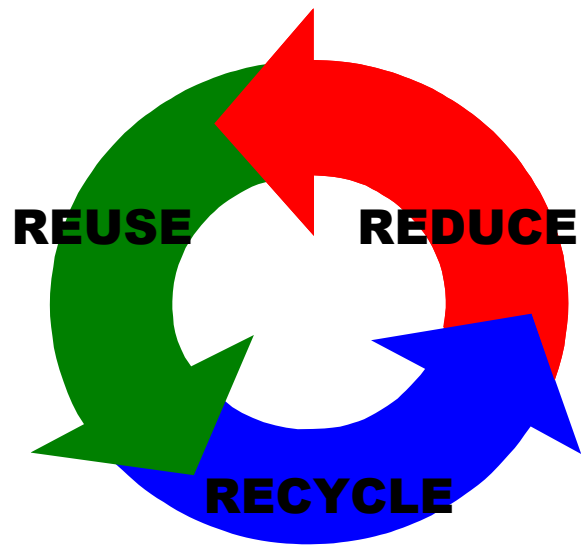


PACKAGING AND SHIPPING INSTRUCTIONS



Introduction

The following are Wilbert Plastic Services packaging, labeling, and shipping requirements to which each supplier must adhere. This publication becomes **effective April 2016** and supersedes any prior instruction.

2.0 Compliance

Due to the importance to our operations, the adherence to these packaging, labeling, and shipping requirements is mandatory and will be continuously monitored. Non-compliance to the instructions contained in this manual will result in an RMA "Return Material Authorization". All RMAs that are written will directly effect the Supplier Delivery Performance Report. Charges for repackaging or re-labeling of product will be charged by to the supplier. Each RMA written may require a Corrective Action. Persistent violations will be referred to the Wilbert Plastic Services Purchasing department.

See Supplier Quality Requirements Manual.

3.0 Packaging and Shipping Data

Upon quotation all suppliers must furnish the Packaging Specifications describing packaging to be used. Costs for the pallet, box or container, dunnage, and containment (e.g. strapping or glues), may be required to be submitted separately for inclusion into the purchase order.

4.0 General Requirements

The determination of the type of recyclable dunnage, containers and/or supplier-owned returnable package design is the supplier's responsibility. The supplier must ensure that the parts and all packaged shipments are received in acceptable (damage free) condition and are efficiently and economically packaged for the method of transportation and type of handling planned for the final destination and its intended point of use. The receiving plant Material's department must approve recyclable dunnage; containers and/or supplier owned returnables.

To ensure that all packages and shipments will reach their intended point of use without damage, all packages must be tested under simulated real-life conditions. New packaging may require initial testing for capability and would need to be approved by the plant before proceeding with production.

All features/surfaces considered critical to the quality or operation of the part must be protected from damage and/or moisture, road dust, wood chips, or other debris.

Supplier initiated packaging or cost improvements are encouraged, and can be approved through the Plant Materials group and WPS Purchasing department to ensure productivity is not adversely affected.

All packaging must conform to all government and transportation rules and regulations.

The packaging of hazardous materials must follow relevant regulations of the U.S. Dept. of Transportation, which prescribes the proper method of classification, packaging, marking, and labeling of each shipment. Furthermore, where other federal, state, or local standards and/or regulations are in effect the packaging and labeling must comply.

For all manually handled conveyances, the container and product gross weight combined ***must not exceed*** local plant contractual limits or governmental regulations.

NOTE: Wilbert Plastic Services Environmental, Health, and Safety department currently requires, for small lot containers, a maximum weight of 29 lbs. (13.15 kg).

Mixing of part numbers on a pallet unit load is discouraged. However, when unavoidable due to handling/shipping expense, unit loads must be marked as "Mixed Pallet" - Label or 8-1/2x11 paper is acceptable.

Suppliers must assure that packaging materials in need of repair are not used for shipping purposes.

Wilbert Plastic Services Plant Materials, Purchasing Department, and Plant Manager have the option of approving or rejecting a supplier's selection of packaging materials and sources.

Each returnable container designed for product must have a designated and approved replacement package. Meeting the same pack size, and dimensions of the original packaging.

4.1 Wooden Pallets

All wooden pallets shipped into WPS must be four-way entry, wingtip or flush, nailed or stapled with 1/2" thick board. Pallets may be reconditioned but must adhere to quality standards. Damaged pallets are not to be used at any time.

Pallets should not be smaller in length and width than the load.

All pallets should measure out at 48x45 in dimension unless otherwise approved of during APQP review. All pallets are to be four-way entry. The receiving plant must approve deviations.

Corrugated pallets are an allowable alternative to wooden pallets in lightweight applications if they are recyclable. Use requires prior approval, in writing, from the receiving location Plant Materials Manager. If used they must meet the requirements of wooden pallets, and be designed to withstand 90% humidity at 150 degrees Fahrenheit (65.6 degrees Celsius) exposure during handling, transit, and storage.

4.2 Containment

The preferred method of containment is nylon or plastic strapping bands. It is the supplier's responsibility to secure all material unit loads with adequate banding.

Shrink film may be used as an alternative to banding.

Packaging that cannot withstand stacking, must include Do Not Stack cones and or Do Not Stack labels to ensure compliance during shipment and storage at the destination.

Returnable containers are intended to be used repeatedly and frequently and have proven to be the packaging of choice for Wilbert Plastic Services. Their success as cost effective packaging depends on how well they are cared for, controlled, and returned to be re-used.

A variety of factors deserve consideration in the decision to use returnables, factors such as:

- a. Initial cost
- b. Facility/equipment constraints
- c. Repair costs
- d. Transportation costs
- e. Standardization
- f. Return ratio
- g. Geographic relationships
(Location of suppliers)
- h. Volume
- i. Handling costs
- j. Cleaning
- k. Environmental concerns
- l. Product protection
- m. Tracking costs
- n. Administrative costs
- o. Visual inventory management
- p. Ergonomic issues

Due to these factors returnable containers are not always the most cost-effective choice for packaging.

5.0 Identification

All returnable containers, racks, trays, totes, etc. must have clear identification, either embossed into the containers or painted in a contrasting color. In addition, supplier-owned returnables must have the supplier's name and return point clearly stenciled on the container.

6.0 Labels

Suppliers must insure that all materials shipped to Wilbert Plastic Services are correctly labeled and that the labels are properly attached or inserted into the holders on the racks or containers.

6.1 Container Label

The label paper shall be white in color with bold, black printing. Different color paper labels are acceptable with approval in writing by the Plant Materials Manager and Quality Manager. The required label size is 4 in. high by 6 in. wide or ISO size A6. All labels must meet the AIAG specifications for quality, reflectivity, and readability. Labels must be scannable from the exterior of the shipping unit (not covered by banding, cardboard or shrink-wrap.)

The character size of each section required will be .5 in. high. The bar height for each section required shall be no less than 0.5 in. high.

There is required to be two labels per container, (unless otherwise specified) placed in the upper right hand corner, on the front and side.

See label example below.

WPS Part Number (P) 40268 [1D Bar-Code]		Location Code 1401 [1D Bar-Code]	
Quantity (Q) 120 [1D Bar-Code]		Description Brow-filler w/pad black	
		Open area for Supplier use	
Customer Ship To: Wilbert Plastic Services Easley, SC		Lot Number 032202 1	
		Mfg. Date	
Serial Number (3S) [1D Bar-Code]		Emp#	
		Revision Level	
Supplier Name and Address Here			

Bar-coded requirements:

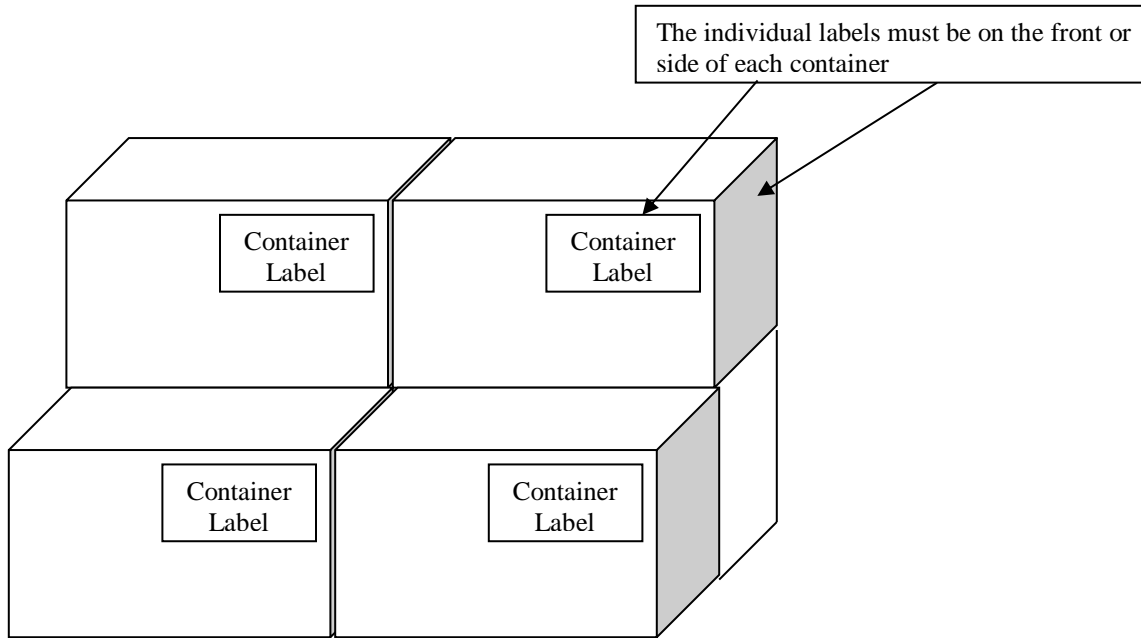
- a. WPS Part Number
- b. Location Code (information may be available on releases)
- c. Quantity
- d. Serial number

Un-coded requirements:

- a. Customer Ship-To
- b. Description
- c. Mfg. Date (mmddyy s)
- d. Lot number
- e. Mfg date, Emp#, Rev Lvl
- f. Supplier Name and Address

Note: If an original Lot Number is not produced, it can be represented by the Mfg. Date (mmddyy s)

*****Raw materials, including thermoform plastic sheet, resin, colorant, paint, etc, may use AIAG standard label formats to ensure proper tracking information is available. The WPS part number MUST be on the label. Any questions regarding format may be directed to the Plant Materials Manager, Quality Manager, or Corporate Purchasing.**



*** Cartons smaller than 10x10x10 only need 1 label.*

7.0 Removal of Old Labels

Assuring that the removal of old labels prior to shipping is the supplier's responsibility. This includes standard container returns that are managed by third party container management facilities.

8.0 Cleaning, Damage, and Repair of Containers

It is the supplier's responsibility to ensure that all returnable containers are clean prior to loading the container with WPS parts.

It is the supplier's responsibility to inspect all containers prior to loading to ensure that damaged equipment **which could cause damage to parts or injury to handlers/operators** is segregated and removed from the system for repair or scrap disposition. Suppliers who wish to scrap any Wilbert Plastic Services owned containers must have written authorization, by the Plant Materials Manager, prior to disposition.

9.0 Transportation

Packaging design specifications such as size, weight, and stackability drastically impact the cost of transportation. When optimum packaging for a product has been determined, facility constraints, volume, density, and ship frequency are factored to develop a shipping mode. For freight paid for by Wilbert Plastic Services, each supplier of parts and materials must have Supplier Routing Instructions from Wilbert Plastic Services listing your "Primary Carrier". Primary carriers will be listed on Purchase Orders and are the preferred carrier for the lane. Use of a carrier other than the Primary carrier **must** be approved by Wilbert Plastic Services Plant Material Planning department. When available routing instructions will include information regarding supplier routing for premium shipments, such as next day air or ground expedites.

The "Expedite" mode of shipping is utilized when unforeseen circumstances have necessitated deviation from the Primary carrier and/or a different mode of transportation and appropriate packaging will be required. This deviation must be approved by and be coordinated with WPS Material Planning.

9.11 Primary Modes

Wilbert Plastic Services primary modes of shipping are by Truckload Direct Carrier, Truckload "Geographic Shipping/Receiving", Scheduled Delivery Programs, Common Carrier Less Than Truckload, and Parcel Delivery.

9.11.1 Truckload Direct Carrier (M)

Truckload shipments are desirable because of pick-up and delivery flexibility, and relatively short travel time between shipping and destination points.

9.11.2 Scheduled Delivery Program (GG)

Less than truckload shipments are picked up for a specific WPS destination, with a dedicated carrier, based on a Just In Time schedule.

9.11.3 Common Carrier LTL (LT)

LTL (less than truckload) direct with a common carrier is utilized in certain circumstances when it has been deemed the most efficient means of transport due usually to geographic location of ship point.

9.11.4 Parcel Delivery

All shipments weighing 70 pounds or less should be routed via United Parcel Service, unless otherwise stated on routing instructions or by Wilbert Plastic Services Material Planning.

9.2 Emergency Methods (E, AE, AC)

Wilbert Plastic Services emergency methods of shipping are via Expedited truck, "full" truckload, air express, and air charter.

All emergency shipments must have prior approval of the Material Planning department. The shipper must receive a PFA (Premium Freight Authorization) number which is to be included on the bill of lading. The fact that emergency routings are specified dictates that parts must be received promptly and damage free.

The responsibility for correctly packaging, identifying and addressing parts and materials remains with the supplier.

10.0 Packing Slips and Bills of Lading

Packing slips and bills of lading must be submitted with every shipment.

A BOL represents an agreement between the supplier and carrier that the freight pallet quantity is correct and that the material is damage-free for pickup. A signed BOL represents the carrier's liability for pallet quantity and that the material was in good shipping condition when it was picked up. Whereas the supplier is liable that the individual part quantity is correct and the material is in good shipping condition. If the carrier is not allowed on the supplier's dock, the carrier is to mark on all of the BOLs Shipper Load & Count (SL&C), therefore the supplier is responsible for the entire load (shortage and damage due to staging the material). The supplier is responsible to properly secure all material on the trailer.

10.11 Direct Shipments

Direct shipments move directly from a shipping plant to a destination plant. Packing slips must be prepared in duplicate. One copy of the packing slip is to be firmly attached to the outside of one of the containers in the shipment, inside a clear window adhesive envelope. The second copy of the packing slip should be tendered to the carrier along with two copies of the bill of lading.

10.12 Customs Papers

All shipments from outside the U.S. must have a customs invoice provided by the supplier and included with other shipping documentation.

10.13 Supplier Information

1. Supplier name and address.
2. Supplier code number
3. Packing List number
4. Date Shipped

10.14 Shipping Information

1. Ship to: Wilbert Plastic Services Plant, address per PO/Releases
2. Bill to: Wilbert Plastic Services, 2001 Oaks Parkway Belmont, NC 28012
3. Gross, tare, and net (material) weight
4. Shipped via (based on routing instructions provided by WPS)
5. Bill of Lading number
6. Freight terms (F.O.B. point, collect, prepaid)
7. Transportation mode (LTL, Truckload, Parcel)

8. PFA (Premium Freight Authorization) to be included whenever movement of material is by other than the normal deviation from supplier routing instructions. Assigned by Plant Material Planning.

10.15 Packaging Information

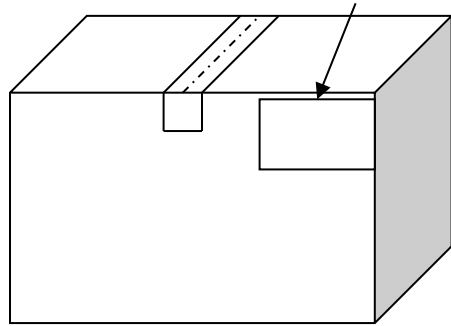
1. Number of unit loads: pallets – containers – cartons, etc.
2. Pieces per unit load
3. Unit of measure – if other than pieces per unit load.
4. Wilbert Plastic Services Purchase Order number.
5. Engineering Change/Revision Level
6. Quantity Shipped
7. WPS Part Number
8. WPS part description

11.0 Communication Information

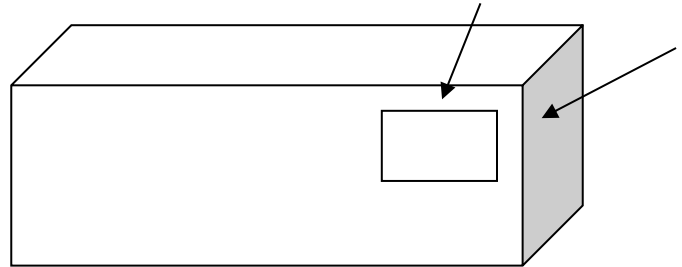
All suppliers are to complete a Supplier Contact Information form a minimum of once per year or as changes occur. This information is to ensure availability of individuals after hours for emergency situations.

Label Locations on Various Shipping Packs

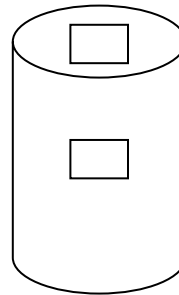
Box or carton – Identical label should be on 2 adjacent sides. The upper edges of the labels should be as high as possible up to 20 inches from the bottom of the carton.
Cartons smaller than 10x10x10 need 1 label only.



Thermoform Sheet - Each pallet will be individually labeled with appropriate raw material label including pallet numbers for tracability. Place one label on side and one on the end of each pallet.



Drums – Identical labels should be located on the top and near the center of the side.



Rolls – For large rolls (yards) Place 1 label inside roll and 1 label on the end. For small rolls (inches) place 1 small id label inside roll, and bar code on containers. (Steel is to be tagged with a wire tie on the banding.)

