



Supplier

Delivery

Manual

January 2017

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Introduction

The Supplier Delivery Manual contains Polaris' packaging, labeling, and shipping requirements. Every Polaris supplier is required to adhere to these specifications as a condition of doing business.

These specifications have been developed to support our mutual goal of optimum part quality. With cooperation between Polaris and our suppliers, we can continually make productivity improvements, minimize packaging costs, and ultimately increase our competitiveness.

These guidelines are to be used during development of packaging plans prior to submitting a quotation for production parts.

1. Advanced Shipping Notice (ASN) Process

Suppliers whose freight is picked up by Polaris are required to submit Advanced Shipping Notices per the Polaris ASN website or via approved EDI. The process and expectations for the ASN system are as follows:

- 1.1. Shipping instructions are created and posted at www.polarissuppliers.com approximately 3 days prior to pick up at suppliers facility for domestic suppliers and about 5 days prior for international suppliers.

Shipping Instructions

- 1.2. Supplier can use the instruction to confirm shipping expectations and stage product prior to pick up, if desired.
- 1.3. The ASN should be submitted no earlier than the beginning of the pick-up window and no later than 30 minutes beyond the end of the pick-up window.
- 1.4. If required, supplier should print the label generated on the ASN site and place it on the proper pallet(s) of freight.
- 1.5. The preferred contact for the ASN system is the email address:
purchasing.systems@polaris.com
- 1.6. If a supplier fails to fill out the ASN on the day of pick-up, a reminder email will be generated the day after scheduled pick up. ASN's not filled out before 12:00pm central the day after pick up will be closed out by LeanCor and a zero ship and a DDR notice will be sent out to the supplier and planner if LeanCor has not heard from the supplier on why the ASN was not filled out.

- 1.7. Shipment discrepancies tracked through the ASN system do affect the Supplier Score Card. The details regard the creation of Delivery Discrepancy Reports (DDR) and their impact on the Supplier Score Card are outlined in the Delivery Discrepancy section of this manual.

2. Supplier Responsibilities

- 2.1. Suppliers are responsible for adhering to the requirements in this manual.
- 2.2. Suppliers are responsible for safe and proper loading of trailers (i.e., stacking, etc.).
- 2.3. Supplier is responsible for conformance with any and all (local, state and federal) regulations pertaining to dangerous, hazardous and/or toxic material packaging.
- 2.4. Full Truckload (FTL), Less than Truckload (LTL) shipments and UPS/FedEx shipments should be made in accordance with the standard shipping method determined through the inbound planning process. Some suppliers will ship via multiple transportation methods and the correct method for a given shipment will be communicated via the shipping instructions. The group planning the inbound instructions also coordinates the pickup with our carriers, whether LTL or FTL. Suppliers should make their own arrangements for UPS or Fed Ex shipments when part of the standard shipping process.
- 2.5. UPS shipments should follow our standard routing guide. Parcel Shipments need to ship directly to the PO destination (please see “Location Routing” in guide).

Example

- 2.6. The supplier is responsible for shipping parts according to the shipping instructions (posted on www.polarissuppliers.com), with parts leaving the supplier facility on time and in the requested quantity. The carrier is responsible for getting the freight to the plant on time.
- 2.7. Supplier is responsible for populating and maintaining current information in the Plan For Every Part (PFEP) file prior to the first shipment of any new part, as well as the Supplier Contact File. This information should be submitted via email, whenever updates are made, directly to: Polaris-team@leancor.com
- 2.8. Supplier is expected to meet the responsibilities outlined in the Advanced Shipping Notice (ASN) section of this Delivery Manual.
- 2.9. For suppliers who do not receive instructions through the Advanced Shipping Notice system, parts are due by 06:00 on the PO due date.

3. Packaging Guidelines

3.1. Scope

- 3.1.1. This guideline offers a set of criteria designed to assist suppliers in selecting optimal packaging for Polaris Production facilities.

3.2. Background

- 3.2.1. Polaris utilizes both returnable and expendable packaging. The decision whether returnable or expendable packaging is used is based on the total cost impact of the supply chain and calculated by the Polaris Packaging Engineering and Purchasing teams.
- 3.2.2. Unless otherwise directed, supplier should assume expendable packaging will be utilized at the start of production.

3.3. Supplier Responsibilities

- 3.3.1. Supplier must submit expendable piece cost when the production part is quoted.
- 3.3.2. Supplier is responsible for design, development, and procurement of expendable packaging materials.
- 3.3.3. When expendable packaging is utilized, supplier is responsible for part quality through the entire supply chain process including warehousing, transportation, and material handling.
- 3.3.4. Supplier is responsible to maintain inventory of backup expendable packaging if returnable packaging is utilized to ensure on time delivery.
- 3.3.5. Polaris Packaging Engineering may act as a consultant for expendable packaging design.

3.4. Polaris Responsibilities

- 3.4.1. Polaris is responsible for returnable vs. expendable cost analysis.
- 3.4.2. If returnable packaging is utilized Polaris will design, develop, and procure returnable containers
- 3.4.3. If expendable packaging is utilized Polaris Packaging Engineering will provide recommendations for material and style of the packaging when applicable.

3.5. Expendable Packaging

- 3.5.1. General Packaging Design
 - 3.5.1.1. Supplier should work with Polaris Purchasing to develop minimum and multiple order quantities. Preferred order quantity:
 - 1st – Full pallet load (Use even layers for stack-ability)
 - 2nd – Full layer on pallet (Use even layers for stack-ability)
 - 3rd – Full box
 - 3.5.1.2. Boxes and pallet boxes should be packed full to minimize air space.
 - 3.5.1.3. Mixed parts in a single box/crate are not permitted. It is okay to mix parts on a pallet as long as they are in separate boxes and clearly labeled.
 - 3.5.1.4. Manually handled containers are not to exceed a gross weight of 40 lbs.
 - 3.5.1.5. Easy open box style (no knife needed to open) are preferred.

Example

- 3.5.1.6. Tape is the preferred method of box closure; no staples allowed.
- 3.5.1.7. When expendable packaging is used as temporary placement for returnable packaging, it should be the same size and quantity of components in order to achieve optimal material flow and presentation.

- 3.5.1.8. Packaging materials and design must be suitable to stack multiple pallet loads up to 100" tall in a trailer.
- 3.5.1.9. Packaging materials and design must be suitable to stack a minimum of 4 pallet loads high in a warehouse.

3.6. Pallet Sizes and Type

- 3.6.1. Preferred pallet sizes include:
 - 48 x 45
 - 48 x 40
 - 32 x 30
- 3.6.2. Other size pallets are acceptable based on unique part dimensions.
- 3.6.3. 4-way entry pallet is preferred
- 3.6.4. Stringer style pallet preferred
- 3.6.5. Flush (top deck board flush with stringer) style pallet preferred
- 3.6.6. Only ISPM-15 compliant materials or exempt materials are to be used for export packaging.

3.7. Pallet Unitizing

- 3.7.1. No pyramid stacking
- 3.7.2. No overhanging of boxes is allowed.
- 3.7.3. Under hang is only allowed as long as 90% of the surface is utilized.
- 3.7.4. All packages must be secured to prevent the load from shifting during transit.
 - 3.7.4.1. Stretch wrap and plastic strapping are preferred.
 - 3.7.4.2. No metal banding/strapping

3.8. Corrosion (rust) Prevention

- 3.8.1. Supplier is responsible for adding Volatile Corrosion Inhibitors (VCI) where needed to ensure part integrity through changing environmental conditions that may arise.
- 3.8.2. VCI bags are the preferred method for use as a corrosion inhibitor.
- 3.8.3. If VCI coatings are used directly on parts, it is the supplier's responsibility to ensure materials do not interfere with Polaris manufacturing processes including washing and coatings.

3.9. Returnable Packaging

- 3.9.1. Polaris is responsible for design, development, and procurement of returnable packaging materials.
- 3.9.2. Do not assume returnable packaging will be used.
- 3.9.3. Supplier is responsible to develop and maintain inventory of backup expendable packaging if returnable packaging is utilized to ensure on time delivery.
- 3.9.4. Do not use a returnable container if damaged and there is potential safety/quality concern. Contact your Polaris representative.
- 3.9.5. Returnable containers are not to be used for multi-tier suppliers, other customers, supplier in house containers or WIP.
- 3.9.6. Returnable containers should be stored in a clean, dry area.
- 3.9.7. Containers are not to be stored outside.
- 3.9.8. Notify your appropriate Polaris representative immediately if:
 - 3.9.8.1. Containers are returned filled with debris
 - 3.9.8.2. Containers are returned damaged and are deemed unusable

- 3.9.8.3. Containers show up that are labeled with a different supplier
- 3.9.8.4. Unlabeled containers or labels beginning to peel
- 3.9.8.5. Containers are not being returned at an acceptable frequency
- 3.9.8.6. Manually handled totes should not exceed a gross weight of 40 lbs.

3.10. Labeling

- 3.10.1. For oversized pallets greater than 48" x 48" apply labels to all four sides of the container.

3.11. Polaris Export Packaging Guidelines

- 3.11.1. Scope: This guideline offers a set of criteria designed to assist suppliers in selecting optimal packaging for overseas Polaris production facilities.
- 3.11.2. Supplier Responsibility: The supplier is responsible for packaging design to ensure part integrity is maintained throughout complete supply chain including to final overseas destination.

3.12. General Export Guidelines

- 3.12.1. Full Box/Crate Quantities
 - 3.12.1.1. Supplier should work with Polaris Purchasing to develop Minimum and Multiple order quantities.
 - 3.12.1.2. Boxes/Crates should be packed full to minimize air space.
 - 3.12.1.3. Minimum order quantity should always equal a minimum of one full box quantity.
 - 3.12.1.4. Order quantity should always equal a multiple of full box quantities.
- 3.12.2. No Mixed Parts in boxes/crates
 - 3.12.2.1. Mixed parts in a single box/crate are not permitted.
 - 3.12.2.2. It is ok to mix parts on a pallet as long as there is a sign on the pallet saying "Mixed Pallet"
- 3.12.3. Corrosion (rust) Prevention
 - 3.12.3.1. Supplier is responsible for adding Volatile Corrosion Inhibitors (VCI) where needed to ensure part integrity through changing environmental conditions that may arise throughout overseas shipping.
 - 3.12.3.2. VCI bags are the preferred method for use as a corrosion preventative.
 - 3.12.3.3. If VCI coatings are used directly on parts, it is the supplier's responsibility to ensure materials do not interfere with Polaris manufacturing processes including washing and coatings.
- 3.12.4. ISPM-15 Compliance
 - 3.12.4.1. Only ISPM-15 compliant materials or exempt materials are to be used for export packaging.
 - 3.12.4.2. Proper wood material markings must be stamped on all wood material per ISPM-15 requirements.
- 3.12.5. Pallet Load
 - 3.12.5.1. Preferred pallet/crate size is 45"x48" or smaller. This will allow pallet loads/crates to fit 2 wide on a sea container.

- 3.12.5.2. Larger pallet/crate sizes are permitted for parts that are too large for a 45"x48" footprint.
 - 3.12.5.3. No box overhang is permitted on pallet.
 - 3.12.5.4. All boxes must be shrink-wrapped or banded to pallet. No metal banding is allowed.
 - 3.12.5.5. 4-way pallets design is preferred.
- 3.12.6. Box/Crate Stacking
- 3.12.6.1. All packing material must be able to withstand full sea container stacking.
 - 3.12.6.2. All material must be fully enclosed and contain lids.
 - 3.12.6.3. When shipping non-full pallets, all material should be designed to be able to be stacked with other products during consolidating process.

4. Labeling Specifications

The following specifications are designed to improve the accuracy and flow of materials between our suppliers and Polaris Industries, Inc. They are designed to allow the effective and efficient capture of data for production counts, warehouse input/output, cycle counting, shipper generation, forwarding, freight transfer control, receiving, and other inventory controls. *Strict adherence to these specifications is mandatory.*

4.1. Size and Materials

- 4.1.1. Label: The size of the label shall be:
 - 4.1.1.1. Minimum: 2.75" by 5"
 - 4.1.1.2. Maximum: 4.5" by 8"
- 4.1.2. In no case shall the label be larger than the flat surface onto which it is placed with all data readable when container is placed on pallet. This becomes especially critical when using returnable totes or containers.
- 4.1.3. The label paper shall be white in color with black printing.
- 4.1.4. **Adhesives for Returnable Containers:** The adhesives used for labels on returnable containers shall be a removable type pressure sensitive elastomer. The adhesive should have a moderately high initial tack, high level of ultimate adhesive and clean removability.
- 4.1.5. **Adhesives for Expendable Containers:** The adhesives used for labels on expendable containers may be pressure sensitive or dry gummed as long as adherence to the package substrate is assured and application is wrinkle free.
- 4.1.6. **Hang Tags:** The tag size shall be the same as in 1 above plus any material required to add a reinforced eyelet. The tag should be durable enough to prevent damage in shipment and to assure readability at its destination.

4.2. Barcodes

- 4.2.1. Barcode Label Characteristics
 - 4.2.1.1. There will be 12 fields on each label
 - 1. Part Number

2. Quantity
3. Purchase Order
4. PO Blanket Release (Only required for a blanket purchase order.)
5. Ship Date
6. Rev Level
7. Description
8. Supplier
9. U of M (Unit of Measure)
10. Delivery Location
11. Traceability Code
 - Required for box traceability
 - It is a unique code specific to the box, assigned by the Supplier
 - Format of code; Supplier number followed by date code or lot # code
12. Packing Slip Number

4.2.2. Each field should have a thin border around it, and contain a field title in the upper left hand corner of the border as shown on the attached example. A border line around the entire label is not required. Titles should be approximately 0.06" (1.5 mm) high letters.

4.2.2.1. Sample Label (see below)

- Field Label Font: **All field labels** = 8 PT suggested
- Data Font Sizes: **Part Number, Quantity, Purchase Order, PO Blanket Release, Traceability Code, Packaging Slip Number** = 48 PT suggested
- **Ship Date, Rev Level, Description, Supplier, U of M, Delivery Location** = 14 PT; Suggested Barcodes : **72 DPI (Code 39)**

Part Number (P) 4014042 	Ship Date 11/21/2014
Quantity (Q) 48 	Rev Level
Purchase Order (O) P165879 	Description Pedal-Electric Thruster
PO Blanket Release (B) 100 	Supplier ABC Supplier
	U of M EA
	Delivery Location Milford
	Traceability Code (T) 23039589 
	Packaging Slip Number (S) 0233359 

4.3. Data Identifiers

Each barcode should begin with a data identifier, following the start code, to identify the information in the barcode. This character should not be included in the human readable line, but should be shown directly under or behind the title for the appropriate field and should be enclosed in parenthesis. See the Sample Label for an acceptable example.

4.3.1. The following Identifiers are assigned to the required fields

1. P : Part Number
2. Q : Quantity
3. O : Purchase Order Number (the letter O, not zero)
4. B : PO Blanket Release (Only required for a blanket purchase order.)
5. T : Traceability Code
6. P : Packing Slip Number

Any other barcode placed elsewhere on the label should begin with a data identifier other than those listed above.

4.4. Barcode Fields and Titles

4.4.1. Part Number

4.4.1.1. Polaris standard: 15 character alpha-numeric

4.4.1.2. Data Identifier: P

- 4.4.1.3. Human-readable format
 - 48 PT Bold Font
 - Minimum of .5" (13 mm) high.
- 4.4.1.4. Barcode format
 - Directly below the human-readable part number characters
 - Font size a minimum of 0.5" (13 mm) high
- 4.4.2. Quantity
 - 4.4.2.1. Polaris Standard: 5 digit numeric
 - 4.4.2.2. Data Identifier: Q
 - 4.4.2.3. Human-readable format
 - 48 PT Bold Font
 - Minimum of .5" (13 mm) High
- 4.4.3. Barcode format
 - 4.4.3.1. Directly below the human-readable part number characters
 - 4.4.3.2. Font size a minimum of 0.5" (13 mm) high

4.5. Purchase Order

- 4.5.1. Polaris Standard: 7 character alpha-numeric
- 4.5.2. Data Identifier: O (the letter, not zero)
- 4.5.3. All packages must have a purchase order number to be accepted by Polaris
 - 4.5.3.1. For purchased items, reference the purchase order number under which the items were purchased.
 - 4.5.3.2. For tooling qualification samples, reference the tooling purchase order number
 - 4.5.3.3. For no charge shipments, reference purchase order number P999999.
 - 4.5.3.4. PLEASE NOTE: P is first letter, both displayed in the human readable format, as well as the first character after the data identifier in the barcode format, followed by six numbers
 - 4.5.3.5. Human readable format
 - 48 PT Bold Font
 - Minimum of .5" (13 mm) high.
 - 4.5.3.6. Barcode format
 - Directly below the human-readable part number characters
 - Font size a minimum of 0.375" (9 mm) high

4.6. PO Blanket Release

- 4.6.1. Polaris Standard: Up to a 4 character numeric
- 4.6.2. Data Identifier: B
- 4.6.3. All packages related to a blanket purchase order must have a PO blanket release number to be accepted by Polaris.
 - 4.6.3.1. Human Readable Format
 - 48 PT Bold Font
 - Minimum of .5" (13 mm) high
 - 4.6.3.2. Barcode format
 - Directly below the human-readable part number characters
 - Font size a minimum of 0.375" (9 mm) high

4.7. Ship Date

- 4.7.1. MM/DD/YY

- 4.7.1.1. Human readable format
 - 14 PT Bold Font
 - Minimum of .1875" (5 mm) high.

4.8. Revision Level

- 4.8.1. Revision Level must signify the print revision used to manufacture the parts and must be included on all Polaris proprietary designs
 - 4.8.1.1. Human-readable format
 - 14 PT Bold Font
 - Minimum of .1875" (5 mm) high

4.9. Description

- 4.9.1. Polaris Standard: 30-character alpha-numeric
 - 4.9.1.1. Human-readable format
 - 14 PT Bold Font
 - Minimum of .1875" (5 mm) high

4.10. Supplier

- 4.10.1. Polaris Standard: 25 character alpha-numeric
- 4.10.2. If there is not enough room to print the complete supplier name, an appropriate abbreviation may be used
 - 4.10.2.1. Human readable format
 - 14 PT Bold Font
 - Minimum of .1875" (5 mm) high

4.11. Unit of Measure

- 4.11.1. Polaris Standard: 2 character alpha-numeric
- 4.11.2. Unit of measure abbreviations as defined in the ASCX 12.3 1984 Data Element Dictionary shall be used. (See Appendix A-Unit Of Measure Abbreviations for examples).
 - 4.11.2.1. Human readable format
 - 14 PT Bold Font
 - Minimum of .1875" (5 mm) high.

4.12. Delivery Location

- 4.12.1. Polaris warehouse location (as it is stated on the Purchase Order)
 - 4.12.1.1. Human readable format
 - 14 PT Bold Font
 - Minimum of .5" (13 mm) high.

4.13. Traceability Code

- 4.13.1. Data Identifier: T
 - 4.13.1.1. Human-readable format
 - 14 PT Bold Font
 - Minimum of .5" (13 mm) high.
 - 4.13.1.2. Barcode format
 - Directly below the human-readable part number characters
 - Font size a minimum of 0.5" (13 mm) high

4.14. Packing Slip

- 4.14.1. Data Identifier: S
- 4.14.2. Suppliers should avoid repeating slip numbers within any calendar year
 - 4.14.2.1. Human-readable format
 - 48 PT Bold Font
 - Minimum of .5" (13 mm) high

4.15. Barcode Programming Requirements

- 4.15.1. Basic Requirements
 - 4.15.1.1. Barcodes should be created in the "3 of 9" type (Code 39)
 - 4.15.1.2. Should conform to the "Bar Code Symbology Standard for 3 of 9 Bar Codes" (AIAGB-1-1984)
- 4.15.2. Detailed Requirements
- 4.15.3. Code Density and Dimensions:
 - 4.15.3.1. The barcode heights should be a minimum of .25" (6 mm).
 - 4.15.3.2. For each barcode symbol, the average width of the narrow elements shall be within the range of .013" to .017".
 - 4.15.3.3. The ratio of the nominal width of the wide elements to the nominal width of the narrow elements should be 3:1, with an allowable range of 2.8:1 to 3.2:1
- 4.15.4. Reflectivity and Contrast
 - 4.15.4.1. The supplier is responsible to make sure the barcode symbols are clear enough to be read successfully by a scanning device at Polaris.
 - 4.15.4.2. Barcodes must meet ANSI standard X 3.182, Grade "C" or better.

4.16. Shipment Labeling

- 4.16.1. Polaris utilizes 3PL services to inbound freight from destinations worldwide and sends this freight to plant destinations in domestic and foreign locations. We need specific labels in order to process this freight. These labels include information at a pallet level for us to send freight to the correct destination at the correct plant due date. These labels will be referred in this section as pallet labels. Missing and/or inaccurate pallet labels will result in a DDR issued to the supplier.

- 4.16.2. Pallet Label Reference Example



- 4.16.3. Below is an explanation of each data field:

Data Element	Description	EDI Details (if applicable)
Routing Order #	Unique # for route and stop	862 TD505
Barcode	Concatenation of 'R', routing order number, and pallet number (example: "R10823451078987-001")	

	where 001 is pallet 1 of 42 for a 42 pallet lot)	
Plant	Polaris Ship To City, State	850/860 Ship To
X-dock Ship	Final Delivery ship date - date goods need to leave x-dock	862 DTM02 when DTM01 = 011
Main Route	Final delivery route (x-dock to plant route)	862 REF04.4
# Pallets	Pallet count (# of current pallet out of total pallet lot)	
Pallet Mixed	Defines mixing for this pallet lot. Supplier needs to print correct number of labels marked Yes and No and affix correctly.	

Each pallet label must be a unique count of the pallets in the lot. No photo copying the same pallet label onto multiple pallets, doing so will result in a DDR.

4.16.4. Label Location

4.16.4.1. Pallet Label Locations shows an example of the designated label locations. When loaded on trucks, shipping packs must be positioned so labels are facing the back of the truck. Labels must be generated on 8.5x11 sheet and correct label affixed to both designated locations (as outlined in the previous link) on each Pallet. Pallet label must have a scannable barcode (nothing obstructing barcode i.e. tape, banding, etc.)

Example

Example of label on returnable container (label on 2 sides):



- 4.16.5. Mixed Item Loads
 - 4.16.5.1. Mixed loads per pallet are acceptable only when properly identified according to the following requirements.
 - 4.16.5.2. "MIXED LOAD" printed on 8.5 " x 11" paper or larger
 - 4.16.5.3. Paper must be Astrobrite or other highly visible color.
 - 4.16.5.4. "MIXED LOAD" identifiers must be placed on all four sides of pallet
 - 4.16.5.5. Packing slips for all products on pallet must be in one location or a pallet listing of all products with part numbers, quantities and department/op-sequence numbers placed on top of the pallet load.

- 4.16.6. Multi Plant Shipments: When shipping to more than a single Polaris location on the same truck, the pallets must be properly identified according to the following requirements:
 - 4.16.6.1. The word "POLARIS" and the appropriate Plant Location printed on 8.5 " x 11" paper or larger
 - 4.16.6.2. Paper must be Astrobrite or other highly visible color
 - 4.16.6.3. Appropriate plant location identifiers must be placed on all 4 sides of the pallet

5. Packing Slip Requirements

Polaris receives material from hundreds of suppliers. Polaris receiving personnel are required to quickly and accurately interpret each supplier's shipping documentation in order to receive the material into inventory.

One mistake out of thousands of transactions will likely result in costly production interruptions. In order to minimize this risk, it is vitally important for packing slip documentation formats to be as consistent as possible. These packing slip requirements must be followed by all Polaris suppliers. Suppliers not in compliance with all requirements will be formally notified of the problem with a Delivery Discrepancy.

5.1. Requirements (Packing Slip Template)

Example

- 5.1.1. Packing slips are to be located on outside of carton. Packing slip must be easily located, match label and Bill of Lading information, and be easy to read and understand.
- 5.1.2. Show Polaris part number, purchase order number and purchase order blanket release (If PO is a blanket order)
- 5.1.3. Show part description
- 5.1.4. Show packing slip and/or invoice number clearly and in a conspicuous location.

- 5.1.5. Show unit of measure
- 5.1.6. Packing slip must be legible (preferably typed).

5.2. Notes:

- 5.2.1. Polaris requires a packing slip for each pallet.
- 5.2.2. The packing slip must be securely attached to the pallet.
- 5.2.3. Do not show quantity ordered or quantity back ordered, only quantity shipped.
- 5.2.4. International suppliers: Refer to the International Shipments section for additional requirements

6. International Shipments

The following are essential elements to be included in completing shipments to Polaris. The U.S. Customs Service has very specific requirements for the information, documentation and markings required for the entry of product into the United States. Failure to adhere to U.S. Customs Service requirements may result in delayed delivery and additional expenses incurred by Polaris to bring product into compliance with U.S. Customs Services' requirements.

Any questions or comments on Polaris International Shipping Requirements should be forwarded to:

Attn: Trade Compliance Supervisor Polaris Industries Inc.
2100 Highway 55
Medina, MN 55340
or
e-mail to: import.operations@polaris.com

International Supplier Procedures

The Procurement Department is responsible for identifying suppliers for parts required to produce finished product and service parts, product cost, and purchase order issuance. The intent of this procedure is to communicate company procedures regarding product purchased from foreign suppliers and shipped to the United States.

6.1. Purchase Order

Purchase orders are provided to suppliers via the Polaris E-Commerce Site, Supplier Exchange or via Electronic Data Interchange (EDI).

- 6.1.1. Purchase Orders Requirement
 1. Supplier name, address, phone number and contact name and phone number
 2. Purchase Order Number
 3. Ship to address
 4. PO Blanket Release (If it is a blanket purchase order)
 5. Payment Terms
 6. Shipment Terms

7. Order Date
8. Due Date
9. Part Number
10. Quantity
11. Unit of Measure
12. Part Number & Description
13. Unit Price
14. Total Price

Additional information includes:

1. Company Contact Name
2. Contact Phone Number

6.1.2. Purchase Order Acknowledgement

Suppliers should acknowledge receipt of electronic purchase orders within 3 business days. Acknowledgements should be addressed to the Polaris Company Contact indicated on the purchase order. Suppliers unable to meet the due date as specified on the purchase order should inform the company contact immediately.

6.2. Documentation

Polaris Industries, Inc. requires suppliers to prepare documentation that complies with United States Customs regulations for each shipment. The supplier is also required to produce the necessary documentation for export control, which is in compliance with local government regulations. Documentation required by United States Customs regulations and necessary to ensure error free / delay free shipments include:

6.2.1. Commercial Invoice (Original and two copies)

Example

6.2.1.1. Header Level:

1. Sold to Name and Address
2. Ship to Name and Address
3. Invoice Date
4. Shipping terms
5. Payment terms
6. Currency of Purchase

6.2.1.2. Line Level:

7. Purchase Order Number
8. PO Blanket Release (Only required for a blanket purchase order.)
9. Part Number
10. Description
11. Quantity
12. Unit of Measure
13. Unit Cost in currency of purchase
14. Total cost on currency of purchase

15. Country of origin (By Line Item)

6.2.2. Packing List (Original and two copies)

Example

1. Sold To Name and Address
2. Purchase Order Number
3. PO Blanket Release (Only required for a blanket purchase order.)
4. Part Number/Product Description
 - carton quantity
 - carton weight (Kgs)
 - carton dimension (CBM and Centimeters)
 - Total Quantity
 - Gross Weight (in Kgs)
 - Net Weight (in Kgs)
 - Total Dimensions (CBM - cubic meters)
 - Total cartons and/or Pallets/Skids

6.3. Certificate of Origin (Original and two copies)

6.3.1. Visa (if applicable) (Original and one copy)

6.3.2. Textile Declaration (if applicable) (Original and one copy)

6.3.2.1. The documents referenced above must be provided to the designated freight forwarder:

1. Ocean shipments - within 24 hours after the cargo is picked up.
2. Air shipments - when cargo is tendered to the freight forwarder for delivery to the air carrier.

6.4. Markings

Example

U.S. Customs regulations require that every article of foreign origin (or its container) imported into the United States shall be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article (or container) will permit, in such a manner as to indicate to the ultimate purchaser in the United States the English name of the country of the origin of the article, at the time of importation into the Customs territory of the United States. Containers of articles excepted from marking shall be marked with the country of origin of the articles unless the container is also excepted from marking.

6.4.1. All cartons should have a label with each of the following:

- 6.4.1.1. Purchase Order Number
- 6.4.1.2. Blanket Release Number (If Applicable)
- 6.4.1.3. Polaris Part Number
- 6.4.1.4. Supplier Name
- 6.4.1.5. Quantity
- 6.4.1.6. Country of Origin

Example

6.5. Country of Origin

- 6.5.1. Providing Country of Origin: It is the suppliers' responsibility to provide Polaris with accurate country of origin information. You are requested to notify us immediately of any changes in country of origin status for parts and components that your company sells to Polaris.
- 6.5.2. The country of origin is the country of manufacture, production, or growth of the article. The country of origin of an article may be changed in a secondary country if one of the following occurs:
 - 6.5.2.1. If the further work or material added to an article in the second country constitutes a substantial transformation.
 - 6.5.2.2. For a good of a NAFTA country: if under the NAFTA Marking Rules (19 CFR Part 102) the second country is determined to be the country of origin of the good
 - 6.5.2.3. For an article considered to be a textile of apparel product (regardless of whether it is a good of a NAFTA country): if the country of origin is determined by the general rules set forth in 19 CFR Part 102.21 to be the second country.
- 6.5.3. Polaris will be relying upon the accuracy and validity of the information you provide. If you are not familiar with how to determine country of origin, we encourage you to do some research. U.S. Customs Regulations regarding Country of Origin can be found at 19 CFR Section 134.

Contact Information:

Email address: import.operations@polaris.com

6.5.4. Country of Origin Marking Requirements

All product shipping to Polaris facilities must be marked with the country of origin in accordance with U.S. regulations. If the article is produced with goods from multiple countries of origin, U.S. Regulations must be followed to determine the marking requirements. Product and cartons must be clearly and legibly marked with the complete name of the country of origin in English, Spanish or French. If countries not considered to be the origin are also marked on the carton or product, the country or origin marking must be distinguished to avoid confusion. See below guideline for further explanation and direct any questions you may have to the import.operations@polaris.com.

6.5.5. Exempt Marking Requirements

- 6.5.5.1. Articles described or meeting the specified conditions set forth below are excepted from marking requirements:
 - 1. Articles that are incapable of being marked;
 - 2. Articles that cannot be marked prior to shipment to the United States without injury;
 - 3. Articles that cannot be marked prior to shipment to the United States except at an expense economically prohibitive of its importation;
 - 4. Articles for which the marking of the containers will reasonably indicate the origin of the articles;

5. Articles intended for use by the importer and not intended for sale in the imported or any other form;
6. Articles to be processed in the United States by the importer or his account otherwise than for the purpose of concealing the origin of such articles and in such manner than any mark contemplated by this part would necessarily be destroyed or permanently concealed.
7. Articles that were produced 20 years prior to their importation into the United States;
8. Products of the United States exported and returned;

6.5.5.2. Articles not marked as required will be subject to additional duties of 10 percent of appraised value unless exported or destroyed under Customs supervision.

6.5.6. List Exceptions

- 6.5.6.1. Articles of a kind below are excepted from the requirements of country of origin markings. However, in the case of any article described in this list which is imported in a container, the outermost container in which the article reaches the consumer must indicate the country of origin.
- Bearings, Ball, 5/8 inch or less in diameter
 - Bolts, Nuts, and Washers
 - Dies
 - Paper
 - Parts for machines imported from same country as parts
 - Scrap and Waste Screws

6.5.7. Method and Manner of Marking

- 6.5.7.1. Markings of the country of origin should be:
- Clear enough to be read
 - Impossible to move or remaining forever
 - Lasting forever or for a very long time, especially without undergoing significant changes.
- 6.5.7.2. The marking must survive normal distribution and store handling. The ultimate consumer must be able to find the marking easily and read it without strain.
- 6.5.7.3. Where an article is produced as a result of an assembly operation and the country of origin of such article is determined to be the country in which the article was finally assembled, such article may be marked, as appropriate, in a manner such as the following:
- Assembled in (country of final assembly)
 - Assembled in (country of final assembly) from components of (name of country or countries of origin of all components)
 - Made in, or country of (Country of final assembly)
- 6.5.7.4. Any method of marking at any location insuring the country of origin will be easily or clearly visible on the article will be acceptable.
- 6.5.7.5. If paper sticker or pressure sensitive labels are used, they must be affixed securely and must remain on the article until it is delivered to the ultimate consumer.

6.5.7.6. When tags are used they must be attached in a place which is easily visible.

6.5.8. Marking When Name of Country or Locality Other Than Country of Origin Appears

- 6.5.8.1. In any case in which the words, "United States," or "American," or the letters "USA," any variation of such words or letters or the name of any city or location in the United States, or the name of any foreign country or locality other than the country of locality which the article was manufactured or produced appear on an imported article or its container, and those words, letters or names may deceive the ultimate consumer as the actual country of origin of the article, there shall appear clearly and permanently and in close proximity to such letters, words or names, and in at least comparable size, the name of the country or origin preceded by "Made in," "Product of," or other words of similar meaning.
- 6.5.8.2. For more details please review the "Marking of Country of Origin On US Imports" Pamphlet.

Example

6.6. Wood Packaging Materials

Example

- 6.6.1. NAFTA (North American Suppliers)
- 6.6.1.1. The NAFTA Free Trade Agreement offers duty savings benefits for components/parts that are manufactured in the U.S., Canada or Mexico that help make our products more competitive, increase our sales and in turn increase our purchases from your company.
- 6.6.1.2. Polaris requests its suppliers to provide NAFTA Certificates for NAFTA qualified parts, components and accessories on an annual basis. It is your responsibility to provide us with accurate and valid NAFTA Certificates and foreign content information (trace value percentage), and to notify us immediately of any changes in the NAFTA status. You can find the NAFTA Certificate form at the Polaris Supplier Extranet under "Downloadable Forms".
- 6.6.1.3. Customs Regulations regarding NAFTA can be found at 19 CFR Section 181 and the NAFTA rules of origin which need to be satisfied in order to confirm that a good/part qualifies as originating under NAFTA are set forth in Appendix 181 to these regulations. Qualifying goods under NAFTA and properly completing NAFTA certificates of origin is complex. Therefore, if you are not familiar with how to qualify products under NAFTA or how to properly complete a NAFTA Certificate of Origin, we encourage you to do some research and/or consult with a qualified specialist. You can find valuable NAFTA information for you to use in completing your Certificate at the Customs Page.

Customs Page

Contact Information:

Email address: import.operations@polaris.com

6.7. Youth Products

Products used by or marketed to children must be marked in accordance with the U. S. regulations, and must meet all requirements including proper testing as needed to ensure product do not contain improper lead levels. Youth ATV's have a legal stay of enforcement while the industry continues to review the overall safety of vehicles advertised to youth. To understand youth requirements, please visit the below site and review the applicable product. If you are not sure the product meets the requirements, please contact import.operations@polaris.com prior to shipping these products to Polaris.

6.8. Consumer Product Safety Commission Requirements (CPSC)

[CPSC Requirements](#)

[CPSC Webpage](#)

6.9. Customs-Trade Partnership Against Terrorism (C-TPAT)

The Custom Trade Partnership Against Terrorism (C-TPAT) is a cooperative endeavor between the trade community and U.S. Customs Service to develop, enhance, and maintain effective security processes throughout the global supply chain. Through this initiative Customs is asking businesses to ensure the integrity of their security practices and communicate their security guidelines to their business partners within the supply chain.

6.9.1. Supplier Requirements (C-TPAT Security Requirements)

Example

- 6.9.1.1. Provide a summary outlining the process elements of the security procedures you currently have in place. At minimum, address the following elements:
- Written standards for your physical plant security.
 - Quality controls on production processes to ensure system integrity
 - Financial assessment process to determine fiscal soundness and ability to deliver goods and services within contract parameters.
 - Internal controls for the selection of service providers.
 - Profiles of Tier 1 suppliers (i.e. those entities receiving and packing a finished commodity, for transportation to the final destination) maintained and available for review.
 - Indicate if your service providers participate in Customs Industry Partnership Programs: the Customs-Trade Partnership Against Terrorism (C-TPAT), the Carrier Initiative Program (CIP), the Super Carrier Initiative Program (SCIP), the Business Anti-Smuggling Coalition (BASC).
- 6.9.2. Indicate that the specific detailed procedures noted above are available to Customs in a verifiable format.

- 6.9.2.1. Include an assessment of your security processes, as well as information on what changes you envision making to correct identified weaknesses.

6.9.3. Additional Links:

[Container & Seal Requirements](#)

[Container & Seal Inspection Checklist](#)

[SMARTQ Letter](#)

[SMARTQ User Instructions](#)

6.10. Carton Requirements

- 6.10.1. The Polaris Industries, Inc. requires a detailed packing list on all products being imported in the United States.

Example

- 6.10.1.1. A detailed list of which part number and how many pieces of that part number are contained in each carton. If there is more than one part number contained in a carton the packing list must show that.
- 6.10.1.2. The cartons need to be numbered i.e. (if there are 5 cartons each carton needs to be marked 1 of 5, 2 of 5, 3 of 5, 4 of 5, and 5 of 5).
- 6.10.1.3. If the cartons are packed on pallets we need to show which carton is on each pallet i.e. (pallet one contains boxes 2 and 3 and pallet 2 contains boxes 1,4, and 5.)
- 6.10.1.4. A packing list should be attached to one of the cartons. If the cartons are on pallets we ask that a packing list be attached to the outside of a carton on each pallet. (Preferably one of the top cartons on the pallet that is easily accessible). For full container shipments, the packing list should be located out the tail of the load easily accessible without unloading the container.
- 6.10.1.5. Quantities, weights and measures
- 6.10.1.6. Polaris part number and vendor part number
- 6.10.1.7. Purchase Order Number
- 6.10.1.8. PO Blanket Release (If it is a blanket purchase order)

6.11. Vendor Code of Conduct Questionnaire

- 6.11.1. Please return this Code of Conduct Questionnaire to the Polaris Corporate Compliance Manager.

Example

6.12. On-road and Off-road Vehicles and Engines

Engines, vehicles, and other items containing engines must meet US regulations managed by the U.S. Department of Transportation (DOT) and the U.S. Environmental Protection Agency (EPA) requirements. If you have not received the procedure and instructions from Polaris, please contact import.operations@polaris.com for instructions prior to shipping these items to Polaris.

6.13. Engine Import Requirements

- 6.13.1. Purpose

- 6.13.1.1. Describe the import process relative to certification and pre-certification spark ignition engines imported from foreign vendors. Engines may be used for production or product development use.
- 6.13.2. Definitions
 - 6.13.2.1. Freight Forwarder - Party responsible for the physical movement of engines from foreign supplier to Polaris.
 - 6.13.2.2. Customs Broker - Systematically performs the customs entry process allowing release of engines to Polaris
 - 6.13.2.3. Release - US Customs permission to allow engines to enter Commerce of the United States.
 - 6.13.2.4. EPA forms - Document used to provide US Customs with information about an imported engine used for regulatory purposes.
 - 6.13.2.5. Importer of Record - An individual, firm, or legal entity that brings articles of trade from a foreign source into a domestic market in the course of trade.
 - 6.13.2.6. Initiator - Polaris product group representative or engineer who initiates the shipment of the engine or vehicle.
 - 6.13.2.7. EPA-Certified Engine or Vehicle - A production unit covered by an EPA certificate of conformity. unit that is not covered by an EPA certificate of conformity (e.g., engineering
 - 6.13.2.8. Uncertified Engine or Vehicle - A production or prototype prototypes of regulated units or non-emissions regulated engine/vehicle category).
- 6.13.3. Responsibility
 - 6.13.3.1. Initiator - Communicates with Customs Compliance Department relative to new projects involving import of engines.
 - 6.13.3.2. Importer of Record - Responsible for US Customs regulations covering import.
 - 6.13.3.3. Freight Forwarder - Coordinates physical movement of engines from foreign supplier to Polaris
 - 6.13.3.4. Customs Broker - Performs US Customs processes during point of unladen, customs clearance, and delivery to Polaris.
 - 6.13.3.5. U.S. Customs - Enforces EPA and DOT compliance regulations.
 - 6.13.3.6. Polaris International Logistics - Negotiates contract with Freight Forwarder to conduct transport of engines to Polaris facility
 - 6.13.3.7. Foreign Vendor -
- 6.13.4. Procedure
 - 6.13.4.1. Initiator serves as project manager.
 - 6.13.4.2. Once project is approved the Initiator will collect and distribute information about the project to the Customs Compliance Department.
 - Project name
 - Project description
 - Budget
 - Part Number and description of product produced
 - Estimated Units
 - Vendor Name

- ETA - Initial Import
- 6.13.4.3. International Logistic works with Initiator to structure export, logistics and import clearance.
 - 6.13.4.4. Supply Chain SOP created by Vendor, Freight Forwarder and International Logistics.
 - Purchase Order issued to vendor once final engine design/test is completed
 - Foreign vendor schedules engines build to meet Polaris due date.
 - 6.13.4.5. Foreign vendor and Freight Forwarder establish communication regarding availability of engines available to ship.
 - 6.13.4.6. Foreign vendor contacts Freight Forwarder and request booking with ocean/air carrier.
 - 6.13.4.7. Freight forwarder schedule pickup with cartage company and moves engines to ocean carrier's terminal.
- 6.13.5. Engines are exported to the United States.
 - 6.13.5.1. Freight Forwarders' foreign office distribute shipment pre-alert to its Polaris on-site rep and Polaris Logistics (Bill of lading, ETD, ETA, # containers, vessel name, voyage number, port of discharge).
 - 6.13.5.2. Documentation packet distributed to Freight Forwarders Minneapolis office, Attn:
 - Brokerage Department.
 - Commercial Invoice
 - Packing List
 - Certificate of origin
 - Air Way Bill / Bill of Lading
 - Shipment Pre-Alert
 - 6.13.5.3. Documents are reviewed for accuracy and completeness prior to Customs entry process.
 - Value
 - Classification
 - Qty
 - Shipper
 - 6.13.5.4. EPA form completed by Polaris and submitted to Broker to be used in the customs entry process.
 - Port Code
 - Entry Date (Filled in by Broker)
 - Customs Entry Number (Filled in by Broker)
 - Engine Manufacturer
 - Model, Model #, and Serial Number
 - Engine Build Date (Month & Year)
 - Power Rating (KW or HP)
 - Importer Name
 - Importer Signature (Corporate Compliance Mgr.)
 - Check appropriate box indicating provision for which importation of engine is made.

- Information in bold will be supplied by the engine manufacturer and included on the commercial invoice.
- 6.13.6. Entry submitted to Customs
- 6.13.7. Customs entry approved. Delivery order issued for engine pick-up and delivery to the designated Polaris facility.
- 6.13.8. Engines received at Polaris facility.

7. Delivery Discrepancies (DDR's)

Consistent packaging, labeling, shipping and delivery compliance to Polaris requirements is essential to ensure quality parts and efficient distribution of materials. Suppliers not in compliance with all requirements will be formally notified of the problem with a Delivery Discrepancy form. Polaris will be as specific as possible about the nature of the problem. Your Delivery performance percentage will be measured using a 12 month rolling calculation of the number of rejects versus the number of receipts and reflected in the Supplier Performance Report.

7.1. Disposition Codes are as follows:

- 01 - Over/Under Shipment
- 03 - Late Shipment
- 04 - Early Shipment
- 06 - Damaged Freight
- 07 - Documentation Issues
- 08 - Labeling Issues (Individual Box Label and/or Pallet Label)
- 09 - Packaging Issues
- 10 - Compliance Issues
- 21 – NAFTA/Trade Data
- 22 – ISF Filing Compliance
- 23 – Country of Origin Marking
- 24 - Other Compliance
- 60 – ASN Under Shipment
- 61 – ASN Over Shipment
- 62 – ASN Zero Shipment

7.2. ASN Related DDRs

Effective May of 2009, the DELIVERY portion of the Supplier Performance Report began reflecting DDRs generated as a result of ASN fill rate "misses". DDR's created by our Inbound ASN System will be reflected using the following codes: 60 – ASN under shipment; 61 – ASN over shipment; 62 – ASN zero shipment.

- 7.2.1. Fill Rate can be defined as any difference between the shipping instructions issued to the supplier and the actual shipment quantities. Any discrepancy

will be counted as a “miss” and is calculated as such for the overall shipment fill rate. For instance, the instructions indicate that the supplier should ship 200 pieces of part #12345 and 190 pieces are actually sent, the item counts as a miss in the overall fill rate calculation. If ten items are instructed and eight of those are filled correctly but two are misses, the overall shipment fill rate is 80%. Any "miss" will result in the generation of a DDR.

8. Appendices

8.1. Appendix A: Unit of Measure Abbreviations

Ay	Assembly
Br	Barrel
Cf	Cubic Foot
Ci	Cubic Inch
Cm	Centimeter
Cr	Cubic Meter
Cw	Hundred Pounds (Cwt)
Cy	Cubic Yard
Dr	Drum
Ea	Each
Ft	Foot
Ga	Gallon
Hu	Hundred
In	Inch
Kg	Kilogram
Lb	Pound

Lc	Linear Centimeter
Lf	Linear Foot
Li	Linear Inch
Lt	Liter
Mm	Millimeter
Mr	Meter
Oz	Ounce
Pc	Piece
Pt	Pint
Qt	Quart
Sc	Square Centimeter
Sf	Square Foot
Si	Square Inch
Sm	Square Meter
Sy	Square Yard
Th	Thousand
Yd	Yard

8.2. Appendix B: Label Locations

8.2.1. Box, Carton Or Tote:

Illustration

8.2.1.1. Use two labels. The upper edges of the label should be as high as possible. At least one of the labels should be visible when stacked on pallet. Labels should be on two adjoining sides.

8.2.2. Cartons Or Totes On Pallet:

Illustration

- 8.2.2.1. Each carton or tote shall be individually labeled as specified above. If more than one part number is contained on the pallet, a mixed load label shall be placed on four sides of the pallet load. (See Section E.2, Page 12)

8.2.3. Coils:

Illustration

- 8.2.3.1. Use two bar-coded labels. Attach labels to hang tags. Attach hangtags to banding on coil. Coils must be palletized.

8.2.4. Drums Or Barrels:

Illustration

- 8.2.4.1. Place one label near the center of the side. Drums or barrels must be secured to a pallet.

8.2.5. Bales:

Illustration

- 8.2.5.1. Place two labels near the top of the bale so that it's visible when stacked on pallet. Labels should be on two adjoining sides. Bales must be palletized.

8.2.6. Basket Or Wire Mesh Container:

Illustration

- 8.2.6.1. Use two labels. One label should be on two adjoining sides of the container. Label shall be affixed to a plate. All basket and wire mesh containers should include plates stating the accurate tare weight of the container.

8.2.7. Basket Or Wire Mesh Container:

Illustration

- 8.2.7.1. Use two labels. One label should be on two adjoining sides of the container. Label shall be affixed to a plate. All basket and wire mesh

containers should include plates stating the accurate tare weight of the container.

8.2.8. **Metal Bin Or Tub:**

Illustration

8.2.8.1. On flat sided bins and tubs, and on corrugated sided tubs, use two labels. One label should be on two adjoining sides of the container. All metal bins and tubs shall have their accurate tare weight painted on the side of the container.

8.2.9. **Pallet Box:**

Illustration

8.2.9.1. Use two labels. The upper edge of the label should be as high as possible on the side of the container. Labels should be on two adjoining sides.

8.2.10. **Telescopic Containers:**

Illustration

8.2.10.1. Use four labels. One label should be on two adjoining sides of each part of the container. The upper edge of the label should be as high as possible on the side of the container. Labels should be on two adjoining sides.

8.2.11. **Bundle:**

Illustration

8.2.11.1. Use two labels. Place two labels on a hang tag. Attach the hang tag to the banding on the bundle. Locate hang tag on the top or rear facing sides of the bundle. Bundles must be palletized.

8.2.12. **Bag:**

Illustration

8.2.12.1. Place one label on center of the bag face. Bags must be palletized for shipping.

8.2.13. **Roll:**

Illustration

8.2.13.1. On roll with a protective outer wrap, use two labels. Attach label to protective wrap on side of roll and on end of roll. On rolls with no protective outer wrap, use hang tag with affixed label. Attach tag to roll within 2 inches of end of material. Rolls must be palletized.

8.2.14. **Rack:**

Illustration

8.2.14.1. Place label on rack or attach a hang tag with the affixed label to the rack.

8.2.15. **Plastic Returnable:**

Illustration

8.2.15.1. Place label on provided label holder or in designated location.

8.2.16. **Collapsible Sleeve Pack:**

Illustration

8.2.16.1. Use two labels. The upper edge of the label should be as high as possible on the side of the container. Labels should be on two adjoining sides.

8.2.17. **Plastic Pallet Box:**

Illustration

8.2.17.1. Place Label In Designated Label Location.

Please Note: Individual manually handled packages are not to exceed 4 pounds per package.