

Packaging Requirements

- Packaging is required for all shipments. The packaging must be:
 - New
 - Clean
 - Appealing to the customer
 - Protects the product through the distribution network
- Acceptable packaging methods are defined as follows:
 - Bag – A preformed flexible container enclosed on four sides. Basic standard type of bag is plastic; acceptable when shipped within a carton
 - Box – A folding set-up box made of chipboard paper
 - Carton – A rectangle shipping container constructed with corrugated fiberboard with a Certificate of Boxmaker marking seal indicating carton strength
- Cartons must be sealed with tape, staples or both
- Plastic bags must be sealed to preserve product
- Cartons with product weighing over 35lbs, in addition to taping, must also be banded with no fewer than two bands
- Styrofoam filler is not acceptable and can only be used if approved in advance by Greenlee
- Although many carriers have adopted a 150lbs weight limit per carton, we are asking that you do not exceed 50lbs per individual carton
- Ship in the unit of measure specified on the Greenlee purchase order. Products must arrive in standard packs when applicable
- Correct Unit Value and Extended Value
- Correct Quantity
- Correct Unit of Measure
 - pieces, dozen etc
 - Note: when using sets we must know what and how many items are included in each set
- Correct Value of the goods

Documentation Requirements for Packaging

- Purchase Order numbers and line item numbers must be identified with the shipment
- Quantity ordered and Qty shipped (back order reference)
- Packing list must be included
- Delivery/Receiving Bar Code Scan Doc. Required for all direct orders
- Additional Import Documentation Requirements:
 - Full company name
 - Address
 - Contact person
 - Phone number of the recipient of the goods

Palletization Requirements

Palletized shipments are acceptable providing the following requirements are met:

Greenlee's Memphis Distribution Center and manufacturing plants use 48"L X 42"W pallets with maximum height of 54", unless specified otherwise.



**4 WAY PALLET
DIMENSIONS
42 INCH
WIDTH
48 INCH
LENGTH**

- Multiple carton LTL shipments should be palletized and stretch wrapped.
- Pallet size is L-48" by W-42" unless otherwise specified
- No slip sheets
- Pallet construction must meet the specifications of a traditional four-way skid
 - Three (3) stringers with a minimum of 1 – 3/8" thickness
 - Top and bottom boards nailed directly to stringers
 - 6" wide deck boards on leading edges
 - Minimum 3 to 4 boards 3/4" thick equally spaced for top intermediate boards
 - 3 boards on the bottom
- Pallets must not exceed 54" in height (including pallet)
- Product must not exceed pallet dimensions
- Multiple packages should be marked sequentially (1 of 2, 2 of 2 etc., depending on the number of cartons)
- If there is a possibility of product falling between the deck boards, then a cardboard sheet must be used on top of the pallet
- When stacking product, interlock the layer to make a more secure load
- Corrugated corner posts should be used on corners before stretch wrapping. The post must go from the pallet to the top of the stacked product
- Corrugated edge protectors are necessary where there is a possibility that banding will damage the edge of the product packaging
- Required information on packing lists:
 - Greenlee purchase order number
 - Purchase order line number
 - Greenlee material number
 - The supplier's name
 - The quantity ordered
 - The quantity backordered

All pallets must be labeled, at minimum, with the following information:

- From: and To: addresses
- Greenlee's part number
- Greenlee's Purchase Order number and Line number
- Quantity
- Standard Pack/Master Pack/POP explanation and labeling requirements
- Point of Purchase Labeling
- Carton Labeling
- Serial Number or Day/Time/Lot number, if required
- All information must be human readable and bar-coded
- General Code 39 15milx dimension
- The label must have a Data Identifier *(P), (S), etc
- The label should be 6.5" by 4.0"
- The packing list must be visible
 - Enclosed in an envelope and marked "Packing List"
 - Attached to the outside of the carton
- On multiple cartons, the packing list should be placed on carton number one
- For LTL shipments, a second copy of the packing slip should be attached to the bill of lading

Repackaging Requests

Greenlee also reserves the right to charge the supplier for the cost of the labor and materials for repackaging and palletizing. The current rate for this fee is a minimum of \$200 and an additional hourly rate may be applied.

Greenlee Policy allows our customers to return slow moving inventory for credit. We may request additional packaging materials needed to repack product in new resalable condition when packaging has been damaged. Greenlee may also request that damaged product be returned to the supplier for refurbishment and repackaging.

Reminder: It is imperative that you reference the purchase order and line number on ALL packing lists and invoices.