



**FMP Group (Australia) Pty Ltd  
PV Disc Pad Finished Goods  
Packaging Standard  
Shrink-Wrapped Only Sets**

**Document No: PS94  
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## **INTRODUCTION**

The details in this document are intended to outline a minimum standard for Finished Goods that are non-POS carton shrink-wrapped sets packed and supplied to FMP Group, relating to our private label and some specific parts.

## **PURPOSE**

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

- Sets to be shrink wrapped only
- Pallets
- Packaging and labelling
- Case labelling
- Format of the packing list to be sent to FMP when a shipment is made

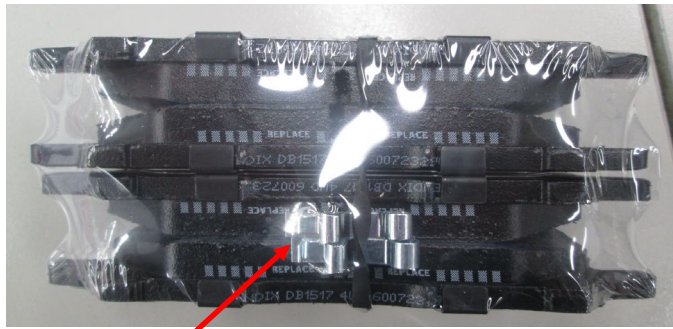
The supplier must agree with the standards outlined in this document and meet the minimum required expectations without variance.

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

## 1. Shrink-wrap into sets

Sets are shrink-wrapped only and must not be packed in POS cartons.

Sets are to be shrink-wrapped together in a formation to ensure fitment into POS cartons when they arrive at FMP. Any loose hardware is to be shrink-wrapped with the pad set, *refer picture samples below.*



Loose hardware shrink-wrapped with pads



## 2. Pack into cardboard tote box

Sets to be packed into a heavy-duty cardboard tote box.

Dimensions of cardboard tote box: - 46cm x 26cm x 8cm (LxWxH)



## 2. Pack into cardboard tote box (continued)

Shrink-wrapped sets are to be packed into cardboard tote box as per picture below.

Packed cardboard tote box is not to exceed 20 kg in weight.



## 3. Labelling of tote boxes

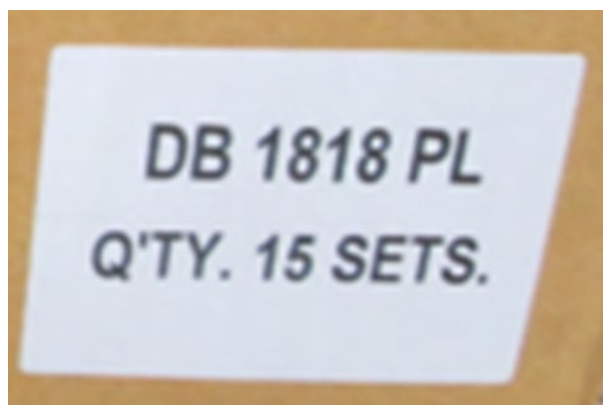
All cardboard tote boxes are to be clearly labelled (refer image above for placement).

Label must contain the following information:

Set DB Description: DBxxxx

Application: PL, NA (for example)

Quantity of sets packed in tote box: Qty xx SETS



#### 4. Labelling of Cases

It is expected that all boxes and other packaging received by FMP are clearly labelled with unit quantities of the expected total delivery.

e.g. box 2/18 & 17/18 for example

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 supplier put a listing on the outside of each case what is packed in the caseation of the product that is packed in each case. The list must have:

FMP SAP NO: 2400XXXXX (this is on our PO:)

Description: DB1234 GCT (this is on our PO:)

Quantity: how many in the case

**IMPORTANT NOTE:** Pack the same part number together on a pallet or in a case. DO NOT have the same part no in multiple layers throughout a case or pallet. This makes the unpacking process much quicker.

Below are examples of acceptable labelling:

*PO numbers and products listed with count*

Pallet	Invoice	PO	Material	Description	Qty
1	ABCDE190920	4500800157	240010194	SET DB1967 HD	72
1	ABCDE190920	4500230015	240010202	SET DB1973 HD	144
2	ABCDE190920	4500400115	240013020	SET DB2203 HD	90
3	ABCDE190920	4500100157	240010295	SET DB1956 HD	84

#### 5. Delivery Paperwork

A 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.

- 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.

- In most cases FMP will provide a template for the supplier to use as a packing list. We will supply this electronically in an excel format. We require it in this format for our warehouse management system. If you are having any IT issues, or unable to use or complete the packing list in this format please contact us for assistance. We will also advise you to make any changes to the template if required.

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

## **6. Shipping Case Materials**

Goods are to be supplied in a large cardboard bin with full base and cap. Footprint must be no bigger than 1120mm by 1120mm

## **7. Container loading**

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.

## **8. 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 reserve the right to refuse any goods or materials that do not conform to the guidelines mentioned herein.

### **FMP Group Buyer/Planner contact details:**

Traded Goods Buyer	(03) 5327 0289
Supply Chain Manager	(03) 5327 0230

Any future updates to this standard will be posted on our website at [www.bendix.com.au](http://www.bendix.com.au).