



# **FMP Group (Australia) Pty Ltd Supplier Packaging and Shipping Standard**

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## **INTRODUCTION**

The details in this document are intended to outline a minimum standard for goods supplied to FMP Group, including but not limited to, goods from suppliers, second and third-party suppliers, and carriers.

## **PURPOSE**

This document outlines the minimum expected packaging and shipping specifications, including but not limited to, the following elements:

- Pallets
- Packaging and wrapping
- Paperwork
- Condition of goods inwards
- Location of delivery
- Delivery times
- Maximum volume per containers
- Special loads
- Carrier expectations

The supplier and/or carrier must agree with the standards outlined in this document and meet the minimum required expectations without variance.

Failure to meet these standards will result in non-acceptance of goods by FMP Group.

## 1. Goods Inwards

FMP Group in Ballarat has two different delivery points that can be utilized by suppliers and/or carriers in order to deliver products.

The map below shows a complete overview of the site:



### Gate 2 - Latrobe Street

Gate 2 is located in Latrobe Street at the east end of the site. It is used for outward goods from the FMP Group Warehouse.

Gate 2 is also used for smaller deliveries such as consumables, tools, etc. Machinery can also be delivered through this gate.

Limitations of what can be unloaded apply and usually consist of deliveries from suppliers and/or carriers delivering cartons and pallets, and some special orders (by prior arrangement only).

Do not deliver to Gate 2 unless your load conforms to the above-mentioned specifications.

### **Gate 3 - Latrobe Street**

Gate 3 is located in Latrobe Street at the west end of the site. It is used for unloading of inwards palletized goods that require a forklift, and for the collection of scrap, rubbish and recycling bins.

B-Doubles must be split before entering the site.

## **2. Condition of Packaging**

FMP Group expects that all packaging be in good order when receiving goods, and that all suppliers and/or carriers conform to the following minimum standards regarding packaging:

- Boxes must in good condition
- Each part should have a consistent packaging standard
- Each part should be in individual packaging, i.e., no mixed lots
- Bulk bags to be tear free and on a single pallet only
- Bulk bags to have no evidence of rough handling
- Raw material bags must not be damaged
- No loose materials to be spilt on pallets, i.e., powders
- Neat packaging of boxes and bags on pallets
- No moisture effected product or packaging
- Clearly marked boxes showing package quantities
- No evidence of animal or insect infestation should be present
- Dangerous goods must have all paperwork to comply with the handling of dangerous goods regulations

If it is deemed that the supplier and/or carrier have not followed these guidelines, FMP Group reserves the right to refuse the goods.

## 2. Condition of Packaging (continued)

Below are some examples of unacceptable packaging:



**X** Pallets contain loose product



**X** Pallet unstable



**X** Bulk bag contains tears



**X** Broken box, unstable load

Below are some examples of acceptable packaging:



**✓** Pallet solid, wrapped & strapped



**✓** Packaging solid, strapped & marked



**✓** Stabilised load well labelled



**✓** Solid pallet well wrapped & marked

### 3. Condition of Packaging (continued)

In the event that imported products are damaged upon arrival, a written notification from the supplier or carrier must be given to FMP Group stating the following:

- Time and date the damage was noticed
- Product description
- Damage details
- Name and signature of person/driver

This written notification must be completed by the person who first notices any damages. This helps to ensure that the responsibility for any re-packaging or replacement of damaged goods goes to the appropriate party.

Failure to give written notification of damage to FMP Group may see a charge applied to the appropriate party, or FMP Group refusal to accept the goods

Re-packed product at Carrier is to be in accordance with the FMP Damage Repack Standard PS 25 – refer Appendix 1. Damaged bags are to be placed on a separate pallet.

### 3. Labelling of Packaging

It is expected that all boxes and other packaging received by FMP be clearly labelled with unit quantities of the expected total delivery, e.g. box 2/20. If any part of the sequence is missing, FMP reserves the right to refuse the goods and return to the supplier.

It is a requirement that suppliers to put some form of identification of the product on each box.

Pallets should be clearly identified with contents of the pallet, e.g., part number/s and quantities. The manufacturing date for raw materials and hardware must also be shown where applicable.

Below are examples of acceptable labelling:



*PO numbers and products listed*



*Quantity and material ID listed*



*PO numbers, weights and dates listed*



*Weights, lot number and references listed*

If you have questions regarding labelling, please contact your FMP Buyer/Planner for assistance.

#### 4. Delivery Paperwork

All deliveries to FMP Group are required to have supporting paperwork accompany the goods. Suppliers and/or carriers are expected to comply with the following:

- **An invoice, packing slip or delivery docket from the supplier must accompany any material, product or part delivered to FMP Group. For each delivery one copy of the master packing list must be attached securely to the goods.**
- **A third-party warehouse docket must also be with the goods if they have been dispatched from a site other than that of the supplier. However, this alone will not be accepted as appropriate paperwork. It must accompany the original paperwork from the supplier.**
- A consignment note from the carrier is also required if using a transport method other than suppliers own company vehicle. A consignment note must be accompanied by the original paperwork from the supplier.
- Each invoice, packing slip or delivery docket from the supplier must contain the FMP Group purchase order number/s as per the original order/s from FMP Group.
- Each packing slip or delivery docket from the supplier must have the correct quantities of goods being delivered clearly stated on the paperwork.
- **All paperwork must be attached to the outside of the packaging and clearly visible. Any goods received with paperwork inside the packaging will not be accepted. If paperwork is not able to be attached to the outside of packaging, it must be handed to the appropriate FMP Group employee on delivery of goods.**

If delivery paperwork does not meet the above criteria, FMP Group reserves the right to refuse any goods until the correct paperwork is supplied.



## 5. Shipping Materials

The following guidelines apply to all shipping materials, including but not limited to, pallets, crates and containers:

- Pallets are to be stacked no higher than 152 cm
- Pallets are to be a standard size and condition
- Broken pallets will not be accepted
- Paper and/or cardboard pallets will not be accepted unless by prior arrangement
- No nails or staples are to be protruding from wooden shipping materials
- Pallets with missing planks or broken legs will not be accepted
- Pallets are to be neatly stacked and not weight biased to one side
- Imported pallets are expected to be fumigated to Australian standards
- Plastic pallets are not to be cracked
- Pallets and wooden shipping materials must be of sound lumber
- Pallets and shipping materials must provide adequate forklift access
- All pallets to be clearly identified where possible
- Strapping must not cover material identification
- Each CHEP pallet delivered will have 1 pallet returned in its place
- CHEP pallets must be in good order
- Each CHEP pallet sent will be expected to be replaced by 1 CHEP pallet
- Each imported pallet MUST comply to Australian imported pallet standards
- Import Pallets need to be treated ISPM15. Packaging Declarations to reflect that all pallets are treated in compliance with ISPM15. Any costs associated with a failure to meet this requirement could lead to a COPQ claim against the supplier.

Shipping containers must have at least 150mm of unused/free floor space immediately inside the container doors. This is to enable the overlap of FMP's container unloading ramp. Any non-complying containers will be sent offsite and unpacked at the supplier's cost.

## 5. Shipping Materials (cont'd)

Below are some examples of unacceptable shipping materials:



*X Poor wood structure*



*X Broken planks*



*X Missing planks*



*X Cracked planks*

Below are some examples of acceptable shipping materials:



*✓ Intact plastic pallet*



*✓ Intact standardised wooden pallet*

## 6. Carriers

It is expected that all carriers used by suppliers of FMP Group will adhere to the following guidelines when delivering to FMP Group:

- Limit deliveries to between 7:00 a.m. and 2:30 p.m. Monday to Friday
- Have all required paperwork before leaving supplier (refer Section 4, Delivery Paperwork)
- Provide an estimated delivery date and time
- Ensure all items to be delivered are in good condition before loading
- Take all care to ensure goods remain safe and in good condition during loading, transporting, and delivery/unloading at FMP Group
- Do their utmost to deliver on time
- Report any breakages made by their company to the appropriate FMP Group Buyer/Planner
- Report any delivery variances to FMP Group before delivery
- Drivers to be co-operative towards FMP staff at all times

## 7. Problem Resolution

If there is a dispute between FMP Group, the supplier and/or a carrier regarding goods to be delivered to FMP Group, the first point of contact for resolution should be the supplier.

FMP Group will uphold the standards outlined in this document and reserves the right to refuse any goods or materials that do not conform to the guidelines mentioned herein.

FMP Group Buyer/Planner contact details:

Materials Buyer	(03) 5327 0316
Maintenance Buyer	(03) 5327 0209
Traded Products Buyer	(03) 5327 0302

For delivery or stores enquiries phone (03) 5327 0324

Any future updates to the FMP Group (Australia) Pty Ltd Supplier Packaging and Shipping Standards will be posted on our website at <https://www.bendix.com.au/suppliers>

## Appendix 1



### PACKAGING SPECIFICATION

## DAMAGE REPACK STANDARD (PS 25)

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### **RAW MATERIALS:**

A quality replacement pallet is required.

A layer pad is required.

Materials must be repacked neatly flat in layers and not protrude from pallet.

Each layer must be in opposite direction to each other to stabilize the stack.

Materials should only be repacked to shoulder level height.

Each damaged bag must be placed in a separate plastic bag, and on a separate pallet.

Any spilled contents must be placed in a separate bag, so contamination does not occur, and marked as contaminated.

All repacked bags need to be labelled with either the supplier's reference or the Carrier reference number.

Repacked pallets must be shrink-wrapped to secure load.

### **BACKING PLATES:**

Replacement boxes are to be picked up from FMP.

Note: As plates are stacked in boxes, 2 boxes will be required to replace 1 damaged.

Take notice of box label. If label shows 2 parts, then separate boxes will be needed for each part.

Provide FMP with the part number(s) on the box, and drawings can be issued to show each part identity. Do not mix parts.

The original box label must be taken off the damaged box and supplied to FMP with the repacked boxes.

### **Timing:**

Repack must be completed in a maximum of 1 week.