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**DELIVERY, PACKING AND MARKING INSTRUCTIONS****1. PACKING INSTRUCTIONS FOR DELIVERY ON ROAD**

Consigner is responsible for delivery, packing and marking of the Delivery according to international and Finnish legislation on transport. Additionally, the Consigner shall follow the instructions brought forward in this attachment.

***Packing***

The packed goods shall be correctly secured on a packing platform, that can be handled by forklift or by a light cart. There is no need for a packing platform for small individual collis that weigh less than 35 kg, or machines and devices mounted on their own handling platform or for shipments with special arrangements. The packing platform has to be durable enough and it needs to take into account the weight and size of the on-loaded goods properly. The list of sent items has to be attached to at least one of the collis on a clearly visible spot. (Please see part 4)

Packaging must optimize the quantity and quality of packaging material used. Prefer recyclable materials to minimize environmental impact.

***Marking of address and special instructions***

Each package of the shipment shall be tagged with one address label indicating the correct Yara Suomi Oy site address as presented below:

Siilinjärvi plant:	Uusikaupunki:	Kokkola:
Yara Suomi Oy Keskusvarasto Nilsiäntie 501 71800 Siilinjärvi Finland	Yara Suomi Oy Keskusvarasto Hangonsaari 23500 Uusikaupunki Finland	Yara Suomi Oy Keskusvarasto Kemirantie 1 67100 Kokkola Finland

or

Siilinjärvi mine:

Yara Suomi Oy  
Kaivosvarasto  
Kaivoksentie 300  
71800 Siilinjärvi  
Finland



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Special instructions displaying the markings shall be made visible to each packet and packaging. Shipments containing hazardous material shall contain the markings, UN-numbers and proper shipping names required by the legislation.

### ***Consigner's responsibility***

The Consigner is responsible for all damages and costs due to defective or inapt packing or marking. This kind of damages include also injuries, property damages and environmental hazards.

## **2. MARKINGS**

### ***Handling marks***

For safe and secured transportation, handling and storing, the packet shall be marked with special handling marks. The marking shall be displayed on the external surface of the outermost packaging and it shall be clearly visible and legible.

### ***Hazardous materials shipping labels***

Finnish legislation for shipping of hazardous materials (719/1994) and other regulations that are in force, shall be fully followed in transportation. The Consigner shall always be responsible for the classification, packing and correct recording according to the regulations. Internationally, ADR/RID-regulations are applied in road and rail transportation, IMDG-regulations are applied in marine transportation and IATA-DGR –regulations in air transportation.

## **3. CONSIGNMENT NOTE**

The consigner must include the consignment note in all deliveries.

In addition to the information required by the standards, the following information shall be visible on the consignment note:

- the Yara purchase order number in section "Additional information".
- In case the Correspondent is Yara's subcontractor, the name and phone number of contact person at Yara needs to be highlighted

## **4. DISPATCH LIST**

Dispatch list needs to be attached to each shipment. In addition to date and contact information, the following information shall always be written on the dispatch list:

- Yara purchase order number



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- item numbers
  - product codes and product names
  - product amounts
  - the delivery address