

APPENDIX SUPPLIER MANUAL

VERSION 2.0



STARK
Sammen bygger vi professionelt





AT STARK WE ARE COMMITTED TO:

- **Giving our customers the best possible advice on all digital platforms**
- **Offering our customers as many solutions as possible**
- **Full compliance with legislative requirements in the building and construction industry**
- **Smooth and efficient logistics**

To fulfil these aims, we require the following product data as a minimum. Data must be supplied in a structured format, attached to a single email sent to masterdata@stark.dk, unless otherwise indicated below. Questions about the data requirements described here can also be directed to the same email address.

If you have any comments, information about products due to be discontinued, or questions regarding STARK's trading of the products you are supplying, or if you need to contact us about anything other than the data requirements, please reach out to your designated STARK contact who negotiated the supply contract with you.

For all the data types below, suppliers must proactively and promptly notify masterdata@stark.dk of any changes to data, such as changes in the quantity of products in a given consignment.

AS A SUPPLIER, YOU MUST SUPPLY DATA ON THE FOLLOWING AREAS:

1. Units	Examples
Pricing units	M, M2, PCS.
Smallest sellable unit (out of STARK)	Roll, pack, PCS.
Smallest sellable unit (into STARK)	Roll, pack, PCS.
Secondary packaging	Pack, Box
Tertiary packaging	Carton
Pallet size	Pallet
Other units	(truck, FTL, shipping container)
EAN	

For all units, an unambiguous conversion factor/quantity for each unit MUST be specified along with the EAN for each unit (i.e. for pieces (pcs.), packages and pallets) Supplier data must be emailed to masterdata@stark.dk

2. Logistics dimensions	Examples
Height /Thickness	MM, CM, M
Width / Depth	MM, CM, M
Diameter (as alternative to height/width)	MM, CM, M
Length	MM, CM, M
Weight	G, KG, Tons

Logistics dimensions must be specified for all the above units in Table 1, inclusive of packaging but exclusive of pallets. Example 1 – Drill in case incl. batteries, charger and accessories. Example 2 – Wardrobe unassembled in cardboard box. Supplier data must be emailed to masterdata@stark.dk

3. Product dimensions	Examples
Height /Thickness	MM, CM, M
Width / Depth	MM, CM, M
Diameter (as alternative to height/width)	MM, CM, M
Length	MM, CM, M
Weight	G, KG, Tons

Product dimensions must be specified for the product in its use situation. Example 1 – Drill when being used by customer. Example 2 – Wardrobe when assembled. Supplier data must be emailed to masterdata@stark.dk

4. ProductID/classifications	Examples
Supplier's product code	Alphanumerical field
DB number (if available)	7 digits (numerical)
CN code	8 digits (numerical)
Customs code	2 digits (numerical)
Country of Origin	DK, SE, DE
VVS number (Scandinavian HVAC licence number)	
ETIM	
Supplier's Product Hierarchy	Footwear / boots
Supplier's Product Assortment	Model / size

Information on BOL and customs codes is available from the Danish Customs Agency website. ETIM and/or UNSPSC code is/are optional. Supplier data must be emailed to masterdata@stark.dk

5. Product texts	Examples
Short product text	Max. 60 characters
Long, descriptive product text	

Supplier data must be emailed to masterdata@stark.dk

6. Technical specifications (examples)	Examples
Colour	Green, Red
Leg length	82, 88
Watts	950, 2300
Insulation rating	34, 37

Technical specifications vary from one product category to the next. STARK requires all defining and descriptive attributes of all products to be supplied to masterdata@stark.dk

7. Approvals/certifications	Examples
PEFC	70%, 100%
FSC	70%, Mix credits
Nordic Swan Ecolabel	
EU Ecolabel	
DGNB Global Benchmark for Sustainability quality steps	
DGNB Indicator	
Indoor Air comfort gold	
Blauer Engel	
Emicode EC1	
Emicode EC1 plus	
M1	
Danish Indoor Climate Labelling (DICL)	
Cradle to Cradle	
Oekotex standard 100	
Oekotex standard Made in Green	
Safety footwear certification according to EN ISO 20345	S1, S1P, S3
EN conformity	EN342
CE mark	
Fire rating	BD30
Conformity with drinking water standards	Danish GDV, Dutch ATA approved
Safety warnings	“Authorised electrician only”
DoP/DoC	
Nordic Poly Mark (quality mark for plastic pipe)	

All approvals/certifications must be accompanied by a document in PDF submitted to masterdata@stark.dk

8. Product relationships	Examples
Accompanying articles (mandatory)	2 component products – carbonated drink/bottle
Accessories	Boards/screws – drill/drill bit
Alternatives	

For suggestions for product relationships, please contact masterdata@stark.dk

9. Environmental data	Examples
EPD type	Generic, Industry/Sector, Product
Valid from	01/01/2025
Valid until	01/01/2028
EPD Standard	A1
Declared value	"number"
Declared unit	Kg, M ²

Emissions data for the Industry/Sector and Product types must be accompanied by an EPD in PDF emailed to masterdata@stark.dk

10. Safety data	Examples
UN number ADR	UN1965
UN number RID	UN1965
UN number IMDG	UN1965
UN number ICAO/IATA	UN1965
Hazard class	2.1
Signal word	Hazard
Hazard statement	H220, H280
Safety statement	P102, P210
CAS number	74-98-6
Danish MAL code for hazardous surface treatments	00-3
Hazardous liquid unit maximum	

Safety data must be accompanied by safety data sheets. This must be emailed to masterdata@stark.dk

11. Photos/videos	Examples
Product shots with masked image (300 dpi – 10x10 cm)	
In-context shot without people	
Video	Link to Youtube or Vimeo

For garments, the product shot must show the product unfolded. This must be emailed to masterdata@stark.dk

12. Warehousing/transportation	Examples
Pallet type	EUR, Single-use
Requires plastic stretch/shrink wrap	Yes/No
Requires corner protectors	Yes/No
Fragile transport	Yes/No
Humidity-safe	Yes/No
Requires dunnage	Yes/No
Storage	Indoor/Outdoor
Storage temperature	Frost-free, +5 degrees
Stackable	Yes/No
Date-marked product	Yes/No

The data must be emailed to masterdata@stark.dk

13. Other documents	Examples
Assembly instructions	
Instructions for use	
These documents must be in Danish and ideally other languages, if available.	

14. Pricing data	Examples
Purchase price	100
Currency	DKK/EUR
Invoice discount 1	10%
Invoice discount 2	5%
Multipack price	100 PCS. @ DKK10 per PC.
Restocking fee if multipack or pallet opened	30% surcharge < 50 PCS.
Collection fee	5% discount for collection
Valid from date	01/01/2026
Area (for region-specific pricing)	Jutland=DKK10, Zealand=DKK12
Recommended retail/wholesale price	100
Tax	5
Tax type	%, DKK
Multipack items can be sold separately	Yes/No
Multipack to single-unit sale conversion factor should be stated.	

15. Packaging	Examples
Hazardous waste	Stated in KG per pack
Cardboard	Stated in KG per pack
Paper	Stated in KG per pack
Ferrous metal	Stated in KG per pack
Aluminium	Stated in KG per pack
Glass	Stated in KG per pack
Soft plastic	Stated in KG per pack
Flexible plastic	Stated in KG per pack
Hard plastic	Stated in KG per pack
PET	Stated in KG per pack
Polymeric foam	Stated in KG per pack
Food and beverage cartons	Stated in KG per pack
Textile	Stated in KG per pack
Ceramics	Stated in KG per pack
Porcelain	Stated in KG per pack
Cork	Stated in KG per pack
Other	Stated in KG per pack
This data must be specified for all pack sizes. Disclaimer: the format for receipt of this data is subject to change, in which case supplier will be notified. The data must be emailed to masterdata@stark.dk	



DATA STRUCTURE AND REQUIREMENTS WITH REGARD TO EMISSIONS AND SUSTAINABILITY

Data must be emailed to masterdata@stark.dk, and must be accompanied by a product code so that STARK can identify which data goes with which product.

STARK requests that data be structured in such a way as to permit:

- Clear separation between the product's different lifecycle phases (e.g. manufacturing, transportation, installation, use and final processing).
- Specification of units for each phase so that data can be accurately scaled according to the specific dimensions or volumes of the product.

Data supply must be made in priority order based on the product's relevance for LCA requirements. For products subject to LCA in accordance with Table 6, Danish Building Regulations BR18, the preferred solution is an EPD in accordance with EN 15804 +A2 with an additional sheet for +A1, as this ensures that we have verified and comparable data. If a specific EPD is not available, nationally aligned generic values must be specified. For other products and accessories, an EPD is preferred. If this is not possible, data may be supplied in priority order by quality.

A. For products subject to LCA according to Table 6, BR18

1. EPD in conformity with EN 15804 +A2, with an additional sheet for +A1.
This is the preferred solution, as it ensures verified and comparable data.
2. Nationally aligned generic value, if a specific EPD is not available.

B. For all other products and accessories

EPD is preferred, but if this is not possible, STARK can use generic values. The following is provided as a priority ranking of data quality, where 1 is best quality and preferable.

1. EPD or PEF (Product Environmental Footprint).
2. Product LCA in conformity with ISO 14044.
3. Nationally aligned generic value.
4. EU generic value (or industry/sector-specific data).



PHASES AND INDICATOR

Data must contain the following lifecycle phases:

- Manufacturing (A1-A3): Raw materials, energy consumption and production processes.
- Transportation (A4): Transport distance and weight.
- Use (B1-B7): Any maintenance or operating requirements (LCA requirements).
- Final processing (C1-C4): Disassembly, transportation for waste management and processing.
- Recycling potential (D): Potential for recycling or reuse.

It is important that biogenic and fossil emissions are specified separately as they are from different sources and have differing environmental impacts. This ensures more precise and transparent assessment.

STARK requires, as a minimum, data for the following indicators, if applicable to the product:

- GWP-total – Global Warming Potential (Total)
- GWP-fossil – Global Warming Potential
- GWP-biogenic – Global Warming Potential (e.g. from biomass)
- GWP-LULUC – Global Warming Potential (Land Use and Land Use Change)

- AP – Acidification Potential
- EP-freshwater – Eutrophication Potential
- EP-marine – Eutrophication Potential
- EP-terrestrial – Eutrophication Potential

Suppliers must always specify which Eurocode is applied and conformed to.

SCALING

To facilitate accurate scaling, data must be related to the product's volumetric unit (1 m³), especially for products of varying thickness. Alternatively, the scaling ratios must be clearly described to make them easily comprehensible for our system.

Aside from the above data requirement, it is IMPORTANT to notify STARK if:

- A product is being discontinued and must be deleted



**SAMMEN STÅR VI OP
FOR BYGGERIET.
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