



November 2016

SUPPLIER PACKAGING MANUAL



STACKPOLE INTERNATIONAL
ENGINEERED PRODUCTS DIVISION
NORTH AMERICA

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1. Purpose

The purpose of this manual is to clearly define packaging and labeling requirements to Stackpole suppliers;

- Standardized dimensions for containers and transportation packaging.
- Agreed content quantities per packaging unit.
- Correct and complete marking of packaging.

2. Scope

This standard applies to all items shipped to North American Stackpole plants. It applies to all suppliers. Packaging development requires partnership. It can only function as intended when both supplier and customer (Stackpole) work together from proposal through implementation. And then, it is absolutely crucial that both parties adhere to authorized packaging. The key is open, two-way communication. A supplier's conformance to this standard and adherence to authorized packaging is factored into the supplier's "Delivery Performance Rating".

3. Procedure

3.1 – Supplier Responsibility

The supplier is responsible for the packaging of direct materials to assure their proper condition and quality upon delivery to Stackpole. Parts must arrive at Stackpole without damage, rust/corrosion, or contamination. Parts which are not clean or boxes which indicate particles bigger than 0.059" will be rejected. Parts susceptible to corrosion must be protected utilizing a Stackpole approved prevention option (VCI paper, VCI bag etc.). The selection of the best corrosion prevention method for ensuring component

quality remains with you - the supplier of the product. The strength of the packaging material should be determined and applied by the supplier based on mode of dispatch and distance of delivery through the Advanced Quality Planning Process (APQP) and Production Parts Approval Process (PPAP). The packaging plan must be submitted to Stackpole and approved prior to first shipment. Packaging is part of the supplier manufacturing process and shall be included as appropriate in the supplier's FMEA and PPAP when these "tools" are used.

Standard Packaging - each supplier shall utilize a single size container, package, and/or pallet containing a standard quantity for each part number supplied. This requirement shall be valid for expendable and returnable packaging.

The supplier is responsible for completing and sending the Stackpole Supplier Packaging Approval Form (see Figure 3) to the Stackpole packaging representative. All packaging "modifications" or "new" proposals require authorization.

The supplier is responsible for complying with all government and industry laws and regulations.

3.2 – Treatment of Wood Packaging Materials

Any wood used for packaging must comply with ISPM15 - International Standards for Phytosanitary Measures No.15. This is mandated by the International Plant Protection Convention (IPPC) of which Canada is a part of.

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Figure 1 - Sample IPPC Marked Pallet at Stackpole.

Sample pallet marking symbology as per below.

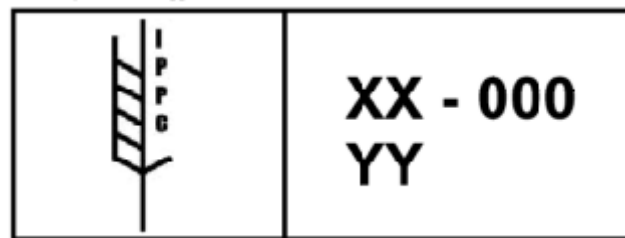


Figure 2 - IPPC Pallet Marking

- XX represents the International Standards Organization (ISO) two letter country code for the country in which the wood packaging is produced.
- 000 represents the official certification number issued to the facility producing the compliant wood packaging by the National Plant Protection Organization.
- YY represents the treatment carried out (i.e. HT for heat treated wood and MB for methyl bromide treated wood).

4. Packaging Requirements

- **Height Restriction:** Includes pallet – 39”.
- **Weight Restriction:** Individual box weight **MUST NOT** exceed 30 lbs due to ergonomics concerns (this includes both returnable and expendable boxes that will be lifted and/or carried by an operator).
- No material shall extend over the pallet edge.
- Corner reinforcements are required to protect stackable expendable packaging.
- Expendable cardboard boxes must fit pallet and be evenly distributed along pallet surface area.
- Box and container pack density must be evenly distributed.
- Partial pallet loads **MUST** be identified with a Manufacturer’s Request for Engineering Approval (SECR) deviation label approved by Stackpole (see Section 6 – Labelling for example).
- Supplier should use polyester strapping material that is friction welded (Non-metallic strap, do **NOT** use metal banding) for pallet load strapping. Strapping is not allowed on individual boxes.
- Shrink wrapped shipments do not require straps. Pallets with cardboard boxes that are shrink wrapped should be wrapped tightly.
- Corrugated (paper fiber board) packaging material must have strength to adequately withstand transportation and handling from the supplier’s shipping dock to Stackpole’s receiving dock. The strength of corrugated cardboard boxes should be defined to prevent damage on the boxes that are stacked under for two layered stacking. Suppliers should stack one pallet on the top of the other.
- **NO** metal staples are to be used in packaging due to safety concerns.
- Smallest packaging unit(s) such as plastic bags may be considered to package parts inside cardboard boxes, and/or bulk containers.
- If the packaging used by the supplier does not comply with the packaging that has been agreed mutually, Stackpole reserves the right to charge the supplier with repacking costs plus any handling costs incurred, with a minimum of \$150/pallet (CAD).

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- Suppliers must fill out the Stackpole Supplier Packaging Approval Form (SPAF) and send it to the relevant Stackpole packaging engineer for approval (sample SPAF shown in Figure 3 below).
- Supplier will submit the Stackpole Supplier Packaging Approval Form (SPAF) in PPAP documents. If part is already in serial production and there is no SPAF for the parts, all missing SPAF documents should be completed by getting approval from the Stackpole packaging engineer.
- Stackpole reserves the right to charge the supplier with a minimum of \$150/pallet (CAD) if the SPAF is missing.

NOTE: Non-conforming shipments will be notified to supplier. An 8D may be requested by Stackpole. Additional penalty charges may be incurred by the supplier if issues persist.

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		<h2>Supplier Packaging Approval</h2>			
Supplier Information					
Company Name:	Stackpole International - EPDA				
Company Address:		City:		City:	
Pkg Contact Name:		Tel No.:		Tel No.:	
Email Address:		Fax No.:		Fax No.:	
Issue Date:					
Section 1: Program & Part Information					
A. Stackpole Plant(s)	Engineered Products, Ancaster Div.		F. SI Program Name (Code):		
B. Start of Regular Production (SORP)			G. LCR (Annual Volume):		
C. Part Description			H. Number of Parts / Vehicle:		
D. Part Number(s)			I. Part Weight (kg):		
E. Part Dimensions L x W x H (mm)			J. Packaging Cost / Part:		
Section 2: Packaging Information					
	1° Primary Packaging (carton-box)		2° Secondary Packaging (unit shipping load)		
A. Density (Quantity of parts)					
B. Packaging Strategy					
C. Code - Description					
D. Carton Type					
E. Material Type					
F. Securement / Closure Type					
G. Loaded Weight (kg - full)					
H. Outside Dimensions LxWxH (mm)					
I. Dunnage & Description					
J. Labels (Quantity / Location)					
K. Compliant to Stackpole Specification's					
Section 3: Shipping & Logistics					
A. Transportation Mode (predominant)	LTL - Customer Carrier		<i>Theoretical Cube Utilization</i>		
B. Pallet Only Dimensions L x W x H (mm)			0%		
C. 2° Unit Loads per Transit Mode			Not Compliant		
D. Number of 1° cartons per 2° Unit Load			<i>Target > 85%</i>		
E. Hazardous Material / Class	No Not Applicable				
Section 4: Visual References (Pictures)					
4-1. Part Only		4-2. Part + Dunnage + Primary box		4-3. Primary + Secondary Unit Load	
A. Miscellaneous / Comments:					
Section 5: Approval Information					
Supplier:	Date:	MP&L:	Date:		
Prodn Mgr:	Date:	Product Mgr:	Date:		
Date: MAR 03 2016	Approved By: Daniel Csoka / Ethan Le		QR15_1_20497	Rev. 1	
	Title: Materials Supervisor				

Figure 3 - Stackpole Supplier Packaging Approval Form

4.1 – Wooden Pallets

All parts shipped to Stackpole International must be on pallets with four way entry. Two way entry pallets are not acceptable (see Figure 4 below for example).

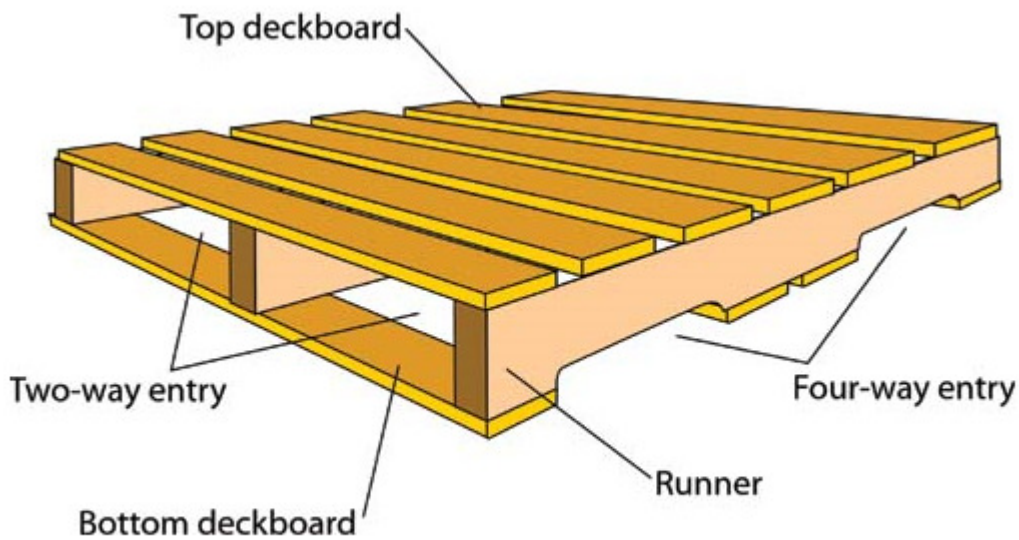


Figure 4 - Sample Pallet Diagram.

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Standard 45" x 48" wooden pallets are to be used for expendable packaging. The diagram below shows dimensions of said pallets.



Figure 5 - Pallet Basic Dimensions.

4.2 – Cardboard Boxes and Containers



Single Face Corrugated

Single face consists of one layer of corrugated medium bonded to a single layer of line board. It is the product as produced at single facer and is flexible in one of its two dimensions.



Single Wall Corrugated
(also known as Double Faced)

Single wall corrugated has the second facing glued to the other side of the fluted medium. The result is a rigid structure.



Double Wall Corrugated

Double wall needs an additional single facer in its manufacture and adds another fluted medium and another sheet of line board for greater strength. It, therefore, has three facings with two fluted corrugating medium sheets between them.



Triple Wall Corrugated

Triple wall board adds still another layer of medium and line board offering exceptional strength for packaging very large or heavy products.

Figure 6 - Corrugated Cardboard Basic Forms [1].

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- Strapping of every cardboard box is not allowed.



Figure 7 - Cardboard Box Strapping Example [1].

- All cardboard boxes shall be sized to fully utilize the length and width of the pallet. Cardboard boxes shall not overhang the pallet.



Figure 8 - Box Pallet Overhang Example [1].

4.3 – Returnable Packaging

The standard grey Orbis tote (model # NX01215-7) is the preferred tote that will be provided by Stackpole. The returnable totes will have a white print marking on them that identifies which plant they belong to (i.e. STACKPOLE

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MISSISSAUGA, STACKPOLE ANCASTER). Stackpole will help choose and approve any different tote sizes required.

NX01215-7		
		
Length	Width	Height
12"	15"	7"

Figure 9 - NX01215-7 Returnable Tote.

The recommended returnable packaging pallet is the Orbis 45" x 48" journey pallet. Each pallet must have a white print marking on it identifying which Stackpole plant it belongs to (i.e. Stackpole Mississauga, Stackpole

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Ancaster, etc.). The pallet also must be combined with the Orbis 45x48 journey top cap as well as seat belts to secure the load to the pallet.



Figure 10 - Orbis 45x48 Journey Top cap (Top), Seatbelt (Middle) and Pallet (Bottom).

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1310 Cormorant Road • Ancaster, ON L9G 4V5 • Canada (Engineered Products Division Ancaster)

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Stackpole will be responsible for returning clean dunnage to supplier but it is supplier's responsibility to not damage or dirty dunnage during transport back to Stackpole.

Wire baskets to be used for larger loads. Basket dimensions as per diagram below (in inches). Basket height is 32".

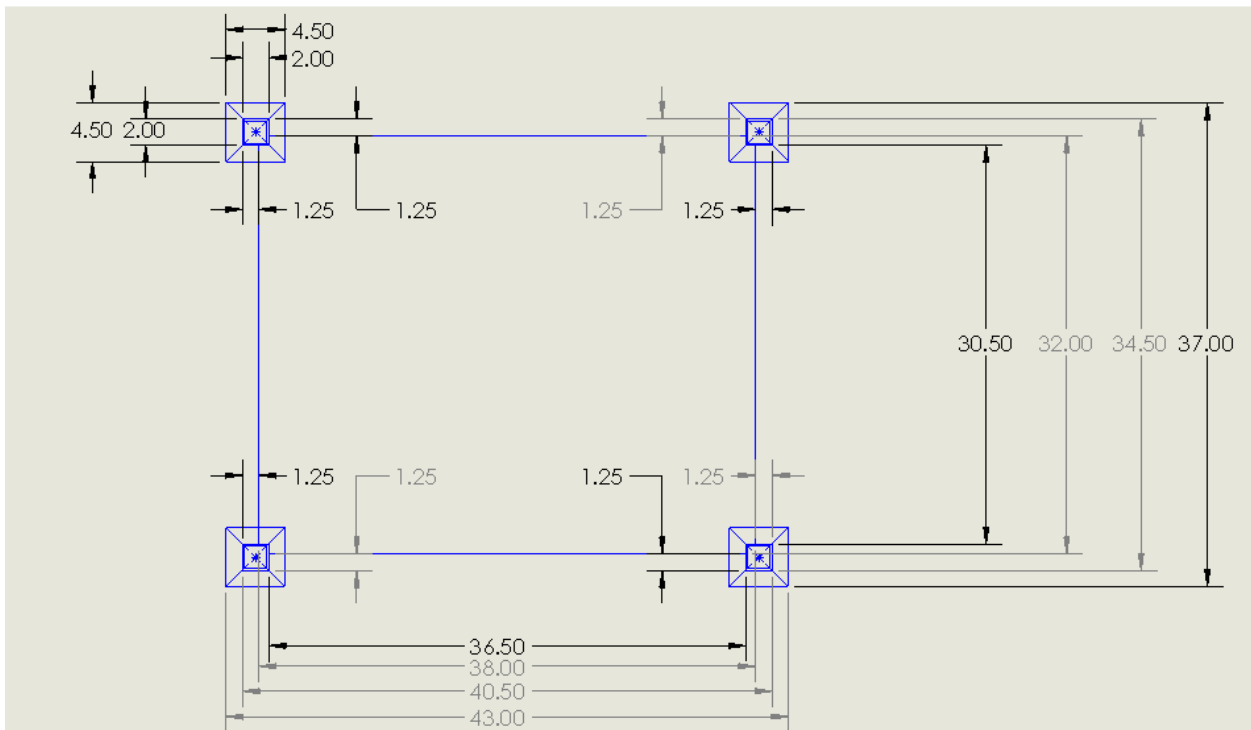


Figure 11 - Wire Basket Top View and Dimensions (In Inches).

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Figure 12 - Wire Basket Isometric View.

Returnable knockdown bins are also used by Stackpole. The preferred model for these bins is the Orbis HDR4845-34 NV knockdown bin (see Figure 13 below).



Figure 13 – Orbis Returnable HDR4845-34 NV Knockdown Bin

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4.4 – Packaging Densification (PD)

Densification means optimizing the use of space in packaging and is vital to ensure the most cost effective logistics.

To achieve a good level of densification of parts in the packaging, the supplier must adhere to the following calculation rule:

Calculation rule of PD = Volume of the sum of the parts / Packaging Interior Volume

The PD must be as close as possible to 100% in compliance with the maximum authorized weight (30 lbs for containers which are lifted and carried by operators).

PD Sample Calculation:



Figure 14 - PD Calculation Example at Stackpole.

Box Inner Volume (Based On Inner Dimensions)

$$\begin{aligned} &= 13.39'' \text{ (Length)} \times 10.63'' \text{ (Width)} \times 4.13'' \text{ (Height)} \\ &= \mathbf{587.85 \text{ in}^3} \end{aligned}$$

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Part Volume (Based On Part Overall Dimensions)

= 3.15" (Length) x 2.48" (Width) x 0.79" (Height)

= 6.17 in³ / part

Number of Parts per Container

= 20 parts / layer x 4 layers

= 80 parts

PD

= ((6.17 in³ / part) x (80 parts))/(587.85 in³)

= (493.6 in³)/(587.85 in³)

= 0.84

= 84%

4.5 – Protective Materials

Materials:

- Cross Inlays
- Intermediate Layers
- Tier Pads
- Cardboard Covers
- Plastic Bags
- VCI Bags, Paper etc.



Figure 15 - Sample Protective Materials [1].

- Cross inlays, intermediate layers and Tier pads must be wax covered.
- VCI bags and VCI paper is used to protect the item from corrosion (Note: overseas locations should use VCI protection for metallic components.). VCI materials contain chemical content that releases a protective vapour which protects the parts.

Do not leave VCI materials in the open environment, either indoors or outdoors.

VCI material (i.e. VCI paper, VCI bags) should be kept in original wrapping or equivalent during storage. This will ensure that the vapor remains in the packaging and will not volatilize.

- VCI material's protection area is 11.81". If required, multiple VCI units may need to be used.

Oil usage on parts to protect from corrosion will only be allowed if detailed on the engineering/technical drawing. No oil should be added or present on parts without Stackpole prior approval.

Products of protection:

- VCI cover in the packaging
- VCI film to separate each parts layers

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- Dehydrating product (packets distributed in the packaging in order to avoid direct contact between the parts)

Every supplier must take into account any protection specifications in order to define the packaging and protection form that fits to the product. The packaging must guarantee the quality of the parts against impacts and distortions (mechanical or thermal constraints) such as oxidization. The supplier must communicate any new packaging elements. The analysis of the supplier's proposal, as well as tests and/or a study of profitability on packaging costs should also be available as required.

The selection of the best suited corrosion prevention method for ensuring component quality until the point of use (Stackpole) remains with you - the supplier of the product.

IN CONCLUSION, PART QUALITY SHOULD BE GUARANTEED UNTIL FINAL USE AT STACKPOLE.



Figure 16 - Examples of VCI Usage [1].

5. Palletizing

5.1 – Palletizing Requirements

- Max height of single pallet load is 39” including pallet.
- Max weight of single pallet load is 2,000 lbs.
- Pallets should be stacked during shipment.
- Pyramid loading is not allowed (as per Figure 17 below).
- Empty box usage is not allowed.

Some Examples of Acceptable and Unacceptable Pallet Loading:

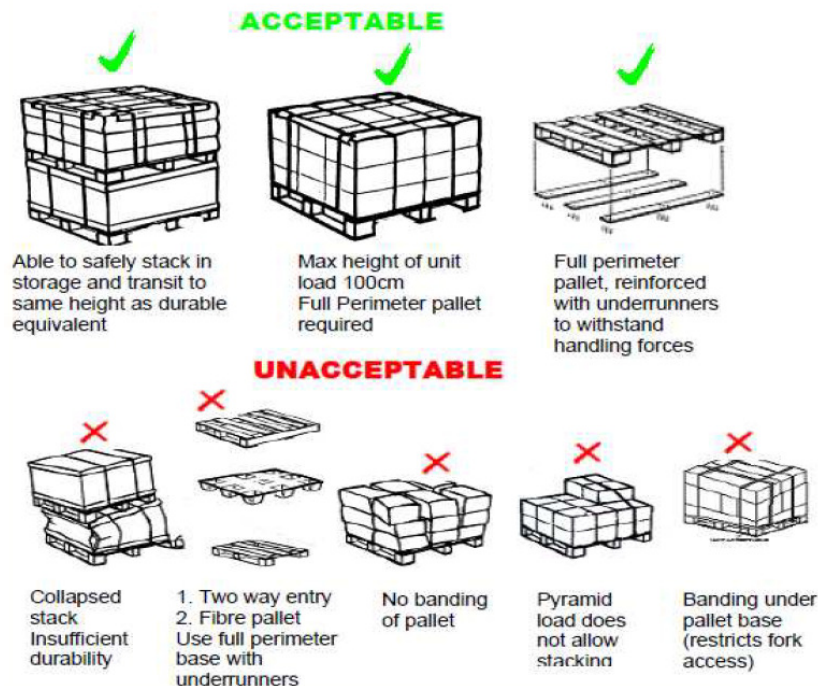


Figure 17 - Examples of Acceptable and Unacceptable Pallet Loading [1].

5.2 – Reinforcement

Stretch Wrap or Shrink Wrap (pallets with cardboard boxes must be wrapped tightly excluding vacuumed stretch wrap.). There is no need to stretch wrap or shrink wrap for modular bulk containers.

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Figure 18 - Sample Shrink Wrapped (Left) and Strapped (Right) Loads [1].

- Minimum of two polyester straps need to be used.
- The straps cannot be positioned under the pallet. Pallets must remain forklift accessible.

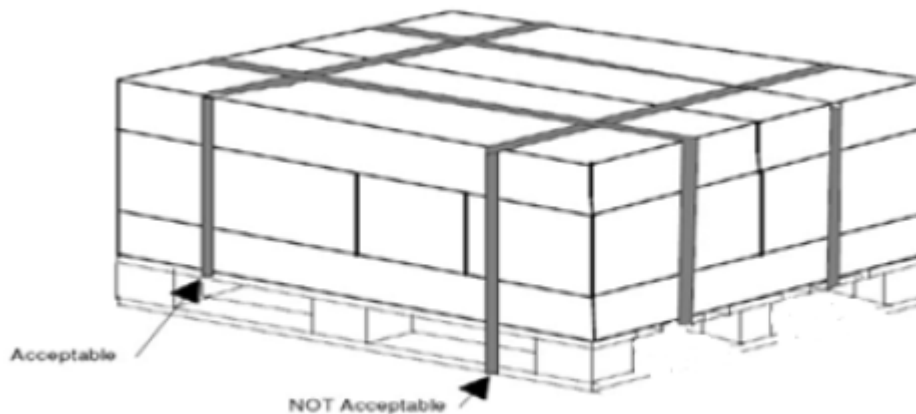


Figure 19 - Incorrectly Banded Load (Right). Strap Interferes With Forklift Access [1].

- Metallic straps are prohibited for safety reasons.
- The strap has to be closed either by welding or with a plastic staple.
- There should be no free space on the pallet bigger than 0.39”.

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- Corner post usage is suggested for durability of pallet, especially for stackability.
- It is essential to add 4 cardboard corner pieces in the angles between the casing and belt for cardboard packages (pallet loads) weighing more than 800 lbs.
- The length of the corner pieces will be the same as the height of the cardboard box belt.
- All cardboard expendable pallet loads **MUST** be stackable to a maximum of two high.



Figure 20 - Pallet Corner Reinforcement [1].

- Wooden materials should not be used for pallet corners and reinforcement.



Figure 21 - Incorrect Usage of Wooden Materials [1].

5.3 – Modular Units

- Wooden crates / composites are not acceptable unless approved by Stackpole prior to shipment.
- Metal hinge, hook or stud usage is not acceptable due to health and safety concerns.
- Sharp edges are not acceptable due to health and safety concerns.
- Modular units need to be at least **double wall corrugated** to protect the package from damage during transit.
- Corner posts must be used with modular units to prevent corner damage (as per below).



Figure 22 - Corner Posts [1].

- Modular units need to be used as secondary packaging to protect the primary cardboard box packaging as needed.
- Modular units can be used as primary packaging only for large sized materials. Bulk packaging is not allowed unless approved by Stackpole Packaging Engineer.
- NO mixed pallet loads will be accepted.
- Part numbers are not to be on more than one pallet load or fragmented when quantity is sufficient to make a full pallet load.
- Part numbers are to be palletized according to the quantity of cardboard boxes they are contained in. The largest quantity of

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cardboard boxes containing a single part number will be at the bottom of the pallet load.

- Subsequent cardboard boxes will be stacked in a manner such that the smallest quantity of cardboard boxes will be at the top of the pallet load. Part weight, load stability etc. must be taken into consideration when palletizing.

6. Labelling

6.1 – Labeling for Sample Deliveries

Below are some sample labels for prototypes (blue, RGB = 0, 176, 240), PPAP samples (beige, RGB = 245, 245, 220) and Supplier Engineering Change Request (SECR) deviation parts (orange, RGB = 255, 192, 0). Refer to Section 6.2 – Part Container Label for standard label size dimensions.

Purchase Order No.	Buyer
Prototypes	
Part Number	Description
Part Suffix	Sender

Figure 23 - Prototype Label [1].

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Purchase Order No.	Buyer
PPAP Samples	
Part Number	Description
Part Suffix	Sender

Figure 24 - PPAP Sample Label [1].

Purchase Order No. SECR No.	Buyer
SECR	
Part Number	Description
Part Suffix	Sender

Figure 25 - SECR Label [1].

The SECR label must be used in the case of products that have a deviation approval from Stackpole . When an SECR form by the supplier is approved, an SECR number is generated by Stackpole for the approved non-conformance and notified to the supplier. Supplier must indicate SECR

number on this label, which must be posted on all cardboard boxes which have non-conforming parts.

6.2 – Part Container Label

Criteria

- The part container label is used to identify the contents in the container being shipped to Stackpole Engineered Products. It shall include all the fields specified.
- A master label is mandatory for all shipments.
- Font sizes are specified below, data area titles shall be 6 point. All fonts shall be Uppercase Bold Arial.
- Minimum label dimensions are approximately 4” high by 6” wide.
- Each data area shall be separated by thin lines and shall contain its title in the upper left hand corner.
- The bar code symbology to be used SHALL be Code 39 and PDF417 2-D, and a minimum of 0.5 inches in height. The bar code symbol SHALL be directly below the human readable characters.
- A data identifier code in the first position following the start code for each bar code SHALL be used to identify the specified information. The data identifier used shall not be included in the human readable line.
- North America Standards to be used to verify are AIAG B-10.

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PART No. CUST (P) 12345678901234		SHIP FROM: 6 COMPANY NAME CITY, PROVINCE POSTAL CODE COUNTRY CODE		12 	
QUANTITY (Q) 123456 2 		PART DESCRIPTION 7 12345678901234 12345678901234			
		REVISION LETTER 8 123		DATE MFG. 9 10/21/16	
SUPPLIER (V) 123456 3 			P.O. # (K) 12345 10 		
SERIAL (3S) 123456789 4 			LOT# (1T) 123456789 11 		
SHIP TO: STACKPOLE, CITY, PROVINCE, POSTAL CODE 5					

Figure 26 - Part Container Label

Label Specific Characteristics

1. Part Number Area

The human readable part number shall be 22 point. The maximum length of the part number is fourteen (14) characters plus the data identifier (P). The part number shall be the part number assigned by Stackpole.

2. Quantity Area

The human readable quantity shall be 22 point. The maximum length for the quantity is six (6) numeric characters plus the data identifier (Q). This is the quantity of the container.

3. Supplier Area

The human readable supplier number shall be 16 point. The maximum length for the supplier number shall be six (6) characters plus the data identifier (V). The supplier number shall be the designated number assigned to you by Stackpole.

4. Serial Number Area

The human readable serial number shall be 16 point. The maximum length for the serial number is nine (9) characters plus the data identifier (3S). This is a supplier assigned unique package id.

5. Ship To Area

This shall include the company name “STACKPOLE”, the city, province and postal code of the location where the shipment will be delivered.

6. Ship From Area

This shall include the suppliers name, city, province/state, postal/zip code and country code identifying the suppliers plant address.

7. Part Description

Part Number description as defined by Stackpole; it shall be 15 points. The maximum length shall be two (2) lines of text / twenty (20) characters per line.

8. Revision Level

This revision level shall be the applicable engineering change level that is being shipped as provided by Stackpole; it shall be 22 points. The maximum length shall be three (3) characters long.

9. Date of Manufacture

Date that the product was manufactured; it WILL use the MM/DD/YY format. It shall be 22 points with a maximum of 10 characters.

10. Purchase Order Number

This is the purchase order number as provided by Stackpole. The human readable part number shall be 16 point. The maximum length

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of the purchase order number is five (5) numeric characters plus the data identifier (K). The bar code shall not include any preceding zeroes or characters such as “EP”.

11. Lot Number

The human readable part number shall be 16 point. The maximum length of the lot number is nine (9) characters plus the data identifier (1T).

12. PDF417 2D Bar Code

2D barcode is recommended. The height shall BE 1.0” including a quiet zone all-around of 0.04”. The encoded 2D Bar Code data SHALL include part number, quantity, supplier code, PO number, serial number, lot number, container weight and date of manufacture of parts in container.

Container Label 2D data fields and identifiers:

- Part Number: DI = P
- Quantity DI = Q
- Supplier Code DI = V
- PO Number DI = K
- Serial Number DI = 3S
- Lot Number DI = 1T
- Container Weight DI = 7Q
- Manufacture Date DI = D, format YYMMDD

6.3 – Master Label

Two master labels need to be used and placed to be visible on the short sides of the pallet.

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PART No. CUST (P) 12345678901234 		SHIP FROM: COMPANY NAME CITY, PROVINCE POSTAL CODE		MASTER LABEL	
SUPPLIER (V) 123456 		SERIAL (3S) 123456789 			
P.O. # 123456 		GROSS WEIGHT KG: 12345 TOTAL QTY: 123456 # PACKS: 1234 QTY/PACK: 12345		(9) (10) (11) (12)	
PKG ID - MASTER (4S) 12345678 				(13)	
SHIP TO: STACKPOLE, CITY, PROVINCE, POSTAL CODE					

Figure 27 - Pallet Master Label

Label Specific Characteristics

1. Part Number

The human readable part number shall be 22 point. The maximum length of the part number is fourteen (14) characters plus the data identifier (P). The part number shall be the part number assigned by Stackpole.

2. Supplier

The human readable supplier number shall be 16 point. The maximum length for the supplier number shall be six (6) characters plus the data identifier (V). The supplier number shall be the designated number assigned to you by Stackpole.

3. Purchase Order Number

This is the purchase order number as provided by Stackpole. The human readable part number shall be 16 point. The maximum length of the purchase order number is five (5) numeric characters plus the data identifier (K). The bar code shall not include any preceding zeroes or characters such as “EP”.

4. Package ID Area

The human readable serial number shall be 16 point. The maximum length for the serial number is 8 characters plus the data identifier (4S). This is a supplier assigned unique package id and shall not be repeated. This should be the same number as your Advanced Shipping Notice (ASN) number.

5. Ship To Area

This shall include the company name “STACKPOLE”, the city, province and postal code of the location where the shipment will be delivered.

6. Ship From Area

This shall include the suppliers name, city, province/state, postal/zip code and country code identifying the suppliers plant address.

7. Master Load Title Block

The title block will be 24 point.

8. Serial Number Area

The human readable serial number shall be 16 point. The maximum length for the serial number is nine (9) characters plus the data identifier (3S). This is a supplier assigned unique package ID.

9. Gross Weight

The human readable part number shall be 12 point. The maximum length of the gross weight is five (5) numeric characters. This is the total weight of the package and shall be expressed in kilograms and no decimal.

10. Total Quantity

The human readable part number shall be 12 point. This is supplier generated.

11. Number of Packs

The human readable part number shall be 12 point. This is supplier generated.

12. Quantity Per Pack

The human readable part number shall be 12 point. This is supplier generated.

13. PDF417 2D Bar Code

2D barcode is recommended. The height shall BE 1.0” including a quiet zone all-around of 0.04”. The encoded 2D Bar Code data SHALL include part number, supplier code, serial number, PO number, package ID number (item #4 on Figure 26), total quantity, gross weight and date of shipment.

Master Label 2D data fields and identifiers:

- Part Number: DI = P
- Supplier Code: DI = V
- Serial Number: DI = 3S
- PO Number: DI = K

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- Package ID Number: DI = 4S
- Total Quantity: DI = 7Q
- Gross Weight: DI = 7Q
- Shipment Date: DI = D, format YYMMDD

7. Shipping Information

7.1 – General Provisions

The Supplier has to comply with the following requirements when delivering materials:

- The shipments have to be handed over to the freight operator with properly prepared and complete shipping documents.
- When shipping through a forwarding company the delivery note must be handed over along with the bill of lading and must not be affixed to the goods.
- The supplier has to ensure that the delivery notes are handed over along with the bill of lading at the respective plant.
- Acceptance of shipments that do not have the correct shipping documents may be refused.

7.2 – Required Shipping Documents

Hardcopy of packing slip **MUST** be present on cargo. It must be on same location as master labels (on short end of pallet). Also, for ease of location, the master label and packing slip must be on the last skid loaded so that the operator will not have any issues locating documentation (trailers are loaded in a first in, last out basis – therefore the last pallet will be visible to operator who can easily locate the master label and packing slip).

The following documents must be handed over upon delivery:

- Bill of lading.
- Information on delivery note / packing list has to be correct.
- If applicable, customs documents with customs invoice.
- Other documents required in the order.

7.2.1 – Bill of Lading

In all cases, the terms of delivery agreed to with supplier pursuant to Incoterms as amended shall be specified on the bill of lading and shipping order.

7.2.2 – Delivery Note / Packing List

The delivery note must contain:

- Delivery note number.
- Order number.
- Supplier number.
- Part number.
- Total delivery quantity.
- Number, type and quantity per package.
- Gross and net weights must be written in kilograms and has to be correct. Any penalties incurred in customs because of difference between written information on documents and the goods will be invoiced to the supplier.
- Cubic content for oversized goods.
- Unloading point.
- Distinct labeling of initial samples and mixed shipments.
- Separate listing of multi-trip packaging.

The packaging material number, quantity and designation will be specified. The corresponding data is available in the packaging datasheet.

7.2.3 – Customs Documents

The supplier/exporter must promptly make all documents required for customs/import clearance available, in particular commercial invoices, packing lists, freight documents (bill of lading/AWB) origin and preferential documents. Stackpole may re-debit the supplier for import duties imposed due to missing customs documents (in particular origin/preferential documents).

The commercial invoice must contain all foreign trade related data, such as:

- Customary description of goods.
- Value of the goods.
- Indication if parts are warranty or non-warranty.
- Indication if parts are replacements or repair parts.
- Currency.
- Customs tariff number.
- Country of origin.
- Weight in kilograms - must be correct.
- Pallet quantity - must be correct.
- Terms of delivery.
- Commercial invoice must be issued after production has been completed.

7.3 – Shipping Instructions

- Pallets must be stackable in two layers and safety measures must be provided to prevent any damages that may occur.
- All cardboard boxes must be shipped on a pallet. Cardboard boxes without pallets will be refused by forwarder.
- Pallet height can be maximum of 75 cm (30”) for expedite shipments via airway.

8. References

[1] – *Supplier Packaging Manual*. Stackpole International, Izmir, 2014.

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9.Revision Records

<i>Issue</i>	<i>Release Date</i>	<i>Change No.</i>	<i>Remarks</i>
Draft Rev1	December 2, 2016		
Draft Rev 2	December 9, 2016		
Draft Rev 3	December 12, 2016		
Draft Rev 4	January 4, 2017		
Draft Rev 5	February 6, 2017		
Rev 1	February 13, 2017		
Rev2	March 13, 2018		