



2019 VENDOR PACKAGING AND SHIPPING REQUIREMENTS North American Automotive Aftermarket

SHIPPING REQUIREMENTS AND CHARGEBACKS

1. BILLS-OF-LADING, PACKING LIST, AND SHIP TO LABEL REQUIREMENTS

- a) All Bills-of-Lading and Ship to Address Labels are to be marked with the ship-to name of: *Dayco Products*
- b) All Purchase Order Numbers must appear on your Shipper Bill-of-Lading.
- c) A copy of the Packing List must be placed in an envelope with markings "*Packing List Envelope*" and attached to the Drivers Copy of the Bill of Lading.
- d) A second Packing List must be attached to a container and/or pallet in a clear window envelope, with tape or labels designating "*Packing List Enclosed.*" With full truckloads, the packing list must be placed in a visible position on the last pallet loaded.
- e) The Packing List must contain the following detail:
 - Purchase Order Number
 - Dayco Part Number
 - Quantity Ordered Per Part Number
 - Quantity Shipped Per Part Number
- f) Dayco will respond to the supplier within 24 hours if any of the above items are missing. Dayco will expect a response from the supplier within 24 hours to requests for these items.

2. PACKAGING AND LABELING REQUIREMENTS

- a) As specified by Dayco, each container must be properly labeled with the Dayco part number, product description, quantity, and bar code (see bar code requirements below). Variations may be approved on a part by part number basis as determined by Dayco and conveyed to the supplier.
- b) Each part number must be packed in an individual carton. In circumstances where it is practical and acceptable to mix part numbers in a carton (end of runs), the carton must have a "*Mixed Part Carton*" label that lists each part number and the quantity in the carton. No bar code label is required on the "mixed part" carton labels.
- c) The total carton weight cannot exceed 50 pounds.
- d) The carton label should include the Uniform Code Council (UCC-14) Shipping Container Code (SCC) in bar code and human readable form on full case quantities of product. Cartons containing less than the full case quantity should have a Serial Shipping Container Code (SSCC) (for internal plant locations) or both the part number and quantity printed in 3 of 9

bar code (for external supplier locations). The bar codes must meet all requirements of the published bar code standards. Please contact Dayco Product Management for our standards and specs. In cases where “atypical” labeling methods are cost prohibitive to implements, a boldly colored label that clearly reads “Non-Standard Qty.” and shows the part number and exact quantity is acceptable.

- e) All products are to be individually labeled and bar coded as defined and approved by Dayco. Any improperly labeled products will be re-labeled as needed by the receiving warehouse. Again, the labor for this work will be charged back to the supplier and this process will be carried out via the Dayco Charge Back program and related forms.
- f) All parts are to be shipped in Dayco approved containers as defined by Product Management. All parts will have one standard and approved carton, unless an exception is approved and documented by Dayco. Parts that arrive in un-approved containers will be given an un-satisfactory rating on the guidelines, a QC form will be filled out (see section 6) and any costs incurred by Dayco to re-pack the product into the appropriate container will be charge back to the supplier.

3. PALLET LOAD REQUIREMENTS

- a) Each Master Case or Master Carton must have the contents label facing the outside of the pallet, where possible.
- b) Each pallet is to have a Pallet Manifest Sheet that lists all parts numbers, the quantities of each part, and the Dayco purchase order number on that pallet.
- c) All identical part numbers on a single Purchase Orders must be packed one-part number per carton and must be stacked together on the pallet(s) in tiers. Identical part numbers must not be spread throughout the shipment on separate pallets.
- d) When multiple Purchase Orders are shipped together on the same bill-of-lading, like part numbers must be consolidated on the same pallet(s) whenever possible. No part number should ever be spread out over two to three pallets.
- e) It is required that the high-volume movers supplied to Dayco by each supplier are packed one-part number to a pallet. These “high volume movers” should NOT be co-mingled with other parts. The Dayco planning group will provide each supplier with this list, as needed.
- f) All shipments are to be palletized on 48” X 40”, 4-way entry, stringer design pallets as specified by Dayco. (refer to the “Dayco Products, Inc. Packaging Material Specification” at the end of this section)
- g) No pallet load is to exceed 50 inches in height (overall height, including pallet).
- h) Pallet loads are not to exceed 2,500 pounds gross weight.
- i) All pallet loads are to be stretch wrapped adequately to prevent load shifting and to protect the load during transportation and handling. Pallet loads must have corner boards, the full height of the load, on all four corners; when required to stabilize the load and keep the load from getting crushed when double stacked in the trailer.

Pallets with multiple part numbers are to be clearly marked with a “*Mixed Load*” tag sheet (see attached) placed on two opposing sides of the pallet load. The “Mixed Load” tag sheet must show the Dayco purchase order number, part numbers, number of cartons and the quantity for each part number on the pallet.

4. CHARGEBACKS

- a) Dayco will notify Supplier on Shipping Issues and create a timeline to resolve issues
- b) If issues are not resolved and Continuous Shipping errors are encountered, Dayco will Chargeback \$250.00 per PO shipment.

Supersedes Date: NEW

Material Part No: PW0026

Page 1 of 3

Date: 12/20/18

GENERAL

GENERAL DESCRIPTION

STRUCTURAL MATERIALS(S)

DIMENSIONS

CONSTRUCTION

GRAPHICS

PACKAGING

APPROVALS

CHANGE REASON

1.1. Data sheet showing conformance to the material specification must accompany every lot shipped.
Yes No X

1.2. No significant changes in material or method of manufacture will be made unless expressly approved by Dayco

1.3. General Packaging Material Specification No _____ is a part hereof and it, plus the requirements given herein, constitutes this specification in its entirety.

2. GENERAL DESCRIPTION

Wood pallet, 48" X 40" flush stringer design, four-way entry, double face, non-reversible, expendable, general usage.

3. STRUCTURAL MATERIALS(S):

3.1. Top and bottom deck boards: Class B or C wood groups, shipping pallet grade.

3.2. Stringers: Class B or C wood groups, shipping pallet grade.

3.3. Fasteners: Drive screw (helically threaded) nails, stiff stock (minimum carbon content C1020) or hardened steel only.

4. DIMENSIONS:

Note: All dimensions given are actual dimensions:

4.1. Overall pallet dimensions: 40" L x 48" W x 4-5/8" H

Tolerance: ± 1 / 4" length and width

4.2. Stringer and deck board dimensions:

	Qty	Thickness	Width	Length	Tolerance
Stringers	3	1 - 1/2 "	3 1/2" to 3 5/8"	48"	L: + 1 / 8", - 1 / 4 " W & T: ± 1 / 16"

Forklift Notches	9" L x 1-1 / 2" D ± 1 / 8"; corners may be square cut or 3 / 4" radial cut (See attached drawing for positioning)				
Top Deck	2	1/2" to 5/8"	5 – 1 / 2"	40 "	L : + 1 / 8", - 1 / 4 "
	5	1/2" to 5/8"	3 – 1 / 2"	40"	W: + Unlimited, - 1 / 8" T: + 1 / 8", - 0
Bottom Deck	3	1/2" to 5/8"	3 – 1 / 2"	40"	L: + 1 / 8", - 1 / 4" W: + Unlimited, - 1 / 8" T: + 1 / 8", - 0

DAYCO PRODUCTS, INC.
PACKAGING MATERIAL SPECIFICATION

Supersedes Date:

NEW

Material Part No: PW0026

Page 18 of 3

Date: 12/20/18

4.3. Fasteners:

Drive screw nails Length: 2" Tolerance: ± 1 / 16" Width diameter 0.105"
Tolerance: + .001", -- .002", Thread diameter 0.117"
Head diameter 0.250"

5. CONSTRUCTION:

Assemble the pallet as shown in the attached drawing number PW0026. Deck boards and stringers should be of uniform thickness and stringers of uniform height. All deck boards shall be parallel and fastened to stringers at 90° angles. Deck boards should be flush (± 1 / 8") from the outside stringers. The outside deck boards must be positioned ± 1 / 8" from the end of the stringers. Remaining top and bottom deck boards must be spaced as shown on the attached drawing. Use two fasteners at each joint on the 3 – 1 / 2" wide deck boards and three fasteners at each joint on the 5 – 1 / 2" wide boards. All fasteners must be driven flush or a maximum of 1 / 8" below the deck board surfaces. Deviation in "out-of-square" of the assembled pallet is limited to a difference in diagonals of no more than 1".

SAMPLE PRODUCT LABEL

SHIP FROM SUPPLIER NAME SUPPLIER ADDRESS		SHIP TO DAYCO PRODUCTS 3530 RAINES RD MEMPHIS, TN 38118	
PART NUMBER (P) 123456789			
QUANTITY (Q) 20		PO NUMBER 201800005555	
SERIAL NUMBER (S) S123456789			
			