

Instructions for - ENVELOPE

Produced
by SPS

Strålfors

Vers. 1.9 / 130301 - UK

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1. About this document

The document aims at explaining which requirements STRÅLFORS imposes on its suppliers and cooperation partners (SPS – Strålfors Preferred Supplier) upon the purchase and production of the input material envelopes.

2. Purchase order

All purchase of graphic production for STRÅLFORS from SPS, is preceded by a purchase order issued by STRÅLFORS purchase department. The purchase order is only valid if it is signed by a purchaser.

3. Material specification for Envelopes

Envelopes that are produced or supplied to STRÅLFORS to be used for envelope insertion shall meet European ISO standards and thereby be produced/manufactured through a certificated production. Only exceptionally will it be accepted that a customer provides “own-produced envelopes” to STRÅLFORS.

3.1 Fundamental points about Prepress for Envelopes:

STRÅLFORS views it as being advantageous for the customer to choose to allow STRÅLFORS to be responsible for production for the preliminary stage of print production, i.e. to carry out the prepress work. STRÅLFORS accepts a basis in the form of digitally high definition PDF but also requires that the “open document” is simultaneously sent as an attachment to STRÅLFORS. Against ongoing hourly charging, STRÅLFORS has, in this way, the opportunity of independently altering measurements, window position etc. without delaying the manufacture of the envelope.

The supplier has the responsibility to do the prepress work according to the specification.

3.2 Digitally locked basis for graphic production of Envelopes:

For an “open” document (usually in QuarkXpress or InDesign format) the following shall be considered:

- Document shall contain all linked pictures (shall be saved in EPS or TIFF format) as well as typeface (only in PostScript format) that are included in the document.
- Four-colour pictures and black/white pictures should have a resolution of at least 300 dpi, preferably higher for increased quality.
- Point structured/bitmapped pictures should have at least a 900 dpi resolution.
- Supplied with a bleed 8 mm around.
- Equal ordering of colour division.

Always to be attached to the digital basis:

- A print- out of the document. From the print- out the positioning and size of the print been seen. The print-outs can be sent via letter, fax or as PDF files.
- With regard to 4-colour print a digitally printed out colour sample shall always be attached. If not, the Supplier shall make a digitally printed out colour sample and send it to the STRÅLFORS for approval.
- Any PMS or CMYK colours shall be clearly stated. Pantone (PMS) for décor colours or 4 colour in the Europa scale (CMYK).

3.3 Optimising of envelope quality:

Envelopes that are employed within the Customers production are only accepted as being of the utmost/high execution and quality as well as being manufactured for use in respective of mechanical insertion.

The following shall be fulfilled in order for STRÅLFORS to approve the envelope:

The paper which the Supplier use in production of envelopes for the Customer, shall be intend for mechanical insertion.

Screen gluing of/or strand for gluing foil/"window film" shall be made as tight as possible (Max 2 mm "play" is accepted) into the stamping out for the window that is made for the envelope, without glue residue or glue mess remaining outside the window.

Matt foil/ window film shall be used so that the window square shall not reflect and in respect of double windows, two foil papers shall be employed (each window to be covered separately).

The side-flaps shall always be "inward lying" i.e. the back side shall always be glued outside the side flaps without glue residue or glue mess outside the edge.

All envelopes manufactured for STRÅLFORS shall have the following concealed line of information printed on the inside of the seams:

Strålfors article number / Supplier name / year / month + other own information which the supplier may wish to include (e.g. own production order number).

All envelopes that are delivered to the STRÅLFORS shall be covered by a so-called "non-stop guarantee", which means that the STRÅLFORS shall directly receive, upon request, a replacement consignment if the supplied envelopes are of poor quality / are unable to be run well.

The envelope shall be marked with production data on the inside/alternatively on the outside of the envelope. With regard to C5 format, the envelope's construction and execution shall be in accordance with the figure (see below) with a so-called "EURO flap"

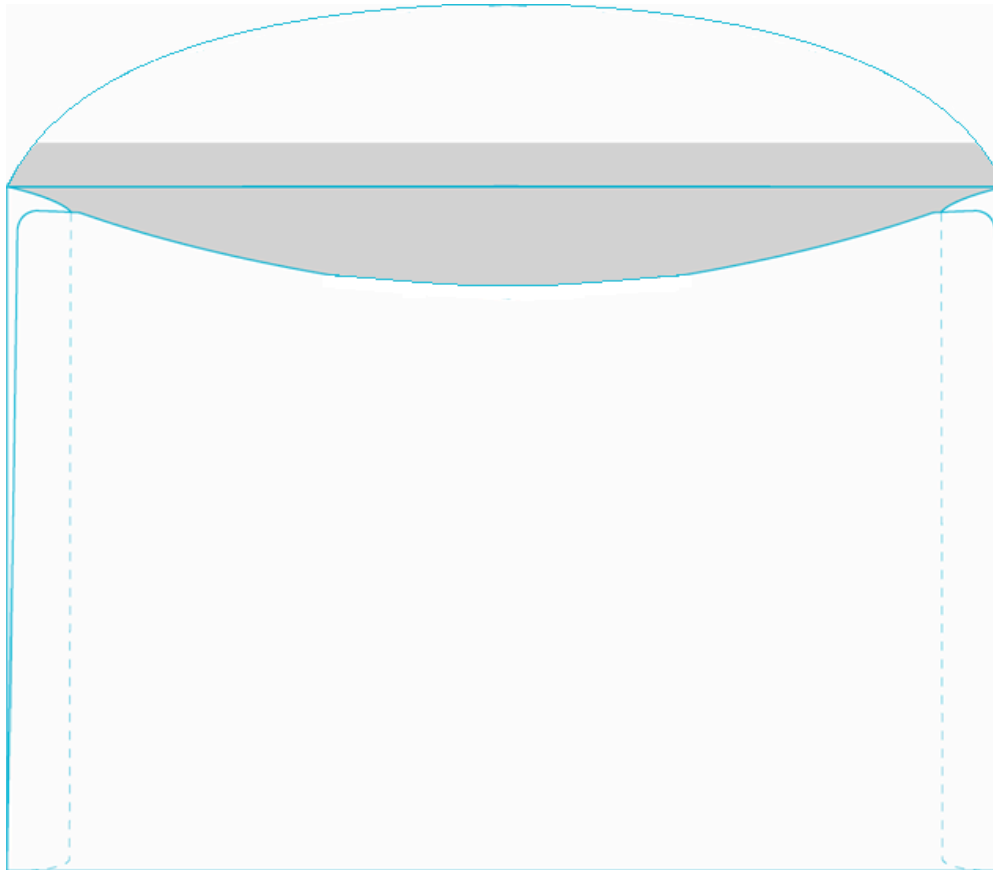


Figure: Correct envelope construction with "EURO flap"

The following standard formats can be handled by STRÅLFORS' envelope insertion machines:

C6: 114 x 162 mm
E65: 110 x 220 mm
S65: 110 x 225 mm
C5: 162 x 229 mm
C4: 229 x 324 mm (Positioning of flap by agreement with STRÅLFORS)

In the consignment order by the STRÅLFORS Customer Service with the Supplier, consideration has been given to possible loss because of adjustment etc. For that reason deficient consignment is not accepted and only a minimum as over consignment.

The lowest surface weight of an envelope to be used within STRÅLFORS for mechanical insertion is 80 g (C5).

Envelopes manufactured from recycled paper are not permitted and self-sealing glue strips cannot be employed.

All construction and execution shall be approved (in good time) by STRÅLFORS in order to be used in the mechanical insertion.

3.4 Production conditions and delivery to STRÅLFORS by SPS.

For Envelopes that SPS produces and supplies in a finished state to STRÅLFORS, ALG10 applies as a condition and SPS assumes a complete responsibility for the product based on these Instructions being delivered in order to function as employed within STRÅLFORS' production.

4. Delivery and marking of goods to STRÅLFORS

Each day, STRÅLFORS receives a large volume of goods which, in event of careless or deficient marking, can cause extensive damage through faults occurring later on in the chain of commitments that STRÅLFORS has in relation to its Customers.

It is therefore of the greatest importance how goods/articles are sent to STRÅLFORS. Goods that are incorrectly loaded risk causing large problems through not being able to be handled within STRÅLFORS's storage and logistics system. Incorrectly stacked cartons on pallets with defective packaging risk, in turn, the envelopes being damaged and thereby losing quality or running ability in the envelope inserting process.

It is therefore a requirement imposed on all the STRÅLFORS' suppliers that they follow the routines and rules below with the greatest care:

4.1 General points about loading of goods to SRÅLFORS:

In general all incoming goods to STRÅLFORS shall be loaded in accordance with the following:

- On approved EUR pallets of format 1200 x 800 mm.
- Maximum pallet height is 145 cm including pallet.
- Maximum pallet weight is 700 kg per pallet.
- The good shall be packed/made so that no goods are found outside the pallet's dimensions (1200 x 800 mm).

4.2 Supply of Envelopes to STRÅLFORS :

Both envelopes produced in Offset/Imprint or Flexo shall be supplied clearly marked in cartons of 500-1000 on EUR pallets.

For high execution and quality, Strålfors prefer that the assembly of the cartons and the packing of the envelopes be done by robots

4.3 General points about marking of incoming goods to STRÅLFORS:

All received cartons with envelopes on EUR pallets to STRÅLFORS shall be marked and shall also have an attached delivery note with information in accordance with the following:

- Strålfors' article number
- Designation of product
- Load Carrier
- Number of pallets (filled in by supplier)
- Strålfors' Purchase order number
- Name of supplier
- Name of STRÅLFORS' contact person.

Example of correctly marked goods:

	Gods på pall
<small>Denna märkning skall fästas ordentligt på kortsidan av varje pall som levereras in till Strålfors AB</small>	
Artikel nr:	4758000201
Benämning:	Com Hem Kuvert C4 FH A-post
Lastbärare:	88-47813
Totalt antal på box/pall:	
ifylles av leverantör st.	
Inköpsorder:	1009383
Beställare:	Telefon:
Henrik Elfving	0372-85043
SPS-Lev:	
SPS-Nr: 0	Beställningsdatum: 2009-03-03

As part of the development and improvement of marking of goods received by STRÅLFORS from the supplier, this document is distributed in printed form to the supplier. Ready to be copied as required in connection with a purchase order being sent upon ordering an article/printed matter/annexe.

4.4 Marking of envelope cartons:

Each carton on a EUR pallet shall be made by means of label:

- Strålfors' article number
- Designation of product
- Load carrier
- Purchase order number
- Number contained in the carton.

4.5 Delivery address for goods receipts:

The material shall be in position at the production location where production is to take place no later than three days before production start. Note that different delivery times apply according to location and form of delivery. Only exceptionally, such as with express delivery, will incoming delivery be made at another time of the day. Upon a need for incoming delivery as express goods, this shall be notified to Strålfors at the earliest possible stage.

The following delivery addresses and telephone numbers shall be used:

LJUNGBY:

Strålfors Svenska AB

Strålfors' reference name

Långgatan 7, Port 2

SE-341 84 Ljungby

Delivery between: 07.00 - 12.00 (Lunch: 12.00-12.45)

Telephone number for delivery notification: + 46 372 85 003

TOMTEBODA (trucks with height over 3,5m):

Strålfors Svenska AB

Strålfors' reference name

Terminalvägen 4 – 6, Port 80-85

SE-171 73 Solna

Delivery between: 07.00 – 14.00 (Lunch 11.00-11.40)

Telephone number for delivery notification: + 46 708 64 36 01

TOMTEBODA (other transports and all deliveries after 14.00):

Strålfors Svenska AB

Strålfors' reference name

Terminalvägen 12, Port 45-47

SE-171 73 Solna

Delivery between: 07.00 – 18.00 (Lunch 11.00-11.40)

Telephone number for delivery notification: + 46 706 105 107

4.1 Faulty goods:

In cases where goods arrive at the STRÅLFORS incorrectly loaded or marked, the goods are returned to the supplier/consignor, carriage paid by recipient.

If there is no time to return faulty goods, all time used in extra administration for repacking, remarking or other extra use of time, will be charged at EUR 50/hour to the consignor.

Faulty or defective EUR pallets (not usable or not acceptable upon exchange in "pallet pool"), are charged at EURO 60 per pallet.

5. Archive/ Reference copies

From each supplied order from SPS, STRÅLFORS wishes to retain at least 10 copies of each produced product/version as archive copies (reference copies). These shall be sent by letter to the purchase assistant who signed the purchase order.

6. Suppliers invoices

NOTE – If an invoice from SPS to Strålfors deviates from the purchase order received from STRÅLFORS, STRÅLFORS requires SPS to contact the responsible buyer before the invoice is sent. This is in order to reconcile any deviation or additional cost and thereafter obtain STRÅLFORS' acceptance for this change. After STRÅLFORS' acceptance, the procurement value is updated in Strålfors' finance system, so that the invoice matches the order when it arrives.

If SPS does not carry out a reconciliation of an invoice which differs in relation to received purchase order, this can cause extensive costs/administration for STRÅLFORS. STRÅLFORS does not, therefore, accept these incorrect invoices but returns them, after checking with the supplier, by return post to SPS for action.

Further administration and payment of the invoice is thus not made until it has been correctly checked and accepted by the responsible buyer and thereby agrees in relation to the purchase order registered by STRÅLFORS.

A correctly checked and accepted invoice shall, depending on whether the purchase order comes from Strålfors Local purchase always be sent to:

Faktura.informationslogistik@stralfors.se

The suppliers invoice shall contain the following obligatory details to enable Strålfors to be able to receive and administer invoices from Strålfors SPS or other suppliers, in a rational and good manner:

- **Strålfors' purchase order number: (order number)**
- **Strålfors' reference name**
- **The supplier's organisation number**
- **The supplier's Plusgiro and/or Bankgiro**

7. Questions regarding these Instructions

Questions regarding these instructions, their contents and meaning, will be answered by Maria Holmén, Procurement manager – Strålfors.

Telephone +46 (0)372-85 105, alternatively e- mail address:

maria.holmen@stralfors.se