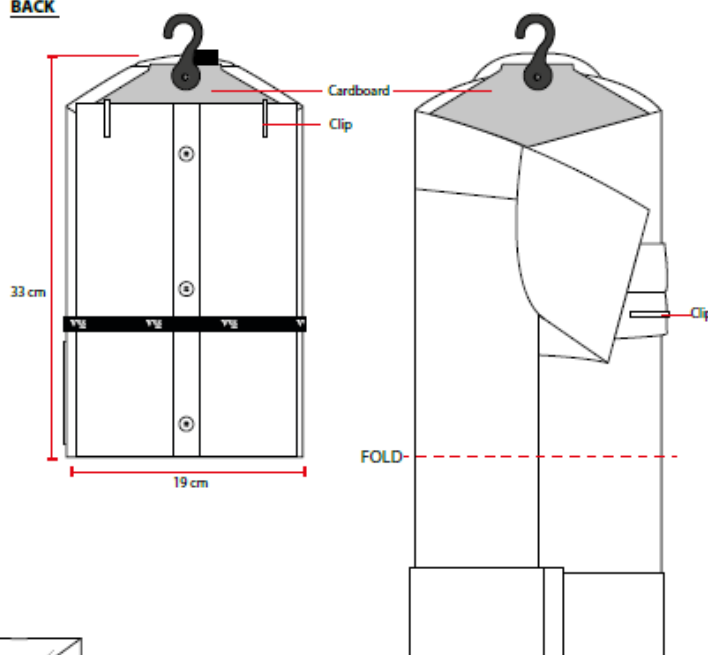
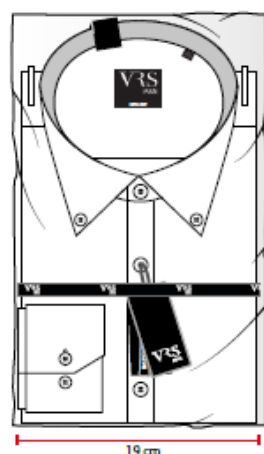
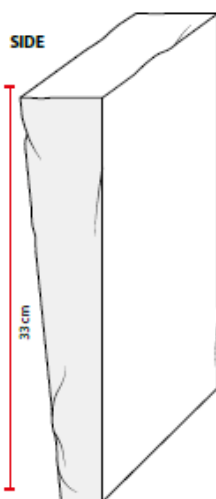
Garments must be packed in opposite direction



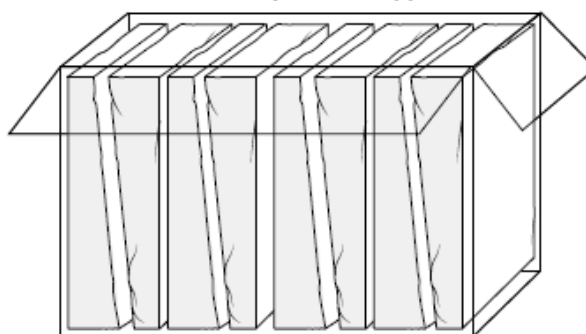
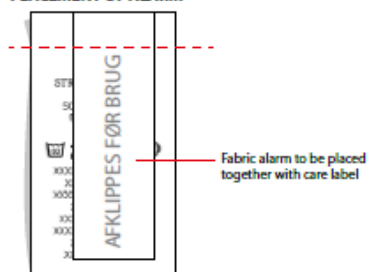
## PLACEMENT OF ALARM





**Mens shirt Deluxe in polybag****SHIRT PACKING GUIDE - DELUXE****FRONT****BACK****SHIRT INSIDE POLYBAG****FRONT****SIDE**

Garments must be packed in opposite direction

**PLACEMENT OF ALARM**

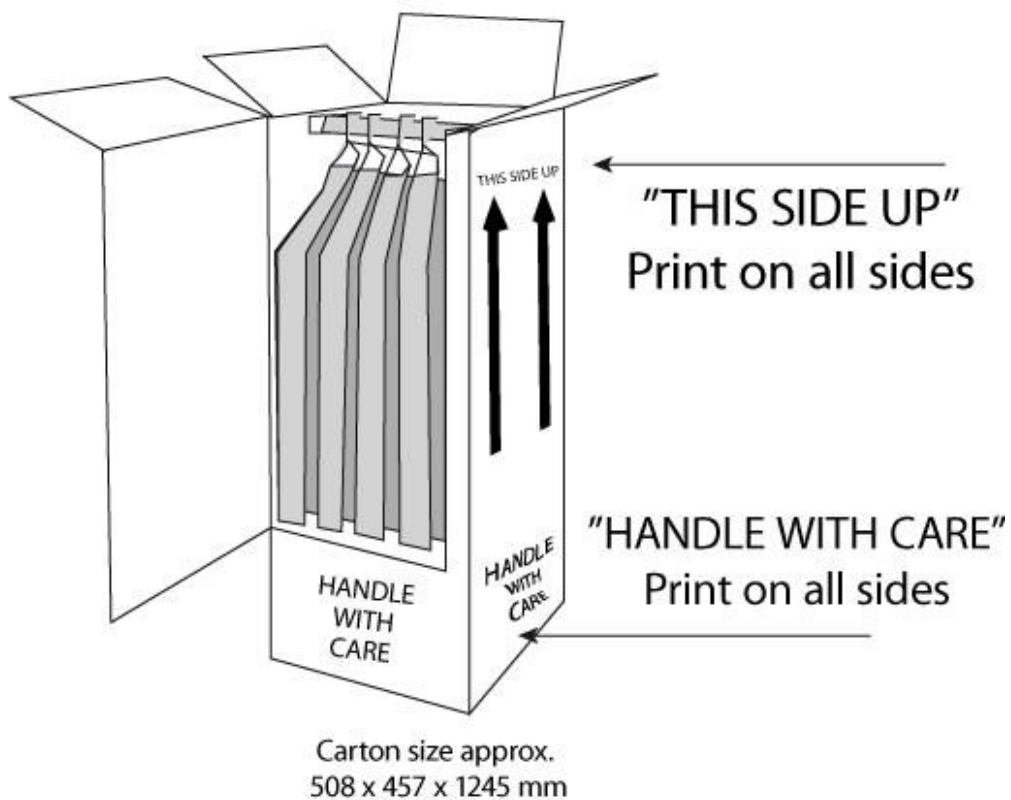
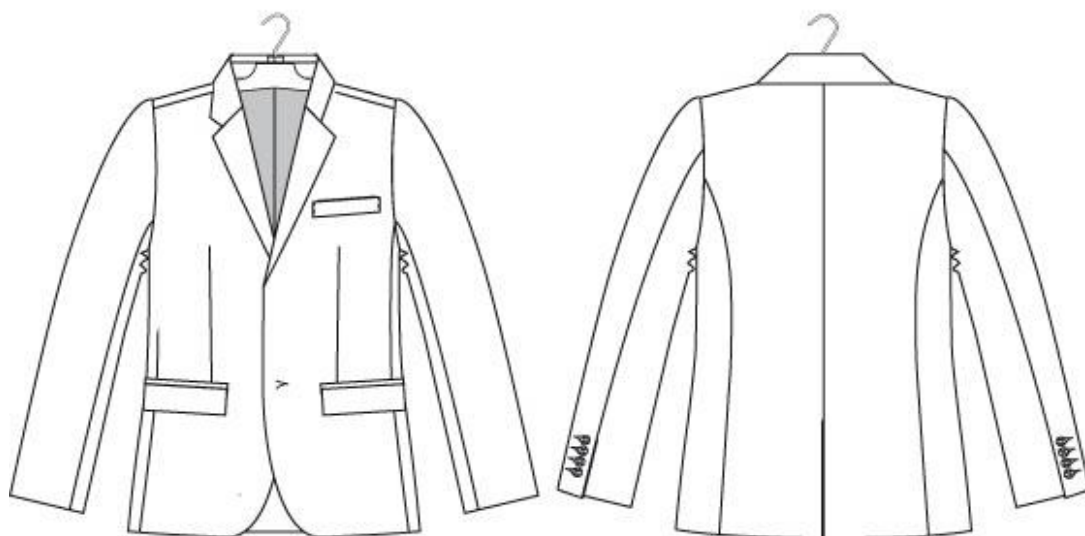
Each assortment must be packed in 1 master polybag. No use of single polybags or tissue paper.

Half of the assortment must be packed in opposite direction.



**Mens hanging delivery, Suit blazer with hanger**

## PACKING INSTRUCTIONS FOR TOP ON HANGER

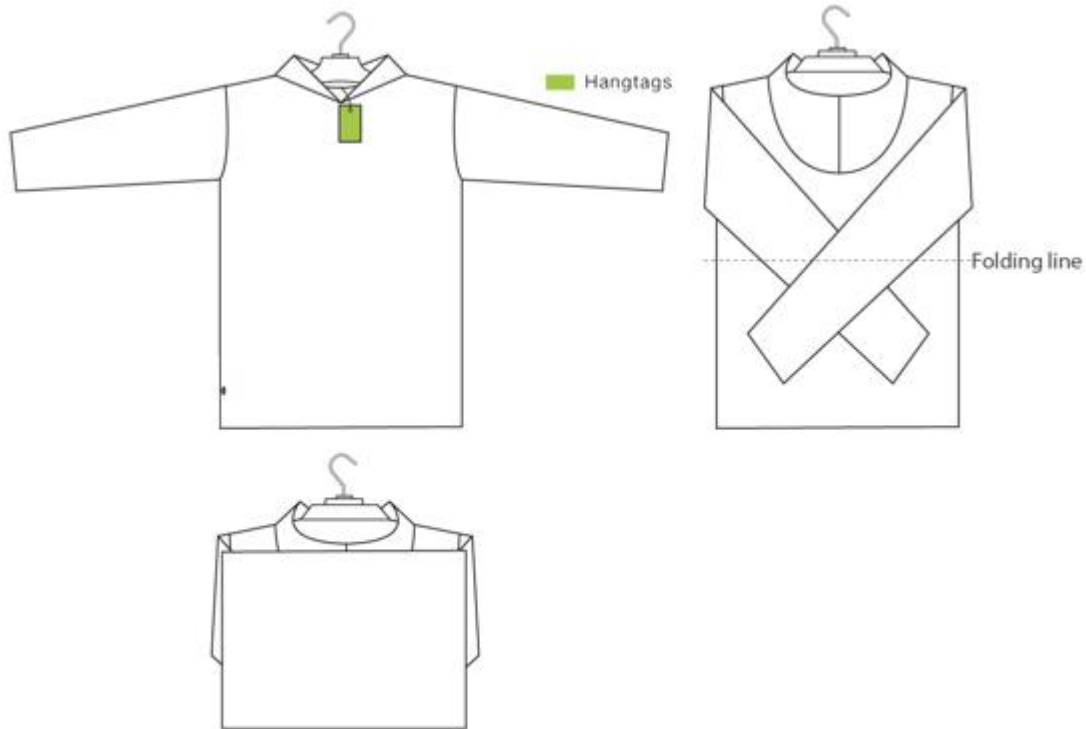


Each garment must be packed in polybags and fastened at hanging rail. Please make sure garments cannot fall off during transport.

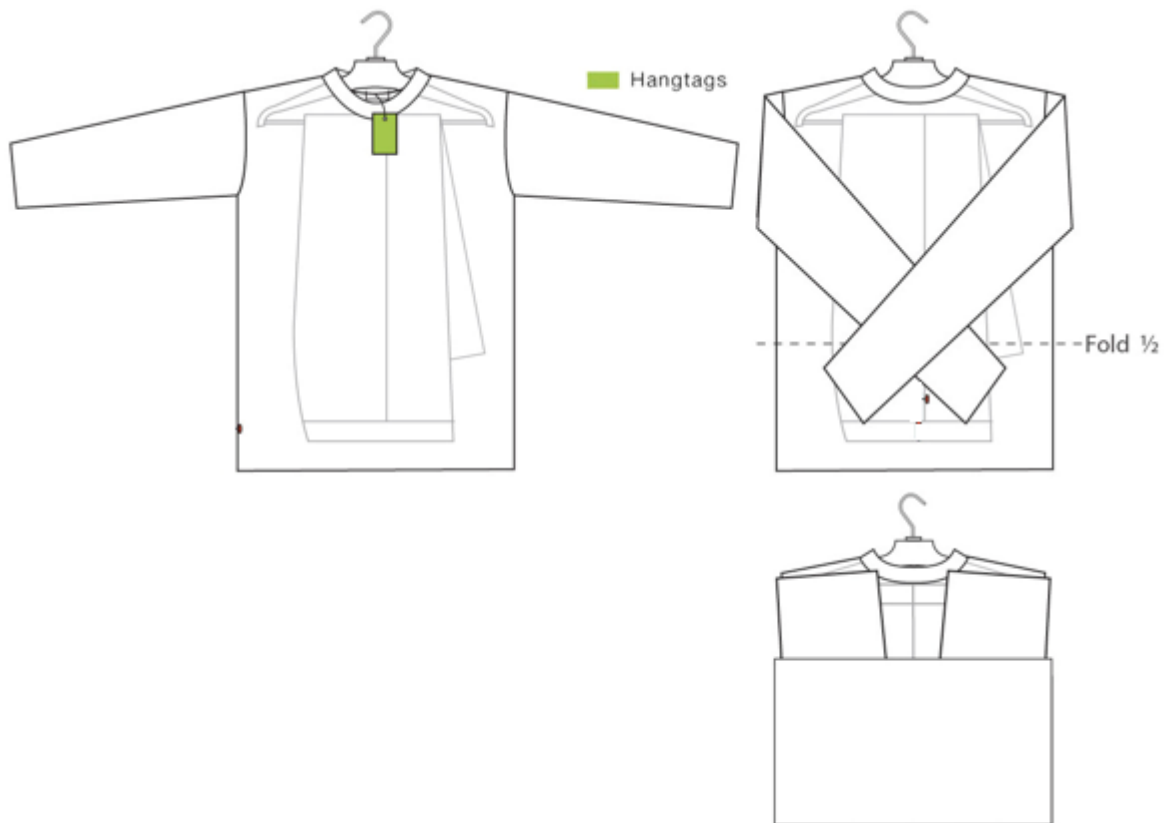
Packed in hanging carton, approx.. size 508\*457\*1245 mm. Print "handle with care" and "This side up" on all sides.



**Mens jacket / blazer / sweater with hood with hanger**



**Mens night wear, Home wear**



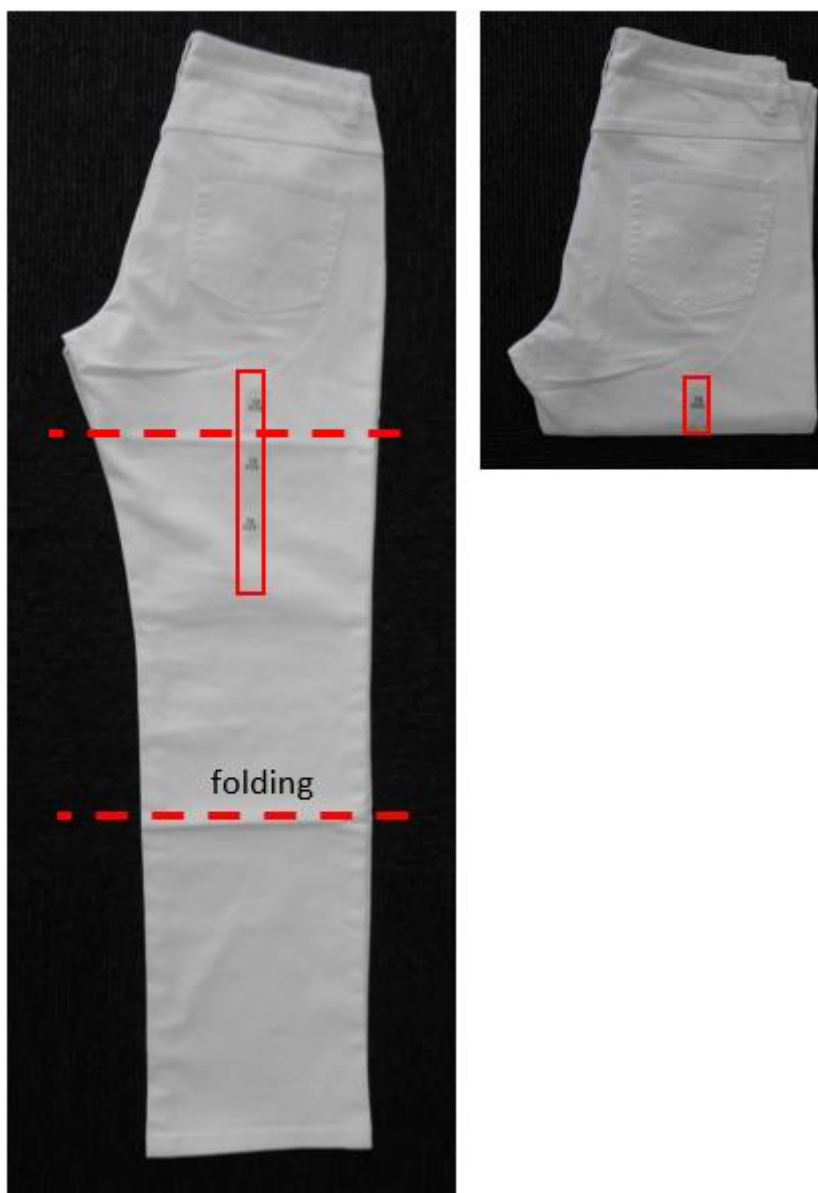


**LADIES WEAR****Ladies BASIC pants, all sizes, no hanger, back out, with our without sizetape**

The foldings shown here are also the one to be applied for pants no hanger, back out with/no sizetape plus fitting flasher

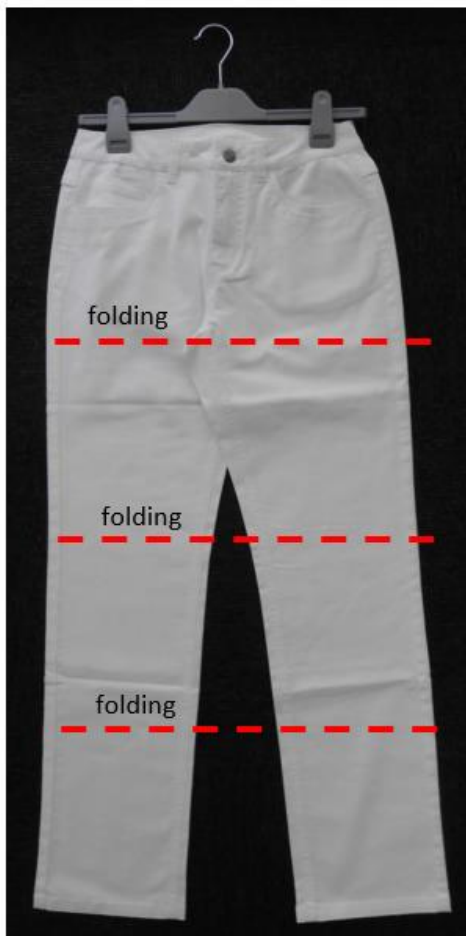
IMPORTANT! Kindly make sure that the pants are folded NO MORE than the two times as shown in the picture

Please make sure that the hangtag is fastened to the Master Label at the back inside the pants.





**Ladies pants with hanger, no fitting flasher**

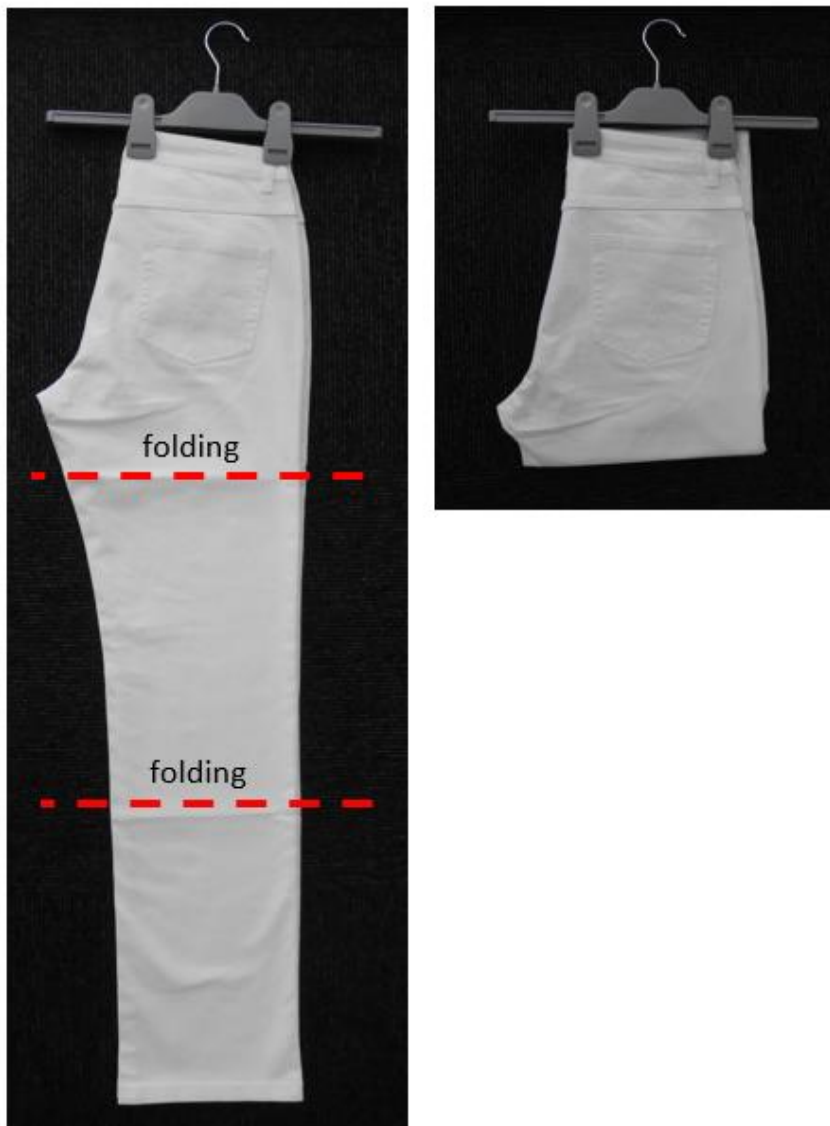
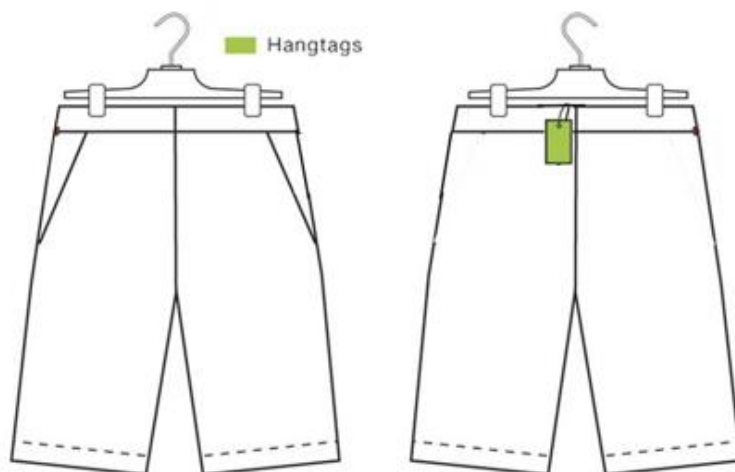


**Note that clothespins should only be fastened to the waist band. Legs must be folded without being fastened.**



**Ladies pants, VRS Jackie**

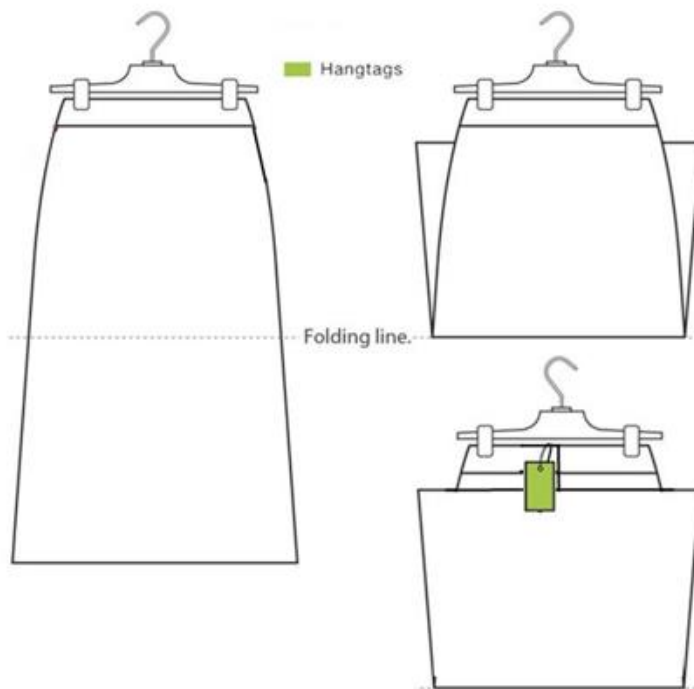
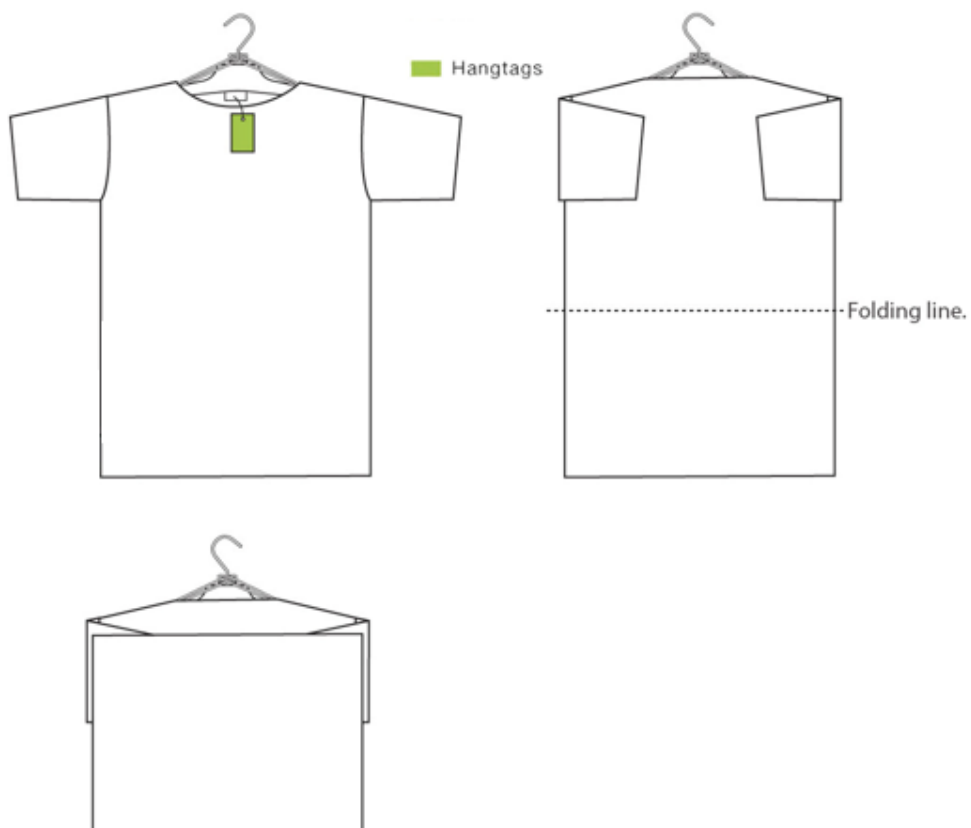
Kindly note that ALL Jackie pants must be on hanger and folded as the picture.

**Ladies shorts with hanger**



**Ladies skirt with hanger**

Please make sure that the hangtag is fastened to the Master Label at the back inside the skirt.

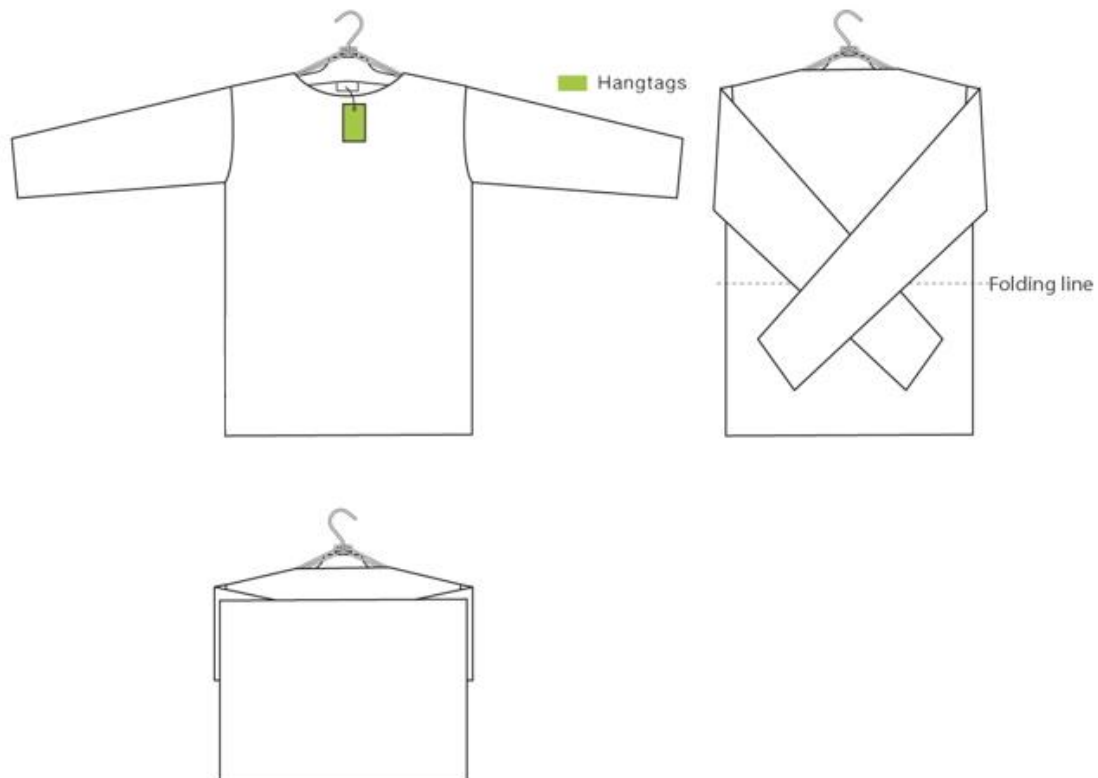
**Ladies T-shirt with or without hanger**



# **Ladies T-shirt without hanger and with sizetape**



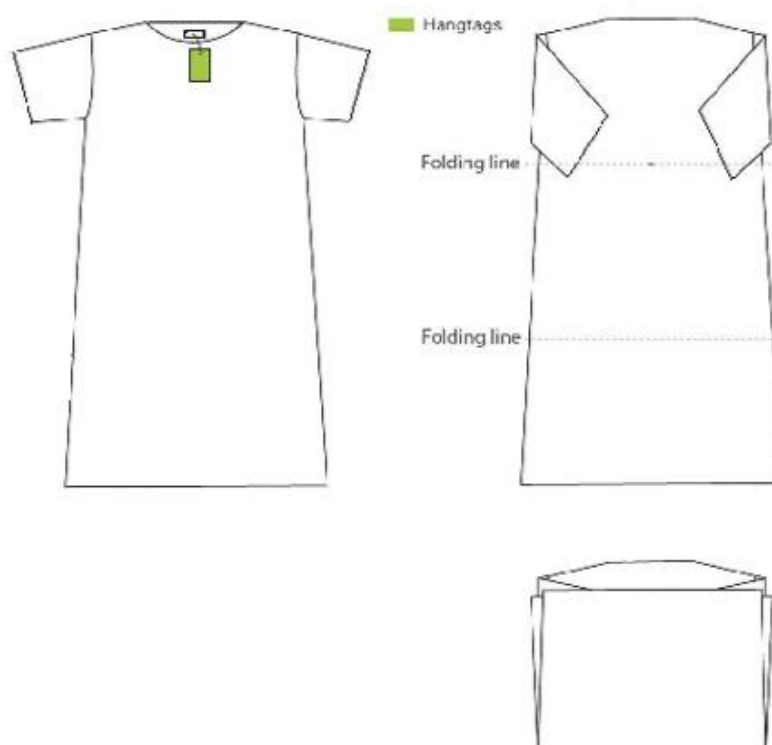
# **Ladies t-shirt long sleeve with or without hanger**





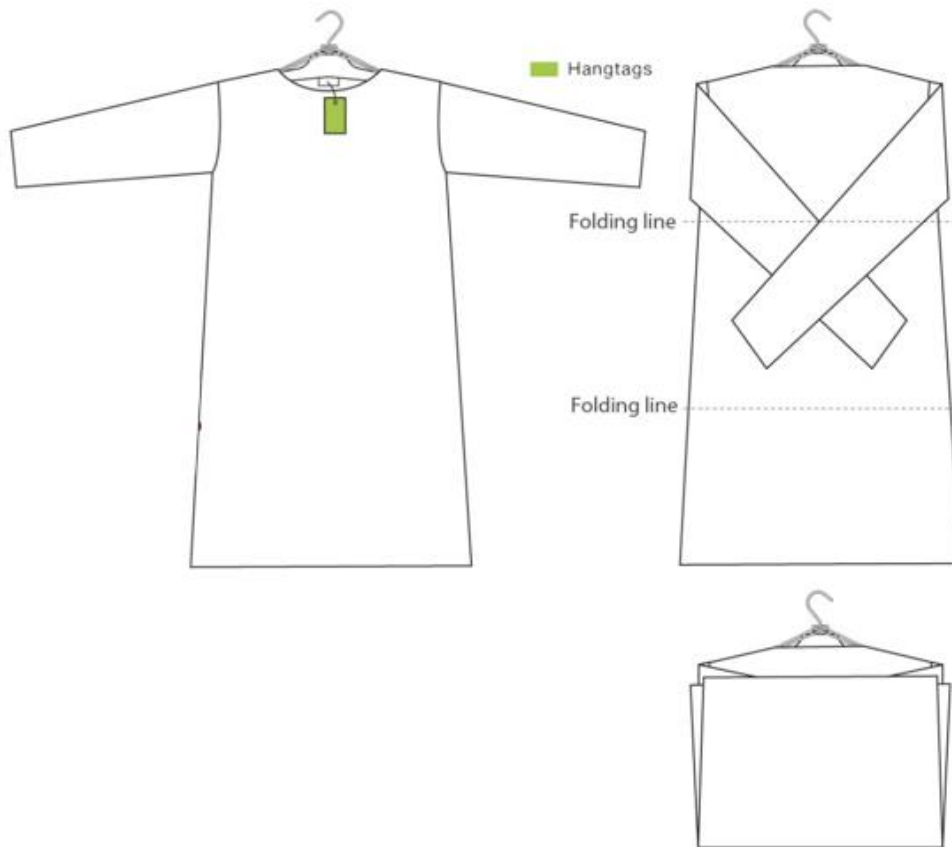
**Ladies Dress with sleeve folded, no hanger**

These instructions should also be applied for long ladies t-shirts

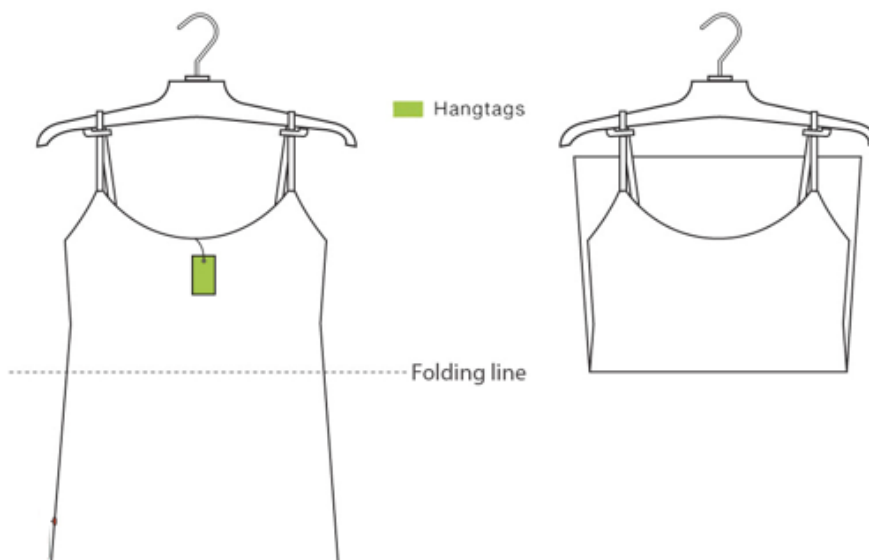




# **Ladies Dress long sleeve with hanger**



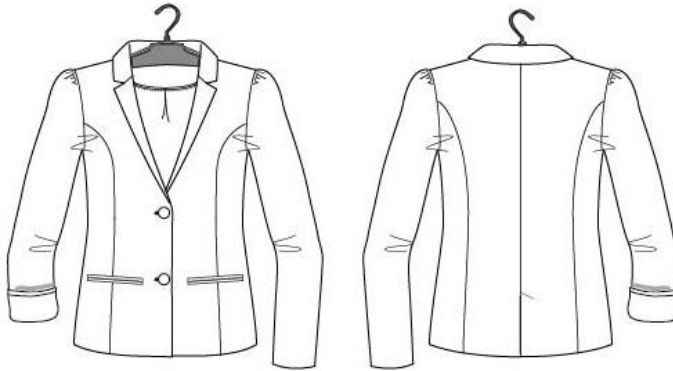
# **Ladies top no sleeve with hanger**



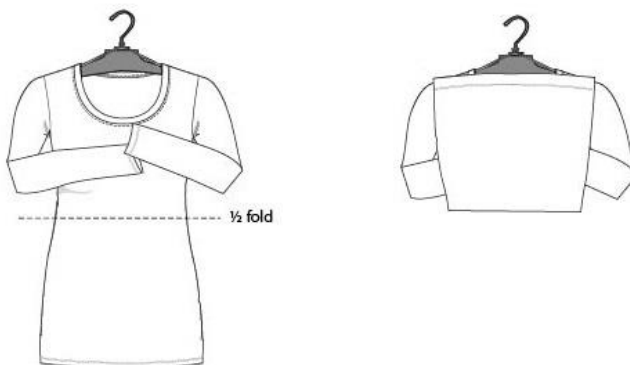


## Ladies blazer with hanger

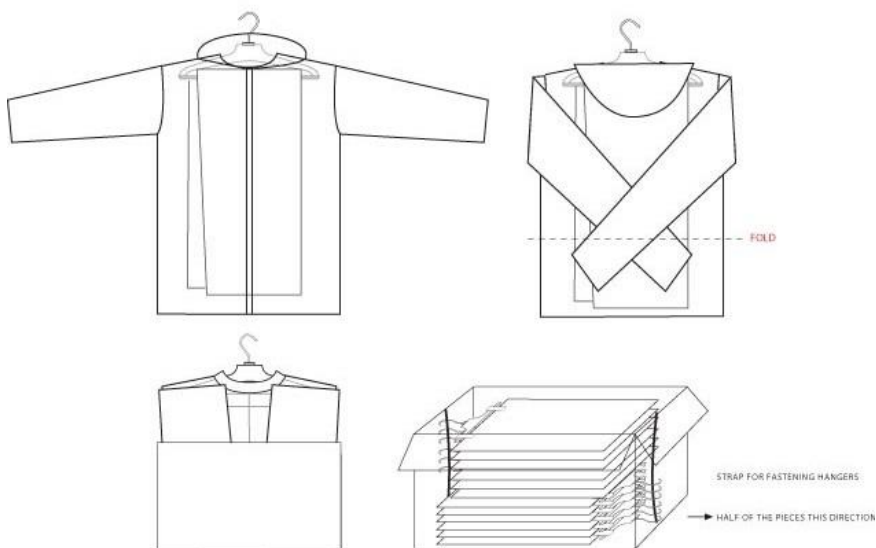
Folding instruction for blazer jacket



Folding - same principle as for a top, shown below

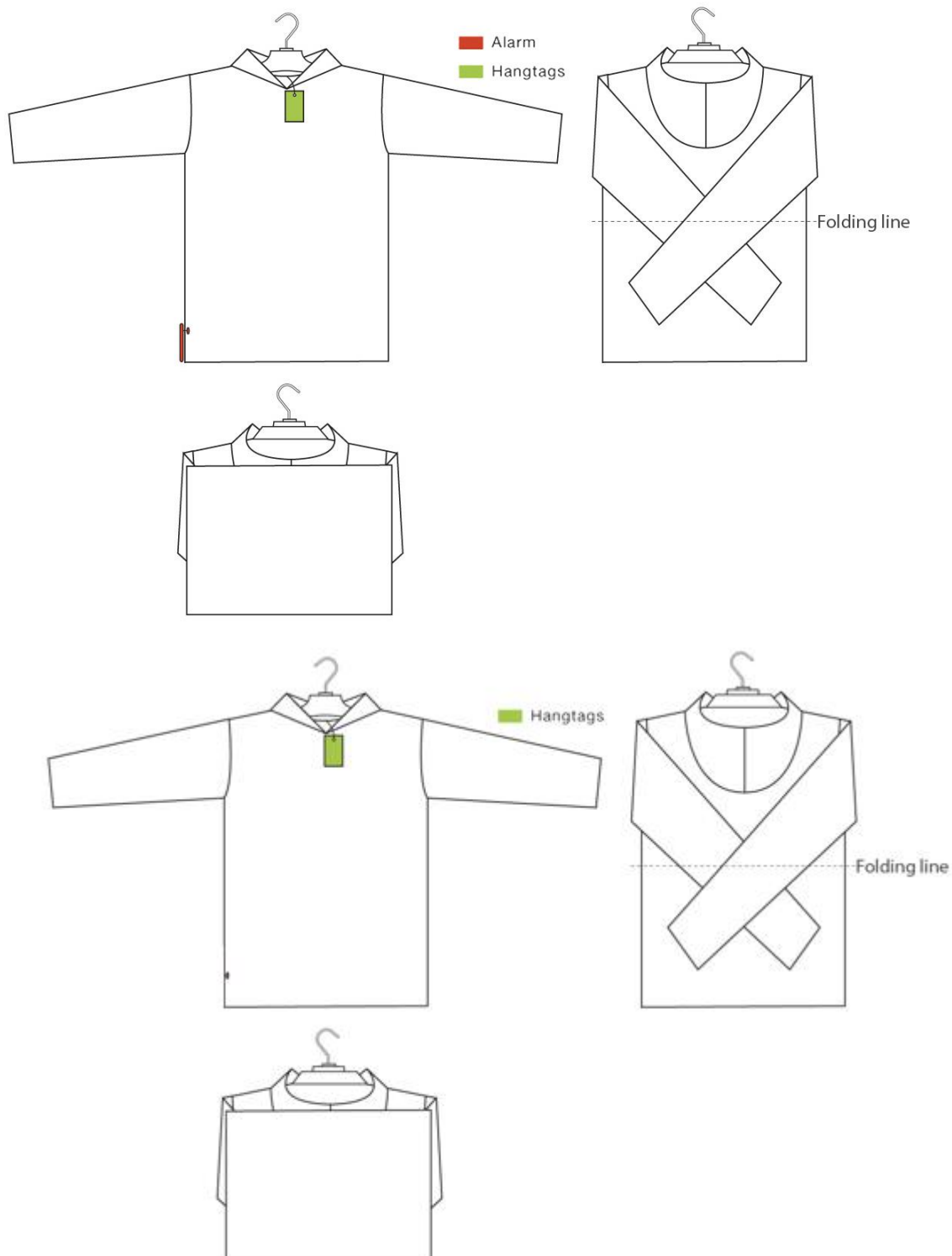


## Ladies rainwear



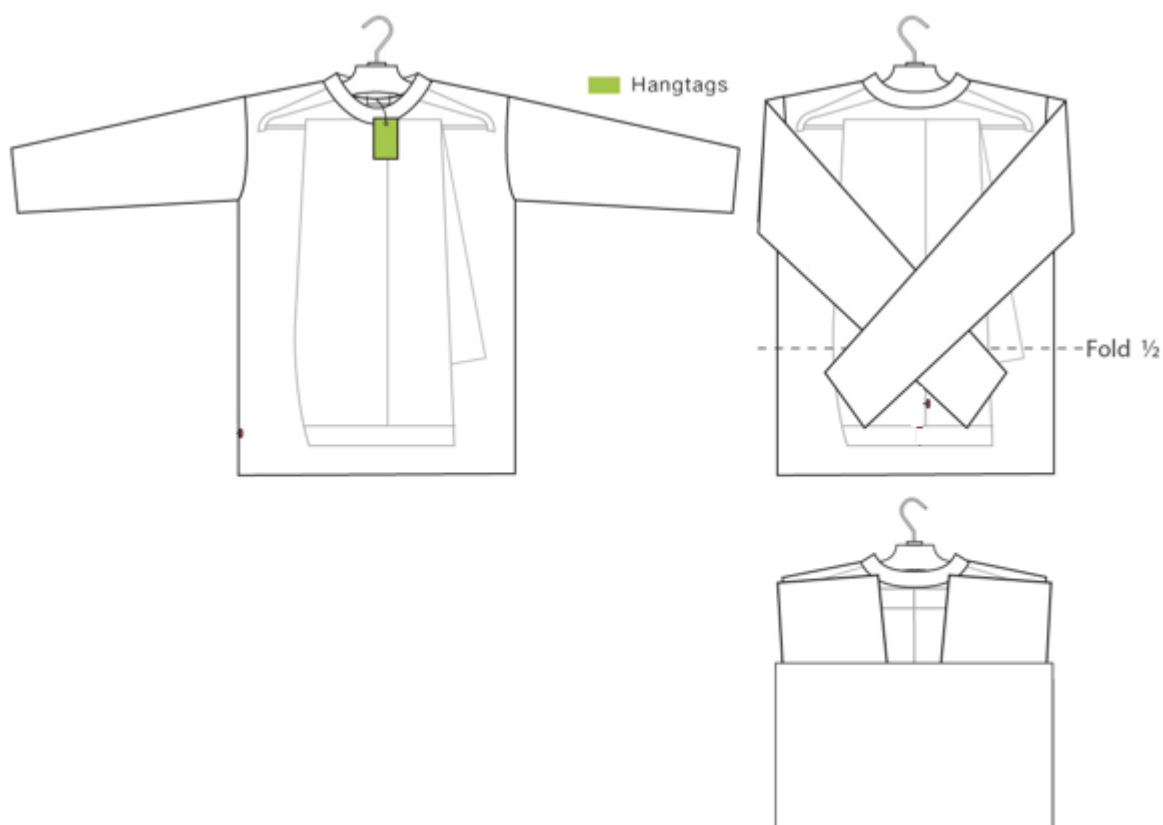


**Ladies jacket / blazer / sweater with hood with hanger**

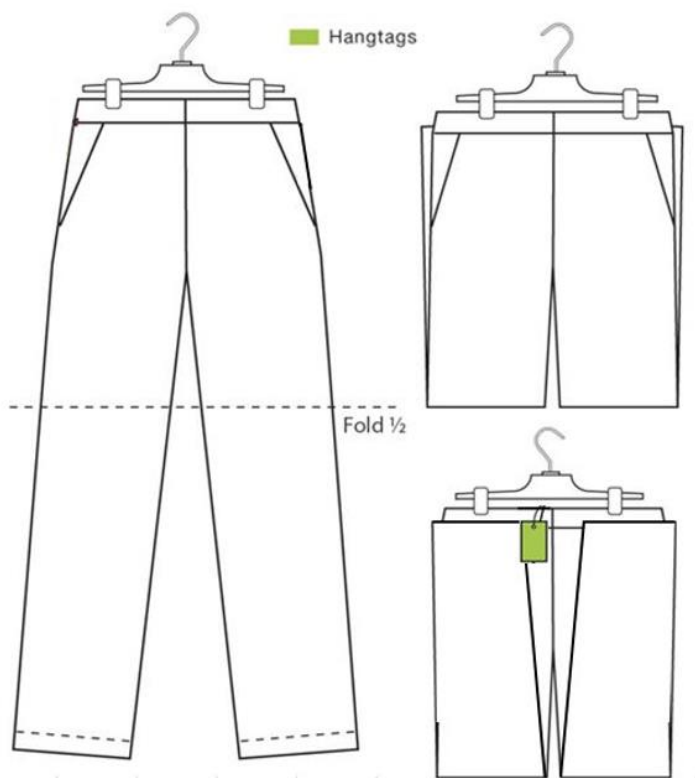




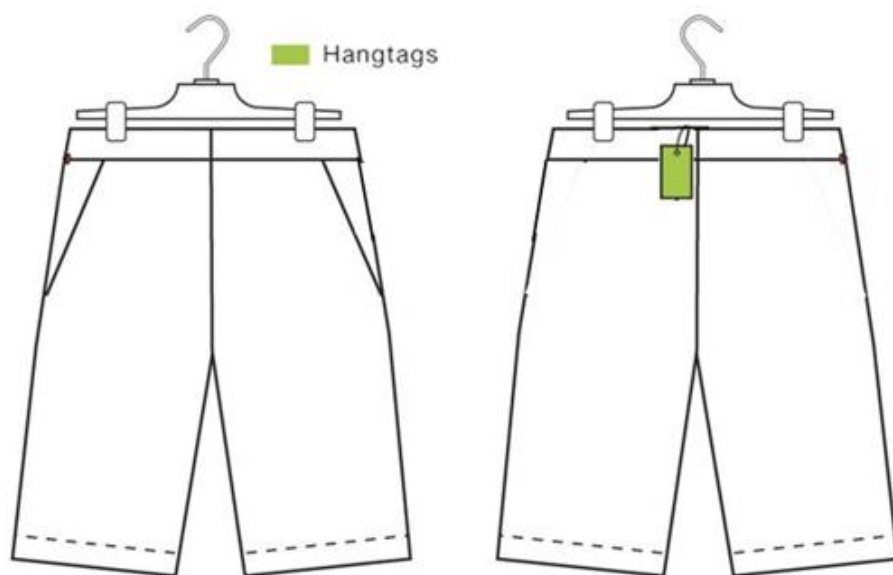
**Ladies night wear, home wear**





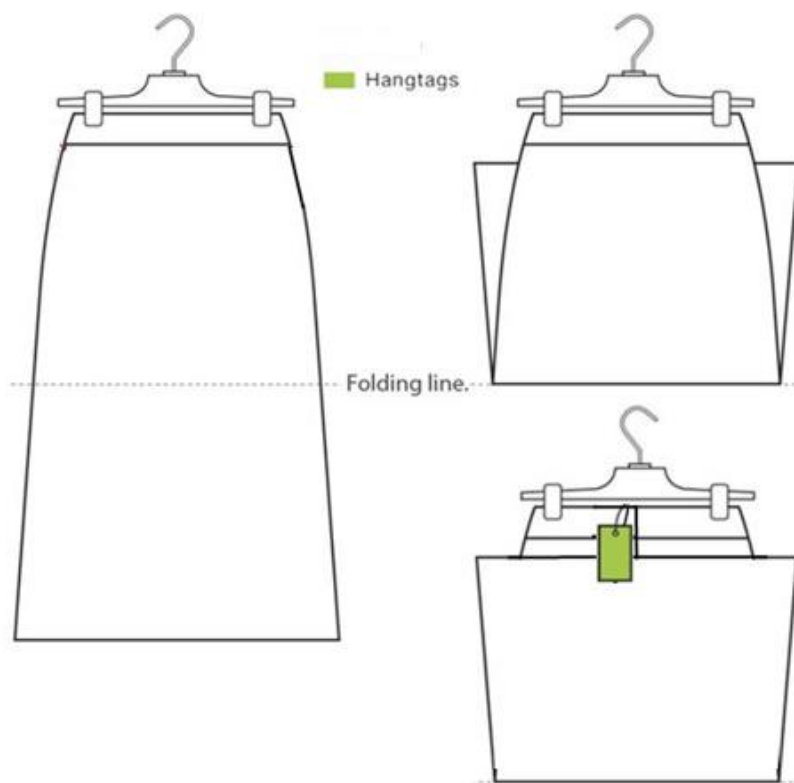
**CHILDREN WEAR****Children pants with hanger**

Note that clothespins should only be fastened to the waist band. Legs must be folded without being fastened.

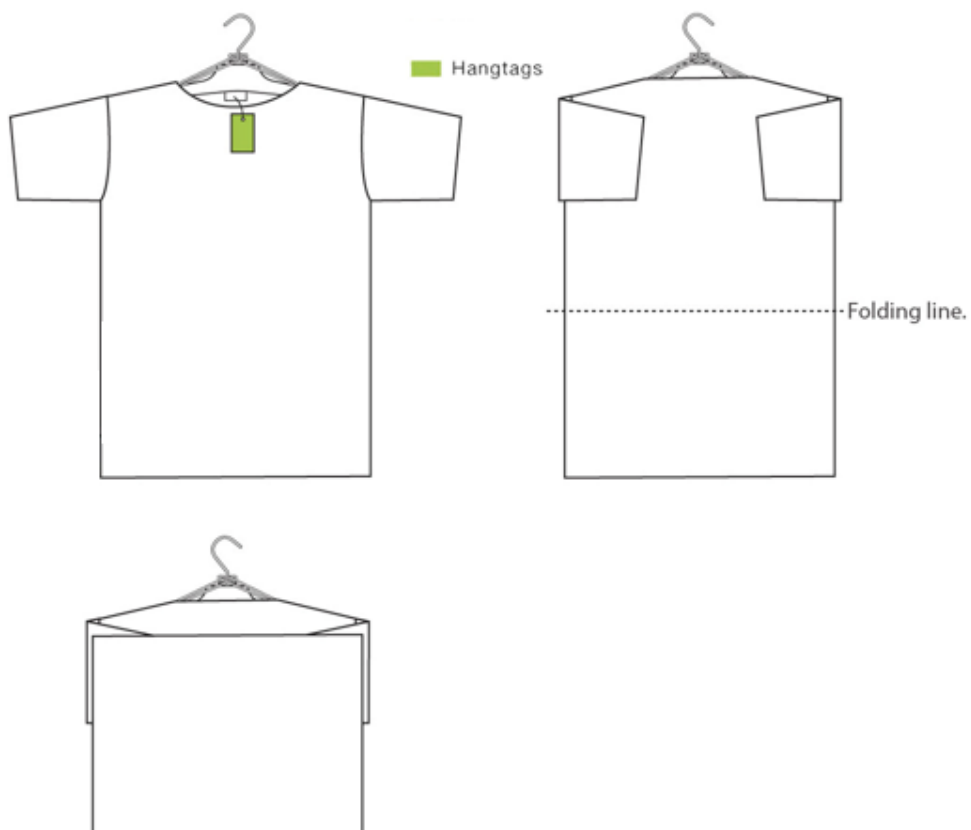
**Children shorts with hanger**

Please make sure that the hangtag is fastened to the Master Label at the back inside the shorts.



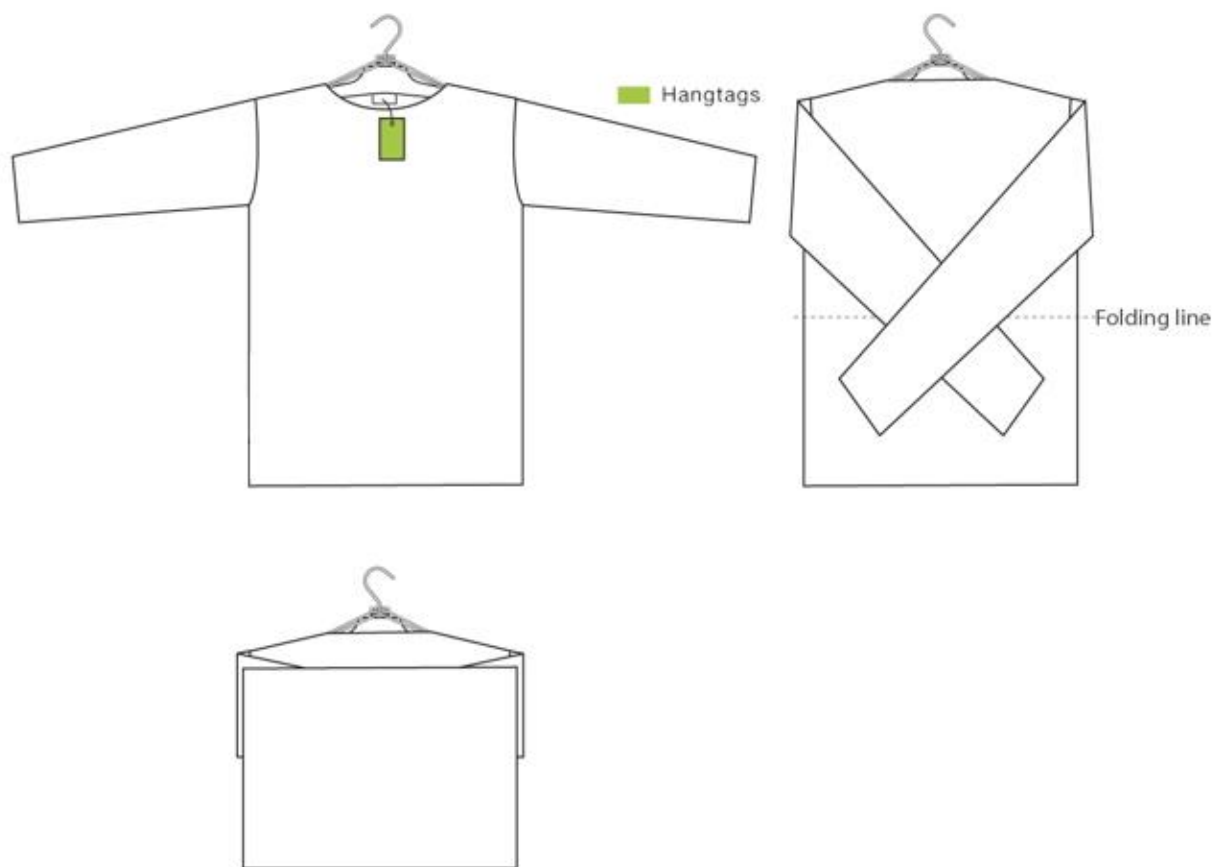
**Children skirts with hanger**

Please make sure that the hangtag is fastened to the Master Label at the back inside the skirt.

**Children t-shirt with or without hanger**



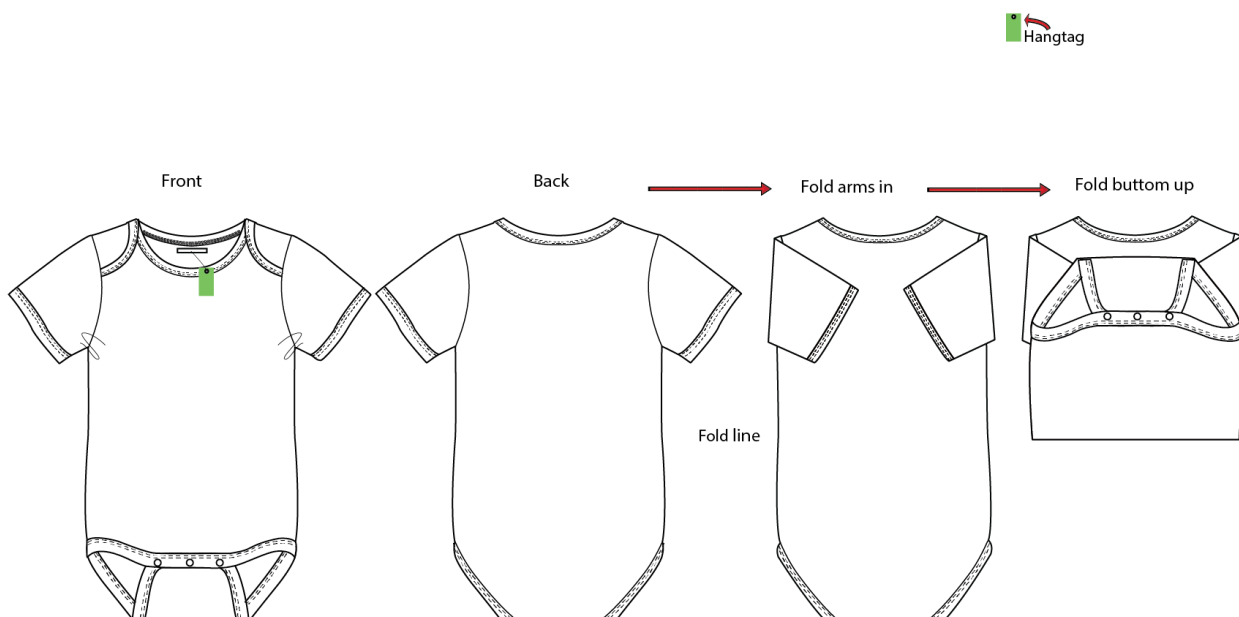
**children t-shirt long sleeve with or without hanger**



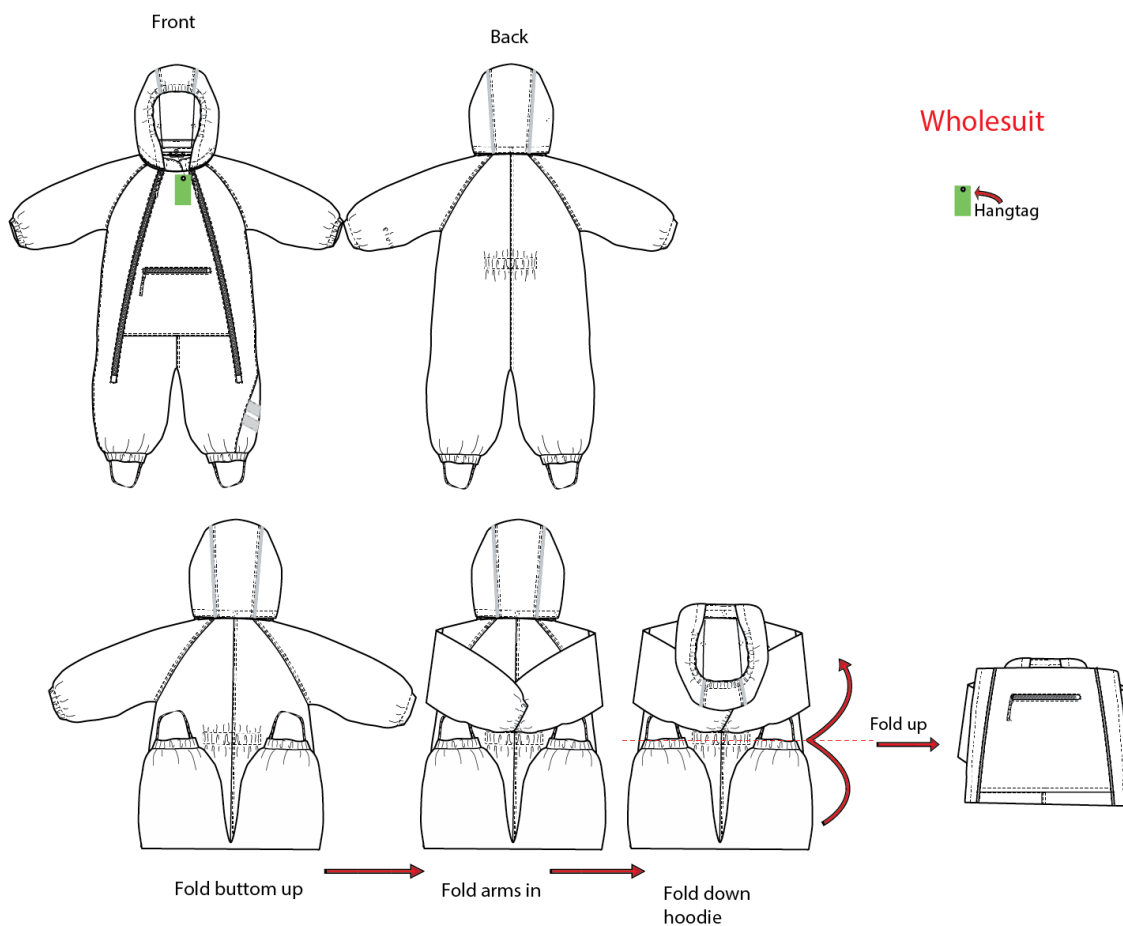


## Body stocking

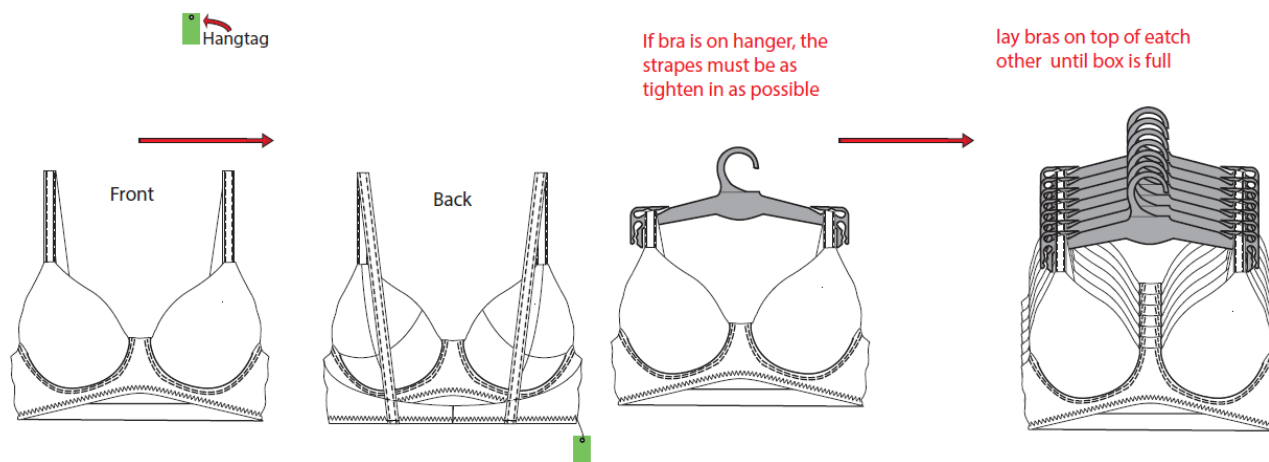
**Body with sleeve folded, no hanger** - These instructions should also be applied for bodys with long sleeves



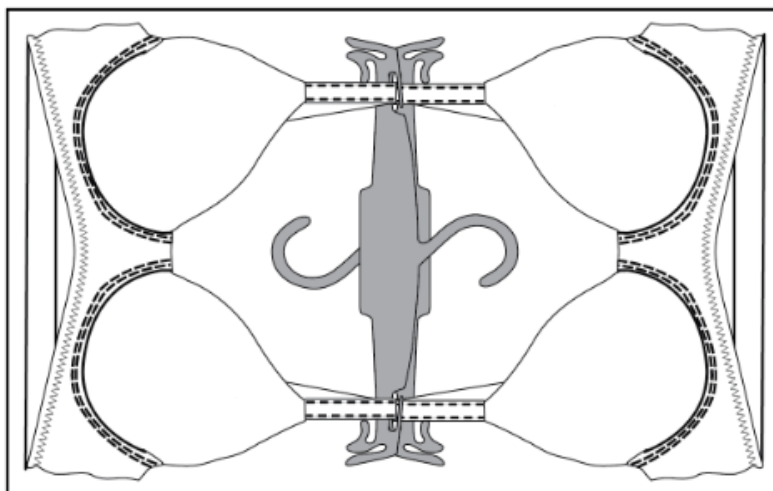
## Babies Wholesuit





**UNDERWEAR****Bra on hanger**

When laying in box, seen from above, 2 stags in one box.  
Pls. fill the box with the amount that is possible





## SHOES

When packing the shoes please keep the boxes as simple as possible for the stores to unpack. Please also keep in mind NOT to use too big boxes when packing the shoes, as it will have high costs both for you and for us.

Our requirement is that you pack the shoes in boxes with only one polybag inside of the box (please make sure to fold the polybag. DO NOT tie the polybag).

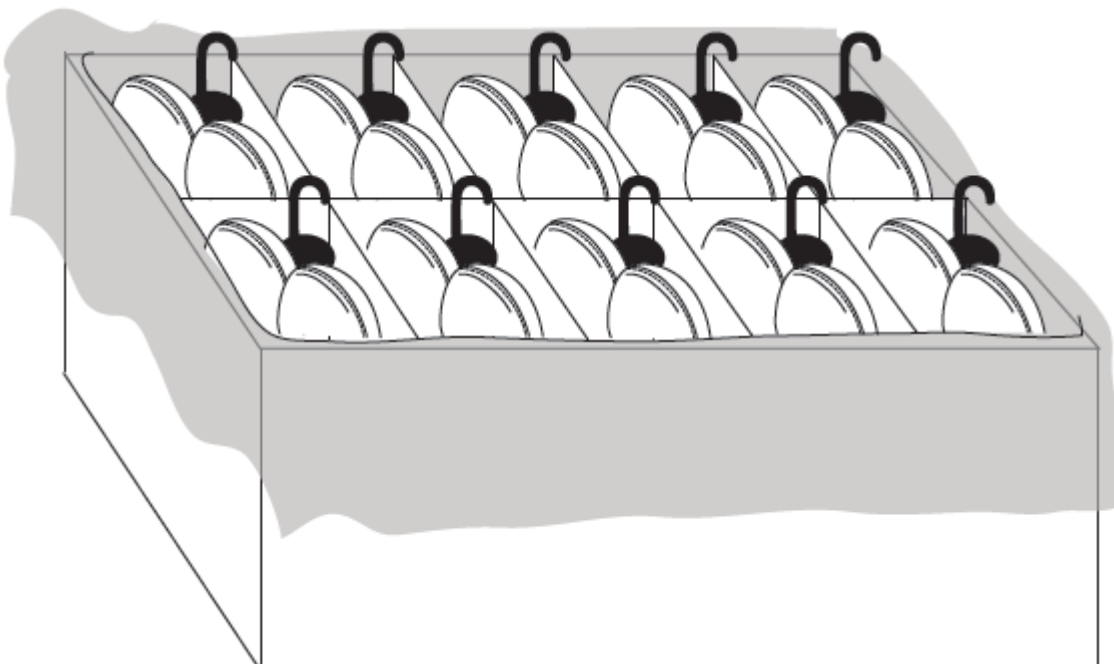
Afterward you need to divide the box into cells so each shoe has a compartment for itself. It is also allowed to put 2 pairs of shoes inside one cell if this is better.

When packing the shoes use Micro-Pak® products to ensure that mold doesn't grow on the shoes.

Please also use Micro-Pak® Container Desiccants in the containers during the rainy seasons to further prevent moisture damage.

For more information regarding our policy on mold, please see page 27.

Please see the picture below for illustration:



Important: Do NOT put any paper inside the shoes. If you fear that this will damage the shoes during transportation, please discuss the matter with the department (attach e-mail)

In case of violation of this term Salling Group, Textile reserves the right to re-invoice any charges to you, which might occur during the remedying process.

NOTE: always make sure that the goods are packed according to FPLM order note with correct barcodes on the goods and the boxes. Please also check the FPLM order note for special requirements regarding labeling, packing and so forth.



# CLAUSE OF TRANSPORTATION

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## FOB orders

A. For FOB orders, transport must be booked via Damco. The Supplier shall contact the local Damco office.

For China and India the contact must however be addressed to central service centers. All China bookings will be handled from Chengdu and all bookings from India will be handled from Mumbai

Addresses etc. are available on the following Internet site: [www.damco.com](http://www.damco.com)

If goods are to be transported from areas where Damco is not operating or if shipping with a different carrier or by air freight has been agreed, Salling Group must be consulted about which carrier to use.

B. Shipping is subject to Salling Group's written approval of a shipping test.

C. Part deliveries, part invoicing and back orders are subject to prior written agreement with Salling Group.

D. If delivery on time proves impossible by vessel, the goods must be transported by air freight at the Supplier's expense.

## Shipping by airfreight

When shipping out orders to Salling Group by airfreight, transport must always be booked through below forwarders:

### **All countries: Scan Global Logistics**

Kindly note that Salling Group's designated transporters must be applied for all consignments. This means that if you are paying the freight charges, the consignment must be booked through Salling Group's transporters. The supplier will be able to ship under Salling Group's rate agreements.

If airfreight orders are dispatched through alternative airfreight forwarder, Salling Group will charge the Supplier a standard fee of DKK 10.000.



# PAYMENT

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A. Payment on L/C and D/A terms are handled via Nordea Bank Danmark A/S.

Salling Group's shipping and documentary requirements are stated in the L/C.

For transactions on D/A terms, all documents must be sent **through Supplier's bank** to:

Nordea Bank Danmark A/S

Attn. Trade Finance

Strandgade 3

DK-1401 Copenhagen K

Swift: NDEADKKK

Telephone: +45 5547 3992

Payment by T/T is not acceptable.

B. Orders are subject to presentation of all the documents required for customs clearance of imports to Denmark;  
within 15 days of departure for sea freight and 2 days before arrival for airfreight.

If the documents cannot be presented to Nordea Bank Danmark A/S, and in connection with open-account transactions, all original documents must be sent to:

Salling Group A/S

Importkontoret

Rosbjergvej 33

DK-8220 Brabrand

Salling Group reserves the right to hold the Supplier liable for documents not received, not received on time or not acceptable to the Danish customs authorities.