



Material packaging rules

Dayco Wujiang plant

DATE: 2012/9/20

In order to insure all materials arrive in good quality condition and can be handled efficiently according to our shelf and forklift condition, please have your kind cooperation to make sure the packing method should in line with following request.

1. Pallet

- Pallets must be used in all shipments.
- The size must be 100cm (length) *80cm (width) *15cm(Height), total height including both cargo and pallet can not exceed 100cm, but the supplier should be consider the pallet bearing to be sure the goods are under good tranporation .
- Side face should be reinforced with wooded bar, but the front face must not, as following pictures. The Pallet should be like “)||’.

side face



front face



2. Carton

- Supplier can choose cartons by themselves with resonable size.
- Weight of each carton must be less than 13kg.
- There must be a resonable MPQ, below packages are absolutely **unacceptable**, as it is very difficult for warehouse keeper to manage them.





- Supplier should pack these kind of components with a kind of **plastic bag** , **partition** or appropriate **tray** and so on, then put them into the bigger carton or container, following pictures as instance.



- Each minimum package should have a lable with these informations: part number, description, quantity, Spec, production date, supplier name and Code, supplier Lot#.
- There must be shipping mark outside cartons also with corresponding information.

below are ideal minimum package quantities by category, for your information :

category	Minimum packaging quantity
ARM	200PCS
SUPPORT SPRING	200pcs
MAIN SPRING	100pcs
PIVOT BUSHING	200pcs
SUPPORT PLATE	200pcs
PIVOT TUBE	200pcs
END CAP	200pcs
PULLEY	96pcs
BEARING	100pcs
BOLT/NUT/SCREW	500pcs
SPRING STRIP,GRASE,LOCK UP PIN,O-RING,PLUG,LOGO,SEEGER	200pcs
SPACER/BRACKET	60pcs
casting part	60pcs

物料包装要求



为了确保所有的物料能够保质保量的完成运输和收货，另外根据我公司仓库状况，请各供应商务必按照以下要求进行包装运输。

1. 栈板

- 所有的货物必须使用栈板。
- 栈板规格 100cm（长）*80cm（宽）；栈板本身的高度为 15cm，栈板加货物的总高度不得超过 100cm. 实际高度根据栈板承重情况确定以不会在运输过程被破坏。
- 栈板采用“川”字型，侧面底部要求加固，但是正面一定不要（配合我公司叉车），如下图片供参考：

侧面



正面



2. 纸箱

- 供应商可自行选择合适大小的纸箱
- 每个箱子重量不得超过 13KG.
- 必须有合适的最小包装，如下包装方式不能接受，仓库人员无法进行管理和控制



- 这种物料要求大箱里面增加一种小包装 如**隔板**，**塑料袋**或者**包盘**等， 然后根据具体情况再将其装入大箱子里，如下图



- 每个最小包装上面必须有相应的标签包含至少这些信息：物料号， 物料描述, 数量, 规格, 生产日期， 供应商名称和代码, 供应商批次.
- 外箱上面必须有包含相应信息的唛头.

如下是根据不同物料类别的合理最小包装量：

category	Minimum packaging quantity
ARM	200PCS
SUPPORT SPRING	200pcs
MAIN SPRING	100pcs
PIVOT BUSHING	200pcs
SUPPORT PLATE	200pcs
PIVOT TUBE	200pcs
END CAP	200pcs
PULLEY	96pcs
BEARING	100pcs
BOLT/NUT/SCREW	500pcs
SPRING STRIP,GRASE,LOCK UP PIN,O-RING,PLUG,LOGO,SEEGER	200pcs
SPACER/BRACKET	60pcs
casting part	60pcs

如有任何问题，可以联系我们岱高吴江公司物流部门。

0512-63160758

送货单格式

供应商名称

收货单位：岱高（苏州）汽车零部件有限公司

送货日期：

序号	订单号码	料号	品名（中英文）	供应商批号	单位	数量	实际收货数量	托盘	箱数	备注

收货人签名：

提货人签名：

发货人签名：