



Supplier Packaging and Labeling Manual

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1. Introduction

This manual is designed to inform Enovation Controls supplier partners of our packaging and shipping guidelines. Please follow the steps outlined below to ensure that our parts are packed, protected, and shipped in an efficient manner

2. Corrugate Specifications

- Both single-wall and double-wall corrugated containers are acceptable, provided they meet the strength requirements detailed on the Box Makers Certificate
- Corrugated packaging shall be able to withstand multiple stacking of pallet loads.
- The total weight of each carton shall not exceed 50 lbs. (22.6 kg)
- Supplier shall do their best to ensure that each carton has equal weight distribution.
- Cartons will be packed as efficiently as possible. Do not use an oversized carton and fill the void with packaging material. Please make sure to always use right-sized cartons.

2.1 Special Handling (LCD/Glass/Ceramic)

- The fragile items listed above must require additional packaging to reduce the chances for damage.
- Product should always be shipped in a carton with corrugated partitions. Product should never run the risk of coming into contact with another product during shipment.
- Each individual piece must be wrapped in some type of protective wrap (Anti-static when applicable) to prevent damage.
- When stacking multiple corrugated partitions, use a corrugate divider to ensure the layers of product stay separate.

2.2 Master Carton Label

- Each master carton must only contain one part number. Do not mix parts in a master carton.
- All master cartons must have 2 master carton labels. The first label will go on the upper right hand corner of the box, with the 2nd label applied to the corner adjacent to that.
- Labels will be standard 6.0 inch (152 mm) wide by 4.0 inch (102 mm) high.
- Please use attached ZebraDesigner or CodeSoft templates for reference. Free ZebraDesigner label program can be downloaded at:
<https://www.zebra.com/us/en/products/software/barcode-printers/zebralink/zebra-designer.html>



PART # 50001234		
PO # ABCDE12345	LOCATION	
QTY 100	DATE 05/04/16	

3. Packing Slip

- Must be attached to outside box on the pallet. Make sure this is visible even after the pallet is wrapped.
- Each PO in a shipment must be referenced on the packing slip. Supplier has the option of providing 1 packing slip per PO or using 1 packing slip to address all PO's.
- Packing slip must detail the total number of master cartons shipped, and how many master cartons of each part number.
- In the event a packing slip is lost in transit, supplier must be able to quickly provide a second copy.

4. Pallet Requirements

4.1 Pallet Standards

- Width must not be greater than 34" (86 cm)
- Length must not be greater than 42" (106 cm)
- Total pallet height must not be greater than 45" (114 cm)
- Pallets for international shipments must be fumigated, with ISPM 15 stamp
- Material for pallet must be wood. No paper, metal or plastic pallets
- Overall pallet grade must be of A or B standard
- No missing or broken boards on top or bottom
- No patched stringers

4.2 Pallet Label

- A pallet label is to be applied in the upper right hand corner of the palletized load, and also on the other 3 sides.
- If there is more than 1 part number on the palletized load, please put 'MIXED' in the part number field. Please do not mix any palletized loads unless absolutely necessary.
- Labels will be standard 6.0 inch (152 mm) wide by 4.0 inch (102 mm) high.
- Please use attached ZebraDesigner or CodeSoft templates for reference. Free ZebraDesigner label program can be downloaded at:
<https://www.zebra.com/us/en/products/software/barcode-printers/zebralink/zebra-designer.html>



SUPPLIER

ABC COMPANY

PART #

50001234

QTY

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DATE

05/10/16

4.3 Pallet Overhang

- Make sure your shipment does not overhang the dimensions of the pallet. All boxes must be packed in a manner to stay within the 34x42 dimensions of the pallet.
- Not only will overhang lead to damaged product, but due to the dimensions of our racking system, a pallet with overhang will not fit in our racks.

5 Routing Instructions

Please see below for the routing instructions for US location. If the carrier listed does not service your area, please contact your buyer for additional information.

Location	Parcel (under 150 lbs)	LTL (over 150 lbs)	International Air	International Ocean
Tulsa	FedEx 074100023	eShipping	FedEx 074100023	Contact Buyer