

# Business Process

## BPSTORES10

### SUPPLIER PACKAGING AND SHIPPING REQUIREMENTS

#### 1.0 PURPOSE

The purpose of this document is to describe and document the packaging and shipping requirements for suppliers shipping material to the Broan-NuTone LLC Hartford, WI facility

#### 2.0 SCOPE

- Material packaging requirements
- International shipping requirements
- Material labeling requirements
- Shipping document requirements
- ASN requirements

#### 2.0 REFERENCES

Not Applicable

#### 4.0 DEFINITIONS

Not Applicable

#### 5.0 RESPONSIBILITY

Suppliers shipping material to the Broan Hartford, WI facility

#### 6.0 PROCESS

##### 6.1 Compliance

Compliance with these requirements is critical to supporting a wide range of Broan inbound supply chain processes and initiatives. Failure to comply with these specifications can result in a reduction in the Supplier's scorecard rating.

##### 6.2 Label and Packing Slip Approval

Labels and Packing Slips shall be submitted to Broan for approval by sending a sample of each to your assigned Buyer/Planner. The sample label and packing slip shall be formatted to include actual part #s, purchase orders numbers and quantities.

##### 6.3 Questions

For any questions regarding these requirements please contact your assigned Broan Buyer/Planner representative.

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#### 6.4 Packaging Requirements

In order to ensure that loads are stable and safe to handle, and to support Broan supply chain processes, the following packaging requirements have been established:

6.4.1 Every effort must be made to ship in standard pack quantities. The standard pack quantity for each part # will be jointly agreed to between Broan and the supplier.

6.4.2 Every effort must be made to ship in standard box or container sizes. The standard box or container for each part # will be jointly agreed to between Broan and the supplier.

6.4.3 All material must be labeled according to the Broan label requirements as specified in this document.

**6.4.4 Unless a deviation is approved by Broan, all pallet loads must utilize a Grade A or B 48" by 40" 4-way hardwood pallet.**

6.4.5 Weight restrictions (non-steel material) – pallet weight cannot exceed 2,400 lbs.; carton weight cannot exceed 50 lbs. For steel please contact your Broan Buyer/Planner representative for specific requirements.

6.4.6 Height restrictions – 65-inches maximum (subject to the above weight restrictions).

6.4.7 If stretch wrapping is required to stabilize the pallet load, affix a label stating "Do Not Break Wrap" on two adjacent sides of the load.

6.4.8 Mixed part #s per pallet are acceptable when two or more less than standard pallet size loads can be combined to create a full or near full size pallet load that meets the size and weight restrictions stated above.

6.4.9 Suppliers must adhere to all hazardous material, safety and international customs marking standards specific to the commodity being shipped.

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6.4.10 All international shipments must meet the requirements outlined in Appendix A – International Shipments.

#### 6.5 Material Labeling Requirements

##### 6.5.1 Label Types.

6.5.2 The following types of labels are used to clearly identify material being shipped to Broan:

Label Type	Description
Carton/Tote	Used to identify the contents of a carton or tote. Note that due to marketing and customer requirements, finished goods cartons are not individually labeled.
Pallet/Container	Used to identify the contents of a pallet or container of material. E.g. a pallet of packaging material, a container of wiring assemblies, a coil of steel, a stack of steel plates, drum of paint, a pallet of finished goods, etc.
Master	Used to summarize the quantity of items in cartons or totes of common part #s that are on the same pallet.

##### 6.5.3 Label Format Layout

Labels may be formatted either in landscape or portrait orientations as shown below.

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### 6.5.4 Landscape Orientation

The landscape orientation shown below is typically used for 6" (w) by 4" (h) labels.

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LPN:

12345000001



Part #:

99080402



Quantity:

500



PO #:

0183456 001



Ship From:

Supplier #  
Supplier Name  
Address  
City, State, Country Postal Code

Part Description:

Part Description

Shipment Date:

MM/DD/YYYY

Country of Origin:

Country Name

# MASTER


If applicable – see notes below


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### 6.5.5 Portrait Orientation

The portrait orientation show below is typically used for 4" (w) by 6" (h) labels or 8" (w) by 11.5" (h) plain paper sheets.

LPN: 12345000001  


Part #: 99080402  


Quantity: 500  


PO #: 0183456 001  


---

Ship From:  
Supplier #  
Supplier Name  
Address  
City, State, Country Postal Code

Part Description:  
Part Description

Shipment Date:  
MM/DD/YYYY

Country of Origin:  
Country Name

If applicable – see notes below

**MASTER**

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### 6.5.6 Label Formatting Specificatoinis

Data Element Descriptions	
Data Element	Description / Notes
LPN	License Plate Number a. Formatted as both text and bar code. b. A maximum 15-character unique load identifier consisting of the Broan assigned supplier number combined with an incrementing 7 digit sequence number. E.g. for supplier number 12345A 12345A0000987 c. Each License Plate Number must be unique across all part numbers shipped.
Part #	Part Number a. Formatted as both text and bar code. b. The part number for the items in the carton/tote or on the pallet. c. The part number shall be formatted as stated on the Broan purchase order. d. The revision code shown on the purchase order is not to be included in the part number bar code.
Quantity	Quantity a. Formatted as both text and bar code. b. The quantity of items in the carton/tote or on the pallet. c. The quantity unit of measure shall be the same as stated on the Broan purchase order. d. For a master label the quantity is the sum of all carton/tote label quantities for the part number on the pallet.

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Data Element Descriptions	
Data Element	Description / Notes
PO #	<p>Purchase Order Number</p> <ul style="list-style-type: none"> <li>a. Formatted as both text and bar code.</li> <li>b. For purchase orders with release numbers formatted as: xxxxx rrr where xxxxx is the PO # and rrr is the release number including leading zeros (e.g. 075). The PO # and release number are separated by a single space.</li> <li>c. For purchase order without a release include only the purchase order number.</li> </ul>
Ship From	<p>Ship From Address</p> <ul style="list-style-type: none"> <li>a. Formatted as text only.</li> <li>b. The supplier # is as assigned by Broan.</li> <li>c. The supplier name and address information may be formatted as 3 or 4 lines.</li> </ul>
Part Description	<p>Part Description</p> <ul style="list-style-type: none"> <li>a. Formatted as text only.</li> <li>b. Part description as stated on the Broan purchase order.</li> </ul>
Shipment Date	<p>Shipment Date</p> <ul style="list-style-type: none"> <li>a. Formatted as text only.</li> <li>b. Date of shipment formatted as MM/DD/YYYY</li> </ul>
Country of Origin	<p>Country of Origin</p> <ul style="list-style-type: none"> <li>a. Formatted as text only.</li> <li>b. Country of Origin is the country of production, growth or manufacture of a good.</li> <li>c. Country name must be spelled out in full form, no abbreviations are acceptable</li> </ul>

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Data Element Descriptions	
Data Element	Description / Notes
Master	Master Label Designation a. Formatted as text only. b. Include MASTER if this is a master label otherwise leave blank.

Label Size and Formatting Requirements	
Label Size	Preferred: 4 x 6 inch using standard self adhesive label stock. Acceptable: 8.5 x 11 inch plain paper or self adhesive label stock. Smaller labels may be used for cartons smaller than 4 x 6 inches.
Text	Font Type: Arial Font Size: 12 pt (minimum) / 16 pt (preferred) For 'MASTER' text use 32 pt (minimum)
Bar Code Symbology	Code: 128 (Set B) Height: 0.75 inches (minimum) Bar Width: 0.02 inches (20 mil) – minimum
Label Printers and Media	Industrial label printers (e.g. Zebra, Intermec, Sato, Datamax, etc.) are preferred over laser or ink jet printers. Laser printers are preferred over ink jet printers. Label shall be printed on high quality white adhesive label stock or high grade white plain paper stock.

NOTE: It is the supplier's responsibility to verify that the label bar codes can be reliably scanned and that the text and bar code fields match.

### 6.5.7 Labeling Requirements by Material Type

The sections below provide specific labeling requirements based on the type of material being shipped.

### 6.5.8 General

6.5.8.1 Labels can be either self-adhesive label stock or plain paper sheets. Plain paper labels must be securely affixed using two pieces of packaging strength tape. Use at least one piece on the

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top and one on the bottom. The tape shall not cover any portion of the bar code fields.

6.5.8.2 Labels for returnable containers shall be placed as indicated on the label placard.

### 6.5.9 Component Parts Labeling

6.5.9.1 If cartons or totes are being used provide a single label for each. A Master label is also required for the pallet.

6.5.9.2 The carton/tote label quantity is the piece count for the carton/tote.

6.5.9.3 The pallet label or Master pallet label quantity is the total piece count for the pallet.

6.5.9.4 Provide two identical pallet labels on opposite sides of the pallet (entry sides) outside of the stretch wrap. Locate the labels on the center of each side near the top of the load.

6.5.9.5 If shipping a mixed pallet then:

- Provide one label for each purchase order / part # combination inside the stretch wrap.
- Provide one label for each part # with total quantity in a shipping document pouch outside the stretch wrap.

6.5.9.6 For overseas shipping containers all loose cartons must be individually labeled.

### 6.5.10 Service Parts Labeling

6.5.10.1 Individual items shall include the UPC code and other part number markings per the Broan drawing specifications.

6.5.10.2 If cartons or totes are being used provide a single label for each. A Master label is also required for the pallet.

6.5.10.3 The carton/tote label quantity is the piece count for the carton/tote.

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6.5.10.4 The pallet label or Master label quantity is the total piece count for the pallet.

6.5.10.5 Affix identical pallet labels on opposite sides of the pallet (entry sides) outside of the stretch wrap. Locate the labels on the center of each side near the top of the load.

6.5.10.6 If shipping a mixed pallet or carton then:

- Provide one label for each purchase order / part # combination inside the stretch wrap.
- Provide one label for each part # with total quantity in a shipping document pouch outside the stretch wrap.

6.5.11 Packaging Material Labeling

6.5.11.1 Affix identical labels on adjacent sides of the pallet.

6.5.11.2 The label quantity equals the piece count for the pallet.

6.5.12 Paint Labeling

6.5.12.1 Provide a single label on each container.

6.5.12.2 The label quantity unit of measure is as stated on the Purchase Order.

6.5.13 Steel Labeling

6.5.13.1 Provide one label per individually shipped coil.

6.5.13.2 Provide one label for each pallet of coils or steel sheets. Ship only one part # per pallet.

6.5.13.3 The quantity unit of measure must correspond to the quantity unit of measure stated in the purchase order.

6.5.14 Finished Goods Labeling

6.5.14.1 Individual cartons shall include the UPC code and other part number markings per the Broan-NuTone drawing specifications.

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6.5.14.2 Affix two identical pallet labels on opposite sides of the pallet (entry sides) outside of the stretch wrap. Locate the labels on the center of each side near the top of the load.

6.5.14.3 The quantity on the pallet label shall be the item count for the load based on the unit of measure on the purchase order.

6.5.14.4 If shipping a mixed pallet provide one label for each part # / purchase order combination in a shipping document pouch on the outside of the stretch wrap.

#### 6.6 Shipping Document Requirements

In order to ensure that the supplier, the carrier, and Broan have the information required to clearly document what is being shipped, Broan requires two types of documents for each shipment; a packing slip and a corresponding Bill of Lading.

The packing slip lists the individual items and quantities being shipped.

The Bill of Lading summarizes the number of units shipped along with their corresponding weights for all of the packing slips.

##### 6.6.1 Packing Slip Requirements

6.6.1.1 A sample packing slip layout is provided below. The supplier may use their standard packing slip format as long as it provides the information requested.

6.6.2.2 If shipping against multiple purchase order numbers or purchase order release numbers for the same part #, group the individual PO line items together as shown below.

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### Packing Slip

#### Supplier Company Name

Supplier #: 12345

Shipment #: 0000001

Ship From: Address  
City, State ZIP Code  
Phone: 555-555-0100

Ship To: Broan-Nutone, LLC  
926 W. State St  
Hartford, WI 53027

Ship Date: 1/24/2013

PO#	Part #	Description	No. Of Units	Qty Per Unit	Total Quantity
1234	988765	Component Part xxxx	2	40	80
1234	9554433	Component Part yyy	3	50	150
1234	9555443	Component Part zzzz	1	300	300
76554	988765	Component Part xxxx	3	40	120
76554	877665	Component Part gggggg	6	40	240

Comments:

Header Data Element Descriptions	
Data Element	Description / Notes
Supplier Company Name	a. Shipping company name.
Supplier #	a. Supplier number as shown on the Broan Purchase order.
Shipment #	a. Unique supplier generated shipment number (or packing slip number). b. Uniquely identifies the packing slip line items as a shipment group.
Ship From	a. The supplier's ship from address. b. Include a contact phone number.
Ship To	a. The Broan ship to address as shown on the purchase order.
Ship Date	a. The date of the shipment (formatted as MM/DD/YYYY)

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Line Item Data Element Descriptions	
Data Element	Description / Notes
Purchase Order #	<ul style="list-style-type: none"><li>a. The Broan purchase order number the material is being shipped under.</li><li>b. If a blanket purchase order is being used, also provide the release number.</li></ul>
Part #	<ul style="list-style-type: none"><li>a. The Broan part number being shipped.</li><li>b. Must be formatted as shown on the purchase order.</li><li>c. Supplier may also include their part number but it must be clearly distinct from the Broan part number. (It is preferred to have this included in the description field.)</li></ul>
Description	<ul style="list-style-type: none"><li>a. The part description.</li></ul>
No. Of Units	<ul style="list-style-type: none"><li>a. The number of shipping units of a like quantity being shipped.</li><li>b. Examples of shipping units include pallets, totes, returnable containers, steel coils, etc.</li><li>c. If differing unit quantities are being shipped they must be included on separate lines.</li></ul>
Qty Per Unit	<ul style="list-style-type: none"><li>a. The unit of measure quantity for each unit.</li><li>b. Unit of measure must match the Broan purchase order.</li></ul>
Total Quantity	<ul style="list-style-type: none"><li>a. The total quantity shipped for the Part #</li><li>b. If more than one quantity per unit has been shipped provide the total quantity only once per part #.</li></ul>
Comments	<ul style="list-style-type: none"><li>a. Used for any supplier provided comments regarding the shipment.</li></ul>

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### 6.6.2 Bill of Lading Requirements

To ensure on-time delivery, accurate freight charges and overall supply chain efficiency, Broan suggests using the VICS Bill of Lading (BOL) format as described below.

Note: additional information regarding the VICS BOL document can be found at [www.vics.org](http://www.vics.org).

Date **Bill of Lading – Short Form – Not Negotiable** Page 1 of 1

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<b>SHIP FROM</b>		<b>Bill of Lading Number:</b>	
Name Street Address City, State, ZIP Code SID No.:		BAR CODE SPACE	
<b>SHIP TO</b>		<b>Carrier Name:</b>	
Broan-NuTone LLC 926 W. State St Hartford, WI 53027 CID No.:		Trailer number: Serial number(s):	
<b>THIRD PARTY FREIGHT CHARGES BILL TO</b>		<b>SCAC:</b>	
Name Street Address City, State, ZIP Code		Pro Number:  BAR CODE SPACE	
<b>Special Instructions:</b>		<b>Freight Charge Terms (Freight charges are prepaid unless marked otherwise):</b> Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>  <input type="checkbox"/> Master bill of lading with attached underlying bills of lading.	

### CUSTOMER ORDER INFORMATION

Customer Order No.	# of Packages	Weight	Pallet/Slip (circle one)		Additional Shipper Information
			Y	N	
			Y	N	
			Y	N	
			Y	N	
<b>Grand Total</b>					

### CARRIER INFORMATION

<b>Handling Unit</b>	<b>Package</b>		<b>LTL Only</b>
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Qty	Type	Qty	Type	Weight	HM (X)	Commodity Description	NMFC No.	Class
						Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC item 360		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_."

**COD Amount:** \$ \_\_\_\_\_  
 Fee terms: Collect  Prepaid  Customer check acceptable

**Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).**

Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.

**Shipper Signature** \_\_\_\_\_

**Shipper Signature/Date**

\_\_\_\_\_

This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

**Trailer Loaded:**

- By shipper
- By driver

**Freight Counted:**

- By shipper
- By driver/pallets said to contain
- By driver/pieces

**Carrier Signature/Pickup Date**

\_\_\_\_\_

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.

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Data Element Descriptions	
Data Element	Description / Notes
Ship From	<ul style="list-style-type: none"> <li>a. Shipping company name and address</li> <li>b. SID # - not required by Broan</li> <li>c. FOB – as stated by the Purchase Oder or via other communications</li> </ul>
Bill Of Lading Number	<ul style="list-style-type: none"> <li>a. Unique supplier generated number. May be the same as the packing slip number.</li> <li>b. The bar coded field is optional. (It is not used by Broan)</li> </ul>
Ship To	<ul style="list-style-type: none"> <li>a. The Broan ship to address as stated on the purchase order.</li> <li>b. Location # - leave blank; not applicable to Broan</li> <li>c. CID # - Optional: Consignee ID number used to document if a number is applied by the consignee to this shipment.</li> <li>d. FOB – as stated by the Purchase Oder or via other communications</li> </ul>
Carrier Name, Trailer Number, Seal Number, SCAC, PRO Numbers	<ul style="list-style-type: none"> <li>a. Carrier Name - The full name of the carrier picking up the shipment</li> <li>b. Trailer Number - Used if a truckload carrier hauls the shipment.</li> <li>c. Seal Number - Used if the shipment is a full truckload from the origin to destination.</li> <li>d. SCAC - The four-letter alpha code identifying the carrier as assigned by the NMFTA.</li> <li>e. PRO Numbers - Used if an LTL carrier hauls the shipment. (Bar Code field not required.)</li> </ul>
Third Party Freight Charges Bill To	<ul style="list-style-type: none"> <li>a. If applicable provide the name and address plus any special instructions.</li> </ul>
Freight Charge Terms	<ul style="list-style-type: none"> <li>a. Indicate as stated in the purchase order or as otherwise communicated by Broan.</li> </ul>
Master Bill of Lading	<ul style="list-style-type: none"> <li>a. Check box if this is a Master BOL</li> </ul>



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Data Element Descriptions	
Data Element	Description / Notes
Customer Order Information	<ul style="list-style-type: none"><li>a. Customer Order Numbers – provide the Broan purchase order or purchase order / release numbers. Use a supplement page as described in the VICS guidelines if more lines are needed.</li><li>b. # PKGS - The number of individual packages or cartons on the shipment, regardless of whether the product is unitized or not. When it is necessary to ship paperwork as part of the shipment, the paperwork handling unit (e.g., Carton / box / envelope) must be documented and included in the Customer Order Information or the Special Instructions section on the VICS BOL. The total number of packages should equal the total in the Carrier Information section.</li><li>c. Weight - The weight of all the packages by customer order number (excluding the weight of pallets/Slip Sheets). The total weight in this section may not equal the total weight in the Carrier information section.</li><li>d. Pallet/Slip - Indicates whether the product is unitized (i.e. pallets or slips).</li><li>e. Additional Information – if required.</li></ul>

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Data Element Descriptions	
Data Element	Description / Notes
Carrier Information	<p>a. Handling Unit – Quantity - The number of handling units listed by commodity type. Type - The type of handling unit, i.e. pallets, slips, cartons, bundles, rolls, drums.</p> <p>b. Package – Quantity - The number of packages or cartons listed by commodity type. The total number of packages should equal the total in the Customer Order Information section. Type - The type of package, i.e. cartons, bundles, rolls, drums.</p> <p>c. Weight - The weight of the handling units (includes the weight of pallets, slip sheets, etc.) The total weight in this section may not equal the total weight in the Customer Order Information section.</p> <p>d. H.M. (Hazardous Material) - Indicate "X" if the product shipped is classified as Hazardous Material. If marked, the shipment must follow the Hazardous Material requirements of the U.S. Department of Transportation 49 CFR.</p> <p>e. Commodity Description - The general product description as listed in the NMFC.</p> <p>f. NFMC # - The NMFC number tied to the commodity classification. (LTL only)</p> <p>g. Class - The freight class of the commodity as classified by the NMFC. (LTL only)</p>
Declared Value	a. Not applicable to Broan.
COD Section	a. Not applicable to Broan.
Non-Recourse Shipper Signature	a. Not applicable to Broan.
Shipper Signature / Date	a. Indicates that the shipper agrees that the information listed on the Bill of Lading is correct, that the documentation of the shipment follows the requirements of the U.S. DOT and confirms the date of the Bill of Lading signature.

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Data Element Descriptions	
Data Element	Description / Notes
Trailer Loaded/Freight Counted	a. Indicates which party loaded the trailer and which party counted the freight. Also indicates whether the driver for claims purposes counted pieces or pallets.
Carrier Pickup Signature / Date	a. Indicates that the carrier agrees to have received the entire product as listed on the Bill of Lading, that the shipment follows the requirements of the U.S. DOT, and documents the pickup date

### 6.7 ASN Requirements

So that Broan can be prepared to efficiently and accurately receive inbound shipments, it is required that Advanced Shipment Notices be sent at the time the shipment leaves the vendor's facility.

It is preferred that suppliers send the ASNs electronically directly from their labeling/shipping systems.

However, at the supplier's discretion, a 3<sup>rd</sup> party Electronic Commerce service provider may be used to create and transmit the ASN. Some of these service providers can also print shipping labels based on the contents of the ASN. Refer to the Broan ASN specifications which include additional information regarding this option.

The Broan ASN specifications are included in a set of separate documents. Contact your assigned Broan Buyer/Planner representative for more information

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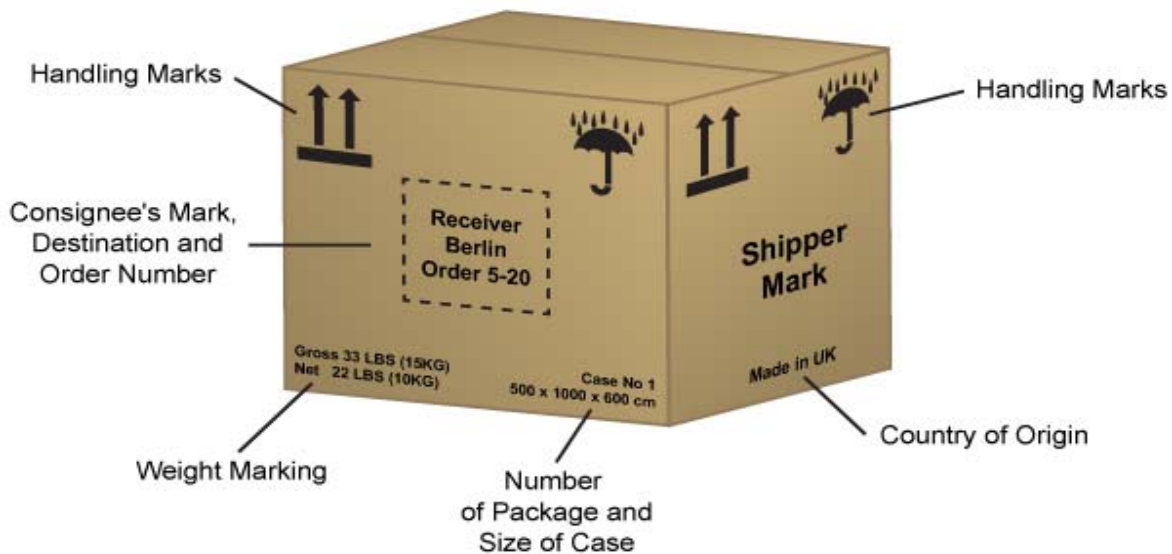
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#### Appendix A: International Shipments

In addition to the labeling and packaging requirements provided above each carton must include all applicable International Shipment markings as shown below (this applies only to cartons that are not for re-sale):



The Shipping Marks identify the cargo correctly for handling and transportation, as follows:

- ABC Initials or Abbreviated Name of the consignee of the cargo
- A reference number – e.g. Purchase Order Number or Contract Number
- Real destination of the cargo
- 1/N Package Number

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### Packaging Requirements

Wood Pallets for International Trade (IPPC, International Plant Protection Convention)

- Heat treated pallets are used to reduce the risk of introducing and spreading of pests associated with the movement of international trade with the usage of raw wood.
- All international shipments, exempting Canada, that are shipped on a wood pallet must be heated treated. Please comply with the ISPM 15 regulations. URL for more information ...

[https://www.ippc.int/file\\_uploaded/1323945454\\_ISPM\\_15\\_2009\\_En\\_2011-11-29\\_Refor.pdf](https://www.ippc.int/file_uploaded/1323945454_ISPM_15_2009_En_2011-11-29_Refor.pdf)

### 7.0 REVISION

REV	DESCRIPTION
00	New
10	Updated process to change from the Broan skid to a standard 48 x 40 (section 6.4.4). Deleted original Appendix A and moved Appendix B up to new Appendix A.

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