Company Details

<table>
<thead>
<tr>
<th>Company name</th>
<th>Gekås Ullared AB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office address (visiting address)</td>
<td>Danska Vägen 13</td>
</tr>
<tr>
<td>Zip/Postal code</td>
<td>311 60</td>
</tr>
<tr>
<td>City</td>
<td>Ullared</td>
</tr>
<tr>
<td>Country</td>
<td>Sweden</td>
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<tr>
<td>Telephone</td>
<td>+46 346 375 00</td>
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<tr>
<td>Fax</td>
<td>+46 346 301 38</td>
</tr>
<tr>
<td>VAT Reg. number</td>
<td>SE5563990807701</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.gekas.se">www.gekas.se</a></td>
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</tbody>
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<tr>
<th>Invoice/postal address</th>
<th>Gekås Ullared AB</th>
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<tbody>
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<td>311 85</td>
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<tr>
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<td>Ullared</td>
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<tr>
<td>Country</td>
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</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:invoice@gekas.se">invoice@gekas.se</a></td>
</tr>
<tr>
<td>Delivery address</td>
<td>(See order)</td>
</tr>
</tbody>
</table>
Contact Details

General Agreement: csr@gekas.se
Apparel: linda.ni@gekas.se
Code of Conduct: csr@gekas.se
Delivery & Packing: per-ola.j@gekas.se
Grading: ninni.r@gekas.se

Bank Details

Bank: Handelsbanken, Falkenberg
Bank account: SE224 362 518
IBAN: SE05 6000 0000 0002 2436 2518
BIC: HANDSESS
A. General ................................................................................................................................... 7

A.1. General Agreement ............................................................................................................. 7
A.2. Code of Conduct .................................................................................................................. 11
A.3. Accord ................................................................................................................................. 24
A.4. Animal Welfare ................................................................................................................... 24
A.5. Restricted substances .......................................................................................................... 26
A.6. STWI Guidelines - For Sustainable Water Use ................................................................. 26
A.7. Delivery and Packing Instructions ...................................................................................... 27

B. Apparel ................................................................................................................................ 33

B.1. Samples ............................................................................................................................... 33
B.2. Quality in General ............................................................................................................... 37
B.3. Production Instructions ....................................................................................................... 39
B.4. Labels ................................................................................................................................ 48
B.5. Grading ............................................................................................................................... 50
B.6. Hang tags ............................................................................................................................. 51
B.7. Mark and packing instruction ............................................................................................. 52
B.8. Packaging ............................................................................................................................ 61
B.9. Documents .......................................................................................................................... 65

C. Home textile .......................................................................................................................... 67

C.1. Samples ............................................................................................................................... 67
C.2. Quality in General ............................................................................................................... 67
C.3. Labels ................................................................................................................................ 68
C.4. EAN tag ............................................................................................................................... 69
C.5. Packing instructions ............................................................................................................. 70
C.6. Export carton ................................................................................................................. 86
C.7. Documents .................................................................................................................. 87

D. Interior .......................................................................................................................... 89
D.1. Mark and packing instruction .................................................................................... 89
D.2. Packaging .................................................................................................................. 89
D.3. Documents ................................................................................................................ 90

E. Toys .................................................................................................................................. 93
E.1. Laws and regulations ................................................................................................. 93
E.2. Responsibility Toys ................................................................................................. 94

F. Food ............................................................................................................................... 95
F.1. Laws and regulations ................................................................................................. 95
F.2. Delivery ...................................................................................................................... 95
F.3. Animal welfare ........................................................................................................ 96

G. Electronics & Lighting ................................................................................................. 97
G.1. Laws & Regulations ................................................................................................. 97
G.2. Labeling ................................................................................................................... 97
G.3. Invoices ................................................................................................................... 98

H. Hygiene & Cosmetics .................................................................................................. 99
H.1. Laws and regulations ............................................................................................... 99
H.2. The Swedish cosmetic legislation ........................................................................ 99
H.3. Animal testing ......................................................................................................... 100

I. Chemical Products ...................................................................................................... 101
I.1. Laws and regulations ............................................................................................... 101
I.2. Pesticides ................................................................................................................ 101
I.3. Labeling ............................................................................................................. 101

J. Baby Items ........................................................................................................ 102
J.1. Laws and regulations ...................................................................................... 102
J.2. Labeling .......................................................................................................... 102
J.3. Packaging ........................................................................................................ 103

K. Horse and riding wear ...................................................................................... 104
K.1. Labels .............................................................................................................. 104
K.2. Mark and packing instruction ......................................................................... 106
K.3. Packaging ........................................................................................................ 109
K.4. Documents ..................................................................................................... 112
A. General

A.1. General Agreement

A.1.1. Introduction

Gekås Ullared AB (Gekås) has been doing business since 1963 and has a long history of gentlemen’s agreement and long-term supplier co-operation built on mutual trust. This is something Gekås will continue to value highly in the future, but we also see a need for more clarity and transparency.

The objective of Gekås’ Instruction for Suppliers (IFS) is to create maximum clarity between the parties with regard to which conditions will apply for deliveries to Gekås. By adhering to the terms, both Gekås and our Suppliers (Supplier) can act more pro-actively, and will avoid unnecessary time and cost consuming administrative work and claim discussions.

A.1.2. Applicability of Terms

Gekås IFS is an integral part of the Purchase Order (Order) that is placed with a Supplier for Gekås. When the Supplier accepts an Order with Gekås the Supplier is also accepting the terms of both the Order and this IFS.

In case of contradiction between the IFS and the Order the terms stated in Order takes precedence over the IFS.

A.1.3. Legal Protection of Incorporeal Rights

All incorporeal rights belonging to Gekås, regardless if they have been registered or not, are part of Gekås property. In a case where Gekås provides the Supplier with a by Gekås entitled incorporeal right the Supplier can’t use this provision other than for the purpose that has been explicitly agreed upon by Gekås.

The Supplier does not have any right to other material, for example, but not only, design, material, patterns, that has been presented or provided to the Supplier by Gekås. Such materials are part of Gekås property and the Supplier can’t use such material other than for the purpose that has been explicitly agreed upon by Gekås.

The Supplier is responsible for ensuring that any article and all its inherent components as well as packing material (Product) does not encroach on legal protection of incorporeal rights to which someone else is entitled. This condition is valid regardless if the Product is supplied ready made by the Supplier or if it is developed jointly by the Supplier and Gekås. Furthermore, the Supplier guarantees that the Product complies with what follows from Swedish Act (including but not limited to law (Swedish Code of Statutes, SFS - 1960:729) on Copyright in Literary and Artistic Works, The Trademark Act (Swedish Code of Statutes, SFS - 2010:1877) and The Marketing Act (Swedish Code of Statutes, SFS - 2008:486)).
In a case where a Product delivered by the Supplier encroach on someone else’s rights or does not adhere to Swedish law the Supplier undertake to fully compensate Gekås for the damage Gekås has suffered.

In case the Product has been jointly developed by the Supplier and Gekås, and the Supplier has informed Gekås in writing that the Supplier deems that the proposed Product encroach a third party’s incorporeal rights or that the product does not adhere to Swedish law, then paragraph 4 above will not be valid.

A.1.4. Development Costs
Part of Gekås set up is built on purchase of products developed jointly by the supplier and Gekås. The sampling and development process will be specified either in the order or as an agreement with the Purchaser in question. No sample or other development costs should be invoiced to Gekås unless specifically agreed upon at the time of the confirmation of Order.

A.1.5. Quality Regulations
The Supplier shall be responsible for ensuring that the product, and all inherent components, material and labeling is in accordance with Swedish statute law, and fulfills the regulations, that are enforced by Swedish law at the time of delivery of the Product to Gekås. Accessories and packing material must also meet Gekås quality regulations and Swedish statute law.

A.1.6. Code of Conduct and Code of Environment
It is vital that the Supplier produce Gekås products in conformity with the requirements set in Gekås CSR guidelines, which is included in the IFS. All the Supplier’s sub-contractors that produce Gekås’ Products shall also comply with Gekås Code of Conduct. It is the Supplier’s responsibility to monitor and guarantee the sub-contractors compliance. Gekås or any party appointed by us reserves the right to carry out random inspections at any place of production where Gekås’ Products are being produced. The auditors shall be given access to all relevant documents and all the facilities, any cost for violations of the above will be the Suppliers responsibility. Gekås also demands that substances included in the Environmental Instruction will not be used and that maximum limits will not be exceeded at any time. The Supplier is responsible to ensure that forbidden substances, according to Swedish and local law, are not used in the production of Gekås Products. On request from Gekås relevant laboratory test reports must be presented at the cost of the Supplier.

A.1.7. Packing
The Supplier must strictly follow Gekås' packing and delivery instructions at all times. Any negligence in following these instructions may result in claims as compensation for direct costs. General packing instructions is specified in the IFS and additional or product specific instructions will be included in the Order.

A.1.8. Terms of Delivery
Delivery is to be made in accordance with the IFS and the terms stated in the order document. Terms of delivery shall be interpreted and understood in accordance with Incoterms® 2010, and the risk for Products comprised by one delivery shall be transferred to Gekås in accordance with the agreed
delivery clause. The parties undertake to notify each other as early as possible of any circumstances that may have an effect on the carrying out of deliveries.

A.1.9. Delivery Deviations
If the Supplier fails to meet the delivery time, or has reasons to believe the delivery time will not be met, the Supplier must notify Gekås immediately, and state the expected length of the deviation and the reason for the deviation.

In case of late delivery caused by the Supplier Gekås may need to stop the delivery and cancel the relevant order, take delivery at a reduced price, demand shipment of the Products at the Supplier’s expense by any mode Gekås may unilaterally decide (air, sea-air etc.) or reduce the amount of products in the order. The Supplier will be responsible for any additional freight costs that may arise to avoid a delay in delivery.

A.1.10. Terms of Payment
Gekås will effect payment in accordance with what is stated in the order document made in respect of each delivery. Payment shall not be cited vis-à-vis Gekås as if it means acceptance of the quality of the Products.

A.1.11. Fault or Defect in Products Supplied
If there is a serious fault or serious defect in products delivered, Gekås shall have the right to claim a price reduction that corresponds to the fault or defect. Alternatively, Gekås shall have the right to cancel the delivery and claim compensation for losses consisting of direct verified costs suffered by Gekås as a result of the fault or defect.

The aforementioned consequences shall become invalid unless Gekås complains in writing to the Supplier within 60 days from the arrival of the delivery to Gekås' store/central warehouse. In relation to hidden faults, Gekås has the right to claim compensation from the Supplier, up to 24 months from the arrival of the products to Gekås store/central warehouse.

A.1.12. Confidentiality
The Supplier will not at any time disclose any confidential information concerning Gekås. This confidentiality clause includes both verbal and written information of technical, commercial, or of any other nature, that concerns Gekås business.

A.1.13. Applicable Law / Dispute
The Order and General conditions shall be governed by the substantive law of Sweden. Any dispute, controversy or claim arising out of or in connection with the Order or General conditions shall be finally settled by arbitration administered by the Arbitration Institute of the Stockholm Chamber of Commerce (the SCC). The seat of arbitration shall be Gothenburg, Sweden. The language to be used in the arbitral proceedings shall be English. The Rules for Expedited Arbitrations shall apply, unless the SCC in its discretion determines, taking into account the complexity of the case, the amount in dispute
and other circumstances, that the Arbitration Rules shall apply. In the latter case, the SCC shall also decide whether the Arbitral Tribunal shall be composed of one or three arbitrators.
A.2. Code of Conduct

A.2.1. Objectives
The purpose of this code of conduct is to ensure that suppliers to Gekås operate in accordance with internationally recognized minimum standards on human rights, labor and environment. Gekås adheres to the principles of this code and expects the same of its suppliers. Observance of the code will be an enforced part of any agreement or contract between Gekås and its suppliers. The aim of the code is not to terminate business, but to help suppliers improve social and environmental standards. Gekås is therefore willing to work with suppliers to achieve compliance with the provisions of this code. However, Gekås will not conduct business with a supplier engaged in violations of fundamental human rights (see zero-tolerance standards below) nor will Gekås conduct business with a supplier if compliance with the requirements of the code is deemed impossible. Gekås shall periodically review the adequacy and continuing effectiveness of this code of conduct. In Appendix there is a Glossary with explanations for many of the terms used in the Code of Conduct parts.

A.2.2. Scope of Application
This code applies to all Gekås’ suppliers. The provisions of the code extend to all workers, regardless of their status or relationship with a supplier. The code therefore also applies to workers who are engaged informally, on short-term contracts, or on a part-time basis.

It shall be the responsibility of suppliers to ensure that their sub-suppliers achieve compliance to this code and do not violate the standards.

A.2.3. General principles
Any question or dispute regarding the interpretation of the provisions of this code shall be resolved by Gekås. The code is not and should not be interpreted as a mean to circumvent or undermine national laws or national Labour inspectorates. Similarly, this code is not and should not be interpreted as a substitute for free trade unions, nor should it be used as a substitute for collective bargaining. The code establishes minimum standards and Gekås will not accept any attempt to use the requirements as a mean to lower existing standards or to prevent or discourage collective bargaining. When implementing the code, suppliers shall take all necessary measures to ensure that they do not unintentionally leave workers and other beneficiaries in a worse position than before the code was introduced.

A.2.4. Legal Compliance
In addition to meeting the provisions of this code, suppliers shall comply with all national laws and regulations as well as other applicable standards (e.g. collective bargaining agreements or other codes of conduct).

Where there are differences between the provisions of this code and national laws or other applicable standards, suppliers shall adhere to the higher or more stringent requirements.
Conflicts between the provisions of this code and national laws or other applicable standards shall be evaluated by Gekås in cooperation with the Supplier and relevant stakeholders in order to establish the most appropriate course of action that will help to foster respect for fundamental human rights, Labour standards and the environment. If any conflicts are detected, the supplier must inform Gekås immediately.

### A.2.5. International Standards

This code of conduct is based on the general principles contained in the Universal Declaration of Human Rights (1948), the International Covenant on Civil and Political Rights (1966), the International Covenant on Economic, Social and Cultural Rights (1966), the Eight Fundamental ILO Conventions and other relevant international human rights and Labour standards, as listed in Annex B. Each provision of the code makes explicit reference to the underlying international human rights or Labour standards. These references can be found in Annex C.

### A.2.6. Standards

Gekås requires that our suppliers and their subcontractors observe the standards outlined below:

#### A.2.6.1. Forced Labour and Freedom of Movement

The supplier must not participate in, or benefit from, any form of forced Labour, including bonded Labour, forced prison Labour, slavery, servitude, or human trafficking. Workers must have the freedom of movement during the course of their employment.\(^1\)

#### A.2.6.2. Retention of Identity Cards and Travel Documents

The supplier shall refrain from retaining the identity cards, travel documents, and other important personal papers of its employees.\(^2\)

#### A.2.6.3. Minimum Age Requirements

The supplier shall not engage in, or benefit from, the use of child labour. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception).\(^3\)

#### A.2.6.4. Educational Remediation Program

If the supplier becomes aware of that it has employed children of school age, it shall ensure that the children are enrolled in a remediation program, and not summarily terminated from employment. The program shall include access to education and financial support and shall be decided in consultation with the child and family or next of kin.\(^4\)

#### A.2.6.5. Hazardous and Harmful Work

The supplier shall refrain from hiring young workers (below 18 years of age) to perform any type of work, which is likely to jeopardize their health, safety or morals.\(^5\)
A.2.6.6. Non-discrimination in Employment-related Decisions

The supplier shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria. 6

A.2.6.7. The Right to Freedom of Association and Collective Bargaining

The supplier must not interfere with the workers’ rights to form and join unions, or other associations of their own choosing, and to bargain collectively. Nor shall the supplier discourage membership of unions. Workers’ representatives shall not be subject to discrimination and shall be given access to employees at the workplace. The supplier must recognize elected workers’ representatives and bargain in good faith with them regarding all important workplace concerns. 7

A.2.6.8. Alternative Measures in Case of State Prohibition on Unions

If trade unions are not allowed in the area of operation, or only state authorized organizations are allowed, the supplier shall facilitate, and not prevent, alternative measures to allow employees to gather independently to discuss work-related matters and a forum to present work-related concerns to management. 8

A.2.6.9. Health and Safety Standards

The supplier shall ensure that its workers are offered a safe and healthy working environment, including, but not limited to, protection from fire, accidents and toxic substances. Adequate health and safety policies and procedures must be established and followed. 9

A.2.6.10. Training and Protective Gear

The supplier shall provide its employees with the protective equipment and training necessary to perform their tasks safely. 10

A.2.6.11. Sanitary Infrastructure

The supplier must provide a suitable, clean and sanitary infrastructure, including access to toilets and potable water, which conforms to the needs of its employees and is adequate to its numbers. Accommodation, if provided by the supplier, shall conform to the same requirements, including the general provisions on health and safety listed above. 11

A.2.6.12. Workplace Violence, including Assault, Harassment and Threats

The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers, including when determining and implementing disciplinary measures. 12
A.2.6.13. Remuneration

The supplier shall comply with legal minimum standards or industry benchmark standards concerning wages and benefits, whichever is higher. In any event, the wage should enable workers to meet the basic needs of themselves and their dependents. Overtime shall be remunerated at a premium rate. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and must never be used as a disciplinary measure.\(^\text{13}\)

A.2.6.14. Established Working Conditions

All workers shall be provided with a written, understandable, and legally binding labour contract. The supplier shall not rely on part-time, short-term or casual labourers, trainees, or false apprenticeships to pay lower wages and fewer benefits. Provisions for non-permanent and seasonal workers should be no less favorable than for permanent workers.\(^\text{14}\)

A.2.6.15. Leave

The supplier shall grant employees paid holiday and sick leave each year, as well as parental leave to employees who must care for a newborn or newly adopted child. Women who take maternity leave will not face dismissal or threat of dismissal, and shall be able to return to their former employment at the same rate and benefits.\(^\text{15}\) National laws shall be considered minimum.

A.2.6.16. Hours of Work, Rest Periods and Breaks

The supplier shall ensure that the work-week is limited to 48 hours. Overtime shall be voluntary, infrequent, and not exceed 12 hours per week. Employees are entitled to at least one day off per week, and shall be given reasonable breaks while working and sufficient rest periods between shifts.\(^\text{16}\) All overtime exceeding these limits should be registered and approved by the authorities.

A.2.6.17. Employee Privacy

The supplier shall respect the privacy rights of its employees whenever it gathers or keeps private information or implements employee-monitoring practices.\(^\text{17}\)

A.2.7. Community Impact

A.2.7.1. Industrial Accidents and Health Emergencies

The supplier shall establish and maintain emergency procedures to effectively prevent and address all health emergencies and industrial accidents affecting the surrounding community or having an adverse impact on the environment.\(^\text{18}\)

A.2.7.2. Bribery

Gekås does not tolerate any forms of corruption, bribery or unethical business practices. Gekås and all Gekås suppliers, as well as their respective employees, shall refrain from offering, giving, demanding or receiving bribes, as well as other undue benefits, in business cooperation.

The Supplier shall also refrain from bribery, or use any other method for unjustly affect public officials, anyone from the judicial system or other stakeholders.
A.2.7.3. Managing Environmental Aspects
The supplier must strive to minimize the adverse environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects (including, but not limited to):

- Use of scarce natural resources, energy and water
- Emissions to air and releases to water
- Noise, odours and dust emission
- Potential and actual soil contamination
- Handling of hazardous substances
- Handling of hazardous and non-hazardous wastes
- Product issues (design, packaging, transport, use and recycling/disposal)

A.2.7.4. Complying with Environmental Legislation
The supplier shall maintain awareness of current environmental legislative requirements, relevant to the environmental impacts of its activities, products and services and ensure legal compliance through training, awareness, operational control and monitoring.

A.2.7.5. Continuously Improving Environmental Performance
The supplier shall demonstrate continuous improvements of the overall environmental performance related to significant environmental aspects.

A.2.8. Implementation
The supplier shall maintain appropriate records to demonstrate compliance with the requirements of this code. Records shall be available to Gekås upon request at any time. Appropriate records include, but are not limited to:

- Names and ages of all workers. Copies of birth certificates. Employment contracts
- Time sheets.
- Payroll records, including wage slips and overtime wage records. Wage record for overtime must be separated from regular working time records.
- Health and safety records, including material safety data sheets, accident records and relevant certificates and permits.
- Environmental records, including data from the monitoring of significant environmental impacts and relevant permits
- Records of any significant instances of non-compliance encountered in relation to this code, including a summary of the corrective actions taken to remedy the deficiencies.

A.2.8.1. Definition of Roles and Responsibilities
The supplier must assign responsibilities within its organization for the implementation of this code. As a minimum, the following representatives shall be designated:

- One or more management representatives with the responsibility and authority to ensure compliance with the provisions of this code.
- A qualified health and safety officer at each facility responsible for planning, implementing and monitoring the supplier’s health and safety policies and procedures.
• A freely elected workers’ representative responsible for facilitating dialogue and communication between the supplier and its employees on all matters pertaining to this code. This function may be carried out by a freely elected trade union representative.

The supplier shall ensure that repeated offences and serious neglect by any of its personnel in relation to matters pertaining to this code will result in appropriate disciplinary actions, which may include dismissal from employment.

A.2.8.2. Training and Awareness-Raising
The standards included in this code shall be communicated to all new employees, including managers and supervisors, immediately upon hiring. The supplier shall ensure that all employees are regularly informed about the standards included in the code and the necessity of acting in accordance with them. In areas with high illiteracy rates, employees shall receive verbal instructions. The code shall also be transmitted to local unions or other workers’ representatives and shall always be accessible to all employees whenever appropriate.

A.2.8.3. Complaints Procedures
The supplier shall establish mechanisms for hearing, processing, and settling complaints of employees. Workers must have the right to anonymously submit complaints regarding all workplace concerns, including complaints regarding the supplier’s failure to comply with this code, without fear of punishment or adverse employment action. The supplier shall properly address and settle all complaints in accordance with its pre-established complaints procedure.

A.2.8.4. Relations to Sub-suppliers
The supplier is responsible for ensuring that its respective sub-suppliers observe the standards of this code. As part of this obligation, the supplier shall:

• Require sub-suppliers to inform the supplier about other business entities in the supply chain taking part in the production of each order.
• Screen and select sub-suppliers based on their ability to meet the standards of this code.
• Make observance of the standards included in the code a condition of any agreement or contract that it enters into with sub-suppliers.
• Undertake reasonable efforts to check that sub-suppliers operate in conformance with the code.

The zero-tolerance standards of Gekås outlined below shall also apply to sub-suppliers.

A.2.8.5. Farmers and Home-based Workers
The supplier is responsible for ensuring that sub-suppliers classified as home-based workers or small farmers observe the basic principles of the code, as appropriate to the nature and scale of their operations. As part of this obligation, the supplier shall:

• Maintain adequate records of home-based workers and small farmers, including their names and ages, the nature of their work, the number of hours worked and the amount of goods produced.
• Make observance of the basic principles of the code a condition of any agreement or contract that it enters into with home-based workers and small farmers.
• Undertake reasonable measures to check that home-based workers and small farmers operate in conformance with the basic principles of the code.
• Assist home-based workers and small farmers in improving their working conditions in accordance with the provisions of this code.

A.2.8.6. Monitoring
Gekås will monitor the operations of our suppliers to assess and ensure their compliance with this code. Our monitoring program consists of on-site inspections (or audits) and periodic self-evaluations by suppliers of their premises and those of their subcontractors.

The supplier shall submit at any time to announced as well as unannounced audits. The supplier is required to provide physical access to any auditor from Gekås or other auditor assigned by Gekås. This obligation entails unhindered access to all facilities, records, and where provided by suppliers, housing, as well as employees for confidential interviews. The frequency and intensity of supplier audits will depend on – and shall be appropriate to – the scale and intensity of their operations.

A.2.8.7. Verification
Gekås reserves the right to let an independent third party of our choice make on-site inspections to verify compliance with the requirements of this code. The cost of these audits will be, completely or in part, responsibility of the supplier.

A.2.8.8. Enforcement, Remediation and Corrective Action
Where instances of non-compliance with the requirements of this code are identified, the supplier shall promptly take corrective action to remedy the deficiencies as well as taking measures to prevent similar problems from recurring in the future.

The supplier shall make timely and reasonable amends to any employee, former employee whose rights have been violated. Remediation includes, but is not limited to, paying back all wages found to have been unlawfully withheld or reinstating any employee found to have been unlawfully dismissed.

Where instances of non-compliance are detected as a result of audits, the supplier shall be given a fixed period of time to self-correct the deficiency. In the event of failure to self-correct a problem, Gekås is willing to engage in a constructive dialogue with the supplier to develop and implement a corrective action plan, with appropriate time scales for implementation and improvements to be achieved.

Agreement to abide by the corrective action plan allows continuation of the business relationship, as long as Gekås finds that the supplier is implementing the plan in good faith.

In the event of repeated and serious breaches of the requirements of the code, Gekås reserves the right to terminate the business relationship with a supplier and possibly cancel any production or delivery in progress.
A.2.9. Zero-tolerance Standards

Gekås will not conduct business with a supplier engaged in violations of fundamental human rights. The following practices are therefore considered unacceptable:

- The use of bonded and forced Labour, including forced prison Labour and human trafficking.
- Worst forms of child Labour, including forced child Labour, child prostitution, and other work which is likely to jeopardize the health, safety and morals of children.
- Any harsh, inhumane or degrading treatment or punishment of employees.
- The exposure of employees to life-threatening work environments, where they have not been informed of the dangers and where protective measures have not been undertaken.
- Deliberately causing substantial pollution to air or water, or substantial soil contamination.
- Any complicity in violations of international humanitarian law and other crimes against the human person as defined by international law.

If Gekås has reason to believe that such violations are being committed by a supplier, the business relationship will be terminated immediately. If we have reason to believe that the supplier was aware of the violation and willingly operated in violation of fundamental human rights, the supplier may be reported to the proper authorities.
A.2.10. Human Rights and Labour Standards

Main UN Human Rights Instruments:
- Universal Declaration of Human Rights (1948).
- International Covenant on Civil and Political Rights (1966).

Fundamental ILO Conventions
- ILO Forced Labour and Servitude Convention (C29, 1930).
- ILO Right to Organize and Collective Bargaining (C98, 1949).
- ILO Equal Remuneration Convention (C100, 1951).
- ILO Worst Form of Child Labour Convention (C182, 1999).

UN Conventions:
- Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1984).
- Convention against Corruption (2003).

Other UN Documents:

Other ILO Conventions:
- ILO Hours of Work (Industry) Convention (C1, 1919).
- ILO Weekly Rest (Industry) Convention (C14, 1921).
- ILO Hours of Work (Commerce and Office) Convention (C30, 1930).
- ILO Forty-Hour Week Convention (C47, 1935).
- ILO Hygiene (Commerce and Office) Convention (C120, 1964).
− ILO Workers Representatives Convention (C135, 1973).
− ILO Workers with Family Responsibilities Convention (C156, 1981).
− ILO Indigenous and Tribal Peoples Convention (C169, 1989).
− ILO Maternity Protection Convention (C183, 2000).

**ILO Declarations, Recommendations and Codes of Practice:**

− ILO Declaration on Fundamental Principles and Rights at Work (1988).
− ILO Forced Labour (Indirect Compulsion) Recommendation (R35, 1030).
− ILO Welfare Facilities Recommendation (R102, 1956).
− ILO Worst Forms of Child Labour Recommendation (R190, 1999).

**OECD Documents:**


**Other Documents:**

A.2.11. References

1) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 4; International Covenant on Civil and Political Rights (1966), Article 8; International Covenant on Economic, Social and Cultural Rights (1966), Article 7(b); Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1990), Article 11(2); ILO Forced Labour and Servitude Convention (C29, 1930), Articles 2.2.C, 12 and 13; ILO Abolition of Forced Labour Convention (C105, 1957); ILO Declaration on Fundamental Principles and Rights at Work (1998), Article 2(b); Convention on the Elimination of All Forms of Discrimination against Women (1979), Article 6.

2) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Articles 4 and 13; International Covenant on Civil and Political Rights (1966), Articles 8 and 12(2); Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1997), Articles 8, 21 and 39; ILO Abolition of Forced Labour Convention (C105, 1957) Article 2; ILO Forced Labour (Indirect Compulsion) Recommendation (R35, 1930), Article 3.


4) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 26; International Covenant on Economic, Social and Cultural Rights (1966), Article 13(1); Convention on the Rights of the Child (1989), Articles 28(1) and 32; ILO Social Policy (Basic Aims and Standards) Convention (C117, 1962), Article 15.

5) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Articles 4, 23, 24 and 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7; Convention on the Rights of the Child (1989), Article 32; ILO Minimum Age Convention (C138, 1973), Article 3; ILO Worst Forms of Child Labour Convention (C182, 1999); Article 3; ILO Worst Forms of Child Labour Recommendation (R190, 1999); ILO Minimum Age for Admission to Employment Recommendation (R146, 1973), Part IV.

6) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Articles 2, and 23; International Covenant on Economic, Social and Cultural Rights (1966), Article 7(a); Convention on the Elimination of All Forms of Discrimination against Women (1979), Article 11(1); ILO Equal Remuneration Convention (C100, 1951), Articles 1 and 2; ILO Discrimination (Employment and Occupation) Convention (C111, 1958) Article 1; ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy (1977), Articles 21, 22 and 41; ILO Right to Organize and Collective Bargaining (C98, 1949), Article 1.

7) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 20 and 23(4); International Covenant on Civil and Political Rights (1966), Article 22; International Covenant on Economic, Social and Cultural Rights (1966), Article 8 (1); ILO Freedom of Association and Protection of the Right to Organize Convention (C87, 1948); ILO Right to Organize and Collective Bargaining Convention (C98, 1949), Articles 1, 3 and 4; ILO Declaration on Fundamental Principles and Rights at Work (1998), Article 2(a); ILO Workers’ Representatives Convention (C135, 1971), Article 2; ILO Collective Bargaining Convention (C154, 1981), Article 5 (2), 8; ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (1977), Articles 46, 48, 49, 50, 51, 52 and 54.

8) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 20 and 23(4); International Covenant on Civil and Political Rights (1966), Article 21 and 22; International Covenant on Economic, Social and Cultural Rights (1966), Article 8 (1c); Convention on the Protection of All Migrant Workers and Members of Their Families (1997), Articles 26(a) and 40; ILO Freedom of Association and Protection of the Right to Organize Convention (C87, 1948) Articles 2, 3, 4 and 5; ILO Right to Organise and Collective Bargaining (C98, 1949), Articles 1, 3 and 4; ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (1977), Articles 41, 42, 43 and 57.

9) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7(b) and 12 (2b); Convention on the Elimination of All Forms of Discrimination against Women (1979), Article 11 (1f); ILO Hygiene (Commerce and Office) Convention (C120, 1964); ILO Occupational Health Services Convention (C161, 1985), Article 5 (b); ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (1977), Article 38.

10) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7(b) and 12 (2b and c); ILO Occupational Safety and Health Convention (C155, 1981), Articles 16 (3) and 21.
11) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Articles 7 (b), 11 and 12(b); ILO Occupational Health Services Convention (C161, 1985), Article 5 (b); ILO Workers’ Housing Recommendation (R115, 1961, Articles 3, 7 and 19; ILO Welfare Facilities Recommendation (R102, 1956), Articles 10, 11, 25 (a and i) and 27.

12) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 5; International Covenant on Civil and Political Rights (1966), Article 7; Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1984), Articles 2 (1), 4 and 10; Convention on the Protection of All Migrant Workers and Members of Their Families (1990), Article 10.

13) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7 (a) and 11 (1); International Covenant on Civil and Political Rights, Article 23; Convention on the Elimination of All Discrimination Against Women (1979), article 11; Convention on the Protection of All Migrant Workers and Members of Their Families (1990), Article 25; ILO Minimum Wage Fixing Convention (C131, 1970), Article 3; ILO Social Policy (Basic Aims and Standards) Convention (C117, 1962), Article 5; ILO Protection of Wages Convention (C95, 1949), Article 4, 5, 8, 12, 14; ILO Part-Time Work Convention, (C175, 1994); ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (1977), Article 34.

14) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Articles 23, 24 and 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7; ILO Part-Time Work Convention, (C175, 1994).

15) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Articles 16, 23, 24, and 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7 (d) and 10 (2); Convention on the Elimination of All Forms of Discrimination against Women (1979), Article 11 (2b and 2c); Convention on the Rights of the Child, Article 5; ILO Holidays with Pay (Revised) Convention (C132, 1970), Article 4 (2); ILO Maternity Protection Convention (C183, 2000), Article 4.

16) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Articles 23, 24 and 25; International Covenant on Economic, Social and Cultural Rights (1966), Article 7 (d); ILO Hours of Work (Commerce and Offices) Convention (C30, 1930), Articles 3 and 4; ILO Hours of Work (Industry) Convention (C1, 1919); ILO Weekly Rest (Industry) Convention (C14, 1921), Article 2(1); ILO Weekly Rest (Commerce and Offices) Convention (C106, 1957), Article 6 (1); ILO Forty-Hour Week Convention (C47 1935).

17) The requirement is based on the general principles contained in the following: Universal Declaration of Human Rights (1948), Article 12; International Covenant on Civil and Political Rights (1966), Article 17; ILO Code of Practice: Protection of Workers Personal Data (1997), Sections 5, 6 (14) and 12 (2b); UN Guidelines for the regulation of Computerized personal Data Files (1990), Article 3 (a); OECD Guidelines: On the Protection of Privacy and Transborder Flows of Personal Data (1980), Article 9.


A.3. Accord

The Accord is an independent, legally binding agreement between brands and trade unions designed to work towards a safe and healthy Bangladeshi Ready-Made Garment Industry. Our purpose is to enable a working environment in which no worker needs to fear fires, building collapses, or other accidents that could be prevented with reasonable health and safety measures. Gekås signed the agreement with Accord 2015. This means that Accord requires a detailed list of all units in Bangladesh that produce ready-made garments for Gekås. All suppliers with production in Bangladesh undertake transparency with information about all production units in Bangladesh involved in production for Gekås. As the list of factories has to be kept up to date, the information needs to be updated every time a change occurs.

A.4. Animal Welfare

All suppliers to companies subscribing to this policy must adhere to national and international legislation on animal welfare as well as be encouraged to adhere to the Five Freedoms defined by EU Farm Animal Welfare Council/World Organization by Animal Health (OIE). These are:

- Freedom from hunger and thirst
- Freedom from discomfort
- Freedom from pain, injury and disease
- Freedom to express normal behavior
- Freedom from fear and distress

In order to promote these practices and enhance the traceability in the supply chains, all suppliers should also be encouraged to place the same demands on their sub-contractors and cooperate to improve the industry dialogue. In addition, some material specific requirements are placed on the suppliers:

A.4.1. Animal hair/fibers

Animal hair/fibers that originate from animals raised in cages for their hair are not accepted. Animal hair/ fibers intended include, but are not limited to, alpaca, mohair, cashmere and other goat or pony hair. The long term objective is to promote and enhance traceability in the supply chain and all suppliers are therefore encouraged to provide origin of the fibers as detailed as possible.

A.4.2. Fur

Real fur is not accepted and instead artificial fur made of synthetic fibers should be used. Sheepskin/fleece is in this context considered as an exception and shall in terms of this policy be considered as leather; please see the section about leather below for further details about requirements.

A.4.3. Angora/rabbit hair

The use of rabbit hair, including Angora rabbit hair, is not accepted. This policy will be valid until the angora industry has developed a detailed traceability and auditing system to assure good animal husbandry at the Angora rabbit farms.

A.4.4. Wool

The origin of the wool must not be sheep that have been subject to mulesing or farms that practice mulesing. Acceptable ways to prevent this include, but are not limited to, reception of a valid
certificate declaring “Non-Mulesed” or “Ceased-Mulesed” wool. As far as it is possible to declare, the wool must not originate from sheep that has been plucked or shaved in a manner that has caused the animals to suffer or getting harmed. The long term objective is to promote and enhance traceability in the supply chain as well as to be able to secure also humane transportation methods. In order to succeed, all parties in the supply chain should be encouraged to strengthen their control of their respective suppliers to enhance the dialogue in the industry.

A.4.5. Leather

Leather / skins may only come from animals raised for food production. The animals should be stunned before slaughter. Leather / skins may not come from aborted animals, including (but not limited to) Slink, Karakul, Astrakhan, Broadtail, Persian lamb, Swakara or Crimson.

As far as it’s possible, origin of the hides should be provided by the suppliers. The long term objective is to promote and enhance traceability in the supply chain as well as to be able to secure also humane transportation and slaughter methods. In order to succeed, all parties in the supply chain should be encouraged to strengthen their control of their respective suppliers to enhance the dialogue in the industry.

A.4.6. Bones/horns

Only horns and bones originating from animals that are also used for meat production is accepted and not from animals only bred for the purpose of obtaining their bones/horns. Bones/horns originating from endangered species are not accepted.

A.4.7. Down and Feathers

Down and feathers must originate from birds aimed for meat production. Down and feathers shall not originate from birds that has been live-plucked or has been subject to force feeding.

A.4.8. Endangered or exotic animals

Endangered species appearing on either the International Union for the Conservation of Nature (IUCN) or the Convention of International Trade in Endangered Species (CITES) lists must not be used.

A.4.9. Animal testing

In accordance with EU/Swedish legislation, animal testing on cosmetic and hygiene products are not permitted.
A.5. Restricted substances

All products delivered to Gekås must meet the relevant legislation in Sweden such as REACH, RoHS, the EU Biocidal Products Regulation (EU) and Other relevant laws and regulations.

REACH entered into force in 2007, is an abbreviation for Registration, Evaluation, Authorization and restrictions of Chemicals. REACH applies to all EU operators who professionally manufactures, imports, sells, purchases or distributes goods. All Gekås suppliers must follow REACH and follow updated information on European Chemicals Agency (ECHA) website http://ECHA.europa.eu Europe's authority for REACH. To find the latest version of SVHC (Substances of very high concern), we refer to ECHA’s website: http://echa.europa.eu/web/guest/candidate-list-table. It is the supplier's responsibility to keep updated on the candidate list, annex XIV of preregistered substances and Annex XVII with prohibited substances.

More information:
http://ECHA.europa.eu

A.6. STWI Guidelines - For Sustainable Water Use

Gekas is, since its inception in 2010, members of STWI (Sweden Textile Water Initiative). STWI is a project in which companies in the leather and textile industry are working together to gain more knowledge about water issues. The goal of this project was to develop guidelines that textile companies can follow in working towards their suppliers. The guidelines deal with water, water purification, production, waste water management and how to influence laws and governments on water issues. More info at www.stwi.se (See Appendix)
A.7. Delivery and Packing Instructions

A.7.1. Terms of Delivery
The terms of delivery are always stated in the order and shall be interpreted and understood in accordance with Incoterms® 2010.

A.7.2. Terms of Payment
The terms of payment are always stated in the order.

A.7.3. Packing Instructions
- Ensure that you pack the goods carefully and use as little packing material as possible.
- It is important that the goods fill the entire export carton and that the export carton is stable and of good environmental quality.
- When packing, make sure you use export cartons that fit onto a EUR pallet and that no part of the export cartons is outside the EUR pallet.
- Each export carton must contain the same number of items, per article. It is acceptable to round off the total number of items ordered to fit in an export carton, provided that the buyers have agreed to this.
- Maximum weight for each export carton is 15kg, the recommended maximum weight per export carton is 10-12 kg.
A.7.4. Delivery Instructions

A.7.4.1. Pallets

All goods must be delivered on approved EUR pallets if no special agreement is made with the purchaser and the maximum height of the pallet is 130cm. To minimise transport costs, you can place two or more pallets on top of each other. If you wrap the pallet in plastic, please use see through plastic.

A EUR pallet will not be approved if it has any of the following defects.

- The pallet is damp or moldy and/or has any color that may affect the goods.
- The pallet has protruding nails.
- A board or block is missing.
- A block is twisted and extends outside the edge on the bottom board.
- A board is broken.
- A block is cracked right through.
- A board or a block has a crack in excess of 15 mm.
- The left block should be marked with relevant country’s Railway Company.
- The center block should be marked with:
  - Manufacture ID number.
  - Date of manufacture.
- The right block should be marked with EUR within an ellipse.
- The pallet has not been cleaned from fixed plastic, paper or suchlike.
- The timber is discolored or damaged.
- The markings on the block/blocks have been obliterated by spray or paint.
- The identifying marking is missing on any of the blocks on the corner or on both center blocks.
- A piece more than 15mm wide is missing from a board or a block, or more than one nail protrudes.
A.7.4.2. Sorting on Pallets

It is important that the goods are packed on the EUR pallet in a way that no further sorting is required. Normally you should pack the pallet so that there is only one article, colour and size per pallet, see picture 1. In case of a small order with very few export cartons, exceptions can be made. Then you can combine article, colour or size on the same pallet as long as they are on different sides and not on top of each other, see picture 2. For orders with delivery address Port 1-5 with small quantities per article, we accept mixed pallets.
A.7.4.3. Labelling of Pallets

Provide all pallets with information of content.

- Article number
- Number of cartons
- Colour
- Size

A.7.4.4. Consignment Note

The consignment note must always be included to the delivery and provide information about numbers of pallets and the correct delivery address.

A.7.4.5. Packing List

The packing list should be attached to the consignment note and must include all the information stated in the chapter Packing List. Please see chapter A.5.6.2

A.7.4.6. Notification

All deliveries must be notified by e-mail to the delivery address stated on the order no later than 3:00pm the day (Monday-Friday) before the delivery. The notification has to include information about our order number, delivery date and the number of EUR pallets. It is important that you deliver and notify to the correct delivery address.

<table>
<thead>
<tr>
<th>Delivery address</th>
<th>E-mail</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gekås Port 1</td>
<td><a href="mailto:lastin1@gekas.se">lastin1@gekas.se</a></td>
<td>0346-375 30</td>
</tr>
<tr>
<td>Gekås Port 2</td>
<td><a href="mailto:lastin2@gekas.se">lastin2@gekas.se</a></td>
<td>0346-376 33</td>
</tr>
<tr>
<td>Gekås Port 3</td>
<td><a href="mailto:lastin3@gekas.se">lastin3@gekas.se</a></td>
<td>0346-375 66</td>
</tr>
<tr>
<td>Gekås Port 4</td>
<td><a href="mailto:lastin4@gekas.se">lastin4@gekas.se</a></td>
<td>0346-378 17</td>
</tr>
<tr>
<td>Sönneräng, Port 98</td>
<td><a href="mailto:port98@gekas.se">port98@gekas.se</a></td>
<td>0346-376 56</td>
</tr>
<tr>
<td>Sönneräng, Port 102</td>
<td><a href="mailto:port102@gekas.se">port102@gekas.se</a></td>
<td>0346-376 17</td>
</tr>
<tr>
<td>Sönneräng, Port 105</td>
<td><a href="mailto:port105@gekas.se">port105@gekas.se</a></td>
<td>0346-378 61</td>
</tr>
<tr>
<td>Sönneräng, Port 110</td>
<td><a href="mailto:port110@gekas.se">port110@gekas.se</a></td>
<td>0346-378 25</td>
</tr>
<tr>
<td>Sönneräng, Port 124</td>
<td><a href="mailto:port124@gekas.se">port124@gekas.se</a></td>
<td>0346-375 38</td>
</tr>
<tr>
<td>Sönneräng, Port 151</td>
<td><a href="mailto:port124@gekas.se">port124@gekas.se</a></td>
<td>0346-375 38</td>
</tr>
<tr>
<td>Gekås Lager Peter Åbergs</td>
<td><a href="mailto:peterabergs@gekas.se">peterabergs@gekas.se</a></td>
<td>073-622 84 66</td>
</tr>
</tbody>
</table>

A.7.4.7. Inconsistency

If the delivery varies in any way from Gekås order or agreement, we reserve the right to return the delivery and/or charge the supplier for the additional handling costs Gekås has suffered.

A.7.4.8. Opening Hours

Goods terminal is open Monday – Friday between the hours of 07.00- 16.00.
A.7.5. Delivery Instructions, Container

In order to speed up handling of goods, the consignment must be loaded in the container sorted according to this instruction.

- Each order number must be held together
- Within each order number the consignments shall be loaded together by type of article number, colour and size.

Example:

| Article number SC5205 RED, Small | Article number SC5205 RED, Medium | Article number SC5205 RED, Large | Article number SC5205 BLUE, Small | Article number SC5205 BLUE, Medium | Article number SC5205 BLUE, Large |

**Sorting by article no, colour and size**

Load the container from left to right and from bottom to top, like the picture is showing.
A.7.6. Documents
The following information must be included in the documents. For documents regarding garments please see chapter B.9.

A.7.6.1. Invoice
- From Suppliers within EU, Norway and Turkey we prefer to get the invoices by e-mail. All other suppliers are asked to send the invoices by regular mail.
- Suppliers name and address
- Suppliers VAT number (This only applies to suppliers within the EU)
- Gekås name and address
- Gekås VAT number (This only applies to suppliers within the EU)
- Invoice number
- Invoice date
- Terms of payment, terms + number of days
- Terms of delivery, terms of delivery + place of delivery
- Gekås reference, first and last name according to our order
- Gekås order number
- Article number
- Name and specification of the product
- Unit price
- Quantity
- Total amount
- VAT amount (This only applies to suppliers with a Swedish VAT number)
- Currency
- Payment information
- Bankgiro number (This applies to all suppliers that have a Swedish bankgiro number)
- Bank details, bank name, IBAN and Swift code (This applies to suppliers outside Sweden and that have TT payment)
- Information about country of origin (This only applies to direct deliveries from outside of the EU)

A.7.6.2. Packing List
- Gekås order number
- Article number
- Name and specification of the product
- Export cartons number
- Number of quantity
- Quantity/export cartons
- Total number of export cartons
- Total net weight (This only applies when you have a direct delivery from outside the EU)
- Total gross weight (This only applies when you have a direct delivery from outside the EU)
B. Apparel

B.1. Samples

All samples, size specifications and correspondence concerning samples have to be marked with Gekås order number, article number and sample size. Use sample names/terms as below. Gekås will decide if samples for approval are needed. The Supplier needs to include time for samples and eventual revised samples, when estimating the lead time. The Supplier should include costs for samples and delivery with fastest possible means, in the quoted product price; no separate sample invoices are accepted. Wrap samples with as less plastic bags as possible and mark package with purchaser or assistant name.

B.1.1. Lead Time for Samples

Gekås needs 4 working days from the date of arrival at Gekås for sample comments. These days need to be included when confirming the delivery date. If there is a risk for delivery delay, due to rejection of samples during the preproduction process, the Supplier must always indicate this at the time of the sample rejection. Gekås can then choose how to proceed.

B.1.2. First Samples

First samples concern fitting and style. The samples need to be in correct quality but not necessarily in bulk fabric. It must be clearly mentioned if/what substitutes are used and will be corrected in production. The samples shall be sent to Gekås latest 3 weeks after received order.

B.1.3. Pre-production Samples

Gekås will decide if pre-production samples are needed before delivery. The pre-production samples are samples from the actual bulk production. The pre-production samples should be taken from the first outcome of the production so that eventual alterations can be made before start of production. All details, labels and price tags should be as on final delivery and Supplier is responsible to make test of colorfastness before and after wash and make sure that print is fixed. If not, this has to be clearly mentioned. The samples need to be approved by Gekås before start of production.

B.1.4. Photo Samples

For some orders photo samples are needed. Size and quantity may vary but usually no more than 2 pcs per style.
Samples are used for commercial or advertising purpose. Visually the sample needs to look like the actual bulk but quality and other non-visual details can be substitute or different. The color may differ slightly but the total visual appearance needs to be very close to bulk.

B.1.5. Shipping Samples

Gekås will decide if shipping samples are needed before delivery. The shipping samples are samples from the actual delivery and shall be sent to Gekås latest 2 weeks before shipping. The samples need to be approved by Gekås before shipping.
B.1.6. Measured Samples

All samples should be measured by Supplier with the discrepancies noted on the enclosed measurement list. Measurement list shall be included sketch with arrows and text, explaining each measuring point. – B.1.7 Sketches How to Measure. Samples with bigger deviations from measurement list which change the fitting or make the fitting of the actual size not relevant should not be sent. It is preferable that measurement list is sent by email, as an excel file, to the concerned Purchaser.

B.1.7. Sketches How to Measure

A: Half chest width (2 cm below armhole, 1 cm for children)
B: Half waist width
D: Half bottom width
E: Length from HSP (HSP: highest shoulder point)
K: Neck width outside piping (seam to seam)
H: Shoulder to shoulder
I: Front width, appr 3/4 of armhole from HSP
M: Neck drop front from HSP to seam
R: Armhole from HSP
T: Half bicep
S1: Sleeve length from S.P (S.P: shoulder point)
U: Half elbow
V: Half sleeve end
J: Back width, appr 3/4 of armhole from HSP
L: Neck drop back from HSP to seam
P: Collar circumference at top
Q: Collar circumference at bottom
F: Length from HSP (HSP: highest shoulder point)

G: Leg opening

E: Length from HSP

F: Length from HSP to crotch

Sleeve head height

Sleeve head height needs to cover shoulder.

Construction of raglan sleeve
A: Half waist
C: Half lower hip (1/3 of front rise, from crotch)
D: Half thigh (2 cm from crotch)
E: Half knee (1/2 inseam length)
F: Half legend
H: Zip length
I: Front rise incl. w/b (w/b: waistband)
K: Inseam
P: Pocket width
R: Pocket depth from waist
J: Backrise incl w/b
L: Waistband height
O: Beltloop height and width
S: Backpocket height at center
M: Yoke height C.B from waist
N: Yoke height at sideseam from waist
T: Backpocket placement from w/b, (C.B)
U: Backpocket placement from w/b, (side)
V: Between backpocket
B.2. Quality in General

B.2.1. Material and Quality

- Use suitable quality for the purpose of the item.
- Maximum tolerance for fiber contents, +/-3 %, ISO 1833
- Maximum tolerance for fabric weight, +/-5 %, ISO 3801

B.2.2. Dimension change and Appearance after wash.

- Use ISO 6330 for washing and drying procedures for textile testing. Temperature and drying procedure according to the care label.
- Use ISO 5077:2008 for determination of dimensional change in washing and drying.
- Maximum twisting: +/-3 % (3 cm/m)
- Maximum shrinkage according to ISO 3759:2011:
  - Woven: +/-2 %.
  - Knitted: Length +/-5 %, Width +2 %, -5 %
- Use EN ISO 12945-2 (Martindale) for pilling resistance.
  - Tricot fabrics: after 500 rubs, minimum 3.
- Use EN ISO 12945-1 (Pillingbox) for pilling resistance, for heavy and fine knits after wash.
  - Wool, after 3 h, minimum 3.
  - Others fabrics, after 4 h, minimum 3.

B.2.3. Dyeing

- Use approved color when fabric is dyed
- Please read chemical instructions (See appendix)

B.2.4. Colorfastness to Rubbing

- Use ISO 105-X12 for testing colorfastness to rubbing before and after wash. Minimum 4 is accepted. For dark denim add an additional care label or tag with a warning.
- For swimwear use ISO 105-E02 for testing colorfastness to seawater.

B.2.5. Colorfastness and Appearance after Wash

Minimum 4 is accepted at color change and staining after wash, according to ISO 105-C06 method. Appearance after wash on ready-made product, use ISO 6330. For multicolored articles where white is included, cross staining on white is not accepted.

B.2.6. Chemicals Requirements

- Please read chemical instructions (See appendix) If there are antibacterial agents in products supplied to Gekas, it is very important that we get full information about the treatment along with the safety data sheet for each product before ordering. See also letter of antibacterial agents in the appendices.
  More information:
  http://www.kemi.se/en/Search/?q=biocides
B.2.7. Functional textiles

- Resistance to surface wetting, use EN ISO 4920:2012, 1-5
- Resistance to water penetration, use EN 20811 (ISO 8011), unit of measure – cm, minimum resistance 200 cm, after 5 washes accepted.
- Resistances to wind, air permeability, use EN ISO 3297, unit of measure – mm/s.
- Steam permeable, use EN ISO 15496, unit of measure g/m² Pah, WVP (able to convert to g/m²/24h if compression in Pa is known)

B.2.8. Down

- Labeling of down, use EN 12934.
B.3. Production Instructions

B.3.1. General Production Instructions

- Use lock stitch machine for buttons.
- Use interlining for press buttons.
- Items with four buttons or more enclose spare buttons at side seam.
- The zipper must always be in a quality that meets the longevity of the item. Preferable use the following zipper brands: Rixi Zipper Co Ltd, YCC, YDD, THC, YKK, YCX, IDEAL, YBS, Huang Chang, LOCBO (LCB).
- For all kind of items with zip and collar or hood, fold top of front inner placket over top of zipper, (B.3.1.1)
- Use an elastic chain stitch seam for neck opening on tops, t-shirts or sweatshirts. Use elastic chain stitch seam for all styles with knitted or stretch fabrics.
- When shell fabric is used as neck rib/piping, the fabric needs to be cut on the diagonal.
- When a rib is used as neck rib, rib should be with elastane.
- For jersey/heavy knit (except polo) and/or wide neck hole opening items use one satin band attached on each HSP to HSP (at each sides of neck hole/top of shoulder). Length of satin band should be same as the width of the neck hole. (B.3.1.2)
- For delicate/thin fabrics (or for fabrics with risk for seam slippage) preferable use French seams where possible and make sure to use well enough seam allowances. Also add an extra secure top stitch. (B.3.1.3)
- Make sure to lock all seams.
- Garment with ordinary sleeve insertion, always make armhole front more curved than back, for better fitting. Also adjust sleevehead. (B.3.1.4)
- Raglan sleeve, control fitting well. Make sure that sleeve doesn’t make pressure at shoulder and create pleats underneath armhole.
- Use metal needle detector for all items, before packing.
- All outdoor items shall have hang loop at neck (B.3.2.g)

Ski garments

Jacket

- For functional fabrics with steam permeability, be careful which padding and/or lining is used, so steam permeability not to will be reduced or destructed.
- Use lycra cuff with thumbhole in sleeve end. (B.3.2.f)
- Place snow gaiter/skirt approx. 20 cm below waist. (B.3.2.h)
- Skipass pocket, at left arm or inside left front part approx. 10-20 cm below waist. (B.3.2.i)
- Adapt inner pockets fitted for Ski glasses, Mobil phone etc. some with zip.

Pant

- Adjustable waist, preferable outside waist.
- Pushbuttons and velcro buttoning at waist.
- For waist pant with braces, use detachable.
- Snow gaiter at legend, preferable openable with velcro and pushbuttons. (B.3.2.j)
- Openable legend, for example with gore or zip. (B.3.2.k)
B.3.1.1. Fold placket over zipper. 
Fold top of front inner placket over top of zipper. 

Zipper closed. 

B.3.1.2. Satin band at neck
B.3.1.3. French seam

STEP 1. Join wrong sides together.

STEP 2. Turn and stitch, encasing the raw edges inside.

STEP 3. Flip back over, fashion side out.

B.3.1.4. Set-In Sleeve

Correct shaped armhole and sleeve head.
B.3.2. Children’s Wear, Additional Production Instructions

Follow the European child safety standard for all children wear.
http://www.sis.se/en/clothing-industry/clothes/ss-en-146822014

Buttons and other adornments have to be applied with Toy safety standard EN71 and hold for at least 90N.

- Neck circumference minimum:

<table>
<thead>
<tr>
<th>Size</th>
<th>Cm</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-56</td>
<td>42</td>
</tr>
<tr>
<td>62-68</td>
<td>46</td>
</tr>
<tr>
<td>74-80</td>
<td>48</td>
</tr>
<tr>
<td>86-98</td>
<td>50</td>
</tr>
<tr>
<td>104-110</td>
<td>52</td>
</tr>
<tr>
<td>116-128</td>
<td>53</td>
</tr>
<tr>
<td>134-140</td>
<td>54</td>
</tr>
<tr>
<td>146-158</td>
<td>56</td>
</tr>
<tr>
<td>164-170</td>
<td>57</td>
</tr>
</tbody>
</table>

- Use hook and eye at waist for sizes up to 128. At outdoor items, use pushbuttons.
- Size 92-98, make adjustment for diaper. (B.3.3.1)
- Elastic waist band at back and adjustable elastic waist band at both sides for sizes 68-86. (B.3.3.2)
- Adjustable elastic in waist band for sizes 92-140. (B.3.2.3)
- Make all hoods on outdoor items removable by adding pushbuttons. (B.3.2.e)
- Fur, shall be fake fur and removable from item.
- Make snow gaiter at leg end at outdoor items, fitted dimensionally to fit both boots and ski. (B.3.2.j)
- All outdoor items shall have hang loop. On jackets at neck and on trousers at waist. (B.3.2.g)
- We prefer that you use reflective tab as zip puller at zip. No open loop is allowed. (B.3.2.l).
- Follow European standard SS-EN 13356 for all reflective tape and print. Documentation from Supplier shall be available if needed.
- All outdoor items shall have reflective tape or print. Jacket, both at front and back and trousers, at least at one leg, front and back. Follow European standard SS-EN 13356 for all reflective tape or print. Documentation from Supplier shall be available if needed.
- For outdoor item with drawstring at bottom, place drawstring loop approximately 10 cm up at side seam (reversed side) from bottom and attach stopper to side seam by a short tape loop. (B.3.2.m)
- Outdoor items with taped seam and lamination, require least 2 dots=80 degrease Celsius, though there is now care label direction of drying cabinet.
All children’s items up to size 122 shall have a label with space to write name and phone number. Also at caps, gloves and mittens (both parts).

Measures:
Width: 90 mm
Height: 15 mm

Garment with ordinary sleeve insertion, always make armhole front more curved than back, for better fitting. Also adjust sleeve head. (B.3.1.4)
Raglan sleeve, control fitting well. Make sure that sleeve doesn’t make pressure at shoulder and create pleats underneath armhole.
Leggings – make an elastic gusset at crotch, to avoid that crotch seam will break. (B.3.2.d)
Apply thin vlieseline at reversed side of embroidery, sequins and applications.
Use metal detector for all items, before packing.

B.3.3. Ski garments

Jacket
For functional fabrics with steam permeability, be careful which padding and/or lining are used, so steam permeability not to will be reduced or destructed.
Use lycra cuff with thumbhole in sleeve end (B.3.2.f)
Place snow gaiter/skirt lower part in height of hip. (B.3.2.h)
Skipass pocket, at left arm or inside left front part. (B.3.2.i)
Adapt inner pockets fitted for Ski glasses, Mobil phone etc. some with zip.

Pant
Adjustable waist, preferable outside waist.
Pushbuttons and velcro buttoning at waist.
For waist pant with braces, use detachable
Snow gaiter at legend, preferable openable with velcro and pushbuttons. (B.3.2.j)
Openable legend, for example with gore or zip. (B.3.2.k)
B.3.3.1. Diaper adjustment

The black line shows the original cut for trousers without diaper adjustment. The red dotted line shows the adjustment for diaper. Lower the crotch by 1 centimeter on both. Extend the crotch on the back by 0,5 centimeters and the front by 0,3 centimeters. Add 0,5 centimeters to the backside.
B.3.3.2. Elastic waist band

Elastic waist band at back and adjustable elastic waist band at both sides for size 68-86.

B.3.3.3. Adjustable elastic band

Adjustable elastic band in waist for size 92-140.
B.3.2.d. Elastic gusset at crotch.

B.3.2.e. Removable hood

B.3.2.f. Lycra cuff with thumbhole

B.3.2.g. Hanger loop

B.3.2.h. Snow gaiter/skirt

B.3.2.i. Skipass pocket

B.3.2.j. Snow gaiter at legend

B.3.2.k. Openable legend
B.3.2.1 Zip puller

B.3.2.m. Drawstring stopper

*Drawstring stopper for outdoor item*

- **Sideseam at reverse side**
- **Approx 8-10 cm**
- **Tape to attach stopper at sideseam**
- **Stopper**

*Bottom of item*
B.4. Labels

B.4.1. Neck Label
We prefer print directly on the fabric instead of neck label on styles where this is suitable, this should be agreed with Gekås for respective item. For labels use a soft quality, preferable woven satin with no harsh endings or edges. The thread must be soft and non-plastic. Size label with S, M, L, XL etc. for women and men items has to be clarified with numbers.
Ex. M
40/42
All items for children should have a white label with space to write name and phone number. Width: 90 mm Height: 15 mm (See sketch in chapter Children’s Wear, Additional Production Instructions.)

B.4.2. Care Label
It’s the Suppliers responsibility to suggest a suitable care instruction for the items sold. Use Standard EN ISO 3758:2012. For labels use a soft quality preferable woven satin with no harsh endings or edges. The thread must be soft and non-plastic. Alternatively print directly on fabric, on styles where this is suitable, but this should be agreed with buyer for respective item.
The barcode and ean code (13 numbers) should be printed on all care labels. The text on the care label must be in Swedish, English can be added. Text has to be readable for the entire life span of the article.
Outdoor child items with taped seams and lamination, require least 2 dots=80 degrease Celsius, though there is now care label direction of drying cabinet.
If an item contains animal material, such as fur or leather, supplier has to mark care label with “innehåller icke textila delar av animaliskt ursprung.” (contains non-textile parts of animal origin).
Packed items must have material composition and care instructions on the package.

B.4.3. Order for Washing and Care Symbols
Composition (Note! Follow European regulation EU No 1007/2011)
Symbols (Note! The symbols care instructions shall follow EN ISO 3758:2012 order: Wash, Bleach, Dry, Iron, Professional Textile Care)

Additional care instructions

EAN code (13 numbers)
Primarily use the master code, on basic items, specific EAN code can be used if specified on order.

Example:
100 % bomull

![](100%bomull.png)

Sträckes i vått tillstånd. VRänges innan tvätt.
7322440442237
B.4.4. Translations for common Care Instructions

For colored items:
- Tvättas med liknande färger. (Wash with similar colors)
- Mörka färger kan torrfälla. (Dark colors may bleed)

For jersey items:
- Sträckes i vått tillstånd. (Stretch while damp.)
- Vränges och tvättas med avigsidan ut. (Wash inside out.)

For heavy knit items:
- Plantorka och forma plagget i vått tillstånd. (Dry flat and reshape whilst damp.)

For functional items:
- Använd ej sköljmedel. (Do not use fabric softener.)

For outdoor items:
- Använd ej sköljmedel. (Do not use fabric softener.)
- Stäng dragkedjor och kardborreband före tvätt. (Close zippers and Velcro before wash.)

For denim items:
- Tvättas separat. (Wash separately)
- Ny denim kan torrfälla. (New denim may bleed)
**B.5. Grading**

All our grading charts show recommended grading of basic measurements. Please grade the remaining measurements, based from these grading charts, see appendix.

Please see Gekås grading charts as a guideline. If the quality and model in question makes Gekås grading suggestions unsuitable according to your judgment, you are most welcome to adjust and check back with Gekås.

For double sizes we would like you to print both letter and numbers at labels; letter at top and numbers at bottom.

### Ladies:

<table>
<thead>
<tr>
<th>XS</th>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
</tr>
</thead>
<tbody>
<tr>
<td>32/34</td>
<td>36/38</td>
<td>40/42</td>
<td>44/46</td>
<td>48/50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S/M</th>
<th>L/XL</th>
</tr>
</thead>
<tbody>
<tr>
<td>36-42</td>
<td>44-50</td>
</tr>
</tbody>
</table>

### Men:

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
<th>XXL</th>
</tr>
</thead>
<tbody>
<tr>
<td>44/46</td>
<td>48/50</td>
<td>52/54</td>
<td>56/58</td>
<td>60/62</td>
</tr>
</tbody>
</table>
B.6. **Hang tags**

**B.6.1. EAN/price tag**

(See appendix)

**B.6.2. Colored tag**

All items should be marked with colored tag, with the exception of following:

- Trousers with inch sizes
- Accessories
- Hats
- Mitten
- Scarves
- Swimwear
- Lingerie
- Packaged articles
- Men’s department suits, blazers and dressed trousers

**Instruction for size marking with colored tag**

- Tag size: 40*40mm

- Paper quality: double side coated cardboard with weight of 200 g/m²
- Print color on both sides of the tag, see the attached color guide. Use a color print that doesn’t rub off on the clothes. Se appendix, color guide.
- Place the thick end of the plastic pin though the tags.
- The colored tag should be placed behind all other tags.
- The placement of the tags is important. Place all tags according to the instructions below.
Top:
Place all tags under the left sleeve, as the pictures showing.

Bottom:
Place all tags in the left side of the waistband, as the pictures showing.

B.7. Mark and packing instruction

B.7.1. EAN/price tag
All garments must be marked with an EAN/price tag. For each order Gekås will enclose the information to be printed on the tag or on the consumer package if the supplier does not have their own EAN/price tag.
It is important that the EAN/price tag is clearly visible. The location of the EAN/price tag shall be in accordance with the instructions in B.7.5. Article information. If the placement of the tag is not suitable, please contact the purchaser.
Place the EAN/price tag on top of any other tags so that the price and size information is facing outwards.

B.7.2. Consumer package
Appearance and size of the consumer packages vary. Selection of the consumer package is made in agreement with the purchaser. On the consumer package the following information must be found:

Front:        Article name
              Size
              Quantity
              Sketch of the article (only applies for children’s pajamas)
B.7.3. Hanger

Selection of the hanger is made in agreement with the purchaser. See specific instructions for each article in B.7.5 Article information.

B.7.3.1. Hanger for shawl and scarf

Fold the shawl/scarf so that the total length with the hanger does not exceed 60 cm. Place the folded shawl/scarf on the hanger as agreed with the purchaser.

B.7.4. Assortment

B.7.4.1. One size, one color/pattern
Pack one size and mixed color/pattern per carton. Specification on the order.

B.7.4.2. One size, mixed colors/patterns
Pack one size and mixed color/pattern per carton. Specification on the order.

B.7.4.3. Assortment pack
Pack one color per carton. Specification for the assortment pack is on the order.
### B.7.5. Article information

Below are specific instructions for how to label and pack each product. See appendix for larger version.

#### B.7.5.1. Outdoor wear

<table>
<thead>
<tr>
<th>Article</th>
<th>R/V or name</th>
<th>2-set tag</th>
<th>Plastic loop</th>
<th>Position on the plastic loop</th>
<th>Tag placement</th>
<th>Position of the tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket/Overall</td>
<td>x</td>
<td>x</td>
<td>50 mm</td>
<td>Under the left arm, as illustrated.</td>
<td>x</td>
<td>x</td>
<td>If placement is at risk of damaging the garment, attach tag to zip puller with a plastic loop, as illustrated. Maximum length for the loop is 100mm.</td>
</tr>
<tr>
<td>Bottoms</td>
<td>x</td>
<td>x</td>
<td>50 mm</td>
<td>In the left side of the waistband, as illustrated.</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Set</td>
<td>x</td>
<td>x</td>
<td>50 mm</td>
<td>The tag with price and barcode on the top, under the left arm, as illustrated. The tag with 2-dial on the bottom on the left side of the waistband, as illustrated.</td>
<td>x</td>
<td>x</td>
<td>If placement is at risk of damaging the garment, attach tag to zip puller with a plastic loop, as illustrated. Maximum length for the loop is 100mm.</td>
</tr>
<tr>
<td>Article</td>
<td>Folding</td>
<td>Info</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket</td>
<td>Fold the sleeves of the garment back, one over the other.</td>
<td>If the garment is provided with a hood, fold the hood back over the sleeves.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottom, women and men</td>
<td>Fold the garment in half, so the back of the garment comes out.</td>
<td>If required, fold the garment in half.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottom, children</td>
<td>Please do not fold the garment if it is small enough to fit into the can.</td>
<td>If required fold the garment in half, with the front on top. The lower part must not go past the waistband of the garments when folded.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set, women and men</td>
<td>Fold the garment as the instructions above. Place the two pieces in the set on top of each other. The jacket should be placed with the bottom part upwards. Place the trousers on top of the jacket.</td>
<td>If the garment has a belt or a string snap, make sure you put them through the belt holes and then fasten them.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set, children</td>
<td>Fold the garment as the instructions above. Place the two pieces in the set on top of each other. The jacket should be placed with the bottom part upwards. Place the trousers on top of the jacket.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### B.7.5.2. Top and bottom

<table>
<thead>
<tr>
<th>Article</th>
<th>EN/price tag</th>
<th>2-del tag</th>
<th>Plastic loop</th>
<th>Maximum length of the plastic loop of pin</th>
<th>Placement</th>
<th>Illustration</th>
<th>According to order</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>50 mm</td>
<td>Under the left arm, as illustrated.</td>
<td><img src="image1.png" alt="Illustration" /></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Folded Top, shirt</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>80 mm</td>
<td>In the second button hole from the top, as illustrated.</td>
<td><img src="image2.png" alt="Illustration" /></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Folded Top, other</td>
<td>x</td>
<td>x</td>
<td></td>
<td>40 mm</td>
<td>On the garments neck label, as illustrated.</td>
<td><img src="image3.png" alt="Illustration" /></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bottoms</td>
<td>x</td>
<td></td>
<td>x</td>
<td>50 mm</td>
<td>In the left side of the waistband, as illustrated.</td>
<td><img src="image4.png" alt="Illustration" /></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Set</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>50 mm</td>
<td>The tag with price and barcode on the top, under the left arm, as illustrated. The tag with 2-del on the bottom on the left side of the waistband, as illustrated.</td>
<td><img src="image5.png" alt="Illustration" /></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Arted</td>
<td>Folding</td>
<td>Info</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Top</strong></td>
<td>Fold the sleeves of the garment back one over the other.</td>
<td>If the garment is provided with a hood, fold the hood back over the sleeves.</td>
<td>If required, fold the garment twice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bottom, women and men**

- **Fold the garment in half, so the back of the garment comes out.**
- **If required fold the garment in half.**

**Bottom, children**

- **Please do not fold the garment if it is small enough to fit into the carton. The garment must be laid flat into the export carton with the front side of the garment facing up.**
- **If required fold the garment in half, with the front on top. The lower part must not go past the waistband of the garments when folded.**

If the garment has a belt or a string strap, make sure you put them through the belt holes and then fasten them.
### B.7.5.3. Undergarments

#### B.7.5.3.1. Women and Men

<table>
<thead>
<tr>
<th>Item</th>
<th>Packing</th>
<th>Marking</th>
<th>Assortment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panties and briefs</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Bra</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>In the party case label, as illustrated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The hanger must be fitted with size information. All hooks and eyes must be closed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panties on a hanger</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>In the party case label, as illustrated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The hanger must be fitted with size information.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Long underwear, tights, leggings</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Thermal undergarments</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Nightgowns and home wear</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Pack home wear and nightgowns according to the instructions in B.7.5.2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's pajamas as</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>EAN tag under the infamous on the pajama top, 2-del tag on the infamous on the waistband of the bottom. As illustrated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's pajamas as</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Robe</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Under the left arm, as illustrated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fold according to instructions in B.7.5.2. Belt must be fastened at the loops and be tied.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### B.7.5.3.2 Children

<table>
<thead>
<tr>
<th>Artikel</th>
<th>Color or pattern</th>
<th>Consumer package</th>
<th>Hanger</th>
<th>EAN/price tag</th>
<th>Place ent</th>
<th>Illustration</th>
<th>Outer case or combination pack</th>
<th>Assortment pack</th>
<th>Alt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panties and briefs</td>
<td>x</td>
<td>x</td>
<td>On the left side of the top, as illustrated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>135 mm</td>
<td>On the left side of the top, as illustrated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>225 mm</td>
<td>On the left side of the top and the left side of the bottom, as illustrated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long underwear, tights, leggings</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal underwear, tights, leggings</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packed pajamas</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>Condensed package with the approximate measures 120 cm x 80 cm</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Nightgown</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>50 cm</td>
<td>Under the left arm, as illustrated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pajamas on hanger</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>50 cm</td>
<td>Under the left arm on the pajamas, as illustrated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robe</td>
<td>x</td>
<td>x</td>
<td>50 cm</td>
<td>Under the left arm, as illustrated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Marking**

- On consumer package
- EAN tag
- Plastic loop
- Plastic pin
- Maximum length of the plastic loop or pin
- Place of assembly
- Illustration
- Consumer package
- Hanger
- EAN/price tag
- 2-del tag
- Plastic loop
- Plastic pin

**Notes**

- Galgen skal kan fastens med skruor och en metall krok.
- Panties and briefs, long underwear, tights, leggings: One size, one color/pattern.
- One size, mixed colors/patterns.
- Assortment pack.

**Dimensions**

- 23*28 cm (width, height) for the plastic loop or pin.
- 135 mm.
- 225 mm.
- 50 mm.
- 180 mm.

**Instructions**

- Fold according to instructions in B.7.5.2. Belts must be fastened at the loops and tied.
### B.7.5.4. Accessories

<table>
<thead>
<tr>
<th>Material</th>
<th>Placememnt</th>
<th>Maximum length of plastic loop or pin</th>
<th>Illustration</th>
<th>Assortment Marking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WinterCap</strong></td>
<td>x</td>
<td>85mm</td>
<td>At the top of the cap, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Cap</strong></td>
<td>x</td>
<td>20mm</td>
<td>At the top of the cap, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Hat</strong></td>
<td>x</td>
<td>20mm</td>
<td>On the inside of the hat, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Headband</strong></td>
<td>x</td>
<td>20mm</td>
<td>On the edge of the headband, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Woven and gloves</strong></td>
<td>x</td>
<td>25mm</td>
<td>With double plastic pins on the inside of the mittens/gloves, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Knitted mittens</strong></td>
<td>x</td>
<td>50mm</td>
<td>On the inside of the mittens/gloves, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Scarf and shawl</strong></td>
<td>x</td>
<td>140mm</td>
<td>In the care label, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Neckwarmer</strong></td>
<td>x</td>
<td>20mm</td>
<td>On the inside of the collar, as illustrated.</td>
<td>x</td>
</tr>
<tr>
<td><strong>Shawl and scarf on hanger</strong></td>
<td>x</td>
<td>140mm</td>
<td>In the care label, as illustrated.</td>
<td>x</td>
</tr>
</tbody>
</table>

Fold the shawl/shawls so that the total length with the hanger does not exceed 60 cm. See B.7.3.1.
B.8. Packaging

B.8.1. Paper

Avoid placing paper, plastic clips or other material on the garment. If the garment requires paper this must be confirmed with the purchaser.

B.8.2. Packing

The articles shall be packed differently depending on the assortments. Follow below instructions.

B.8.2.1. Assortment pack

Specification for the assortment pack is on the order. Assortment packs should contain only one color. Put all the pieces in each assortment box in a pile, with the smallest size on the top and the biggest size in the bottom. For each size vary the placement of the garments, for example, small to the right and the next size, medium, to the left and so on.

Place each assortment in a plastic bag. Single pack only if agreed with the purchaser.

B.8.2.2. One size, one color

Specification for the assortment of how many of each size and each color in every carton is on the order. Put all the garments in piles. Alternate the placement of the piles to the left and right as illustrated.

Pack all the garments in a plastic bag. Single pack only if agreed with the purchaser.
B.8.2.3. One size, mixed colors

Specification for the assortment of how many garments with the same size in each carton is on the order. Put all the garments in piles. Alternate the placement of the piles to the left and right as illustrated.

Pack all the garments in a plastic bag. Single pack only if agreed with the purchaser.

B.8.3. Plastic bag

Use a plastic bag that is a good environmental alternative.

B.8.4. Export Carton

Use one of the below measures of export carton, height measurement is optional. It is important that the garments fills the entire export carton and that the export carton is stable and of good environmental quality. Do not cover or close the export carton with fabric or similar. Maximum weight for each export carton is 15kg, the recommended maximum weight per export carton is 10-12 kg.

B.8.4.1. Quantity/Export Carton

Each export carton must contain the same number of items, per article. It is acceptable to round off the total number of items ordered to fit in an export carton, provided that the buyers have agreed to this.

B.8.4.2. Export Carton Labelling

Mark all four sides of the export carton with the following information, in the following order:

It is important that the information is clearly visible, use large print.
B 8.4.2.1 Export cartons containing assorted sizes

When delivering export carton’s containing assorted sizes, make sure that you enlarge the print indicating colour on the export carton. See picture below.

- Article number
- Name of the product
- Colour
- Size/sizes
- Gekås order number
- Export carton number
- Quantity /export carton
- Suppliers name
- Barcode (master EAN) size 2.00 (approx. 72 x 51 mm)

B 8.4.2.2 Export cartons containing one size, one color

When delivering export carton containing solid size, make sure that you enlarge the print indicating both size and colour on the export carton. See picture below.

- Article number
- Name of the product
- Colour
- Size/sizes
- Gekås order number
- Export carton number
- Quantity /export carton
- Suppliers name
- Barcode (specific EAN) size 2.00 (approx. 72 x 51 mm)
B 8.4.2.3 Export cartons containing one size, mixed color
When delivering export carton containing solid size, mixed colour make sure that you enlarge the print indicating size on the export carton. See picture below.

- Article number
- Name of the product
- Colour
- Size/sizes
- Gekås order number
- Export carton number
- Quantity/export carton
- Suppliers name
- Barcode (master EAN) size 2.00 (approx. 72 x 51 mm)
B.9. Documents

B.9.1. Invoice

From Suppliers within EU, Norway and Turkey we prefer to get the invoices by e-mail. All other suppliers are asked to send the invoices by regular mail.

The following information must be included on the invoice.

- Suppliers name and address
- Suppliers VAT number (This only applies to suppliers within the EU)
- Gekås name and address
- Gekås VAT number (This only applies to suppliers within the EU)
- Invoice number
- Invoice date
- Terms of payment, terms + number of days
- Terms of delivery, terms of delivery + place of delivery
- Gekås reference, first and last name according to our order
- Gekås order number
- Article number
- Name and specification of the product
- Unit price
- Quantity
- Total amount
- VAT amount (This only applies to suppliers with a Swedish VAT number)
- Currency
- Payment information
- Bank giro number (This applies to all suppliers that have a Swedish bank giro number)
- Bank details, bank name, IBAN and Swift code (This applies to suppliers outside Sweden and that have TT payment)
- Information about country of origin (This only applies to direct deliveries from outside of the EU)
- More detailed information about the garment, composition of material and information if the garment is woven or knitted, for example. Ladies woven skirt 98% cotton 2% polyester. (This only applies to direct deliveries from outside of the EU)
B.9.2. Packing List

The following information must be included on the packing list.

- Gekås order number
- Article number
- Export carton number
- Name and specification of the product
- Colour
- Size
- Number of export cartons
- Quantity/export cartons
- Total quantity per article
- Total quantity/colour/article
- Total number of export cartons
- Total net weight (This only applies to direct deliveries from outside of the EU)
- Total gross weight (This only applies to direct deliveries from outside of the EU)

Example packing list:

<table>
<thead>
<tr>
<th>Ctn no.</th>
<th>Art. no.</th>
<th>Name, specification</th>
<th>Colour</th>
<th>XS</th>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
<th>Pieces/ Ctn</th>
<th>Number of ctn.</th>
<th>Total pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>54</td>
<td>Damtop</td>
<td>rosa</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>12</td>
<td>10</td>
<td>120</td>
</tr>
<tr>
<td>11-15</td>
<td>54</td>
<td>Damtop</td>
<td>blå</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>12</td>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>15-21</td>
<td>54</td>
<td>Damtop</td>
<td>svart</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>12</td>
<td>7</td>
<td>84</td>
</tr>
<tr>
<td>1-9</td>
<td>40</td>
<td>Damtop</td>
<td>svart</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>14</td>
<td>9</td>
<td>120</td>
</tr>
<tr>
<td>10-17</td>
<td>40</td>
<td>Damtop</td>
<td>blå</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>14</td>
<td>8</td>
<td>112</td>
</tr>
<tr>
<td>17-26</td>
<td>40</td>
<td>Damtop</td>
<td>grøn</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>14</td>
<td>10</td>
<td>140</td>
</tr>
<tr>
<td>1-5</td>
<td>58</td>
<td>Damlinne</td>
<td>blå</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>5</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>58</td>
<td>Damlinne</td>
<td>blå</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>3</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>9-12</td>
<td>58</td>
<td>Damlinne</td>
<td>blå</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>13-17</td>
<td>58</td>
<td>Damlinne</td>
<td>blå</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>5</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>18-22</td>
<td>58</td>
<td>Damlinne</td>
<td>blå</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>2</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>20-25</td>
<td>58</td>
<td>Damlinne</td>
<td>rosa</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>3</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>23-25</td>
<td>58</td>
<td>Damlinne</td>
<td>rosa</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td>3</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article no.</th>
<th>Total pieces</th>
<th>rosa</th>
<th>blå</th>
<th>svart</th>
<th>grøn</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>264</td>
<td>120</td>
<td>60</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>378</td>
<td>112</td>
<td>120</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>500</td>
<td>120</td>
<td>380</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total numbers of export cartons: 73
Total gross weight: 200 kg
Total net weight: 170 kg
C. Home textile

C.1. Samples

All samples, correspondence concerning samples have to be marked with Suppliers name, design name, date and what type of sample; strike off, model sample, pre-production sample or shipping sample and Gekås order number. Gekås will decide if samples for approval are needed. The Supplier needs to include time for samples and eventual revised samples, when estimating the lead time. The Supplier should include costs for samples and delivery with fastest possible means, in the quoted product price; no separate sample invoices are accepted.

C.2. Quality in General

C.2.1. Material Quality

- Use suitable quality for the purpose of the item.
- Maximum tolerance for fiber contents +/-3%, ISO 1833
- Maximum tolerance for fabric weight +/-5%, ISO 3801

C.2.2. Dimension Change and Appearance after wash

- Use ISO 6330 for washing and drying procedures for textile testing. Temperature and drying procedure according to the care label.
- Use ISO 5077:2008 for determination of dimensional change in washing and drying.
- Maximum twisting: +/-3 % (3cm/m)
- Maximum dimension change according to ISO 3759:2011:
  - Terry fabric +/-8 %
  - Table cloth and bed items +/-5 %
  - Fitted sheets (woven) and bed valance +/-2 %
  - Curtain length, over locked bottom +/-5 %
  - Curtain length, hemmed bottom +/-3 %?

C.2.3. Dyeing

- Use approved color when fabric is dyed.
- Please read chemical instructions A.4 Restricted Substances

C.2.4. Colorfastness to Rubbing

- Use ISO 105-X12 for testing for colorfastness to rubbing before and after wash. Minimum 4 is accepted.

C.2.5. Colorfastness and Appearance after Wash

- Minimum 4 is accepted on color change and staining after wash, according to ISO 105-C06 method. Appearance after wash on ready-made product, use ISO 6330. For multicolored articles where white is included, cross staining on white is not accepted.
C.2.6. Chemicals Requirements

- Please read chemical instructions A.4 Restricted Substances
- If there are antibacterial agents in products delivered to Gekås, it is very important that we receive complete information about the treatment together with the safety data sheet for each product before ordering. See also the letter on antibacterial agents in appendixes.

More information:
http://www.kemi.se/en/Search/?q=biocides

C.2.7. Down

- Labeling of down, use EN 12934.
- Also see chapter A.3 Animal Welfare

C.3. Labels

C.3.1. Care labels

It’s the Supplier’s responsibility to suggest a suitable care instruction for the items sold. Use Standard EN ISO 3758:2012. The text on the care label must be in Swedish, English can be added. Text has to be readable for the entire life span of the article. Placement of label with fabric/care symbols: Attach at seam at items on reverse side/inside.

Order for Washing and Care Symbols
Composition (shall follow EU regulation NO 1007/2011, with amendment NO 286/2012)

Symbols (Note! The symbols Additional care instructions shall follow EN ISO 3758:2012 order: Wash, Bleach, Dry, Iron, Professional Textil Care)

Additional care instructions

Example:

```
100 % bomull

Tvättas med avigsidan ut.
```

C.3.2. Translations for common Care Instructions

- Tvättas med liknande färger. (Wash with similar colors)
- Tvättas separat. (Wash separately)
- Tvättas med avigsidan ut. (Wash inside out)
- Använd ej sköljmedel, men torktumla gärna. (Do not use fabric softener, but tumble dry freely)
C.4. EAN tag

All items must be marked with a EAN tag. For each order Gekås will enclose the information to be printed on the tag if the supplier does not have their own label. The articles that are not mentioned in this chapter are labeled on the box and instructions are included in the packing instructions in section C.6.

It is important that the EAN tag is clearly visible. The location of the label shall be in accordance with the instructions below.

C.4.1. Towel

- Place the EAN tag in the upper right corner on the right side of the towel. See picture.
- Maximum length of plastic pin, 30 mm.

![Towel Image]

C.4.2. Placemat, runner

- Place the EAN tag in the middle of the placemat’s/runners short side, on the straight side. See picture.
- Maximum length of plastic pin, 30 mm.

![Placemat Image]

C.4.3. Cushion, cushion covers

- Place the EAN tag in the right corner of the cushion/cushion cover’s right side. See picture.
- Maximum length of plastic pin, 30 mm.

![Cushion Image]
C.4.4. Potholder, oven mitten

- Place the EAN tag on the center of the top edge of the potholder/oven mitten. See picture.
- Maximum length of plastic pin, 30 mm.

![Potholder and oven mitten image]

C.5. Packing instructions

C.5.1. Runner/Placemat

C.5.1.1. Folding

It is important for Gekås how the tablecloth/the placemat is folded. Follow the instructions carefully.

C 5.1.1.1 Placemat

Placemats are not to be folded but placed flat in the carton.

C 5.1.1.2 Runners with length ≤ 90 cm

Fold the runner in half, so that the length becomes ≤ 45 cm.
C 5.1.1.3 Runners with length > 90 cm

Fold runner as many times as necessary, so that the length becomes ≈ 45 cm.

C 5.1.1.4 Tablecloth ≤120x120 cm

Fold the tablecloth so that it measures approximately 20x20 cm.

C 5.1.1.5 Tablecloth ≥ 140x180 cm

Fold the tablecloth tightly around a cardboard inlay with dimensions of approximately 25x35 cm (width, height). Choose a cardboard that is stable and good for the environment.
C.5.1.2. Packing

C 5.1.2.1 Table cloth ≥140x180 cm

C 5.1.2.1.1. Cardboard/banner

Around the folded tablecloth, an extra insert or banner shall be placed. The insert/banner may not exceed to cover 1/3 of the front of the package and must contain below information. The EAN code shall be placed in the lower right corner of the back of the insert/banner.

**Front:**
- Name
- Dimension

**Back:**
- Name
- Dimension
- Material composition
- Care instructions
- EAN code
- Article number

C 5.1.2.1.2. Plastic packing

Place each tablecloth in a tight plastic bag. Use a clear, transparent bag that is good for the environment. It is important that the packaging is durable and resealable.

C.5.1.3. Master bag

C 5.1.3.1. Tablemat, runner and tablecloth ≤ 120x120 cm

Depending on size, each bag can contain a different number of tablets / runners / cloths. Pack all tablets / runners / cloths in each bag in the same direction. When selecting a plastic bag, choose an environmentally good alternative.

<table>
<thead>
<tr>
<th>Dimension (cm)</th>
<th>Qty (masterbag)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablemat</td>
<td>50</td>
</tr>
<tr>
<td>Runner ≤90</td>
<td>24</td>
</tr>
<tr>
<td>Runner &gt;90</td>
<td>12</td>
</tr>
<tr>
<td>25x25</td>
<td>24</td>
</tr>
<tr>
<td>40x40</td>
<td>24</td>
</tr>
<tr>
<td>90x90</td>
<td>12</td>
</tr>
<tr>
<td>120x120</td>
<td>6</td>
</tr>
</tbody>
</table>
C.5.2.  Apron

C.5.2.1.  Folding
Fold the apron in the best way so that it measures approximately 25x30 cm (width, height). It is important that the apron is folded so that any special parts (e.g. a pocket) appear after the folding.

C.5.2.2.  Packing
Place a paper hanger at the top edge of the apron. Paper hanger shall be provided at the top with a hole for hanging and include the following information:

Front:
Name
Dimension
Sketch showing the entire apron.

Back:
Material composition
Care instructions
EAN code
Article number

C.5.2.3.  Master bag
Put all aprons in one plastic bag per carton. When selecting a plastic bag, choose an environmentally good alternative.

C.5.3.  Potholder, oven mitten

C.5.3.1.  Folding
Potholders and oven mittens should not be folded.

C.5.3.2.  Packing
C.5.3.2.1 Potholder

Oven mittens shall be put together at the loop in groups of 10 with a plastic band to facilitate the hanging.
C 5.3.2.2 Oven mitten

Oven gloves shall be put together at the loop in groups of 5 with a plastic band to facilitate the hanging.

C 5.3.3. Plastic bag

Place all potholders/oven mittens in one master bag per carton. When selecting a plastic bag, choose an environmentally good alternative.

C 5.4. Kitchen towel

C 5.4.1. Folding

A. Fold the towel twice on the wide side.

B. Fold the towel lengthwise.
C.5.4.2. Packing

Place a paper hanger at the top edge of the kitchen towel. The paper hanger shall be provided with a hole at the top for hanging and contain the below information. The EAN code should be placed in the lower right corner of the back.

**Front:**
- Name
- Dimension

**Back:**
- Name
- Dimension
- Material composition
- Care instructions
- EAN code
- Article number

C.5.4.3. Plastic bag

Each bag shall contain 20 kitchen towels. For each bundle vary the direction of the top of the towel. When selecting a plastic bag, choose an environmentally good alternative.

C.5.5. Terry towel and shower mat

C.5.5.1. Folding

It is important for Gekås how the towel/mat is folded. Follow the instructions carefully.

C.5.5.1.1 Terry towel 30x50 cm

A. Fold the towel in half, so that the measure is 30x25 cm.
C.5.5.1.2 Terry towel 50x70 cm

A. Fold the towel in half so that the measure is 50x35 cm.

B. Fold the towel in half again so that the measure is 25x35 cm.
C 5.5.1.3 Terry towel 70x140 cm

A. Fold the towel in half so that the measure is 70x70 cm.

B. Fold the towel in half again so that the measure is 70x35 cm.

C. Fold the towel twice from the short side, so that the measure becomes 23x35 cm.
C 5.5.1.4 Terry towel 100x150 cm

A. Fold the towel in half, so the measure becomes 100x75 cm.

B. Fold the towel in half again, so that the measure becomes 100x37,5 cm.

C. Fold the towel in half from the short side, so measurement is 50x37,5 cm.
C 5.5.1.5 Shower mat

A. Fold the shower mat twice.

B. Roll the carpet from the short side, so the border is visible.

C.5.5.2. Packing

C 5.5.2.1 Shower mat

Place a banner around the rolled carpet. The banner can cover a maximum of 1/3 of the roll and shall carry the below information:

**Front:**
- Name
- Dimension

**Back:**
- Name
- Dimension
- Material composition
- Care instructions
- EAN code
- Article number
C.5.5.3. Master bag
Depending on size, each bag can contain different numbers of towels/mats. Place all the towels/mats in each bag in the same direction. When selecting a plastic bag, choose an environmentally good alternative. Single packing only by agreement with the purchaser.

<table>
<thead>
<tr>
<th>Size (cm)</th>
<th>Quantity (Master bag)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30x50</td>
<td>50</td>
</tr>
<tr>
<td>50x70</td>
<td>10</td>
</tr>
<tr>
<td>70x140</td>
<td>5</td>
</tr>
<tr>
<td>100x150</td>
<td>5</td>
</tr>
<tr>
<td>Mat</td>
<td>5</td>
</tr>
</tbody>
</table>

C.5.6. Bath mat

C.5.6.1. Folding
Bath mats are folded as instructed by the purchaser.

C.5.6.2. Packing
If the purchaser orders a bath mat provided with a cardboard hanger with plastic hook, put this at the top edge of the mat. Cardboard hanger must contain the following information and on the high side must be fitted with a plastic hook for suspension.

Front:
Name
Dimension

Back:
Name
Dimension
Material composition
Care instructions
EAN code
Article number

C.5.6.3. Plastic bag
Place all bathmats in one plastic bag per carton. When selecting a plastic bag, choose an environmentally good alternative.
C.5.7.  Shower curtain

C.5.7.1.  Folding
Fold the curtain around a cardboard stiffener with dimensions of approximately 25x30cm (width, height). Choose a cardboard that is very stable and good for the environment.

C.5.7.2.  Packing
C.5.7.2.1 Cardboard inlay

Around the folded curtain, an extra insert shall be placed. The insert may not exceed to cover 1/3 of the front of the package and must contain below information. If rings are included, this must be indicated on the back. The EAN code should be placed in the lower right corner of the back panel.

**Front:**
- Name
- Dimension
- Sketch showing the curtain

**Back:**
- Name
- Dimension
- Material composition
- Care instruction
- EAN code
- Article number
- Sketch showing the curtain suspended

C.5.7.2.2 Plastic packing

Place each curtain in a tight plastic bag. Use a clear, transparent bag that is good for the environment.

C.5.8.  Curtains

C.5.8.1.  Folding
Fold curtains tightly around a cardboard stiffener of dimension approximately 25x35 cm (width, height). Choose a cardboard that is very stable and good for the environment. It is important that the curtains are folded so that any special feature (such as eyelets) appears after the fold. For 2-pack with eyelets place the eyelets in opposite directions.
C.5.8.2. Packing

C.5.8.2.1 Inlay card

Around the folded curtain, an insert shall be placed. The insert may not exceed to cover 1/3 of the front of the package and must contain below information. The EAN code should be placed in the lower right corner of the back panel.

**Front:**
- Name
- Quantity, dimension

**Back:**
- Name
- Dimension
- Material composition
- Care instructions
- EAN code
- Article number

C.5.8.2.2 Plastic packing

Place each curtain in a tight plastic bag. Use a clear, transparent bag that is good for the environment. It is important that the packaging is durable and resalable.

C.5.9. Bed linen

C.5.9.1. Folding

C.5.9.1.1 Sheets and sets

Fold sheets/sets tightly around a cardboard inlay of dimension approximately 25x35 cm (width, height). Choose a cardboard that is very stable and good for the environment.

C.5.9.1.2 Pillowcase

Fold the pillowcase so that it has dimensions of about 19x26 cm.
C.5.9.2.  Packing
C.5.9.2.1 Inlay card

Around the folded sheet/set/pillowcase an extra insert shall be placed. The insert may not exceed to cover 1/3 of the front of the package and must contain below information. The EAN code should be placed in the lower right corner of the back panel.

**Front:**
- Name
- Dimension
- Material composition

**Back:**
- Name
- Dimension
- Material composition
- Care instructions
- EAN code
- Article number
- Picture showing the entire duvet cover set (only set)

C.5.9.2.2 Plastic packing

Place each sheet/set/pillowcase in a tight plastic bag. Use a clear, transparent bag that is good for the environment. It is important that the packaging is durable and resalable.

C.5.10.  Duvet and pillow
C.5.10.1. Folding
C.5.10.1.1 Duvet

Fold the duvet in the best way so that it has dimensions of about 50x60 cm, (width, and height).

C.5.10.1.2 Pillow

Pillows are not folded.
C.5.10.2. Packing
In agreement with the purchaser single pack each duvet/pillow.

C 5.10.2.1 Insert
In each pack with duvet/pillow, place an insert. The insert may not exceed to cover 1/3 of the front of the package and must include below information. The EAN code should be placed in the lower right corner of the sheet.

**Front:**
Name
Dimension
Material composition-filling
Material composition-cover
Care instructions
EAN code
Article number

C.5.11. Bedspread

C.5.11.1. Folding
Fold the bedspread in the best way so that it has dimensions of approximately 45x30 cm (width, height)

C.5.11.2. Packing
Place each bedspread in a durable package provided with zipper and handles. Use a package where the bedspread is visible in a good way and that is good for the environment.

C 5.11.2.1 Inlay card
In each pack with bedspread, place an inlay card. The insert may not exceed to cover 1/3 of the front of the package and must include the below information. The EAN code should be placed in the lower right corner of the sheet.

**Front:**
Name
Dimension
Material composition
Care instructions
EAN code
Article number

C.5.12. Blanket

C.5.12.1. Folding
Fold the blanket in the best way in agreement with the purchaser.
C.5.12.2. Packing

C.5.12.2.1 Insert/banner

On the blanket an inlay card or banner shall be placed. The inlay card/banner must contain below information. The EAN code shall be placed in the lower right corner of the back of the insert/banner.

**Front:**
Name
Dimension
Material composition
Care instructions
EAN code
Article number

C.5.12.3. Master bag

Place all the blankets in one master bag per carton. When selecting a plastic bag, choose an environmentally good alternative. Single pack only by agreement with the purchaser.

C.5.13. Cushion and cushion cover

C.5.13.1. Folding

Cushions and cushion covers are not folded.

C.5.13.2. Master bag

When selecting a plastic bag, choose an environmentally good alternative.

C.5.13.2.1 Cushion

Place all the cushions in one plastic bag per carton. Single pack only by agreement with the purchaser.

C.5.13.2.2 Cushion covers

Pack 50 cushion covers per plastic bag. Place all the cushion covers in each bag in the same direction.
C.6. Export carton

Use one of the below measures of export carton, height measurement is optional. It is important that the goods fills the entire export carton and that the export carton is stable and of good environmental quality. Do not cover or close the export carton with fabric or similar. Maximum weight for each export carton is 15 kg, the recommended maximum weight per export carton is 10-12 kg.

C.6.1. Quantity/export carton

Each export carton must contain the same number of items, per article. It is acceptable to round off the total number of items ordered to fit in an export carton, provided that the buyers have agreed to this.

C.6.2. Export carton labelling

Mark all four sides of the box with the following information, in the following order:
It is important that the information is clearly visible, use large printed text.

- Article number
- Name, design
- Colour
- Size
- Gekås order number
- Export carton number
- Quantity/export carton
- Suppliers name
- Barcode, measure 2.00 (appr.: 72*51mm)
C.7. Documents

C.7.1. Invoice

From Suppliers within EU, Norway and Turkey we prefer to get the invoices by e-mail. All other suppliers are asked to send the invoices by regular mail.

The following information must be included on the invoice.

- Suppliers name and address
- Suppliers VAT number (This only applies to suppliers within the EU)
- Gekås name and address
- Gekås VAT number (This only applies to suppliers within the EU)
- Invoice number
- Invoice date
- Terms of payment, terms + number of days
- Terms of delivery, terms of delivery + place of delivery
- Gekås reference, first and last name according to our order
- Gekås order number
- Article number
- Name and specification of the product
- Unit price
- Quantity
- Total amount
- VAT amount (This only applies to suppliers with a Swedish VAT number)
- Currency
- Payment information
- Bankgiro number (This applies to all suppliers that have a Swedish bankgiro number)
- Bank details, bank name, IBAN and Swift code (This applies to suppliers outside Sweden and that have TT payment)
- Information about country of origin (This only applies to direct deliveries from outside of the EU)
- More detailed information on the article, composition of materials e.g. curtain, 50 % cotton and 50 % polyester (This only applies to direct deliveries from outside of the EU)

C.7.2. Packing List

The following information must be included on the packing list.

- Gekås order number
- Article number
- Export carton number
- Name and specification of the product
- Colour
- Size
- Number of export cartons
- Quantity/export cartons
- Total quantity per article
- Total number of export cartons
- Total net weight (This only applies when you have a direct delivery from outside the EU)
- Total gross weight (This only applies when you have a direct delivery from outside the EU)

Exempel:

**Packing list**

Order no: 9997

<table>
<thead>
<tr>
<th>Ctn. no.</th>
<th>Art. no.</th>
<th>Name, specification</th>
<th>Colour</th>
<th>Size</th>
<th>Pieces/ Ctn</th>
<th>Number of ctn.</th>
<th>Total pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>54</td>
<td>Duk</td>
<td>svart</td>
<td>140*350</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>11-15</td>
<td>53</td>
<td>Duk</td>
<td>vit</td>
<td>140*350</td>
<td>10</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>15-21</td>
<td>52</td>
<td>Duk</td>
<td>linne</td>
<td>140*350</td>
<td>10</td>
<td>7</td>
<td>70</td>
</tr>
<tr>
<td>22-30</td>
<td>44</td>
<td>Duk</td>
<td>svart</td>
<td>140*300</td>
<td>12</td>
<td>9</td>
<td>108</td>
</tr>
<tr>
<td>31-38</td>
<td>43</td>
<td>Duk</td>
<td>vit</td>
<td>140*300</td>
<td>12</td>
<td>8</td>
<td>96</td>
</tr>
<tr>
<td>39-48</td>
<td>42</td>
<td>Duk</td>
<td>linne</td>
<td>140*300</td>
<td>12</td>
<td>10</td>
<td>120</td>
</tr>
<tr>
<td>49-53</td>
<td>64</td>
<td>Duk</td>
<td>svart</td>
<td>140*240</td>
<td>14</td>
<td>5</td>
<td>70</td>
</tr>
<tr>
<td>54</td>
<td>63</td>
<td>Duk</td>
<td>vit</td>
<td>140*240</td>
<td>14</td>
<td>1</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article no.</th>
<th>Total pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>100</td>
</tr>
<tr>
<td>53</td>
<td>50</td>
</tr>
<tr>
<td>52</td>
<td>70</td>
</tr>
<tr>
<td>44</td>
<td>108</td>
</tr>
<tr>
<td>43</td>
<td>96</td>
</tr>
<tr>
<td>42</td>
<td>120</td>
</tr>
<tr>
<td>64</td>
<td>70</td>
</tr>
<tr>
<td>63</td>
<td>14</td>
</tr>
</tbody>
</table>

Total numbers of export cartons 54
Total gross weight 200kg
Total net weight 170kg
D. Interior

D.1. Mark and packing instruction

D.1.1. EAN tag
All items or consumer packing must be marked with an EAN tag.
It is important that the label is placed on the article so that there is no risk that it falls off or is easily removed from the article in the store. It is also important that the label is attached in the best place from an aesthetic perspective.

D.1.2. Consumer package
Appearance and size of the consumer packages vary. Selection of the consumer package is made in agreement with the purchaser and shall enhance the product in a good way for the customer.
EAN code shall be placed both on the article and on the consumer package.
It is important that the label is placed on the article and on the consumer package so that there is no risk that it falls off or is easily removed from the article in the store. It is also important that the label is attached in the best place from an aesthetic perspective.

D.2. Packaging

D.2.1. Paper
Avoid placing paper, plastic or other extra material on or around the articles. Also avoid placing the items or consumer packages in single packs or other smaller cartons / packages. This is to facilitate the unpacking of our items. If the items require extra protection, please place them in the cartons as shown below.
D.2.2. Export Carton

Use one of the below measures of export carton, height measurement is optional. It is important that the garments fill the entire export carton and that the export carton is stable and of good environmental quality. Do not cover or close the export carton with fabric or similar. Maximum weight for each export carton is 15kg, the recommended maximum weight per export carton is 10-12 kg.

D.2.2.1. Quantity/Export Carton

Each export carton must contain the same number of items, per article. It is acceptable to round off the total number of items ordered to fit in an export carton, provided that the buyers have agreed to this.

D.2.2.1.1 Export Carton Labelling

Mark all four sides of the export carton with the following information, in the following order:

- Article number
- Name of the product
- Barcode, size 2.00 (approx. 72 x 51 mm)

D.3. Documents

D.3.1. Invoice

From Suppliers within EU, Norway and Turkey we prefer to get the invoices by e-mail. All other suppliers are asked to send the invoices by regular mail.
The following information must be included on the invoice:

- Suppliers name and address
- Suppliers VAT number (This only applies to suppliers within the EU)
- Gekås name and address
- Gekås VAT number (This only applies to suppliers within the EU)
- Invoice number
- Invoice date
- Terms of payment, terms + number of days
- Terms of delivery, terms of delivery + place of delivery
- Gekås reference, first and last name according to our order
- Gekås order number
- Article number
- Name and specification of the product
- Unit price
- Quantity
- Total amount
- VAT amount (This only applies to suppliers with a Swedish VAT number)
- Currency
- Payment information
- Bank giro number (This applies to all suppliers that have a Swedish bankgiro number)
- Bank details, bank name, IBAN and Swift code (This applies to suppliers outside Sweden and that have TT payment)
- Information about country of origin (This only applies to direct deliveries from outside of the EU)
- Detailed information about the material composition (applicable on direct deliveries from non-EU countries)

D.3.2. Packing List

The following information must be included on the packing list.

- Gekås order number
- Article number
- Name and specification of the product
- Colour
- Number of export cartons
- Quantity/export cartons
- Total quantity per article
- Total number of export cartons
- Total net weight (This only applies to direct deliveries from outside of the EU)
- Total gross weight (This only applies to direct deliveries from outside of the EU)
Example packing list:

## Packing list

Order no: 232565

<table>
<thead>
<tr>
<th>Art. no.</th>
<th>Name, specification</th>
<th>Colour</th>
<th>Pieces/ Ctn</th>
<th>Number of ctn.</th>
<th>Total pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>Mugg</td>
<td>rosa</td>
<td>25</td>
<td>8</td>
<td>200</td>
</tr>
<tr>
<td>55</td>
<td>Mugg</td>
<td>blå</td>
<td>25</td>
<td>8</td>
<td>200</td>
</tr>
<tr>
<td>56</td>
<td>Mugg</td>
<td>svart</td>
<td>25</td>
<td>8</td>
<td>200</td>
</tr>
<tr>
<td>46</td>
<td>Ugnsform 23x36</td>
<td>svart</td>
<td>20</td>
<td>12</td>
<td>240</td>
</tr>
<tr>
<td>47</td>
<td>Ugnsform 23x36</td>
<td>vit</td>
<td>20</td>
<td>8</td>
<td>160</td>
</tr>
<tr>
<td>68</td>
<td>Tomte</td>
<td></td>
<td>40</td>
<td>8</td>
<td>320</td>
</tr>
<tr>
<td>69</td>
<td>Tomte</td>
<td></td>
<td>40</td>
<td>12</td>
<td>480</td>
</tr>
</tbody>
</table>

Total numbers of export cartons: 64  
Total gross weight: 200kg  
Total net weight: 170kg
E. Toys

No toy should jeopardize any child’s safety or health. For this reason, it’s very important that all measures are taken in order to prevent any harm or accidents caused by toys. We will prioritize suppliers who buy products from factories connected to the ICTI CARE Process.

E.1. Laws and regulations

E.1.1. Laws and directives

It is responsibility of all Gekås’ suppliers, to make sure that toys delivered to Gekås are in compliance with all national applicable laws and regulations. EU directives such as The Toy Directive TSD 2009/48/EC, Reach and RoHS, industry minimum standards and any other relevant statutory requirements, whichever requirement is more stringent must be adhered to.


The Toy Directive is incorporated in:

- Toy safety Act (SFS 2011:579)
- Toy Regulation (SFS 2011:703)
- Consumer Agency regulations (KOFS 2011:3)
- Electrical Safety Authority regulations (ELSÄK-FS2011-1)
- Swedish Chemicals Agency regulations (KIFS 2008:2, 8 chapter and appendix 5).

If the toy is electronic, in addition to the Toy Directive it must also comply with RoHS. Toys containing makeup, e.g. makeup dolls must also comply with the Cosmetics Directive.

E.1.2. Labeling

All toys shall have appropriate warnings, instructions and safety information. All of these must be in Swedish. The toy must bear identification such as article number or other identification that makes it traceable and that can be found in the EC Declaration of Conformity. The manufacturer’s name and address should appear on the package. If the manufacturer is outside the EU, the importer’s name and address also must appear.
E.1.2.1. CE Marking

The CE marking consists of the initials “CE” and looks like this:

![CE Marking Image]

Vertically, the components of the CE mark have to be equal to and not less than 5 mm. If the CE marking is reduced or enlarged the proportions given in the model must be retained. The absence or misuse of the CE marking on products that require such, will not be accepted.

The CE mark is available for download here:
http://www.konsumentverket.se/for-foretag/produktsakerhet/ce-markning/

DOC (Declaration of Conformity) shall be available at request for all CE marked products. The DOC document name shall always be the article number.

E.2. Responsibility Toys

All suppliers of toys must complete the Questionnaire Responsibility – Toys (see appendix) and return it to csr@gekas.se.
F. Food

F.1. Laws and regulations

F.1.1. Applicable laws
All products delivered to Gekås must comply with all applicable laws and regulations in Sweden such as The Swedish Food Act (2006:804) and The Food Decree (2006:813). It is each vendor’s responsibility that the goods meet the applicable requirements, rules and regulations.

F.1.2. Product alarms and quality defects
Gekas should always be contacted immediately upon quality defects. For urgent product alarms contact primarily the responsible purchaser at 0346-377 25. If unreachable, contact Food responsible supervisor at 0346-378 52. If neither of the above are accessible contact Gekås helpdesk on 0346-375 00 (recptionen@gekas.se). Additional costs associated with product alerts and repossession of goods will be charged supplier.

F.1.3. Self-monitoring
According to The Food Act, all professional food handlers must have a system to control and manage the risks that are related to food hygiene. The National Food Agency recommends self-monitoring based on HACCP (Hazard Analysis Critical Control Points). For more info: www.slv.se

F.1.4. Traceability
Traceability is important. In the event of a quality problem, it must be possible to quickly trace where the error is coming from. The rule on traceability is found in the Swedish Food Act is found in Article 18 of Regulation (EC) 178/2002.

F.1.5. Labeling
All food must be labeled in accordance with National Food Agency regulations (LIVSFS 2014:4). Voluntary labels such as Krav, Fairtrade and MSC must also meet all requirements. All markings shall be in Swedish. All warnings must be in Swedish.

F.1.6. Packaging
All packaging should be good from an environmental standpoint and must meet specific requirements. Gekas’ suppliers must have documented evidence that the packaging meets the requirements for food packaging according to the EC regulation (EG) nr 1935/2004.

F.2. Delivery

F.2.1. Lead times
The delivery date specified in the order must be respected. Any discrepancies must be confirmed with buyer/ordering officer.
F.2.2. Back orders
Back orders must be notified before 12:00 the day before the scheduled delivery.

F.2.3. Expiration date
All products delivered to Gekås must have at least 2/3 left over from the production date of "Best before" date or expiration date, unless otherwise agreed with the purchaser.

F.2.4. Price changes
Price changes on fresh products must be announced as soon as possible but no later than one month in advance. For other products price changes must be announced at least 3 months in advance.

F.3. Animal welfare
Animal care and husbandry is important for Gekas. See Animal Welfare A.3
G. Electronics & Lighting

G.1. Laws & Regulations

G.1.1. Applicable laws
It is responsibility of all Gekås’ suppliers, to make sure that all Electronic devices delivered to Gekås are in compliance with all applicable national laws and regulations, EU directives such as RoHS also known as Directive (2011/65/EU), industry minimum standards and all other relevant statutory requirements whichever requirements are more stringent

More information:
https://echa.europa.eu/regulations
http://www.regeringen.se/contentassets/dd721e7056424a1fb5851948d949f492/product-safety-act

G.2. Labeling
All products shall have appropriate warnings, instructions and safety information. All these texts must be in Swedish. The product shall be labeled by the manufacturer to make it traceable e.g. model number or something that can also be found on the EC declaration of conformity. Manufacturer’s name and address must appear on the package. If the manufacturer is outside the EU, the importer’s name and address must also appear.

G.2.1. FCE Marking
The CE marking consists of the initials “CE” and looks like this:

![CE Marking](image)

Vertically, the components of the CE mark have to be equal to and not less than 5 mm. If the CE marking is reduced or enlarged the proportions given in the model must be retained. The absence or misuse of the CE marking on products that require such will not be accepted. The CE mark is available for download here: http://www.konsumentverket.se/forforetag/produktsakerhet/ce-markning/

DOC (Declaration of Conformity) shall be available at request for all CE marked products. The DOC document name shall always be the article number.
G.3. Invoices

G.3.1. Recycling
Swedish suppliers must be connected to El-kretsen. The fee shall be charged separately on the invoice.

G.3.2. Storage media
Suppliers of storage media must report to "Copyswede". The fee shall be charged separately on the invoice.
H.  Hygiene & Cosmetics

H.1.  Laws and regulations

All hygiene- and Cosmetic products that are delivered to Gekas shall fulfill all regulations such as “Kosmetikadirektivet (76/768/EEG)”.

H.2.  The Swedish cosmetic legislation

‘Förordning (2013:413) om kosmetiska produkter’ (the Swedish ordinance on cosmetics) and ‘Läkemedelsverkets föreskrifter (LVFS 2013:10) om kosmetiska produkter’ (the Swedish Medical Products Agency’s provisions on cosmetics), complement Regulation (EC) 1223/2009. These Swedish legislations include for example requirements for Swedish labeling, rules for products which are not pre-packed, language requirements for product information files kept in Sweden and fees for cosmetic companies established in Sweden.

Some labelling has to be in Swedish

For cosmetics placed or made available on the Swedish market the labelling information referred to in article 19.5 in Regulation (EC) 1223/2009, has to be in Swedish. This rule is found in 4 § ‘Förordning (2013:413) om kosmetiska produkter’ (the Swedish ordinance on cosmetics).

Specific rules for product which are not pre-packaged

Sweden has a specific rule for cosmetic products which are not pre-packaged, see 2 § in ‘Läkemedelsverkets föreskrifter (LVFS 2013:10) om kosmetiska produkter’ (the Swedish Medical Products Agency’s provisions on cosmetics). This rule means that for products that are not pre-packaged, labelling according to article 19.1 in Regulation (EC) 1223/2009 has to be given in writing to the buyer of such products.

Note that this information also has to fulfil the requirement of Swedish labelling as stated above.

Language requirements for product information files

Responsible persons shall keep product information files for each cosmetic product according to article 11 in Regulation (EC) 1223/2009. Responsible persons established in Sweden shall keep product information files available written in Swedish or English according to 3 § ‘Läkemedelsverkets föreskrifter (LVFS 2013:10) om kosmetiska produkter’ (the Swedish Medical Products Agency’s provisions on cosmetics).

Products containing alcohol

Cosmetic products containing more than 2,25 % ethanol are regarded as alcoholic preparations according to first chapter 10 § ‘alkohollagen (2010:1622)’ (the Swedish law of alcohol). A permit is no longer needed for the import of such products to Sweden but the rules for denaturation of the ethanol must be followed. For more information please contact the competent authority Statens folkhälsoinstitut (the Swedish National Institute of Public Health).
Fees

To cover the costs of the Medical Products Agency’s surveillance of cosmetic products, fees must be paid to the Agency according to ‘Läkemedelsverkets föreskrifter (LVFS 2013:10) om kosmetiska produkter’ (the Swedish Medical Products Agency’s provisions on cosmetics).

Companies obliged to notify to the Cosmetic Product Notification Portal (CPNP) - manufacturers, importers, distributors changing products or other designated responsible persons:
• Annual fee of SEK 4 000 and an annual fee for each product of SEK 600 (up to 200 products).

Companies that are not obliged to notify to the CPNP – distributors that do not have to alter the product to fulfil Swedish labelling requirements:
• Hourly fee or SEK 750 for the actual surveillance work
or
• Annual fee of SEK 4 000 and an annual fee for each product of SEK 600 (up to 200 products) provided that the product is voluntarily notified (see below) at the time the surveillance work begins.

Possibility for a voluntarily notification of cosmetics to the Medical Products Agency

Distributors which are not obliged to notify cosmetics to the CPNP, may in order to avoid the hourly market surveillance fee, by notifying their products voluntarily to the Medical Products Agency. Such notification entails paying the annual fees of SEK 4 000 and SEK 600 for each product (up to 200 products). Notification forms called ‘Blankett frivillig anmälan’ are available here. Note that from 11th of July 2013 there are no obligations to notify cosmetics to the Medical Products Agency. The possibility to notify cosmetics described above is voluntarily.

H.3. Animal testing

In accordance with EU / Swedish legislation, animal testing on cosmetic and hygienic products is not allowed.
I. Chemical Products

1.1. Laws and regulations

All products delivered to Gekås must meet the relevant chemical legislation such as REACH (EC) 1907/2006 and the Biocidal Products Regulation (EU) 528/2012. Suppliers of certain substances or mixtures shall provide SDS (Safety Data sheets). It should be written in Swedish for products placed on the Swedish market.

1.2. Pesticides

A pesticide must be approved by the Swedish Chemicals Agency to be sold in Sweden. Pesticides are defined in the Environmental Code as a chemical or biological product intended to prevent or discourage animals, plants or microorganisms causing damage or harm to human health or damage to property (Chapter 14, 2 § Environmental Code 1998:808). Pesticides to be sold in Sweden must also be notified to the Chemicals Agency’s product register (product report). All pesticides must have a registration number on the packaging.

1.3. Labeling

From 1 June 2015, all hazard symbols must be replaced with the new hazard pictograms with red borders.

All Safety Data Sheets must also be updated with the new hazard pictograms.

The hazard pictograms can be downloaded here:

http://www.unece.org/trans/danger/publi/ghs/pictograms.html
J. **Baby Items**

**J.1. Laws and regulations**

**J.1.1. Standards**

All baby items delivered to Gekås shall comply to current laws and regulations.

- Baby dressing table EN 12221
- Soft baby carriers EN 13209-2
- Toddler Beds including folding cots EN-716
- Bunk beds and high beds for the home EN-747-1:2012+A1:2015
- Safety barriers EN-1930-2011
- Baby walking frames EN-1273-2005
- Reclined cradles EN-12790:2009
- Wheeled child conveyances AN-1888:2012
- Drinking equipment EN-14350-2004
- Soothers EN-1400-1
- Carry cots and stands EN-1466:2014AAC:05
- Toddler Helmets EN-1080-2013 (also to be CE marked)
- Bedding SS-EN 14533:2015

**J.2. Labeling**

All products shall have appropriate warnings and safety instructions. All these texts must be in Swedish. The toy shall be labeled by the manufacturer to make it traceable eg model number or similar that can also be found on the EC declaration of conformity. Name and address should appear on the package. If the manufacturer is outside the EU, the importer's name and address also has to appear.

**J.2.1. CE-marking**

The CE marking shall consist of the initials "CE" and look like this:

![CE Mark](image)

Vertically, the components of the CE mark have to be equal to and not less than 5 mm. If the CE marking is reduced or enlarged the proportions given in the model must be retained. The absence or misuse of the CE marking on products that require such will not be accepted. The CE mark is available for download here: [http://www.konsumentverket.se/forforetag/produksakerhet/ce-markning/](http://www.konsumentverket.se/forforetag/produksakerhet/ce-markning/)

DOC (Declaration of Conformity) shall be available at request for all CE marked products. The DOC document name shall always be the article number.
J.3. Packaging

- If the packaging of the toy has play value it is governed by the Directive on Toy Safety and EN 71 standards.
- If the Toy Safety directive is not applicable the Product Safety Act applies.
K. Horse and riding wear

For clothing items for the rider, in addition to the articles specified in A.5.2.1 riding wear, the instructions in chapter B. Apparel apply.

K.1. Labels

K.1.1. EAN/price tag

Appearance and size vary. Follow separate instructions.

K.1.2. Attached EAN/size-tag

The label shall be attached to the article and placed in a suitable place.

The label must contain the following information:

- Size/measure
- EAN-code
- Article number

K.1.3. Information label

The label should be 40 * 75 mm in size and bear the text below. The label should be placed behind all other hanging labels.

Viktigt info


Med vänliga hälsningar Gekås Ullared.

K.1.4. Safety

Safety vests must be tested and approved according to European Standard EN 13158: 2009, lowest at level 3. Safety vests should be labeled with an attached label, showing the level of classification as well as year of manufacture. It is the obligation of the supplier to be updated about new standards.

Provide suitable storage, care and testing instructions, in a hang tag and, if possible, in an attached label.

For safety vest fitting instructions use a table or similar as shown below.

<table>
<thead>
<tr>
<th>Storlek</th>
<th>Bröstvidd (A)</th>
<th>Midjevidd (B)</th>
<th>Midja till midja över axeln (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XXL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vuxen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

104
Riding helmets manufactured before November 4, 2014 must be CE-marked according to EN 1384, which is valid until 31 December 2017. Helmets manufactured after November 4, 2014 must comply with basic health and safety requirements under the PPE Directive (Directive 89/686 / EEC), as well as approved according to VG1 01.040. Helmets must be tested and approved by an impartial inspection body. It is the obligation of the supplier to be updated about new standards.

K.1.4.1. Washing /care instructions
The supplier is responsible for a clear and appropriate laundry instruction for the items that require this. Use the standard EN ISO 3758: 2012. All text on the label must be in Swedish but also English can be added. For items with attached laundry instructions the text on the label must be readable throughout the life of the article. For riding helmets, provide appropriate care advice with regard to the helmet's outer material.

K.1.4.2. Order and contents of the care label
Material Composition (to be compliant with EU Regulation NO 1007/2011 and Appendix NO 286/2012). Material composition in lining and filling must also be stated.

Symbols (The symbols must be according to EN ISO 3758: 2012: Water wash, Bleaching, Drying, Ironing, Professional cleaning)

Additional text (For example, in case of functional wear, do NOT use fabric softener)
EAN code (13 numbers)

Example:

| Yttermaterial: 100 % nylon          |
| Foder: 85% nylon, 15% spandex      |
| Fyllning: Nitrilgummi              |

![Washing Symbols]

Torkas av med svamp och milt såpvatten.

7322440442237
K.2. Mark and packing instruction

K.2.1.1. EAN/price tag
All items or consumer packing must be marked with an EAN/price tag. For each order Gekås will enclose the information to be printed on the EAN/price tag or consumer packing if the supplier does not have their own tag.

In addition to being labeled with EAN/price labels, some articles shall also have other labels.

It is important that the EAN/price tag is clearly visible. The location of the EAN/price tag shall be in accordance with the instructions in B.7.5.2 Article information. Place the EAN/price tag on top of any other tags.

K.2.1.2. Printed size information
The size of the article shall be printed or embossed properly on the article in such a way that it cannot be removed.

K.2.1.3. Consumer package
Appearance and size of the consumer packages vary. Selection of the consumer package is made in agreement with the purchaser. On the consumer package the following information must be found:

Front: Article name
         Size

K.2.1.4. Assortment

K.2.1.4.1. One size, one color/pattern
Pack one size and color/pattern per carton. Specification in B.7.5.2 Article information or on the order.

K.2.1.4.2. One size, mixed colors/patterns.
Pack one size and mixed color/pattern per carton. Specification in B.7.5.2 Article information or on the order.
K.2.1.5. Article information
Below are specific instructions for how to label and pack each product. See appendix for larger version.

K.2.1.5.1. Horse equipment

<table>
<thead>
<tr>
<th>Article</th>
<th>Costume package</th>
<th>Sling pack</th>
<th>Date</th>
<th>Kategori</th>
<th>Form of Measurement Information</th>
<th>Weight</th>
<th>Plastic Loop</th>
<th>Plastic band</th>
<th>Placement</th>
<th>Stitch</th>
<th>Quantity/Bag</th>
<th>Data on Bag/Code/Label</th>
<th>Data on Blank Code/Blank</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaps/breadges</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halter</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>In one of the rings as in the sketch</td>
<td>10 mm</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead rope</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>On the loop link as in the sketch</td>
<td>10 mm</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fly mask</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>On the left as in the sketch</td>
<td>10 mm</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunge line</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>In the loop link as in the sketch</td>
<td>10 mm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Monogram</td>
<td>Rod-Colour</td>
<td>Rod-Diameter</td>
<td>Rod-Thickness</td>
<td>Rod-Length-top</td>
<td>Rod-Length-bottom</td>
<td>Rod-Material</td>
<td>Rod-Weight</td>
<td>Rod-Shape</td>
<td>Rod-Quantity</td>
<td>Rod-Color</td>
<td>Rod-Special-Notes</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------------</td>
<td>----------</td>
<td>------------</td>
<td>-------------</td>
<td>--------------</td>
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<td>------------------</td>
<td>--------------</td>
<td>------------</td>
<td>-----------</td>
<td>--------------</td>
<td>-----------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Saddle path</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>In one of the buckles as in the sketch</td>
<td>20</td>
<td>10</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strap leather</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>In one of the buckles as in the sketch</td>
<td></td>
<td></td>
<td></td>
<td>The strap leather shall be attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strap</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>In the hole for the straps as in the sketch</td>
<td>10</td>
<td>X</td>
<td></td>
<td>Felt in gray. Place the straps in the package so that the EAN code label is clearly visible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grille</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>On the backside of the bridle as in the sketch</td>
<td>30</td>
<td>5</td>
<td></td>
<td>All buckles shall be clipped and the reins shall be attached with the handle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reins</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>By the buckles as in the sketch</td>
<td>40</td>
<td>10</td>
<td></td>
<td>The reins shall be attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brow band</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>On the left as seen in the sketch</td>
<td></td>
<td>30</td>
<td>10</td>
<td>Field the buckles so that the measure approx. 45-50 cm. Place the belt in the package with the EAN code label clearly visible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rug</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>120 mm</td>
<td>In the buckles in the front as seen in the sketch</td>
<td></td>
<td>X</td>
<td></td>
<td>Fold the roller and place it in the packaging with the EAN code label clearly visible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Roller</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>100 mm</td>
<td>In the buckles as in the sketch</td>
<td>50</td>
<td>X</td>
<td></td>
<td>Place the saddle cloth in the package with the label clearly visible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saddle cloth</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>48 mm</td>
<td>In the ribbon for saddle as in the sketch</td>
<td>20</td>
<td>X</td>
<td></td>
<td>Field the saddle cloth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brush</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>On top of the brush as in the sketch</td>
<td>300-500</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hoofpick</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>48 mm</td>
<td>On the handle as in the sketch</td>
<td>300-500</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
K.2.1.5.1. Riding apparel

| Item   | Color pack | Size pack | Packer size | Print | Print color | Print position | Head width | Head length of plastic bag | Box Art | Price per unit | Quality | Quantity | One size, one color pack | One size, one color pack
|--------|------------|-----------|-------------|-------|-------------|----------------|-----------|---------------------------|--------|----------------|---------|----------|--------------------------|------------------------
| Whip   | X          | X         |             |       |             |                 |           |                           |        |                |         |          | One color per bag        | One color pack          |
| Safety vest | X | X | X | X | 140 mm | In the box as in the sketch |           |                |        |                |         |          |                          |                        |
| Helmet | X          | X         |             |       |             |                 |           |                           |        |                |         |          |                          |                        |
| Shin guards | X | X | X | X | 60 mm | With double pin on the inside of the guards as in the sketch |           |                |        |                |         |          | Both shall have an attached article label |                        |
| Riding shoes | X | X | X | X | 130 mm | In the box as in the sketch with rubber band in the box as in the sketch |           |                |        |                |         |          |                            |                        |

K.3. Packaging

K.3.1. Paper

Avoid placing paper, plastic clips or other material on the garment. If the garment requires paper this must be confirmed with the purchaser.

K.3.2. Packing

The articles shall be packed differently depending on the assortments. Follow below instructions.

K.3.2.1. One size, one color

Specification for the assortment of how many of each size and each color in every carton is in B.7.5.2 Article information or on the order. Put all the garments in piles. In the piles vary the position of the items to the right and left, eg. 10 items on the right, the following 10 items on the left and so on.

Pack the number of items specified in A.2.1.5 Article information per plastic bag. Single pack only by agreement with the buyer or as specified in A.2.1.5 Article information.
K.3.2.2. One size, mixed colors

Specification for the assortment of how many garments with the same size in each carton is in B.7.2.5 Article information or on the order. Put all the garments in piles. In the piles vary the position of the items to the right and left, eg. 10 items on the right, the following 10 items on the left and so on.

Pack the number of items specified in A.2.1.5 Article information per plastic bag. Single pack only by agreement with the buyer or as specified in A.2.1.5 Article information.

K.3.3. Plastic bag

Use a plastic bag that is a good environmental alternative

K.3.4. Export Carton

Use one of the below measures of export carton, height measurement is optional. It is important that the items fill the entire export carton and that the export carton is stable and of good environmental quality. Do not cover or close the export carton with fabric or similar. Maximum weight for each export carton is 15kg, the recommended maximum weight per export carton is 10-12 kg.

K.3.4.1. Quantity/Export Carton

Each export carton must contain the same number of items, per article. It is acceptable to round off the total number of items ordered to fit in an export carton, provided that the buyers have agreed to this.

K.3.4.2. Export Carton Labelling

Mark all four sides of the export carton with the following information, in the following order:

It is important that the information is clearly visible, use large print.
K.3.4.2.1. Export cartons containing one size, one color
When delivering export carton containing solid size, make sure that you enlarge the print indicating both size and colour on the export carton. See picture below.

- Article number
- Name of the product
- Colour
- Size/sizes
- Gekås order number
- Export carton number
- Quantity /export carton
- Suppliers name
- Barcode (specific EAN) size 2.00 (approx. 72 x 51 mm)

K.3.4.2.2. Export cartons containing one size, mixed color
When delivering export carton containing solid size, mixed colour make sure that you enlarge the print indicating size on the export carton. See picture below.

- Article number
- Name of the product
- Colour
- Size/sizes
- Gekås order number
- Export carton number
- Quantity /export carton
- Suppliers name
- Barcode (master EAN) size 2.00 (approx. 72 x 51 mm)
K.4. Documents

K.4.1. Invoice

From Suppliers within EU, Norway and Turkey we prefer to get the invoices by e-mail. All other suppliers are asked to send the invoices by regular mail.

The following information must be included on the invoice.

- Suppliers name and address
- Suppliers VAT number (This only applies to suppliers within the EU)
- Gekås name and address
- Gekås VAT number (This only applies to suppliers within the EU)
- Invoice number
- Invoice date
- Terms of payment, terms + number of days
- Terms of delivery, terms of delivery + place of delivery
- Gekås reference, first and last name according to our order
- Gekås order number
- Article number
- Name and specification of the product
- Unit price
- Quantity
- Total amount
- VAT amount (This only applies to suppliers with a Swedish VAT number)
- Currency
- Payment information
- Bankgiro number (This applies to all suppliers that have a Swedish bankgiro number)
- Bank details, bank name, IBAN and Swift code (This applies to suppliers outside Sweden and that have TT payment)
- Information about country of origin (This only applies to direct deliveries from outside of the EU)
- More detailed information about the garment, composition of material and information if the garment is woven or knitted, for example. Ladies woven skirt 98% cotton 2% polyester. (This only applies to direct deliveries from outside of the EU)
K.4.1.1.1 Packing List

The following information must be included on the packing list.

- Gekås order number
- Article number
- Export carton number
- Name and specification of the product
- Colour
- Size
- Number of export cartons
- Quantity/export cartons
- Total quantity per article
- Total quantity/colour/article
- Total number of export cartons
- Total net weight (This only applies to direct deliveries from outside of the EU)
- Total gross weight (This only applies to direct deliveries from outside of the EU)

Example packing list:

<table>
<thead>
<tr>
<th>Ctn. no.</th>
<th>Art. no.</th>
<th>Name, specification</th>
<th>Colour</th>
<th>85</th>
<th>95</th>
<th>105</th>
<th>Pieces/ Ctn</th>
<th>Number of ctn.</th>
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Total numbers of export cartons 48
Total gross weight 200kg
Total net weight 170kg